

# Using The AET to Submit to FFA.org

**Purpose:** To help export student accounts directly into the National FFA Roster System and correctly record a student's FFA number.

## Step 1: Manage Your Student Accounts

- A. Log in as the teacher and choose ACCOUNTS and Manage All Accounts. Review your list of students to make sure all FFA members are listed and recently logged in and completed their profile. (See *Teacher Help & Managing Student Accounts Guide/Video*)

## Step 2: Review Student Information and Submit to FFA for Membership

(In AET ACCOUNTS, "FFA Roster Helper").



- A. Areas in "Red" are missing information required by FFA. Areas in "Green" are complete. All students with a complete profile can be set as "1-year Member" or "Ag Education Only" or "Do Not Send".

Name	FFA ID	Address	Grade	Required by FFA	Contact Info	SAE?	Status	FFA Membership
2014, Example	New	100%	11	100%	0%	No	Not Sent	Do Not Send AgEd Only 1-year Member
2015, example	New	0%	11	69%	0%	Yes	Not Sent	Do Not Send
2016, Roger	New	0%	12	69%	0%	Yes	Not Sent	Do Not Send

- B. Any areas shaded in "Red" are state and national requirements for FFA membership (see instructions). You can review/edit student information by selecting any area:

MN-46, Jp	New	75%	12	92%	No	Not Sent	Do Not Send
AET Unique ID:	1286239	Gender:	Female				
Last Name:	MN-46	Race:	White, Non-Hispanic				
First Name:	Jp	Ethnicity:	Non-Hispanic				
Address:	[Red Box]	Email:	rhanagriff@gmail.com				
City, State, Zip:	richards TX 77873	Phone:	[Red Box]				
High School Grad:	June 2017	Cell Phone:					
Save		Cancel					

- C. Sending members to FFA is accomplished through one of the following:

Send ALL to FFA.org	Send MEMBERS to FFA.org	Send CHECKMARKED to FFA.org
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1. "Send ALL to FFA.org" - sends all "1-year Member" & "Ag Ed Only" students
2. "Send MEMBERS to FFA.org" – send only those marked as "1-year Members"
3. "Send CHECKMARKED to FFA.org" – will send the students checked on this page

D. If you need 3 year memberships added to your roster please email names to Natasha @ nmortenson@mnffa.org.

E. If you need to delete any memberships, send names to Natasha @ nmortenson@mnffa.org