

USER GUIDE FOR: **Registration For State Convention**

Iowa FFA Association Requests That:

1. This process is to be completed by all FFA Chapters in Iowa planning to attend State FFA Convention.
2. This process be completed one week prior to State FFA Convention.

General Notes:

There are 3 different vehicles by which to access Iowa FFA Online and enter data.

1. Most use Web access because it is free. However, navigation and printing are a challenge.
2. Access with a full version of the database program named FileMaker Pro. From the administrative end it makes time consuming tasks very easy. It is not cheap to purchase these licenses, but with it you could print your own certificates, confirmations, etc. with ease.
3. **FileMaker Go** has 90 % or more of the functions of FileMaker and is free. FileMaker Go can be downloaded on an iPad or iPhone by going to the APP Store.

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 “DMRoster” 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).

17 Steps to Completing State Convention Registration

1. Select the button that you prefer to work with. The standard form is similar to other entries in the system—options are chosen from a drop menu or an “X” is typed into a box. The touch screen version allows you to click on buttons to mark/unmark selections.

Registration For State Leadership Conference -- Standard Form

Registration For State Leadership Conference -- Touch Screen
2. Find your members that are attending convention. At minimum, an “X” should be placed in the “Attending” column for each member that will be at State Convention. Please also place an “X” in any of the other columns that apply to this member. The cells below the member’s name can grade can be used to make corrections to the spelling or grade in school. Below is the view with the standard form. The “next record” and “previous record” on the left can be used to navigate from member to member:

Attending	Leadership CDE	Courtesy Corp	Voting Delegate	1st or 2nd Proficiency	First Name	Last Name	Grade
					Trevor	Bakker	12
Next Record	Type corrections in yellow cells -- >						
Prev Record							

This is the view with the touch screen version:

First Name	Grade	Click on Green Button if member is attending SLC	Click on Purple Button if member is in State Leadership CDE	Click on Yellow Button if member is in Courtesy Corp	Click on Orange Button if member is a Voting Delegate	Click on Blue Button if member is a 1st or 2nd Proficiency Winner
Last Name	Sex					
Trevor	12	Att	Lead CDE	C C	Del	Prof
Bakker	Male	Un-mark	Un-mark	Un-mark	Un-mark	Un-mark

3. Once members are identified in DMRoster, go back to DMChapters to complete the registration process.

4. On DMChapters, choose the button that looks like the one pictured to the right.
This is a multiple screen process.



5. Please enter lodging information in the green cells.
If you are commuting daily, please enter “commuting daily” in the first green cell.

SLC Motel	
SLC Motel Address	
SLC Motel City State Zip	
SLC Motel Phone	

6. Below the lodging information, please mark the advisor(s) and student teacher that are attending. Advisor registration is \$20; there is no charge for student teachers. Please enter the name of the student teacher that is attending.

Unmark Advisor 1	Scott Johnson	<input checked="" type="radio"/>	Click on the circle next to the advisor(s) that are attending SLC. The circle will turn black
Unmark Advisor 2		<input checked="" type="radio"/>	
Unmark Advisor 3		<input type="radio"/>	
Number of Advisors -- Figured from above		2	\$40
Number of Student Teachers @ \$0		1	
Student Teacher Names		Mike Crometer	

7. To the right of advisor attendance information, review your cell phone to ensure that: a) your number is listed with no dashes and b) your provider is listed. You can make changes to the cells. For most advisors, we will be able to utilize this information to set up an emergency contact system via text message. Click on the circle to indicate the information is correct.

Cell Phone	Provider
7127902345	Verizon Wireless
515-419-4006	

Place an X in the Box to the right if the Cell Phone and Providers are correct for all advisors

8. Enter/adjust the desired number of BBQ tickets in the green cells.

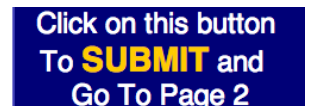
Number of 1 sandwich BBQ tickets at \$2.00 per ticket	15	\$30
Number of 2 sandwich BBQ tickets at \$3.00 per ticket	20	\$60
FFA MEMBERS Identified on DMRoster		

9. Indicate the Greenhand Quiz Members, Discussion Meet Members, and confirm whether or not your chapter will have a Chapter Activity Exhibit.

Number of Greenhands Quiz Members Entered	2
Number of Discussion Meet Member Entered	
Will You Have a Chapter Exhibit	No
Will You Need Electricity for Your Exhibit	No

Note that you must have entries in the above cells in order to mark members in DMRoster

10. When done with Screen 1, click on the dark blue button to move to the next screen and the second of three screens that are part of the registration process.



11. This screen is specifically for guests accompanying you to convention. Guest registration is \$20. You can either enter the names of the guests and the total will tabulate automatically or you can simply enter a number for the number of registration materials you will need for guests.

Unnamed Guests @ \$5 each or Guests Named Below	2	Type the number of guests that will represent your chapter at SLC	
Total Number of Guests	2	\$10	Total This Page
Marge Inal	Wendy Meadows	View Guest List and Print if Desired	

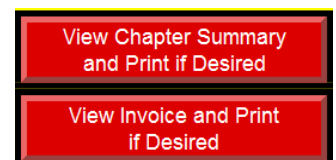
OR

Type the names in the green cells to the left to generate a list that is typed

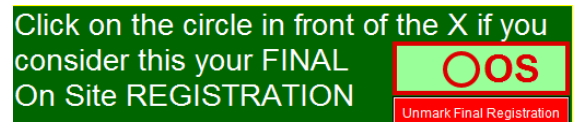
12. When done with Screen 2, click on the dark blue button to move to the final screen of the registration process, which is the “check out” screen.



13. A summary and invoice can be viewed and printed here if desired by clicking on the respective red button. Each summary/invoice has a gray button at the bottom that will bring you back to the “check out” screen.



14. Check the circle next to “OS” if you can confirm your registration and make it final. Doing this allows us to review your registration for any possible errors.



15. Review the email addresses that should receive the invoice. You can enter an email address if you want one sent directly to your business office. Enter a PO number if desired.

A green rectangular form with a white header that reads "E-mail Address to Receive Invoices". Below the header is a white text input field containing the email address "scott.johnson@iowaffa.com". There are two empty green rectangular boxes below the input field.

16. 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.



17. 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.