

Logging In

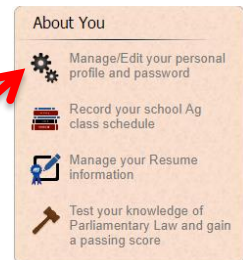
THEAET.COM

User Name should be your first initial and last name (TFarthing), you may have to try to capitalize the first initial of both your first name and last name or adding a 1 at the end. If you are still having trouble see an ag teacher.

Password will either be the same exact as your user name or your lunch number

Setting up your Profile

1. Click the Profile tab
2. Click “manage/edit your personal profile and password”
3. Click “edit” in each box and make sure your information is correct. **DO NOT CHANGE YOUR PASSWORD**



The image shows a user profile page with four sections: "Demographics", "Mailing Address", "Contact Information", and "Parents/Guardians". Each section has an "edit" button in the top right corner. Red arrows point from the third step of the instructions to each of these "edit" buttons.

Demographics	
Birthdate:	8/4/2000
HS Graduation:	June 2019
Shirt Size:	-
Gender:	Female
Race:	White, Non-Hispanic
Ethnicity:	Non-Hispanic
Residence:	Small Town 5,000-10,000

Mailing Address	
Address:	304 Gettysburg Dr
City, State, Zip:	Livingston, TX 77351-8230


Contact Information	
Email:	146274@sec.tomballschools.net
Home Phone:	8326962286
Cell Phone:	7132614153

Parents/Guardians	
Father / Parent / Guardian:	
Name:	John Farthing
Occupation:	Firefighter
Phone Number:	7133827041
Email:	jfarthing@hotmail.com
Mother / Parent / Guardian:	
Name:	Theresa Lucas
Occupation:	Teacher
Phone Number:	8326962286
Email:	tlucas@livingstonisd.com

Setting up your Ag Classes

(This MUST be done before you can set up your new SAE)

1. Click the Profile tab
2. Click "Record your school ag class schedule"
3. Click "Add Class"



About You

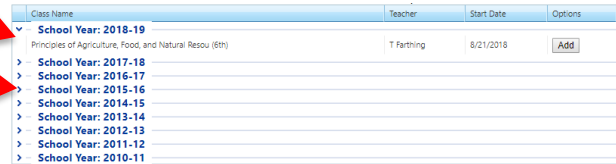
- Manage/Edit your personal profile and password
- Record your school Ag class schedule
- Manage your Resume information
- Test your knowledge of Parliamentary Law and gain a passing score

My Ag Classes

Class Name	Teacher	Start Date	Ending Date	Options
School Year: 2017-18				
Equine Science (1st)	K Lewandowski	1/9/2018	5/31/2018	Delete
Floral Design (6th)	T Dorow	8/22/2017	5/31/2018	Delete
Wildlife, Fisheries, and Ecology Management (2nd)	T Farthing	8/22/2017	5/31/2018	Delete
School Year: 2016-17				
Principles and Elements of Floral Design	K Wood	8/23/2016	6/2/2017	Delete
Livestock Production	K Wood	8/23/2016	6/2/2017	Delete
School Year: 2015-16				
Principles of Agriculture, Food, and Natural Resou	J Cobb	8/24/2015	5/24/2016	Delete
Professional Communications	T Farthing	8/24/2015	12/18/2015	Delete

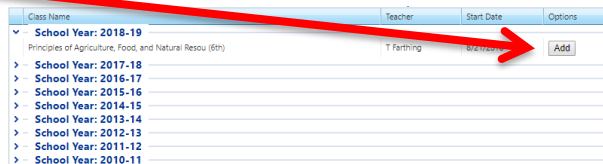
1100328 | 3479 | Thursday, September 13, 2018

4. Make sure the year is showing the current classes by clicking the arrow



Class Name	Teacher	Start Date	Options
School Year: 2018-19			
Principles of Agriculture, Food, and Natural Resou (6th)	T Farthing	8/21/2018	<input type="button" value="Add"/>
> School Year: 2017-18			
> School Year: 2016-17			
> School Year: 2015-16			
> School Year: 2014-15			
> School Year: 2013-14			
> School Year: 2012-13			
> School Year: 2011-12			
> School Year: 2010-11			

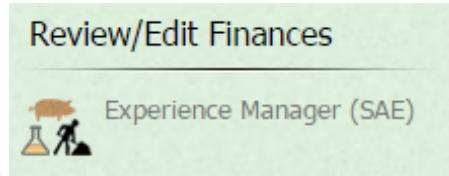
5. Click "Add" next to the class you are in



Class Name	Teacher	Start Date	Options
School Year: 2018-19			
Principles of Agriculture, Food, and Natural Resou (6th)	T Farthing	8/21/2018	<input type="button" value="Add"/>
> School Year: 2017-18			
> School Year: 2016-17			
> School Year: 2015-16			
> School Year: 2014-15			
> School Year: 2013-14			
> School Year: 2012-13			
> School Year: 2011-12			
> School Year: 2010-11			

How to start a “NEW SAE”

From the Profile, journal or Finances tab



1. Click

The Agricultural Experience Tracker

Profile Journal Finances Reports

Experience Manager (SAE)

ADD NEW | RETURN TO AET | View Teacher SAE Assessments | View All SAE Agreements

Edit, Plan & Review	SAE Type	Project Name	# Finance	# Journal	Project Value
	SA - Specialty Animal	Hubbels	2	2	\$0.00
	SA - Poultry	Probers	2	2	\$0.00
	SA - Sales	15 Market Services	2	2	\$350.00
GRAND TOTAL					\$350.00

