

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.

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.

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.

Student Profile

- 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

3. Set up your experiences:

The Agricultural Experience Tracker

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).

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

The screenshot shows the 'Add/Edit Experiences' form. It has a header with tabs for 'Profile', 'Journal', 'Finances', and 'Reports'. The form fields are as follows:

- Name:** A text input field with a help icon. A note says: 'Enter a short descriptive name for this experience.'
- SAE Type:** A section with radio buttons for 'Exploration' (Exploratory, Supplemental, Improvement) and 'Agriculture' (Research/Experimental). To the right are links for 'Journal Only', 'Journal and Finances', 'Paychecks and Journal', and 'Journal and Finances'.
- Job:** Radio buttons for 'Paid Placement' and 'Unpaid Placement'.
- Business:** A radio button for 'Entrepreneurship/Ownership'.
- Primary Experience Category:** A dropdown menu with 'Animal Systems' selected.
- Primary Subcategory:** A dropdown menu with 'Beef' selected.
- Category/Unit:** A text input field with 'head of Show Cattle' entered.
- Management Module:** A dropdown menu with a list of options: '(None/General)', 'Market/Heifer Manager', and 'Breeding Herd Manager'. An arrow points to 'Market/Heifer 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

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”**.

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.

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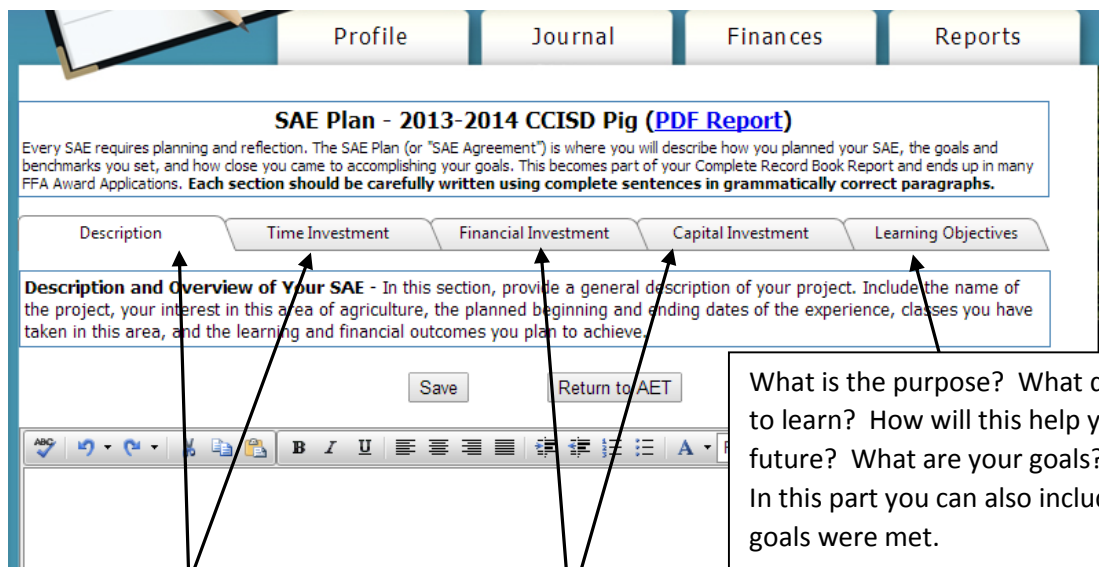
Once you get the information entered above and hit save, it will bring you to a screen like this. All of the experiences you enter will be listed here.



The screenshot shows the 'Experience Manager' interface with a navigation bar (Profile, Journal, Finances, Reports) and buttons for 'Add New' and 'Return to AET'. Below is a table with the following data:

Project Status and Plan	SAE Type/Description	Project Name	# Fin. Entries	# Jrn. Entries	Inventory
	RE - Poultry	2014 Ag science fair	0	1	\$0.00
	PL - Veterinarian	13 paid internship	28	14	\$0.00
	EN - Goats	12 Galveston County Goat	11	1	\$0.00
	EN - Goats	11 Galveston County Goat	13	1	\$0.00
GRAND TOTAL			52	17	\$0.00

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.



