AET Record Book
"Cheat Sheet"

1. Log on to www.theaet.com as a student. Our chapter number is TX1167. Your user name is the first letter of your first name (capitalized) and your last name (first letter capitalized). Example: JSmith. The password will be the same as your user name the first time you log-on.

2. Go to "Profile" first.

| Profile | Journal | Finances | Reports |

Student Profile

Here you change your password and add all your contact information.

*Add a profile picture here of you in your official dress. This is required for award applications.

*Set up an email that will send pictures directly to your record book.

Wait and do this part later, instructions are below.

To get the Lonestar, a student must have held an office or been on a committee. Record it here.

About You
- Manage/Edit your personal profile and password
- Record your school Ag class schedule
- Manage your Resume information

Your Activities
- Develop your AET Experiences
- Enter your FFA offices
- Enter your FFA committee memberships
- JudgingCard event results

Your Interests
- Choose your career pathway
- Explore your educational and career interests

The classes are already listed, you just have to select them.

This will give you the placing for your contests but will not automatically enter it in the record book.

3. Set up your experiences:

The Agricultural Experience Tracker

| Profile | Journal | Finances | Reports |

Student Journal

Edit/Review Entries
- Develop your AET Experiences
- Review your Journal entries

Your Time Entries
- Time in classroom activities
- Time in your AET Experiences (SAEs)
- Time in your community service activities
- Time in FFA office
- Time in FFA committees
- Time in competition activities
- Time in other FFA activities, such as conventions and meetings

Traditional View

242701 | 59 | WEDNESDAY, APRIL 23, 2014

Click on this to set up your experiences.

Experiences are: raising animals, practicing for judging teams, interning at an ag related job (paid or unpaid).

AET Record Book
"Cheat Sheet"

Click add new to enter new experiences. It will take you to the next screen.

This will show up if you pick Entrepreneurship/Ownership.

Select **"Market/Heifer Manager"** for all animals except animals purchased for the purpose of breeding (typically rabbits and heifers). By setting this up, you will be able to record weights, vet visits, vaccinations, etc...

Animals purchased not to be shown, but for breeding, choose the **"Breeding Herd Manager"**.

Fill this out to fit your experience.

Exploratory: CDE and LDE Teams
  *For these you will need to select "Leadership, Education and Communication" for the experience category and "Career Success, Student Development, Personal Growth or Premier Leadership " as the subcategory (based on where you think it fits best.
  We will not typically use supplemental or improvement
Research: Conducting ag related research (Ag Science Fair)
Job: Internships, longhorn project or ag related jobs (paid if you get a pay check, unpaid if you don't)
Entrepreneurship: Owning an animal or your own company

Choose the best fit for what you are doing. If it is raising an animal, you will choose "Animal Systems" with a subcategory of the animal you are raising.
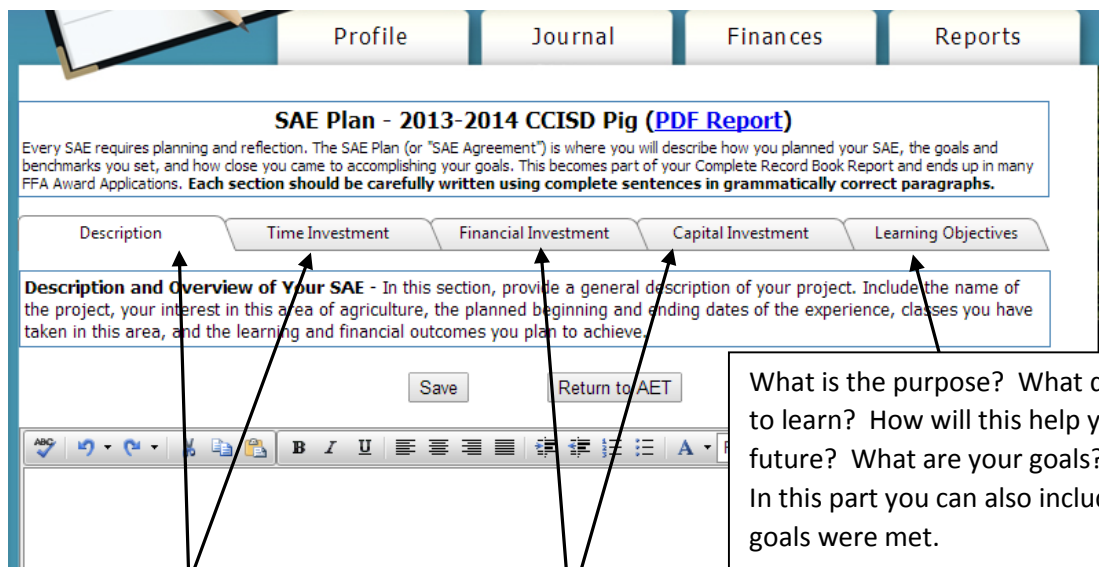
AET Record Book
"Cheat Sheet"

