

How to Use AET

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Table of Contents

General Information & Log in	3
Completing the Profile Tab	4
- Personal Info.....	4
- Recording Ag Classes.....	4
- Adding Resume Information.....	4
- Entering FFA Offices.....	4
Creating a New SAE Experience	6
- Creating a New SAE Experience.....	6
- Describing a SAE Experience.....	7
- Budgeting for a SAE Experience.....	7
- Making SAE Journal Entries.....	8
- Making Community Service / FFA Journal Entries.....	9
Tackling the Finances Tab	10
- Beginning Inventories.....	10
- New Cash Incomes/Expenses.....	11
- Entering Paychecks.....	11
- Non-Cash Entries.....	12
- Capital Items.....	12
- Loan Management.....	13
- Non-ag earnings, gifts, personal expenses, etc.....	14
Adding Animals to Your SAE Project	15
- Breeding animals before start of ag.....	15
- Purchase of breeding animals.....	15
- Birth of breeding animals.....	16
- Market animals before start of ag.....	17
- Purchase of market animals.....	17
- Making animal specific journal entries.....	18
Attached list of SAE name suggestions	19
SAE Program Examples	20

General Information

Make sure you select SAVE in each window where you see a SAVE button

Remember to use complete sentences where it is appropriate.

Check your spelling in each box.

Take your time → This information will be used in the future for an FFA Degree or awards.

If you need a “Big Picture View,” go to the Experience Manager and choose the paper icon in the right column. This will give you a pdf of each project’s records.

When you need to enter a VENDOR – make sure you use the person’s or business’s full name – do not use the word DAD as a vendor or your own name.

Log-In Information

Your FFA Chapter Number: ____PA0____ (PAZER0 then, your chapter number)

Your login Name: _____

Your Password: _____

****If you have forgotten your username or password – see Your teacher*

If you don’t know which type of SAE project you would like to have:

Go to : Thecouncil.ffa.org/sae and follow the instructions for an online SAE Course:

How to Log In

1. Go to www.theaet.com
2. At the top of the window, choose Log in and go to Student
3. Your Chapter number is PA0 _____ (Must be upper case P, A and number 0 or it won’t work)
4. You user name is like this JDoe, only USE YOUR NAME
5. Your password is like this JDoe (the same as your user name) until you change it, if you want to change it.

**NOTE: if you use a mobil phone/device/tablet,
AET can be easily accessed using:
m.theAET.com in any browser.**

You will have an option for a link on your main screen.

Complete The Profile Tab

1. Once you are signed in, you will be in the Student Dashboard. To return here, easily, click on the letters: AET in the top left corner. In the dashboard, you will see 4 boxes. Click on the **Profile** box or tab.

2. Then select “ **Manage/Edit your personal profile and password**”
 - a. Click **EDIT** in the Demographics box.
 - i. Enter you birthdate, gender, etc.
Remember to **SAVE**
 - b. Click **EDIT** in the Contact Information box
 - i. Complete your mailing address
 - ii. You can use your school email address
 - iii. Enter as much parent/guardian information as you can
 - iv. Please include first and last names (spell them correctly!)
Remember to **SAVE**
You can Upload a profile picture of you, also. This should be a head/shoulders shot. FFA Official Dress or a School Picture is awesome. This pic may appear in award/degree applications.

3. Go back to main Profile tab and select “**Record your school Ag class schedule**”
 - a. Select **ADD CLASS**, make sure you select the correct course and year
 - b. Select the **ADD** button to complete your selection.
 - c. If you chose the wrong class, it can be deleted from the main class screen.
 - d. If you miss this step, you will not be able to enter SAE info into AET.

4. Go back to main Profile tab and select “**Manage Your Resume Information**”
 - a. The first tab is **Review/Edit** →Enter information that you want to appear in your resume: including FFA recognition that you have earned.
 - i. “Awards and Competition Success”
 1. These are awards you want to be specifically listed
 - ii. “Certification & Skills”- ex: PQA, BQA, Pesticide License etc
 1. Be specific and do not use only letters to indicate information; spell it out.
 - iii. “Memberships and Professional Organizations” – Sports teams, Breed Associations, 4-H Clubs, Youth Groups, NHS, Key Club, etc
 1. You need to re-enter the clubs and teams each year
 2. Make sure to spell the name exactly the same each time
 3. Then AET groups it into one item in the complete record book
 - iv. “Other Accomplishments” – Awards from other groups, MVP, etc
 - v. If you don’t know specific dates for this area, that is fine, AET only uses the year in the resume.
 - b. Select the **Objective** tab and write a QUALITY life goal.
 - i. The first sentence should be a goal you plan to accomplish within high school and the FFA

- ii. The second sentence begins “My career objective is to.....”
 1. In other words what do you plan to do when you graduate.
 2. Include education or training needed for the goal.
 3. Select Save!!
 4. The objective needs to be a complete sentence.
 - c. Select the Reference tab and read the Green ? for examples.
5. Go back to main **Profile** Tab → **Your Activities** box choose **Enter your FFA offices**
 - a. Only FFA officers need to worry about this step
 - i. **Click HERE** to add offices
 - ii. Then click the **+ Add New Office**
 - iii. Choose the correct office from the drop down menu
 - iv. Choose the chapter level
 - v. Enter the date elected as beginning date
 - vi. Enter a date one year away as the ending date (can adjust later)
 - vii. Choose **Insert**
6. Go back to main Profile Tab → **Enter Your FFA Committee Memberships**
 - a. Click here to select any committees that you have or currently are a member.
 - b. Make sure you enter the dates requested.
 - c. Select **Add New**
7. Go back to main Profile Tab → Select **Stem Premier**
 - a. Follow the directions as you explore your career interests.
8. Go back to main Profile Tab → **Select Explore your educational and career interests**
 - a. Follow the directions as you explore your educational and career interests.

