



Agricultural Career Network –

Top 5 ‘must dos’ to get your chapter started in using AgCN:

1. Program Profile – Edit your program profile. Add dues structure, identify if your chapter uses AET and verify the affiliate dues setting for your chapter.
2. My Profile – Add your personal information
3. Manage Fields – add any additional data fields you would like to collect from your students.
4. Roster
5. News and Calendar – add items specific to your chapter.

Instructor Account



1. Program Profile

1. Add information specific to your program; billing/shipping addresses, demographics, websites, facilities and pathways taught.
2. Then click "Submit".

Program Profile		Submit
<input type="button" value="Billing Address"/> <input type="button" value="Shipping Address"/>		
Address 1:	<input type="text"/>	
Address 2:	<input type="text" value="Attn: Business Office"/>	
City, State Zip:	<input type="text" value="Albion"/> <input type="text" value="IL"/> <input type="text" value="62806"/>	
Phone:	<input type="text"/>	
Fax:	<input type="text"/>	
Program Demographics		Chapter Links
Chapter Type:	<input type="text" value="High School"/>	<i>Check the box to Allow FFA to post on your account</i>
Chapter Status:	<input type="text" value="Active"/>	Facebook URL:
School Type:	<input type="text" value="Comprehensive"/>	<input type="text" value="www.facebook.com"/> <input checked="" type="checkbox"/>
School Population:	<input type="text" value="1,251-1,599"/>	Twitter URL:
Type Of Class:	<input type="text" value="Block"/>	<input type="text" value="www.twitter.com"/> <input checked="" type="checkbox"/>
Location:	<input type="text" value="Urban/Suburban >20,00"/>	Linked In URL:
Total # of Ag Students:	<input type="text" value="154"/>	<input type="text" value="www.linkedin.com"/> <input type="checkbox"/>
Total Unduplicated Ag Students:	<input type="text" value="151"/>	
Dues:	<input type="text" value="50"/>	
Import Provider:	<input type="text" value="No Import Provider"/>	
Affiliate Chapter:	<input type="checkbox"/>	
Type of Facilities		Pathways Taught
<input checked="" type="checkbox"/> AgMech		<input checked="" type="checkbox"/> Agribusiness Systems (ABS)
<input type="checkbox"/> Aquaculture		<input checked="" type="checkbox"/> Animal Systems (AS)
<input checked="" type="checkbox"/> Biotech/Agriscience Lab		<input checked="" type="checkbox"/> Biotechnology Systems (BS)
<input checked="" type="checkbox"/> Computer Lab		<input checked="" type="checkbox"/> Environmental Service Systems (ESS)
<input checked="" type="checkbox"/> Classroom		<input checked="" type="checkbox"/> Food Products And Processing Systems (FPP)

Select if your chapter uses AET or another data collection system.



2. My Profile

1. Add your personal information to the profile page.
2. Opt in to subscriptions

Instructor Portal

- My Home
- Manage Fields
- Manage Student
- My Profile**
- Additional Info
- Program Profile
- Roster Renewal
- Calendar
- Subscriptions
- News
- State Calendar View
- Ag Courses

My Profile

Submit

Personal Data

FFA Title: Agriculture Educator Birth Date: 3/29/1985

Prefix: Mrs. First Name: Test MI: Last Name: Instructor Suffix:

Contact Information

Email Address: email@email.org

Alternate Email Address:

Phone: (317) 802-4304 Mobile:

Allow text messages to be sent to my phone.

Facebook URL:

Twitter URL:

Linked In URL:

Selections below are options, please enter where valid. Check the box to allow FFA to post on your account.

Professional History

Title	Year	Type	Participation Level	Role	Award Recognition
<input type="button" value="Insert item"/>					



3. Manage Fields

Managing custom fields can be a great asset to chapter data collection. You are able to add desired fields to the student account.

1. Click “New”

A screenshot of the 'CUSTOM FIELDS' web interface. At the top, there is a blue header with the text 'CUSTOM FIELDS' and a sub-header 'Custom Fields'. Below the header, there is a checkbox labeled 'Show Only Active' which is checked. A message states: 'There are no items to show in this view. To add a new item, click "New."' A button labeled 'New' is located below the message, and a red arrow points to it from the right.

2. Insert data to be requested and identify that you want it from students via the “Member Level” drop-down menu.

A screenshot of the 'CUSTOM FIELDS' web interface showing the 'New Custom Field' form. The form is titled 'New Custom Field' and contains several fields: 'Org Level ID:' with the value 'IL', 'Member Level:' with a dropdown menu showing '--Select One--', 'Data Title:' with an empty text box, and 'Data Value:' with a checked checkbox labeled 'IsActive'. A red arrow points to the 'Member Level' dropdown menu. At the bottom of the form, there are three buttons: 'Save New', 'Cancel', and 'Clear'.



4.

Roster Renewal – See page on AgCN for further directions.

5.

Calendar & News – Add all of your chapter's events and news to these sections of AgCN