Join Spring Branch FFA Alumni Association!

IMPORTANT:

Every student who plans to show a Livestock or Non-Livestock project at the Spring Branch FFA Show & Sale <u>must</u> have at least one parent or guardian join the SBFFA Alumni Association.

1. Use the QR code to the right or Navigate to: https://www.sbffaalumni.com



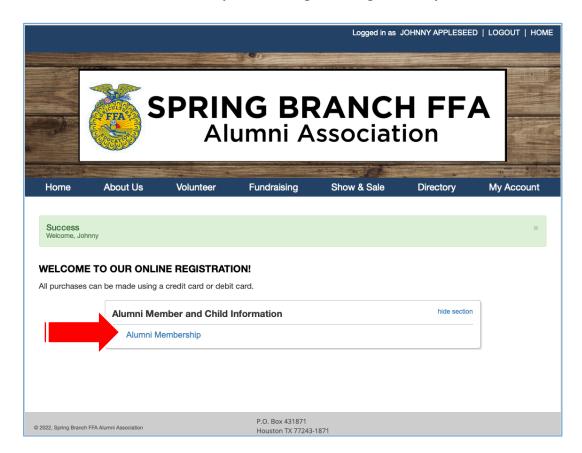
2. Click LOGIN in the top right corner of the screen.



- 3. If you are a New User? Select Create Account and create a Membership Toolkit account.
- 4. Next login for both New and Returning Users.
- 5. From the HOME page click "Join SBFFA Alumni Association" button



6. Click the "Alumni Membership" link to begin the registration process.



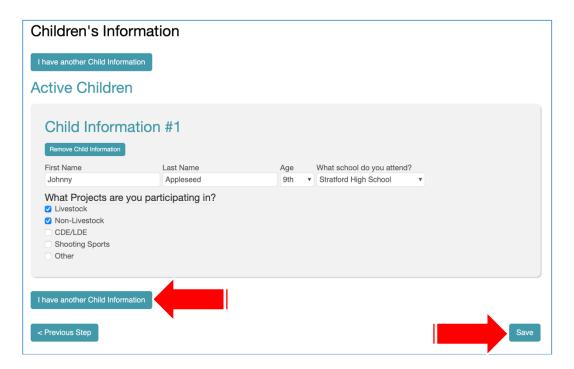
- 7. Enter the **Contact Information** for the PARENT(s) or GUARDIAN(s) that will be joining as an Alumni Member. When finished, click "**Next Step**."
- 8. At the "Children's Information" page, click "Add Child".



9. Enter the information for your first FFA/Junior FFA student: Name, Age/Grade, School and FFA Projects.

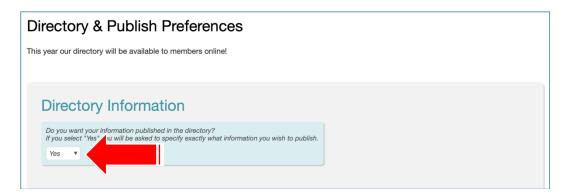
If you have additional children who will participate in Spring Branch FFA, click "I have another Child Information" and enter their information.

10. Click "Save" when finished.

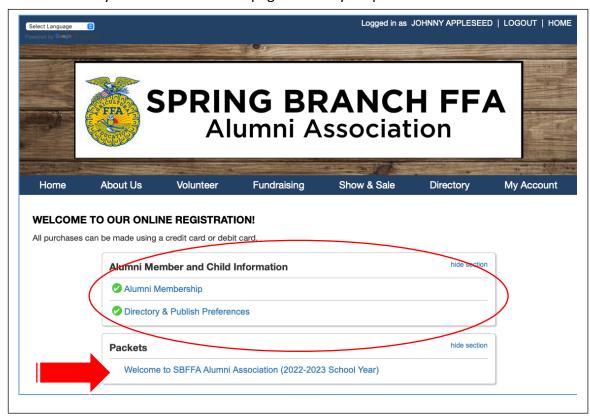


11. At the "Directory & Publish Preferences" page, select whether you would like your information published in the Spring Branch FFA Alumni Membership Directory. This directory is available only to other Spring Branch FFA Alumni members (it is not publicly available without login), and you can control the specific pieces of information you would like to share.