Once you get the information entered above and hit save, it will bring you to a screen like this. All of the experiences you enter will be listed here.

Click on the pencil to enter the plan for your experience (see the next page). Each tab explains what to enter. Make sure to enter this in future tense. This MUST be done for each experience.

What is the purpose? What do you hope to learn? How will this help you in the future? What are your goals?
In this part you can also include if your goals were met.

Description: What is the project? Why did you choose it? When do you plan to start and end? What class are you in? Will that help with the project?
Time investment: How much time do you plan to spend with the project daily? Weekly? Showing? How will you balance it with everything else? Will other people be helping you? How much?

These will not be filled out except for entrepreneurship experiences.
Financial investment is what you expect to spend on the animal/project.
Capital investment MUST include where you will keep the animal or build/make the project. If you are using the school or facilities owned by parents, you have to explain a rental agreement.
Example: I will be using my parents kitchen and oven to bake my cake. In exchange, I will clean up after myself and do the dishes. We value this to be approximately $30.
Example 2: I will be keeping my animal at the CCISD West Agriculture Facility. I will pay a facility fee of $200 for one feeding period.

AET Record Book
"Cheat Sheet"

At the **end of the year** click on the red thumbs up button. You will need to review and summarize what happened over the year with that experience. What did you learn? What did you accomplish? Etc… Once it is filled out, the button will turn green. This information is included in award applications so be detailed.

When you click on the red thumbs up button you will see this:

Numeric Quantity: How many did you have? Large animals is typically 1, poultry is typically 15 or 25.

Description: What did you learn? What did you accomplish? Did you win anything? How did you grow during this project year (this one is very important for FFA award applications). Make sure to split it into what actually happened for that year.

AET Record Book
"Cheat Sheet"

The Journal Tab:
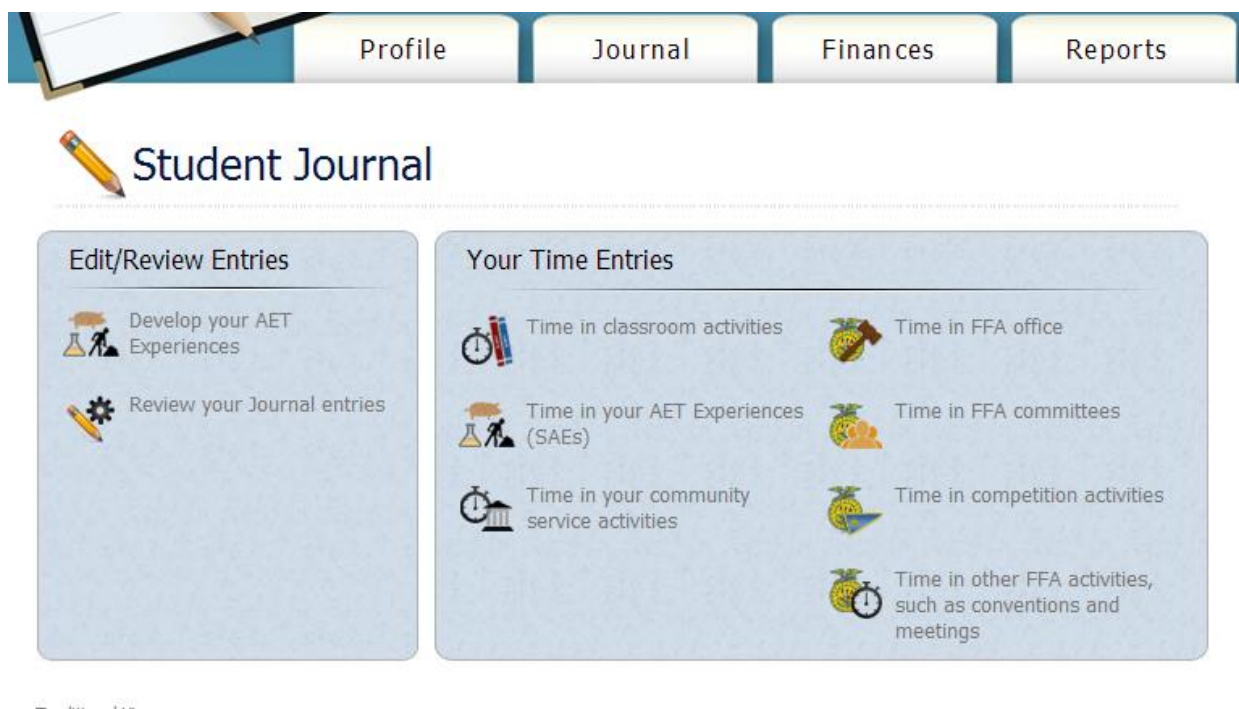
Time in classroom activities: Record a few in class activities. Record 35 hours of out of class activities for each semester in a class. You can include day to day taking care of animals but DO NOT count clinics, workdays, etc…

