

Instructions for Local Chapter Use Of Files on the Website <http://207.28.145.2/fmi/iwp>

Uses Detailed include:

- How the online system will be used to manage communications for ag skills CDEs
- Entering Ag Skills CDE's – Replaces the Excel spreadsheet used in the past
 - June 4th --Ag Mech, Agronomy, Food Science
 - June 11th -- Floriculture, Nursery/Landscape
 - June 9th -- Horse
 - August 29th -- Meats and Livestock
 - August 29th -- Dairy Cattle and Dairy Foods
 - Soils – October 10
- Canceling an ag skills CDE team prior to the event
- Marking your participants for each event
- Explanation of features on all DMRoster entry screens

By

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Best time to call – before 9:30 am and 3:05 pm to 5:00 pm

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Uses of the Online System at <http://207.28.145.2/fmi/iwp> for Managing Communications Related to Ag Skills CDEs

The online system at the above address will be used for the following steps associated with the Iowa FFA Ag Skills Career Development Events for 2008

- Chapters will enter the CDEs of their choice on the **DMChapters** file at <http://207.28.145.2/fmi/iwp>
- Alan Spencer, Irv Meier, and/or CDE chairpersons will email chapters identified on the above site of event specifics such as time, place, etc. Any last minute announcements will also be emailed from the site.
- Chapter advisors will be required to mark their actual participants on the **DMRoster** file at <http://207.28.145.2/fmi/iwp>
 - This needs to be completed by noon two days before the event. If the event is on a Monday or Tuesday, the deadline for marking your students is Friday of the previous week by noon.
 - The reason for the two day requirement is in case the chapter advisor finds when they go to DMRoster to mark their participants that the student they wanted to use is not a member. The two days allow Alan and Irv to get the new member added.
 - Last minute changes can be made up to the time the event begins. The only problem would be that if the change would involve a non-member. In that case, a substitution would not be allowed. To prevent this, check DMRoster to be sure that all of your possible participants are members on DMRoster.
- Scoring for the following events will also be completed on this website for the following CDEs
 - Food Science on Food Science
 - Floriculture on FlorFinPlac1
 - Nursery on NursFinPlacI
 - Horse on HorsFinPlacI
 - Livestock on LivFinPlacI
 - Meats on MeatsFinPlacI
 - Dairy Cattle on DCFinPlacI
 - Dairy Foods on DfFinPlaci
- Chapter advisors will be able to view complete results for their teams and individuals on the <http://207.28.145.2/fmi/iwp> website after the event is over on the above files. To do this, use:
 - Account Name General View
 - Password results (all lower case)
- Certificates will be printed for all of the above events. If at all possible, they will be printed on site and be available for the results packets. If the chapter has to leave before the packets are done, a PDF will be sent so that the chapter can print their own.
- The Ag Mechanics, Agronomy, and Soils CDE are scored by other means. However, an attempt will be made to get the final ratings into the online system so that certificates can be made. The most likely system of distribution will be by emailed PDF.

Information about Entering Your Chapter in Ag Skills CDE

FFA Board Of Directors Approved Entry Fee Structure

- Any time prior to one month from the event -- \$5.00
- Between one month and 14 days before the event -- \$10.00
- Closer that 14 days up to event day -- \$50.00

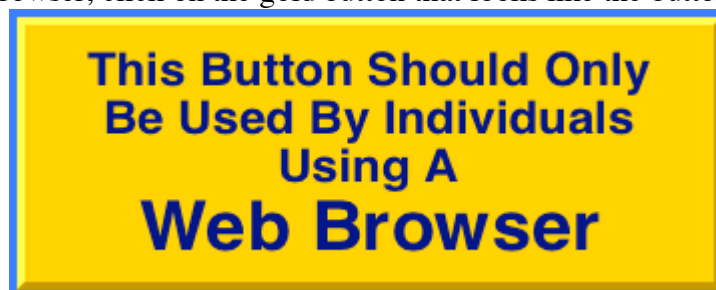
Dates and Deadlines for Upcoming Ag Skills CDEs

	\$5.00 Date	\$10.00 date	Event Date *
Ag Mech, Agronomy, Food Science	Mon, May 4	Thu, May 21	Thu, Jun 4
Floriculture, Nursery/Landscape	Mon, May 11	Thu, May 28	Thu, Jun 11
Horse	Mon, May 11	Tue, May 26	Tue, Jun 19
Meats and Livestock	Wed, Jul 29	Mon, Aug 17	Sat, Aug 29
Dairy Cattle and Dairy Foods	Wed, Jul 29	Mon, Aug 17	Sat, Aug 29

* If you enter after the \$10.00 date, your chapter will be allowed to enter by paying a fee of \$50.00. Technically, you could pay that fee as late as the day of the event. However, if you are not identified on the website, you will not receive emails about the event details.

