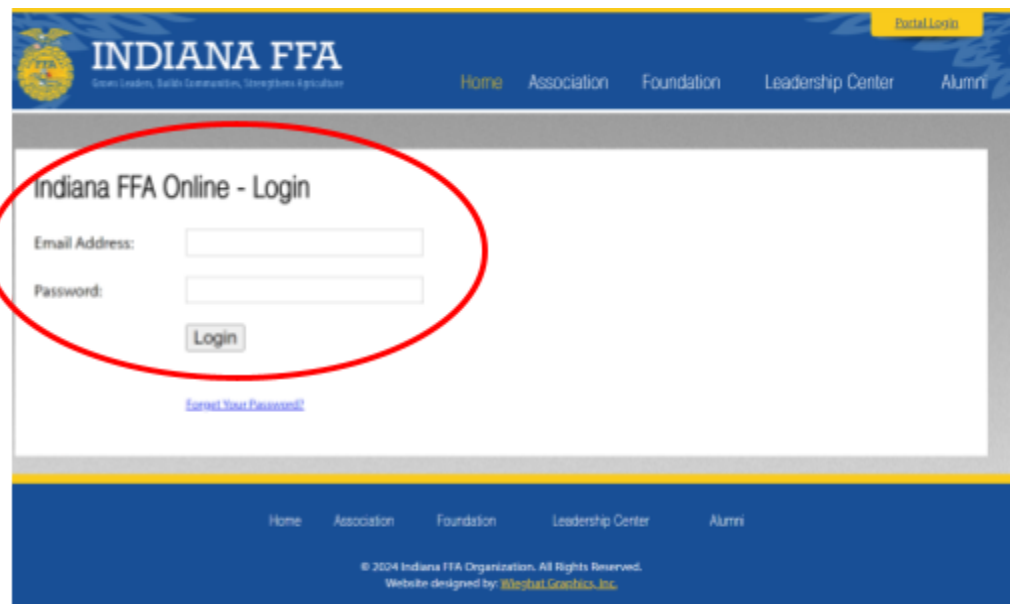


Indiana FFA Event Registration 4-H/FFA CDE

1. Go to Indiana FFA Website and click "Portal Login":
<https://inffa.org>



2. Login with your Indiana FFA credentials.



3. Once logged in, your screen will look like the picture at right. Click on the Event Registration tab on the left hand side of the screen.

The screenshot shows the Indiana FFA Online dashboard. The top navigation bar includes 'Home', 'Association', 'Foundation', 'Leadership Center', and 'Alumni'. The left sidebar contains several menu items: Home, Account Settings, Account Balance (State Balance: \$90.00, District Balance: \$148.00), Student Roster, Waivers, FFA Membership, **Event Registration** (circled in red), Directory, and Go to My FFA.org Account. The main content area displays a welcome message and a link to contact the state office.

4. Find the event that you want to register for and click on that event.

The screenshot shows the Indiana FFA Online dashboard with the 'Event Registration' tab selected in the left sidebar. The main content area displays 'Upcoming Events' with a table listing various events. The '2024 Regional Wildlife' event is circled in red.

Event Name	Open Date	Close Date	Information
2024 Regional Wildlife	3/7/2024 8:00:00 AM	3/29/2024 5:00:00 PM	
2024 WLC Bus Trip	1/9/2024 2:00:00 PM	4/1/2024 11:00:00 PM	
2024 Jr. High Day	3/9/2024 8:00:00 AM	4/5/2024 11:59:00 PM	
2024 Spring CDEs Opens on: 3/13/2024 12:00:00 AM	3/13/2024 12:00:00 AM	4/10/2024 5:00:00 PM	
State Wildlife CDE Opens on: 4/15/2024 8:00:00 AM	4/15/2024 8:00:00 AM	5/1/2024 5:00:00 PM	

5. Next you will click "Edit" next to whatever you need to register. In this case, you can see Senior and Junior Teams.

The screenshot shows the Indiana FFA website dashboard. The main content area is titled "2024 Regional Wildlife". It contains a table with the following data:

NAME	PRICE	OPENINGS	QUANTITY	SUB TOTAL	EDIT
Senior Team 1	\$0.00	No Max	0	\$0.00	Edit
Senior Team 2	\$0.00	No Max	0	\$0.00	Edit
Junior Team 1	\$0.00	No Max	0	\$0.00	Edit
Junior Team 2	\$0.00	No Max	0	\$0.00	Edit
Which regional location will you be attending?	\$0.00	No Max	0	\$0.00	Edit
Coach's Cell Phone #	\$0.00	No Max	0	\$0.00	Edit
TOTAL				\$0.00	

Below the table is a "Submit Registration" button. On the left sidebar, the "Event Registration" menu item is highlighted. At the bottom, there are links for "Event Documents", "Accommodations Request Link", and "Guidelines and Rules".