Creating a New SAE Experience

Remember: SAE projects are project completed mostly OUTSIDE of class time

1. Select the “**AET button at the top of the screen:**
2. Select “**Project/Experience Manager (SAE)**”
3. Under the **Experience Manager** choose **ADD NEW**
 - a. Type the name of your project – NOTE: Naming your project is very important!
 - i. For market animals, include year of sale: Market Hogs 2020
 1. Market projects end when the animals are sold and a new project starts the following year.
 - b. Breeding animals example: Rabbit Production: are continuous projects from year to year.
 - c. Placement projects names include the business name: Smith’s Dairy Farm or Meadow View Restaurant or John’s Pet Shop
 - d. Research projects should include the intent of the research
 - e. Select Level or Focus – Choose the green ? for specific definitions.
 - f. Select the SAE Type Based on Explore SAE
 - i. Exploration/Foundational – if you are exploring a possible career or more advanced project. (Short-term project)
 - ii. Research – if you are conducting an experiment or researching a topic
 - iii. Placement – Are you working somewhere? Paid or Unpaid?
 - iv. Entrepreneurship – Raising animals, crops, or You Own a Business
That includes expenses and income resulting in profit (or loss)
 - g. Primary Experience Category
 - i. Animal Systems – animals
 - ii. Agribusiness Systems – ag business
 - iii. Leadership, Education and Communication – firefighter, etc
 - iv. Biotechnology Systems –science or research projects
 - v. Environmental Service Systems – waste management
 - vi. Food Products and Processing – food science/service
 - vii. Natural Resource Systems – soil, water, forestry, wildlife
 - viii. Plant Systems –plants, crops, gardens
 - ix. Power, Structural and Technical Systems – machinery, equipment
 - h. Primary Subcategory
 - i. Select the most accurate description of your project
 - i. For Entrepreneurship SAEs
 - i. Category/Unit - Select the most accurate description of your project
 - ii. **Management Module: select the market/placement or breeding animal module that fits your project.**

SELECT SAVE

Describing the SAE Experience

4. After saving, you should be back at the **Experience Manager**
 - a. Select the picture of the **PENCIL**.
 - b. You may see several tabs that are open for you to select. Make sure to read the directions and be as complete as possible. Save each tab.
USE COMPLETE SENTENCES AND SPELL CHECK!
In each section an outline is provided for you, you can copy and paste that outline into the textbox and fill in the info that relates to your project.
 - i. Time Investment - Hours/week, extra time required and indicate people who will give you extra help
Read the description **CAREFULLY** and include all of the information requested in your description.
 - ii. Financial Investment – Summarize costs/income and explain non-cash arrangements
 - iii. Capital Investment – Describe land, facilities, equipment, animals, etc that will be used and who owns them. If someone else owns them, why do you get to use it? **ONLY** include items that **YOU OWN!!! Related to SAE projects.**
 - iv. Learning Objectives – Need to have at least 5 things that you plan/hope to learn – can be changed/updated throughout the project.

Budgeting for the SAE Experience

5. Go back to Journal – Experience Manager
 - a. Select the **Green and Red DOLLAR SIGN** picture.
 - b. Create a budget for your experience. Use simple, whole dollar amounts.
 - i. Estimate how much money the components of your project will cost and how much money it will bring in. You can describe this information in the Financial tab in the Plan Section: (Pencil in the Experience Manager from the Profile or Journal tab.
 - ii. If this is a business, your income should be greater than your expenses.
 - iii. If you are going to need to purchase larger items the first year that will be used in following years, those items are entered in the capital expenses section, later. (Cages, fencing, equipment, etc)

Making Journal Entries

6. Go back to **Journal** and the **Your Time Entries** box and select **Time in Your AET Experiences (SAEs)**
 - a. Enter the date – type in or use the calendar
 - i. Back dating is okay, you cannot forward date entries
 - b. Choose the correct category
 - i. For SAE projects – Experience-related Activity
 - c. Choose the Experience Category
 - i. Select the SAE project where the journal entries should be made.

- d. In Activity, this is a dropdown menu, select the most appropriate activity
 - e. Enter Outside Class hours worked or spent on the project
 - i. The system calculates on hours; so 15 minutes = .25 and 30 min =.5
 - f. Description – Explain what you did in complete sentences with some detail. Don't write a book, but give an idea of what you did.
 - ii. If you do the same job/activity everyday, you can lump them together in 1 week blocks. Enter the last date of the block in the date box and indicate the dates that are included in the description box.
 - 1. Open Word and create 3 - 5 different statements that describe what you do for the week. Every Friday, copy and paste one of those statements as a journal entry and record the TOTAL Hours for the week. Make sure to save this document too. (ex: This week I fed calves and milked cows every night after school. Total hours = 17)
 - ii. Then, make daily entries for vet visits, calvings, cool stuff or tasks that do not happen every day. Make sure you write in complete sentences, capitalize I and use spell check.
 - g. Supervision – Will be None/Unsupervised 99% of the time
 - i. When your teacher does an SAE visit to make sure you are doing your job or checking on projects, make a special journal entry for that occasion.
 - 1. That is when you select your teacher for supervision.
 - h. Make sure you SAVE or your work will be lost in cyber land**
7. Back to **Journal** and you will see other options in the “Your Time Entries” box.
- a. Track **community service** hours towards graduation requirements in your book.
 - b. **Time in FFA Office** (only FFA officers)
 - i. Can record attendance at FFA officer meetings
 - c. Time in competition activities**
 - i. Record participation in FFA events
 - 1. Choose the date of when it happened
 - 2. Enter the name of the contest as the activity
 - a. Ex: Blair County Land Use Contest
 - 3. Type – scroll to find the correct category (Land)
 - 4. Level – choose the closest level (county = area)
 - 5. Description – what you did, how you placed, etc.
 - 6. Hours – how long was the contest?
 - d. Time in other FFA activities, such as shows, conventions and meetings**
 - i. Enter chapter meetings, ACES, SLLC, Livestock Show/Sale, etc
 - ii. Use the same logic as filling in a competition activity

