

# Developing and Managing AETweb

**Purpose:** This guide provides the steps needed to develop your program's website using the AETweb system. This is designed to be a zero-maintenance site that is automatically updated from your AET records.

## Step 1: Choose Teacher PROFILE to setup your website

1. Select AETweb icon (#7 menu)
2. Develop your website name. Keep it simple and easy to remember!



NOTE: When choosing a URL, ".theaet.com" will be appended to the end for the final website address.

3. Click "Check Availability" to make sure no one else has claimed the website address. If available, click "Claim Website."

## Step 2: Managing AETweb

Once you have selected a website address, you can now manage your site. In order to completely and effectively manage website content, you will need to (1) select settings in the AETweb Dashboard and (2) maintain current AET records.

1. Click "Manage Website" to access administrator website controls and important menu options:
  - a. "**AET Photo Albums**" allow you to select from student and program-loaded photos. Photos must be approved by the teacher.
  - b. "**Themes**" allows you to select different website headers and template colors.
  - c. "**Top News**" allows you to set important reminders on the main page.
  - d. "**Page Manager**" allows you to create custom "simple" pages to display information such as classes offered, upcoming event details, etc.

NOTE: These features will help you set up and manage AETweb, but the majority of the content originates from regularly using The AET. Student profile and portfolio information as well as the AET calendar help create a zero maintenance website that always is up-to-date and shares timely information with site visitors.

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2. Key areas of The AET to help develop a complete website include:

a. Using the AET Tracker Calendar

See our video:

(<http://goo.gl/s3srm4>)

- ✓ Select a calendar event to enter general information, photos, and files to share. All details automatically become available on your AETweb chapter website.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 All major photos, poster validation due Major Show, Poster Validation Due Fall membership Submission & Dues deadline
2 H.S.R. Turkeys come in	3 Pine Woods District LDE @ SFA Hickory Bend District LDE @ SFA Blosser LDE @ Liberty 10:00 AM-11:00 AM JFS meeting	4 FFA meeting	5 Young Farmers meeting CDE Wildlife @SFA	6 Sam Houston District LDE @ Madisonville Fair	7	8 JFS Tag in for F-1 Infield, Steer, and Calf Scabale
9	10	11 Area 9 LDEs at SFA	12	13	14 Upload Poster papers Major Show Poster Photo Upload Deadline	15

b. Details of managing event details include:

- ✓ **Event photos or files:** Load documents to share
- ✓ **Event name and activity type:** This name is shown on AETweb
- ✓ **Event committee type:** Identify the event and relation to your National Chapter Award
- ✓ **Unique email to submit photos:** This allows you or student leaders an email address to easily email photos into this event once they are teacher-approved for AETweb
- ✓ **Develop a detailed agenda that defines the event:** This is also shown in AETweb and gives event details.

**Ag Adventure Day**  
Monday, December 1, 2014

Calendar | General | Nat'l Chapter | Nat'l Chapter | Nat'l Chapter | Photos | Budget | Participants

Save | Delete Activity

Name: Ag Adventure Day

Activity Type: FFA Activity

Beginning Date: 12/1/2014

Date: All Day Event | Time Event

Duration (Days): 4

Organizing Committee: Community Development - Ag Promotion

This Event's Portfolio Email Address: 14agadv@paa.theaet.com

Publish Event's Portfolio On Chapter Website:

This years event starts at 4PM and continues to 7PM.

## Step 3: View and Share!

1. Your site is now set up and linked to your chapter's AET account.
2. Some student PROFILE information (FFA officers, FFA committees) is listed under "Student Leadership," so have students complete their sections.
3. You can direct parents, booster club leaders and other stakeholders to follow your program's events on your new website!

Crestview-Ashland FFA

Home | Calendar | Student Leadership | Contact Us | Chapter Photos | Links | News | CDE'S

Welcome

Welcome to Crestview-Ashland FFA website. We are an agricultural science program located in Ashland, OH. Our chapter has 76 active AET student accounts and 2 teachers.

Our students are developing their potential for premier leadership, personal growth and career success through agricultural education.

Please take a look around our site to see what's going on at Crestview-Ashland FFA.

Upcoming Events:

- December 2  
Fruit Delivery
- December 4

Chapter Information:

For information about Crestview-Ashland FFA, please contact:  
Crestview-Ashland FFA