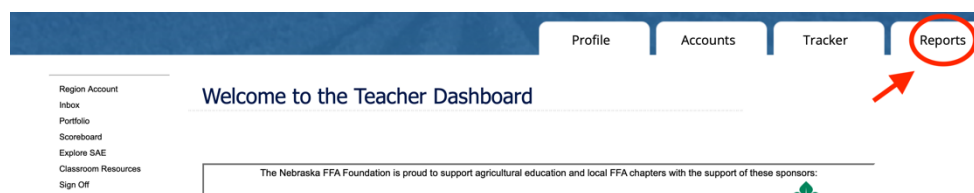


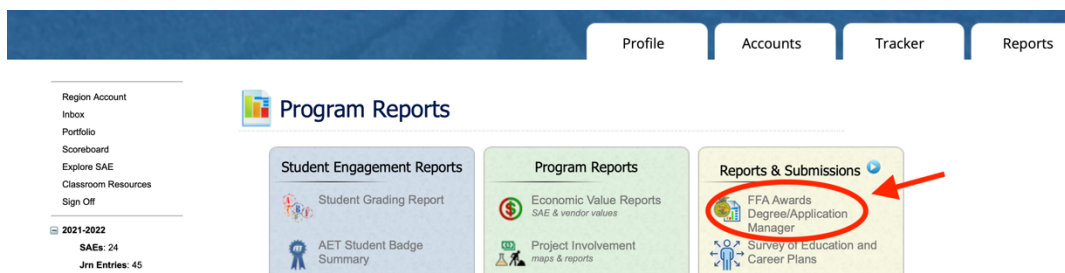
Submitting Applications in AET

Follow these steps to submit applications through AET. This example is using State Degrees, but the same process is followed for all other application areas.

Step 1: Log into AET and click on “Reports”



Step 2: Click on “FFA Awards Degrees/Application Manager”



Step 3: Click the “State Submission Lists & Feedback” button. If you want to see all in-progress applications, set the filter on “Review existing applications by type” to the Nebraska State FFA Degree (or whatever application you are submitting) and ending date to 12/31/23. That will show you the chapter's in-progress apps. If there is not a version number/date/not mets number, that means your student needs to save their application; this must be done in order to be submitted.

Go to FFA.org
Go to AET
Student Help
Teacher Help
AET Classroom
Ask AET a Question
Sign Off

Degree/Application Manager

Add New Chapter-level Application: (Choose Application to Add) Add

1 Review Existing Applications by Type: Nebraska State FFA Degree
2 or Ending Date: 12/31/2021
3 State Submission Lists & Feedback

Student Finder: [X] All Students [X] Grade Levels [X] FFA Membership [X] Custom Groups [Reset]

Interactive Application					Last Saved		
Application	Delete	Created	Student	Type	Version #	Date	Not Mets
Application	Delete	1/19/2022	[REDACTED]	Nebraska State FFA Degree			
Application	Delete	1/20/2022	[REDACTED]	Nebraska State FFA Degree			

Step 4: Scroll to the application area that you want to make a submission, select “Edit List”.

This example is for the State FFA Degree.

2021-2022

SAEs: 24

Jrn Entries: 45

Jrn Hours: 126

Fin Entries: 40

Active Students: 23

Badges: 1

Cal. Activities: 35

Award Apps: 6

Student Help

Teacher Help

AET Classroom

Ask AET a Question

American Degree

List Name	Host	# Apps	Date Closes (CST)	Submission List
NE 2022 American Degree Candidates	Nebraska FFA	0	5/31/2022 12:00:00 AM	Edit List
NE 2022 American Star	Nebraska FFA	0	5/31/2022 12:00:00 AM	Edit List

Generic Chapter/GH/State Star Application

List Name	Host	# Apps	Date Closes (CST)	Submission List
NE 2022 State Star	Nebraska FFA	0	2/22/2022 12:00:00 AM	Edit List

National Chapter Award (Starting 2021-22)

List Name	Host	# Apps	Date Closes (CST)	Submission List
NE 2022 National Chapter Award	Nebraska FFA	0	6/1/2022 11:59:00 PM	Edit List

Nebraska State FFA Degree

List Name	Host	# Apps	Date Closes (CST)	Submission List
NE 2022 State Degree Check	Nebraska FFA	0	2/15/2022 11:59:00 PM	Edit List

