## **ACRS21:** Leadership Option 1



Log In

Your Activities

三元.

Experience Manager (SAE)

#### Student Name:

#### Step 1: Log In to The AET

Go to <u>http://www.theaet.com</u>, and log in by choosing:

### Step 2: Adding an Office

#### Select **PROFILE**. Select **Enter Your FFA Offices**.

Click "Add New Office" Then enter the following information.

+ Add New Of	ffice	Ff	A Offices	Enter your FFA offices Enter your FFA committee memberships
Office	Level	Beginning Date		JudgingCard event results
No records to dis	play.			· #2)****
		<b>I</b>	Return to AET	
+ Add New Office		FFA Offices	Office	: Select your office (or best fit)
	(Select Office) (Select Level)	v.		Select if your office is at or the chapter level
Add New Offic	e Cancel			<u>:</u> Identify when your time in begins and ends

Click "Add New Office" to submit.

This is what a complete FFA office looks like.

FFA Offices					
+ Add New Office					
Office	Level	Beginning Date	Ending Date		
Parliamentarian	State	3/15/2021	3/15/2022	Delete	<u>Edit</u>

Return to AET

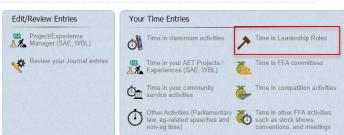


# **ACRS21:** Leadership Option 1



**Step 3: CHOOSE JOURNAL:** Select **Time in Leadership Roles**- *Check off these important steps as you complete the journal entry (a,b,c...)!* 

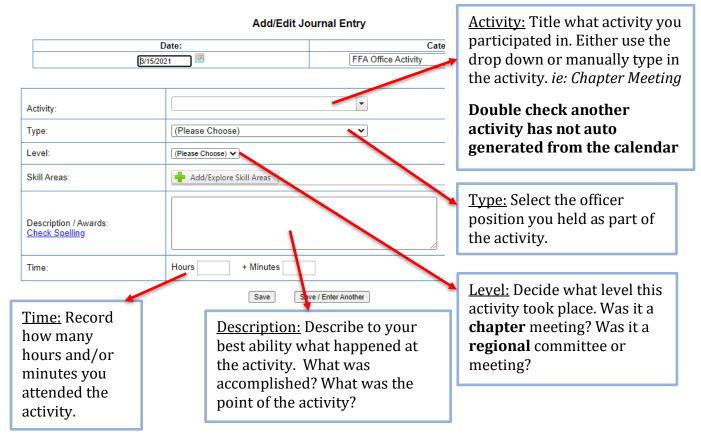




FFA Office Activity Journal:

### ] a. Describe the activity –

complete each of the areas below to the best of your ability.





### **ACRS21:** Leadership Option 1



C. <u>Choose a Skill</u> – Select a Career Ready Practice that best fits your learning experience.

Add/Edit Journal Entry		ABS	AS	BS	CR		
	Date:	Cate	Agribusiness Systems	Animal Systems	Biotechnology System:	Career Ready	Practices
\$/15/20	021 🖪	FFA Office Activity					
				FPP		NRS	PS
Activity:		•		Food Products and	Processing Natural R	esource Systems	Plant System
Activity.			CRP.01 - Act as	a responsible	e and contribut	ng citizen a	and emple
Туре:	(Please Choose)	~					
Level:	(Please Choose) 🗸		responsibility in the wo	Model personal orkplace and comr	nunity. near-term	CRP.01.02 - Eva and long-term ir	mpacts of per
Skill Areas:	Add/Explore Skill Areas					al decisions on y before taking a	
Description / Awards: <u>Check Spelling</u>		là	<u>Skill Area:</u> Cl 09 for useful		•	, 05, 08	&
Time:	Hours + Minutes	]					
	Save	e / Enter Another					
	Са	incel					

#### Step 4: Save & Submit

This is what a complete journal entry looks like. Remember to hit "Save" or "Save/Enter Another" at the bottom!

	Add/Edit J	ournal Entry			
[	Date:	Category:			
3/15/20	21 📕	FFA Office Activity	~		
Activity:	Chapter Meeting 🔹				
Туре:	Parliamentarian 🗸				
Level:	Chapter				
Skill Areas: Add/Explore Skill Areas					
Description / Awards: <u>Check Spelling</u>	Assisted with set up and tear down of the meeting. Presented on upcoming chapter activities. Assisted with the meeting activity: ping pong.				
Time:	Hours 2 + Minutes				
	Save Si	ave / Enter Another			
	[	Cancel			

