# Submitting FFA Roster through The AET

**Step 1 – Log in as the teacher/advisor and choose the Accounts tab.**



**Step 2 – Select Manage all accounts in the left-hand column. Ensure all students have an account. To add accounts, select Add Accounts in the florescent green box towards the top of the page.**

**Step 3 – Enter students first and last name into the template. First and last name are the only REQUIRED components. The students can complete all other necessary information when they log in. Select the "Save & Continue" button to create AET accounts for all new students.**

**Step 4 – A username will be automatically generated. Have students log in and complete their profile using the generated username as their username and password. Usernames can be found in Manage all Accounts.**



**A checklist is available HERE to guide students through the process of completing their profile.**

**Step 5 – Monitor student progress, update their information, and submit them for membership by going the FFA Roster Helper. Check the status of their waiver by selecting Student Contact & Emergency Info.**

**Once students' profiles are complete, and the boxes next to their name are green, select an option to send to FFA.org (see below). It can take up to 1 hour for memberships to process and an FFA ID number to appear in the FFA ID column. Check back the next day, to ensure FFA ID numbers appear and membership has been processed.**
A video guide is located at http://video.theaet.com/watch/qXrFMLJgwsnSj4ZRDaF23r



Click here to manually enter missing student data. This must be 100% and green for student to be eligible for FFA membership.