

# ACRS21: Leadership Option 2

Student Name: \_\_\_\_\_

## Step 1: Log In to The AET

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



## Step 2: Adding an Office

Select **PROFILE**. Select **Enter Your FFA committee memberships**. Click "Add New Office" Then enter the following information.



**Committees**

You have not added any committees.

Add a Committee:

Committee: (Select Committee) <input type="text"/>	Starting Date: <input type="text"/>	<input type="button" value="Add New"/>
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**Office:** Select the committee you serve on.

**Dates:** Identify when you began serving on the committee.

Click "Add New" to submit.

This is what a complete FFA membership looks like.

**Committees**

Committee	Starting Date	
Building Communities - Citizenship	3/1/2021	<a href="#">Delete</a>

Add a Committee:

Committee: (Select Committee) <input type="text"/>	Starting Date: <input type="text"/>	<input type="button" value="Add New"/>
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**Step 3: CHOOSE JOURNAL:** Select **Time in FFA committees**- Check off these important steps as you complete the journal entry (a,b,c...)!

## AET Journal





## Committee Activity Journal:

- a. Describe the activity – complete each of the areas below to the best of your ability.

### Add/Edit Journal Entry

Date:		4/2/2021	Program of Ac
Activity:	<input type="text"/>		
Type:	<input type="text" value="(Please Choose)"/>		
Skill Areas:	<input type="button" value="+ Add/Explore Skill Areas"/>		
Description / Awards:	<input type="text"/>		
Time:	Hours	+ Minutes	
		<input type="text"/>	<input type="text"/>
		<input type="button" value="Save"/>	<input type="button" value="Save / Enter Another"/>

**Time:** Record how many hours and/or minutes you attended the activity.

**Description:** Describe to your best ability what happened at the activity. What was accomplished? What was the point of the activity?

**Activity:** Title what activity you participated in. Either use the drop down or manually type in the activity. *ie: Committee Meeting*

**Double check another activity has not auto generated from the calendar.**

**Type:** Select the committee you serve on.

- c. Choose a Skill – Select a Career Ready Practice that best fits your learning experience.

### Add/Edit Journal Entry

Date:		4/2/2021	Program of Ac
Activity:	<input type="text"/>		
Type:	<input type="text" value="(Please Choose)"/>		
Skill Areas:	<input type="button" value="+ Add/Explore Skill Areas"/>		
Description / Awards:	<input type="text"/>		
Time:	Hours	+ Minutes	
		<input type="text"/>	<input type="text"/>
		<input type="button" value="Save"/>	<input type="button" value="Save / Enter Another"/>
<input type="button" value="Cancel"/>			

**ABS**  
Agribusiness Systems

**AS**  
Animal Systems

**BS**  
Biotechnology Systems

**CRP**  
Career Ready Practices

**FPP**  
Food Products and Processing

**NRS**  
Natural Resource Systems

**PS**  
Plant System

**CRP.01 - Act as a responsible and contributing citizen and empl**

**CRP.01.01** - Model personal responsibility in the workplace and community.

**CRP.01.02** - Evaluate and co near-term and long-term impacts of pei professional decisions on employers at community before taking action.

**Skill Area:** Check out CRP.01, 04, 05, 08 & 09 for useful skills for this area.



## 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 Journal Entry**

<b>Date:</b> <input type="text" value="4/2/2021"/>	<b>Category:</b> <input type="text" value="Program of Activities Committee Activity"/>
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<b>Activity:</b>	<input type="text" value="Committee Meeting"/>
<b>Type:</b>	<input type="text" value="Building Communities - Citizenship"/>
<b>Skill Areas:</b>	<div style="border: 1px solid #ccc; padding: 5px;"><p><span style="color: green;">+</span> Add/Explore Skill Areas</p><p><b>CRP.04.03</b> Model active listening strategies when interacting with others in formal and informal settings.</p><p><b>CRP.05.01</b> Assess, identify and synthesize the information and resources needed to make decisions that positively impact the workplace and community.</p></div>
<b>Description / Awards:</b> <a href="#">Check Spelling</a>	<div style="border: 1px solid #ccc; padding: 5px;"><p>In the Building Communities Committee meeting, we focused on planning a new community service event for FFA members to take part in. Many ideas were expressed and the committee decided on a canned food drive to address hunger in our community.</p></div>
<b>Time:</b>	Hours <input type="text" value="1"/> + Minutes <input type="text"/>

Save   Save / Enter Another