Time in AET Experience: This is the time you spent buiding, at shows (not actually showing), clinics, workdays, etc. This is where hours are entered for unpaid internships and the longhorn project.

Time in community service: You need a total of 10 hours by your 2nd year and 25 hours by your 3rd year.

Time in FFA office: If you were an officer, this is officer meetings, officer retreats, etc… If nothing is coming up, you need to go back to profile and enter your office.

Time in FFA committees: Enter committee meetings or work done within a committee (all students applying for their Lonestar MUST have either been on a committee or held an office). If nothing will pull up, go back to the profile tab and enter a committee.

Time in competition activities: Enter all contests (CDE, LDE), talent contest, etc…

Time in other: Enter all meetings attended, all stockshows, all camps, etc…

**RECORD EVERYTHING YOU HAVE DONE!!!

AET Record Book
"Cheat Sheet"

	Journal	Finances	Reports

Add/Edit Journal Entry

Make sure to change the date!! It doesn't make sense if it all happens on the same date.

	Category:
4/23/2014 📅	FFA Competition Activity ▾

Activity:	▾
Type:	Ag Clays Shooting Sports ▾
Level:	Chapter ▾
Description / Awards: Check Spelling	

You can change the category here.

Hours:	In Class:	0
	Outside Class:	

This type of entry is best recorded as an Outside-class related Activity.

...ther

Enter how many hours you spent- be realistic.

Activity: What was it? Practice… What contest… A day at the internship… You need to type the activity in typically.

Type: What category does it fall into?

Level:
Chapter-it was done with our FFA chapter.
Invitational-judging contests that are not area or state
District-this is our FFA district, not school district

Save and enter another will let you keep entering journal entries.

*Any time you need to see you entries, click on "Review your Journal Entries". It will take you to the screen you see below. You can look at all activities for all years, or separate by year or type of activity.
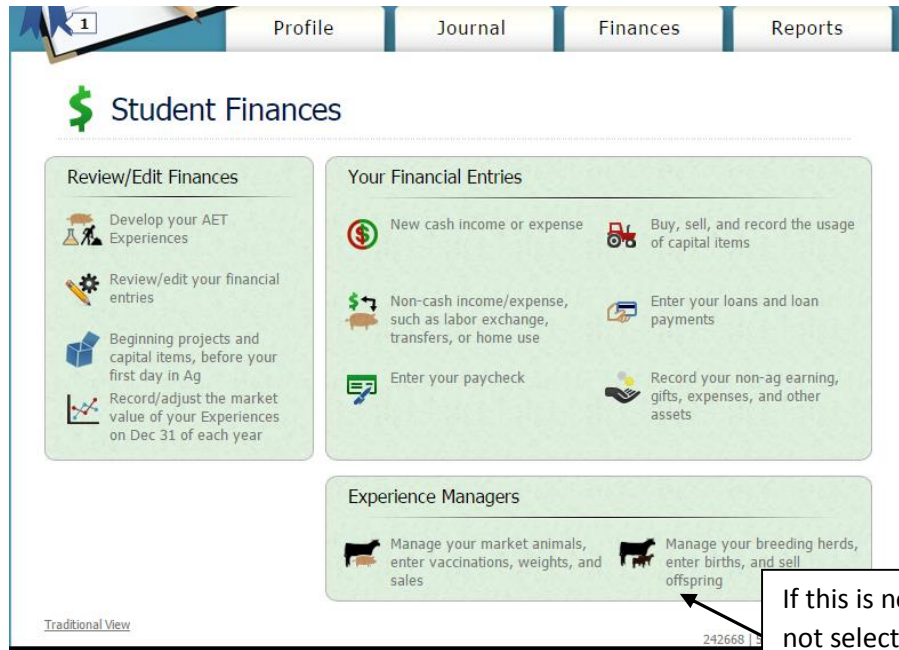
	Profile	Journal	Finances	Reports

