Chapter Event Attendance (Participation)

AET *learn*

Purpose: *In AET, a teacher or a student POA leaders can identify (scan or select) students attending chapter level events. Once selected, this establishes a student journal entry in their record book to document chapter involvement.*

Step 1: Access Students ID Cards – two processes to access student ID Cards

A. <u>Complete list</u> of all students in Teacher Reports.
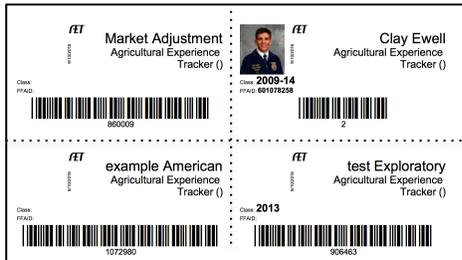
a- Teacher Reports
b- Program & Teacher
c- "Student ID Cards"

Provide to each student or keep in a notebook for the chapter secretary

B. <u>Single Student</u> ID Card
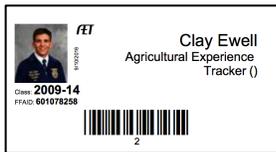
a- Accounts
b- Manage All Accounts
c- Select a Student and Choose ID Card
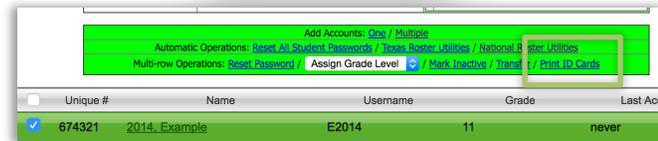
Step 2: Setup Chapter Level FFA Activity Events:
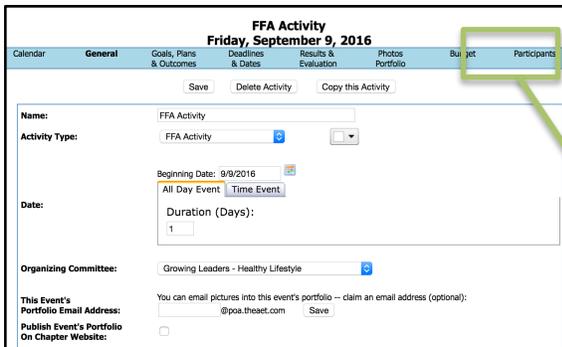
a- TRACKER menu
b- Chapter Tracker Calendar
c- Select Calendar Date
d- Choose "FFA Activity", "FFA Competition" or "Community Service" Type
Students lead the process if they are approved using "Manage Student Access to the Chapter Calendar"

Step 3: Scan Students in FFA Activity Events:

To scan students into the event:
#1 - Select "participants" for eligible events
#2 - Choose the "activity type" for the journal
#3 - Choose "hours" for their journal
#4 – **Place your cursor in the "Student Name" blank & scan** (student's ID or mobile ID) to select each student attending the event. (Suggested – Amazon - <u>LED Bar Code Scanners on Amazon</u>)

*Each entry logs a student journal entry. Each student needs to complete the **"details"** section to record and describe their experience in the event. This also builds a list of attendees for the event.*