Tackling the Finances Tab

Creating a Beginning Inventory

1. Under the **Finance** Tab, find the **Review/Edit Finances** box and select **Beginning Value**.
 - a. Here, you enter big value items and equipment you bought before starting ag class and will be used in your SAE project.
 - b. There are four tabs that will need to be completed
 - i. **Beginning Date** – Date is calculated by enrolling in the correct ag classes on the Profile Tab. If it is wrong, check your class selection.
 - ii. **Current Projects tab** – List items that you own that will be used up or consumed within a year: for example; feed, shampoos, medicines. These are items OWNED BY YOU! List each one separately. If this is the first time that you are completing this project, then you may not have any and that is OK. The Vendor is who you purchased the item from.
 - iii. **Non-Current tab** – Enter existing items you own before starting ag class
 1. Asset Name – what is it? (Andis Clippers) Susie: Holstein Cow
 2. Item Type – what does it best fit under? (machinery / equipment)
 3. Useful Lifetime – how long are you going to use it? (10 years)
 4. Beginning Cost / Value – what was purchase price? (\$275)
 5. Salvage Value – **the value when you will finish with it, at the end of your SAE career. (\$100)**
 6. Then SAVE to add a new line
 - iv. **Liabilities and Loans** – Enter loans that are existing that you have directly related to your SAE projects. Personal loans do not belong here.
 - v. **Cash/Checking**
 1. AET calculates the first two numbers
 2. Type in how much money you had at the start of ag
 - a. Don't say \$0, you probably had money to buy iced teaRemember to Select SAVE
2. Back under **Finance**, find the **Your Financial Entries** box and select **Non-SAE Entries (personal and educational)**
 - a. This is where items you bought for personal use using funds that are purchased with income in AET and are entered or bills not related to your SAE are accounted for since the start of ag class.
 1. Date – 12/25
 2. Vendor or Payee – the gift givers real name, not Nana Pookie
 3. Amount – how much the item is worth
 4. Transaction Type – Gifts are Unearned Income
 5. Memo – Describe what it is (4th Gen. iPod)

Entering Incomes and Expenses

3. When you have real money changing hands in your project, choose **Finances – Your Financial Entries – SAE Cash Entries (Entrepreneurship & Research)**
 - a. This is not where you enter a paycheck!!!
 - b. To enter Income (money you earned) select the **Green \$ - Enter Cash Income**
 - i. Date – when you received the money
 - ii. Vendor/Payee – who you received the money from / sold to (real title)
 - iii. If the vendor is entered by your teacher in the Chapter vendor list, the name will appear as a pull down menu
 - iv. Experience – choose correct project
 1. The money can be split across multiple SAEs, for simplicity, one entry per SAE project.
 - v. Type – select the option that is most accurate
 - vi. Amount – how much product was sold for / earned
 - vii. Memo – what was sold (BE SPECIFIC) (2 steers, 15 dozen eggs, etc)
 - c. To enter Expense (money you spent) select the **Red \$ - Enter Cash Expense**
 - i. Date – when you spent the money
 - ii. Vendor/Payee – who you gave the money to / bought from (real title)
 - iii. Experience – choose correct project
 1. The money can be split across multiple SAEs, for simplicity, one entry per SAE project.
 - iv. Type – select the option that is most accurate
 - v. Amount – how much product was bought for
 - vi. Memo – what was purchased (BE SPECIFIC!)(3 bags milk replacer, 1 bottle iron)
4. For paid placement experiences, paychecks are entered under **Finances – Your Financial Entries – SAE Paycheck (Placement)**
 - a. Make sure to keep your paycheck stubs, it will make life easier
 - i. Date – when you were paid
 - ii. Total Gross Income – amount paid BEFORE taxes
 - iii. Taxes/Withholdings – amount of taxes/dues/etc taken from pay
 - iv. Expenses – Enter expenses related to the project (boots, gloves, etc.)
 - v. Total Hours – Enter the number of hours that are being represented by the paycheck. These hours are reported on FFA Award applications.
 - vi. Paid Placement Experience – choose the correct SAE project
 - vii. Percent – auto filled from project setup (should be 100%)
 - viii. Gross Income and Hours – auto fill from top
 - ix. Memo – enter the hours of the paycheck in this box
 1. Example: Paid for 37 hours from 3/2 – 3/28 for Mulching beds

5. Sometimes, money doesn't change hands for income/expenses (labor for feed), select **Finances – Your Financial Entries – SAE Non-cash entries (Entrepreneurship)**
 - a. SAE Labor Exchange – you work for owners of farm so that you can use buildings, feed your animal, etc
 - i. Enter date of exchange and dollar value
 - ii. Select the correct projects that are exchanging money
 - iii. Under expense, choose which expense you are “paying”
 - iv. In the memo lines, provide some detail
 1. Income – how many hours worked
 2. Expense – describe expense (# bags feed, supplies obtained)
 - b. Non-SAE Labor Exchange – work done outside of your project for someone so that you can use buildings, feed, etc
 - i. Enter information the same as SAE Labor Exchange
 - c. Transfer/Barter – moving or transferring inventory between different projects
You can use this to transfer animals from a breeding to a market project.
 - i. Income – Choose the project from which you are taking away supplies
 - ii. Expense – Choose the project which you are moving the supplies to
 - iii. Everything else is the same
 - d. Receive a Gift – Someone helped you out by giving you feed, supplies, etc with no strings attached
 - i. Filled out the same as everything else
 - ii. One exception – income memo should list who it is from
 - e. Used at Home – Utilize part of your project at home (no money received)
 - i. Value – approximate value of product if sold
 - ii. Experience – select correct project
 - iii. Memo – how much is used / to whom given
 - f. Transfer to Capital Item – If you raised a young breeding animal and are ready to transfer it to a producing project book, a heifer has a calf and is now a cow in milk production – that is a different project and the heifer needs to be transferred.

Non-Current items (new items & usage of Capital Items)

6. If **you purchase** large items for your SAE, you will use this section. Items of large purchase should last more than one year. So breeding livestock, trucks, clippers, etc would be accounted for in this category.
 - a. When you Add new inventory items remember the Name and Description are very important, include the brand and complete name of the item. This is VERY important in award applications in the future.
 - b. Salvage Value is the value of the item when you are finished with it at the end of your FFA/SAE career.
 - c. After Non-Current inventory items are entered in this section, select the USAGE item in the left hand column. You will have to designate which SAE project where each item will be used. The useage must total to 100% each year.

