CHAPTER OFFICER LIST INSTRUCTIONS

STEP 1: LOGGING IN

LOG INTO AET

Log in

HOME SCREEN

After you log in, click, "Tracker."

STEP 2:

Profile   Accounts   Tracker   Reports

AET Program Tracker

Calendar Items	FFA Meetings	Teacher SAE Evaluations	External SAE Evaluations	Teacher Journal Entries
28	12	0	0	0

Scoreboard

Program Activities
- Calendar - Program of Activities
- Student Leaders (POA, Meetings & AETweb)
- Manage your Program Budget
- Manage your Strategic Plan and Program of Activities
- Meeting Manager

Teacher Activities
- Record teacher activities to support your contract
- SAE Evaluation (Teacher) / Project Grading Report
- Employer/Supervisor Evaluation (External)

Exam Administration
- Create/Manage Exams for your students to take
- View Results for Exams

Click "Manage your Strategic Plan and Program of Activities (POA)"

STEP 3:

Region Account | New Jersey FFA Assoc, NJ |

Profile   Accounts   Tracker   Reports

Program Strategy Manager   Guides/Videos

Select Plan
Jun 2024 - Jun 2025 ▼
Create New Strategic Plan (PoA)
Print Complete Plan

Start Date ⍰   End Date ⍰
6/3/2024   6/2/2025   Save Dates   Delete this Plan

Strategic Planning	Student Leadership	Activities	Program Budget

Below are long-term strategy ideas, which transfer from your previous plans. Edit as needed for each new POA year. Use the green question marks ⍰ or see the Guides/Videos for help. This form saves as you go.

Enter Dates and Click "Save Dates"

Click on the "Student Leadership" tab.
Add FFA Officers (click "New Officer")
Click the pencil to add officer's bio and addresses as shown below.
***This is due October 1, 2024.**

STEP 4:

ÆT Region Account | New Jersey FFA Assoc, NJ |

Profile   Accounts   Tracker   Reports

Program Strategy Manager   Guides/Videos

Select Plan: Jun 2024 - Jun 2025 ▾   📄 Print Complete Plan

Start Date: 6/3/2024   End Date: 6/2/2025   Save Dates

Strategic Planning	Student Leadership	Activities	Program Budget

Students can add leadership or committee membership in their record book profile, or it can be added for them on this page. Considering this POA's planning dates, students may appear in multiple POA plans.

Student Officers ⑦   📄 PDF

OFFICE	STUDENT NAME	BIOGRAPHY	+NEW OFFICER
State President 5/24/2024 - 5/23/2025 ✏️	Niccolo Conte	Niccolo will attend Rider University in the fall to study Cybersecurity. He served on the chapter strengthening agriculture committee and served as the chapter growing leaders committee chair for the Allentown FFA Chapter. He was on the state winning Land Judging team this year and has competed in Floral Design, Floriculture and Meat Evaluation and Technology CDEs. His SAE consists of him managing and building his family's vineyard. Nicco also finds solace in listening to music, reading, playing video games, and especially watching Formula 1. When asked why he wishes to serve as a state FFA officer, Nicco says, "My mission is to give back to the community and encourage others to find something they are passionate about. I wish to inspire and empower my fellow FFA members to reach their fullest potential in whatever career path they choose." 219 Schoolhouse Rd., Millstone TWP, NJ 08510. niccoloconte@gmail.com	

SIDE NOTE: IF STUDENT NAMES DON'T PREPOPULATE…

1. **Click Accounts tab**
2. **Click #1. Manage all accounts**
3. **Click National Roster Utilities (in lime green box)**
4. **Click Add to AET tab**
5. **Add all students that need to be on AET**

ÆT Region Account | New Jersey FFA Assoc, NJ |

Profile   Accounts   Tracker   Reports

Student Accounts

Active Status:
- ● Active
- ○ Inactive
- ○ Practice AET
- ○ Pending Transfers

Last Name Starts With: [ ]

Student Finder   Reset
- ☑ All Students
- ⊞ Grade Levels
- ⊞ FFA Membership
- ⊞ Custom Groups

Export

Add Accounts: One / Multiple 📋
Automatic Operations: Reset All Student Passwords / National Roster Utilities
Multi-row Operations: Use the checkboxes to select one or more students.

☐	Unique #	Name	Statewide Student ID	Username	Grade	Last Access
☐	4595630	Conte, Niccolo		niccolo		never
☐	913969	Hanagriff, Roger		RHanagriff		never

NEW JERSEY FFA

CHAPTER CONSTITUTION SUBMISSION INSTRUCTIONS

STEP 1:

Click on the "Profile" tab

STEP 2:

Select "Chapter and Student Portfolios"

STEP 3:

1. Select your chapter's constitution.

2. Upload your chapter's constitution by December 1st.

WHAT YOUR SCREEN WILL LOOK LIKE AFTER YOU UPLOAD YOUR CHAPTER'S CONSTITUTION.