

Delaware FFA Association
myAgCN Tip Sheet

Getting Started

1. www.ffa.org
2. Initial signin – You need to use the “Sign In” on the top of the webpage.
 - Reset your password. You will need to provide your email address. Then you will have to answer a question related to your original account. Answer that and you can reset your password.
 - Password must be at least 7 characters and must contain 1 symbol
 - If your email doesn’t show up, then its possible your email is not connected to the right chapter.
 - Close out of your web browser. Go back in to www.ffa.org and sign in with your new password.
3. The webpage should come up at Instructor Portal.
4. Complete your profile. The more info you can complete, the less you will have to give for the annual survey.
5. Complete your Ag Courses.
6. Complete your Program Profile for billing info, etc. Under this program profile, you can add New Subscriptions. This is the old “K” for New Horizons.

Membership

1. Click on Roster Renewal.
2. To renew, Use the drop down menu on student’s name and click 1 Yr. (Or more if needed).
3. You can preview your additions and return to entry to add more members.
4. If you have a lot to fill in –
 - Switch to Clipboard. Select Long Form and Save to your desktop. Enter in your data.
 - When you are ready to take it back online, select the whole thing – all columns with headings even if they are not filled in. Press Copy.
 - Go over to the clipboard and Press Paste (Control – V)
 - It will look out of sync but do not mess with it.
 - Click Preview and it will show up normally up above.
5. View Duplicates. Click the Box and select remove. This prevents over charges.
6. Printing – You can choose to print screen or View Invoice to Print.
 - If you don’t print the invoice now, we can’t go back and get it.
7. Submit Locally. This moves it to the active list but you can continue to add Members. I like to think of Submit Locally as your “Save” button.
8. When you are absolutely done, no more members, then Submit Locally 1 more time, and Print that invoice and then and only then...submit to State.
9. Once you submit to the state, you will then have Membership numbers for all your FFA Members. No waiting for a roster to come back to you.
10. Print your invitations to get into the system for each Member, cut them and hand them out.

Areas to make your life easier

1. If you Extract Data, you can use this to create letters and labels.
2. If you want to Print Roster, this will go into a PDF file.
3. “Additional Info” If you give a t-shirt to each student for paying dues, etc. You can actually set it up that they fill in this info online so you don’t have to ask all the time.
4. If a student is moving from one school to another or one state to another, we can handle this all through the MyAgCN by sending info and requesting transfers.
5. Students can keep an FFA Portfolio, classroom portfolio, and also have their contact info for parents or supporters on there.

Invoice Payment

Make Check Payable to: National FFA Organization
Submit to: Stacey Hofmann, Executive Secretary
Delaware FFA Association
1200 DuPont Hwy
Ag Annex Room 210B
Dover, DE 19901