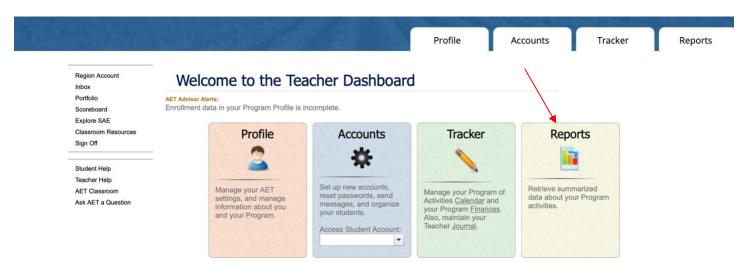
## North Carolina FFA Association

## National Chapter Award Application Instructions

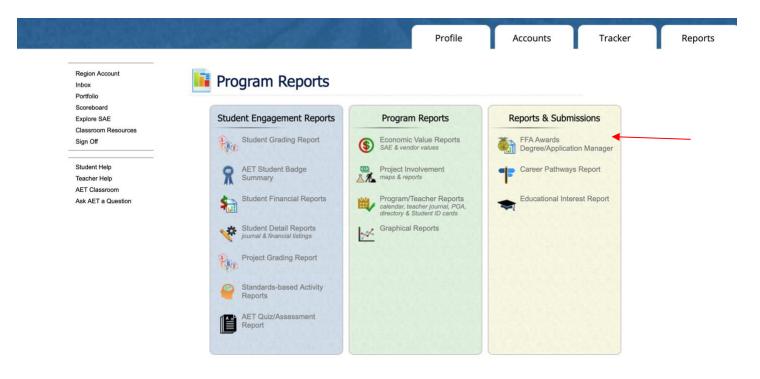


Advisors can set up the National Chapter Award application through their AET account.

Once they log in, they should go to their teacher dashboard. From there, click on the "Reports" block.



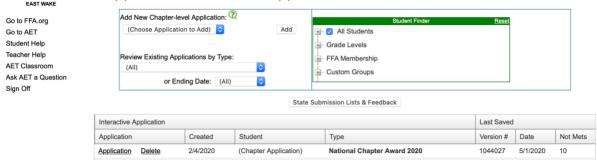
Once the "AET Reports" page is open, click on the "Degree/Application Manager" link in the "Reports and Submissions" block.



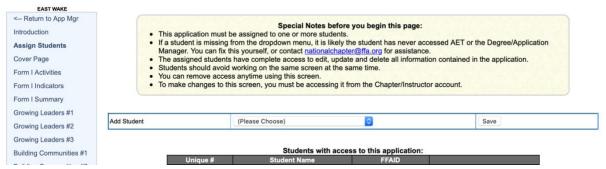
When the Degree/Application Manager page opens, there is a drop-down menu for "Add New Chapter-level Application." Select "National Chapter Award" from the drop-down menu and click "Add."



To add students to the application, click on the application from the list.

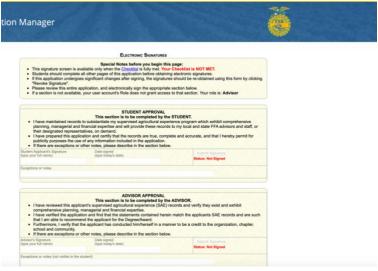


Once you are in the application, choose "Assign Students" from the column on the left side of the screen. There, you can select students from The AET to have access and edit the application.



In order to complete Form II, all of the components of Form I Activities and Indicators must be completed first.

There are electronic signatures for this application. Please be sure to input the correct email addresses to ensure signatures are collected.



Please note: If you work with other chapters to complete an activity, both chapters can include the activity in their National Chapter Award applications. Both chapters should not have the same description, goals, plans of action, outcomes or impacts. Each application should be unique based on the chapter's specific role in the activity.

Advisors: Applications are submitted to the state on The AET. In the chapter account, click on the "Reports" tab, then "FFA Awards Degree/Application Manager" in the "Reports and Submissions" box. Under the Student Finder box, click the "State Submissions Lists and Feedback" button. Here you can add the applications for your chapter by searching the version number or browsing your applications. **Applications must be submitted on the State Submission List.** 

