Agriculture Experience Tracker

Log on to theaet.com

**Enter your username and password:**

Under “Please Sign In” **click** on “**STUDENT**”

My USERNAME and password are the same until you change password.

**They are:\_First intial of first name and Last name**

**Example: DWilson (upper case first initial and first letter of last name.**

**To Add Personal Information:**

**Click** on “**PROFILE**”

**Click** on “**MY ACCOUNT, FFA, AND PERSONAL INFORMATION**”

**Uintah FFA Chapter Number is: UT0046**

**To Add the Classes You Are Taking:**

\*IMPORTANT\* You must complete this step correctly to get credit.

**Click** on the “**PROFILE**” Tab at the top of the page

**Click** on “**MY AG CLASSES**” Make sure you have been added to 2015 Summer Ag Class.

**Click** on “**ADD CLASS**”

* Find the correct course (Make sure you check the **teacher** and **class hour**)

**Click** “**ADD**” next to that course

**To Set Up Your Project**

**Note: You must do this before you start entering in time and money spent on a project**

**Click** on the “**JOURNAL**” Tab at the top of the page

**Click** on “**EXPERIENCE MANAGER**”

**Click** on “**ADD NEW**”

* Select the correct information on that page. (Pet or plants at home is an “entrepreneurship” experience)

**Click** on “**Save**” at the bottom of the page

\*\*\***IMPORTANT!**: Click on **SAVE** before going between tabs or your information will be deleted!\*\*\*

**Click** on “**PLAN**”

* Complete the descriptions on all of the tabs (**DESCRIPTION, TIME INVESTMENT, FINANCIAL INVESTMENT, CAPITAL INVESTMENT, LEARNING OUTCOMES**)
* To find out what to write in a section, read the paragraph below each tab. YOU MUST PROVIDE ALL OF THE INFORMATION IT ASKS FOR. It does not need to be long, but it does need to be complete and thorough.

**To Record Time Spent on Your Project:**

Note: To record any time you spend on your project or in class, you will use the links in the “New Journal Entries” section. **DO NOT** set up a New Experience through the “Experience Manager” link every time you record time spent on your project. (This will only make it appear that you have a lot of projects, but have not spent any time on them).

**Click** on “**JOURNAL**” then click on “**NEW EXPERIENCE RELATED ACTIVITY**”

* Change the date so that it matches the date you actually did the activity instead of the current date.
* Fill out “Activity” section.
* If you have more than one project, select the correct project for the activity using the drop down menu next to “type”
* Fill out the “Description” section. If you did the same activity over the course of time, you can enter the span of time in the “Description” section.
* Fill out “Hours.”
	+ Record hours to the nearest quarter (.25) of an hour.
		- For example, if I spent **1 hour and 15 minutes**, I would record **1.25** hours. (**NOT** 1.15 hours)
		- If I spent **1 hour and 25 minutes**, I would record **1.5 hours** because 25 minutes is closest to half and hour.
* MAKE SURE YOU **SAVE**!

**To Record Finances for Your Project:** Click on the “FINANCES” Tab at the top of page.

\*If you have an entrepreneurship project, fill out the “Beginning Inventories” and “Capital Item Manager” sections.

**Select which of the following underlined financial transaction applies to you and follow directions:**

Paycheck Record: **Click** on “**NEW PAYCHECK**” and fill out the information – make sure you **click** “**SAVE!**”

Sold Animals, Vegetables, etc: **Click** on “**CASH INCOME**” and fill out information – make sure you **SAVE**!

Purchase Food, Fertilizer, etc: **Click** on “**CASH EXPENSE**” and fill out information – make sure you **SAVE**!

You Do Work in Exchange for Supplies: **Click** on “**NON-CASH TRANSACTION**”

* If the work you did counts as part of your SAE – **Click** on “**SAE LABOR EXCHANGE**”
	+ Fill in value and what work you did in the memo
* If the work you did DOES NOT count as part of your SAE – **Click** on “**NON-SAE LABOR EXCHANGE**”
	+ Fill in value and what work you did in the memo

Someone Else Buys Your Supplies: **Click** on “**NON- CASH TRANSACTION**”

* **Click** on “**RECEIVE A GIFT**” and fill in the “Value” and other information.