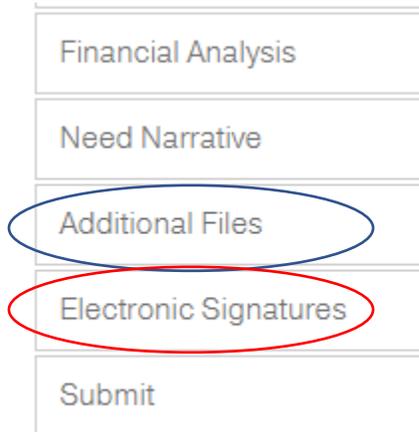


Texas FFA Scholarship Online Submission Process

1. NEW TAB OPTIONS

- There are two new tabs in the left menu. One is called Additional Files and the other is called Electronic Signatures. I have also renamed the last "Summary" tab to be "Submit".



2. ADDITIONAL FILES TO UPLOAD

- This page handles the traditional "paper" documents that were turned in with the paper application. The required files are: Official High School Transcript, FAFSA Report, and SAT or ACT Scores (at least one of the two is required). Counselor Letter is optional.

Additional Required Files

Please upload the required files below.

Official High School Transcript	<input type="text"/>	Select
FAFSA Report	<input type="text"/>	Select
SAT Scores	<input type="text"/>	Select
ACT Scores	<input type="text"/>	Select
Counselor Letter (optional)	<input type="text"/>	Select

[Save and Continue to Electronic Signatures](#)

3. ELECTRONIC SIGNATURES

- This new page has a section for Parent/Guardian, Advisor, and Counselor/Principal. Each section has a text box for entering the signers email address and then a button to "Send Signature Request". When they click "Send Signature Request", the system will email that person with an automated message saying who the application is for and a link to electronically sign.

Texas FFA Scholarship Application #9279 - Parent/Guardian Signature Requested Inbox x



Texas FFA Scholarships

12:21 AM (1 hour ago)



to me ▾

Your verification and signature has been requested by Nancy Acosta on their Texas FFA Scholarship application. This signature is required to be completed before the student can submit their application for consideration and review. Please visit the link below to verify the application and complete your electronic signature.

<https://www.texasffa.org/public/scholarshipsignature.aspx?AID=2274c2a6-5e92-403e-9eef-144bfad36c3c&TID=P>

- Once the signer clicks on the link, they are taken to a page on TexasFFA.org where it states the student name and chapter name. There is also a link to generate the PDF copy of the application so the signer can verify the information. Once they are satisfied with the review, they just enter their name in the blank and click "Submit Signature". Once they've signed the application, it will state "Signature Accepted", even if they go back to the same link again later.

 **Texas FFA Association** Welcome, Tyler Wiegat [TEXAS FFA ROSTER](#) [LOG OUT](#)

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Texas FFA Scholarship - Parent/Guardian Signature Requested

The following Texas FFA Scholarship applicant is requesting your signature to complete their application. Please review the application below by clicking the "Download Application PDF" link. To complete your electronic signature, please type your name below and click "Submit Signature".

Applicant Name:

Chapter Name:

[Download Application #9279](#)

Parent/Guardian Name :

[Signature Accepted](#)

- The student/advisor can see the status of all of their electronic signatures on the application "Electronic Signatures" page. There is a "status" next to each signer (Parent, Advisor, Counselor). The status options are: Not Sent, Awaiting Signature, or Signature Completed by _____ on _____. If the student/advisor wants to re-send the signature request, they can just click the "Send Signature Request" button again and it will email whoever's email address is in the text box. Once a signer has completed their signature, the application removes the "Send Signature Request" option for that signer type. See the example below for a signed Parent/Guardian.

Texas FFA Roster - 2020 Texas FFA Scholarship

 Home	Electronic Signatures Please complete the recipient email address fields below to send the electronic signature requests. All signature application.
App Pages	<hr/>
Cover Page	Parent or Guardian Email Address: <input type="text" value="tyler@wieghatgraphics.com"/> Status: Signature Completed by Tyler Wieghat on Apr 8 2020 1:00AM
General Info	Advisor Email Address: <input type="text"/> Status: Not Sent <input type="button" value="Send Signature Request"/>
Academic	Principal or Counselor Email Address: <input type="text"/> Status: Not Sent <input type="button" value="Send Signature Request"/>
AFNR Courses	
Courses - GPA	
LDE Achievements	
CDE Achievements	
Invitational Events	
Leadership	
Other FFA Activities	
SAE Activities	Save and Continue to General Information
SAF Narrative	

4. SUBMIT ONLINE

- The Summary page has been updated to be a Submit Online process. This page verifies that all required Additional Files and all of the Electronic Signatures are complete before they can submit the application. If Files or Signatures are missing, it will disable the "Submit" button and list out what is missing. See the example below for missing Files and Signatures.

The screenshot shows a web interface for an application. On the left is a sidebar with a 'Home' link and a list of 'App Pages' including Cover Page, General Info, Academic, AFNR Courses, Courses - GPA, LDE Achievements, CDE Achievements, Invitational Events, Leadership, Other FFA Activities, SAE Activities, SAE Narrative, SAE Honors, Financial Analysis, Need Narrative, Additional Files, Electronic Signatures, and Submit. The main content area is titled 'Application Summary and Print' and contains instructions to click the 'Submit Application' button. Below the instructions are two red error messages: '* You are missing required files on the "Additional Files" page. Please upload all required files.' and '* You are missing electronic signatures. Signatures are required before you can submit your application. Please review or re-send your signature requests on the "Electronic Signatures" page.' There are also two blue links: 'Generate Texas FFA Scholarship PDF Application' and 'Generate S.A.L.E. Tour Award PDF Application'. A large red arrow points from the top right towards the 'Submit Application' button, and another red arrow points from the bottom right towards the 'Submit' link in the sidebar.

5. AFTER SUBMISSION

- Once a student submits their application, the system automatically emails all of the advisors at that chapter with a simple confirmation message stating that a particular student's scholarship application has been submitted to the area.
- The application is now ready for area evaluation.
- The application is **NOT** permanently locked, it can still be accessed by the student to make corrections that are found at the area or state check process.