

## 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. 1<sup>st</sup> 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*.

Chapter/Charter Information

Program/Chapter Data

Teacher/Advisor Data

Student/Member Data

Annual Report Data

**Certification/Registration**

Chapter Overview

Contacts | Addresses | School Administration | Charter | Chapter Name | Chapter Requirements

Contacts

Add

### 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.

Chapter/Charter Information

Program/Chapter Data

Teacher/Advisor Data



Student/Member Data

Annual Report Data

Certification/Registration

Certification Results

Year: 2018

CDE/LDE	Submitted	Approved	Action
Agricultural Communications	- Winifred Logan	-	
Livestock Evaluation	-	-	



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.



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

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

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

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 - (max 200 characters): Adams County Centennial Farms

C:\Users\cherl\Documents\MIMediaplan.pdf Browse...

Save Cancel

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.

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

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 for uploads if completed after the initial certification and submission.



Certification Submitted Successfully. ✕

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

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Teacher/Advisor Data

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Annual Report Data

Certification/Registration

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Edit Certification: **Agricultural Communications**

State Qualifying Date: **04/20/2018**

Advisor: Winifred Logan - 600726995

Email: 37657259@agriculture.agriculture

Mobile: (115) 670-6581

Submit

Back

Team

Uploads

Uploads

Upload

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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.**