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

	Profile	Accounts	Track	Reports		Profile Account	s Tracker Report
elcome to the Tea	acher Dashboard				📑 Program Reports		
or Alers: Card/AET Account Balance: \$1420 centrage of students with SAE is 7 Profile	Accounts	Tracker	Reports		Student Engagement Reports	Program Reports	FFA Reports & Submissions
Manage your AET settings, and manage information about you and your Program.	Set up new accounts, reset passwords, send messages, and organize your students.	Manage your Program of Activities Calandar and your Program Einances. Also, maintain your	Retrieve summarized data about your Program activities.		su AET Student Badge summary as Student Financial Reports	Ps Student SAE Involvement SAE map & mpots Ps Program/Teacher Reports decoder teacher journal, POA, decoder & Student Do cards	In BegleerApplication Manager 12 Career Pathways Report rs Educational Interest Report
	Access Student Account:	Teacher Journal			s4 Student Detail Reports	P4 Graphical Reports	

- 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

Add New Chap (Choose Ap Review Existin (All)	ter-level Application: plication to Add) ▼ g Applications by Type or Ending Date: (A	2 Add :	Student Finder Grade Levels FFA Membership Custom Groups	Re		
		State Subr	nission Lists & Feedback			
	Page size: 50) 🔻			143 item	s in 3 page
Interactive Application	1			Last Saved		
Application	Created	Student	Туре	Version #	Date	Not Mets
Application Delete	1/6/2017	(Chapter Application)	National Chapter Award 2017	876856	4/22/2019	2
Application Delete	5/9/2019	Anderson, Cody	Texas State FFA Degree (Lonestar)	908890	6/3/2019	0
Application Delete	4/4/2019	Anderson, Cody	Texas State FFA Degree (Lonestar)			
			A unionization of Fain	010201	7/11/2010	0
Application Delete	6/11/2019	Anderson, Morgan	Agriscience Fair	510251	1/11/2019	0

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.

		View Instr	uctions Video			
	Submission Li	st (click a row to view):		< Back to Deg/	App Mgr	
ist Name	Name # Apps on		n List Date Closes (CST)			
TX 2020 State Star		0	5/	5/25/2020 11:59:00 PM		*
TX 2020 State Degree Check		0	5/			
TX 2020 State Agriscience Fair		0	6/	6/15/2020 11:59:00 PM		
TX 2020 Research Proficiency Check		0	5/	5/25/2020 11:59:00 PM		
TX 2020 Proficiency Check		0	5/	5/25/2020 11:59:00 PM		
X 2020 National Chapter Award		0	5/	5/25/2020 11:59:00 PM		-
		Submission List for TX 2	020 State Degree Ch	eck		
	Add Appl (Scan barcode, key-in Ver	ications by Version #: rsion #, or browse to select applica	ants)	By Version #	Select Apps: Browse	
/er #	Student Name	Award # Not Met	Chk	In / Status / Award Notes	Options	