

Linking Proficiency Awards

Click on Link to Proficiency Award Applications
Select Proficiency Award Type (Entrep or Placement)
Make sure year of application is the current year.
Select the Proficiency Area

Click on Edit Profile

Enter all areas.

Membership ID# can be retrieved from an advisor

School address is PO Box 95 Deming, WA 98244

School phone is 360-383-2085

Advisors: Rightmire//Whitcomb

Date membership began (September 5, 2006, 2005, 2004, 2003)

Years completed: (can count ½ years such as 2.5)

Years offered: 4

Select that you have paid your dues.

Click on Edit Page 2: copy and paste your narratives from MS Word into here.

Repeat for Page 3

Page 4 – Skills Competencies, Knowledge – You must list 10 for entrepreneurship.

For placement – Skills and Activities. Skills are knowledge you gained, Activities are things that you do. You must fill out all of these to be considered for state recognition.

Page 5 – Inventory Quantity Summaries – leave blank

Edit Enterprise Selections

- if you have a variety of SAE's (Diversified Livestock Prod.) then click on the appropriate records to import from the web.

Edit Efficiencies:

- on the record book section, you should have entered your efficiencies. Each efficiency listed for 1 year should be listed for the next. See instructor for examples of efficiency factors such as average daily gain, etc.

When everything is done, click on Proficiency Application. You must have MS Excel 2000 or higher – students should do this at school. Save a copy of your application in the T:/FFA/SAE Records/Proficiency Award Copies/Your name

Add a folder with your name for Mr. Rightmire or Ms. Whitcomb to review your proficiency award and export pictures to.

Importing Pictures into Excel. Follow the instructions on the tab on the lower portion. Put your pictures into a word document and captions, then click on the pictures and drag into Excel. They must fit in the box provided. Captions done in MS Word, spell checked and then copied and pasted. They must not exceed 50 words!!! Do not use the phrases: "Here I am...", "I am..."

Very important to save you time in the long run: Make sure you make any changes to your proficiency on the Ag Record book online, not in Excel!!! This will save you hours in the future and if you have to make any changes.