

UINTAH FFA

SUMMER AG RECORD KEEPING

Step by Step Instructions...

LOG IN:

1- Go to www.theaet.com (or follow link from chapter website)

2- Click on "Sign In Student"

a. Chapter # **UT0046**

b. Username: First Letter of first name followed by last name with first letter capitalized. Example = DWilson (CASE sensitive)

c. Password: Same as your user name for 1st login, and then it's whatever you changed it to. PLEASE write this down and don't forget, but if you do, the teacher can reset it.

3- This will take you to YOUR record homepage

PROFILE:

Click on "Profile" from your home page. This section will only need to be filled out once. It's easiest to start at the top of the list and work your way down.

1. **My Account / Personal Information** – you can change your password at this menu if you'd like. Fill in all information that you can.

2. **Future Career** – Check the box for each area you think applies to your interest, and then the pathway appears on the right menu. You can sort the list by rank order by dragging the category up or down the list. You can come back and change this overtime.

3. **Educational Interest** – Select potential education career areas. (Works like the Future Career Menu)

4. **My Ag Classes** – Click on "Add Class," then click on the agriculture classes you have taken. (present and past) **CHOOSE "SUMMER AGRICULTURE 2011"**

5. **Experience Manager**

a. Click on "Add New."

b. choose closest relating category and sub category to your project area

c. *SAE type*: choose your category (Entrepreneurship=you own the animal/business. Placement= You work for someone else with or without pay)

d. *Name*: List the name of your project.

i. If you work at CAL Ranch, type "Cal Ranch"

ii. If you raise a pig for the stock show, type "Market Hog 2011"

e. *Description*: Describe your project

i. *Example*: I work for Anderson's Dairy. I milk 200 head of dairy cattle twice a week and help with the feeding, bedding, and care of the milk cows, and replacement heifers.

f. Click "Save"

FINANCES:

This tab is where you will log your paychecks/time worked, money spent on project, and/or money earned. *****You should use this tab to record your income and expenses regularly.**

Placement Projects:

1. For every paycheck you earn, click on "New Paycheck"

2. Fill in information and click "save."

3. If you do not work for pay, put \$0 earned, and in the notes write "hours for...(June 1-15, 2011)"

Entrepreneurship Projects: (Fair animals or when you work for yourself)

1. Click on "Cash Expense" to log all expenses related to your project. (ie: feed, supplies, animals, etc)

2. Click on "Cash Income" to log all income related to your project (ie: animals sold, services paid for, etc)