



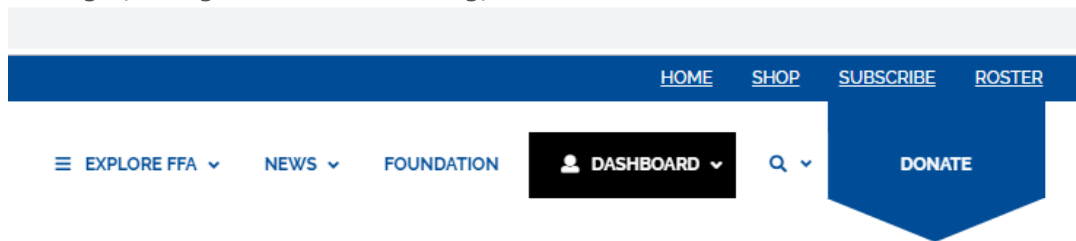
## CDE/LDE Certification for a National Event

Rev. March 1, 2021

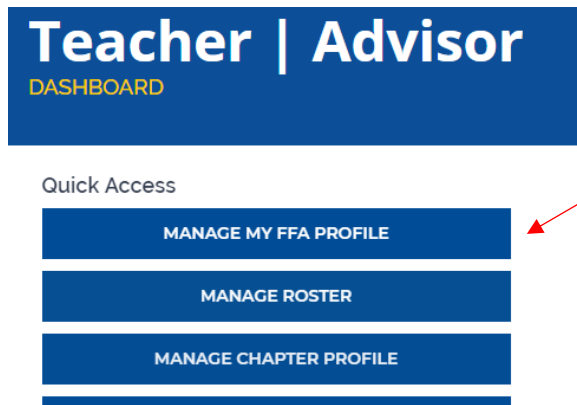
*Teams/Members must be declared by state staff to participate at the national level. Once a team or member has been declared, an instructor can begin to certify the member/members. All certifications must be approved by state staff.*

### LOG ON TO WWW.FFA.ORG

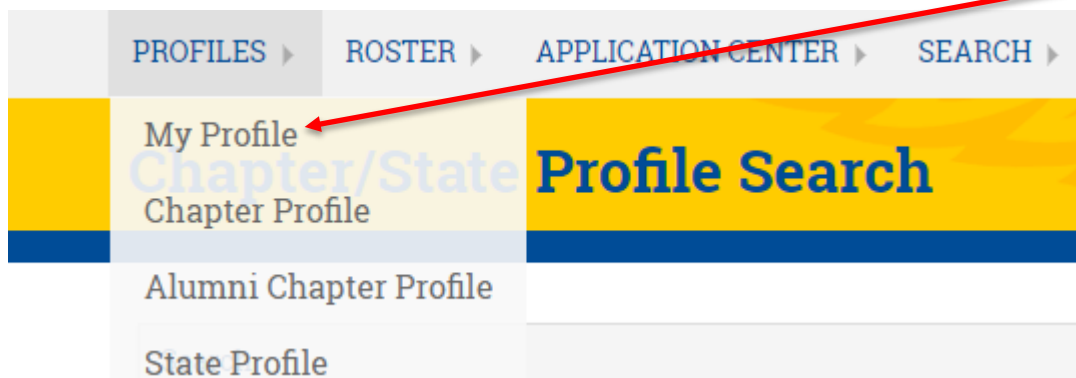
To begin, navigate to [www.FFA.org](http://www.FFA.org), and on the dashboard select the **Teachers/Advisors** role.



1. Scroll down the Quick Access menu, then select **Manage My Profile**.



Log in to [FFA.org](http://FFA.org). On the profile page select **Profiles**, scroll down the menu and select **My Profile**.



Please confirm within [My Profile](#), under the [Notifications](#) tab, that the CDE/LDE Declaration/Certification is checked. If it is not , then select [Edit](#). This will provide you with confirmations that you have completed steps and will alert you when state approval has been given.

Addresses Email Phone Notifications

Notification Preferences

Receive notifications via:

Primary Email

Mobile Phone SMS Text Message

Edit

Notification Groups

FFA Chapter Notifications

CDE/LDE Declaration/Certification

Edit

Select the box () next to CDE/LDE Declaration/Certification, then select [Update](#).

Profile Overview

Demographic Data

Membership History

Subscription Management

Account Management

Edit Notification Groups

FFA Chapter Notifications

Select the type(s) of FFA Chapter notifications you want to receive.