The screenshot shows the 'SAE Plan - 2013-2014 CCISD Pig (PDF Report)' form. It includes a description of the SAE Plan and tabs for 'Description', 'Time Investment', 'Financial Investment', 'Capital Investment', and 'Learning Objectives'. A text box contains the following text:

Description and Overview of Your SAE - In this section, provide a general description of your project. Include the name of the project, your interest in this area of agriculture, the planned beginning and ending dates of the experience, classes you have taken in this area, and the learning and financial outcomes you plan to achieve.

Below the text box is a 'Save' button and a 'Return to AET' button. A text box on the right side of the form contains the following text:

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.

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<div> <div>Profile</div> <div>Journal</div> <div>Finances</div> <div>Reports</div> </div>						
Experience Manager <div> <div>Add New</div> <div>Return to AET</div> </div>						
Project Status and Plan	SAE Type/Description	Project Name	# Fin. Entries	# Jrn. Entries	Inventory	
	RE - Poultry	2014 Ag science fair	0	1	\$0.00	
	PL - Veterinarian	13 paid internship	28	14	\$0.00	
	EN - Goats	12 Galveston County Goat	11	1	\$0.00	
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GRAND TOTAL			52	17	\$0.00	

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:

Annual Review of Scope
Galveston County Goat

See Also: [Capital Item Usage](#)

- Review the annual details that describe your SAE project, which should illustrate the growth of your project.
- Information is listed in your related FFA award applications.

Year	Numeric Quantity	Description
2012	<input type="text" value="1"/>	ike
2013	<input type="text"/>	

