

# Friends – FFA

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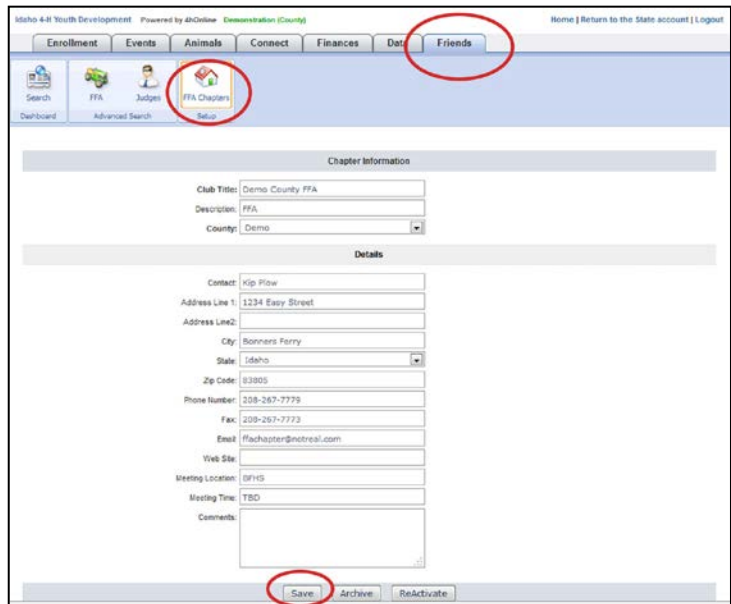
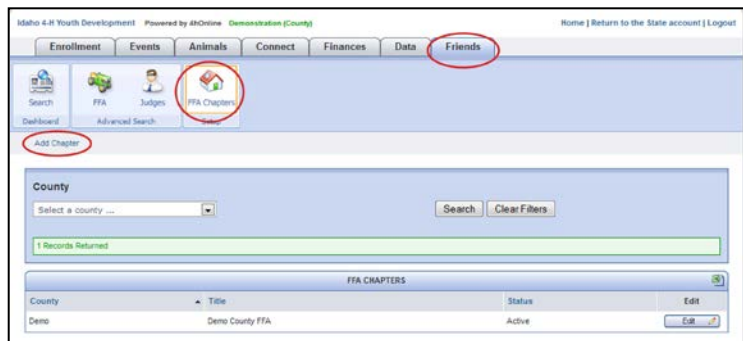
## BACKGROUND

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

The screenshot shows the 'FFA MEMBERS' page. At the top, there are navigation tabs: Enrollment, Events, Animals, Connect, Finances, Data, and Friends. The 'Friends' tab is active. Below the navigation, there are icons for Search, FFA (circled in red), Judges, and FFA Chapters. A search bar is present with a 'Search' button and a 'Clear Filters' button. Below the search bar, there are filters for Chapters, Projects, County, Animal Type, Training Type, and Flagged. The 'Add FFA Member' button is circled in red. The page shows 0 records returned.

The screenshot shows the 'FFA MEMBERS' page with a 'Create a new ffa member' popup window open. The popup contains the following fields and options:

- County: Demo
- Enter Last Name: Wood
- Enter Email: wood@fakeemail.com
- Enter Primary Phone: 208-267-3333
- Confirm Add New Friend

The 'Add FFA Member' button is highlighted in blue. The background page shows the same search and filter options as the previous screenshot.

7. Update 'Personal Information' fields (items in bold are required)

8. Click 'Continue'

The screenshot shows the 'Personal Information' form on the 4Honline website. The form is titled 'Personal Information' and is divided into 'Profile Information'. Fields include: Email (wood@fakeemail.com), First Name (Daisy), Last Name (Wood), Mailing Address (155 Black Mtn Road), City (Bonners Ferry), State (Idaho), Zip Code (83805), Birth Date (05/03/1996), Gender (Female), Primary Phone (208-267-3333), Cell Phone, and 4-H County (Demo). There is a checkbox for receiving text messages and a dropdown for selecting a provider. A 'Select school grade' section shows 'Grade: 12'. A 'Continue >>' button is at the bottom.

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

The screenshot shows the 'FFA Member Information' page on the 4Honline website. The page is titled 'FFA Member Information' and displays the following information: Daisy Wood, 155 Black Mtn Road, Bonners Ferry, ID 83805, 208-267-3333, wood@fakeemail.com [send mail]. Below this, there are three sections: 'FFA Chapters' with 1 Selected Chapters (Demo County FFA) and an 'Edit Chapters' link; 'FFA Projects' with 1 Selected Projects (Beef - Market) and an 'Edit Projects' link; and 'Animals/Livestock' with 0 Animals and an 'Edit Animals' link. At the bottom, there are links for 'Contact Us', 'Privacy Policy', and 'Refund Policy', and a logo for '4Honline Registration powered by 4HOnline'.