

FFA Roster Tips 2026

Roster instructions can be found on the ilaged website under

- Teach
- Educator Resources
- FFA Membership Info (on the right side of that page)

The AET = The Agricultural Education Tracker – program that Illinois FFA uses for completing the FFA membership roster, members' SAE record books, degree applications, SAE award applications, National Chapter Award application, etc. Their website is theaet.com. They can be contacted at info@theaet.com.

AET has a lot of helpful videos (2-5 minutes long) to help with different areas/tasks you are trying to complete. Look for the information icon = circled lower case i

AET Common student profile issues that prevent their profile from reaching 100%

- No ag education class was selected
- Waiver/CARE document has not been signed by the student
- Email address has an error in the format: a space within the address; missing the ending of the address (.com), etc.

Member profile updates:

- When a member is updating their profile information in AET, they need to be sure to save at the bottom of each section where a change has been made. If they try to make changes
- over multiple sections in the profile, it will only save the changes made in the section where they clicked on the SAVE button at.

Common error message from ffa.org:

If you submit the members from AET to ffa.org multiple times before allowing enough time for the two systems to communicate (15-30 minutes), you will receive the following error message from ffa.org:

Unfortunately, you are not able to submit membership(s) to state in the FFA system. Please contact your state for more information on how to submit membership(s) to state in their system.

The members have been submitted and ffa.org will communicate back with AET to provide your new members with their FFA ID numbers. The memberships submitted will just not show up in the Manage Batches area until the next day, which should not pose any issues for you or your members.

Reminder – Judging Card: For a member to be eligible to for any event where Judging Card is used for registration, the parent must also complete the Waiver/CARE form. The member is able to be added to the FFA roster successfully with just the member signing the form. But for any participation in an event that registration runs through Judging Card, the parent must also sign off on the form. The member will not be in the drop-down list on Judging Card for you to select unless the form is completed by both the member and the parent/guardian.

Transferring Students – contact Tammy Yard (tyard@illinoisffa.org) at the FFA Center. She will transfer the members in both AET and ffa.org. It is very important not to add the incoming member to your AET without their FFA ID number. That will result in multiple membership ID's and histories for your member which can be an issue when it comes time for degree and award applications, as well as scholarships.

Middle School transfer to High School – when your Middle School has a separate FFA chapter, when those members get in to high school, they need to all be transferred to the high school roster, because they technically are coming from a different chapter. Contact Tammy Yard (tyard@illinoisffa) to make those transfers for you.

Members with multiple profiles:

- In AET: Contact info@theaet.com for assistance in combining the profiles
- In FFA.org: Contact Tammy Yard tyard@illinoisffa.org at the IL FFA Center.

FFA Roster Questions: Contact Tammy Yard, tyard@illinoisffa.org or 217-753-3328 ext 106.