

# Nevada FFA Degree Application Steps for students to Complete Application



- 1) Log into your [www.theaet.com](http://www.theaet.com) account.
- 2) Click on the "Reports" tab at the top right of the page

**The Agricultural Experience Tracker**

Profile | Journal | Finances | **Reports**

### Student Profile

- About You**
  - Manage/Edit your personal profile and password
  - Record your school Ag class schedule
  - Manage your Resume information
- Your Activities**
  - Develop your AET Experiences
  - Enter your FFA offices
  - Enter your FFA committee memberships
  - JudgingCard event results
- Your Interests**
  - Choose your agriculture career pathway
  - Explore your educational and career interests

Traditional View

201924 | 337 | WEDNESDAY, DECEMBER 10, 201

- 3) Click on "Degree/Application Manager"

**The Agricultural Experience Tracker**

Profile | Journal | Finances | **Reports**

### Student Reports

- Journal & Resume Reports**
  - Summary of all your activities sorted by "type" of journal entry
  - A detailed review of your journal entries by date
  - Summary of your journal entries sorted by "inside" or "outside" class
  - Resume Report (DOC)
- SAE & Profit Reports**
  - Single Experience (SAE) Reports
  - A detailed review of your financial entries by date
  - Profit/Loss by Experience (PDF) (HTML)
  - Monthly Statement of Cash Flow (PDF)
  - Analysis of animal Experiences
  - Export your entries to Excel
- Annual Reports & FFA Apps**
  - Degree/Application Manager**
  - Complete Recordbook Report
  - Overall Profit/Loss by Year (PDF) (HTML)
  - Balance Sheet by Year (PDF) (HTML)
  - Report of Capital Items (HTML)

- 4) From the drop down box select “Nevada State FFA Degree” and click “add new”

**FFA Award Information** - complete your FFA information that automatically inserts into FFA award reports

Start a new application by choosing from this dropdown menu:

[Nevada State FFA Degree](#)

Generate/Edit Application	Unique #	Application Type	Date Created
<a href="#">Application</a>	248729	National Chapter Award	1/5/2016
<a href="#">Application</a>	145318	Nevada State FFA Degree	1/10/2015

- 5) Click on the “application” link now visible below for the NEW degree app.

Start a new application by choosing from this dropdown menu:

[Nevada State FFA Degree](#)

Generate/Edit Application	Unique #	Application Type	Date Created	
<a href="#">Application</a>	248729	National Chapter Award	1/5/2016	<a href="#">Delete</a>
<a href="#">Application</a>	145318	Nevada State FFA Degree	1/10/2015	<a href="#">Delete</a>

- 6) Read the Instruction page for important information!  
 7) Using the left page navigation links, proceed to review the data transferred from your AET records into the application.

<<- Return to App Mgr

**Instructions**

- Cover
- Basic Setup
- Biography
- SAEs - Research
- SAEs - Placement & Expl.
- SAEs - Entrepreneurship
- Income/Expense Stmt
- Ending Current Inventory
- Ending Non-Current Inv.
- Assets
- Liabilities
- Net Worth
- Earned & Prod. Invested
- Activities
- Community Service
- Checklist
- Print Application

- Go to AgCN
- Go to AET
- Student Help
- Teacher Help
- Curriculum
- Ask AET a Question
- Sign Off

**READ THIS FIRST!!**

1. Watch the Student Help video that explains how to get started on your application.
2. On most web browsers, the pages will automatically save as you go. You'll see this icon as your information is saved.
3. Your Javascript is enabled.
4. Read this entire page of instructions before you begin.
5. Use the "Tab" key to go to the next cell that will accept information.
6. You must enter your beginning and ending dates on the Basic Setup page.
7. Begin with the Cover section and complete pages in order.
8. You must use only whole numbers. NO DECIMALS!! (Decimals will cause math check errors.) Do not put negative number in any cells.
9. These icons contain additional help and tips. Click the icon to try it!
10. All Checklist items on must indicate "MET" or "YES" to qualify.
11. For fairness all applications must respond to questions in the space provided.



