

Using the AET Tracker & Developing A POA

Purpose: *This guide assists teachers with the AET Calendar Tracker. Use this calendar to communicate important dates to students and track your program of activities.*


Step #1: Access and Manage the AET Tracker Menu

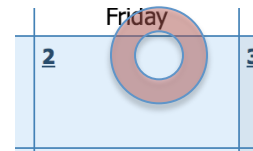
- A. Click "AET Calendar" to setup events – this allows you to setup calendar events and reflect on results.
- B. Click "Manage Student Access" – to assign student to assist in developing the details of each event.




Step #2: Develop Calendar Events

Developing calendar events involves a few simple steps.

- 1. To develop an event, select a calendar date
- 2. Complete the form
- 3. Be sure to associate each event to a program quality standard/
 committee (Important for National Chapter Application)



Activity Type:	<input type="text" value="FFA Competition"/>	Background Color:	<input type="text"/>
Name of Activity:	<input type="text" value="FFA State Competitions"/>		
Beginning Date:	<input type="text" value="8/8/2013"/>		
Schedule Type: (Choose one)	<input type="radio"/> All Day Event <input checked="" type="radio"/> Time Event		
	Duration (Days):	<input type="text" value="1"/>	
Committee Delegation:	<input type="text" value="Student - Leadership"/>		



This form develops the event in the program's AET calendar and provides an opportunity to develop this event as a Program of Activity (POA). A POA event should relate to a committee delegation, which also serves as a program quality standard.



Step #3: Enter Calendar Event Goals, Action Plans & Event Results

- A. Select a calendar event to define details that develop a Program of Activities.
- B. Select event detail areas and enter information into all blanks.

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Field Trip - Dairy

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Thursday, August 15, 2013

Calendar	General	Nat'l Chapter Goals ✓	Nat'l Chapter Plan ✓	Nat'l Chapter Results/Eval ✓	Photos Portfolio ✓	Dudget ✓
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Name:

Activity Type:

Date: Beginning Date:

Duration (Days):

Organizing Committee:

POA sections are:

Chapter Goals – is a description of the event & 4 SMART goals

Chapter Plan – is four action plans relating to those goals

Results – details related to the value of the event and success in achieving goals

Photos – images and captions that illustrate event success



Step #4: Share Tracker Calendar Results & Apply for National Chapter Award

- A. Reporting all events and program quality areas reached provides an excellent end-of-the-year report to school administration.
- B. Using Calendar Events from The AET, develop your program's National Chapter Award.



1. *This new process allows you to develop a National Chapter Application*
2. *Click REPORTS*
3. *Add Award – National Award*
4. *Choose "application" and review AET calendar events, details and export directly into the National Chapter Award*
5. *Any edits? Have your students help manage the calendar, which assist you in the National Chapter Award (Setup student's managing your calendar through the teacher login, TRACKER and #2 menu)*