Loan Management

7. If you borrowed money or owe money to someone for your SAE project, record this information under **Finances – Your Financial Entries – Loan Manager (New loans and payments)**
 - a. Choose **New Loan**
 - b. Then fill in the information to the best of your ability
 - i. Type of Item – choose loan description that is the closest to yours
 - ii. Loan Date – when did the loan start
 - iii. Vendor – person / business / organization who loaned you money
 - iv. Amount – value of the loan
 - v. Business Use Percentage – should be 100%
 - vi. Memo – quick purpose of loan funds
 - vii. Number of Payments per Year – number of payments you make in 1 year
 - viii. Total Number of Payments – total number of payments you will have to make to pay back the money
 - c. When you are ready to enter payments on the loan, choose **Payments** under the options title
 - i. Click on New Payment
 - ii. Payment Date – when payment is made
 - iii. Total Amount Paid – Total amount paid to loan originator
 - iv. Interest – how much interest is being paid at this time
 - v. Memo – can be left blank

Non-Ag Earnings, Gifts, Personal Expenses, etc

****NOTE:** If you enter personal items purchased, then, make sure you document income that has offset the purchase price of items. The income can be in the form of gifts, etc., but, the money to purchase items came from somewhere and that has to be documented!

8. Back under Finance, find the Your Financial Entries box and select Record your non-ag earning, gifts, expenses, and other assets

- a. This is where items you bought for personal use are entered or bills not related to your SAE are accounted for
- b. Examples of the different types of transactions
 - i. Personal Expense – Personal bills, gas for car, clothes, etc
 - ii. Educational Expense – Graphing calculator, tuition, computer
 - iii. Non-SAE Ag-related Earnings (cash) – Only have a swine SAE, but sold a beef calf from the family herd and you got the money
 - iv. Non-Ag Earnings – if you have a non-ag job that you DO NOT keep records on, paychecks would be entered here
 - v. Unearned Income – Gifts of money for birthdays, Christmas, etc
 - vi. Buy Bonds, Stocks and Life Insurance -
 - vii. Sell Bonds, Stocks and Life Insurance
 - viii. Buy Current Non-productive Personal Asset – Big items that you buy for personal use like cameras, cell phones, tv
 1. Think of stuff you could sell off to pay debts
 - ix. Sell Current Non-productive Personal Asset – Big items that you sold
- c. How to enter a personal item
 - i. For example, you bought a new digital camera
 1. Date – date purchased (3/12/14)
 2. Vendor or Payee – Best Buy
 3. Amount – \$210
 4. Transaction Type – Buy Current Non-productive Personal Asset
 5. Memo – Cannon ELPH 340

Adding Animals to Your SAE Project

Breeding Animals (Dairy Herds, Pets, Horses)

1. If you owned BREEDING animals (critters you will NOT be selling at fair) PRIOR to the start of Ag Class, enter the animals using the following steps
 - a. Go to **Finance** Tab, find the **Review/Edit Finances** box and select **Beginning Values**
 - b. Click on the **Non-Current** tab
 - c. Complete one line for each animal owned before ag class started
 - i. Asset Name – Animal ID (312 Hurricane)
 - ii. Item Type – Non-Dep. Draft, pleasure or breeding livestock
 - iii. Useful Lifetime – Realistic animal lifetime (8 years)
 - iv. Beginning Cost / Value – Realistic animal value (\$2500)
 - v. Salvage Value – Estimated Sale Barn Check (\$900)

*** Livestock you raise typically has no depreciable basis because the costs of raising them is deducted from their value*** Therefore, it is entered as Non-Depreciable....
2. Then, the animals have to be “managed” using the following **Finance – Experience Managers – Breeding Herd Manager (breeding age animals & offspring)**
 - a. If you had animals prior to the start of ag, first move them to the correct boxes
 - i. Click on your animals name/number
 - ii. Drag and drop under the correct title (male or female)
 - iii. You can select and move multiple animals at once to go faster

Directions below start within the Manage your breeding herds menu

3. If you BUY animals during the SAE project
 - a. Click on **Available Capital Assets → New Cash Purchase**
 - i. Type of Item – Dep. draft, pleasure, or breeding livestock
 - ii. Purchase Date – Date of purchase (4/1/15)
 - iii. Name – Animal ID (476 Pepper)
 - iv. Description – Breed and Age of animal (Holstein Spring Calf)
 - v. Vendor – Bought from (Ko-Klassic Farm)
 - vi. Quantity – 1
 - vii. Total Acquisition Cost – Price you paid (\$2200)
 - viii. Total Salvage Value – Estimated Sale Barn Price (\$850)
 - ix. Depreciation Method – choose how long you will have the animal (8)
 - b. Save and should return to Breeding Herd Manager
 - c. Move the new animal to the correct category (male or female)

4. If you have new animals BORN during the SAE project
 - a. Click on **Manage Offspring – New Birth**
 - i. Tag Name – Animal ID (845 – Aboo)
 - ii. Birth Date – Date Born (3/1/15)
 - iii. Average Birth Weight – Use a tape / scale or guess (100 pounds)
 - iv. Offspring Gender – You have to make one entry originally for the entire birth, and then separate the twins later – (Female 1)
 - v. Sire – Type in the sire name if known, or select the sire if raised in SAE project ((ex: McNuggets (typed in name of AI bull))
 - vi. Dam – Use the drop down menu to choose the mom (Hurricane)
 - vii. Details / Description – Journal entry for the birth of animals and any steps you took when the animals were born.
 - a. Ex: Hurricane had twins this morning. I dipped navels and moved the calves to the calf barn.
 - b. This journal entry will be carried into the journal section of the project book, so you do NOT have to make an entry for the birth under the journal tab
 - viii. Outside Class Hours – How long you had to help with the birth of the animals – (.5 Hours = 30 minutes)
 - ix. SAVE!!!!!!!!!!
 - b. IF THERE WERE MULTIPLE ANIMALS BORN
 1. After saving, you are returned to the Offspring Manager
 2. Click **Edit** under each Tag/Name
 - a. Originally, twins, etc will be named Calf 1 -1, Calf 1 -2, etc
 - b. When editing, can change names
 - i. Ex: 845 – 1 and 845 – 2 become
845 – Aboo and 846 – Iago

