

Students Getting Started "The First Day"

Purpose: This guide helps students create their profile, enroll in courses and develop an SAE. This is a great guide to print prior to students going into a computer lab or used as a step by step to get started the correct way in AET. Follow these steps to

Login

Setup Your Profile

Setup Your SAE

Step 1 Log In

Your Name: _____

1. You can access your AET account anytime from any computer with Internet. Go to <http://www.theaet.com>, and click "Sign In Student"
2. **Your Teacher will provide your login information.** You will need:
 - a. **Chapter Number:** This is the two-digit state abbreviation followed by the four-digit Chapter number. For example, TX0765. You should memorize this number.
 - b. **Username:** usually this is your "first initial and last name" For Example, TMurphy for Tim Murphy.
 - c. **Password:** in the beginning, this is usually the same as your username. Make sure to use capital and lower-case letters exactly like your Teacher shows you. After signing in, you can change your password.

Write your login information here

Our Chapter Number is:

My username is:

My password is:

Step 2 – Set Up your Profile

1. Click the **PROFILE** menu at the top of the screen. You should update your profile every year, or whenever your information changes.
2. The PROFILE section of your account is broken into the following sections:
 - a. My Account / FFA / Personal Information
 - i. Account Information – your name, high school graduation year, and email address
 - ii. FFA Membership – FFA Membership Number, apply for FFA Membership (in some states)
 - iii. Demographics – optional information
 - b. Future Career – Check the box next to the Ag Careers that interest you, rank them on the right side.


- c. Educational Interest – Find and select the careers that interest you.
- d. FFA Award Information – Information that completes the cover parts of an application
- e. My Ag Classes – After your Teacher has set up classes at your school, you can select them here.
- f. Experience Manager – This is your project(s) in agriculture education. Unless you are very familiar with AET and these project, skip this section and review step 3 and look at the guide “Beginning Your SAE”
- g. My FFA Offices – If you are an FFA Officer, add your office here.
- h. My FFA Committees – If you are on an FFA Committee, add it here.
- i. My School/Community Involvement – If you are involved in school and or community activities such as athletics, honor society, church or other similar activities. You will want to update this each year to report involvement.
- j. Resume – A very basic outline of your accomplishments

Step 3 – You are done with your PROFILE, but here are some ideas to begin your SAE

An SAE is a Supervised Agricultural Experience. It’s just another name for a project that you do outside regular class with the help of your teacher or another supervisor.

See “Developing an SAE Guide in AET for more details on types of SAEs

A. NOW...Brainstorm some SAEs that describe an SAE for you...a project that is outside of class where you learning something new...try to create three ideas:

| | |
|---------------------------------|---|
| <i>I am interested in...(A)</i> |  |
| <i>I am interested in...(B)</i> | |
| <i>I am interested in...(C)</i> | |

Now pick one and get some more details...



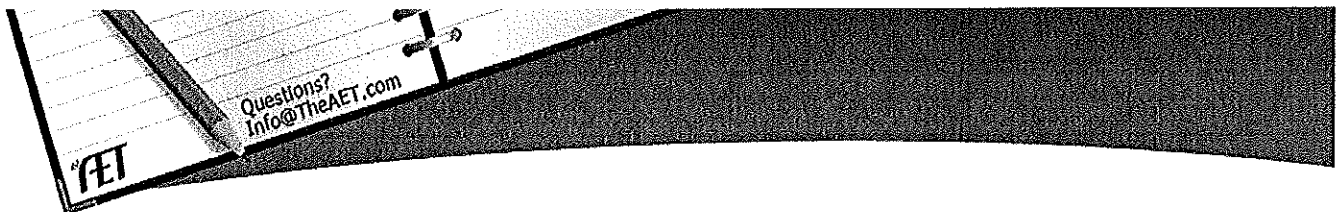
There are four primary types of SAEs: (CHECK ONE THAT FITS YOUR INTEREST)

- ___/A, B, C **Exploratory** - Learn about something in agriculture and its many related careers.
- ___/A, B, C **Research/Experimental** - Conduct research and analyze information to discover new knowledge.
- ___/A, B, C **Ownership/Entrepreneurship** - Plan and operate an agriculture-related business.
- ___/A, B, C **Placement** - Work for a business or individual, either for pay or for the experience.

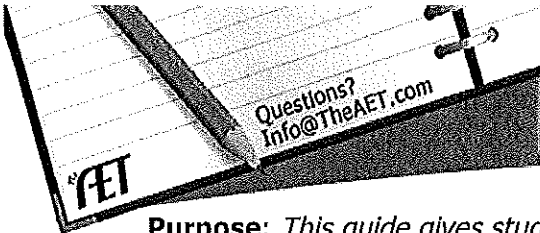
The following further describes you project, so select the area that describes your projects:

(CHECK ONE THAT DESCRIBES YOUR INTEREST)

- ___/A, B, C **Agribusiness Systems** —the study of business principles, including management, marketing and finance, and their application to enterprises engaged in Agriculture, Food and Natural Resources
- ___/A, B, C **Animal Systems** —the study of animal systems, including life processes, health, nutrition, genetics, management and processing, through the study of small animals, aquaculture, livestock, dairy, horses and/or poultry
- ___/A, B, C **Biotechnology Systems** —the study of data and techniques of applied science for the solution of problems concerning living organisms
- ___/A, B, C **Environmental Service Systems** —the study of systems, instruments and technology used in waste management and their influence on the environment
- ___/A, B, C **Food Products and Processing Systems** —the study of product development, quality assurance, food safety, production, sales and service, regulation and compliance, and food service within the food science industry
- ___/A, B, C **Natural Resource Systems** —the study of the management of soil, water, wildlife, forests and air as natural resources
- ___/A, B, C **Plant Systems** —the study of plant life cycles, classifications, functions, structures, reproduction, media and nutrients, as well as growth and cultural practices, through the study of crops, turf grass, trees and shrubs and/or ornamental plants
- ___/A, B, C **Power, Structural and Technical Systems** —the study of agricultural equipment, power systems, alternative fuel sources and precision technology, as well as woodworking, metalworking, welding and project planning for agricultural structures
- ___/A, B, C **Career Cluster Skills** - Study of general agriculture education area, leadership, personal growth and career success skills necessary for a chosen profession while effectively contributing to society.



Ideas: Have students complete this guide and turn it in for a grade, then enter into AET



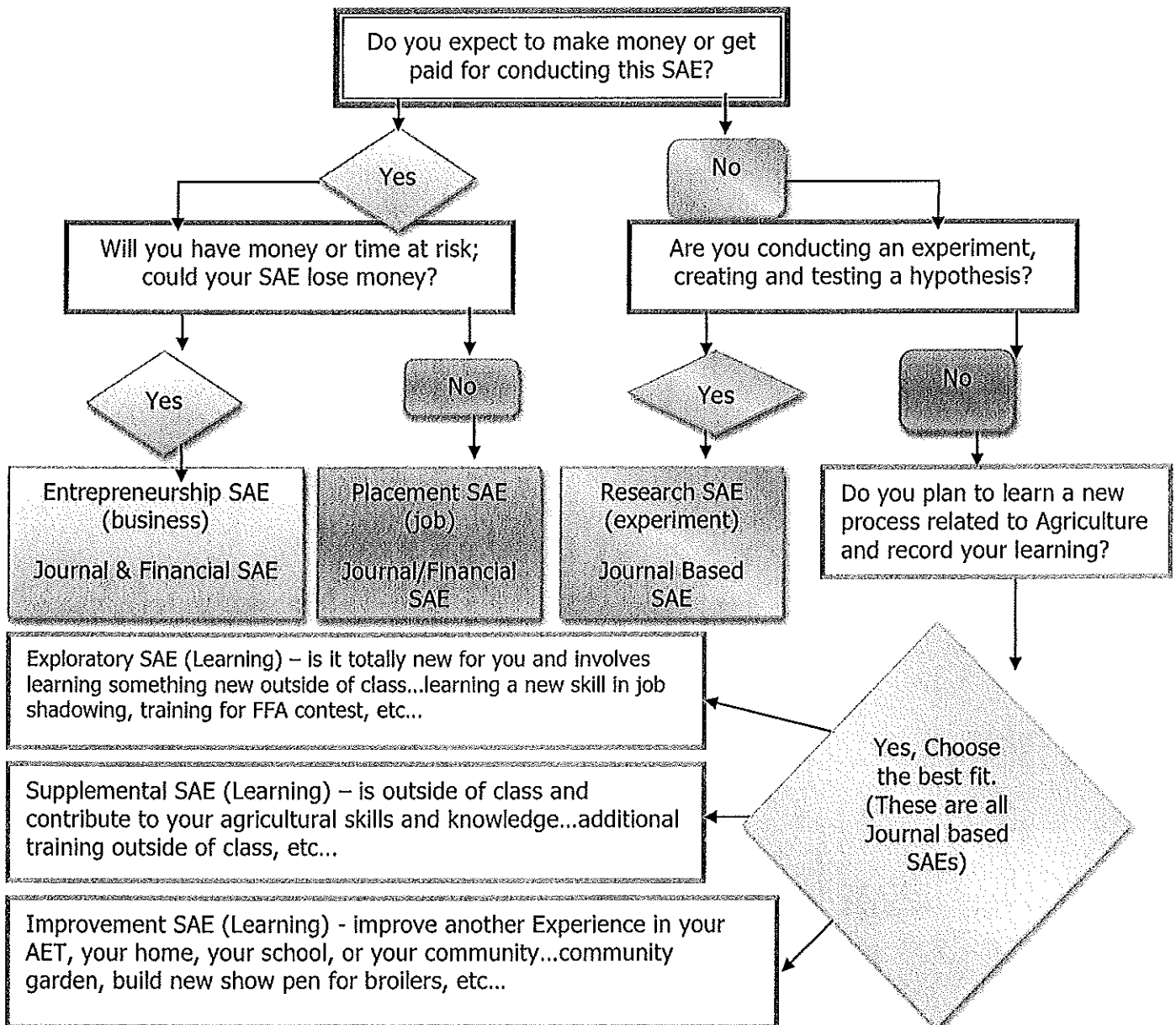
Selecting an SAE and Creating the Experience in AET

Purpose: This guide gives students a decision tree referring to which SAE might I be interested in and then how to develop that experience in AET. The guide is a great class exercise with some areas for students to write their interest and potential AET experience.