Journal

Year:	Activity Type:	Description:
(All) ▾	(All) ▾	

Return to AET

No journal entries match your filter criteria.

AET Record Book
"Cheat Sheet"

Finances

If this is not showing up, you did not select a manager in the SAE set up tab.

New cash income or expense: For entrepreneurship. Anything spent (feed, supplies, purchase of the animal, pen rent, etc…) goes under expense, any money made (sales or premiums) goes under income.

Non-cash income/expense: If you are using a labor exchange, it is written here.

Enter your paycheck: Fill this out for paid internships (jobs).

Buy, sell, and record capital items: Record the purchase of large items (trailers, show boxes, etc…). Brushes, buckets, etc… should not be entered here.

Enter loans and payments: We do not usually use this.

Non-ag earnings: Calf scramble certificates, donations from an outside source, etc…

*To review entries, click on "Review/edit your financial entries". Like with the journal you can separate by year or experience.

Experience Managers
Market animals and show heifers: Manage market animals
Show heifers that are being bred or breeding animals: Manage breeding herd (see breeding handout)

AET Record Book
"Cheat Sheet"

To enter a cash expense:

	Profile	Journal	Finances	Reports

New Expense Transaction

Date:	Vendor/Payee:	Total Amount:
4/23/2014 🗓		**$0.00**

Split:	Experience:	Type:	Amount:	Memo/Efficiency: *(Quantity {space} Unit) 1 head, 750 lbs*
1	(Choose Experience) ▼	(Choose Type) ▼	$ 0.00	
2	(Choose Experience) ▼		$ 0.00	
3	(Choose Experience) ▼		$ 0.00	
4	(Choose Experience) ▼		$ 0.00	
5	(Choose Experience) ▼		$ 0.00	

Dropdown list (Type):
(Choose Type)
Feed
Veterinary medicine
Supplies
Repairs/maintenance
Seed
Fertilizer/chemicals
Other
Inventory Purchased for Resale
Rent
Entry Fees / Commissions
Fuel
Contract / Custom Hire

[Save and Return] [Save / Enter Another] [Cancel]

1. Make sure to adjust the date if you are not entering for the current date.
2. Add the vendor you bought the items from (ex: CCISD, Steinhausers, etc…).
3. Choose the experience you bought it for.
4. Types:
   a. *Feed*-feed and hay
   b. *Veterinary medicine*-health papers, vet visits, medication, etc…
   c. *Supplies*-brushes, buckets, shampoo, etc…
   d. *Repairs/maintenance*-for capital items
   e. *Seed*-if your experience includes planting
   f. *Fertilizer/chemicals*-if your experience includes planting
   g. *Other*-doesn't fit into any other category
   h. *Inventory purchased for resale*-buying an animal
   i. *Rent*-actual monetary rent paid (NOT labor exchange)
   j. *Entry Fees/Commissions*-show entries
   k. *Fuel*-you can enter fuel if you haul yourself to shows but you don't have to
   l. *Contract/Custom Hire*-if you hire someone and pay them to help with your experience
5. Memo: list specifics of what you bought
6. Save and enter another keeps you on this page. Save and return will take you back to the finances page.

*You can download a smart phone app to enter your expenses as soon as you leave the feed store so you don't have to keep up with receipts.

AET Record Book
"Cheat Sheet"

To add the app to your phone:
1. Go to m.theaet.com
2. Log-in using your user name and password
3. Save the page and add it to your home screen. For iPhones, see below: click on the + on the bottom of the screen to pull up the menu you see in the picture. Click "Add to home screen". It will create an icon on your phone.