CDE/LDE Declaration/Certification

Update Cancel

Don't forget to [Edit](#) how you would like to receive notifications. Primary Email or Mobile Phone SMS Text Message.

Addresses Email Phone Notifications

Notification Preferences

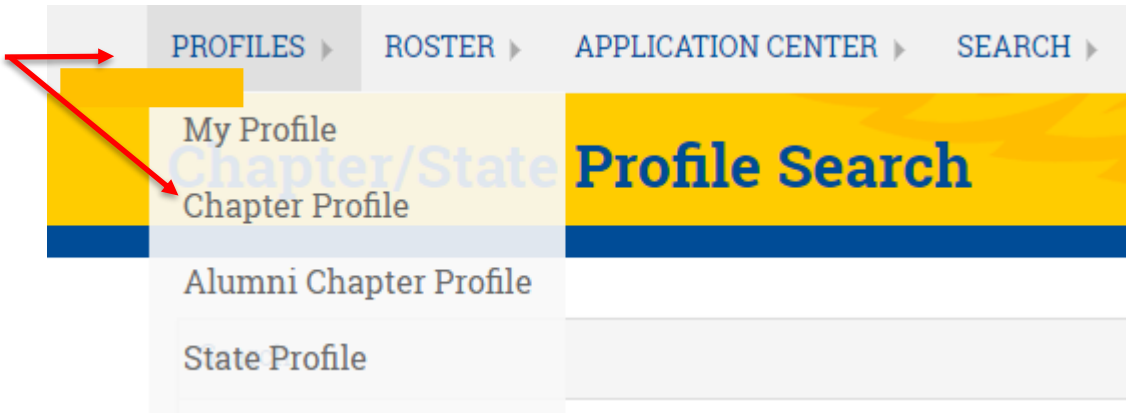
Receive notifications via:

