


FEATURES:	FUNCTION:	RESOURCE or BENEFIT:
ADD POA Events (Holds ALL Chapter, Area, State, National Events)		
Event Info	Date Activity Type Location Background Color	Keeps chapter organized and informed Easily accessible to the students 
POA Info	ENTER: Day of Event and Time ENTER: Committee Designation ALLOW: Publish portfolio to Website	Establishes POA body of work in Committees Event pictures will move to Chapter AET website
Annual Use	Copy Event Details - use from one year to the next	Easily reuse activities from year to year
ADD Event Details/POA (2nd click on date after the original SAVE)		
Details	ENTER: activity specifics *details will populate on chapter website	Detailed information provided here helps parents know the specifics of the event
POA/Nat'l Chapter	ENTER: Goals, Plans, Outcomes ADD: Results and Evaluation UPLOAD: Photos	Can be used during officer retreats for planning *ALL components if completed will funnel to the National Chapter Report Form
Planning	IDENTIFY: Deadlines and Descriptions ENTER: Budget - Estimates/Actual income & expense	
Participation	ADD: Participants 1. QR Code: Type, Level, Hours, Value. + 2. Scan Barcode: use member AET ID Card + 3. Manual: enter student from dropdown + (+) = added to student journal, student will need to EDIT and add reflection <i>** student can click Calendar ICON and complete all parts and this will also add the student to the Participant List - Advisor Verify</i> <i>Can get inaccurate type and level.</i>	Chapter Event Attendance (Scanning in Participants) *Using the QR Code, Scan Barcode or Manual entry for attendance will automatically create a journal in student records IMPROVES student records, hours recorded that CAN contribute to Economic Impact Reports Validating Participation in Events <i>*Students creating their own journal with no calendar can lead to inaccurate Event Name, Date, Type and Level</i>
ADD Participation Value		
	Using Participation Value will produce Activity Reports USE: Reports/POA/Participation Report a. Sort by date or set parameter b. Export to excel	Student Participants video (6 min.)