Submission List How to Guide

You will use the submission list feature in AET to submit the following: Agriscience Fair, State Degree, State Star, Star Greenhand, Proficiency Award, National/Superior Chapter and American Degree applications.

1. Make sure that for each application the electronic signatures are completed and the "Save/Complete" has been hit for all applications. This button creates a "version" of the application. Without this step you won't see the application in your queue to submit.
2. Navigate to www.theaet.com
3. Login to your chapter account
4. Click on the "reports" tab.
5. Click on "submission lists and feedback"

6. Click on "edit list" on whatever you are trying to submit:

School Year: 2021-2022 ⌄	Submission Lists 🔵	<-- Back to Deg/App Mgr

Agriscience Fair

List Name	Host	# Apps	Date Closes (CST)	Submission List
AZ 2022 Agriscience Fair	Arizona FFA	0	5/24/2022 5:00:00 PM	Edit List

American Degree

List Name	Host	# Apps	Date Closes (CST)	Submission List
AZ 2022 American Degree Candidates	Arizona FFA	0	5/31/2022 12:00:00 AM	Edit List
AZ 2022 American Star	Arizona FFA	0	5/31/2022 12:00:00 AM	Edit List

Arizona Greenhand Degree

List Name	Host	# Apps	Date Closes (CST)	Submission List
AZ 2022 Greenhand Star	Arizona FFA	0	3/23/2022 12:00:00 AM	Edit List

Arizona State FFA Degree

List Name	Host	# Apps	Date Closes (CST)	Submission List
AZ 2022 State Degree Check	Arizona FFA	0	3/23/2022 12:00:00 AM	Edit List
AZ 2022 State Star	Arizona FFA	0	3/23/2022 12:00:00 AM	Edit List

National Chapter Award (Starting 2021-22)

List Name	Host	# Apps	Date Closes (CST)	Submission List
AZ 2022 National Chapter Award	Arizona FFA	0	3/23/2022 12:00:00 AM	Edit List

Proficiency Application

List Name	Host	# Apps	Date Closes (CST)	Submission List
AZ 2022 Proficiency Check	Arizona FFA	0	4/23/2022 12:00:00 AM	Edit List
AZ 2022 Research Proficiency Check	Arizona FFA	0	4/23/2022 12:00:00 AM	Edit List

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7. Click on the "browse" button

Submission List for AZ 2022 Proficiency Check 🔵

<-- Back to Deg/App Mgr	Filter: Show Everything ⌄

Add Applications by Version #:
(Scan barcode, key-in Version #, or browse to select applicants)   [   ] By Version #   Select Apps: Browse

Ver #	Student Name	Award	# Not Met	Chk In / Status / Winner Notes	Options
No records to display.					
Count :					

8. Any applications that have been signed and completed will be available for submission. Hit the add button to add to your list:

Filter: Proficiency Type:	(All)	⌄

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Edit / Ver #	Chapter	Student Name	Prof Type	Not Mets	Date Created	Add to Submission List
1285546	AZ0016 ~~Marana~~	~~Arriaga, Eliana~~ 603739930	Equine Science - Entrepreneurship	0	2/16/2022	Add
1284040	AZ0016 ~~Marana~~	~~S. Diana~~ 604455493	Sheep Production	0	2/15/2022	Add
1283270	AZ0016 Marana	~~Batson, Sarah~~ 603452133	Sheep Production	0	2/15/2022	Add
1282814	AZ0016 ~~Marana~~	~~Gunson, Emma~~ 604468309	Equine Science - Entrepreneurship	0	2/15/2022	Add
1297181	AZ0016	Deer, Amy	Poultry Production	0	2/8/2022	Add

==Once you have completed these steps you have submitted your applications. Applications must be electronically submitted by the deadline for the application!!==

Your submission list will list the number of each application you have submitted:

Arizona Greenhand Degree

List Name	Host	# Apps	Date Closes (CST)	Submission List
AZ 2022 Greenhand Star	Arizona FFA	1	3/23/2022 12:00:00 AM	Edit List

Arizona State FFA Degree

List Name	Host	# Apps	Date Closes (CST)	Submission List
AZ 2022 State Degree Check	Arizona FFA	7	3/23/2022 12:00:00 AM	Edit List
AZ 2022 State Star	Arizona FFA	1	3/23/2022 12:00:00 AM	Edit List

National Chapter Award (Starting 2021-22)

List Name	Host	# Apps	Date Closes (CST)	Submission List
AZ 2022 National Chapter Award	Arizona FFA	0	3/23/2022 12:00:00 AM	Edit List

Proficiency Application

List Name	Host	# Apps	Date Closes (CST)	Submission List
AZ 2022 Proficiency Check	Arizona FFA	27	4/23/2022 12:00:00 AM	Edit List
AZ 2022 Research Proficiency Check	Arizona FFA	0	4/23/2022 12:00:00 AM	Edit List

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==Edits and Feedback==

If your region or state advisor asks you to do edits on an application it will show as removed from your list and feedback will be provided. To submit a new version the application should be fixed, the "save/complete" button hit again and the new version added to your submission list.

Filter: Show Everything

Add Applications by Version #:
(Scan barcode, key-in Version #, or browse to select applicants)

By Version #

Select Apps:
Browse

Ver #	Student Name	Award	# Not Met	Chk In / Status / Winner Notes	Options
1275849	Erin ~~A~~ 603321884		0	☐ ☐ / E / ☐ *Add a journal entry for demonstrating Parli Pro; edit the Trunk or Treat Activity to include City of Queen Creek and in the description - multiple chapter participated.*	**Removed by Region**
1294345	Erin ~~A~~ 603321884		0	☐ ☑ / A / ☐	Remove
	~~M...A...~~			☐ ☐ / E / ☐	Removed...

NEW →