Looking for more time in your program?

Learn 3 AET Super Tools to create more program efficiency

AET Office Hours

October 7th, 2025

Topics:

1. Using the AET Calendar for efficient student journals and events

2. Adopting the AET/SMS messaging system for text reminders for students and stakeholders

3. Implementing the QR Code for tracking student participation in chapter events.

Using the AET Calendar Efficiently

LET THE AET SUPER TOOLS GIVE YOU TIME BACK

Using the AET Calendar Efficiently

1. Use the Calendar to create events
  a.   Chapter, District, Area, Regional
  b.   State
  c.   National

** *Regional or State Leaders can add events to the calendar for the chapters in that community*

2. Students can access the calendar or QR code for Journal Reflection
  a.   Students use the Calendar Icon to access events and journal

  b.   Scan the posted event QR Code to create a journal entry

3.   Complete the National Chapter App components for events
  a.   Use this feature for your 3 premier events in each division

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National FFA/SAE Test Account w/AET (ZZ0001)
Student Participation QR

Generated:
9/30/2025 20:52

Event Name:	PAINT THE TOWN PINK
Location:	AG Dept ABC high School
Date:	10/1/2025
Event Type:	
Level:	Chapter
Hours:	2.00
Participation Value:	10.00

PAINT THE TOWN PINK
Wednesday, October 1, 2025

Calendar	General	Goals, Plans & Outcomes	Deadlines & Dates	Results & Evaluation	Photos Portfolio	Budget	**Participants**

USE THE CALENDAR TO CREATE EVENTS

SELECT:

○ ✏️ AET Program Tracker TAB

○ 📅⚙️ Calendar - Program of Activities ⓘ   Choose Calendar Icon

○

	October 2025	
Tuesday	**Wednesday**	**Thursday**
	1 3:30 PM-5:30 PM PAINT THE TOWN PINK	**2**
7	**8**	**9**
14	**15**	**16**

Click a Calendar Date

USE THE CALENDAR TO CREATE EVENTS

Name: PAINT THE TOWN PINK

Location: AG Dept ABC high School

Activity Type: Community Service

Date:

Beginning Date: 10/1/2025

| All Day Event | Time Event |

Start Time: 03:30 PM

Duration (Hours): 02:00

Organizing Committee: Building Communities - Citizenship

Skill Areas: ❓

➕ Add/Explore Skill Areas

CS.03.02 — Develop and implement a plan to maintain and improve health, safety and environmental compliance and performance.

Publish Event's Portfolio On Chapter Website: ☐

Details:

Solicit local business sponsors and paint the window front with PAINT THE TOWN PINK logo

Window Sponsors = $50

Students will work in groups to complete windows for window sponsors.
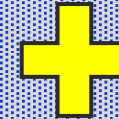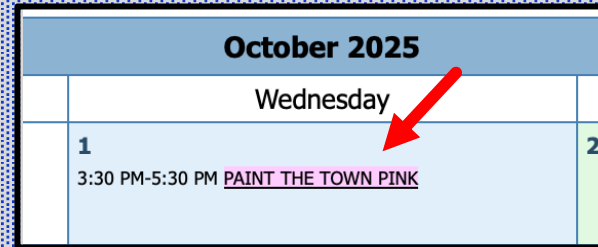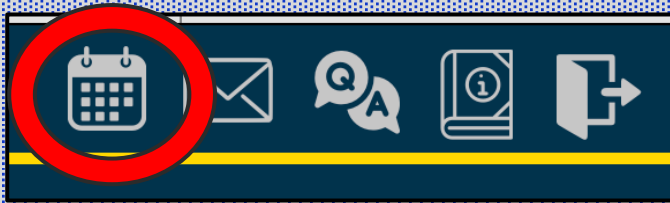
CALENDAR EVENTS - BENEFITS

✔ All events are in one place

✔ Can push the AET Calendar to any Google or external calendar
** **Cannot import any calendar into AET**

✔ Event names are <u>exactly the same</u> for each student when they use the calendar to record participation at the chapter, regional, or state events
    a. Students learn to refer to the calendar instead of the teacher for chapter events
       b. Maintains event consistency in award applications