Student Name: _____

STEP 1 - Selecting a SAE Type (use this to help determine SAE's)-

Decision Tree – just start at the top, answer the questions and it guides you to your SAE. Do it for each idea you have. The more the better~!





Brainstorming time...

My SAE idea is...(write the type of your SAE from the decision tree & a description)

Step 2. – Setting up SAE's in AET(here are the steps, check them off as you GO!)

- a. ___ Select "Experience Manager" in the Profile section of AET.
- b. Select the Experience Category that best fits your SAE (*check one*)...such as:
 - ___ Cluster Skills (CS) focused to several categories or the application of leadership, personal growth and career success skills
 - ___ Animal Systems (AS) focused on animal systems
 - ___ Agribusiness Systems (ABS) focused on agribusiness projects
 - ___ Biotechnology Systems (BS) focused on science projects
 - ___ Environmental Service Systems (ESS) focused on waste management and environment
 - ___ Food Products and Processing Systems (FPP) focused on food science/service
 - ___ Natural Resource Systems (NRS) focused on soil, water, and other natural resources
 - ___ Plant Systems (PS) focused plant systems
 - ___ Power, Structural and Technical Systems (PST) focused on agriculture power system
- c. ___ Select an appropriate subcategory for your previous choice (depends on your category choice)
- d. Select the SAE type (choose one below from your brainstorming & use of page 1)
 - ___ Entrepreneurship SAE (a business type of SAE where you invest money and time)
 - ___ Placement SAE (a job experience, involves a paycheck or journal entries if unpaid)
 - ___ Research SAE (an investment of time that follows the scientific method)
 - ___ Exploratory, Supplemental & Improvement (investment of time in learning)

- e. Choose a unique name: _____, this name should represent – (1) name you will recognize & (2) an associated

This is the name you will use when you make financial or journal entries related to this experience. Names such as Show Steers or Job would be too simple and not unique. Better choices would be San Antonio Steer 08 or Vet Clinic Job.

- f. Use the "Description" box to record more information about your SAE,
A good project (SAE) description is:
-
-

- g. ____ Choose the "Category/Unit" - only really important for SAEs that have specific units – like Head of Breeding Livestock." The "Category/Unit" changes based on the "Category" and "Subcategory" you have chosen.

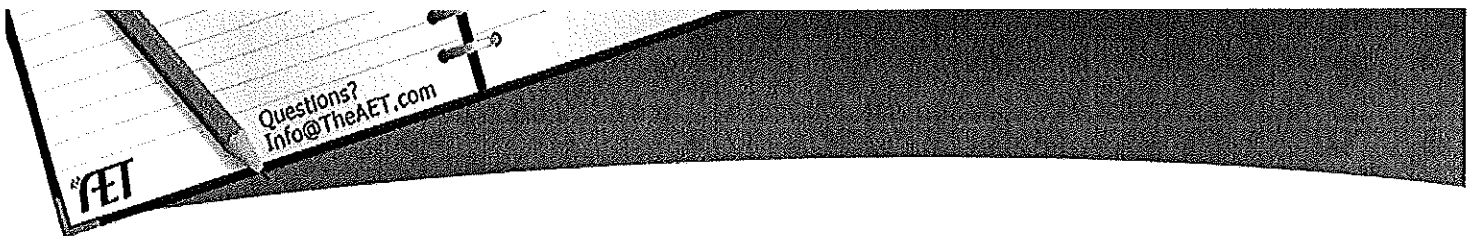
- h. ____ Choose the Quantity is the number of "Category/Units" you have in this Experience. Often, it's 1.

- i. ____ SAE Management Model – only choose if this SAE if you are setting up a livestock experience and wish to create additional management information

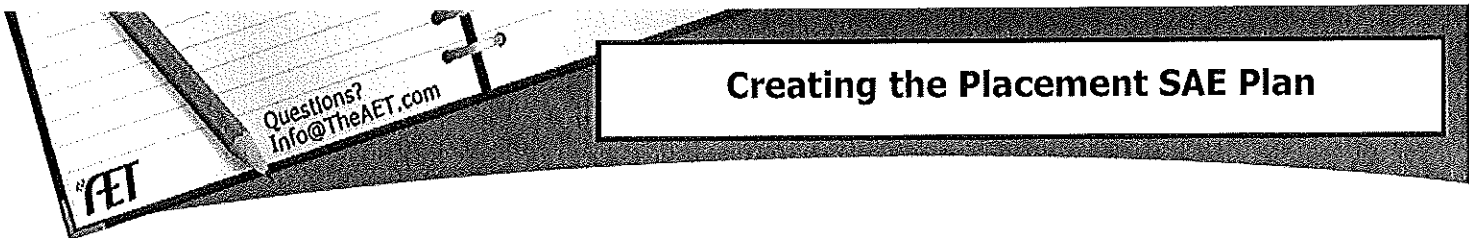
- j. ____ HIT SAVE! The SAE will show up on your list of experiences. You can always edit experiences using this screen. Once you have completed the SAE, return to this screen, choose "edit" and select "inactive." This closes your inventory and removes the experience as a choice for future transactions. The experience manager will list completed experiences in a shaded column.

Step 3. Complete the SAE Plan or if applies the SAE Budget

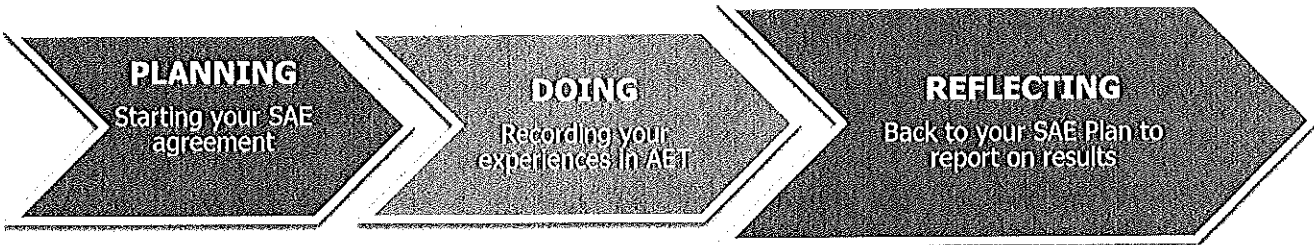
These involve additional guides, so take a look and complete these important parts of your SAE.



Use of this guide – Great class assignment for students to develop their SAE



Purpose: This guide will help you create a plan for your SAE. Your SAE Plan is a description of your before, during and reflection of learning about your project. You will have a plan for each SAE. This guide also serves as a brainstorming activity and ideas to complete when you setup your SAE.



Create Your SAE or in AET called a Experience - Refer to the Setting up a New Experience Guide....then you are ready to enter in AET.

- a. Choose PROFILE, Experience Manager and follow the steps (refer to the "Setting Up a New Experience" Guide for more details).

For now, enter your potential SAE name:

MY SAE is: _____ **(your named SAE)**

This SAE belongs to: _____ **(your name)**

Step 1- SAE Planning

Once setup, choose "SAE Plan" – as you work through each section, use the following processes to create some ideas, and then perfect the idea and get it into your AET.

- 1. A Description of My SAE is – This is general information such as...**
 - Name of the project, estimated beginning and ending dates of employment
 - Hiring process, projected pay or if unpaid describe the agreement
 - How this project relates to your career interest or why you have chosen this type of project & other general information about your SAE.

My Ideas are: _____

2. Planned investment of time and supervision - This section represents your estimated time to manage this project from start to finish, such as:

- Work schedule
- Supervision of your project by parent or teacher
- Other related information to time and supervision

My Ideas are:

3. Planned learning objectives - This is a list of what you plan to learn while being involved in the SAE. This could include:

- What you plan to learn while completing the SAE project,
- What you learned in recordkeeping process,
- How this SAE relates to your classes, FFA activities or career choices and
- How this SAE relates to your future plans of other SAEs.

My Ideas are:

Step 2- Doing

Once you have setup the SAE (or AET Experience), then your next step is doing it in AET. Ideas could include:

- Make regular journal or if paid enter financial entries (paycheck)
- Develop reports to summarize information such as financial results and/or list of journal entries

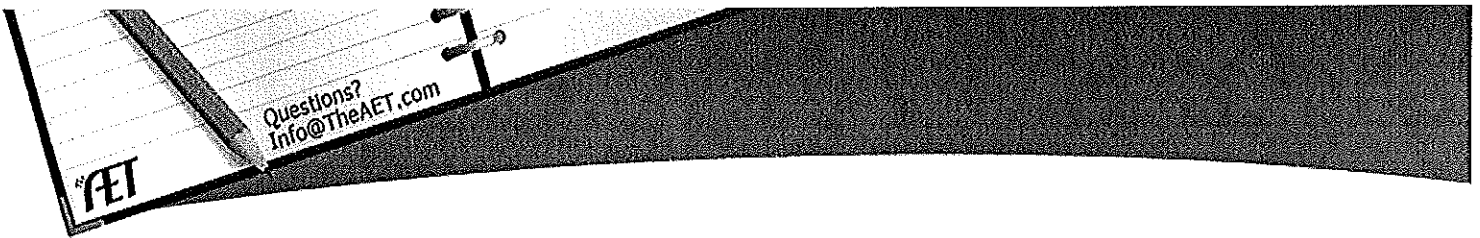
Step 3 – Outcome/Reflection on Your Experience

This is your final part of the SAE Plan, what you learned and the outcome of your project. This could potentially include:

- *What you learned by being involved in this project*
- *How your supervision helped you in this project*
- *The financial result of the project (if received a paycheck) and learning related to your planned items listed in Step 1- items 3*

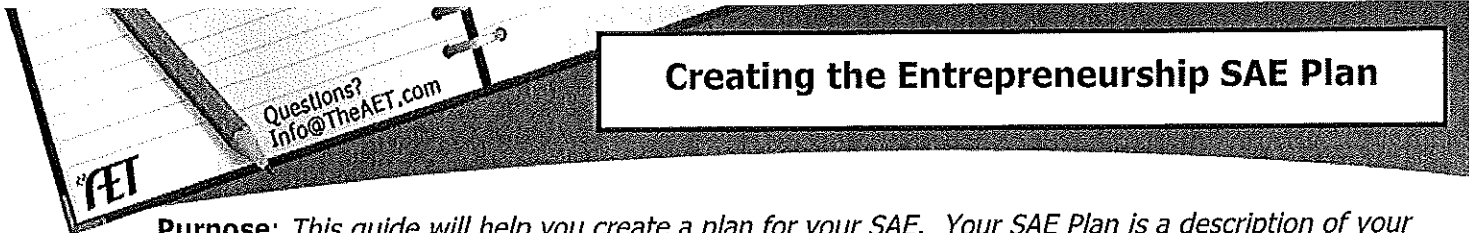
If you are just brainstorming...what are some expected results?

