

HOW TO ADD PARTICIPANTS TO AET CALENDAR EVENT

ADVISOR INSTRUCTIONS



Advisors must add participating students to the appropriate **AET Calendar Event** so the Michigan FFA Office can verify membership and confirm completion of the required AET Waiver and Code of Conduct.

1

SIGN IN TO **AET**

Be sure to login to your **Teacher/Advisor account**

2

CLICK THE **CALENDAR ICON**

AET



Profile

Accounts

Tracker

Reports

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January 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				<u>1</u>	<u>2</u>	<u>3</u>
<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>
<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>
<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u> District Leadership Contests	<u>29</u> District Leadership Contests	<u>30</u>	<u>31</u>

3 LOCATE & CLICK **CALENDAR EVENT**



For multi-day events, such as the State Convention, students only need to be added to **one** of the event dates.
It does not matter which date you select.

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4

CLICK PARTICIPANTS

District Leadership Contests
Wednesday, January 28, 2026

CalendarStrategic PlanGeneralGoals, Plans & OutcomesDeadlines & DatesResults & EvaluationPhotos PortfolioBudgetParticipantsTeacher Participants

SaveDelete ActivityCopy this Activity

Name:

District Leadership Contests

Location:

Blissfield High School

Activity Type:

FFA Competition

☐

Beginning Date:

1/28/2026

All Day EventTime Event

Date:

Duration (Days):

1

Organizing Committee:

Growing Leaders - Leadership

Skill Areas:

Add/Explore Skill Areas

No skills have been selected for this activity.

Publish Event's Portfolio On Chapter Website:

☐

Details:

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Record Student Participation

Default Journal Description:

[Edit](#)

Activity Type: (Please Choose) ▼

Level: Chapter ▼

Hours: 0.00 ?

Participation Value: 1.00 ?

Scan Student Barcode or Select Student Name: ▼ Enter

or

[Get QR PDF](#)

Allow QR Scanning: Yes

[Click to Disable](#)

5

CLICK **ACTIVITY TYPE**

Select the most appropriate **Activity Type** from the dropdown menu



The activity names in the drop-down menu may not always match Michigan FFA events exactly.
Select the option that best fits the activity.

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Record Student Participation

Default Journal Description:

[Edit](#)

Activity Type: (Please Choose) ▼

Level: Chapter ▼

Hours: 0.00 ?

Participation Value: 1.00 ?

Scan Student Barcode or Select Student Name: ▼

or

Allow QR Scanning: Yes

6 SELECT **STUDENT NAME**

7 CLICK **ENTER**



Students must have an **active AET account** to appear in the participant list. If you need assistance creating AET accounts, visit: **[Chapter Roster, Membership & AET.](#)**

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8 CONFIRM **STUDENTS' INFORMATION**

It will appear in the **table below**

9 CLICK **EXPORT TO EXCEL/CSV**

Export to Excel/CSV

8 items in 1 pages

Name	Type	Level	Hours	Participation Value	Entered By
					Validate
	Agricultural Issues Forum	District	3.0		Validate
	Employment Skills	District	6.0		Validate
	Demonstration	District	7.0		Validate

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10 CHECK MEMBERSHIP STATUS

In downloaded excel for
each student

Activity_ID	Student_ID SSID	ActivityDate	ActivityName	EntryDate	FFAMemberNum	FirstName	LastName	TypeName
5390307	#####	1/28/2026	District Leadership Contests	1/30/2026 7:47	600000000	Student 1 First	Student 1 Last	District Leadership Contests
5390307	#####	1/28/2026	District Leadership Contests	1/30/2026 7:44	600000001	Student 2 First	Student 2 Last	Agricultural Issues Forum
5390307	#####	1/28/2026	District Leadership Contests	1/30/2026 6:48		Student 3 First	Student 3 Last	Employment Skills
5390307	#####	1/28/2026	District Leadership Contests	1/30/2026 6:46	600000002	Student 4 First	Student 4 Last	Demonstration



Membership ID Listed

Student is an active member.
No further action required.



No Membership ID Listed

Student is not an active member.
Additional action is required before student
is eligible to participate.



Students must be active FFA members in **FFA.org** for a Membership ID to appear. If you need assistance submitting membership, visit **Chapter Roster, Membership & AET.**