



NATIONAL  
FFA ORGANIZATION

# Agriscience Fair

## Online Agriscience Fair Application Information

### *An Advisor's Perspective*

Log into [www.FFA.org](http://www.FFA.org)

User name

Sign In

Forgot username?  
Forgot password?

Open your FFA Dashboard and select "My Toolbox – Instructor" under "My Account"

MY ACCOUNT

My Toolbox - Instructor

Select "Application Center" in the "Application Hub"

Application Hub

Declarations / Certifications

Application Center

Search Degrees

Scholarships



Select "Application Center"

**Manage Your Students' Applications**

Manage your students' applications

**Application Center**

- American Degree
- SAE Grant
- Proficiency Applications
- Star Battery
- National Agriscience Fair
- National Chapter



In the "Add New Application" menu, select "Agriscience Fair" and click "Add"

Add New Application:

Agriscience Fair



You will then be prompted to select a student on your roster to assign the application. Assign the student by selecting "Add New"

**Note:** If it is a team of two students (Division 3 or 4), assign an application to one student. The second student's information will be added to this document. The second student will not have access to the application.

**Click a student to add the Application:**

<a href="#">Add New</a>		601078326
<a href="#">Add New</a>		601078316

Select "Application" and this goes directly to the application.

\* Applications in gray have been submitted through the Online Degree/Application Manager; other applications are in-progress.

Generate/Edit Application	Unique #	Student	Application Type
<a href="#">Application</a> <a href="#">Delete</a>	162020		National Agriscience Fair





OVERALL APPLICATION SCREEN:



FFA Degree/Application Manager POWERED BY THE AET

ZZ2000 Haley Hampton

COVER PAGE

<-- Return to App Mgr

Introduction

Cover Page

Adult Sponsor Checklist

Hazardous Materials

Human Vertebrates

Non-Human Vertebrates

Research Funding

Project Extension

Checklist

Paper Upload

Advisor Approval

Print Application

Chapter Account:

Go to FFA.org

Go to AET

Student Help

Teacher Help

Curriculum

Ask AET a Question

Sign Off

Special Notes before you begin this page:

- Use the Tab key to go to the next cell that will accept entries.

Student's Name, FFA Member ID #: 601371442, Chapter ID: ZZ2000, Mailing Address, Email Address, Home Telephone Number

Complete FFA Chapter Name: ZZ2000, Name of High School, School Address, School Phone Number, City, School State, School Zip Code, Chapter Advisor, Chapter Advisor Email Address

Project Title, Extension Project?, Category, Division

Second student's information (if team)


Second Student's Name, FFA Member ID # for Second Student, Chapter ID: ZZ2000, Mailing Address, Email Address, Home Telephone Number



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## FEATURES:

- On most web browsers, the pages will automatically save as you go. You'll see this icon  as your information is saved.
- The application can be assigned by the advisor or can be generated by a student. The student has complete access to edit, update and delete all information contained in the application. Only one student can be assigned, therefore in a team project of two students (Division 3 or 4), only one student has access. The second student's information will be added to the application manually. The second student will not have access to the application.
- Each page has direct instructions to help advisors and students be successful.
- State staff have access to applications after they are initiated by the advisor or the student. They can log in and see what you see if needed.
- Spell check is a feature on some pages, however it is still recommended to type all items in a word processor and copy/paste into the application to ensure grammar and sentence structure is correct.

## TIPS FOR SUCCESS:

- JavaScript must be enabled on your web browser. Check the "Introduction" page to see if JavaScript is enabled on your device.
- Upon completion, the application exports into a PDF file. It is critical that the PDF document is reviewed closely. If edits need to be made, those edits must be completed in the web application and then exported again. The printed PDF document is the official application.
- Refer to the PDF for required signature approvals.
- A complete Agriscience Fair application for national competition consists of two parts which must be printed and mailed to national FFA:
  1. Complete Project Report
    - Title page, Abstract, Introduction, Literature Review, Materials and Methods, Results, Discussion and Conclusions, References, Acknowledgements
  2. Agriscience Application Form (generated in PDF)
    - Registration Form, Research Plan Approval Form, Adult Sponsor Checklist, Hazardous Materials Waiver Form, Human Vertebrate Form, Non-Human Vertebrate Form, Research Funding, Project Extension Form (if applicable), Previous Year Abstract (if applicable)