Save

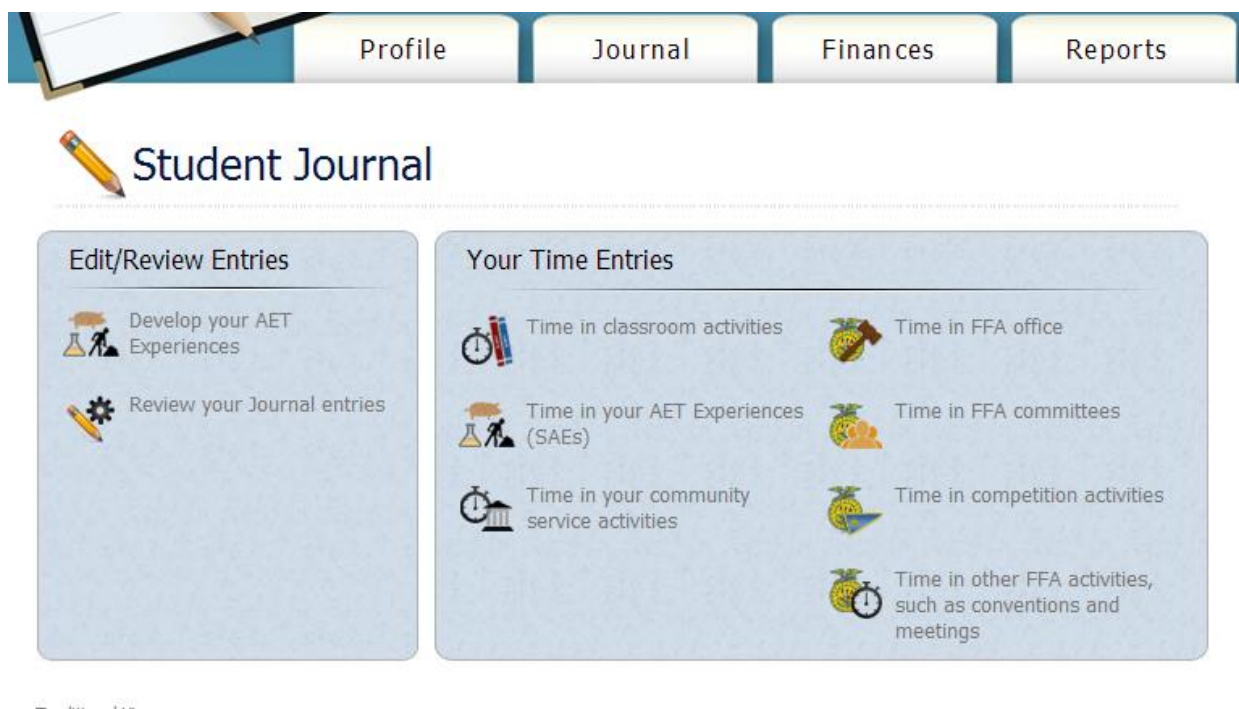
Cancel

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.

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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 building, 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!!!**

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Journal
Finances
Reports

Add/Edit Journal Entry

Date:

Category: FFA Competition Activity

Activity:

Type: Ag Clays Shooting Sports

Level: Chapter

Description / Awards:

[Check Spelling](#)

Hours:

In Class:

Outside Class:

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

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

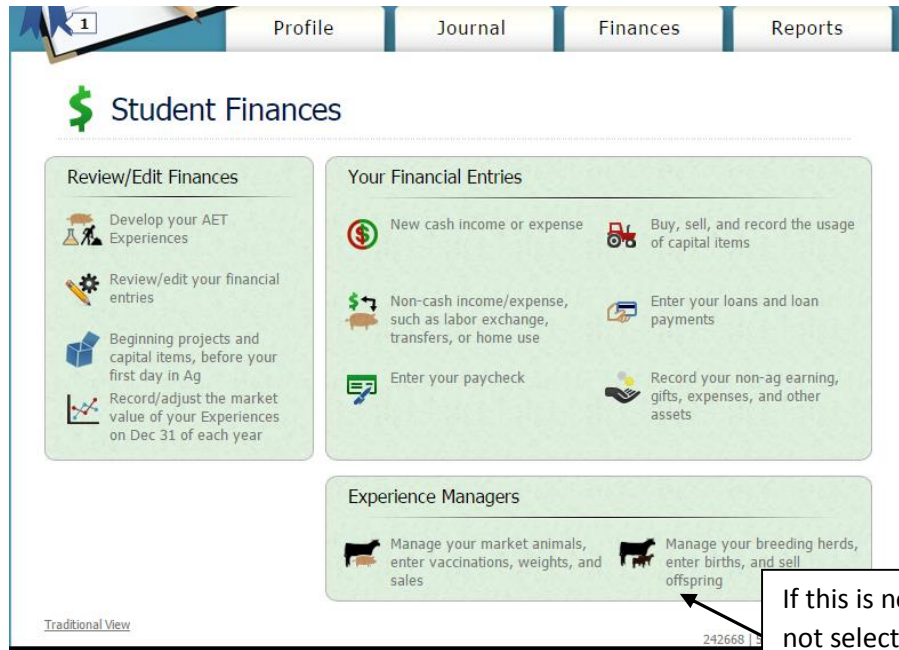
Year:	Activity Type:	Description:
(All)	(All)	<input type="text"/>

[Return to AET](#)

No journal entries match your filter criteria.

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Finances



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)

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To enter a cash expense:

New Expense Transaction				
Date:	Vendor/Payee:	Total Amount:		
4/23/2014		\$0.00		

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

Save and Return
Save / Enter Another
Cancel

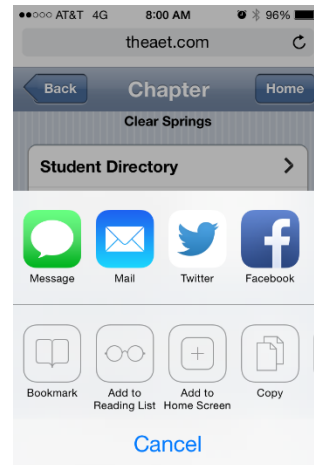
1. Make sure to adjust the date if you are not entering for the current date.
2. Add the vendor you bought the items from (ex: CCISD, Steinhausers, etc...).
3. Choose the experience you bought it for.
4. Types:
 - a. *Feed*-feed and hay
 - b. *Veterinary medicine*-health papers, vet visits, medication, 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.