Primary Email

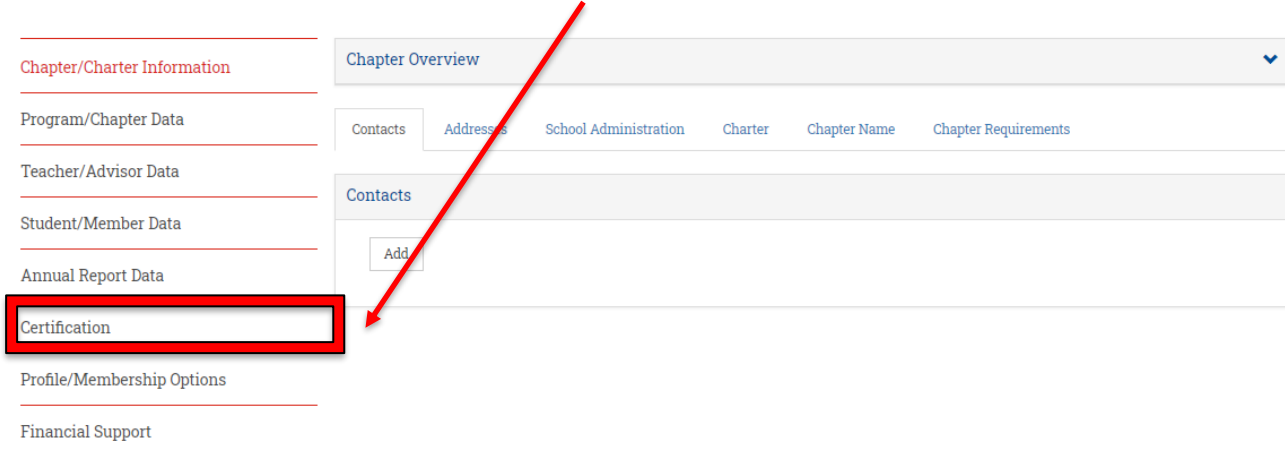
Mobile Phone SMS Text Message

Edit


1. Return to the Profiles menu, scroll down and select Chapter Profile.

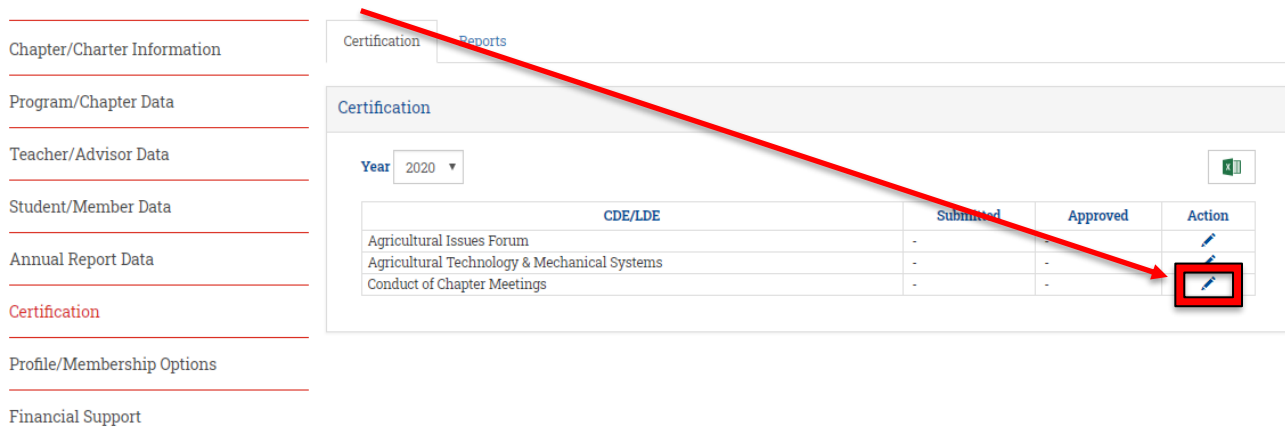


On the Chapter Profile page select *Certification*.




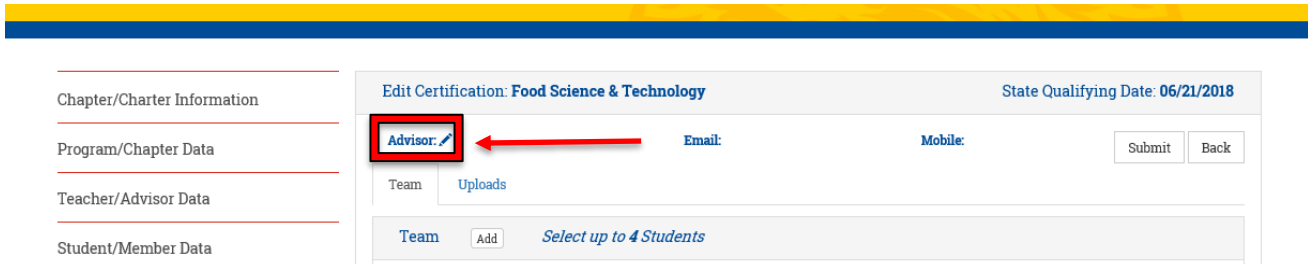
### CDE/LDE CERTIFICATION

The CDE/LDE Certification page lists those CDE/LDEs declared for your chapter to certify members. Select *Edit*  for next to a CDE/LDE event listed to certify member(s).

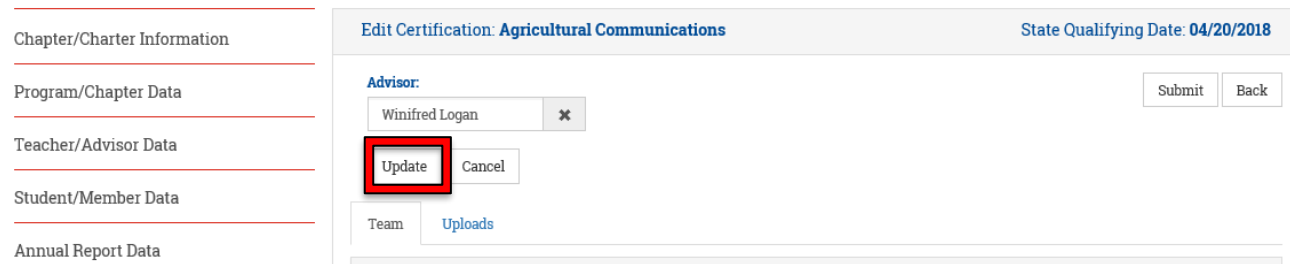


## IDENTIFY ADVISOR

Select *Edit*  next to Advisor. Using the pull down menu, select the advisor to contact for the selected team. *Email* and *Mobile* should populate with the information from the profile once you have selected *Update*. If there is no information listed you should update the profile under *Teacher/Advisor Data*, then return to *Certification*.