Market Animals (Hogs, Sheep, Goats, Beef to sell at fair)

5. If you owned MARKET animals (critters you WILL BE selling at fair) PRIOR to the start of Ag Class, enter the animals using the following steps
 - a. Go to **Finance** Tab, find the **Review/Edit Finances** box and select **Beginning Value**
 - b. Click on the **Experiences (Current Project)** tab
 - c. Complete one line for each animal owned before ag class started
 - i. Vendor – Purchased from (Crooks Show Swine)
 - ii. Experience – Choose correct project (Swine-Finishing)
 - iii. Expense Type – Select Inventory Purchased for Resale
 - iv. Value – Purchase Price of animal (\$250)
 - v. Memo – Number purchased (1 head)

6. Then, the animals have to be “edited” using the following **Finance – Experience Managers – Market Manager (market and young breeding animals)**
 - a. The animals purchased prior to the start of ag should appear with very generic information
 - i. First, click **EDIT** in Tag/Name
 1. Give your animal a more specific name – ex: 110 – Porky
 - ii. Next, click **EDIT** in Purchase Info
 1. Enter the animals start weight in the Total Weight box

7. If you BUY animals during the SAE project
 - a. Click on **Finances – Experience Managers – Manage Market Animals – Under Purchase Info – BUY NEW ANIMAL**
 - i. Date – Date of purchase (2/14/15)
 - ii. Vendor/Payee – who you bought from (Crooks Show Swine)
 - iii. Total Amount – This number is auto calculated
 - iv. Can enter up to five animals at a time
 - a. Split – Animals 1 through 5
 - b. Type – Inventory Purchased for Resale
 - c. Dollar Amount – What you paid per each animal (\$85)
 - d. # of Head – Enter 1
 - e. Total Weight – Purchase weight of each animal (32)
 - v. Save and Return
 - b. Rename your purchased animals by clicking **EDIT** under the Tag/Name

Animal Specific Journal Entries

8. Journal Entries can be made specific to certain animals through both animal managers.
 - a. Journal entries can be made for the entire herd or a specific animal
 - b. Whole Herd Entry– will not have many entries of this kind
 - i. Example – herd vaccination
 - c. Individual animal - There are multiple ways to get to the same screen
 - Breeding Herd Option 1 – **Finance – Exp Manag. – Manage Breeding... – Manage Breeding Animals – Current Status – New Animal Entry**
 - Breeding Herd Option 2 – **Finance – Exp Manag. – Manage Breeding... – Manage Offspring – Current Status – New Animal Entry**
 - Market Animals - **Finance – Exp Manag. – Manage Market... – Current Status – New Animal Entry**
 - i. First select the correct date
 - ii. Then the most accurate Management Operation
 1. Weight – update weights of animals
 2. Antibiotic – animal is sick, treated
 3. Wormer -
 4. Other Vaccination – Brucellosis, Triangle 9, BVD, Rabies
 5. Evaluation
 6. Vet Visit – Health Charts, Preg Checks, Surgeries
 7. Location
 8. Market Valuation – Update market value of animal
 9. Competition Results – show placings
 10. Breeding / AI - animal is bred
 - iii. Depending on what you select, the boxes beside the animal ID change. Some will have a value and unit and short memo. Others are memo only.
 1. Weight – current weight pounds
 2. Antibiotic – amount and dosage quantity
 3. Wormer – amount and dosage quantity
 4. Other Vaccination – amount dosage quantity
 5. Evaluation – don't worry about
 6. Vet Visit – memo only
 7. Location – don't worry about
 8. Market Valuation – value and dollars
 9. Competition Results – number of place and place
 10. Breeding / AI – memo only
 - iv. Only fill in the boxes on the line for the animal affected
 - v. In the details / description, write a complete sentence or two describing what happened with your animal.
 - vi. Outside Class Hours – time required
9. There is an option to add expenses within the animal manager side. It works the same as entering expenses straight off of the finance tab.

10. Weaned offspring

- a. Offspring that are weaned are managed differently than mature breeding animals and will need to be transferred to another project: replacement ewe lambs, replacement gilts, for example.
- b. You will need to Add an SAE Experience through the Experience Manager. Make sure you use the Market/replacement manager module when you set up the project.
- c. To transfer these animals into the replacement SAE, select the Breeding herd manager and select manage offspring. In the Sale Info column, Select Sell/transfer which is a pull down menu and choose transfer. In the next window, you can choose the project that they will be transferred into. When they are ready to breed, you can transfer them back to the breeding herd and record their breeding info, there.

11. End of the Year or SAE Project

- a. Complete the Year end Review – that is the clipboard. Even if it is marked green, review it. The entries in Year End Review go to the application as a description of the project. This page helps the reviewers of your application to fully understand your projects and YOUR ROLE in the project. The annual review is a REVIEW of what actually happened during the year not what you PLAN to happen at the beginning of the year, but, is completed at the end of the year. You can include what you learned, new skills completed/learned, etc. “Scope” or the Numeric Quantity of animals is completed in the Annual Review section, also.

APPROVED SAE NAMES TO BE USED IN THE PROJECT NAMING PROCESS

In the case of market type projects, include the year that you are planning to sell the item in the name of the project ex. 2015 Market Steer

Another example: Paid Placement: Smith Brothers Landscaping – if this will be an ongoing project, no year is needed.