My Ideas are:



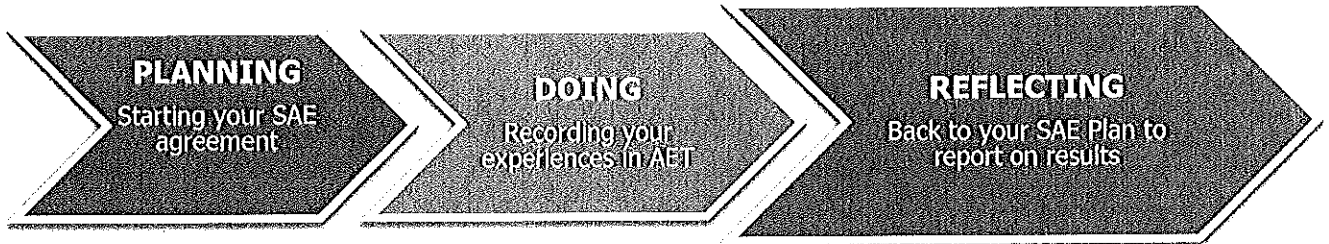
Uses of this guide:

1. Complete as a learning tool before you get involved in recording in AET
2. Complete this in class and turn in for a grade
3. Complete this at home with your parents and have them sign, then turn in as a grade
4. Complete this and attach a detailed budget or other supplemental information and turn in as a grade



Creating the Entrepreneurship SAE Plan

Purpose: This guide will help you create a plan for your SAE. Your SAE Plan is a description of your before, during and reflection of learning about your project. You will have a plan for each SAE. This guide also serves as a brainstorming activity and ideas to complete when you setup your SAE.



Create Your SAE or in AET called a Experience - Refer to the *Setting up a New Experience Guide*....then you are ready to enter in AET.

- a. Choose PROFILE, Experience Manager and follow the steps (refer to the "Setting Up a New Experience" Guide for more details).

For now, enter your potential SAE name:

MY SAE is: _____ **(your named SAE)**

This SAE belongs to: _____ **(your name)**

Step 1- SAE Planning

Once setup, choose "SAE Plan" – as you work through each section, use the following processes to create some ideas, and then perfect the idea and get it into your AET.

1. A Description of My SAE is – This is general information such as...

- Name of the project,
- Estimated beginning and ending dates
- How this project relates to your career interest or why you have chosen this type of project
- Other general information about your SAE.

My Ideas are:

2. Planned investment of time and supervision - This section represents your estimated time to manage this project from start to finish, such as:

- Hours needed to manage the project
- Important dates, such as show dates or deadlines
- Supervision of your project by parent or teacher
- Other related information to time and supervision

My Ideas are:

3. Planned financial investment – This includes the estimated cost to complete the project such as:

- Purchase cost for the project,
- Expected expenses (vet medicine, seed, fertilizer supplies, etc...),
- Budgeted or estimated cost per unit (per head),
- Source of money (such as funded by savings or parents) and
- Other aspects of money invested.

These are operating expense items, such as those listed in expenses in AET.

My Ideas are:

4. Planned use of capital items - These are items such as:

- *Equipment, land and breeding animals you plan to use in your SAE,*
- *Any rental agreements for capital items if not purchased, such as pen rent for barn use, land rental or other.*

My Ideas are:

5. Planned learning objectives - This is a list of what you plan to learn while being involved in the SAE. This could include:

- *What you plan to learn while completing the SAE project,*
- *What you learned in recordkeeping process,*
- *How this SAE relates to your classes, FFA activities or career choices and*
- *How this SAE relates to your future plans of other SAEs.*

My Ideas are:

Step 2- Doing

Once you have setup the SAE (or AET Experience), then your next step is doing it in AET. Ideas could include:

- *Make regular journal and financial entries (each day or once per week)*

- *Develop reports to summarize information such as financial results and efficiencies, if they apply to your SAE*

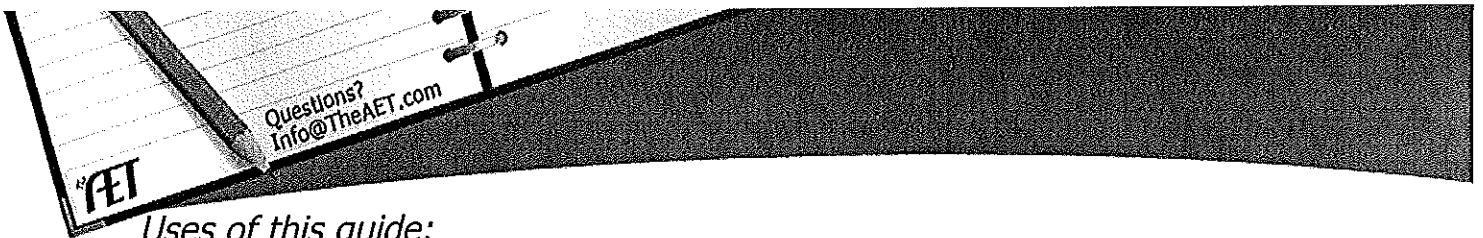
Step 3 – Outcome/Reflection on Your Experience

This is your final part of the SAE Plan, what you learned and the outcome of your project. This could potentially include:

- *What you learned by being involved in this project*
- *How your supervision helped you in this project*
- *The financial result of the project and related to your planned items listed in Step 1- items 3 & 4*

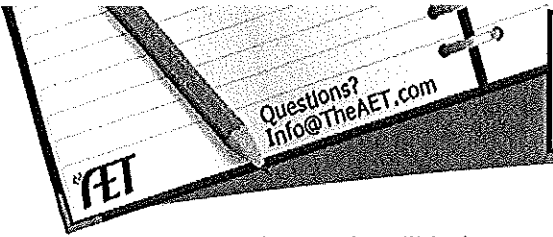
If you are just brainstorming...what are some expected results?

My Ideas are:



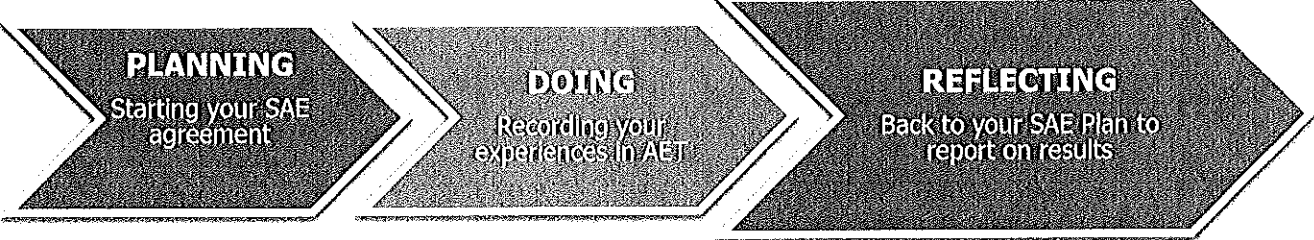
Uses of this guide:

1. Complete as a learning tool before you get involved in recording in AET
2. Complete this in class and turn in for a grade
3. Complete this at home with your parents and have them sign, then turn in as a grade
4. Complete this and attach a detailed budget or other supplemental information and turn in as a grade



Creating the Exploratory, Supplemental or Improvement SAE Plan

Purpose: This guide will help you create a plan for your SAE. Your SAE Plan is a description of your before, during and reflection of learning about your project. You will have a plan for each SAE. This guide also serves as a brainstorming activity and ideas to complete when you setup your SAE.



Create Your SAE or in AET called a Experience - Refer to the *Setting up a New Experience Guide*....then you are ready to enter in AET.

- a. Choose *PROFILE, Experience Manager* and follow the steps (refer to the "Setting Up a New Experience" Guide for more details).

For now, enter your potential SAE name:

MY SAE is: _____ *(your named SAE)*

This SAE belongs to: _____ *(your name)*

Step 1- SAE Planning

Once setup, choose "SAE Plan" – as you work through each section, use the following processes to create some ideas, and then perfect the idea and get it into your AET.

- 1. **A Description of My SAE is** – This is general information such as...
 - Name of the project, estimated beginning and ending dates of project
 - How this project relates to your career interest or why you have chosen this type of project & other general information about your SAE.

My Ideas are:

2. Planned investment of time and supervision - This section represents your estimated time to manage this project from start to finish, such as:

- Detailed schedule of activity dates (planned or actual)
- Supervision of your project by parent or teacher
- Other related information to time and supervision

My Ideas are:

3. Planned learning objectives - This is a list of what you plan to learn while being involved in the SAE. This could include:

- What you plan to learn while completing the SAE project,
- What you learned in recordkeeping process
- How this SAE relates to your classes, FFA activities or career choices and
- How this SAE relates to your future plans of other SAEs.