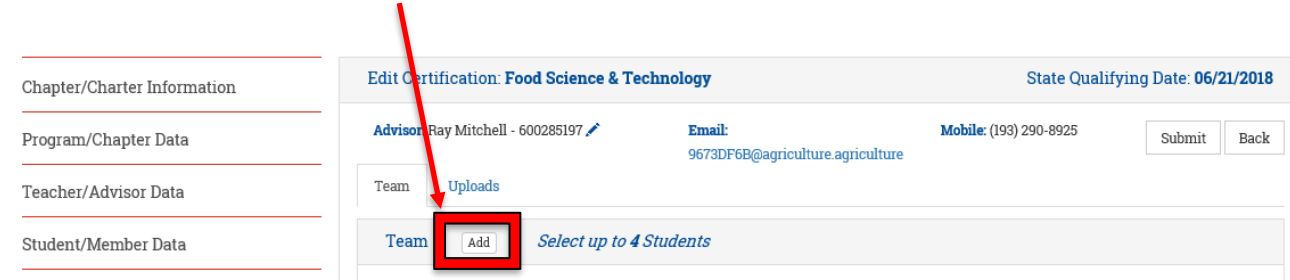
Select *Update* to save the advisor.



Use the JotForm link within the Advisor box for submission of any FFA member or adult requesting accommodations and/or assistance including ADA Accommodation requests, special dietary requests, allergy (food or environmental) notifications, special request/accommodation or other requests.



This is an example of an Updated Advisor Record. You are now ready to add members to your selected team by selecting *Add* next to Team.



You are now ready to add students to your team. The student search is beneath **Add**. Scroll down and type in all or part of the first or last name in the search bar. The returned search list will be alpha by first name and is limited to the first 10 matches.

Annual Report Data

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Certification

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Profile/Membership Options

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Financial Support

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**Team** Add *Select up to 4 Students*

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Student Search - Results limited to first 10 matches (Sorted First Name, Last Name)

FFA ID

First Name

Last Name

Search

FFA ID	First	Last	Email	Action
602783693	Adam	Saunders	C824709C@agriculture.agriculture	Select
603302517	Dollie	Scott	191A6E8D@agriculture.agriculture	Select
601503640	Jeremy	Salazar	3CDA1D29@agriculture.agriculture	Select
601503608	Juan	Shelton	A35E4121@agriculture.agriculture	Select
602772148	Lettie	Steele	7D9B9FA7@agriculture.agriculture	Select
603302514	Ray	Sandoval	0DC5E387@agriculture.agriculture	Select

**Role**  **FFA ID**  **First Name**  **Last Name**

**Grade level at Qualifying**

Select the member. Edit **Grade level at Qualifying**, then select the **Green Save** button. Continue adding members one at a time by selecting the **Add** button and completing and saving the information for each team member. All team members will be visible as you add them.

### EDITING AND ADD/DELETES

Selecting the **Edit** button next to a student's name to edit their information. To delete a student and select another, select **Delete** next to the student to be deleted. When the team list is complete and saved, then **Submit** the certification.

Chapter/Charter Information

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Program/Chapter Data

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Teacher/Advisor Data

---

Student/Member Data

---

Annual Report Data

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Certification

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Profile/Membership Options

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Financial Support

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**Edit Certification: Agricultural Communications** State Qualifying Date: 02/24/2020

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**Advisor:** Ray Mitchell - 600285197

**Email:** 9673DF6B@agriculture.agriculture

**Mobile:** (193) 290-8925

To request a reasonable ADA and/or Special Accommodation or for any allergy notifications, the following form must be completed 30 days prior to the start of the event. [Reasonable ADA and/or Accommodations Request Form](#)

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**Team** Uploads

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**Team** Add *Select up to 4 Students*

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Role:	#1 Journalistic Writer	Created:	2/25/2020 4:05:10 PM - Ray Mitchell	
FFA ID:	603302517	Modified:	-	
First Name:	Dollie			
Last Name:	Scott			
Grade level at Qualifying:	7			

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Role:	#2 Opinion Writer	Created:	2/25/2020 4:05:28 PM - Ray Mitchell	
FFA ID:	603302527	Modified:	-	
First Name:	Leo			
Last Name:	Williamson			
Grade level at Qualifying:	8			

5

If you forgot to identify an advisor for the team, you will receive a **red warning** message that it must be completed before the certification may be submitted. Click the **x** to close the message.

WARNING: You MUST select an Advisor for this event before it can be submitted. ✕

## Van Buren Tech Center FFA

- Chapter/Charter Information
- Program/Chapter Data
- Teacher/Advisor Data
- Student/Member Data

State Qualifying Date: **06/21/2018**

**Edit Certification: Food Science & Technology**

Advisor:  Email:  Mobile:  Submit Back

Team

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Team  *Select up to 4 Students*

When you are ready to certify the next team, select the *Back* button to get to the Declared teams list for your chapter.

