

Purpose: *This guide outlines the needed steps for a student to enter records from previous years into The AET and develop FFA awards. These steps cover all types of SAE projects, so review the steps related to your project.*

Step 1: Work with your teacher and make sure they have:

Set Up Your Previous Ag Classes – Your teacher will create courses that you can enroll into. This sets the start of your record book and is essential for FFA awards.

Step 2: Complete Your Student Profile – Your Activities (All SAE Types)



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

- ✓ *Record your school class schedule* – Start with your very first agricultural education class (or year) and then progress through each year.
- ✓ *Review/enter your FFA offices and committees (Leadership)* – Identifies your leadership involvement in your program.
- ✓ *Manage your resume* – Your AET records will complete the majority of your resume, but this sections allow you to establish:
 - *Career objectives (tab)* – a short summary for your resume.
 - *Important awards received* – such as 1st place in a CDE event.
 - *Certifications & skills* – such as certified welder.
 - *Membership in other organizations* – such as a non-ag organization.
 - *Other accomplishments* – important items not included in other sections.

Step 3: Your Student Profile – Experience Manager (All SAE Types)



Select the Experience Manager menu within your PROFILE section.

- ✓ Set up all your SAE projects so that you can enter SAE records across all years. Key steps are:
 - Profile – Click “Experience Manager (SAE)”.
 - Click the “Add New” button and complete each section.
 - SAE name is an important aspect of your SAE records, so be sure to follow the recommendation in the help sections online. *Note: See question mark.*

Also see “Selecting and Creating an SAE” guide and video in the Student Help section (left dashboard).

Step 4: Beginning Values (Entrepreneurship & Research SAEs Only)



Monetary investments that will relate to your SAE projects, but before you started ag education. If this applies to you, then:


- ✓ Select beginning values in the FINANCES tab.
- ✓ Review your start date of ag education and correct if needed. Key steps are:
 - Select **Current Project**, which includes:
 - Your expenses in your SAE projects before your first day of agricultural education (first year). Refer to Step #3 to set up all projects.
 - Common examples before starting ag education include market animals (inventory for resale) and crops growing (seed, fertilizer, supplies), which planned to be sold after starting ag education.
 - Select **Non-Current**, which includes:

- Your investments in high-cost and long-term items that you plan to use to support your SAE projects.
- Common examples include show supplies, breeding animals, tractors, trailers and barns.
- These items will each include a (1) descriptive name (individually list breeding animals), (2) useful life of the item, (3) conservative value and (4) value once you are finished using the item (salvage).
- Select **Liabilities/Loans**, which includes:
 - Any money you have borrowed before starting ag education.
- Select **Cash/Checking**, which includes:
 - Cash that is planned to be used in your SAE projects.

Step 5: Enter SAE Cash Expenses (Entrepreneurship & Research SAEs Only)



These are your cash expenses invested in your SAE projects after the start date of your agricultural education classes.

Select the FINANCES tab at the top of the screen and choose "Long Cash Expense Form"  to quickly enter previous year's transactions. Some tips are:

- ✓ Make sure your date has the correct year of the transaction.
- ✓ Make sure to select the appropriate transactions for your SAE (Animal projects have feed and crop projects have related expenses).
- ✓ Enter one project at a time. Click "save" and start the transactions for your next project.

Step 6: Enter SAE Non-Cash Transactions (Entrepreneurship SAEs Only)



These are financial investments made from using your labor to obtain assets, such as labor exchange, gifts or other transactions.


Select the FINANCES tab at the top of the screen, and choose "Non-cash." Some tips are:

- ✓ Common areas are (1) SAE labor exchange for expense items such as market animals, feed or supplies, (2) SAE transfers (trading hay for cattle feed) or (3) gifts of items.
- ✓ Make sure your date has the correct year of the transaction.

Step 7: Enter SAE Income (Entrepreneurship & Research SAEs Only)



This is income from operating your SAE project, such as market animal or crop sales, or income generated from services such as lawn mowing, etc.

Select the FINANCES tab at the top of the screen, and choose "Cash Income" . Key steps include:

- ✓ Select one SAE to enter income and manage the project's income for all related years.
- ✓ Enter the correct year for each timing of income (sales).
- ✓ Select the most appropriate income category, which includes:
 - Cash Market & Stock Show Sales – represents common income areas.
 - Research Funding – represents income to support your research SAE.
 - Rental Income – represents rental income.
 - Awards/Scholarships/Premium/ - represents other SAE related income.

Step 8: Enter SAE Paychecks (Placement SAEs Only)



This represents your paychecks from your paid placement SAEs.

Select FINANCES tab and choose "SAE Paychecks." Key steps include:

- ✓ Select the correct date (year) and SAE project to represent the paycheck.
- ✓ Sometimes it may be appropriate to group periods of time to enter one value.
- ✓ Use the "Choose SAE" and "percent" to allocate a portion of your paycheck to several SAEs at one time (if you have your SAE project divided into roles or duties).

Step 9: Enter SAE Journals (All SAE Types)



This represents your time invested in your SAE project. Unpaid placement, research and exploratory SAEs MUST have journal entries.

Select JOURNAL and choose "Time in AET Experiences (SAEs)". Key steps are:

- ✓ Select the correct date (year).
- ✓ Sometimes it maybe appropriate to group periods of time to enter one value.

Step 10: Annual SAE Review (All SAE Types)



An annual summary of your SAE.

This is essential for FFA awards and found in your Experience Manager. Key areas:

- ✓ Select for each SAE and focus on personal growth and skills developed for each year listed.

Step 11: Enter Other Journals (Time in FFA and Community Service)



This represents your time invested in these important areas.



Select JOURNAL and choose the area you are reporting time. Key steps are:

- ✓ In community service, enter the correct date, group name, activity details of community service and related hours.
- ✓ In FFA competitions and other FFA activities, choose the correct date, type and level of the activity. These control their placement in your FFA award application.