

# Using the FFA ID Roster Look Up Tool in AET

**Purpose:** To help research or view your students' current, past or even duplicate FFA IDs to help with the Membership Check portion of related FFA award applications (American & Proficiency Awards).

## Step 1: Access AET's FFA Roster Look Up

- In AET, choose the ACCOUNTS menu in Teacher section of AET
- Select "#8. FFA Roster Look Up"



## Step 2: Use the Filter Options (example table below)

- You have several search options (use different ones to view different results):
  - Choose "year" to view the correct history (All is good choice)
  - Search "by FFA ID" to view the history of a specific FFA ID#...or
  - Search "by Name" (first or last) to check spelling related to an FFA ID#...or
  - Search "by Chapter ID", but initially set for your program

**National Roster Query**

by FFAID	by ChapterID	by Name	by Membership Year
<input type="text"/>	ZZ0002	Last: <input type="text"/> First: <input type="text"/>	<input checked="" type="checkbox"/> 2017-2018 <input type="checkbox"/> 2016-2017 <input type="checkbox"/> 2015-2016 <input type="checkbox"/> 2014-2015 <input type="checkbox"/> 2013-2014 <input type="checkbox"/> 2012-2013 <input type="checkbox"/> 2011-2012 <input type="checkbox"/> 2010-2011 <input type="checkbox"/> (All)
Search to Table		Search to Excel	

  

Row Num	FFAID	Membership Year Label	First Name	Middle Name	Last Name	Membership Chapter ID	Membership Type Display	Is Submitted State	Is Submitted National
1	601078258	2015-2016	Clay		Ewell	ZZ0002	One Year	<input type="checkbox"/>	<input type="checkbox"/>
2	601078258	2016-2017	Clay		Ewell	ZZ0002	One Year	<input type="checkbox"/>	<input type="checkbox"/>

## Step 3: Using the Results: -

Potential uses are:

- View incorrect spellings or duplicate FFA ID#s
- View process of submission (to state or national...checkmarks show the process)
  - View "Membership Check" used in FFA Award Applications (student award)
    - If student has the history, but combined into several FFA ID#s you can assist the student in combining those FFA ID#s into related award applications (American & Proficiency):

FFA Chapter ID from the Cover Page <b>TX0001</b>	FFA Member Number from the Cover Page <b>12</b>	Certificate and Roster Name from the Cover Page <b>Example MS2</b>
Membership months required for this Award/Degree <b>12</b>	Membership months shown below, up to 12/31/2017 <b>0 - NOT MET</b>	Is a current member for the ending date of this application (12/31/2017) <b>NOT MET</b>

Refresh Membership Data

School Year	FFAID	Chapter	Type	Name
No records to display.				

If you have additional membership history to add to this table, please specify the ChapterID and FFAID here:

ChapterID of other membership record	FFA Member Number of other membership record	Lookup
<input type="text"/>	<input type="text"/>	Lookup could not be completed. Please ensure your ChapterID and FFAID are not missing on the coverpage.

- (1) Enter the Chapter
- (2) Enter the duplicate FFA ID#s
- (3) Sometimes "Refresh Membership Data" can help once you have the FFA ID and Chapter ID filled out
- (4) Table will show aligned FFA history to the student's member ID#, so you can use this in your search



For FFA membership questions contact your state office or National FFA or Ask AET question to assist ([info@theaet.com](mailto:info@theaet.com))