✔ General calendar information and details automatically move to your AET Website **AND** to the Strategic Plan/POA

STUDENT CALENDAR ACCESS - JOURNAL

Students can:

a. Create activity journals by accessing the calendar and clicking on the event

October 2025

Wednesday	
1 3:30 PM-5:30 PM PAINT THE TOWN PINK	2

Participant Journal Entry

Add/Edit Journal Entry

Date:	Category:
10/2/2025	Other FFA-related Activity

Activity:	Test
Type:	(Please Choose)
Level:	(Please Choose)
Skill Areas: ?	Add/Explore Skill Areas CS.01.01 ...h, examine and discuss issues and trends that impact AFNR systems on local, state, national and global levels.
Description / Awards: Check Spelling	
Time:	Hours [ ] + Minutes [ ]
Pictures: ? (optional, up to 5)	[ ] Select

Record activity reflection and hours and/or minutes participation
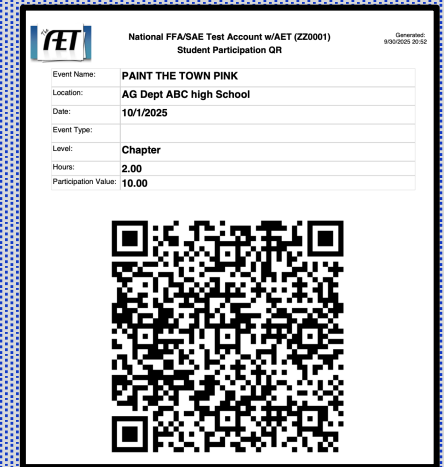
Save   Save / Enter Another

QR CODE FOR JOURNAL REFLECTION

Students can:
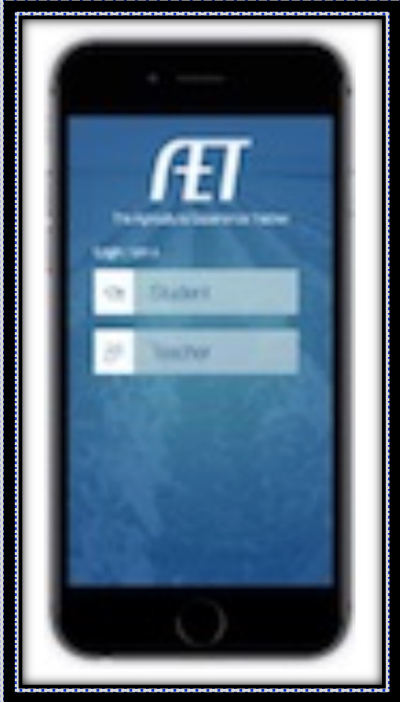
a. Add the AET Mobile to their smart device (AET Mobile for Students Guide)

b. Be logged into your student AET account

c. Scan the event QR Code

d. Enter a reflection of your role or participation in the event
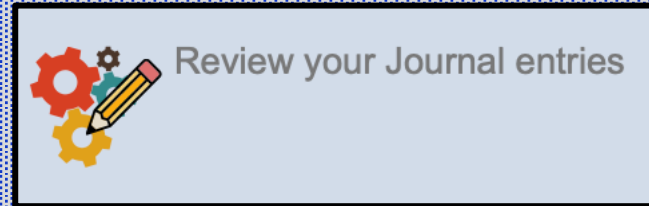
** Automatically adds the EMPTY journal to student records

Quality journals describe your role and a reflection of your learning

National FFA/SAE Test Account w/AET (ZZ0001)
Student Participation QR
Generated: 9/30/2025 20:52

Event Name:	PAINT THE TOWN PINK
Location:	AG Dept ABC high School
Date:	10/1/2025
Event Type:	
Level:	Chapter
Hours:	2.00
Participation Value:	10.00

QR CODE – ADD JOURNAL REFLECTION

Steps:

