

AET Learn Guide: Managing the State or Region Calendar in Support of the Chapter POA

How to Use the State Calendar in AET

The State or Region Calendar in AET is a powerful tool for scheduling events, tracking student participation, and supporting chapters with their POA/Strategic Plan. Follow the steps below to create and manage events effectively.










1. Access the State Calendar

- Navigate to the **Program Calendar Tracker and Student Participation Records** tool.
- Select the **date** of your event.
- A window will open to create a **new event**.

2. Enter Basic Event Information

- **Event Name:** Type the name of your event
- **Activity Type:** Choose carefully.
 - **FFA Activities, FFA Competitions, and Exhibit/Shows** → allow participant tracking.
 - **Other** → does *not* allow participant tracking.
- **Location:** Enter where the event will take place.
- **Date/Time:**
 - All-day events are default.
 - For timed events, use the **"Timed Event"** tab to enter start and end times.

Regional Tools

	Reports - View summaries of Regional, Chapter, and Student data
	AET Message Center - Email/Text key program contacts
	Chapter School Contacts - View or Manage school contacts
	Program Calendar Tracker & Student Participation Records
	Teacher Professional Development Tracker – Official P.D. Events
	Regional Sign-Up List (Ag Align) – View and export official list
	AETweb Regional Website Management
	Roster Audit Log (By Chapter) - Search the National Roster submissions by date submitted (search to a table or Excel CSV file).
	JudgingCard.com (signed-in)

3. Assign an Organizing Committee (Very Important)

- The **Organizing Committee** field controls whether the event connects to local POAs.
- By default, this is set to **"None."**
 - Use **"None"** for reminders, deadlines, or events not tied to chapter planning.

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- To link the event to POAs:
 - Select an appropriate **National Chapter Award Committee** from the dropdown.
 - This will:
 - Place the event on every local chapter's calendar (statewide or regionwide).
 - Pre-populate the event in each chapter's POA/Strategic Plan.

General

[Back to Calendar](#) [Save](#)

Note: This calendar item will be updated to 457 Chapter calendars.

Name:

Activity Type: (* denotes an event type where student journal "participation" can be recorded.)

Location:

Beginning Date:

Date: ☐ All Day Event ☐ Time Event

Duration (Days):

Organizing Committee:

Skill Areas: [Add/Explore Skill Areas](#)

No skills have been selected for this activity.

Details: [\(Edit Event Details\)](#)

👉 Chapters can still edit their own POAs:

- Delete pre-populated events they won't attend.
- Keep the ones they want without affecting the state calendar.

4. Add AFNR Skills (Optional)

- You can tag **AFNR skills** to the event.
- These skills will automatically appear in each student's journal if they are marked as participants.
- Example: A **State Floriculture CDE** might tag **PS.04.02: Create designs using plants** so that all student journals reflect this skill.

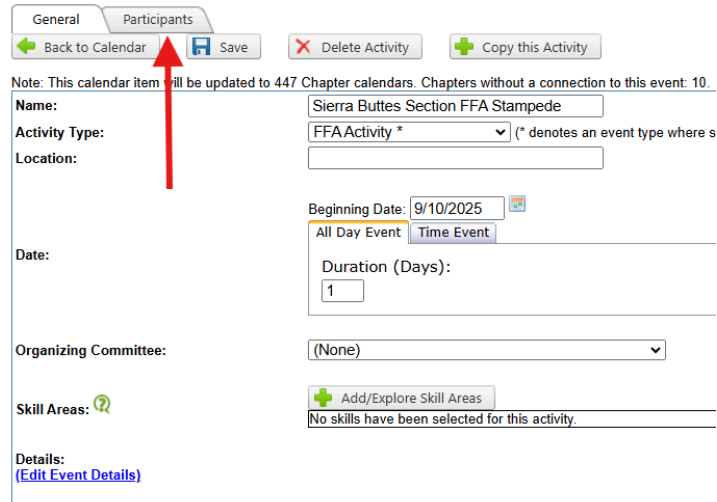
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5. Track Participants

Events with trackable activity types will include a **Participants Tab**.

- **Set Event Details:**

- Choose the activity type (camp, competition, fair, etc.).
- Select the activity **level** (local, district, state, national).
- Optionally assign **hours** to be logged in student journals (e.g., 4 hours for a district contest).
- Set a **participation value** (can be adjusted later by local ag teachers).



