

USER GUIDE FOR:

Pre-Registration For State Convention

Iowa FFA Association Requests That:

1. This process be completed by all FFA Chapters in Iowa by the deadline regardless of their attendance to State FFA Convention. Receiving information from all FFA Chapters aids in planning.

4 Steps to Access Your Account at Iowa FFA On-Line

The following steps should help you in entering your members online:

1. Go to: www.iowaffa.com, scroll down to find “Iowa FFA Online” and select that link.
2. Scroll down to “DMChapters” and click on it.
3. Use your Account Name and Password. The account name will be IA0---, where the --- is the last 3 digits of your Chapter ID Number. The account name is not case sensitive. The password is case sensitive. If you misplaced your password, you can get it sent to you by either Scott (scott.johnson@iowaffa.com) or Irv (wapelloffa1@gmail.com).

8 Steps to Completing State Convention Pre-Registration

1. On the first screen, choose the button that looks like the one pictured to the right:



2. You now are on the first of three screens that are part of the pre-registration process.

- a. Please look at all of the information in the colored cells to make sure that it is correct. That is the data that Irv and Scott use to contact your chapter.

Chapter Number	000	Chapter PO	Ankeny	District		Sub District	
Chapter Name	Iowa FFA Association			Press Name			
School	FFA Enrichment Center			school phone	515-965-7376		
Address	1055 SW Prairie Trail Parkway			fax number	515-965-7373		
City State Zip	Ankeny, IA 50023						

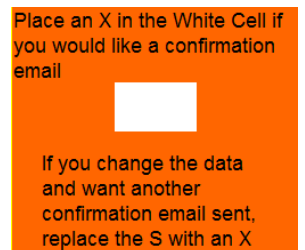
- b. In the green cells, confirm that all the information is correct. If others in your school should receive emails Irv sends out, make sure their email address is in the green email area under advisor 2 or 3. If they are considered an advisor and should be recognized in press releases, put their name in the advisor 2 name line. If they are assuming more the role of a secretary, then put their name on the ag ed ext line. Advisor names are brought into the press releases based on the names offered under the name cells for Advisor 1, 2 and 3.

Advisor 1	
	Mr.
Name	Scott Johnson
ag ed Ext	

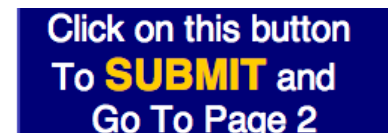
- c. In the light orange cells, make sure that you have the correct cell phone number and cell phone provider. This is important if an advisor changed from last year. Make sure the cell phone number and provider are yours.

Needed By State Staff -- For Emergency Use		
Cell Phone	7127902345	515-419-4006
Provider	Verizon Wireless	

- d. There is a large orange box with a white cell in the middle. Place an X in that white cell and you will be sent an email with a PDF that will serve as a confirmation of your pre-registration. The same cell exists on all three pre-registration screens. You only need to mark it once. When Irv sends the confirmation, the X will be changed to a S. If you make changes and want a new confirmation, simply change the S to an X.



- e. When done with Screen 1, click on the dark blue button to move to the next screen.



3. You are now on the second of three screens that are part of the registration process. This screen is used to gather approximate numbers for events and activities that require some lead time to plan. Indicate your best estimate on each. Do not leave cells blank. Blank cells make us assume, which is not useful.

- a. Please place a yes or no in these cells: “We will have a Chapter Exhibit?” and “We will need electricity for you chapter exhibit?”
- b. The rest of the responses are answered with a number. If you will have none for any of the questions, please enter a “0.” **Please do not leave a cell blank.** A blank cell indicates that you did not answer the question. A “0” indicates that you will have no one in that activity.
- c. If you did not put an X in the cell requesting a confirmation email, you can do so now in the large orange box.
- d. When done with Screen 2, click on the dark blue button to move to the final screen.

Click To SUBMIT and Go To Page 3

4. You are now on the third of three screens that are part of the registration process. This screen is where you sign up for the four Ag Skills CDEs held at State Convention: Ag Biotechnology, Ag Communications, Team Ag Sales, Farm Business Management, Marketing Plan and Poultry.
 - a. The Iowa FFA Board of Directors changed the time frame and cost of entering Ag Skills CDEs. There is only one date to remember and that is two weeks before the CDE. Sign up any time before that and registration for the chapter to participate in the CDE is free. Anytime after that the late registration fee is \$50.
 - b. To sign up for the State Convention Ag Skills CDEs, use the part of the screen that looks like the screen shot on the right. This chapter clicked on the cell to the left of Ag Sales and chose the “X” to enter the Ag Sales CDE. To enter other CDEs, click on the other raised bars with the up and down triangles to choose the “X” that is hidden.

Enter Free Deadline	
Tue-Apr 15, 14	
x	Ag Sales
:	Ag Communications
:	Farm Management
:	Marketing Plan

5. When done, use the red button that looks like this to see that the data you intended to enter is there.

View and Print Confirmation

6. You can just view the screen to see if all the information is as you like. If desired, you can use your web browser’s print function to print a hard copy or save as a PDF to have an electronic copy. When you have made your choice and are done viewing the confirmation screen, use this button to go back to the last registration screen. Please note that this is a confirmation of your entries and not an invoice of your entries.

Return To
Registration
Screen

7. If you have any changes, use the dark blue submit buttons to navigate from page to page. **If a change is made on a page, click on the dark blue submit button to navigate out of that page OR click on the Submit button in the gray area at the top of the screen.** This will register your intentions into the actual database. Making changes on a page without submitting one of the two ways will not save the change. Some screens, depending on the entry, may not have these options. Clicking on a button to go back to the home screen will record the entries

 Submit	 Cancel	 Revert
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8. Once all the changes are made and submitted, you can log out and/or close the browser.

Thank you for your timely entries using Iowa FFA On-Line.