

Kansas FFA CDE Registration

How to Register

1. **Login using your chapter name and password:**
 - a. 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, Select on the “students” link at the top of the page
 - b. Select the link to add students
 - c. Select the drop-down menu and select “add new student”
 - i. Students will be saved in the system for three years, so in the future, you will be able to 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. Select “Advance”
 - iii. Select students from the drop down and select “add” to add students to that event
 - iv. Select “Register”
 - v. Repeat to register for other events

4. **Add parking permit:**
 - a. Use the arrows to select the number of parking permits you want to order, and select “Save”

5. **Review:**
 - a. You can review entries by CDE or by student
 - b. Review by CDE by selecting the “Home” link (you can also print from this page to print a list of all of your teams)
 - c. Review by student by selecting the “Student” link, and select the calendar icon next each student’s name to see which events they are registered for

6. **Invoices:**
 - a. The new system does not have the capability to print invoices
 - i. There is a blank invoice on the CDE homepage you can fill out and submit to your office (or print per instructions below)
 - ii. After the registration deadline, invoices will be emailed out to advisors based on entries

- b. You can print from both the homepage and the registration page
 - i. The registration page will give you a list of CDEs you are participating in and the number of parking permits you requested

TROUBLESHOOTING:

1. Problems viewing the webpage:

- a. If you are having problems viewing the webpage, try using a different, up-to-date browser
 - i. 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 the chapter name on login (Do NOT include "FFA Chapter")
- c. Please contact Jordan Pieschl at jpieschl@ksu.edu

3. Problems adding students:

- a. Contact Jordan Pieschl at jpieschl@ksu.edu

4. Problems adding students to events:

- a. Be sure you are Selecting the "Add" button after selecting the desired student in the drop-down menu
- b. Contact Jordan Pieschl at jpieschl@ksu.edu