Kansas FFA CDE Registration

How to register

1. **Login using your chapter name and password.** Your password is your KS FFA chapter number.
   example: *Wildcat Way FFA Chapter*
   Username: Wildcat Way
   Password: KS0251

2. **Add Students**
   a. To add students click on the “students” link at the top of the page
   b. Click the link to add students
   c. Click on the drop down menu and select “add new student”
      i. students will be saved in the system for 3 years, so in the future you will be able to just select students from the drop down menu for that year who previously attended CDEs

3. **Add students to events**
   a. After you have added students select the “register” link at the top of the page
   b. Follow the link to register for events
      i. Use the drop down menu to select a CDE
      ii. Click advance
      iii. Select students from the drop down and click “add” to add students to that event
      iv. Click register
   v. Repeat to register for other events

4. **Add parking permit**
   a. Use the arrows to select number of parking permits you want to order, then click save.

5. **Review**
   a. You can review entries by CDE or by student
   b. Review by CDE by clicking the “Home” Link – You can also print from this page to print a list of all your teams
   c. Review by Student by clicking on the “Student” link, click the calendar icon next each student’s name to see what events they are registered in

6. **Invoices**
   a. The new system does not have the capability to print invoices. There is a blank invoice on the CDE homepage you can fill out and submit to your offices (or print per instructions below). After the registration deadline invoices will be emailed out to advisors based on entries.
   b. You can print from both the home page and the registration page. The registration page will give you a list of CDEs you are participating in and the number of parking permits you requested.
1. If you are having problems viewing the webpage – try using a different, up to date browser. We advise against using Safari.

2. Problems logging in
   a. Check to make sure you are using appropriate capitalization
      i. Chapters should start with a capital letter (Marmaton Valley, Washington, etc.).
      ii. Passwords start with a capital “KS” (KS0078, etc.).
   b. Only include chapter name on login NOT “FFA CHAPTER.”
   c. Please contact Alyson Lister at alister@ksu.edu.

3. Problems adding students
   a. Contact Alyson Lister at alister@ksu.edu.

4. Problems adding students to events
   a. Be sure you are clicking the “add” button after selecting the desired student in the drop down menu.
   b. Contact Alyson Lister at alister@ksu.edu.