



**Online Entry Instructions for FFA Advisors -  
FFA Agriculture Technology, FFA Vegetable & Potato, FFA Crops**

1. Click "Register Online."
2. Click "Create an account" near the bottom of the page.
3. Account Setup:
  - a. Enter your contact information, email address, and password.
  - b. You must create a new account in 2023, after which, your account will be retained from year-to-year.
  - c. Click "Create Account" to finish.
4. Exhibitor Profiles:
  - a. Click "Add Exhibitor Profile" to add your students.
  - b. The contact information for exhibitor profiles will default to information entered at account setup (i.e. FFA Chapter, school name, address).
5. Click on the name of the exhibitor profile to begin registration.
6. Click "Static."
  - a. The first time you select "Static," you will be asked to determine the type for your overarching account. This one-time selection determines the departments you will be eligible to enter.
  - b. Select "FFA Advisor" and click "Submit."
7. Click "Begin Registration for ..."
8. Review the contact information for the exhibitor.
  - a. Add the "FFA Member ID" and "Grade" for the student.
  - b. If this student is a first-year exhibitor in FFA Crops, select "Yes."
  - c. Click "Submit."
9. Click "Enter classes by department."
10. Click on the department you plan to enter.
11. Click to expand the subdivisions and view a list of classes.
12. Click the checkbox next to the class(es) you would like to enter.
  - a. A description text box will appear (if applicable).
  - b. For FFA Vegetable & Potato, enter the variety name in the "Description" text box.
  - c. For FFA Crops, enter the variety name in the "Variety Name and/or Number" text box. Enter the test weight (if applicable).
13. Scroll to the bottom of the page. Click "Add Selected Classes."
14. Click "Checkout" or select another department to enter and repeat steps 11-13.
15. Review contact information and classes.
16. Click the checkbox next to "I have read and agree to the above statement."
17. Click "Confirm Registration."
18. A confirmation email will be sent to the email you provided. If an email is not received, please call 651-288-4417.
19. If you need to register another exhibitor, click "Account Dashboard" in the blue bar near the top of the screen. Repeat steps 5-17.
20. If you have completed registration for all exhibitors, click "Logout."