Aquaculture – Bait	Aquaculture – Meat	Aquaculture – Others
Beef – Breeding	Beef – Finishing	Beef – Growing
Beekeeping	Christmas Trees	Dairy – Beef
Dairy – Calves/Heifers	Dairy – Cows	Dairy – Herd
Dairy – Veal	Dogs – Training / Boarding	Dogs – Breeding
Employment – Farm	Employment – Non Farm	Flower Gardens
Forage – Alfalfa	Forage – Clover	Forage – Grasses
Forage – Others	Fur Bearers	Goat – Breeding
Goat – Dairy	Goat – Finishing	
Grain – Field Corn for Grain	Grain – Field Corn for Silage	Grain – Barley
Grain – Oats	Grain – Others	Grain – Rye
Grain – Soybeans	Grain – Wheat	Home Gardens
Horse – Breeding	Horse – Boarding/Training	Horse – Draft
Horse – Pleasure	Horse – Racing	House Plants
Improvement	Maple Syrup	Nursery Plants
Ornamental Horticulture – Bedding Plants	Ornamental Horticulture – Bulb Plants	
Ornamental Horticulture – Mums	Ornamental Horticulture – Others	
Ornamental Horticulture – Poinsettias	Ornamental Horticulture – Vegetables	
Pets – Birds	Pets – Cats	Pets – Dogs
Pets – Fish	Pets – Guinea Pigs	Pets – Others
Potatoes	Poultry – Capons	Poultry – Contract
Poultry – Fryer / Broiler	Poultry – Game Birds	Poultry – Layers
Poultry – Others	Poultry – Turkeys	Poultry – Waterfowl
Practicum Skills	Rabbits – Breeding / Growing	Research
Sheep – Breeding	Sheep – Finishing	Small Business
Small Fruit – Blueberries	Small Fruit – Grapes	Small Fruit – Others
Small Fruit – Raspberries	Small Fruit – Strawberries	Swine – Breeding
Swine – Contract	Swine – Finishing	Tobacco
Tree Fruits	Vegetables – Beans	Vegetables–Cabbage
Vegetables – Melons	Vegetables – Other	Vegetables – Peas
Vegetables – Sweet Corn	Vegetables – Tomatoes	Wildlife

SAE Program Examples

SAE Projects are completed outside of your scheduled Ag course.

Power Systems Entrepreneurship

1. Design custom computer programs using Excel or other software to solve problems for producers
2. Start a custom spraying service that utilizes GPS
3. Start a basic computer help service for area agriculture producers
4. Build garden sheds for homeowners
5. Operate a lawnmower service and repair business
6. Design, build, and sell lawn ornaments
7. Provide basic internet and email training to producers
8. Operate a business that computerizes farmers' records
9. Run a custom fence building and repair business
10. Map fields, weeds, etc. for producers using GPS and GIS
11. Pour concrete forms for machine sheds or other buildings
12. Machine and rebuild engine parts

Power Systems Placement

1. Work for a local cement company that installs agricultural applications
2. Manage the inventory of the agriculture mechanics shop
3. Work with country soil and water engineer – assist in measuring and engineer design
4. Work for a plumbing business
5. Work for a local university or college in an agriculture mechanics lab
6. Work as a diesel mechanic assistant
7. Work for an irrigation service company
8. Assist with GPS mapping for an agronomic service company
9. Work in a welding shop
10. Work for a local electrician
11. Work for a plumbing company specializing in waste, air, and water systems
12. Work for an electrician
13. Work as an assistant for an auto, truck, or tractor mechanics
14. Provide maintenance for school shop equipment
15. Work as a surveyor's assistant
16. Work for a small engine repair shop – overhaul and repair

Power Systems Research

1. Research the adoption of technology by agriculture producers in your area
2. Research the differences among farm management software systems
3. Test the strength of different types of welds
4. Research the cost versus return of automating systems in an agriculture processing facility
5. Research the energy use of different types of lighting systems in farm buildings
6. Research the water savings accomplished by new irrigation technologies
7. Research the effectiveness of different styles of tillage equipment

Power Systems Exploratory

1. Study the latest advancements of robotics in agriculture
2. Study the possible modifications in agriculture equipment for persons with disabilities
3. Interview area agriculture producers about the changes in technology over the past 50 years
4. Conduct a field demonstration on GPS systems for elementary students
5. Develop “hands-on” activities for the class
6. Complete home and farmstead improvement construction activities
7. Hold a classroom demonstration on automated systems
8. Construct prototypes of hydraulic systems
9. Prepare a 10 minute presentation on GIS mapping for forestry, wildlife, soil, and water management
10. Create a teaching model to show how a small gas engine works
11. Create a demonstration model that shows proper and improper welding techniques
12. Shadow a computer professional in any agriculture-related industry
13. Report on all of the control systems used in a typical greenhouse

Environmental Science Entrepreneurship

1. Cut firewood and sell at local stores
2. Raise Christmas trees and sell at Christmas time
3. Stock and maintain fish population in ponds
4. Raise wild game fowl for sale to local hunters
5. Raise fish for the state fish and game department
6. Operate a trapping business
7. Contract with landowners to plant food plots for wildlife
8. Construct and sell game feeders
9. Create and sell soil survey maps for area farmers and land owners
10. Build bat, bird, duck, or squirrel houses for use or sale
11. Develop hunting ranges; set up indoor/outdoor ranges for bow competitions
12. Develop a forest/wildlife management plan for a local landowner
13. Create a service to remove algae from area lakes and fishing ponds
14. Provide a wood chipping service and sell the chips as mulch
15. Start a leaf collection service in the fall and sell mulch
16. Start a manure removal business for animal owners
17. Start a water sample collecting service
18. Sell radon detectors and collect radon samples
19. Run a soil testing service for town gardens or farm fields – take samples, send in and deliver results
20. Sell shop safety equipment door to door
21. Start a service to collect used pesticide containers
22. Own and operate a water systems farm drainage (tilling) company
23. Develop marshlands for game
24. Establish green belts along streams on your farm
25. Producing and selling worms for fishing bait or reptile food
26. Collecting and selling owl pellets

Environmental Science Placement

1. Work for a nature center
2. Assist Christmas tree farmers with planting and trimming
3. Work for a park service during the summer
4. Work at a sawmill
5. Provide outdoor education materials for camps
6. Maintain and supervise the school grounds
7. Serve as a hunting guide
8. Work for a landowner to plant habitat for wild game
9. Work in the logging business
10. Work for the fish and game department
11. Assist a timber stand improvement specialist
12. Work at a bait shop
13. Work for parks and recreation in maintenance department
14. Assist local city management with summer programs by serving as a guide
15. Assist landowners with installation of soil conservation practices
16. Work for the natural resource and conservation district
17. Work at a fishery monitoring water quality
18. Work as a trencher for waste water lagoons
19. Work for a testing laboratory
20. Works for a company that installs plastic drainage tile for farm fields
21. Assists local agencies with data collection for watersheds
22. Work as a water quality lab assistant