My Ideas are:

Step 2- Doing

Once you have setup the SAE (or AET Experience), then your next step is doing it in AET. Ideas could include:

- Make regular journal entries that describe the project, usually connected to planning learning dates
- Develop journal summary reports to review your entries

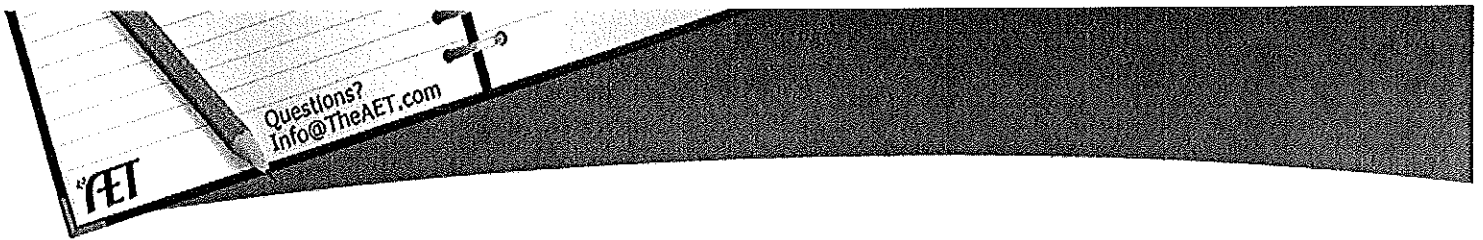
Step 3 – Outcome/Reflection on Your Experience

This is your final part of the SAE Plan, what you learned and the outcome of your project. This could potentially include:

- *What you learned by being involved in this learning project*
- *How your supervision helped you in this project*

If you are just brainstorming...what are some expected results from your learning project? (This could be what you learning related to skills, interacting with others if a group project or becoming more involved in the community)

My Ideas are:



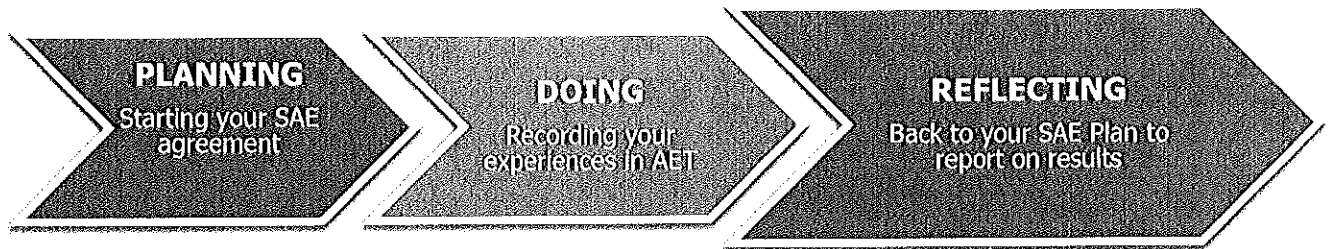
Uses of this guide:

1. Complete as a learning tool before you get involved in recording in AET
2. Complete this in class and turn in for a grade
3. Complete this at home with your parents and have them sign, then turn in as a grade
4. Complete this and attach a detailed budget or other supplemental information and turn in as a grade



Creating the Research SAE Plan

Purpose: This guide will help you create a plan for your SAE. Your SAE Plan is a description of your before, during and reflection of learning about your project. You will have a plan for each SAE. This guide also serves as a brainstorming activity and ideas to complete when you setup your SAE.



Create Your SAE or in AET called a Experience - Refer to the Setting up a New Experience Guide....then you are ready to enter in AET.

- a. Choose PROFILE, Experience Manager and follow the steps (refer to the "Setting Up a New Experience" Guide for more details).

For now, enter your potential SAE name:

MY SAE is: _____ (your named SAE)

This SAE belongs to: _____ (your name)

Step 1- SAE Planning

Once setup, choose "SAE Plan" – as you work through each section, use the following processes to create some ideas, and then perfect the idea and get it into your AET.

1. **A Description of My SAE is** – This is general information such as...
 - Name of the project, estimated beginning and ending dates of project
 - Your research hypothesis and your plan to conduct the research (key dates)
 - How this project relates to your career interest or why you have chosen this type of project & other general information about your SAE.

My Ideas are:

2. Planned investment of time and supervision - This section represents your estimated time to manage this project from start to finish, such as:

- Detailed research schedule (planned or actual)
- Supervision of your project by parent or teacher
- Other related information to time and supervision

My Ideas are:

3. Planned learning objectives - This is a list of what you plan to learn while being involved in the SAE. This could include:

- What you plan to learn while completing the SAE project,
- What you learned in recordkeeping process and research process,
- How this SAE relates to your classes, FFA activities or career choices and
- How this SAE relates to your future plans of other SAEs.

My Ideas are:

Step 2- Doing

Once you have setup the SAE (or AET Experience), then your next step is doing it in AET. Ideas could include:

- Make regular journal entries that describe the research project
- Develop journal summary reports to review your entries

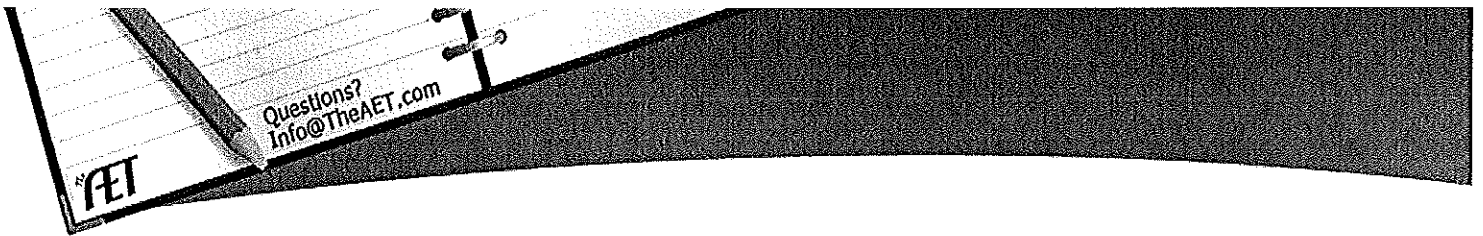
Step 3 – Outcome/Reflection on Your Experience

This is your final part of the SAE Plan, what you learned and the outcome of your project. This could potentially include:

- *What you learned by being involved in this research project*
- *How your supervision helped you in this project*
- *The research outcome, such as a summary of your research results*

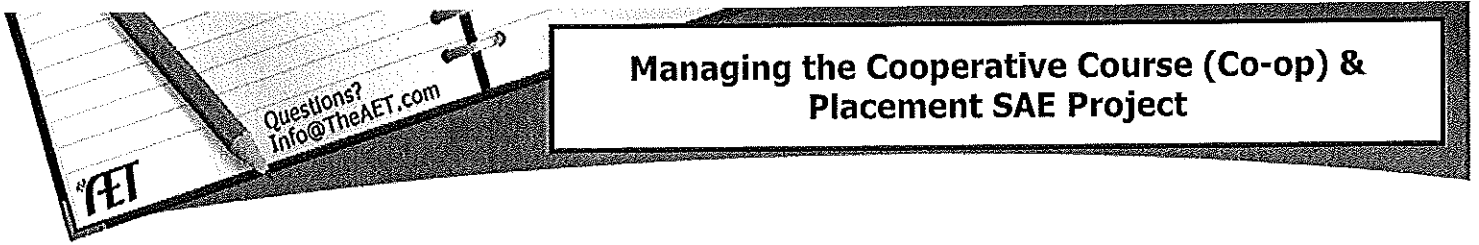
If you are just brainstorming...what are some expected results from your research project?

My Ideas are:



Uses of this guide:

1. Complete as a learning tool before you get involved in recording in AET
2. Complete this in class and turn in for a grade
3. Complete this at home with your parents and have them sign, then turn in as a grade
4. Complete this and attach a detailed budget or other supplemental information and turn in as a grade



Managing the Cooperative Course (Co-op) & Placement SAE Project

Purpose: *This is a guide to managing a Co-op class experience and a placement SAE. Placement SAEs are jobs for which you receive a paycheck or you record journals as an unpaid experience. Many times these are combined in a course usually identified as Coop class. Use this guide to help make sure you handled all the steps to record this type of experience.*

My Name: _____ **My SAE:** _____

My Coop Course: _____

___ (Done) Step 1 – Setting up Co-op Course - Refer to the Students Getting Started Guide, especially the section on setting up Courses, but some things to remember are:

1. Check with your Teacher to make sure your Co-op course has been added, and that you have selected the right one.

___ (Done) Step 2 – Making Co-op Course-Related Journal Entries
As directed by your teacher, make Co-op Course-related Journal entries that represent your "normal" class time. This is likely time on the job, but a portion of your time is recorded as a typical class. Steps are:

1. Choose **JOURNAL** menu at the top of AET menu list and Select Course-Related Activity.
2. Select/Enter the Date and choose the course you set up in **Step 1**.
3. Complete the form, including a thorough description of the activities performed and learning experienced.

___ (Done) Step 3 – Setting up the Co-op / Placement SAE - Refer to the Exploring SAEs and Setting up in AET to complete this step, but a few things to remember are:

2. Make sure your SAE is well described in the name
3. Make sure you have started & if applicable completed the SAE plan
4. If you receive separate paychecks from different employers, create a different Placement SAE for each different employer.

Step 4 – Entering a Paycheck or Recognizing Unpaid Time

Invested – A placement SAE project can be paid or unpaid (outside of class time only), so follow these two steps depending on which relates to your SAE.

___ **(Done) Option 1 - Entering a Paycheck** – this is the money that you receive for the work experience, usually in the form of a paycheck.

If you work for someone in exchange for items, such as rent, feed, or other expenses to be used in an Entrepreneurship SAE, obtain an invoice from your employer listing the value of the items, and that would not be a paycheck but rather non-cash SAE exchange.

