

Adding/Managing FFA Members (Friends Tab)

Before You Start

Because some county fairs have combined 4-H/FFA livestock shows, and some FFA members attend QA training along with 4-H members, it may be convenient for county offices to manage information for their FFA members within the 4hOnline environment. This is totally a county office decision, and there are some important differences between FFA (Friends) records and 4-H member records.

- FFA records do not include the “family” component; each record is an individual record.
- FFA members will not be able to login to their record and maintain/add/edit information; all information will be entered by county staff, including all animal/livestock records.
- A 4-H member who is also a member in FFA has, in effect, two records—one for 4-H and one for FFA. It’s important to be sure that animals identified with that member are identified on the right record—animals in the FFA record are separate and distinct from the ones on the 4-H record.
- FFA records are “active” until they are archived by county managers. There is no inactive/re-enroll process for those records.
- If an FFA member needs to be recorded in two counties, there will be two records—one in each county. Duplications are unimportant in terms of FFA members.

Set up FFA Chapters

Add in the FFA chapters in your county. Once you have set these up the first time, you will not need to do it again.

- 1) Click on the Friends.
- 2) Click on the FFA Chapters icon.
- 3) Click Add Chapter.
- 4) There are only 2 required fields: Title and county. The rest are optional, and may not be worth filling in, except for possibly the contact info. The only way to use that information is within reports.
- 5) SAVE when finished.

Screenshots

(Screen appearance may vary per state)

The screenshot shows the 'Friends' tab in the 4HOnline interface. Under the 'FFA Chapters' icon, there is a button labeled 'Add Chapter' with a red arrow pointing to it. Below this, a 'County' dropdown menu is visible with '1 Records Returned' shown. A 'Chapter Information' form is open, showing the following fields:

- Club Title:** (Required field, highlighted with a red box)
- Description:** (Optional text field)
- County:** (Required dropdown menu, currently set to 'zDemo', highlighted with a red box)
- Details:** (Optional fields for Contact, Address Line 1, City, State (set to Iowa), Zip Code, Phone Number, Email, and Comments)

At the bottom of the form are buttons for 'Save', 'Archive', and 'ReActivate'.



Adding a new FFA member (who is not also 4-H member)

1. On the Friends tab, Search icon—Click on the “Add Friend” button, and select Add FFA from the pop-up menu.
2. There is a confirmation process that cross-checks against existing MEMBER records.
3. Enter the last name, email, and phone, then click the Confirm Add New Friend box, and then the Add Friend button.
4. If there are similar records in the 4HOnline member database, you’ll see them listed as at right. If the list does not include your new FFA “friend”, click the Confirm Add New Friend box, and then Add Friend.
5. If you think the person IS the same as one of those listed, Cancel, and check it out—add the FFA to the existing 4-H record instead of creating a new one from scratch.
6. The first screen is the profile screen. Notice that there is very little information here, and that it is not linked to a family record. All fields except cell phone info are required. You may have to enter imaginary information if you do not have real data. Click continue when you have the fields completed.

Create a new friend [close]

County: zDemo

Enter Last Name: _____

Enter Email: _____

Enter Primary Phone: _____

Confirm Add New Friend

Add Friend

Create a new friend [close]

County: zDemo

Enter Last Name: Jones

Enter Email: jonesffa@nomail.com

Enter Primary Phone: 332-332-1112

If the friend you are adding is listed below, do not continue adding the friend.

Friend	County
Jones jones@nomail.com 515-957-0000	zDemo
Jones alljones@nomail.com 319-385-8126	zDemo

Confirm Add New Friend

Add Friend **Cancel**

Personal Information

Profile Information

Email: demoffa@nomail.com

First Name: Amelia

Last Name: FFAMember

Mailing Address: 1111 School St

City: Ames

State: Iowa

Zip Code: 50010 12345

Birth Date: 3/3/2000 mm/dd/yyyy

Gender: Female

Primary Phone: 332-332-1111 555-555-1234

Cell Phone: _____ 555-555-1234

I wish to receive notices via text message @ Select your provider ...

4-H County: zDemo

Select school grade

Grade: 9

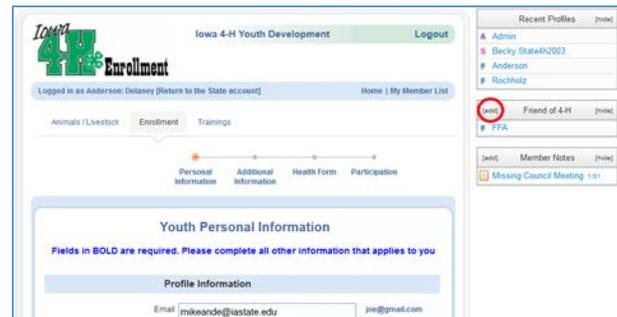
Continue >>



Adding an FFA Record (to a 4-H member)

If you cannot see the right-hand boxes on your computer screen, it's because of your screen resolution—there's not enough white space for them to fit. Either change your screen resolution, or change the "zoom" view in your browser—hold down the CTRL key, and use your mouse scroll button to "scroll down". Experiment with that to get the view that will allow you to read the information and also allow for the right-hand boxes to be visible.