6. At the right where the drop down is, you should see a list of your members.
 - a. Click the name of the student you want to register.
 - b. Click **register**.
 - c. Student name should show up to the left under registered.
 - d. Once the maximum number of team members has been reached, you will no longer be able to add more. (See 2nd picture.)

The screenshot shows the "2024 Regional Wildlife" page for "Senior Team 1". The "Registered" section is empty, with the text "No people are registered for this item." A dropdown menu is open on the right side, displaying a list of members. The "Register" button next to a selected member is circled in red.

*****If members are not showing up in the dropdown menu at the right, this means that they are not registered as an FFA member or do NOT have a current waiver completed.*****

The screenshot shows the "2024 Regional Wildlife" page for "Senior Team 1". The "Registered" section is empty. The "Available To Register" section is visible, with the text "Only students who are currently state-submitted FFA members on your Indiana FFA Roster will show in this drop-down. Current year waiver required to register." A message at the bottom states "The maximum allowed has been reached for this event item."

7. Click the button that says **back to main registration**.

The screenshot shows the Indiana FFA website interface. At the top, there is a navigation bar with 'Home', 'Association', 'Foundation', and 'Leadership Center'. Below this is a 'Dashboard' sidebar on the left with various menu items. The main content area is titled '2024 Regional Wildlife' and features a button labeled 'Back to Main Event Registration' which is circled in red. Below the button, there is a section for 'Senior Team 1' with a 'Registered' list containing names like Abdon, Chase; Almeida, Willie; Ariens, Seth; and Barron, Joseph. A note on the right states 'Available To Register' with a warning that 'Current year waiver required to register'. A 'Submit Registration' button is visible at the bottom right.

8. Fill out other teams the same way as above and then fill out any other data such as location, coach information, etc. This may be different questions for different contests.

This screenshot shows the same registration page but with a table of items to register for. The table has columns for 'NAME', 'PRICE', 'ORDERS', 'QUANTITY', and 'SUB TOTAL'. The items listed are Senior Team 1, Senior Team 2, Junior Team 1, Junior Team 2, and 'Which regional location will you be attending?'. The 'Submit Registration' button at the bottom is circled in red. Below the table, there are links for 'Event Documents', 'Accommodations Request Link', and 'Guidelines and Rules'.

NAME	PRICE	ORDERS	QUANTITY	SUB TOTAL	
Senior Team 1	\$0.00	No Max	0	\$0.00	Edit
Senior Team 2	\$0.00	No Max	0	\$0.00	Edit
Junior Team 1	\$0.00	No Max	0	\$0.00	Edit
Junior Team 2	\$0.00	No Max	0	\$0.00	Edit
Which regional location will you be attending?	\$0.00	No Max	0	\$0.00	Edit
Coach's Cell Phone #	\$0.00	No Max	0	\$0.00	Edit
TOTAL				\$0.00	

9. Fill out other documents:
 - a. Accommodations for your students are to be filled out on a form.
 - b. Guidelines and Rules can also be found here.

The screenshot shows the Indiana FFA website interface. At the top, there is a navigation bar with the FFA logo and the text "INDIANA FFA" followed by "Local Leaders, Youth Development, Livestock Education". Below this are links for "Home", "Association", "Foundation", "Leadership Center", and "Alumni".

The main content area is divided into two sections. On the left is a "Dashboard" with a sidebar menu containing: Home, Account Settings, Account Balance (State Balance: \$196.00, District Balance: \$196.00), Student Roster (with fields for Student Access Code, Student Declaration, Email, District, and ZIP/Postal), Waivers, FFA Membership, Event Registration (highlighted in yellow), Directory, and Go to My FFA.org Account.

The right section is titled "2024 Regional Wildlife" and contains a registration table with columns: NAME, PRICE, OPENING, QUANTITY, and SUB TOTAL. The table lists items for Senior Team 1, Senior Team 2, Junior Team 1, Junior Team 2, "Which regional location will you be attending?", and "Coach's Cell Phone #". All prices are \$0.00. A "TOTAL" row shows \$0.00. Below the table is a "Submit Registration" button.

Below the table, there is a section for "Event Documents" with three links: "Accommodations Request Link", "Guidelines and Rules", and "Submit Registration". The "Event Documents" text and the links are circled in red.

10. Click **submit registration** and make sure that your information has submitted.

This screenshot is identical to the one above, showing the Indiana FFA website interface. The "Submit Registration" button is circled in red.