Complete these steps each time you get paid:

1. Choose the **FINANCES** in the AET menu, then **New Paycheck**
2. Choose the Placement SAE for this paycheck. if not listed refer to "setting up SAE guides", you must have the experience setup as a placement SAE.
3. Enter the Date, and the Amount you were paid in the Gross Income box. Deductions only include item you had to buy to do this job (uniform, tools, etc. – do NOT include taxes here).
4. Enter tax deductions
5. Enter other deductions such as expenses for uniforms or other supplies
6. Enter the number of hours you worked
7. Check your paycheck total to AET's net value

___ **(Done...only if time is in addition to the normal class time entered in step 2)**

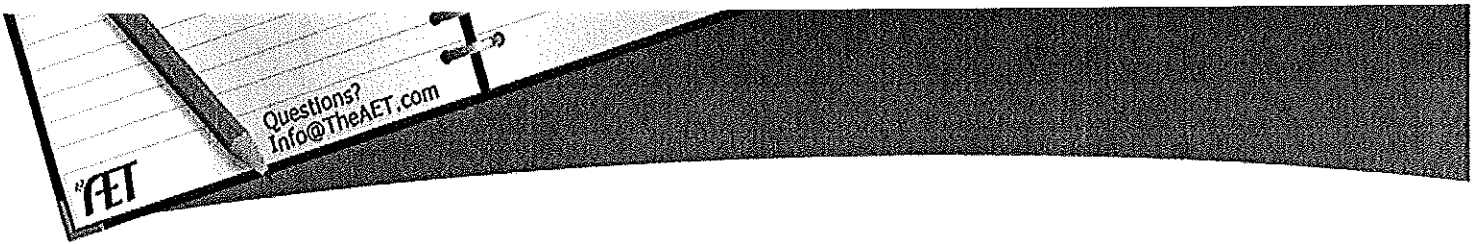
Option 2 - Entering an unpaid placement – this type of placement is not paid, but your experience is valuable. Your unpaid time (above class time) is recorded in your journal and though it does not equal pay, the hours will be passed to award applications as unpaid hours and valuable in FFA awards.

Here is how to make a Placement Journal entry:

1. Choose **JOURNAL** menu at the top of AET menu list
2. Select "New Experience (Enterprise)-related Activity"
3. Select or enter the correct Date, and Select the Placement SAE
4. Complete all the blanks and list a description of the work performed and/or what you learned.

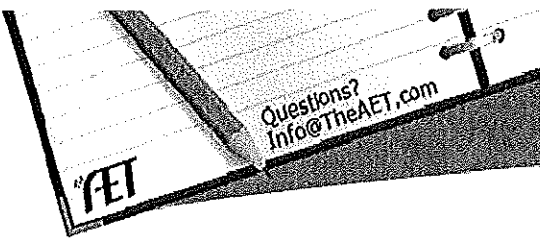
___ (Done) Step 5 – Capture Work Related Pictures – *these are important to show pictures of learning and develop a caption for each picture to describe the activity. These pictures can also be used in proficiency award applications.*

1. Choose **PORTFOLIO** menu on the LEFT side menu
2. Select Experience for the picture (upper right)– If you do not see the experience, refer to experience manager or place picture in "general box" to use in all application SAEs
3. Select "**Browse**" – choose the location of your file such as camera drive, desktop or where the file is located
4. Choose "**Upload**" – to bring the picture into AET & Choose "**edit**" to make a memo to describe the pictures



Teacher Uses of this guide:

1. Require students with this type of SAE to complete this check list and turn in for a grade in class
2. Students use this to make sure you have covered all the potential entries for this SAE



Expense & Income for Entrepreneurship SAEs

Purpose: *This guide helps students with entrepreneurship SAEs with the process of entering cash and non-cash expenses and income for their SAE projects. Each of the following areas also serve as essential financial elements that should exist in any entrepreneurship SAEs.*

A. Cash Expenses: *This area represents outlays of business cash –*

examples are inventory purchased for resale such as your market animal for show, purchase of seed for a farming operation or supplies for repairing a poultry house for show boilers.

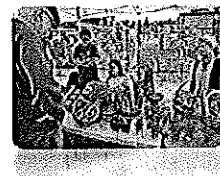


Steps:

1. Choose FINANCES Menu & have the entrepreneurship SAE setup in the Experience Manager (just first time)
2. Choose NEW CASH INCOME OR EXPENSES, **\$** Then choose ENTER CASH EXPENSE **\$**
3. Complete each area...
 - a. Date of the expense,
 - b. Vendor (where purchased),
 - c. Choose the SAE for the expense (you can choose one for each line)
 - d. Choose the expense category (choose the most appropriate one)
 - e. \$ Value of the item (total cost)
 - f. Memo – this can be any description or if there is a unit of measure such as pounds=lbs or head=head...and comma (,) is used to separate quantifiable items such as these types of descriptions

B. Cash Income: *This area represents inflows of cash for the business*

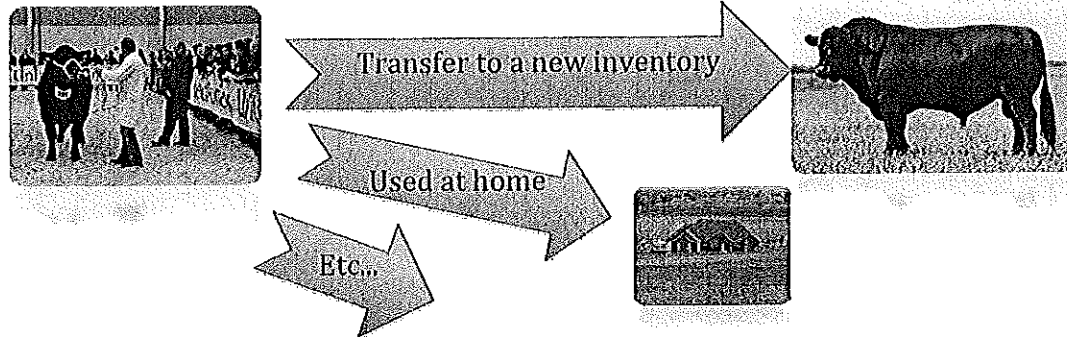
– such selling a show animal, selling a crop produced and service income developed from providing a service such as landscaping.










Steps:

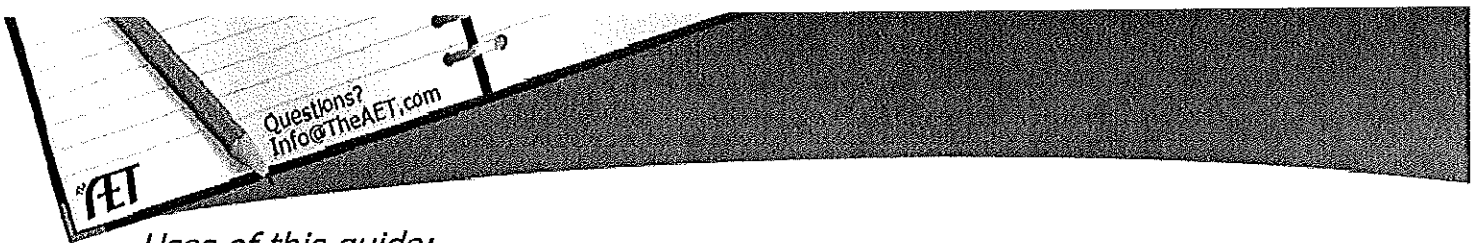
1. Choose FINANCES menu
2. Choose NEW CASH INCOME OR EXPENSE, **\$**
Then choose ENTER CASH INCOME **\$**
3. Complete each area...
 - a. Date of the sale,
 - b. Vendor (who the sale is to),
 - c. Choose the SAE for the income (you can choose one for each line)
 - d. Choose the income category (choose the most appropriate one)
 - e. \$ Value of the item (total sales \$)
 - f. Memo – this can be any description or if there is a unit of measure such as pounds=lbs or head=head...and comma (,) is used to separate quantifiable items such as these types of descriptions

C. Non-Cash Transactions: - This area represents transactions that are moving income/expenses between projects – such as working for your parents in exchange for use of family land for projects; or transferring hay from your hay enterprise (experience) to your cattle enterprise (experience); or using products not sold at home; or even transferring a current item to capital (such as a heifer to a cow-capital item).



Steps:

1. Choose FINANCES Menu
2. Choose Non-Cash Income/Expense, such as labor exchange, transfers, or home use 
3. Select the non-cash that is best for your situation...
 -  SAE Labor Exchange - As part of your SAE, you worked in exchange for feed, pen rent, etc.
 -  Non-SAE Labor Exchange - Independently of your SAE, you worked in exchange for feed, pen rent, etc.
 -  Transfer/Barter - Move inventory value between experiences.
 -  Receive a Gift - You receive a gift of feed, materials, etc that has cash value, but no money changes hands.
 -  Used at Home - You give away some of your inventory to your family.
 -  Transfer Value from Experience to Capital Item - You raised a heifer and you want to transfer its value into a capital item for a cow/calf operation.



Uses of this guide:

1. *Serves as a great guide for students just getting started to record their entrepreneurship SAE*
2. *Serves as a check list of basic entries for an SAE experience in this area*
3. *Usually this guide would accompany the "Selecting an SAE and Creating the Experience in AET Guide", "Entering Records from Previous Years", and "Managing an Entrepreneurship SAE Guide"*

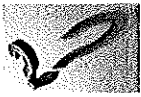


Managing Capital Items

Purpose: *This guide helps you with the record entries related to capital items or sometimes called non-current assets. These are assets that support all your financial projects and include items such as breeding animals, equipment, land and improvements.*



Step 1 – Setup Beginning Inventory of Capital Items

(if applies to you, if not skip to step 2)



What is Beginning Inventory?~ This represents large value items you utilize in your projects that you did not purchase while in agricultural education in high school.

Your first date in agriculture education classes establishes your start date...and any large value items owned before that date are beginning inventory!


- a. Choose the "Finances" section of AET
- b. Choose "Beginning Projects and capital items, before your first day in Ag" menu 
- c. Make sure you have the correct date on the screen that represents your first day in an agricultural science course...if not enroll in your correct course
- d. Select the "Capital Items" tab
- e. Complete each blank to setup your items...cost is the approximate value in today's terms...hit save and add a new item
- f. Once entered...go to the capital item manager and edit each beginning item to 
have....
 1. Enter a salvage value...a value less than the cost of the item that represents an estimated value of the item at the end of your use in agriculture education...likely 4 years.
 2. Enter a complete description for the item

Step 2 – Enter the Purchase of Capital Assets

(This is buying capital items for use in your projects)



What is a Capital Item? ~ These are high cost items used in your projects for several years, examples include breeding livestock, equipment and land. Small value items should be entered as operating expenses.