It will take you here

Experience Manager (SAE)



2. Click

[Print All SAE Agreements](#)

3. Enter information about your SAE and “SAVE”

The Agricultural Experience Tracker

Profile Journal Finances Reports

Livingston
Jessica Farthing
Chapter Account
Inbox
Calendar
Portfolio
Scoreboard
Sign Off

Cash/Checking: \$650
Current/Projects: \$350
Non-Current: \$0
Liabilities: \$0

Student Help
Teacher Help
AET Classroom
Ask AET a Question

Add/Edit Experiences

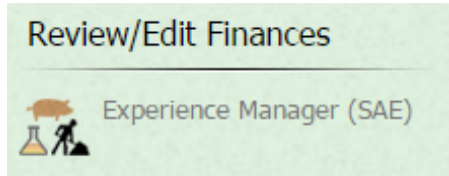
Name:	<input type="text"/>	Enter a short descriptive name for this experience.
Level / Focus:	Individual	
SAE Type:	Exploration: <input type="radio"/> Exploratory	Journal Only
	Agriculture: <input type="radio"/> Research/Experimental	Journal and Finances
	Job: <input type="radio"/> Paid Placement <input type="radio"/> Unpaid Placement	Paychecks and Journal
	Business: <input type="radio"/> Entrepreneurship/Ownership	Journal and Finances
Primary Experience Category:	(Please Choose)	
Primary Subcategory:		

Save Cancel

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“Plan your SAE”

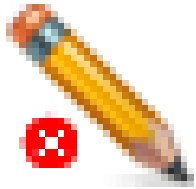
From the tab Profile, journal or Finances tab



1. Click

Edit, Plan & Review	SAE Type	Project Name	# Finance	# Journal	Project Value
	EN - Specialty Animal	Rabbits	0	0	\$0.00
	EN - Poultry	Broilers	0	0	\$0.00
	EN - Swine	15 Market Barrows	2	0	\$350.00
GRAND TOTAL			2	0	\$350.00

2. It will take you here



3. Click

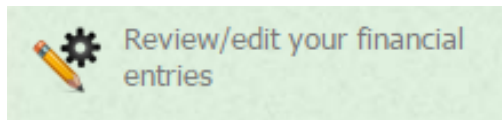
4. Fill in each tab

Read the “Description” of what you should be entering. Answer the questions in the box.

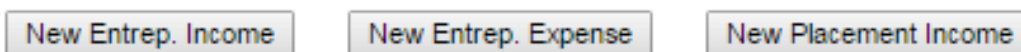
Entering "Money"



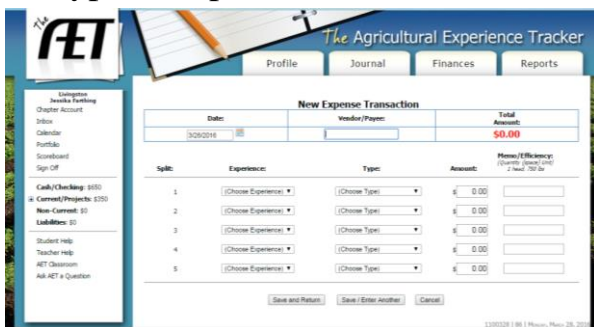
From the Finance tab



1. Click
2. Choose which action you need:



3. Make sure you change the date, enter the vendor, and select the experience, the type of expense or income, amount and a memo



4. SAVE and return or SAVE and enter another

For an animal you need to have:

- Purchase of the animal
- Purchases of feed
- Purchases of an supplements
- Purchases of Medications
- Payments for rent
- Payments for entry fees

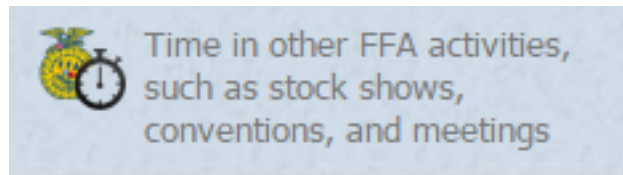
Memos should look like:

- 1 Head Market Swine
- 1- 50 lb 16G Sunglo or 2- 50 lb 16G Sunglo (if you enter multiple bags at a time make sure to put the correct price in)
- Pen Rent- 1 Head Market Swine
- 1 tube Safeguard

Entering FFA Meetings, Conventions, meetings and stock shows



From the Journal tab

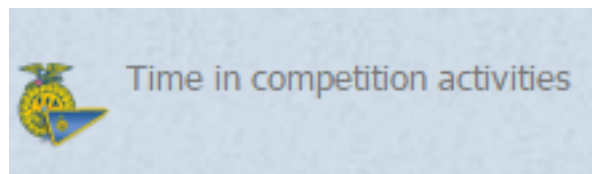


1. Click
2. Change the date, name the activity, select the type and level, and add a description and hours.
3. SAVE

Entering LDE, CDE or Speaking Events



From the Journal tab

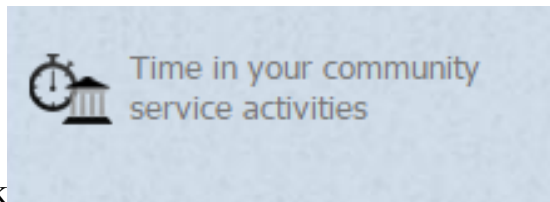


1. Click
2. Change the date, name the activity, select the type and level, and add a description and hours (this is only the hours you were in the room completing).
3. SAVE

Entering Community Service Activities



1. From the Journal tab



2. Click

3. Change the date, enter the group/organization and hours.

4. SAVE