1. Choose Journal TAB – Click

Review your Journal entries

2. Click EDIT

Options	Date	Added		Time	Skills
Edit	10/1/2025	10/4/2025	**Community Service Activity** *Chapter* **PAINT THE TOWN PINK**	**2:00**	1

3. Enter the reflection to show participation and learning

Date:

10/1/2025

Group that you served: *(not your FFA chapter!)*

PAINT THE TOWN PINK

Skill Areas:

Add/Explore Skill Areas

CS.03.02   Develop and implement a plan to m

Activity / Description:
Check Spelling

Made business window sponsor visits to paint window fronts for the Paint The Town Pink Cancer Awareness Month and fundraising campaign for breast cancer patient support at the local hospital. Painted 5 window fronts.

Time: Hours 2   + Minutes 0

CALENDAR CONNECTION TO NATIONAL CHAPTER APP

PAINT THE TOWN PINK
Wednesday, October 1, 2025

| Calendar | Strategic Plan | **General** | Goals, Plans & Outcomes | Deadlines & Dates | Results & Evaluation | Photos Portfolio | Budget | Participants |

Save   Delete Activity   Copy this Activity

PAINT THE TOWN PINK

AG Dept ABC high School

Community Service

1. These directly connect to the National Chapter Application

2. When information is entered here during planning, it <u>WILL FILL</u> in the award app

3. Also, activities created in the strategic plan populate in the calendar

NATIONAL CHAPTER APP COMPONENTS

Activity Description

maximum 350 characters - 350 remaining

Goal #1

maximum 225 characters - 225 remaining

Plan of Action #1

maximum 450 characters - 450 remaining

GOAL #1

Outcome Evaluated and Reported #1 (Choose)

maximum 200 characters - 200 remaining

- Replica of the award app

- Contains HELP guidance

- Contains RUBRIC guidance

- INCLUDES ALL COMPONENTS:
  - Activity Description
  - Goal 1-3
  - Plan of Action
  - Outcome Evaluated & Reported

NATIONAL CHAPTER APP COMPONENTS

Advancing Community

maximum 500 characters - 500 remaining

Impact

maximum 500 characters - 500 remaining

Related to Quality Standard

maximum 250 characters - 250 remaining

Accomplishments (optional)

Recommendations (optional)

RESULTS– EVALUATION

- Replica of the award app

- Contains HELP guidance

- Contains RUBRIC guidance

- INCLUDES ALL COMPONENTS:
  - Advancing Community
  - Impact
  - Related to Quality Standard
  - Accomplishments
  - Recommendations

Each activity plan can be added to the next year for easy edits and updates

AET/SMS MESSAGING SYSTEM

Let the AET Super Tools give you Time Back

USE THE AET MESSAGING FOR EFFICIENT COMMUNICATION

a. **COMMUNICATE WITH STUDENTS, PARENTS, STAKEHOLDERS, STAFF**
   a. SMS text messaging
   b. Email

*Student and parent contact generated in the completed Student Profile

   **Stakeholders and staff are manually added

b. **CREATE GROUPS FOR COMMUNICATION**
   a. Travel Groups
   b. Officer Teams
   c. Project Groups
   d. Already existing AET groups

RESOURCE: Quick AET Message Center Video

USE THE AET MESSAGING SYSTEM

SELECT:

⚙️ **AET ACCOUNTS TAB**

AET Message Center -
send messages by SMS,
email, or AET ⓘ

CHOOSE Message Icon

Choose Recipients: by Group   Message Type: ☐Email Only   **Choose Recipients: by Individual**

Student Finder   Reset

☐ ✅ All Students   SMS Text Message:
☐ Grade Levels   **Student Rosters (grade, course, teacher**   Email Message:
☐ FFA Membership   AET Message: **Single Recipient**
☐ Custom Groups   Parent SMS Text Message: **selection**
                                           Parent Email Message:

[Add 11 by SMS Text] [Add 21 by Email] [Add 59 by AET Msg] [Add Parent 18 by SMS Text] [Add Parent 27 by Email] [Add 0 Supervisors by SMS Text]   Contact SMS Text Message:
                        [Add 2 Supervisors by Email]   Contact Email Message:
              Add Groups of Contacts (Email): [   ]   Supervisor SMS Text Message:
              Add Groups of Contacts (SMS Text): [   ]   Supervisor Email Message:

