

# Waller FFA Show

## AET Instructions

In order to receive your Sale Check from the Waller FFA Show, you must have your record book up-to-date on AET.

Login Access:

Access Website:

- Google search "AET"
- Or use this URL: <https://theaet.com/>

Chapter Number:

- Click "Login"
- Use the "Student Login"
- Your Chapter Number for Waller FFA will always be **TX0832**

Username:

- USUALLY, your username is your first initial last name.
  - Example: **KBarkley** OR **RStokley**
- If this doesn't work, try adding a 1 behind your name.
  - Example: **KBarkley1** OR **RStokley1**
- If those don't work, be sure to try not capitalizing any letters in your name.
  - Example: **kbarkley** OR **kbarkley1** OR **rstokley** OR **rstokley1**

Password:

- EVERYONE'S password has been reset to match their username as of December 19, 2022. This means, if you have not changed your password after December 19, 2022, your password is exactly what your username is.
- The password is case sensitive, so be sure to try all lowercase, as well as capitalizing the first letter of your first name and first letter of your last name.
  - Example: if **KBarkley** doesn't work, try **kbarkley**
- You are allowed to change your password, after you login
- IF you have tried ALL these steps, email Mrs. Barkley for help. You must have tried ALL steps and examples given on this paper BEFORE emailing her.

## Every project must have:

- All expenses for the project
  - Example: feed, hay, shavings, heat lamps, dewormer, etc
  - ANYTHING that you bought for your project
  - The vendor is WHO you paid to receive that item
  - The memo must describe how much you bought
    - Feed example: 3 bags, 150 lbs
    - Hay example: 5 hay bales
- An expense that shows you buying the animal for the show
  - If you have a pig, lamb, goat or broilers, the vendor is "Waller FFA"
  - If you have a heifer or steer, the vendor is the breeder you bought from
  - If you have a horticulture or ag mech project, the vendor is whoever you paid for the materials
  - The memo must describe how much you bought
    - 1 head
    - 75 chickens
    - (4) 2X4s
- An expense that shows you paying for the entry fee to show in the Waller FFA Show
  - The vendor would be "Waller FFA" since you paid Waller FFA to enter
  - The memo must be how many entries you paid for
    - 1 head
    - 3 head
    - 1 pen
- An income that shows you selling your project
  - The vendor is who bought your project from you
  - The type would be "Stock Show Sale"
  - The memo would be how much you sold (broilers would be one pen, all other livestock would be 1 head, horticulture and ag mech would be 1 project)
- Any add-ons that you received must be listed as an income
  - The vendor is who donated to you
  - The type is "Award/Scholarship/Premium"
  - The memo can say 1 donation

# AET Instructions

## Inputting Entries

"Project Experience Manager (SAE)" is where you will go each time to access your SAE Projects.

### **Add an SAE:**

Livestock Project Example: Project Experience Manager - Add New - Name the project in this format: Year of the Show, Name of the Show, Project Type (EX: 2022 Waller FFA Show Goat) - Individual - Entrepreneurship/Ownership - Select the Category (EX: Animal Systems) - Select the Subcategory - Change the Category/unit - Management Module can be kept as None/General - Save

Ag Mech Example: Project Experience Manager - Add New - Name the project in this format: Year of the Show, Name of the Show, Project Type (EX: 2022 Waller FFA Show Ag Mech BBQ Pit) - Individual - Entrepreneurship/Ownership - Primary Experience Category: Power, Structural and Technical Systems - Subcategory: Fabrication - Category: Construction - Save

Each SAE must have the following filled out. Make sure your information is thorough and descriptive. Journal Entries are not required.

### **Clipboard:**

Put a 1 in each Numeric Quantity box. In the Description Box, use the template at the top of the screen and fill it in. Click Save.

### **Feed/Supplies/Medicine/Hay:**

Refer to the second page to see what all you need to include. Essentially, you must input every expense relating to your project. Click the number under the Financial Entries column for the project you're wanting to add to. Click "New Entrep. Expense" - change the date - Vendor/Payee: who you bought it from (Feed store name, store, etc) - choose the project it is for - change the type - put the cost amount - memo should say how much of what you bought (EX: 3 bags, 150 lbs) - Save

**Buying Your Project:**

Click the number under the Financial Entries column for the project you're wanting to add to. Click "New Entrep. Expense" - change the date - Vendor/Payee: who you bought it from (EX: your breeder) - choose the project it fits under - Type: Inventory for Resale - amount you spent - memo should be how many you bought (EX: 75 chickens)

**Entry Fees:**

Click the number under the Financial Entries column for the project you're wanting to add to. Click "New Entrep. Expense" - change the date - Vendor/Payee: Name of the Show (EX: Waller FFA) - choose the project - Type: Entry fees/commissions - amount spent - memo (EX: 1 head, 1 pen)

**Selling your Project:**

Click the number under the Financial Entries column for the project you're wanting to add to. Click "New Entrep. Income" - change the date - Vendor/Payee: who bought your project - choose the project - Type: Cash/Market Sale (if you have add-ons, it is Other) - amount the buyer paid - memo: how much they bought (1 head, 1 pen, etc)