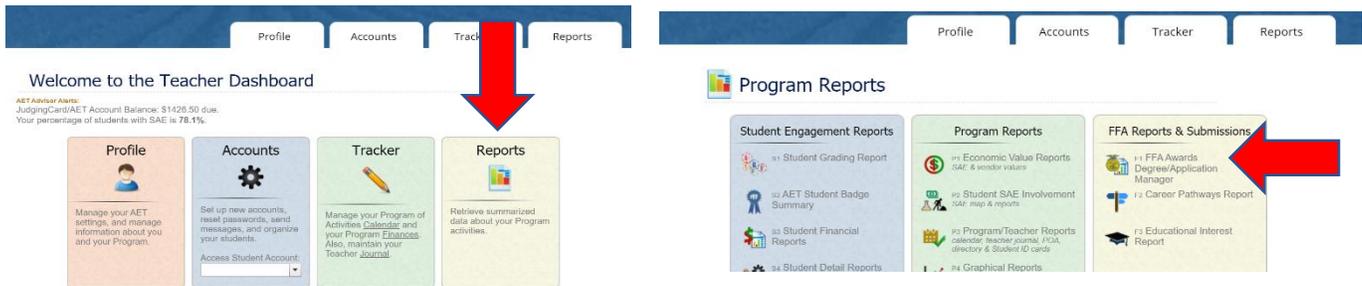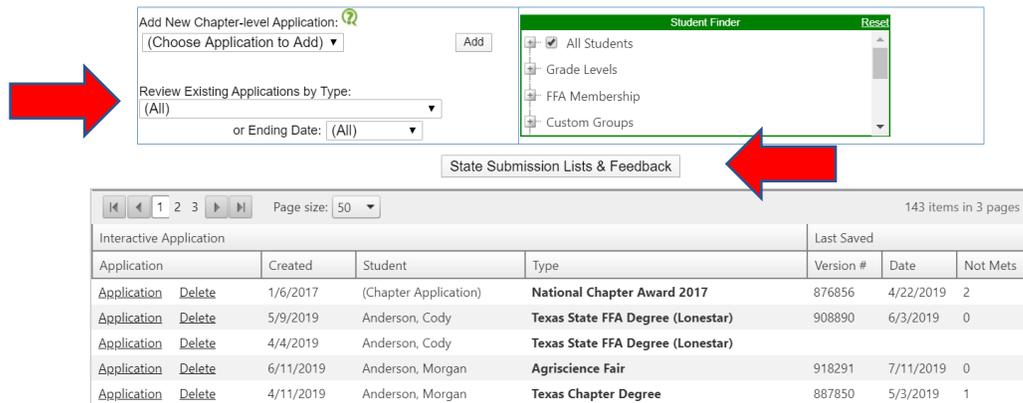# Uploading FFA Applications in AET

1. Log in into your Chapter Account as a teacher. Click on Reports
2. Click on FFA Awards Degree/Application Manager

3. On this page you can review all existing applications by type and submit them. To the far right it will tell you if they are MET or not. You CAN NOT upload an application if it is not completely MET.
4. Click on State Submission and this is where you will upload the applications for Area

5. This page will show you all of the applications that are to be uploaded or that are. You can go By Version # and upload them or click on Browse and pull it from the completed applications. Remember – if the application is NOT MET you will not be able to pull it over to submit.