0 Recipients Beige=SMS Text   Brown=Email   Pink=AET Message   Green=Supervisor Email   F=Father / M=Mother

Message Recipients Selected

Type Your Message (character count: 0) *only the first 140 characters are sent for SMS messages*

Message Content

Send Message
From: [Ben Meyer]   [Send Message]

AET

THE AET MESSAGING SYSTEM - GROUPS

Choose Recipients: by Group

Message Type: ☐ Email Only C

Student Finder   Reset

☑ All Students

Grade Levels

FFA Membership

Custom Groups

| Add 11 by SMS Text | Add 21 by Email | Add 59 by AET Msg | Add Parent 18 by SMS Text | Add Parent 27 by Email | Add 0 Supervisors by SMS Text |

Add 2 Supervisors by Email

Add Groups of Contacts (Email): [▲▼]

Add Groups of Contacts (SMS Text): [▲▼]

Teacher Can with ONE click of a button:

- Add ALL students by SMS Text
- Add ALL students by Email
- Add ALL parents by SMS Text
- Add ALL parents by Email
- Add ALL supervisors by SMS Text
- Add ALL supervisors by Email

THE AET MESSAGING SYSTEM - GROUPS

Choose Recipients: by Group

Message Type: ☐ Email Only

Student Finder — Reset

- ☑ All Students
- ⊞ Grade Levels
- ⊞ FFA Membership
- ⊞ Custom Groups

| Add 11 by SMS Text | Add 21 by Email | Add 59 by AET Msg | Add Parent 18 by SMS Text | Add Parent 27 by Email | Add 0 Supervisors by SMS Text |

Add 2 Supervisors by Email

Add Groups of Contacts (Email):

Add Groups of Contacts (SMS Text):

- ✓
- Advisory Committee (1)
- Other School Staff (1)
- Principal (1)

Teacher Can:

- Add Contacts for Email
- Add Contacts for SMS Text
- Dropdown gives access to contacts by TITLES

- CONTACTS are generated in the PROFILE TAB
  - *These can also be pulled individually*

Maintain lists of important program contacts ⓘ

THE AET MESSAGING SYSTEM - INDIVIDUALS

Teacher Can:
- Select 1 or more Student(s) for SMS Messaging
- Select 1 or more Student(s) for Email Messaging
- Select 1 or more Parent(s) for SMS Messaging
- Select 1 or more Parent(s) for Email Messaging
- Select 1 or more Contact(s) or Supervisor(s) for SMS Text and Email Messaging

Choose Recipients: by Individual

SMS Text Message:

Email Message:

AET Message:

Parent SMS Text Message: →

Parent Email Message:

Contact SMS Text Message:

Contact Email Message:

Supervisor SMS Text Message:

Supervisor Email Message:

Davis, Rob (F)
Eddy, Tee (M)
Francis, Cynthia (F)
Francis, Cynthia (M)
Johnson, Paige (M)
JrExhibitor, Ohio (F)
JrExhibitor, Ohio (M)
Kirby, Oklahoma (F)
Kirby, Vanessa (M)

Chapter communication made easy due to the contact info all located in The AET

THE AET MESSAGING SYSTEM - ADD

Add 11 by SMS Text

11 Recipients (Clear All) Beige=SMS Text   Brown=Email   Pink=AET Message   Green=Supervisor Email   F=Father / M=Mother

X Davis, Rob | X Francis, Cynthia | X Johnson, Paige | X Kirby, Oklahoma | X TC-10, Example | X TC-11, Example | X TC-2, Example | X TC-22, Example | X TC-26, Example | X TC-31, Example | X Terrell, Angie

