GEORGIA
AGRICULTURAL EDUCATION

Enrollment & FFA Roster Instructions

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, 2023

Spring Enrollment & Payment due to State Office by
April 1st, 2024

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.

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

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 your courses for the year BEFORE you begin adding students to the roster!

Questions? Call or email our office!