



CDE/LDE Document Upload for a National Event

Rev. March 1, 2021

DOCUMENT UPLOADS

The Agricultural Communications, Agricultural Issues Forum, Employment Skills, Marketing Plan and Prepared Public Speaking Events require uploads. The upload required for each event is indicated on the certification Uploads page. Uploads should be saved and submitted as pdf documents. These uploads must be completed by the **August 2, 2021** deadline. The procedure outlined below is the same for all of these documents. Presently, the Employment Skills LDE has two deadlines, **August 2, 2021** for the resume, cover letter and job description and **August 16, 2021** for the online job application submission through JotForm. The link for the JotForm will be released **August 2nd** on the event website.

LOG ON TO WWW.FFA.ORG

To begin, navigate to FFA.org, log in and navigate to the *Chapter Profile*. On the Chapter Profile page select *Certification*.

Chapter/Charter Information | Chapter Overview

Program/Chapter Data | Contacts | Addresses | School Administration | Charter | Chapter Name | Chapter Requirements


Teacher/Advisor Data | Contacts

Student/Member Data | Add

Annual Report Data

Certification

CDE/LDE CERTIFICATION

The CDE/LDE Certification page will only list those CDE/LDEs that the state staff have declared for your chapter to certify members. Select *Edit*  for one of the CDE/LDE events listed to certify member(s).

Certification | Reports

Certification

Year: 2020

CDE/LDE	Submitted	Approved	Action
Agricultural Issues Forum	-	-	
Agricultural Technology & Mechanical Systems	-	-	
Conduct of Chapter Meetings	-	-	

After you have selected and saved the team member(s), Select the *Upload* tab. Note: The window will indicate the Required Upload for each specific this event. This sample event has 1 Required Upload—Manuscript.

Chapter/Charter Information

Program/Chapter Data

Teacher/Advisor Data

Student/Member Data

Edit Certification: **Prepared Public Speaking LDE** State Qualifying Date: **06/21/2018**

Advisor: Email: Mobile:

Team **Uploads**

Uploads **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 is indicated which follows the state abbreviation in the file name. The adjacent space is for the "Title" of your document.

Student/Member Data

Annual Report Data

Certification

Profile/Membership Options

Financial Support

Team **Uploads** Form

Uploads **1 Required: Media Plan**
Deadline is September 1*. Except for Employment Skills-Job Application which is due September 15* Upload must be a pdf less than 20 Mbytes in size. Files names should include the state and file type. (ex.ZZmediaplan.pdf) *First business day following if date falls on a weekend or holiday.

Type **Title - (max 200 characters)**

Media Plan

No file chosen

Filenames should include your state code, and the "type" of file. You can see this document's filename is "*MIMediaplan.pdf*". You should be sure your file is named properly prior to selecting the Browse button for the upload itself. *Save* the upload when completed.

Annual Report Data

Certification

Profile/Membership Options

Financial Support

Team **Uploads**

Uploads **1 Required: Media Plan**
Deadline is September 1*. Except for Employment Skills-Job Application which is due September 15* Upload must be a pdf less than 20 Mbytes in size. Files names should include the state and file type. (ex.ZZmediaplan.pdf) *First business day following if date falls on a weekend or holiday.

Type **Title - (max 200 characters)**

Media Plan

MIMediaPlan.pdf

Once saved, the information will display the Type, Title, File Name and Upload information.

Chapter/Charter Information

Program/Chapter Data

Teacher/Advisor Data

Student/Member Data

Annual Report Data

Certification

Profile/Membership Options

Financial Support

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

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](#)

Team

Uploads **1 Required: Media Plan**

Deadline is September 1*. Except for Employment Skills-Job Application which is due September 15* Upload must be a pdf less than 20 Mbytes in size. Files names should include the state and file type. (ex.ZZmediaplan.pdf) *First business day following if date falls on a weekend or holiday.

Type:	Media Plan	
Title:	Just Seeds	
File Name:	MI MediaPlan.pdf	
Uploaded:	2/25/2020 4:58:22 PM - Ray Mitchell	

Uploads may be done any time from initial Certification to the deadline of August 2nd. When you have finished and saved your upload then you may select the "Back" button and [Sign out](#).

Chapter/Charter Information

Program/Chapter Data

Teacher/Advisor Data

Student/Member Data

Annual Report Data

Certification

Profile/Membership Options

Financial Support

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

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](#)

Team

Uploads **1 Required: Media Plan**

Deadline is September 1*. Except for Employment Skills-Job Application which is due September 15* Upload must be a pdf less than 20 Mbytes in size. Files names should include the state and file type. (ex.ZZmediaplan.pdf) *First business day following if date falls on a weekend or holiday.

Type:	Media Plan	
Title:	Just Seeds	
File Name:	MI MediaPlan.pdf	
Uploaded:	2/25/2020 4:58:22 PM - Ray Mitchell	

Uploads may be done any time from initial Certification to the deadline of August 2, 2021. Late submissions will automatically be penalized with a 10% deduction and after 7 days may be subject to disqualification. State staff and the local advisor will receive a confirmation email that an upload with a listing of it has been completed/deleted upon each occurrence.