Add 21 by Email

21 Recipients (Clear All) Beige=SMS Text   Brown=Email   Pink=AET Message   Green=Supervisor Email   F=Father / M=Mother

X Another, ExampleFL | X D, T | X Davis, Rob | X DL, T | X Francis, Cynthia | X Girl, Flower | X Inventory, Cori | X Johnson, Paige | X JrExhibitor, Ohio | X Kirby, Oklahoma | X Kirby, Vanessa | X TC-10, Example | X TC-11, Example | X TC-2, Example

X TC-22, Example | X TC-26, Example | X TC-27, Example | X TC-31, Example | X TC-32, Example | X TC-35, Example | X Terrell, Angie

COMBO: TEXT, EMAIL – Students, parents, supervisors

47 Recipients (Clear All) Beige=SMS Text   Brown=Email   Pink=AET Message   Green=Supervisor Email   F=Father / M=Mother

X Davis, Rob (F) | X Davis, Rob (F) | X Davis, Rob (M) | X Eddy, Tee (M) | X Ewelll, Clay (S) | X Francis, Cynthia (F) | X Francis, Cynthia (F) | X Francis, Cynthia (M) | X Francis, Cynthia (M) | X Hanagriff, Roger (S) | X Johnson, Paige (M)

X Johnson, Paige (M) | X JrExhibitor, Ohio (F) | X JrExhibitor, Ohio (M) | X Kirby, Oklahoma (F) | X Kirby, Oklahoma (F) | X Kirby, Vanessa (M) | X NEW24, ICONS (M) | X TC-10, Example (F) | X TC-10, Example (M) | X TC-11, Example (F)

X TC-11, Example (F) | X TC-11, Example (M) | X TC-17, Example (F) | X TC-17, Example (F) | X TC-2, Example (F) | X TC-2, Example (F) | X TC-2, Example (M) | X TC-2, Example (M) | X TC-22, Example (F) | X TC-22, Example (F)

X TC-22, Example (M) | X TC-22, Example (M) | X TC-26, Example (F) | X TC-26, Example (F) | X TC-26, Example (M) | X TC-31, Example (F) | X TC-31, Example (F) | X TC-31, Example (M) | X TC-31, Example (M) | X TC-34, Example (M)

X TC-35, Example (F) | X TC-35, Example (F) | X Terrell, Angie (F) | X Terrell, Angie (F) | X Terrell, Angie (M) | X Terrell, Angie (M)

Chapter communication so FAST and EFFICIENT because ALL forms are in ONE LOCATION

AET

THE AET MESSAGING SYSTEM - MESSAGES

Teacher Can:

- Enter any messages of 140-character count
- Use LINKS for permission slips, surveys, resources, etc
- Choose the teacher sending the message

**Cannot schedule messages currently

Type Your Message (character count: 126) *only the first 140 characters are sent for SMS messages*

Students should plan to depart ABC HS at 8 am with a bagged lunch and all the tools for the SOIL Workshop. http://m.theaet.com

Send Message

From: | Clay Ewell ▼ | | Send Message |

| Review Old Messages |
| Review Undeliverable Text Messages |

- Messages are trackable
- Undeliverable messages can be identified

NOTE: You can send messages from your mobile device by using the desktop version or access The AET in your web browser

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THE AET MESSAGING SYSTEM - BENEFITS

✓ ALL Contacts stored in <u>ONE</u> location

✓ ALL Contacts are safely and electronically stored

✓ Messages sent in less than 3 clicks beyond the message itself

✓ Easy communication with parents, school staff, alumni, and booster groups

✓ Establish text groups for accessing officers, travel groups, and projects

✓ Messages can house links

✓ Messages archived for sent messages

✓ Undeliverable messages identified

✓ Recipients CANNOT respond, informative ONLY

Using the QR Codes for Chapter Participation Points

Let the AET Super Tools give you Time Back

Using QR Codes for Participation Reports

1. **QR Codes can build a chapter participation report**
   a. All activities in the calendar
   b. Points assigned uniquely for each POA event
   c. Print QR codes for events when traveling

2. **Participation is verifiable by the teacher in the AET Calendar** (Participants)
   a. The teacher can confirm student participation
   b. The teacher can remove an ineligible student from the list
   c. Confirmation occurs in the calendar