To enter income:

| Profile | Journal | Finances | Reports |
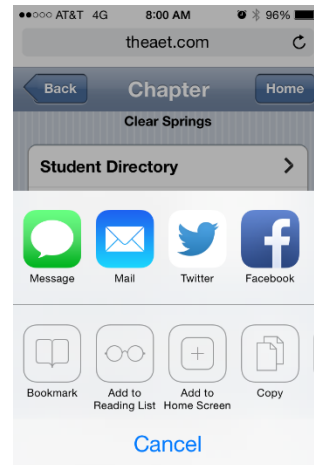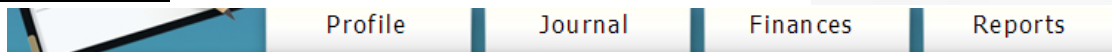
New Income Transaction

Date:	Vendor/Payee:	Total Amount:
4/23/2014		$0.00

Split:	Experience:	Type:	Amount:	Memo/Efficiency: *(Quantity {space} Unit) 1 head, 750 lbs*
1	(Choose Experience) ▼	(Choose Type) ▼ (Choose Type) Cash/Market Sale Research Funding Stock Show/Premium Sale Rental Income Awards/Scholarships	$ 0.00	
2	(Choose Experience) ▼		$ 0.00	
3	(Choose Experience) ▼		$ 0.00	
4	(Choose Experience) ▼	(Choose Type) ▼	$ 0.00	
5	(Choose Experience) ▼	(Choose Type) ▼	$ 0.00	

Save and Return | Save / Enter Another | Cancel

1. Make sure to adjust the date if you are not entering for the current date.
2. Add the person/group that bought or paid for the item (ex: HLSR, an individuals name, etc...).
3. Choose the experience it was paid for.
4. Types:
   a. *Cash/Market Sale-*sale outside auction (private treaty or freezer sale)
   b. *Research Funding-*for research experiences (if someone else is helping pay for it)
   c. *Stock Show/Premium Sale-*sale in auction
   d. *Rental Income-*money made from anyone renting something FROM you
   e. *Awards/Scholarships-*money won (not from selling)
      *REMEMBER CALF SCRAMBLE CERTIFICATES DO NOT GO HERE

Non-Cash Income/Expense:

Make sure to have the value match what you listed in your plan (the yellow pencil that takes you to the tabs)…if you don't have it listed in your plan, go back and add it under the financial investment tab. Select what experience the exchange is for, and what the labor exchange is for. SAE labor exchange is when the labor relates to the experience.

To enter a paycheck:

If you get one check but do multiple jobs at the same place. Ex: You work in a florist shop and part of your job is at the front desk and part is designing. You can split it here, you don't have to split it. It must add up to 100%.

If the placement isn't showing up under "Choose Experience), it has not been entered as an experience or you turned the experience off.

What did you do that week/2 weeks? Ex: set up appointments, help with checkups, draw vaccines… if you worked in a vet clinic

AET Record Book
"Cheat Sheet"

To enter a capital item:

Add/Edit Capital Item

Type of Item:	(Please Choose) ▼	Please select the type of capital item from the list.
Purchase Date:	4/23/2014	
Name:		Enter a short descriptive name for this enterprise.
Description:		
Vendor:		From whom did you purchase this item?
Acquisition Cost:		Enter the purchase price.
Salvage Value:	0	Enter the estimated salvage/scrap/retention value of the capital item at the end of its useful life.
Quantity:	1	Enter the number of head, units, or acres.
Depreciation Method:	20 year - 5% ▼	Enter the per-year depreciation for this capital item. (Not Applicable for non-depreciable items.)
Business Use Percentage:	100 %	Your Business Percentage should always be "100". If your Capital Item is jointly owned or partially for personal use, all financial figures should represent YOUR BUSINESS SHARE. Explain your arrangement in the "description" box.

Save   Cancel

> The salvage value should NEVER be zero. It is what you think you could sell it for when you are done with it.

> What is the useful life of the item…how long do you expect to be able to use it? If it's an animal, how long can it breed? Be realistic.

An item is depreciable when it was bought (breeding stock and tractors, trailers, etc…). Non-depreciable capital items are babies that are raised from already owned breeding stock.

If you buy a capital items, you have to show the usage of your capital items each year. Click on "Buy, Sell, and Record Usage of capital items" in the Finances Tab. Click "Usage" to record usage for the year.

