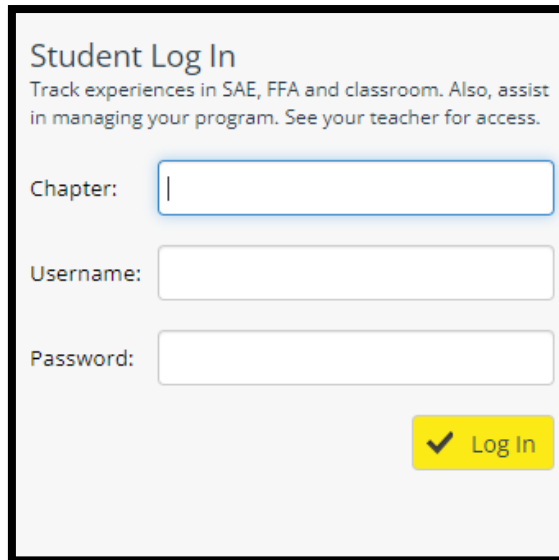


AET Record Book SAE Set Up for JR FFA MEMBERS:

❑ Step 1: Log onto The AET

Go to <http://www.theaet.com>, and sign in by choosing:



Student Log In
Track experiences in SAE, FFA and classroom. Also, assist in managing your program. See your teacher for access.

Chapter:

Username:

Password:

Information needed:

Chapter Number: Schulenburg Chapter #: **TX0720**

- **Username:** It will be your first name the first letter of your last name (all lower case letters)
 - Example: amyh
- **Password:** It will be your last name (all lower case letters)
 - Example: hartman

❑ STEP 2: CLICK ON “PROFILE”

❑ STEP 3: CLICK ON “Manage/Edit your Personal Profile and Password”

- Once you have your profile open then complete all the information fields available.
 - Demographics, Mailing Address, Contact Information, etc.
- MAKE SURE YOUR PROFILE SAYS **100%** BESIDE “PROFILE COMPLETE FOR FFA MEMBERSHIP”

❑ STEP 4: CLICK ON “PROFILE”

❑ STEP 5: CLICK ON “PROJECT EXPERIENCE/MANAGER (SAE)”

- **STEP 6: CLICK ON “ADD NEW”** – you **MUST** do this **EVERY** year you show, even if you show the same species each year!
- **STEP 7:** Enter the name of the project (Rabbits, swine, not the name of your animal)
- **STEP 8:** Click **Individual**

- **STEP 9:** Click Entrepreneurship.
- **STEP 10:** Choose “Primary Experience Category”
 - (Animal Systems)
- **STEP 11:** ENTER the Subcategory
- **STEP 12: YOU MUST DO THIS, SINCE YOU HAVE AN ENTREPREURSHIP/OWNERSHIP EXPERIENCE**
 - Put in the appropriate number (Head of show swine; Head of Breeding Swine, Head of Market cattle)
- **STEP 13: CLICK “SAVE”**
- STEP 14:** Click on **FINANCES** tab at the top
 - Enter your Expenses – **CLICK NEW CASH ENTRIES then when window opens click cash expense or long form for entering old data**
 - **When you are entering your expenses you MUST choose a type, typical categories are** feed, vet medicine, supplies, inventory for resale, entry fees/commission, other (photos)
 - Enter the date you purchased the animal, price and where you purchased the animal
 - Enter the dates you purchased feed and where you purchased the feed
 - Enter the dates you purchased any supplies and where you purchased them
 - Enter the dates you purchased any medicine and where you purchased them
 - Enter 6% of your sale amount as a commission to SJLS for your premium animals
 - Income
 - Enter the amount of money you received at the Premium sale, if you have more than four buyers, list your buyers as “SJLS Buyers” use the date of the Premium Sale, if you have four or less buyers, list each buyer in the space for “Vendor/Payee”
 - Type: Stock Show Sale
 - If you had other animals that you sold, you enter the amount you received here and who you sold them to.

REMINDERS/TIPS

- The following items should also be listed as expenses for your project:
 - Pictures purchased at the Stock show
 - Thank you notes or cards for buyers
 - Stamps used for Thank you notes or cards.
- You can enter feed as bulk item (one entry, instead of every time you buy feed)
- Do NOT list every person who put money on your animal, list them as a group “SJLS Buyers”

WHAT DO I DO WHEN I AM FINISHED WITH MY RECORD BOOK?

When you complete your record book (deadline is March 1st), simply have your parent email one of the ag teachers (Mr. Lux, Ms. Hartman or Ms. Gallegos) you do not need to download anything or attach anything to email, they will go and look at your record book and let your parent know if there is anything you need to fix. If your record book is complete, the Ag teachers will let the Stock Show board know that it is okay for you to have your check as soon as they are ready!