Getting Started With AET Web

Purpose: *This guide provides the steps needed to develop and manage your program's website using the AET Web. Students can assist you in this process, so view our Managing Student Access guide to learn more!*

Step 1: Your web address and manage your connections to social media.

1. Develop a website address and choose "Check Availability" to claim the address. If the name is available, select "Claim Website" …OR

    Choose a Website Address: [ ] .theaet.org   Check Availability
    Claim Website : [Claim Website]
    ⚠ Once claimed, edits cannot be made, so contact AET if you need assistance

2. If you previously had a theaet.com site, you may already have an AETweb URL, so view your address.

    Your website address is: http://RigbyFFA.TheAET.org

3. Once you are ready, be sure and choose "Publish Website" to make your link active for others to see!

    ⚠ Your website is currently PAUSED: ▶ Publish Website

4. Add your program's social media URLS and even a school logo to customize your site.

    Ⓕ https://www.facebook.com/rigbyffa   ✗
    Ⓘ Enter Instagram Page Address
    [ ] Select
    Upload Logo

Step 2: View Important Record Book Areas for a Complete Website!

1. The goal is to have a "green check" status for each area.
2. The "Link to Review" allows you or the students you selected as managers review and complete each area.
3. Updated student records such as Calendar Events, SAEs and Journal entries are summarized on your site.
4. Portfolio links help you or your student leaders manage files shared online.

Steps to a fully populated website

To be sure your program website is up-to-date, review each area to make sure it is current and try to get a "green check" on each item to have your website complete!

Status	Details	Area	Link to Review
✓	ⓘ	Teacher(s) & Program Address	Teacher List
⚠	ⓘ	Active students in AET	Student List
✓	ⓘ	Active student projects	Project List
✓	ⓘ	Student Community Service Journal entries	Journal List
✓	ⓘ	Upcoming Program Events (90 days)	Calendar
⚠	ⓘ	Strategic Plan	Strategic Plan (POA)
⚠	ⓘ	Mission Statement	Strategic Plan (POA)
⚠	ⓘ	Program Vision Statements	Strategic Plan (POA)
⚠	ⓘ	Student Leadership positions & Bios	Strategic Plan (POA)
✓	ⓘ	Student experiential learning photos	Program Portfolio
✓	ⓘ	Program portfolio photos	Program Portfolio
✓	ⓘ	Calendar / POA Event Photos	Calendar - choose events

AETweb is an automatic website that allows summary data to be shared with others and always stays up to date! Some important ideas that your AETwebsite will share:

- Calendar items (POA) from AET will always be up to date!
- Program's strategic plan & vision statements from AET
- Important contact information and student officers
- Selected photos (you choose) & files (student, program and POA events)
- You can choose students as AET Web Managers, but always review their work!