Environmental Science Research

1. Research the effectiveness of habitat restoration projects in your community
2. Study the effects of excessive lawn chemicals on wildlife
3. Research impacts of using ATVs on public lands
4. Research the impacts of various insects on woodlot management
5. Study the changes in the mining industry's techniques over time
6. Discover the native plants for your ecological area and determine how prevalent that are currently
7. Study soil profiles from multiple locations in your community and develop a soil map
8. Research the benefits of using GIS mapping for natural resources
9. Research best practices for improving fish habitat in local ponds
10. Research your local parks to find out what activities people like and use the most
11. Monitor dust levels in the air at various sites and times throughout the year and work to determine a cause
12. Research the effects of livestock feed on waste issues
13. Monitor pollen counts in an area by working with labs and weather stations
14. Research the effects of erosion on various cover crops
15. Research methods for preventing common accidents in agriculture department laboratory
16. Research rate of accidents on area farms and compare to national averages
17. Research area pollution concerns
18. Conduct a water quality study
19. Research the benefits of the CRP program

Environmental Science Exploratory

1. Organize and participate in a wildlife field day
2. Create a brochure on creating wildlife habitat in backyards to share with community
3. Create posters on soil conservation practices for homeowners
4. Volunteer to assist at campgrounds with cleanup and maintenance
5. Plan a wildlife field trip
6. Create activities or laboratories for a natural resources class
7. Process and deliver seedlings to elementary school students
8. Woodlot management and improvement including firewood, habitat, etc.
9. Clean shelterbelts and stack refuge in piles
10. Interview a naturalist
11. Shadow officials at a government natural resources agency
12. Start a fish pond and teach others how to fish
13. Attend the meeting of local or state conservation boards
14. Habitat construction – make brush piles, plant wildlife habitats, etc.
15. Develop habitat trails for walking
16. Study animal waste legislation at local, state, and federal level
17. Study pollution control practices
18. Conduct a tour of area farms and ranches that practice effective pollution control
19. Develop a plan to manage school food waste
20. Lead farm safety program for elementary students
21. Volunteer to monitor water quality for community ponds
22. Assist community watershed action groups
23. Collect water samples for local or state agencies
24. Conduct composting workshops for homeowners
25. Develop and implement a farm safety class for elementary school students
26. Put together a town safety package – mark all signs, fire hydrants, and water drains
27. Take part in a mentorship program with the local soil and water conservation district

Animal Science Entrepreneurship

1. Operate a poultry litter clean-out service
2. Operate a custom heifer raising service
3. Operate a custom hog raising business
4. Operate a pet-sitting service
5. Provide a kennel cleaning service
6. Raise and sell farm-fresh eggs
7. Raise and sell purebred dogs
8. Raise fish for the state fish and game department
9. Provide equine training services
10. Provide fishing and hiking services for area youth groups and elementary students
11. Raise and train hunting dogs
12. Raise chinchillas, hamsters or gerbils and sell them on the internet
13. Raise game birds to sell for the training of bird dogs
14. Raise game fish for sale to stock ponds
15. Raise indigenous snakes and release into the wild (at approved area) each summer
16. Raise market pigs

17. Raise pheasants or quail to be released into the wild
18. Raise your own livestock or specialty animals
19. Run a trapping business
20. Start a dog obedience training service
21. Start a dog walking business
22. Grow catfish to sell to local cafes
23. Form a cooperative with other students to raise broiler chickens
24. Buy and show a calf at fairs
25. Raising and selling butterflies
26. Raising and breeding reptiles
27. Producing homemade soap (goat milk, bee wax, etc.)

Animal Science Placement

1. Work at a university research lab caring for small animals
2. Work at a livestock farm or a ranch
3. Work at a pet shop
4. Work for a predator control service
5. Work for a rodeo company caring for animals and assisting with rodeos
6. Work for the state game and fish department
7. Work at the local livestock auction barn
8. Work in the grocery store meat department
9. Work on a dairy farm or heifer raising farm
10. Work on an exotic animal farm
11. Assist a horse group that works with disabled students
12. Participate in a mentorship program with a taxidermist
13. Take care of classroom animals
14. Work as a beef feedlot assistant
15. Work as a veterinarian assistant
16. Work as a wildlife outfitter or guide
17. Maintain the school's aquaculture system
18. Manage a small aquatics lab
19. Work at a horse stable
20. Work for a pet-sitting service

Animal Science Research

1. Conduct feed trials for growing broiler chickens
2. Research cage layers versus floor layers for egg production
3. Research effectiveness of various estrus synchronization hormones
4. Research feed trial testing different swine diets
5. Research methods of predator control and trapping
6. Discover the number of pet owners in the community and their priority concerns
7. Research the best diet to help obese pets lose weight
8. Study the effects of genetic selection in groups of animals over time
9. Test the selection of young pigs based on grade and lean yield at slaughter

Animal Science Exploratory

1. Create a classroom pet adoption program with elementary schools
2. Assist at local animal shelter
3. Conduct a survey of all livestock operations in your area
4. Conduct surveys of wildlife populations
5. Coordinate and conduct a horse safety camp
6. Maintain aquariums for local businesses
7. Manage livestock show and supplies for FFA chapter
8. Plan and implement a “hands-on” livestock field trip
9. Provide a home for homeless pets
10. Take small animals to nursing homes for visits
11. Volunteer to assist with a livestock show or county fair

