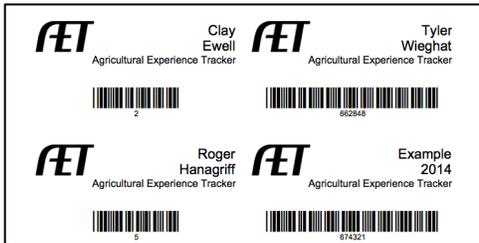


Chapter Event Attendance (Participation)

Purpose: In AET, a new feature allows a teacher or a student leader to identify (scan or select) students attending chapter level events. Once selected, this allows students to create a participant journal entry in their record book to document chapter involvement.

Step 1: Access your Students ID Cards OR Scan the QR Code- a new report of student ID cards in AET (Teacher Reports and Program/Teach reports)



- Choose to print, separate and give to each student OR retain the list for the chapter secretary
- Print off the QR code assigned to that event by clicking "QR Code" in the top left corner under the participants tab



Step 2: Assign Your Student Secretary to "Manage Chapter's Calendar" to have student lead the effort

- Choose AET TRACKER and #2 menu for "Student Access"
- Select your chapter's student secretary from the list, as well as other authorized student leaders (these control POA events, such new events, goals or objectives)
- Have your student leader access their student AET account and choose "Calendar" and locate Chapter events to record participants

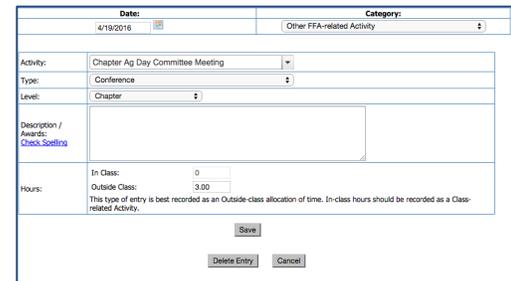


Step 3: Use ID Card at Chapter Events

- Choose a chapter level FFA event in AET
- Select "participants" to record the type of event and appropriate hours
- Select a student "participant" name
- The barcode listed on the AET ID card connects this event to each student
- OR print the QR code for students to snap a photo of at the event

Step 4: Students can then add an "event description" to complete the process

- Student's choose "Review SAE Journals"
- Locate the chapter level event and add their personal "description" to record their experience



This process improves student records and increases the tracking of program involvement. See Teacher Help for additional resources.