

# SAE Project Plan

**Step 1:** Log into your AET record book. (www.theaet.com)

**Step 2:** “Click” on **Journal**

**Step 3:** “Click” **Develop your AET Experiences.**

**Step 4:** Once you are on the Experience Manager page “Click” on the “Pencil”

**Step 5:** “Click” on **Description** & fill in the following: (Follow the Arrow)



**Step 6: SAVE SAVE SAVE**

A screenshot of the SAE Project Plan form. At the top, there are five tabs: "Description", "Time Investment", "Financial Investment", "Capital Investment", and "Learning Objectives". A large grey arrow points down to the "Description" tab. Below the tabs is a text area with the heading "Description and Overview of Your SAE - In this section, provide a general description of your project. Include the name of the project, your interest in this area of agriculture, the planned beginning and ending dates of the experience, classes you have taken in this area, and the learning and financial outcomes you plan to achieve." Below the text area are two buttons: "Save" and "Return to AET". At the bottom is a rich text editor toolbar with various icons for text formatting and a font name dropdown.

**Step 7:** “Click” & fill in the remaining tabs that pertain to your SAE: Time Investment, Financial Investment, Capital Investment, & Learning Objectives.

**Step 8: SAVE SAVE SAVE**

A screenshot of the SAE Project Plan form, similar to the one above. It shows the same tabs and text area. However, four grey arrows point to the "Time Investment", "Financial Investment", "Capital Investment", and "Learning Objectives" tabs, indicating that these sections also need to be filled out. The "Save" and "Return to AET" buttons and the rich text editor toolbar are also present.