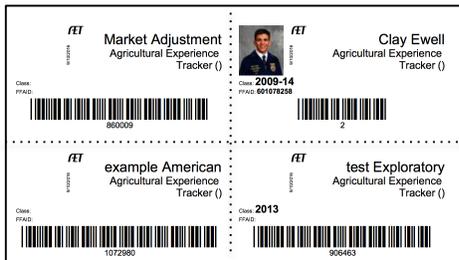


Chapter Event Attendance (Participation)

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. Complete list of all students in Teacher Reports.

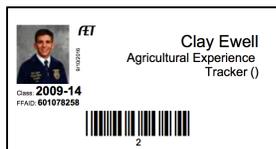


- a- Teacher Reports
- b- Program & Teacher
- c- "Student ID Cards"

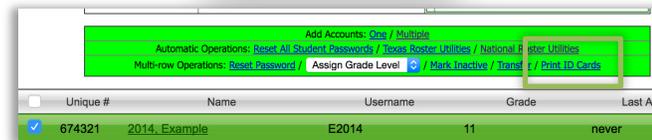
Provide to each student or keep in a notebook for the chapter secretary



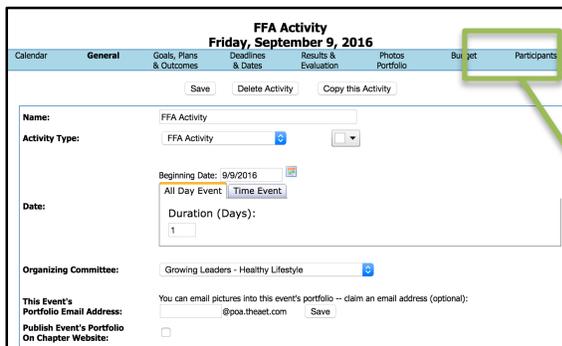
B. Single Student ID Card



- 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" 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 - [ZEBRA ENTERPRISE LI2208-SR7U2100AZN USB Kit, Black](#))

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