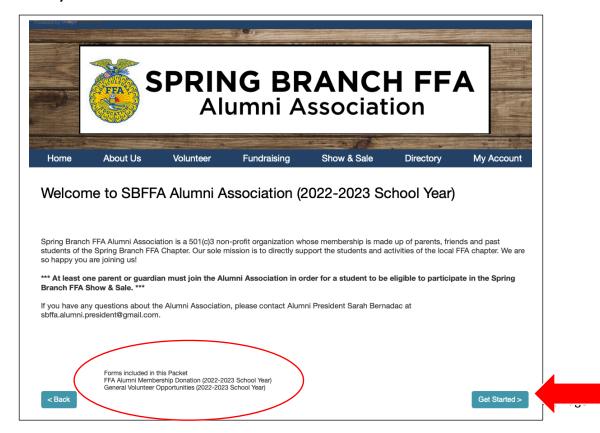
Please consider having your information published in the directory. It can be super helpful to have contact information available for other students who are raising the same project as your child, and likewise for others to contact you.



12. When you are finished with this registration step, you should see two green check marks next to the **Alumni Membership** and **Directory & Publish Preferences**. You can always come back to these pages to edit your profile.

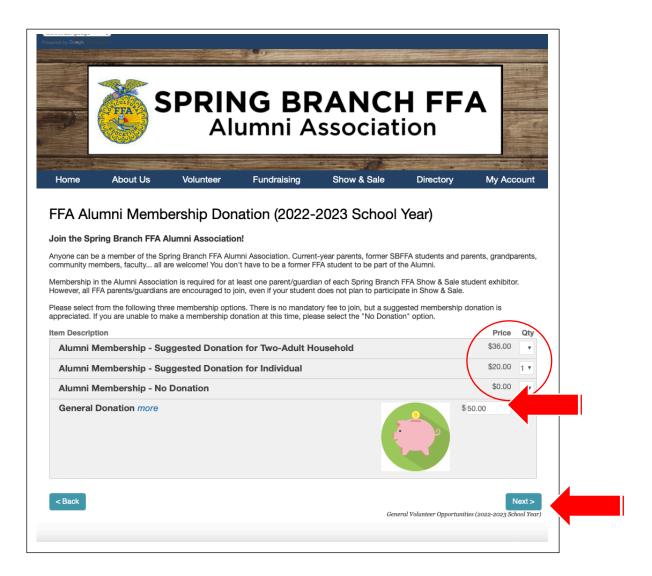


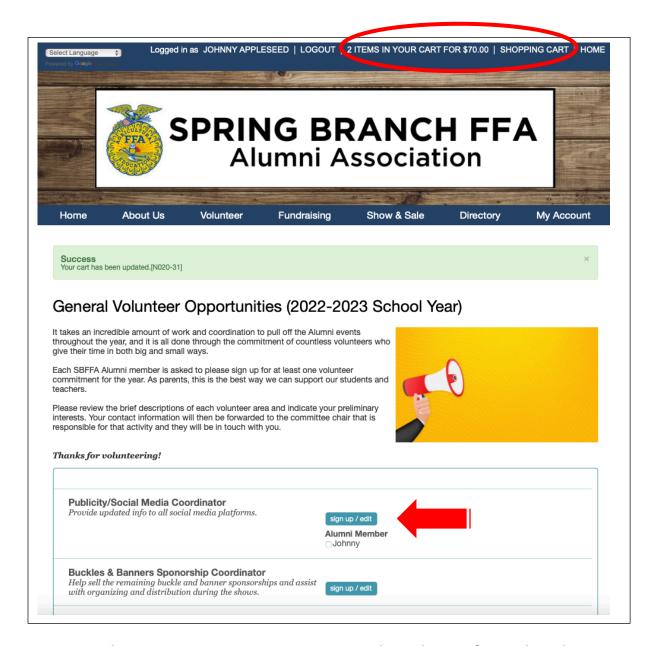
13. Next Step: Select "Welcome to SBFFA Alumni Association (2022-2023 School Year)



