

# AET Learn Guide: Creating a PDF of Your Chapter POA/Strategic Plan

## Purpose of this Guide

The Program of Activities (POA) or Strategic Plan serves as your chapter's annual plan. Exporting it as a PDF allows you to share it with administrators, advisory boards, parents, and community stakeholders. This guide will help you generate a professional PDF copy directly from AET.

## Before You Start

- ✓ Ensure your chapter's Strategic Plan in AET is fully updated and finalized.
- ✓ Verify that all activities, goals, and committee work have been entered correctly.
- ✓ Decide whether you want the full detailed version or a summary view.

## Step 1: Log In

1. Log in to your chapter AET account.
2. At the top menu, click "Tracker"
3. From the options, select "Manage your Strategic Plan and Program of Activities"
4. Choose the correct school year.

## Step 2: Generate PDF

1. Click "Print Complete Plan" in the upper left corner
2. The report will open in a new window or download automatically.
3. Save the file as a PDF to your computer.

## Step 3: Share the PDF

- Share with school administrators, advisory committee members, and chapter supporters.
- Keep a copy for your records and use it in officer/chapter meetings.
- Upload to your chapter's AET portfolio.

## Tips for Professional Reports

- Double-check that all photos have captions before generating. Pictures without captions will **not** show up in the final PDF printable version.
- Rename the file clearly (e.g., '2025\_Springfield\_FFA\_POA.pdf').