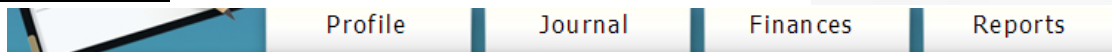
AET Record Book "Cheat Sheet"

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:



New Income Transaction				
Date:	Vendor/Payee:	Total Amount:		
4/23/2014		\$0.00		

Split:	Experience:	Type:	Amount:	Memo/Efficiency: <small>(Quantity (space) Unit) 1 head, 750 lbs</small>
1	(Choose Experience) ▼	(Choose Type) ▼	\$ 0.00	
2	(Choose Experience) ▼	(Choose Type) ▼	\$ 0.00	
3	(Choose Experience) ▼	(Choose Type) ▼	\$ 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

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Non-Cash Income/Expense:

Non-Cash Income/Expense

- SAE Labor Exchange** - As part of your SAE, you worked in exchange for feed, pen rent, etc.
- Non-SAE Labor Exchange** - Independently of your SAE, you worked in exchange for feed, pen rent, etc.
- Transfer/Barter** - Move inventory value between experiences.
- Receive a Gift** - You receive a gift of feed, materials, etc that has cash value, but no money changes hands.
- Used at Home** - You give away some of your inventory to your family.
- Transfer to Capital Item** - Transfer a raised heifer into a capital item for a cow/calf operation.

Non-Cash SAE Labor Exchange

Date: 4/23/2014		Value:
		Value: <input type="text"/>
Experience: 2013-2014 CCISD Pig ▼		
Type: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input checked="" type="radio"/> Labor Exchange </div> <div style="width: 50%;"> <input type="radio"/> Feed Expense <input type="radio"/> Other Expense <input type="radio"/> Veterinary Medicine <input type="radio"/> Supplies <input type="radio"/> Repairs/maintenance <input type="radio"/> Seed <input type="radio"/> Fertilizer/chemicals <input type="radio"/> Rent <input type="radio"/> Entry Fees/Commissions <input type="radio"/> Inventory Purchased for Resale <input type="radio"/> Fuel <input type="radio"/> Contract/Custom </div> </div>		
Memo:		
Save		Cancel

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:

New Paycheck

Date	Total Gross Income	Taxes / Withholdings	Expenses	Total Hours
1/11/2015				

Split	Paid Placement Experience	Percent	Gross Income	Hours	Details/Activities/Description
1	(Choose Experience) ▼	0.000 %	\$0.00	0.00	
2	(Choose Experience) ▼	0.000 %	\$0.00	0.00	
3	(Choose Experience) ▼	0.000 %	\$0.00	0.00	
4	(Choose Experience) ▼	0.000 %	\$0.00	0.00	
5	(Choose Experience) ▼	0.000 %	\$0.00	0.00	

Split percentages must total 100%

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.

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.