Certification Submitted Successfully. ✕

REMINDER: If you make any more changes, you must re-submit. ✕

- Chapter/Charter Information
- Program/Chapter Data
- Teacher/Advisor Data
- Student/Member Data
- Annual Report Data
- Certification
- Profile/Membership Options
- Financial Support

State Qualifying Date: **02/24/2020**

**Edit Certification: Agricultural Communications**

Advisor: Ray Mitchell - 600285197  Email: 9673DF6B@agriculture.agriculture Mobile: (193) 290-8925 Submit **Back**

To request a reasonable ADA and/or Special Accommodation or for any allergy notifications, the following form must be completed 30 days prior to the start of the event. [Reasonable ADA and/or Accommodations Request Form](#)

Team

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Team  *Select up to 4 Students*

Role: **#1 Journalistic Writer** Created: 2/25/2020 4:05:10 PM - Ray Mitchell

FFA ID: 603302517 Modified: -

First Name: **Dollie**

Last Name: **Scott**

Grade level at: 7

Qualifying:

Continue certifying teams for all of your declared teams by selecting **Edit** for each of the CDE/LDE events listed.

- Student/Member Data
- Annual Report Data
- CDE/LDE Certification

CDE/LDE	Submitted	Approved	Action
Food Science & Technology	-	-	
Marketing Plan	-	-	
Prepared Public Speaking LDE	-	-	

Progress through the form in the same manner identifying the advisor, and adding/saving team member(s) as before. If you make a mistake and submit the same student for more than one event, you will receive a **red warning** like the warning below. This team member will not save and a different team member must be selected and saved before you can submit the team for certification approval.

WARNING: This student has already been selected to compete this year. They cannot be selected again!

### Tech Center FFA

Chapter/Charter Information

Program/Chapter Data

Teacher/Advisor Data

State Qualifying Date: 06/20/2018

**Edit Certification: Marketing Plan**

Advisor: Ray Mitchell - 600285197

Email: 9673DF6B@agriculture.agriculture

Mobile: (193) 290-8925

Team

This is an example of a submitted and approved team certification.

Chapter/Charter Information

Program/Chapter Data

Teacher/Advisor Data

Student/Member Data

Annual Report Data

Certification/Registration

Results

**Certification**

Year: 2018

CDE/LDE	Submitted	Approved	Action
Agricultural Communications	- Winifred Logan	- Don Jimenez	

### DOCUMENT UPLOADS

The Agricultural Communications, Agricultural Issues, Employment Skills, Marketing Plan and Prepared Public Speaking Events require uploads. The upload required for each event is indicated. These uploads must be completed by the deadline of **August 2, 2021**. The procedure outlined below is the same for all of these documents. Employment Skills has an upload deadline of **August 2, 2021** for the resume, cover letter and job description and **August 16, 2021** for submitting the online JotForm job application.

Select *Upload* for the CDE/LDE event after you have identified and saved the member(s). Note: The window will indicate the Required Upload for each specific this event. This event has **1 Required Upload—Manuscript**.

Chapter/Charter Information

Program/Chapter Data

Teacher/Advisor Data

Student/Member Data

State Qualifying Date: 06/21/2018

**Edit Certification: Prepared Public Speaking LDE**

Advisor:

Email:

Mobile:

Team

**Upload**  **1 Required: Manuscript**

Deadline is September 1st. Upload must be a pdf less than 20 MBytes in size. File names should include the state and file type. (ex: ZZmediaplan.pdf)

**Note:** Instructions are provided for size and file name.

Type [1] is indicated which follows the state abbreviation in the file name. Indicate the Title [2] of the document in the space provided. You should be sure your file is named properly prior to selecting the Browse button for the upload itself. You can see this document is named "MIMediaplan.pdf" [3]. Save the upload when completed.

Once saved, the information will display the Type, Title, File Name and Upload information. When the information for the event is complete and saved, then *Submit* the certification.

Certification Submitted Successfully.

REMINDER: Make sure to re-submit the Certification after you are finished making any changes below!

When all certifications are complete. You may *Sign out*.

**Uploads may be done any time from initial Certification to the deadline of August 2, 2021.**

**The online add/delete process will also close on August 2nd with an alternate system set in place to better track final changes. Add/deletes will not be accepted after 8 am Eastern time on the day of the first virtual event component. We will share out as this process is finalized and schedules are determined. We will be sharing plans as to which components will be virtual vs. face-to-face and later a schedule for when those events will occur.**