Proficiency Application

List Name	Host	# Apps	Date Closes (CST)	Submission List
NE 2022 Proficiency	Nebraska FFA	0	2/22/2022 12:00:00 PM	Edit List
NE 2022 Research Proficiency	Nebraska FFA	0	2/22/2022 12:00:00 PM	Edit List

Step 5: Click “Browse”

Region Account

Inbox

Portfolio

Scoreboard

Explore SAE

Classroom Resources

Sign Off

2021-2022

SAEs: 24

Jrn Entries: 45

Jrn Hours: 126

Fin Entries: 40

Active Students: 23

[Profile](#)
[Accounts](#)
[Tracker](#)
[Repo](#)

Submission List for NE 2022 State Degree Check

<-- Back to Deg/App Mgr
Filter: [Show Everything](#)

Add Applications by Version #:
(Scan barcode, key-in Version #, or browse to select applicants)

By Version #
[Select Apps:](#)
[Browse](#)

Ver #	Student Name	Award	# Not Met	Chk In / Status / Winner Notes	Options
No records to display.					
Count :					

Step 6: Click “Add” for the applications you wish to submit.

Region Account

Inbox

Portfolio

Scoreboard

Explore SAE

Classroom Resources

Sign Off

2021-2022

[Profile](#)
[Accounts](#)
[Tracker](#)
[Reports](#)

[-- Back to Submission List](#)

Edit / Ver #	Chapter	Student Name	Not Mets	Date Created	Add to Submission List
1235953	NE0004 Alliance		0	1/25/2022	Add
1236365	NE0004 Alliance		0	1/25/2022	Add
2 Apps					

Step 7: Confirm your submission. The number of apps submitted will be confirmed on this screen, your submission screen. You can confirm your applications by clicking "Edit List".

School Year: 2022-2023

Submission Lists

<-- Back to Deg/App Mgr

AET Star Award (Long)

List Name	Host	# Apps	Date Closes (CST)	Submission List
NE 2023 State Star	Nebraska FFA	0	2/15/2023 11:59:00 PM	Edit List

AET State-level Proficiency

List Name	Host	# Apps	Date Closes (CST)	Submission List
NE 2023 AET Short Proficiency Apps (non-finalist)	Nebraska FFA	0	2/15/2023 11:59:00 PM	Edit List

Agriscience Fair

List Name	Host	# Apps	Date Closes (CST)	Submission List
NE 2023 Agriscience Fair	Nebraska FFA	22	2/15/2023 11:59:00 PM	Edit List

American Degree

List Name	Host	# Apps	Date Closes (CST)	Submission List
NE 2023 American Degree Candidates	Nebraska FFA	0	5/31/2023 12:00:00 AM	Edit List
NE 2023 American Star	Nebraska FFA	0	5/31/2023 12:00:00 AM	Edit List

National Chapter Award

List Name	Host	# Apps	Date Closes (CST)	Submission List
NE 2023 National Chapter Award	Nebraska FFA	0	3/1/2023 11:59:00 PM	Edit List

DONE!

Note Regarding Application Versions: Anytime there are changes to the record book and/or application, and it is saved, a new application version is generated. Make sure the latest version of the app is the one submitted. Need to change what was submitted in order to get the correct version? "Remove" the old version, "Browse", "Add" the correct version.

Profile
Accounts
Tracker
Reports

Region Account
Inbox
Portfolio
Scoreboard
Explore SAE
Classroom Resources
Sign Off

2021-2022
SAEs: 39
Jrn Entries: 953
Jrn Hours: 4,333
Active Students: 36
Badges: 4
Student Help
Teacher Help
AET Classroom
Ask AET a Question

Submission List for NE 2022 State Degree Check
Filter: Show Everything

Add Applications by Version #:
(Scan barcode, key-in Version #, or browse to select applicants)
By Version #
2
Select Apps:
Browse

Ver #	Student Name	Award	# Not Met	Chk In / Status / Winner Notes	Options
1227364			0	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>	<input type="button" value="Remove"/>
1227367			0	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>	<input type="button" value="Remove"/>
1227365			0	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>	<input type="button" value="Remove"/>
1233632			0	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>	<input type="button" value="Remove"/>
1227366			0	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>	<input type="button" value="Remove"/>
Count : 5					

Then browse to add new version.
1 Remove Remove old version first.

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