- a. Select the "Finances" section of AET
- b. Select the "Buy, sell and record the usage of capital items" 
- c. Select "add new" to record the purchase of a capital item
- d. Complete all the blanks....some important ones are:

1. Make sure your salvage value is less than the cost you paid for the item (salvage value is the estimated value you can sell the asset for once you are done using it)
2. Make sure that you choose a correct "years of use" area...a suggestions is that breeding animals are 10, equipment is 10 and improvements are 20

Step 3 – Recording Depreciation (A task for December 31 of each year!)



Why depreciate your assets? ~ When buying these assets, they are not an expense...but each cost is spread over each year the assets are planned to be used.


- a. Select the "Finances" section of AET
- b. Select the "Buy, sell and record the usage of capital items" 
- c. Select your asset and the "Usage" menu item for the asset
- d. Enter the % depreciation you would like to allocate to each project that utilized the asset...*(make sure your project is the correct year for your depreciation year)*
- e. Repeat for each asset that is able to be depreciated....*(not all assets are depreciated...such as raised breeding livestock and land)*
- f. Repeat EACH YEAR once you pass Dec 31.

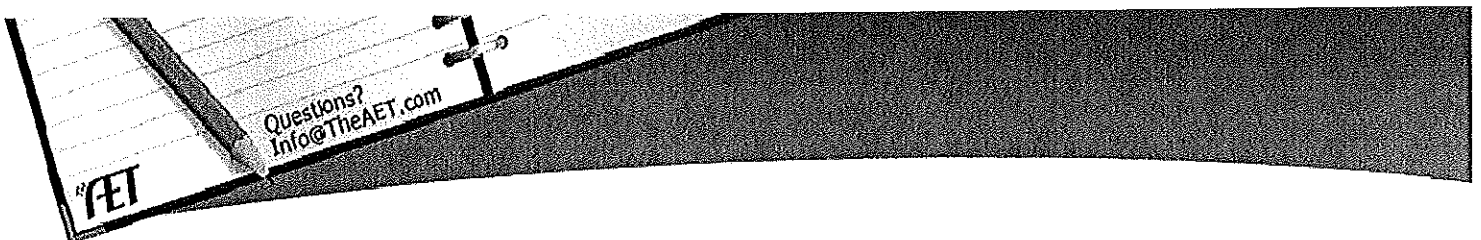
Step 4 - Entering the sale of Capital Assets

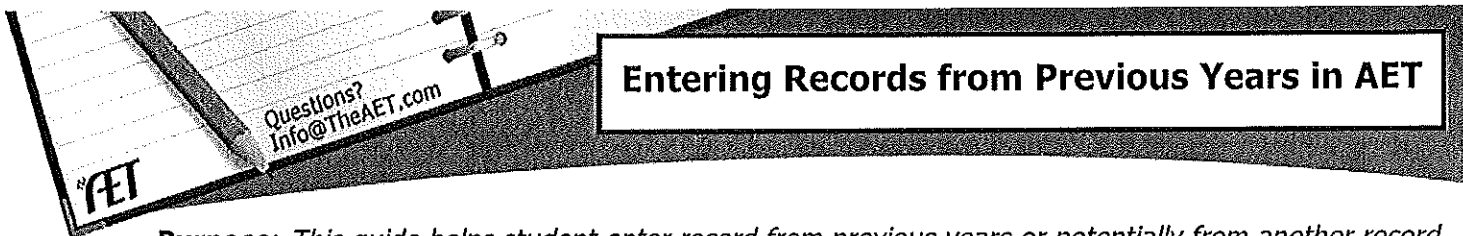
(This is selling capital items you had purchased, but decided to sell)



Why Sell a Capital Item? ~ These high value items are sometimes not used as much as planned, or you no longer need their use in your projects...sell them and hopefully make a profit! Review your Capital Items report before you sell.

- a. Select the "Finances" section of AET
- b. Select the "Buy, sell and record the usage of capital items" 
- c. Select your asset and "Sell" to record the sale information
- d. Complete all the blanks....make sure your sales price is correct and the person you are selling to is completed!





Purpose: *This guide helps student enter record from previous years or potentially from another record book program. Students will have improved success if they follow these steps. If transferring records from another program, please print all reports or list of data entered and have together to enter into AET. If previous years records, then collect previous receipts, list of courses and enroll dates and other previous activities.*

Step 1 – Work with your Teacher to have them complete important aspects of AET.

1. Setup Your Previous Ag Classes – Your teacher will create your courses from previous years so you can enroll. If your courses were from another school, a suggestion is for your teacher to setup a “previous teacher” in the program to relate to your previous courses from another school. Setting up courses is essential to you being able to enroll.
2. Setup FFA Activities– Your teacher will develop FFA activities using their AET Tracker so that you can recognize your involvement in these events.

Step 2 - Complete Your Student Profile

Select the PROFILE menu at the top of the screen. Essential areas are:

1. My Ag Classes – Starting with your very first semester of Ag, enter all your Ag Classes (your teacher will need to setup). Select the class for all your previous classes.
2. My FFA Offices – If you’ve held FFA Offices, enter the office, level, and starting date for each one.
3. My FFA Committees – If you’ve been elected or appointed to a FFA Committee, enter the Committee, level, and starting date for each one.
4. My School/Community Involvement – These are areas of involvement that are related to school and community involvement in team sports, clubs or community associations.

Step 3 – Set up *ALL YOUR EXPERIENCES* or sometimes call *SAEs!*

Also completed in Profile, but available in all areas of AET (Profile, Journal & Finances). You need to set up all your Experiences (Entrepreneurial, Placement, Research and Exploratory). Choose “Experience Manager”

1. Choose “Add New” and carefully answer each question to set up the appropriate SAE. See the **Setting Up SAEs Guide** if you’re unsure how to accomplish this step.

2. The name of SAE is important. The name should be descriptive so that it will distinguish it from other future SAEs. Your SAE name, should include:
Identifiable Name – (and if applies)..Year
For example, a show pig should have an SAE or experience for each animal or for each year you have show pigs. **An incorrect approach** is to have one SAE for all show pigs in your record book.

Step 4 – Beginning Inventory – This is for items you owned (capital items) or SAE projects started before you first Ag Class (current inventory). In addition to items, you possibly may have cash available to fund your projects after your first day in Ag Classes, all experiences that are beginning inventory have before your first class in agriculture education.

Beginning Inventory Select FINANCES for items you had or expenses in experiences prior to your first day of agriculture education classes and this requires that you completed STEP 1. This is divided into several sections to make setting up beginning inventory easy.

1. Current Inventory - this is expense related to your SAE (which you should of already set up from step 3) you had PRIOR to your first day of agriculture courses. Example would be "inventory purchased for resale" for a show animal purchased in July, but school started in August.
2. Capital Items - these are big ticket items purchased prior to class such as a show box purchased prior to starting classes, but planned to be used in SAE.
3. Beginning Cash - this already calculates cash you need to make the previous purchases, but if you have a checking/savings account you plan to use for funding your projects, add that amount here.

Step 5 - Manage Capital Items – represents long-term capital items you entered in beginning inventory or new items you have purchased since starting agriculture education.

1. Select "Capital Item Manager"
2. Select "edit" for items already listed setup as beginning inventory. Choose the level of depreciation desired and set a salvage value, which is a value planned to sell the asset after use (needs to be lower than the cost value) OR...Enter all the "new after classes started" Capital items you purchased into the Inventory. Select "Add New." Select "Inventory." Enter all your Capital Items, even if you have sold them at some late date.
3. If you sold the item, return to the Capital Item Manager. The Capital Item you purchased will be listed. Select "Sell" next to the item and enter the information requested.

Step 6 –Enter your Expenses for each Experience – You have setup your SAEs, and recorded any associated beginning inventory. Now is it is time to enter the expenses you have related to your SAEs.

Select the FINANCES menu at the top of the screen. You need to carefully enter all your Expenses for each of your Experiences.

- a. Select "Multi-cash vendor" as a fast way to get expenses in, and this is under expenses section. This is usually an option in AET to enter all **CASH expense** for ONE SAE at a time. Normally you would use "cash expense", which allows income and expense entries to happen at the same time, so you can divide an expense at a feed store to all "experiences" you have at the time. This "multi" option allows you to enter all at one time and makes faster work for getting all expenses in. SELECT YOUR experience you are working on and get started (you set these up in STEP 2)
 1. Make sure you enter correct dates and change for each expense
 2. If you not sure of Vendor, type "unknown"
 3. Choose appropriate expense category
 4. **Complete other cells for all cash expenses and dates & add records**
 5. If you have any non-cash expenses or sales, they are entered in the "non-cash" entry
 6. Go to next experience you previously completed until you get to current projects

Step 7 –Enter your Income for each Experience

Select the FINANCES menu at the top of the screen. You need to carefully enter all your Cash Receipts for each of your Experiences.

1. Select "cash income" and enter sales for each "experience" for previous years.
2. Be careful of the date, make sure it matches your time
3. If you had "non-cash" income such as used at home or transferred, select "nom-cash" in the same area

Step 8 – Enter ALL your Journal Entries

Enter all your Journal Entries. There are nine types of Journal entries. Enter all Journal activities, carefully checking the date, the number of hours – both in- and out-of-class. Select the "JOURNAL" menu from the top.



Questions?
info@theaet.com
936-661-4163

(AET) AGRICULTURAL EXPERIENCE TRACKER

Making Journal Entries, what goes where?

This guide will help you develop better journal entries to get the most of the AET and record your total experience in agriculture education. Journals entries include hours you spend in and out of class learning and participating in educational events. Journals entries record "time" and not "money."

The following are the types of journal entries you may have the opportunity to use in the AET:

Journal 1 – Entering Class Related Entries – these are hours related to class activities & include in or out of class experiences.

STEP 1 - Select the PROFILE menu at the top of the screen. Essential areas are:

1. My Ag Classes – Enter your classes you are enrolled by selecting them from the list in AET
2. Enter Date – The Date the class started is essential. AET will allow you to enter journal hours for five months from the class start date (normal Fall and Spring classes). *If you are in an all year class, then you will need to enter that class twice; once for Fall (Sept.), and then again for Spring (Jan).*
3. Enter all Other Information – The section number can be used if there is more than one class with the same name. Be sure to talk with your teacher about the information you may need here.

