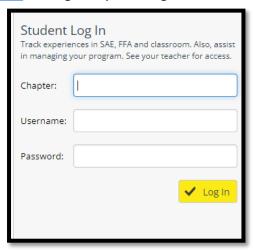# <mark>AET Record Book SAE Set Up for FFA MEMBERS</mark>:

❏ **Step 1: Log onto The AET**

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

Information needed is:

Chapter Number: Schulenburg Chapter #: *TX0720*

- **Username:** It will be your first name and last name (all lower case letters, all one word)
  - Example: amyhartman
- **Password:** It will the same as your username (all lower case letters, all one word) *unless it has been reset to 1234 or you have changed it to something else.
  - Example: amyhartman

❏ **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" – Skip this step if you have completed this in your Principles of Ag Class. You will need to repeat this step multiple times, if you are taking multiple Ag Science Classes.**

- **Click on "Record your Class Schedule"**
  - Find the class or classes you are taking for the current school year and click the "ADD" button under the option column to the right of the class you are enrolled in.
  - **CLICK ON "PROFILE"**

❏ **STEP 5: CLICK ON "PROJECT EXPERIENCE/MANAGER (SAE)"**

- **STEP 6: CLICK ON "ADD NEW" –** you MUST do **EVERY** year you show, even if you show the same species each year!
- **STEP 7:** Enter the name of the project
- **STEP 8:** Click **Individual**

- **STEP 9:** Click **Entrepreneurship**.
- **STEP 10:** Choose "Primary Experience Category"
  - (Animal Systems)
- **STEP 11:** ENTER the Subcategory
- **STEP 12: ONLY DO IF YOU HAVE ENTREPRENEURSHIP**
  - Put in the appropriate number (Head of show swine; Head of Breeding Swine, Head of Market cattle)
- **STEP 13: (**ENTREPRENEURSHIP ONLY)
  - MANAGEMENT MODULE BUTTON: ***CLICK MARKET/REPLACEMENTS MANAGER***
- **STEP 14: CLICK "SAVE"**
- ❏ **STEP 15: FINANCES**
  - Expenses
    - 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, list your buyers as "SJLS Buyers" use the date of the Premium Sale
      - 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"