Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SAE Records**

**Start Up Checklist**

**Directions:** As part of this agriculture class, you will be required to have and keep records on a SAE (Supervised Agricultural Experience) Project. Use the checklist below to start your record book and receive full credit on your first assignment.

1. Go to [www.theaet.com](http://www.mcffa.com)
2. Login:

**Chapter #** **UT0068**

**Username:** First Letter of first name followed by last name. Example = FPena (CASE sensitive)

My username is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Password:** Same as your user name for 1st login, then it’s whatever you changed it to. DON’T FORGET IT

|  |  |
| --- | --- |
| **Criteria** | **Points Earned** |
| **Profile**1. **About You** – Click first two links and follow the directions.
2. **Your Activities** – If you have served as an FFA officer click on these 2 links to enter your position, if not, skip to next step.
 | **/10 Pts** |
| **SAE Experience Chosen & Entered***\*\*If you have more than one SAE project, you should enter each project separately*-Click on “Experience Manager (SAE)” (under the profile tab) -Click on “Add New” (this is where you will create your SAE project)* ***Experience category*:** choose closest relating category to your project area
* ***Sub category***: Choose the closest sub category
* ***SAE type*:** choose your category
* ***Name:*** List the name of your project.
	+ If you work at CAL Ranch, type “Cal Ranch”
	+ If you raise a pig for the fair, type “Market Hog 2010”
* ***Description:*** Describe your project
	+ *Example:* I work for Anderson’s Dairy. I milk 200 head of dairy cattle twice a week and help with the feeding, bedding, and care of the milk cows, and replacement heifers.
 | **/10 Pts** |
| **SAE Plan**-From the “Experience Manager” click on the pencil button. This is where you will create your SAE plan.-Enter the information about your project under each of the tabs, from your SAE plan worksheet. (Description, Time Investment, etc)-Follow the prompt at the top of EACH tab to know what to enter.\*\*BE SURE TO SAVE BEFORE MOVING FROM TAB TO TAB OR IT WILL BE DELETED!!\*\***-Spelling, grammar, and punctuation count!!** |  **/10 Pts** |
| **Journal: SAE Project Related Activities**1. Select “Journal” from the menu at the top.
2. Select “Time in your AET Experiences”
3. Enter the date of the activity
4. **Type:** Select the name of your SAE
5. **Activity:** List activity name
	1. Example: Aggie Classic Club Calf Sale
6. Enter **description:**
	1. Example: “I attended the Aggie Classic Club calf sale at the USU Animal Science Farm.”
7. Enter the # of hours spent “Outside Class”
8. Select “Save”

***\*\* Enter at least 1 journals. It can be anything you have done with your SAE project.***  | **/20 Pts** |
| \*Note: FFA Members should also JOURNAL their FFA activity attendance as a “Time in Competition Activities,” or a “Time in other FFA Activities.”(use the calendar on the website homepage to find the correct dates) |

**Total\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ 40 Points**

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Striving to develop…

Premier Leadership, Personal Growth, and Career Success

…Through Agricultural Education