Save Cancel

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%

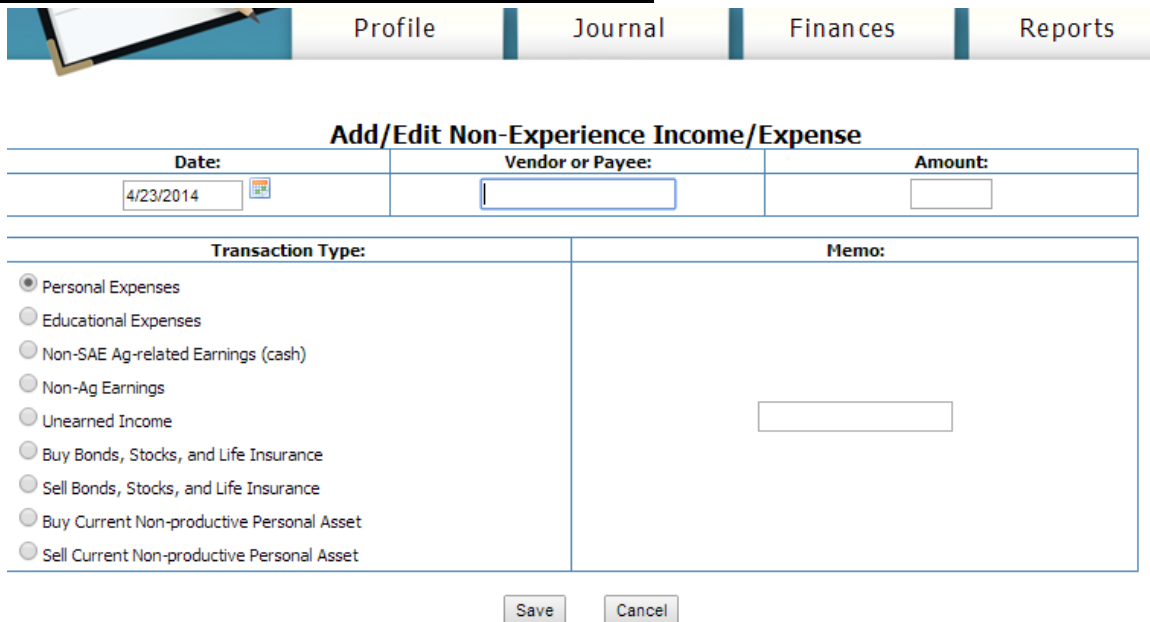
Save Cancel

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%.

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



Add/Edit Non-Experience Income/Expense

Date:	Vendor or Payee:	Amount:
4/23/2014		

Transaction Type:	Memo:
<p><input checked="" type="radio"/> Personal Expenses</p> <p><input type="radio"/> Educational Expenses</p> <p><input type="radio"/> Non-SAE Ag-related Earnings (cash)</p> <p><input type="radio"/> Non-Ag Earnings</p> <p><input type="radio"/> Unearned Income</p> <p><input type="radio"/> Buy Bonds, Stocks, and Life Insurance</p> <p><input type="radio"/> Sell Bonds, Stocks, and Life Insurance</p> <p><input type="radio"/> Buy Current Non-productive Personal Asset</p> <p><input type="radio"/> Sell Current Non-productive Personal Asset</p>	

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:

MARKET LIVESTOCK MANAGER

Choose an SAE to Manage: Galveston County Goat ▼

Review Mgmt Entries
Review Feed Entries
New Cash Expense

Tag / Name	Purchase Info <small>Buy New Animal</small>	Current Status <small>New Herd Entry New Animal Entry</small>	Sale Info <small>Sell Multiple</small>
Galveston Count Edit	Date: 9/5/2012 Edit Weight: lbs Cost: \$450.00	Sold richard stevens Days: 205	Date: 3/29/2013 Edit Weight: lbs Price: \$700.00
Total	Total Cost: \$450.00	Head Count: 0 Inv Value: \$0.00 Mkt Value: \$0.00	Total Sales: \$700.00

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

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

MARKET LIVESTOCK MANAGER - GALVESTON COUNTY GOAT

Date: 1/11/2015

Save

There are no active

Management Operation:
(Please Choose) ▼
(Please Choose)
 Weight
 Antibiotic
 Wormer
 Other Vaccination
 Evaluation
 Vet Visit
 Location
 Market Valuation
 Competition Results
 Breeding/AI

Optional Expert

Details / Description: Check Spelling	
Outside Class Hours: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Supervision: If your Ag Science Teacher was visiting/supervising your project for this journal entry, please choose the Teacher. The "description" above should include your teacher's assessment, comments, and recommendations for your project. (None/Unsupervised) ▼	

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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".