Capital Item Manager
○ Inventory   ○ Sold Items

Add New   Return to AET

Options	Buy Date	Name	Description	Purchase Cost	Asset Value (Last Dec 31)
Edit Sell Usage	1/11/2015	Breeding Rabbits		$150.00	$0.00

It will take you to this screen:

Capital Item Usage/Depreciation

Capital Item:	Banelli
Acquisition Cost:	$4,000.00
Salvage Value:	$0.00
Useful Life:	10 years
Business Percentage:	100%
Yearly Depreciation:	$0.00 Non-Depreciable

Tips: When a cell is **gray**, the Experience had no transactions during that year.
Double-click a cell to distribute equal usage to that Experience.

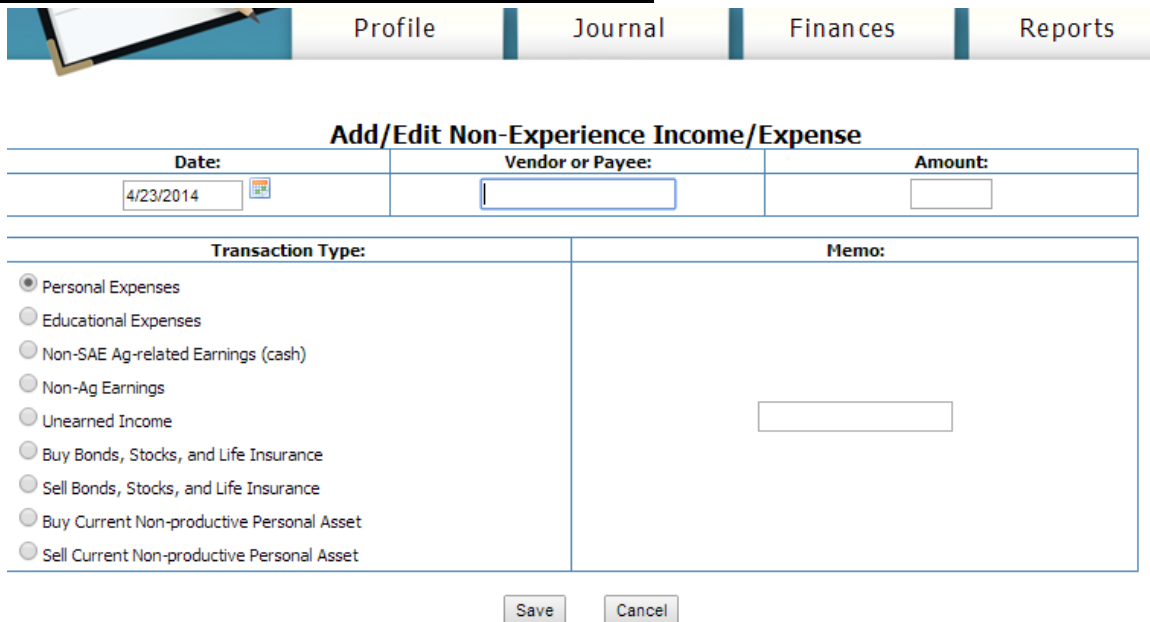| Experience	2014
12 2012-2013 CCISD Goat	0
13 2013-2014 CCISD Goat	0
13 Jr. Breeding Heifer 13-14	100
14 2014 CCISD Pig	0
14 2014-2015 Breeding Heifer	0
14 2014/2015 CCISD Turkeys	0
2012-2016 Longhorns	
TOTAL	**100%**

Save   Cancel

> Log what enterprise the capital item was used for.
>
> Example: If you have a trailer, estimate how much time it was used for each enterprise over the year. Must add up to 100%.

To enter cash not earned from the experience (SAE):

Calf Scramble Certificates-listed as Non-SAE Ag-related Earnings.

*You need to enter EVERYTHING that you do with FFA! All activities, even if you do not think they are significant. Make sure to record placing's.

AET Record Book
"Cheat Sheet"

To use the Market Manager:

First, click on "Manage your Market Animals" under the finances tab. It will take you to this screen:

Select the animal you want to enter for.

To enter weights, vaccines, deworming, etc… Select "New Animal Entry"

When you select "New Animal Entry" it will bring you to this screen:

Choose the appropriate Management Operation that is appropriate. The screen will change a little based on what you choose. This is a great way to keep track of everything you do with your animals. Make sure to record how many hours you were at the barn/vet under "Outside Class Hours". If a teacher was there helping, choose the name under "Supervision".