Entry Instructions:

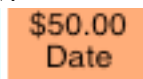
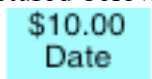
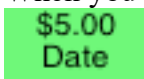
- Use the correct web browser
 - PC computers should use Internet Explorer or Firefox
 - Mac computers should use Safari or Firefox
- 1. Go to <http://207.28.145.2:80/fmi/iwp> (Use <http://207.28.145.2/fmi/iwp> if the first one does not work)
- 2. On the page titled “Instant Web Publishing”, click on “**DMChapter**”. (There is a long list of files, so scroll down.)
- 3. Enter **your Account Name and Password** and click “Login”. This is the original name and password given to you to access the Online National FFA Roster. The account name is not case sensitive. The password is case sensitive. If you misplaced your password, you can get it sent to you by either Alan (Alan.Spencer@iowa.gov) or Irv (imeier@wapello.k12.ia.us).
- 4. If you are using a web browser, click on the gold button that looks like the button shown below.



5. Use the button that looks like the one pictured below



6. When you get there, you will see the headings pictured below:



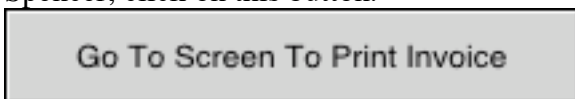
Cancel Here

7. If you are entering an event at least 30 days before the CDE. Place an X in the appropriate light green cell to the left of the event for all the CDEs you want to enter.
- o Then click Submit (in the gray status area on the left of the screen)
8. If you are entering an event between 14 and 30 days before the CDE. Place an X in the appropriate light blue cell to the right for all the CDEs you want to enter.
- o Then click Submit (in the gray status area on the left of the screen)
9. If you are entering an event closer than 14 days before the CDE. Place an X in the appropriate light orange cell to the right for all the CDEs you want to enter.
- o Then click Submit (in the gray status area on the left of the screen)
10. Each time you make changes to your entries, please place an X in the white cell near the top. I will send you a confirmation email of your changes as time permits. The cell looks like

Place an X in this box to receive confirmation email



11. You can tell if the computer has accepted your entry by looking in the black cell to the far right. If the cell says Entered, you are in fact entered.
12. If you want an invoice so that you can send in your entry fee prior to being billed by Alan Spencer, click on this button.



- o On the invoice screen, type in a purchase order number, date and/or what ever your school requires.
- o Use the web browser print function to print your invoice.
- o To get back to the entry screen, use the web browser's command to show the status area
 - ♣ Then go to the layout section of the status area and choose Update Skills CDE Entry.
 - ♣ Or you can simply close out of the program and log back in.

Canceling a Team as the Event Approaches

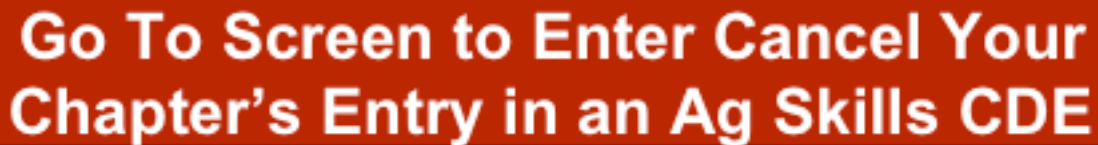
Here is how:

- Use the correct web browser
 - PC computers should use Internet Explorer or Firefox
 - Mac computers should use Safari or Firefox
- 1. Go to <http://207.28.145.2:80/fmi/iwp> (Use <http://207.28.145.2/fmi/iwp> if the first one does not work)
- 2. On the page titled “Instant Web Publishing”, click on “**DMChapter**”. (There is a long list of files, so scroll down.)
- 3. Enter **your Account Name and Password** and click “Login”. This is the original name and password given to you to access the Online National FFA Roster. The account name is not case sensitive. The password is case sensitive. If you misplaced your password, you can get it sent to you by either Alan (Alan.Spencer@iowa.gov) or Irv (imeier@wapello.k12.ia.us).
- 4. If you are using a web browser, click on the gold button that looks like the button shown below. (If you are using FileMaker Pro 7.0 or newer, you will need to download a different set of instructions.)



**This Button Should Only
Be Used By Individuals
Using A
Web Browser**

- 5. Use the button that looks like the one pictured below



**Go To Screen to Enter Cancel Your
Chapter's Entry in an Ag Skills CDE**

- 6. Then go to the column marked Cancel Here.
 - a. Click in the white cell to the right of the event you want to drop your entry for and choose the No from the drop down menu and click Submit.
 - b. You know that the computer has taken your information when you see the writing in the black cell change from Entered to Canceled.

Identifying Your Individual Participants in each CDE

From Iowa FFA Board of Directors -- Chapter advisors will be required to mark their actual participants on the DMRoster file at <http://207.28.145.2/fmi/iwp>

- This needs to be completed by noon two days before the event. If the event is on a Monday or Tuesday, the deadline for marking your students is Friday of the previous week by noon.
- The reason for the two day requirement is in case the chapter advisor finds when they go to DMRoster to mark their participants that the student they wanted to use is not a member. The two days allow Alan and Irv to get the new member added.
- Last minute changes can be made up to the time the event begins. The only problem would be that if the change would involve a non-member. In that case, a substitution would not be allowed. To prevent this, check DMRoster to be sure that all of your possible participants are members on DMRoster.