3. **Participation Reports can create a Chapter Point System**
   a. Create activities that contribute to the point system
   b. Assign a variety of point values

Creating the QR CODE:

1. Access Tracker TAB

2. Choose [Calendar - Program of Activities ⓘ]
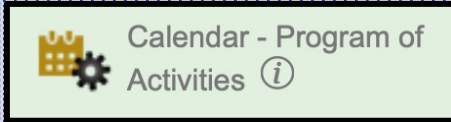
3. Select date/activity or create the Activity for the QR Code

4. Click PARTICIPANTS

ENTER:
a. Activity Type
b. Level
c. Hours
d. Participation Value
e. GET QR Code

National FFA Convention - Day One
Wednesday, October 29, 2025

Calendar	Strategic Plan	General	Goals, Plans & Outcomes	Deadlines & Dates	Results & Evaluation	Photos Portfolio	Budget	**Participants**

Record Student Participation

a.

Activity Type: [Convention ▼]

Level: b. [National ▼]

Hours: [12.00] c.   d. Participation Value: [20.00]

Scan Student Barcode or Select Student Name: [▼] [Enter]

or

e.
[Get QR PDF]   Allow QR Scanning: **Yes**   [Click to Disable]

National FFA/SAE Test Account w/AET (ZZ0001)
Student Participation QR

Generated:
10/7/2025 13:01

Event Name:	**National FFA Convention - Day One**
Location:	**Indiana Convention Center**
Date:	**10/29/2025**
Event Type:	**Convention**
Level:	**National**
Hours:	**12.00**
Participation Value:	**20.00**

The QR CODE:

TEACHER CAN:
a. Print, Post, Travel

b. Confirm participation in Calendar
Click: **Participants**

 -Validate Participation

c. Create Activity Report

The QR CODE: Validate

TEACHER CAN:

Validate student participation by confirming their participation for points
      Validate = YES
    X = NO *(student is deleted from the list)*
NOTE: A student adding journal will appear without

					8 items in 1 pages	
Name	**Type**	**Level**	**Hours**	**Participation Value**	**Entered By**	
Dyla▮▮▮	Other	Chapter	5.0	→	Validate	→ ✗
Sien▮▮▮	Other	Chapter	1.0	YES	Validate	NO ✗
Kenc▮▮▮	Other	Chapter	1.0		Validate	✗
Emm▮▮▮	Other	Chapter	1.0		Validate	✗
Eliza▮▮▮	Other	Chapter	0.5		Validate	✗
Taylo▮▮▮	Other	Chapter	2.0		Validate	✗
Emm▮▮▮	Other	Chapter	2.0		Validate	✗
Ryle▮▮▮	Other	Chapter	0.5		Validate	

The QR CODE: Create Activity Report

Start Date: 1/1/2025

End Date: 4/30/2025

Show: ○ Journal Hours ● Participation Value

Activity Type: (All)

Filter: ☑ Include only validated records

Get Excel/CSV

Student Finder   Reset

☑ All Students

⊟ Grade Levels

☐ 9

☐ 10

Steps:

1. Use Reports TAB

2. Choose 📅✓ Program/Teacher Reports ⓘ
   calendar, teacher journal, POA, directory & Student ID cards

3. Select 📅✓ Activity Participation Report

4. Set date range for report

5. Choose Point Value

6. Decide if validated only

7. Select student group

8. Export to Excel/CSV (optional)

The QR CODE: BENEFITS

- ✓ Chart student participation in FFA Activities

- ✓ Use Point Values for:
  - ✓ Quarterly grading when applicable
  - ✓ Travel privileges
  - ✓ Officer selection
  - ✓ Star chapter awards
  - ✓ Student recognition awards for the annual banquet

- ✓ Train students to "Check In" at chapter activities

- ✓ Log FFA activities as well as community service activities

- ✓ DISABLE the QR code to prevent sharing by students for point credits

- ✓ Print/Sort by grade, class, teacher for efficient use

Questions?

3 AET Super Tools

❖ AET Calendar

❖ AET Messaging System

❖ QR Codes