1. Find the member on the normal (Enrollment) search screen. Login to the member record.
2. On the right side of your screen, there should be the boxes as shown. In the Friend of 4-H box, click the [add] link on the left side of the title bar.
3. Check the box beside FFA and click the Save button.
4. To access and edit the FFA record for this youth, you can either click on the FFA link in that same box, or you can manage their record through the Friends tab as you do the other FFA members.



Adding Information to FFA Records

After you create the FFA record, you can add an FFA chapter, "projects", and Animal records to this person's FFA record.

1. Click on the "Edit" links on each to add that information.
2. On each of these screens, check the correct option(s), then scroll to the bottom and click the Update... button. No changes will be saved until you click Update.
3. Adding animals is the same process (and same screens/fields) as 4-H members.
4. Click the Submit Enrollment button when you are finished.

The screenshot displays the 'FFA Member Information' page for a member named Amelia. The page is divided into several sections:

- FFA Member Information:** Shows the member's name, address (1111 School St, Ames, IA 50010), phone number (332-332-1111), email (demoffa@nomail.com), and county (Zdemo County State4hstaff County).
- FFA Chapters:** A section with '0 Selected Chapters' and an 'Edit Chapters' link.
- FFA Projects:** A section with '0 Selected Projects' and an 'Edit Projects' link.
- Animals/Livestock:** A section with '0 Animals' and an 'Edit Animals' link.

Two selection pop-ups are shown:

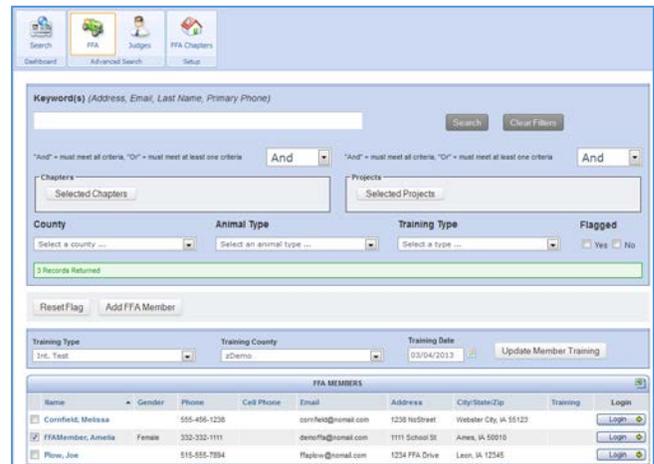
- CHAPTER SELECTION:** A list of chapters including Bellevue FFA and Maquoketa FFA.
- PROJECT SELECTION:** A list of projects including 4-H EFNEP, 4-H Fishlowa, 4-H FNP, Ag. Literacy/Awareness, and Americorps.

At the bottom, the 'Animals / Livestock' section is expanded, showing an 'Add an Animal' form with a dropdown for 'Animal Type' set to 'Beef, Breeding' and an 'Add Animal' button. Below this is an 'Animal List' table with columns for Species, Type, Animal, Status, and Edit / View. A 'Submit Enrollment' button is located at the bottom of this section.



Adding QA Information to the FFA Record

1. Friends tab, click on the FFA icon at the top (Advanced Search Group).
2. You may have to Clear Filters to see all FFA members in the list.
3. Locate the FFA member(s) in the list, and check the box beside their name(s).
4. Select the correct Training Type, Training County, and enter the Training Date. Click the “Update Member Training” button.



DO NOT add QA information here for members who are also enrolled in 4-H. That information needs to be added through the normal way on the “4-H side”.

Recording this information is totally optional. FFA advisors can/should be taking care of the QA certification records for their members, and the information can also be entered directly in the Pork Board database.

No certificates are available for FFA members through the 4HOnline database at this time.

✿Tips✿

FFA/Friends records can be difficult to manage across counties—there may need to be some county-to-county coordination of those records. For example, if a youth is a 4-H member in two counties, and also is an FFA member in one of them (or a different one entirely, based on the school district), it may be complicated to ensure that all the information is visible by all parties.

In Custom Reports, the easiest way to get lists of youth and/or their animals is to create one report for the 4-H members, then duplicate that, changing the standard filters for FFA. Combining the two (youth and FFA) can be problematic in reports.

