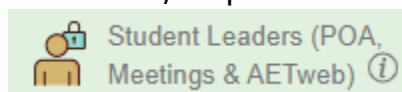


Assigning Student Leadership Roles in AET

Use: This guide helps teachers assign student leaders/chapter officers to important functions in AET, allowing students to take ownership of their chapter and help with workload and chapter management.

A Quick-Start Guide for Ag Teachers

Effectively assigning leadership roles in AET helps students gain ownership in managing key parts of your chapter. All functions are in the “Tracker” section of the teacher/chapter AET account. Click on:



Use the drop-down menu to select chapter officers and other key student leaders. Grant meeting manager access and/or chapter website access as student names populate the screen.

#1 Officer Team = Leading Strategic Plan, POA Events, Event Photos




Assign your full officer team as Student Leaders in AET. This will automatically grant access to:

-  **Calendar Manager** – Add/edit events
-  **Strategic Plan Manager** – Lead POA entries

These are foundational roles, and your officers are the best fit for handling them as a group.

#2 Add Other Roles - FFA Meeting Manager

This role unlocks:

-  Planning FFA meetings & adding them to the calendar
-  Creating agendas & recording minutes
-  **Sending messages via AET Message Center**
 - Can contact students and parents via AET Message Center, text, or email, so limiting access to a small number of trustworthy students is advised.

#3 Add Other Roles - AETweb Access

Usually, a limited number of students, as AETweb gives them the ability to:

- View/share **calendar photos, student-uploaded images, and files**
- Help maintain a public view of chapter events, POA, and more