Chapter Advisor and State Association Log In Information

Clicking the Log In link in the upper right hand corner on [www.shopFFA.org](http://www.shopFFA.org) will redirect the user to the single sign-on page:

Advisors who want to order on their personal or chapter accounts on [www.shopFFA.org](http://www.shopFFA.org) will log in to the website using their FFA.org credentials on the left hand side of the single sign-on page. Chapter accounts may use purchase orders. Personal accounts will require payment by credit card or gift certificate. Advisors not already in FFA.org (i.e., new advisors) or who are not assigned to the correct chapter (i.e., moved schools) should contact their state association to have updates made.

How to Change the Account You Are Logged Into on Shop FFA

1. Click the name link in the top right corner section, under “Call Customer Service” and you will be presented with a pop-up box containing the multiple accounts your FFA Member ID is assigned to in the system.
2. Click the Select button for the account you wish to use. Personal accounts do not allow for the use of purchase orders, therefore select the school account.

It is very important to verify which account is being used before putting items in the shopping cart. If a switch is desired from the personal account to the school account, the cart entries will be lost.
Creating a New Log In

Click the **Start Here** button under **New to the FFA online experience** on the right hand side of the single sign-on page.

**New to the FFA online experience?**
Register today to enjoy all the benefits of the FFA online experience. Click the “start here” button below to begin the process.

**Start Here**

New or transferred chapter advisors and alumni leaders - **Do not create a new account.** Please contact your state FFA association. State staff will create or transfer your account, and you can log in using these credentials.

Enter the required information (user name, password, email address) and click submit. The system will run a quick check to determine if there was a previous user login created. If there is not a previous account found three options will be presented. **NOTE** User name needs to be a combination of alpha and numeric characters.

**Registration**

**Important:** A membership may only be associated with one user account. If you have already registered your membership with another account, you will not be able to register it with this new account.

**Need help accessing an account you set up?**
**Forgot username?** **Forgot password?**

**New User Registration:**

- **Username**
- **Password**
- **Confirm Password**
- **Email address**

**Submit**


**Student and Alumni Member Log In Information**

**Students** are encouraged to log in to the store as well using their FFA.org credentials, on the left hand side of the single sign-on page. If they start a new account using a community profile, they will ultimately have multiple FFA IDs in the system. While this doesn't break anything, it creates unnecessary duplication in the system and may cause risk in the future for programs like scholarship applications.

All students who have been added to a roster in FFA.org have an invitation code.

- If they have never created an account they need to know their invite code, which should be supplied to them by the advisor. When the advisor adds them to the roster in Manage My FFA and approves locally, the invite code is created. Texas, California and Arkansas members must be approved at the state level to generate the invite code. For questions, send emails to membership@FFA.org.

- Once they know the invite code, they should click the **Start Here** button under **New to the FFA online experience** on the right hand side of the single sign-on page. After entering the required information (user, password, email address) and clicking submit, they will be presented with three options. They should select the first option, **Register by Invite Code.** After inputting the Chapter ID and the invite code, they can click the **Register Invite Code** button. Below is what that option looks like.

![Register by Invite Code](image1)

- When looking at the Chapter Roster if no invite code is listed, and gold keys for password reset are present, the student has already created their account.

- If a member does not know their invite code, but they do know their FFA “Membership” ID, they can use the second option, **Register by FFAID.** After inputting the FFAID and last name, they can click the **Register FFAID** button. Here is what that option looks like:

![Register by FFAID](image2)
Alumni Members who have accounts in FFA.org are encouraged to use their FFA.org credentials.

- If they have never logged into that account, they will be asked by the system to enter their invite code, which should be supplied to them by the local alumni leader. When the local alumni leader adds them to the roster and approves locally, the invite code is created. When looking at their roster online, INVITE CODE is one of the columns. For questions, send an email to membership@FFA.org.
- Once they know their invite code, the instructions would be the same as the above instructions for members.

Community Members

The Community member designation has been created for customers like mom, dad, grandmother, uncle, aunt, local chapter supporter, etc. These customers can create a new community member account to purchase items on www.ShopFFA.com.

Creating a Community Member account

- To create a new account, they can click the Start Here button under New to the FFA online experience on the right hand side of the single sign-on page. After entering the required information (user, password, email address) and hitting submit, they will be presented with three options. They should select the third option, Register as Community. It's important that they select their appropriate state from the drop down option before clicking the Register Community button.

Here is what that option looks like:

![Register As Guest/Community](image)

We completely understand that all of this is new and can be confusing. We have continually been trying to update information on the screens to make it more clear. Users enjoy the ability to see their ordering history online and the ability to check up on orders without having to call us.

Anyone having difficulty placing orders online can call 1-888-332-2668.

The following alternate ordering options are also available:
- We will place any orders over the phone if there are 10 items or less.
- Anything larger than 10 items can be emailed to orders@FFA.org or faxed to 1-800-366-6556. The excel order form can be located on www.shopFFA.org via the link at the bottom labeled Other Ordering Options.