Plant Science Entrepreneurship

1. Operate a custom combining service
2. Start a franchise of fruit/vegetable stands
3. Operate a custom spraying service
4. Start a service that cleans leaves from gutters
5. Operate a lawn maintenance/mowing service
6. Operate a hay hauling service
7. Clean and prune orchards
8. Sell and install water gardens
9. Grow and sell plants through the high school greenhouse
10. Grow flowers for sale at a local farmer’s market
11. Rent land from a neighbor and grow soybeans
12. Start your own pruning business
13. Start your own spraying business
14. Start your own forage testing service
15. Start your own soil sampling business
16. Provide services to fertilize lawns, till garden spots, prune trees, etc
17. Grow organic vegetables for a local café
18. Raise and sell pumpkins
19. Raise Christmas trees
20. Raise and sell strawberries
21. Start your own lawn mowing business
22. Grow and sell red worms used to produce compost
23. Plant rental business
24. Producing and selling mushrooms

Plant Science Placement

1. Work for an irrigation service provider
2. Work as an assistant sales manager at a turf equipment company
3. Conduct insect scouting for a seed corn company
4. Work at a local feed store
5. Work as a grain tester/handler for a local elevator
6. Be a sales associate at a garden or farm supply store

7. Work at a seed corn dealership
8. Work for a grain farmer
9. Work for a sprinkler installation business
10. Work as a range consultant
11. Work in an orchard
12. Work for an agronomy service and collect soil samples
13. Work for a lawn and landscape care business
14. Work in and monitor the school forest
15. Work at a nursery
16. Work at a golf course
17. Work for a local flower shop doing design, plant care, deliveries, etc
18. Work at the grain elevator during the summer
19. Work on a turf farm
20. Work with county soil scientist to map soils
21. Work at an area garden center

Plant Science Research

1. Test organic versus inorganic fertilizers on plant development
2. Research the effect of various planting times on yields of green beans
3. Research the effectiveness of GM crops
4. Research the best turn grass varieties for your area
5. Develop a test plot of various types of crops
6. Test forage samples under various conditions to determine feed values
7. Test drought tolerance of different species of crops (row and vegetable)
8. Research the best type of artificial light for plant growth

Plant Science Exploratory

1. Conduct a timber cruise and mark timber to be thinned
2. Manage the schools vegetable crop plots
3. Study plant propagation techniques
4. Provide forestry walk-through tours for elementary students
5. Plan plant-related activities and laboratories for classrooms
6. Complete a garden projection for the school land lab
7. Collect and laminate photos for plants from the nursery landscape CDE
8. Create a report about common houseplant diseases and how to care for them
9. Complete a report on 10 food plants that includes origin, uses, and cultivation practices
10. Build and maintain compost units at school or home
11. Take care of school flower beds or landscaping
12. Volunteer to work with landowners to improve their forest lots

Food Products and Processes Entrepreneurship

1. Make jams and jellies for sale at a farmer's market
2. Process wild game for jerky
3. Sell gourmet popcorn products
4. Use unsellable zucchini in baked goods as a side to vegetable production
5. Raise trout and sell to local restaurants
6. Collect wild mushrooms and sell to local vendors

7. Start a service to grow gardens for the elderly
8. Operate a wild bird processing service
9. Process and sell specialty products – bison, wildflowers, ostrich, etc.
10. Sell pickled vegetables
11. Producing and selling maple syrup
12. Producing and selling hard candies

Food Products and Processes Placement

1. Work for a wild bird processing service
2. Work in the deli or bakery at a grocery stores
3. Work at a local bakery
4. Work at a meat production plant
5. Work at a produce facility that repackages and sells produce
6. Work at a vegetable or fruit canning factory
7. Work on a cranberry farm
8. Work for an agricultural seed cleaning and bragging company
9. Help at a local fruit/vegetable stand
10. Assist on an herb farm
11. Deliver sweet corn to customers for a local grower
12. Assist with produce selection at a grocery store

Food Products and Processes Research

1. Research genetic crossings in winter squash
2. Research the environmental effects on milk
3. Research genetic changes in various vegetable crops
4. Test ideas for new food products
5. Research incidents of food-borne illnesses in the community
6. Study the impact of various styles of labels on people’s perception of the food
7. Research why new food fails to sell
8. Research the development and use of edible soybeans

Food Products and Processes Exploratory

1. Shadow a USDA meat inspector
2. Ask farmers for permission to glean fields for food to give to homeless shelters
3. Grow vegetables to give to local food pantry
4. Interview three companies that process or package food products
5. Create posters that show foods from raw to finished product
6. Work to establish a community vegetable garden
7. Present a food safety demonstration to elementary students
8. Prepare a food safety information kit covering safe handling of meat, eggs, and other fresh food products

Social Systems Entrepreneurship

1. Start a weekly price reporting service to publish in a newsletter
2. Design and make business cards, stationary, etc. for businesses or chapter members
3. Photograph and sell prints of agricultural sceneries
4. Designing a smart phone app for plant or animal identification

Social Systems Placement

1. Work for a local tax accountant who handles agriculture customers
2. Work for the local agriculture insurance company
3. Work for an agriculture marketing services company
4. Work as an intern for the local agriculture education department (school farm, labs, etc)
5. Work as a service provider in a grocery store
6. Volunteer to assist FFA members with records and applications
7. Produce a weekly column for a newspaper about agricultural issues
8. Work for an agriculture auctioneer service
9. Interning at a local middle or elementary school

Social Systems Research

1. Study the change in input costs over time for a given agricultural business or industry
2. Research the changes in buying habits among farmers over time
3. Research the biggest challenges producers face when adopting new technology

Social Systems Exploratory

1. Take inventory of and categorize all agriculture-related businesses in the community
2. Research cost of production in your area compared to other areas of your state/country
3. Compare the role of women in operating agricultural businesses over time
4. Research the amount of a consumer's dollar that reaches the farmer in various commodities
5. Shadow an agriculture banker or loan officer
6. Assist other students in applying for youth loans
7. Create a 10-minute presentation for other FFA members about careers in agribusiness
8. Find two articles each week about the economics of the agricultural industry
9. Create ad promotion for local food products on chapter website
10. Create classroom activities
11. Create digital video programs about FFA
12. Create and produce a weekly television or radio show about FFA and agriculture
13. Maintain the chapter web page
14. Volunteer to design a webpage for a local agriculture group
15. Create a brochure about common houseplant diseases and how to care for them
16. Take pictures and make a CD for plant and insect identification
17. Staff FFA displays that have farm animals at county and state fairs