



Frequently Asked Questions (FAQ)

System Issues:

Mac User Issues:

Previous years electronic rosters were not compatible with Macintosh. This problem has been resolved, however a few anomalies exist in some Macintosh OS and Excel version combinations detailed below.

- You may notice squeezed or oversized type in the text of some of the buttons. This will in no way cause problems, other than appearance.
- The Force Uppercase button is not Mac compatible. This Force Uppercase function is for National use only.

I have Office XP and I can't open the Excel template. It requests a change in the security level. What can I do?

Due to the heightened security implemented with this version of Office, all unsigned macros, like the ones in this template, are automatically disabled. The only way to turn the macros on is to perform a security change for the entire Office suite. In order to change the security level, follow these steps:

1. Click Tools>Options.
2. Click the Security tab.
3. Click the Macro Security button.
4. Change the security level from High to Medium in order to run the template properly.

Contact your school network administrator if you have a problem performing this change. This may be an option change that some school network staff might not allow their teachers to adjust.

When I open my roster from a floppy disk, I cannot save changes. What can I do?

In order to use most roster files from a floppy disk, the roster must be saved to either the computer hard drive or a second floppy after making changes. Then the roster file can be saved back to the original floppy.

One way to save your roster back to your disk is to open the roster and do a "save as" to save the roster to your desktop. Make your changes to the roster from this desktop location. Once you've completed the roster you can go to "my computer" and double click on the A drive so that the A drive window appears (you will need to have your disk in the A drive slot). Once the window is open you can drag & drop your roster icon off of your desktop and into the A-drive window. When it asks if you want to override the old material with the new, say yes. This will save the completed roster back to the disk. If you want to save the original copy of your roster you will have to save it to your hard drive FIRST before saving the completed copy to the same disk.

FAQ's continued...



Roster Questions:

The sort buttons on the roster page aren't working properly, what can I do?

Make sure that you selected "Enable Macros" when you first opened your copy of the template. This enables the sorting macros to work. You can also try tabbing to a different cell; sometimes certain cells do not permit the sorting function to work. If you continue to have sorting problems, notify National and they will try to help identify the problem.

Be careful when typing in student information.

The Excel program wants to "help" you enter information so it may auto fill similar data into the field that you are typing. For example, if you type in "PO Box 2" in the address field and you had an earlier address of "PO Box 22" the program may auto fill the "PO Box 22" for you. If you tab out of this cell without making sure the data is correct it will read "PO Box 22" instead of the "PO Box 2" that you intended.

What's the preferred way to enter the birth date?

The birth date should be entered MM/DD/YYYY. It is especially important to have the slash in between the numbers because of the way that the excel program reads the dates. Please double check to make sure the numbers can be read properly. If they are not right the template will not upload.

Miscellaneous Instructions:

How do I change an address of a member who moves mid year?

Use the change of address supplemental roster if the student is moving. It helps if you enter their member number. If they are transferring to another chapter/state, contact your state office with the information (name, new address & new chapter number) and the state will notify national to transfer the member's records.

When do we send the money?

Send in your money, per your states instructions, with a copy of your totals page. Make sure that the number of members billed on your totals page matches the number of members for your chapter. **Do not send payment to the National FFA offices;** send it to your state office.

Website Questions:

I'm trying to launch the PowerPoint presentations from the website (Excel Support page) and it doesn't appear to be working.

While the presentation appears to not be working, it actually just takes a little time. The hourglass icon that shows it's working only shows up if your cursor is above the toolbar.

Try right clicking on the presentation and do a "Save Target As". This will allow you to save the presentation to your desktop and view it from there quicker.

FAQ's continued...



Is the chapter roster on the website updated after I submit my roster to state? I need to find the member numbers for my new students.

The rosters on this website are only updated once a year, typically in the summer for the next school year. If you need new member numbers you can look at the current subscription label of that student's New Horizon's magazine. The nine-digit number above their name is their member number. You can also call national for that information.