6. Record Attendance (3 Options)

You can capture attendance in three flexible ways:

1. **Manual Entry:**

- Use the dropdown to search and add any student in the state/region.
- The host of the event can also use a standard barcode reader linked to AET and scan student AET ID barcodes to log attendance. Learn about AET student barcodes [here](#).

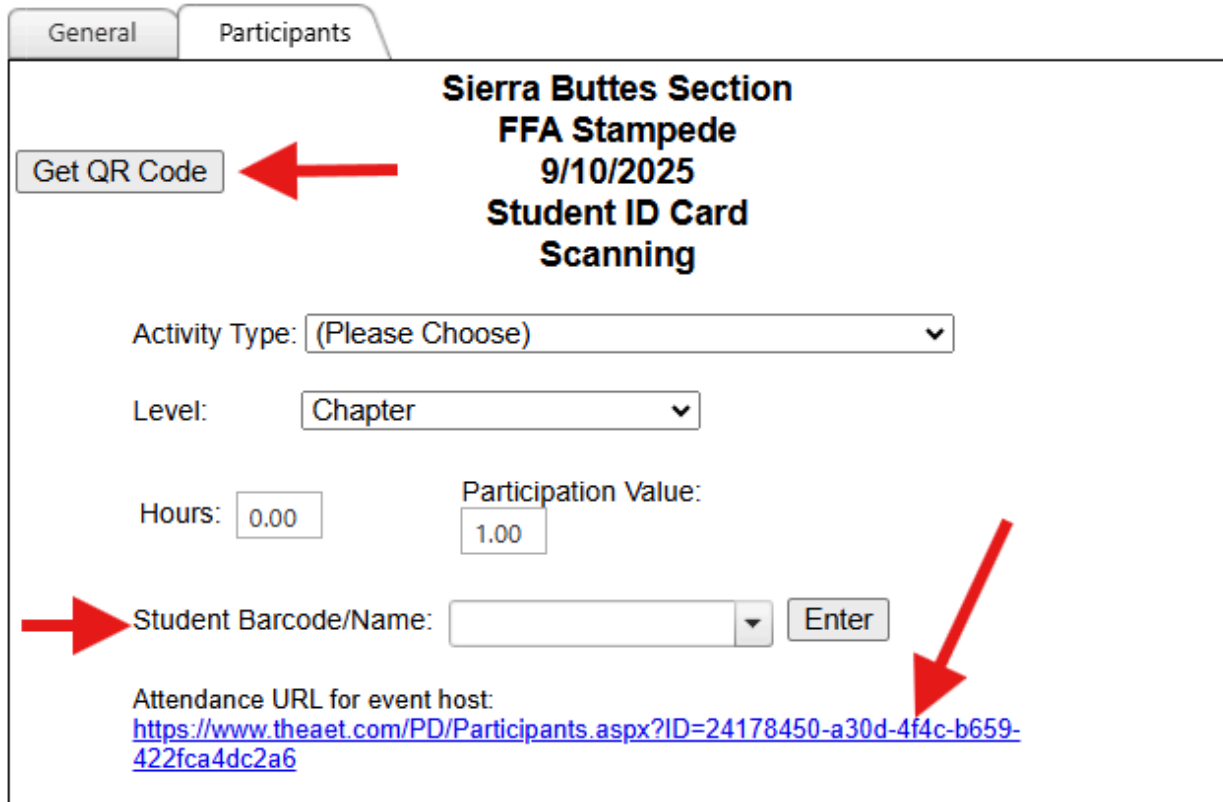
2. **Custom Attendance URL:**

- Share a special attendance link with a third-party manager.
- They can take attendance without logging into AET.

3. **QR Code (Fast & Easy):**

- Print the QR code before the event.
- Post it where attendees can scan it with a smartphone.
- Students log in to AET → their attendance is recorded, a journal entry is created, and they are added to the master attendee list (visible to state, region, and local advisors).

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General Participants

**Sierra Buttes Section
FFA Stampede
9/10/2025
Student ID Card
Scanning**

Get QR Code

Activity Type: (Please Choose) ▼

Level: Chapter ▼

Hours: 0.00 Participation Value: 1.00

Student Barcode/Name: ▼ Enter

Attendance URL for event host:
<https://www.theaet.com/PD/Participants.aspx?ID=24178450-a30d-4f4c-b659-422fca4dc2a6>

Why This Matters

Using the state calendar effectively helps:

- **Track student involvement** across all levels.
- **Support chapters** with pre-populated POA activities.
- **Provide accurate reporting** for state and regional programs.
- **Streamline recordkeeping** for teachers and students.