STEP 2 - Select the JOURNAL menu at the top of the screen to make entries. Essential areas are:

1. Class related Journal Entries – These are class related hours that include *in and out of class* educational time
2. Enter Date – Enter the date of the activity. This will bring up courses you were in during this date. If your classes are not listed, make sure the date is correct, and that you used the correct date when setting up your courses in the previous section (STEP 1).
3. Enter all Other Information – Select your course, describe your activity and select if the time was in class or out of class. A description of the activity should provide some detail to differentiate this from other entries.
4. How often to make the Entries – The more often you enter Journal entries, the better you will record your experiences. Once per week is probably adequate, each day is outstanding. Less often will make it harder to accurately describe your educational experience.

Journal 2 – Entering Experience Related Entries – Time you spend in your SAE's such as taking care of animals, time in your agribusiness, time in your research project or time in you exploratory learning project.

STEP 1 - Select the FINANCES menu at the top of the screen. Essential areas are:

1. Choose Experience Manager – Setup your SAE experience, which may include all types of projects. Journal entries are especially important for Research, Exploratory, Improvement and Supplemental SAE projects that are not financial, but directly related to time and learning outcomes.

STEP 2 - Select the JOURNAL menu at the top of the screen to make entries. Essential areas are:

1. Experience Related Journal Entries – These record the time you invested in each Experience; not Money.
2. Choose your experience from the list – These are the experiences you have designated as learning areas. Make sure that you enter detailed journals for a specific date or time period.
3. Choose "In Class or Out of Class" – You may have spent time with your SAE that relates to a Ag class. Ask your Teacher if it may be better for these to be entered as "class related entries."

Journal 3 – FFA Office Related Journal Entries – Time you spend fulfilling the duties of your office

STEP 1 - Select the PROFILE menu at the top of the screen. Essential areas are:

1. My FFA Offices – Choose the Title and Level for your office from the list.
2. Enter Date – The starting date is essential. AET will allow you to enter journal hours related to your Office for 12 months from the start date.

STEP 2 - Select the JOURNAL menu at the top of the screen to make entries. Essential areas are:

1. FFA Office Related Entries – These are related hours that you spent in meetings and other duties
2. Enter Date – Enter the date of the office activity and this will bring up the offices you have during the date. If your office is not listed, then make sure this date is correct and that you have used a correct date of setting up the office in the previous section (STEP 1).
3. Enter all Other Information – A description of the activity should provide detail to deviate from other entries and describe the FFA office activity and make sure to enter as often as you complete an activity.

Journal 4 – FFA Committee Related Journal Entries – Time you spend in committee activities

STEP 1 - Select the PROFILE menu at the top of the screen. Essential areas are:

1. My FFA Committees – Use the list and choose the committee you have been assigned
2. Enter Date – Starting date is essential. AET will allow you to enter journal hours for 12 months from the committee start date

STEP 2 - Select the JOURNAL menu at the top of the screen to make entries. Essential areas are:

3. FFA Committee Entries – These are related hours that you spent in meetings and other duties
4. Enter Date – Enter the date of the activity and this will bring up the committees you have during the date. If your committee is not listed, then make sure this date is correct and that you have used a correct date of committee creation in the previous section (STEP 1).
5. Enter all Other Information – A description of the activity related to the committee should provide details.

Journal 5 – FFA Competition Related Journal Entries – Time you spend practicing and attending FFA competitions such as judging contest or parliamentary procedure contest.

STEP 1 – No need to set these up; just select the JOURNAL menu at the top of the screen to make entries.

Essential areas are:

1. FFA Competitions Related Entries – These are related hours that you spent in the area
2. Enter Date – Enter the date of the FFA competition activity.
3. Choose the Level – This is the level of the time, such as time for practicing, competition at the district, area or state level. Each activity should have a separate level, as each is a new investment of time. Level is important to make sure you have enough activities for the award application.
4. Enter all Other Information – A description of the competition should provide detail such as results or what you may have learned.

Journal 6 – Other FFA Related Journal Entries – Time you spend in FFA Activities that are not FFA competitions, Local Chapter activities, attending meetings, fundraising, regional events, field trips, FFA Camp.

STEP 1 – No need to set these up; just select the JOURNAL menu at the top of the screen to make entries.

Essential areas are:

1. Other FFA Related Entries – Hours that you spent in FFA activities.
2. Enter Date – Enter the date of the FFA activity.
3. Choose the Level – This is the level of the activity, chapter, district, area or state. You may have the same activity at more than one level. Enter each one separately with its level as each one is a new investment of time. The Level is important to make sure you have enough activities for FFA award applications.
4. Enter all Other Information – A description of the activity should provide some detail such as what you may have learned.

Journal 7 – Non-SAEP/FFA Un-related Activities – Time you spend in non-FFA activities that are not related to your school or community. Personal educational activities can be entered here.

STEP 1 – No need to set these up; just select the JOURNAL menu at the top of the screen to make entries.

Essential areas are:

1. Non-SAEP/FFA Related Entries – These hours that you spent in activities that are not related to the FFA and not related to your community.
2. Enter Date – Enter the date of the activity and a description
3. Enter all Other Information – A description of the activity should provide details about your experience.

Journal 8 – School/Community-related Activity – Time you spend in non-FFA activities, that are related to your school or community. Playing football, volunteering at your church, all those activities go here. Some state degrees applications require activities in this area, so be complete and include this section.

STEP 1 – No need to set these up; just select the JOURNAL menu at the top of the screen to make entries.

Essential areas are:

1. School/Community Related Entries – These are hours that you spent in participating in school club or community activity.
2. Enter Date – Enter the date of the activity and a description
3. Enter all Other Information – A description of the activity should provide detail such as results or what you may have learned and the time you invested.

*Follow these steps to get your journals complete...and then review if you have journals for each of the following areas. If not, check with your teacher to see if you can think of more. Also, refer to the appropriate guides for managing Your Specific SAE!
Good Luck!*

So do you have journal hours in....

Check them OFF!

Go to JOURNALS menu at the top of AET & Choose Journal List so that you can review your entries one-by-one checking each one for the correct Date, Type, and Hours.

- ALL of the Ag classes I have taken are entered with correct dates & have entries related to them.
- I have entered SAE-Related activities that are appropriate for the care of my “experiences.”
- ALL of my FFA Offices are listed with correct dates & have appropriate entries.
- ALL of my FFA Committees are listed with correct dates & have appropriate entries.
- I have listed all of my FFA Competitions and correctly listed “levels” of involvement above the practice level
- I have listed all the Other FFA Events I have attended such as meetings and conventions
- I have listed School and Community related journal entries.



Journal Paper Tracker

The "Journal Paper Tracker" is to help you keep up with AET entries when computers are not available, but later enter data into your AET using the Journal section of AET. This sheet covers the basics for all journal types, but likely will require additional information when you enter into your AET, so complete all sections of this sheet. You should have a separate page for each journal type.

Choose journal type for this page (check one per page):

- Course Related** (in-class time) **Experience/SAE** (time managing your SAE) **FFA Officer** (time for officer duties)
- FFA Committee** (time in Committee duties) **FFA Activity** (time for FFA meeting, camps etc...)
- FFA Competitions** (time in CDE competitions) **Community Service Activity** (time involved in community service activities)

| Activity Date <small>(represents a single date such as 10/12/20__)</small> | Activity Name/Type <small>(Class name, SAE, competition & level, community activity)</small> | Short Description <small>(Report details such as class activity or topic or description activity. If entry represents a span of dates, enter that span of time here -- you can expand your entry in AET)</small> | Time <small>Hr(s)</small> |
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***Do you need more entries for this journal type? – Print a new "paper tracker" page and complete additional entries...then enter into your AET. – www.theaet.com*





Student Name: _____ Page# _____

SAE Finances *Paper* Tracker

The "SAE Finances Paper Tracker" is to help you keep up with AET finances entries for your SAEs when computers are not available, but later enter data into your Finances section of AET. You should have a separate page for each SAE, so print one for each SAE!

MY SAE name: _____ Beginning to ending dates: _____

| Date (represents a single date such as 10/12/20__) | Cash or Non-cash (Check one - cash involve spending money, while non-cash are trading or transferring) | Vendor or Non-cash Information (Vendor name or description of non-cash exchange) | Memo (unit, weight or other info) | Expense \$ | Income \$ |
|---|---|---|-----------------------------------|---------------|--------------|
| | <input type="checkbox"/> Expense <input type="checkbox"/> Income <input type="checkbox"/> Non-cash Entry | | | | |
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***Do you need more entries for this SAE? – Print a new "paper tracker" page and complete additional*



Student Name: _____ Page# _____

AET Capital Item *Paper* Tracker

The "Capital Items Paper Tracker" is to help you keep up with non-current assets you use for your SAEs. These are large expense items such as breeding livestock, tractors and other equipment, land and buildings. These items are used to support your SAEs. Enter your purchase of these items here on this page, and then enter into your AET using the Finances section / Capital Item Manager in AET.

Date (Represents purchase date or if beginning item, first day of school freshman yr of ag)

Cost of Item \$ (This is the cost of item, or current value if just beginning AET)

Vendor Name (Who you purchased from)

Description (tag #, breeding or other info)

Salvage Value (The value you estimate you can sell at the end of your program)

Use in Years (Typical life of this asset)

| Date | Cost of Item \$ | Vendor Name | Description | Salvage Value | Use in Years |
|------|-----------------|-------------|-------------|---------------|---|
| | | | | | <input type="checkbox"/> 5 yr <input type="checkbox"/> 10 yr <input type="checkbox"/> 20 yr |
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| | | | | | <input type="checkbox"/> 5 yr <input type="checkbox"/> 10 yr <input type="checkbox"/> 20 yr |

****Do you need more entries for Capital Items (Non-Current Items)? – Print a new "paper tracker" page and**

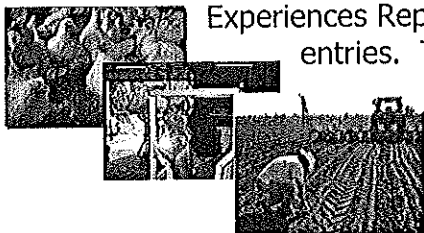
Purpose: *This guide helps students review the entries in your record book. You should review your reports to see how your entries have resulted in developing your records. There are several reports that help illustrate results, so review the ones that best help you review your SAEs.*

Reports in AET – *The following reports are a few suggestions to help review your entries in AET.*



How to access reports? – Go to the "REPORTS" menu in AET and select the report you desire. Some reports have a "pdf" version that is easier to print and is better formatted, so select this type when available.

