



GEORGIA
FFA Association

ENROLLMENT & FFA ROSTER INSTRUCTIONS 2021-2022

AG ED ENROLLMENT

- UPDATE ALL INFO FOR RETURNING STUDENTS
- REMOVE STUDENTS WHO ARE NOT CURRENTLY TAKING COURSES
- REACTIVATE STUDENTS THAT HAVE BEEN DEACTIVATED PREVIOUSLY
- ADD NEW STUDENTS AND THEIR INFORMATION
- REVIEW AND APPROVE **STUDENTS PENDING APPROVAL**
- CHECK FOR ANY DUPLICATE STUDENTS

FALL ENROLLMENT &
PAYMENT DUE TO STATE
OFFICE BY

NOVEMBER 15, 2021

SPRING ENROLLMENT &
PAYMENT DUE TO STATE
OFFICE BY

MARCH 30, 2022

DECLARATION OF ENROLLMENT

ONCE ALL OF THE STUDENTS IN YOUR PROGRAM HAVE BEEN SUBMITTED, READ THROUGH AND APPROVE THE THREE STATEMENTS ON THE **Ag Ed Enrollment Declaration** PAGE. COMPLETING THIS STEP WILL BE THE FINAL STEP IN SUBMITTING YOUR ROSTERS AND ENROLLMENT FOR THE TERM.

****MAKE SURE YOUR DECLARATION IS COMPLETED IN ORDER TO RECEIVE YOUR INVOICE****

FFA ROSTER

- USING THE FFA ROSTER LINK, REVIEW THE NAMES LISTED UNDER THE PENDING SUBMISSION COLUMN – VERIFY THAT THEY HAVE NOT BEEN PREVIOUSLY SUBMITTED.
- ANY MISSING INFO WILL BE IDENTIFIED TO THE RIGHT OF EACH STUDENT'S NAME
- UNCHECK THE BOX NEXT TO ANY STUDENT WHO DOES NOT NEED TO BE SUBMITTED TO YOUR ROSTER
- ONCE SUBMITTED, STUDENTS WILL APPEAR UNDER THE SUBMITTED MEMBERS COLUMN

INVOICING FOR AFFILIATION

- HIGH SCHOOL INVOICES WILL BE AVAILABLE AFTER ENROLLMENT IS DECLARED AND CAN BE FOUND ON THE **ACCOUNT BALANCES** PAGE.
- STUDENTS SUBMITTED AFTER FALL INVOICES ARE GENERATED WILL BE INCLUDED ON THE SPRING INVOICE.
- MIDDLE SCHOOL CHAPTERS WILL PAY A FLAT FEE OF **\$900** AND WILL RECEIVE INVOICES BY **SEPT 1**.

**DON'T FORGET
TO ADD COURSES
FOR THE YEAR
BEFORE YOU
BEGIN ADDING
STUDENTS TO
THE ROSTER!**

QUESTIONS?

706.552.4456
HELICK@GAAGED.ORG