- 8) Each page has buttons at the top of the page that will link you to the appropriate place in AET to update your records so information is transferred to the application.

**Note: On the Biography page consider typing your text in a Word document and saving and then pasting into the application once you’ve finalized your content.**

**SUPERVISED AGRICULTURAL EXPERIENCE PROGRAM  
ENTREPRENEURSHIP**

Review in AET

**Special Notes before you begin this page:**

-  Video for Students
- Years are selected from the Instructions page.
- Entries are saved as you add/edit each row.
- List **ONLY** Entrepreneurship/Ownership SAEs on this page. 

	Pathway	Project Name	Scope/Size	Description
<b>2011</b>	AS	Koi Aquaculture	100 head	Raising 100 Koi fish in a 750 gallon tank in the back of the Ag room
				Takina stem cuttings from a "wanderina iew" to

- 9) Be sure to review the "biography" page and provide a brief biograph and upload a photo of you in official FFA dress. This information will be shared during the ceremony.
- 10) Once you're reviewed all the links and updated any information, proceed to the "checklist". This is a quick review to determine if you're application reflects that you've met all the minimum qualifications to receive the state FFA degree.


Things to note:

-The items are hyperlinked so if something is not met you can jump to the page where that information is tracked for updating.

-If these have NOT been met, the system will only allow you to print DRAFT applications.

**CHECKLIST OF MINIMUM QUALIFICATIONS**

**Special Notes for this page:**

-  Video for Students
- All items must be checked as having met in order for the candidate to qualify for the degree.
- Only computer-generated checks are shown here. The PDF application shows additional manual checks.

Item	Value
<a href="#">Candidate has been an active FFA member for at least the immediate past 24 months.</a>	<b>MET</b>
<a href="#">Candidate has the Chapter and Greenhand FFA Degree.</a>	<b>ERROR</b>
<a href="#">Applicant must have completed at least 2 full years (360 hours) of agriculture, or all of the agriculture offered at the school last attended.</a>	<b>ERROR</b>
<a href="#">Non-cash income and expense is balanced each year on the Income/Expense Report.</a>	<b>MET</b>
<a href="#">Accuracy Check for the Balance Sheet (Assets = Liabilities + Equity) &amp; Growth</a>	<b>MET</b>
<a href="#">Candidate has a record of at least 25 hours community service in at least 2 non-FFA activities.</a>	<b>ERROR</b>
<a href="#">Student has done at least 5 activities above the chapter level.</a>	<b>NOT MET</b>

Charles Gubert

<-- Return to App Mgr

Instructions

Cover

Basic Setup

Biography

SAEs - Research

SAEs - Entrepreneurship

Income/Expense Stmt

Ending Current Inventory

Ending Non-Current Inv.

Assets

Liabilities

Net Worth

Earned & Prod. Invested

Activities

Community Service

Checklist

Print Application

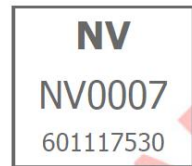
**Steps to Submit an Application:**

- Video for Students
- Use this screen to print a PDF of your application.
- Refer to the PDF coverage page for required signature approvals.
- Follow your local, regional, and state rules and requirements for submission of the paper application.
- Altering the PDF report or substituting pages may result in disqualification.

Checklist Not Met - Generate Draft PDF



## Nevada State Degree



### Applicant Information

Applicant Name

- 11) Finally you are ready to print the application. Follow the instructions on the page and generate the PDF. Things to note:
  - The first page is the signature page and does not have a version # as you'll see on the subsequent pages. This allows you to collect signatures and continue to update the application as needed.
  - The version # appears on the bottom left of each page as a method of tracking. You can continue to make edits/updates to your records until things are complete. **The version # submitted to state will be the one reviewed for awarding of the state FFA degree.**
- 12) Print your FINAL version for review and have your advisor review and complete the manual checklist on the last page, sign and date at the bottom.
- 13) Applications are due at Winter Leadership Training in February.