1. SAE Reports (Profitability & Journals) - is a listing of your SAE's (AET Experiences Reports) in terms of their revenue, expenses and journal entries. There are many reports, but here are a few:



**** If you see any areas that need to be changed or added, make entries or review entries use the "FINANCES page and Transaction ledger menu choice"*

a. Profit & Loss by Experience (pdf ver. Avail.) – Is a list of each financial SAE in separate columns and additional pages to cover all of your projects. Make sure to look for:

1. Each SAE has the appropriate income
2. Each SAE has appropriate expenses such as...
 - Feed expenses, inventory purchased for resale, entry fees and supplies for animal projects
 - Fertilizer, seeds and supplies for crop projects



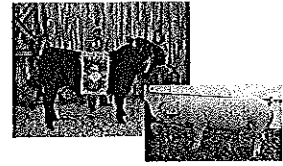
b. PDF SAE Reports (pdf ver) - Is a complete listing of transactions related to a **single SAE** & gives a view of all entries (financial and journal). You can select any SAE from the list. Make sure to look for:

1. Your SAE has a plan (Edits done in the experience manager)
2. Any journal entries needed are listed (Edits done in the JOURNAL page & journal listings)
3. Your financial entries are correct and carry the appropriate years (Edits done in FINANCES & transaction ledger)



- c. Efficiency Reports (mainly for animal projects) - Is a detailed list of data you may have entered such as animal weights, head numbers or other detailed records. You can select any Entrepreneurship SAE. Make sure to look for:

1. *The purchase and sale weights (any edits found in the market/heifer manager)*
2. *Any feed entries (any edits found in the market/heifer manager)*



2. Journal Reports (SAE, FFA Related and Community Service) - is a listing of your journal entries. There are many reports, but here is a good one:

- a. Journal of Activities Report – Is a summary of all journal based entries...first a summary by year, then a detailed list of each area of journals.

1. *Check in each area for entries that should be listed for each area*
2. *Review your descriptions entries and make sure of your spelling for each entry (Edits done in the JOURNAL & journal listings)*

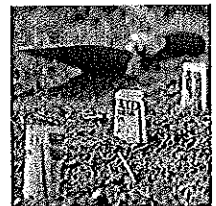


3. All Financial Entries (Balance Sheet) – is a summary of annual financial results from your financial records.

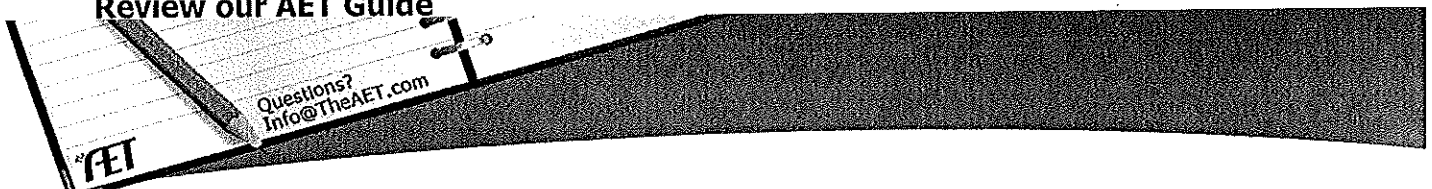
- a. Balance Sheet – Reviews each years financial transactions as well as your beginning inventory purchases. Make sure you review:
1. *Look at your beginning year column to see that it matches the cash value you need to make your starting inventory purchases*
 2. *Review your ending inventory value for each inventory area, which typically represent cost value unless you develop a market value. (Edits done in the FINANCES tab & market value adjustments)*

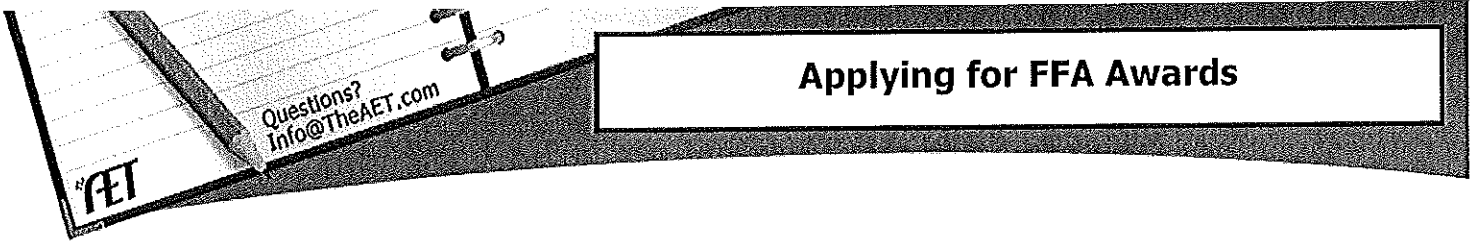
4. Complete Record Book Report – is a complete summary of financial and journal entries from your agriculture experiences. If you have reviewed other reports, this is done. However, make sure:

- a. Complete Record Book – includes all your entries, make sure you review:
1. *Review each section to make sure entries are complete. Examples include:*
 - ✓ *Your classes are correct and reported hours for each class*
 - ✓ *Your journal entries are correct for your FFA offices, FFA activities, Committees and Community Service Activities*
 - ✓ *All your SAEs are listed correctly*
 - ✓ *Each SAE have the correct years for the project (Edits done in the experience manager, setup and choose "inactive" to set ending date)*



**** Next step...apply for FFA awards in the Degree Application Manager & Review our AET Guide**





Purpose: *This guide helps students with the process of using their AET entries to apply for FFA awards. These steps and concepts cover state degree applications, proficiency (state and national) applications and star battery applications.*

A. Begin with the degree application manager (for all FFA awards):

1. Choose **REPORTS** Menu
2. Go to the **FFA Award Reporting** Section (towards the bottom of the page)
3. Choose to "**Degree Application Manager**"
4. From the list, choose your degree - then select "**add New**"... your degree is now in the list
5. Select the "**application**" and you will see steps for the degree

1. Your State Degree: -- This degree should be listed, if not get with your state director and have them setup in AET. The steps are:

1. Basic Information – *Important...* just enter the correct beginning date (your first ag class) and ending date of your data needed in the application
2. Checksheet - if listed for your state...review degree requirements or skip if not listed
3. Generate Application, your award application will be exported to Excel
Review the applications pages for accuracy. Any needed changes should be made in the AET and a new application generated. Some areas can be edited and the file can be saved if needed

2. Entrepreneurship Proficiency Application: This is for "profit SAE experience" degrees such as beef production, diversified livestock, dairy and other very specific award possibilities – This degree has nearly 50-degree possibilities. Add the application and the steps are:

1. Basic Information – *Important...* just enter the correct application type from the list and the year ending Dec 31. If your application is due in 2012, your ending Dec 31 date is 2011
2. Experience Selection – select the SAEs of AET Experiences that connect to the application
3. Performance A – describe your SAE and your goals of the project
4. Performance B – describe special circumstances and used resources
5. Performance C – describe the achievement of your goals
6. Skills, Competencies, and Knowledge – A listing of specific skills learned and then how they contribute to the SAEs in this application- then add new...list several and select the ones that apply
7. Efficiencies Attained – a list of specific efficiencies, time achieved and unit achieved...then how it applies to this application (example – feed efficiency of steer, 2.5 lbs per day)
8. Picture Selection – Choose a photo with a description from your AET portfolio
9. Checklist - if listed for your state...review degree requirements or skip if not listed
10. Generate Application, your award application will be exported to Excel -
Review the applications pages for accuracy. Any needed changes should be made in the AET and a new application generated. Some areas can be edited and the file can be saved if needed

3. Placement Proficiency Application: This is for your "SAE job experience" degree in specific award possibility areas – This degree has nearly 50-degree possibilities. Add the application and the steps are:

1. Basic Information – *Important...* just enter the correct application type from the list and the year ending Dec 31. If your application is due in 2012, your ending Dec 31 date is 2011
2. Experience Selection – select the SAEs of AET Experiences that connect to the application
3. Performance A – describe your SAE and your goals of the project
4. Performance B – describe special circumstances and job responsibilities
5. Performance C – describe the achievement of your goals
6. Skills and Activities – select "Add New" and provide information of skills and time spent in the area...then save and add others...then select each to be added to the application
7. Picture Selection – Choose a photo with a description from your AET portfolio
8. Checklist - if listed for your state...review degree requirements or skip if not listed
9. Generate Application, your award application will be exported to Excel -
Review the applications pages for accuracy. Any needed changes should be made in the AET and a new application generated. Some areas can be edited and the file can be saved if needed

4. American Degree: This is a degree you seek at the end of your agriculture education experience and includes all your experiences, add the application and the steps are:

1. Basic Information – *Important...* just enter the correct beginning date (your first ag class) and ending date of your data needed in the application
2. Generate Application, your award application will be exported to Excel
Review the applications pages for accuracy. Any needed changes should be made in the AET and a new application generated. Some areas can be edited and the file can be saved if needed

5. Star Battery Degree: This is a supplement degree to other applications and provides additional details for the American or State Degree –The steps are:

1. Basic Information – *Important...* choose your application type and ending date (date is Dec 31 of application year...i.e if applying in 2012, then your application is 12/31/2011)
2. Performance A – describe your SAE and your goals of the project
3. Performance B – describe special circumstances and activities
4. Performance C – describe the achievement of your goals
5. Skills, Competencies and Knowledge– select "Add New" or choose from the list you created for other applications
6. Efficiencies – (Entrepreneurship Only) Select "Add New" or choose from the list
7. Picture Selection – Choose a photo with a description from your AET portfolio
8. Checksheet - if listed for your state...review degree requirements or skip if not listed
9. Generate Application, your award application will be exported to Excel -
Review the applications pages for accuracy. Any needed changes should be made in the AET and a new application generated. Some areas can be edited and the file can be saved if needed