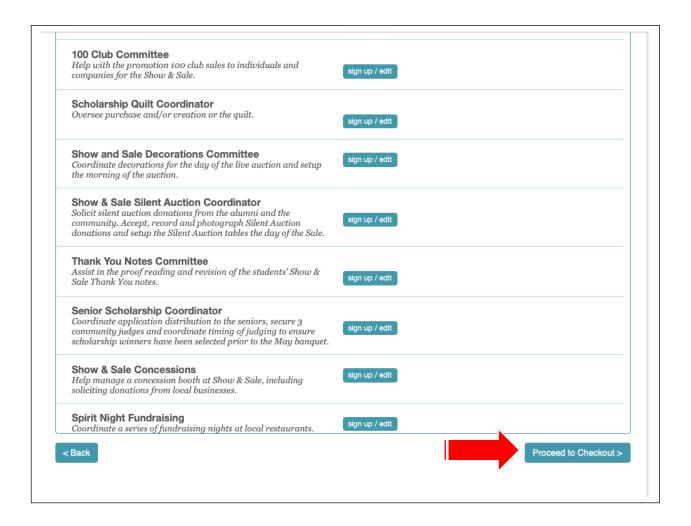
- 14. The SBFFA Alumni Association (2022-2023 School Year) Packet includes
 - a. FFA Alumni Membership Donation
 - b. General Volunteer Opportunities
- 15. Click "Get Started" to continue your registration
- 16. Complete the FFA Alumni Membership Donation Form

Registration fees are on a voluntary donation basis. Select the desired donation level that is right for your family. If you would like to donate more – please enter the amount in the "**General** Donation" field and click "**Next**





NOTE: Your Shopping Cart now contains 1 or 2 items depending on if you selected just the membership (1 item) or the membership and a general donation (2 items).



17. Signup for General Volunteer Opportunities (2022-2023 School Year) by clicking the "Sign up/Edit" button by the opportunity and then checking the box by the name of the Alumni Member interested in that volunteer opportunity.

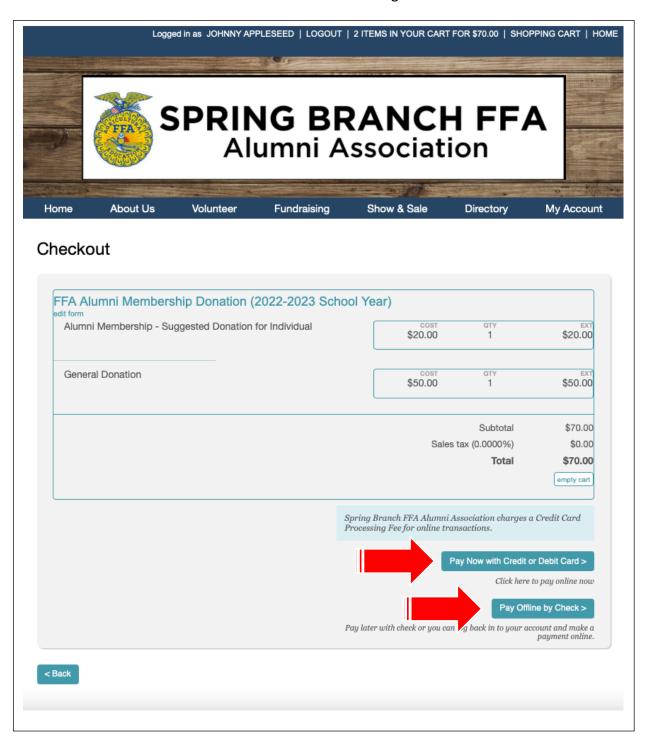
It takes a village to organize and host the Show & Sale! Please consider signing up for at least one volunteer committee.