Here is how:

- Use the correct web browser
 - PC computers should use Internet Explorer or Firefox
 - Mac computers should use Safari or Firefox
- 1. Go to <http://207.28.145.2:80/fmi/iwp> (Use <http://207.28.145.2/fmi/iwp> if the first one does not work)
- 2. On the page titled “Instant Web Publishing”, click on “**DMRoster**”. (There is a long list of files, so scroll down.)
- 3. Enter **your Account Name and Password** and click “Login”. This is the original name and password given to you to access the Online National FFA Roster. The account name is not case sensitive. The password is case sensitive. If you misplaced your password, you can get it sent to you by either Alan (Alan.Spencer@iowa.gov) or Irv (imeier@wapello.k12.ia.us).
- 4. If you are using a web browser, click on the gold button that looks like the button shown **below**.



**This Button Should Only
Be Used By Individuals
Using A
Web Browser**

- 5. On the next screen, choose this button.



**Chapter Advisor Entering
Participants In Events or
Correcting Member
Information**

6. On the next screen, choose the orange button that lists the event you want to mark students for. The buttons look like the one below:



7. Follow the on screen instructions. The instructions are highlighted in yellow.
8. Be sure to check the spelling of your students' names. If you see an error in either spelling or capitalization, type the correction in the yellow cells provided. The correction cells are labeled Correct First and Correct Last.
 - o Irv will transfer the offered corrections to the actual (green) name cells prior to the event. Making the name corrections is necessary for both press releases and certificates.
9. If the names of your students change after you mark them the first time, simply go back in and remove the code from the student no longer participating and put the same code in for the replacement.

Explanation of Common Features on all DMRoster Entry Screens

1. You will type a 2 or 3-digit code into the orange cell that looks like the one below: **(Note, if you have not entered the desired Ag Skills CDE on DMChapters you will not be able to identify students on DMRoster. To correct the problem, go back to DMChapters and make entry. You will be charged for that entry based on the date you enter as defined by the rate chart.)**

CDE Code

2. To tell if you are entered, look in the gray box to the right of the CDE Code cell. If there is an X in the cell for the desired event, you are entered. If there is no X, you are not entered. Go to DMChapters and enter. The gray area being described looks like this on the screen. The picture below shows that this chapter is entered in Meats but is not entered in Livestock.

Event Entered	
M	L
X	

3. You will find colored box areas like the one below that gives you the codes to use. The one below is for meats and livestock. Similar boxed areas are on the other CDE entry screens, but have the correct codes for those events. Be sure to enter the code exactly as in the box. If you are not exact, the computer will not accept the code. For instance if you type M 1, the computer will reject your entry because it should be M1.

<p>Meats Codes --</p> <p>M1 --Member 1</p> <p>M2 --Member 2</p> <p>M3 --Member 3</p> <p>M4 --Member 4</p>	<p>Livestock Codes--</p> <p>L1 -- Member 1</p> <p>L2 -- Member 2</p> <p>L3 -- Member 3</p> <p>L4 -- Member 4</p>
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4. You can use the alphabetic button pad to help you find your members faster. When you click on any letter on the pad, the screen will show only those members in your chapter that have last names that begin with that letter. The pad looks like the picture below.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P-Q	R	S	T	U	V	W-X	Y	Z
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	-----	---	---	---	---	---	-----	---	---

5. Check the spelling of the member's name and the grade in school. If any information is incorrect, type the corrected information in the yellow colored cells provided. Correction of spelling is essential because all results, programs, judging forms, and certificates are based off the spellings seen on the screen. **Please check carefully the names like McCall. Since the national roster is done in all caps, the name like McCall comes out as Mccall. Alan or Irv will transfer the corrected information that chapter advisors place in the yellow cells to the proper cells to update all printouts. The correction cells look like those below.**

Correct First	Correct Last	Correct Grade

6. After you have entered the proper code and made the necessary correction of data, click on the Submit button. It is located in the gray area on the left of the screen near the top. This will transfer your intentions to the actual database where all records are kept. If for some reason you do not want to submit the entry, simply click on the cancel button.
 - **Note: If you type in an unacceptable code or you identify a member for a CDE for which they are not eligible (i.e. an out of school member or a middle school member), you will receive an error message. You must correct the entry at this time.**
7. To correct submitted data, you can change the data by clicking in the desired cell. Simply make the desired updates and submit again
8. You can verify that your members have been correctly entered in the desired CDE by clicking on the find button that contains the name of the event. Be sure to click the submit button for your last entrant before using the find button. If the find button does not bring up the correct list of your participants, change the necessary codes. The find buttons below are for meats and livestock. Similar buttons are on all other entry screens.



9.