**ND FFA Program of Activities (POA) Submission Directions**

Once your chapter's Program of Activities (POA) is complete and meets the minimum requirements outlined in the ND FFA POA Handbook, follow the steps below to submit your POA through AET.

**Part 1: Create Your Official POA Submission Document**

1. Log in to your chapter's AET account.
2. Click Reports, then select Degree/Application Manager.
3. At the top of the page, locate the dropdown menu labeled Add New Chapter Level Application.
    - Select AET Strategic Plan/POA.
    - Click Add. Your application will appear in the list below.
4. Click Application next to the AET Strategic Plan/POA you just created.
5. Select Basic Setup.
    - Choose the strategic plan you would like to submit.
    - Click Save.
6. Click Checklist to verify that your POA meets all ND FFA requirements.
7. Click Save a New Version # to create the official submission document.

**Part 2: Submit Your POA to ND FFA**

Important: Creating and saving your POA application does not automatically submit it to the state. You must complete the following steps to finalize your submission.

8. Return to Reports at the top of your screen and select Submission Lists and Feedback.
9. Scroll down to locate AET Strategic Plan/POA.
    - Verify that the current school year is selected in the upper-left corner of the page.
    - Click Edit List.
10. Click Browse in the upper-right corner.
    - Locate your completed AET Strategic Plan/POA application.
    - Click Add next to the application to submit it.

Part 3: Verify Your Submission

11. Your chapter's POA has now been submitted to ND FFA!

If you would like to verify that your submission was received or have questions about the submission process, please contact ND FFA state staff.

Reminder: Be sure to complete both parts of the process. Saving a new version of your POA creates the official document but adding it to the submission list is what submits it to the state for review.