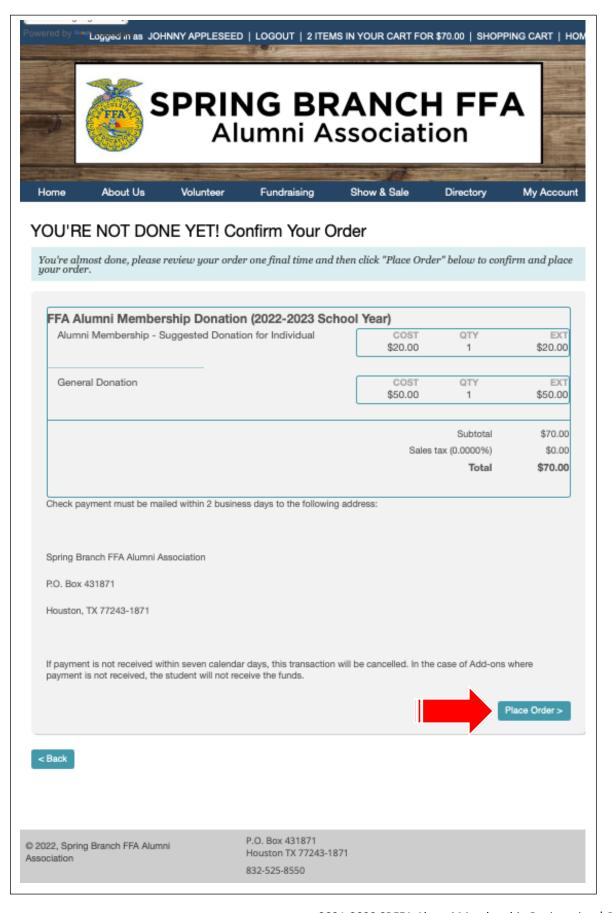
If you are unsure about what is involved, ask one of the E-Board members or reach out to SBFFA.Alumni.President@gmail.com for more details. You can always come back to this form at any time.

18. Next Step: After selecting your Volunteer Opportunity click "Proceed to Checkout".

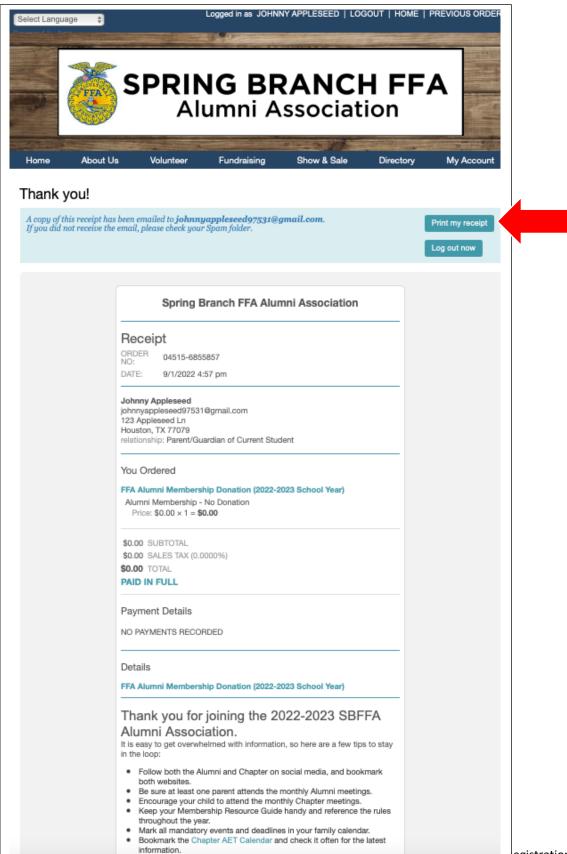
19. On the Check Out screen select your payment method

- 1. Pay Now with a Credit or Debit Card
- 2. Pay Offline
 - i. Bring a check or cash to one of the Alumni Meetings and give it to one of our treasurers, **Sherry Jones or Melissa Hopper**.
 - ii. Reach out to our Treasurer at *sbffa.treasurer@gmail.com* and schedule a location and time to give her the check.





21. FINALLY, you have completed your registration when you have a RECEIPT. Print the receipt because you will need a **PROOF of Alumni Registration for the Livestock Payment Days** and **confirm your received a receipt via EMAIL** to ensure that you will now receive email communications from the EBoard.



NOTE: If you need to return to any of these forms after completing them, they can be found under "My Account/My Forms/Paperwork"

