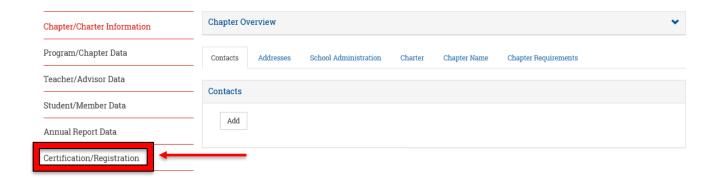# CDE/LDE Document Upload for a National Event

Rev. July 13, 2018

DOCUMENT UPLOADS

The Agricultural Communications, Agricultural Issues, Employment Skills, Marketing Plan and Prepared Public Speaking Events require uploads. The upload required for each event is indicated. These uploads must be completed by the deadline of Sept. 1. The procedure outlined below is the same for all of these documents. Employment Skills has two deadlines, Sept. 1st for the resume, cover letter and job description and Sept. 15 for the online job application.

LOG ON TO WWW.FFA.ORG

To begin, navigate to FFA.org, log in and navigate to the *Chapter Profile*.
On the Chapter Profile page select *Certification/Registration*.

CDE/LDE CERTIFICATION

The CDE/LDE Certification page will only list those CDE/LDEs that the state staff have declared for your chapter to certify members. Select *Edit* 🖉 for the CDE/LDE event for which you would like to upload a document.

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.
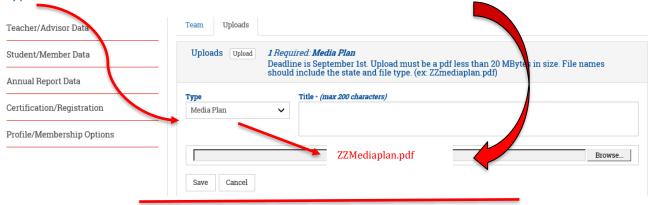
NATIONAL FFA ORGANIZATION

Select *Upload* for the CDE/LDE event after you have identified and saved the member(s). Note: The window will indicate the Required Upload for each specific this event. This event has 1 Required Upload—Manuscript.

Note: Instructions are provided for size and file name.
Type is indicated which follows the state abbreviation in the file name.

Indicate the Title of the document in the space provided. You should be sure your file is named properly prior to selecting the Browse button for the upload itself. You can see this document is named "*MIMediaplan.pdf*". *Save* the upload when completed.

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Once saved, the information will display the Type, Title, File Name and Upload information. When the information for the event is complete and saved, then *Submit* the certification.

Uploads may be done any time from initial Certification to the deadline of Sept. 1, but you must **re***submit* the certification for state staff approval for uploads if completed after the initial certification and submission.

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Certification Submitted Successfully.   ✕

REMINDER: If you make any more changes, you must re-submit.   ✕

Chapter/Charter Information	Edit Certification: **Agricultural Communications**	State Qualifying Date: **04/20/2018**

Advisor: Winifred Logan - 600726995 ✎   **Email:** 37657259@agriculture.agriculture   **Mobile:** (115) 670-6581   [Submit] [Back]

- Chapter/Charter Information
- Program/Chapter Data
- Teacher/Advisor Data
- Student/Member Data
- Annual Report Data
- Certification/Registration
- Profile/Membership Options

Team   Uploads

Uploads [Upload]   *1 Required:* **Media Plan**
Deadline is September 1st. Upload must be a pdf less than 20 MBytes in size. File names should include the state and file type. (ex: ZZmediaplan.pdf)

Type:	**Media Plan**	
Title:	Adams County Centennial Farms	📄 🗑
File Name:	MIMediaplan.pdf	
Uploaded:	- Winifred Logan	

When you are finished with your upload and submitted it you may *Sign out*.

Uploads may be done any time from initial Certification to the deadline of Sept. 1. BUT, you must resubmit the certification for state staff approval.

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