Friends – FFA
Created: 7/1/13

BACKGROUND
A new tab “Friends” has been added to the Dashboard it allows counties to capture and maintain information for

- FFA Chapters and FFA Members
- Judges

FFA CHAPTERS

1. Click on the ‘Friends’ Tab on the Dashboard and click ‘FFA Chapters’ icon
2. Click on ‘Add Chapter’
3. Enter in all the appropriate information (bolded fields are required)
4. Click ‘Save’
5. Repeat steps to add additional chapters
FFA MEMBERS

Once chapters have been added you can add FFA members.

1. Click on the 'Friends' Tab on the Dashboard and click 'FFA' icon
2. Click on ‘Add FFA Member’
3. A popup will appear. Select County and Enter in last name, email, and primary phone. Add a check to the “Confirm Add New Friend”
4. Click ‘Add FFA Member’
5. A new pop up will appear to verify adding a new member (to avoid adding duplicates).
6. If verified click ‘Add FFA Member’ again
7. Update ‘Personal Information’ fields (items in bold are required)

8. Click ‘Continue’

9. The screen will show the FFA member information.

10. Click ‘Edit Chapters’ to add/edit Chapter information

11. Click ‘Edit Projects’ to add/edit project information

12. Click ‘Edit Animals’ to add/edit Animal information