



Convention Registration:

You can find a link to the registration by logging into AET, going to the chapter profile tab, and clicking Judging Card. You can then click Event Registration and Information and find our convention on April 28-29 on the calendar.

FFA Rosters additions are due April 1 for students competing at State Convention. Please add students through AET as you did your fall roster. **Updated** membership invoices will be sent the week of April 1.

Registering CDE Competitors, Talent, and BIG

You can then click on “Registration” for each event in which you have individuals or teams qualified. There should be a space to select all students on the team or individuals (students must be on an AET-submitted FFA roster to appear for selection). Alternates will not be registered as a team member but changes can be made up to April 14 when registration closes or the day of the event if needed after that. **Note:** Companion Animal, Fish & Wildlife, Floriculture, and Livestock do have space for a fifth member, these contests are unified eligible, do not enter a fifth team member unless your team also competed as a unified team at your regional qualifier. Contact Natasha or Jen Boersma if you have questions about unified teams.

Registering Official Delegates

Two students who are available Monday morning for the delegate session and will be informed/prepared to vote on State matters should be added to the “Official Delegates” as we need the names of all student delegates (students must be on an AET-submitted FFA roster to appear for selection).

Registering Students for Onstage Recognition

Please enter your Agriscience Fair Finalists, LDE Finalists, FB Disc. Meet Finalists, Proficiency Finalists, and State Degree Recipients that will be attending convention to go on stage at the respective session in Mariucci (students must be on an AET-submitted FFA roster to appear for selection). You may have already entered some of these students earlier for a CDE, that is ok, you must enter them again here, you will not be charged for them twice. You will only be charged for your unduplicated member count.

Registering Foundation Ambassadors



Only enter your students for this program if you receive confirmation from the Foundation that your student's application was selected, and they will be participating in the pre-convention training (students must be on an AET-submitted FFA roster to appear for selection).

Graduating Seniors

The foundation has gifts for all 12th graders who will be in attendance at Convention. Register the 12th graders coming to convention from your chapter so they will be able to pick up their gift during/at the career connections (students must be on an AET-submitted FFA roster to appear for selection).

Total Unduplicated Members

This is where you will enter each of the members coming to convention (students must be on an AET-submitted FFA roster to appear for selection). Likely all of these students will also be registered for at least one other specific competition or activity, but this section will determine the number of member buttons in your chapter packet and a large share of your invoice: buttons/registration is \$50 per student. Because each member must have a button to compete and/or attend sessions, be certain you do not miss any students or you will have to pay on site and that won't be a quick or easy process.

Advisor/Chaperone/Adult Guests Registration

All Advisors, chaperones, and adult guests from your chapter can be added in bulk by selecting the number of adults attending convention. We will be requesting contact information for chaperones and advisors as convention comes closer. The recommended ratio of adults to students from the University is 1:10. Pre-registered adults are \$20 and will each have a button (different from member buttons) in your chapter registration packet. Additional on-site registrations are \$10 per session, they will receive a sticker. Mariucci security will not allow anyone into the sessions that don't have a button or a session sticker. So if your adult guests will be attending two or more sessions it will be much easier/faster for them if you pre order them a button using this feature.

Chapter Fee

You should also add one chapter registration. Please note that the \$400 MAAE discount will be applied for those eligible before final billing is processed.

Parking

You will receive the appropriate corresponding window pass(es) in your chapter packet at registration based on your entries here.



Meals

Note: The Band/Choir meal feature doubles as the registration for your band and choir students (students must be on an AET-submitted FFA roster to appear for selection). Only enter your students for this if you receive confirmation from the Ashley that your student's application was selected by the Director. This registration gets them a catered supper Monday night and the pizza feed lunch on Tuesday.

There are multiple options this year for meals on site. Concessions at 3M Arena will be open.

On Monday afternoon, a BBQ Meal is available for \$12 per meal, or boxed lunches can be pre-ordered to be picked up at the 4-H building or the UofM Livestock Arena for \$13. On Tuesday afternoon, a pizza meal (2 slices of pizza, chips, cookie and pop) is available for \$9 per person. A total number of meals for students and adults can be purchased through the registration system. These meals will not be assigned to a specific person, so just add the total number needed for students and adults. The appropriate number and type of meal tickets will be added to your convention packets. Additional meals are not available onsite, but concessions are available at Mariucci. **Note:** the dairy contest takes place through the lunch hour and students will be given time to eat but they will not be allowed to leave the contests area so you must select a meal option for them.

Courtesy Corp

Several options are available for your students to sign up and be a part of courtesy corp. Each area has a set number needed. After that a waitlist is triggered, if your student ends up on the waitlist check back often to monitor their status. The correct number of arm bands will be added to your chapter's convention packet based on sign up quantities per chapter.

Movie/Discover the Scientist/Community Service/Workshops/Tours

Finally, you have many leadership and learning opportunities to sign your chapter members up to participate in, these all have a capacity number. After each is full a waitlist is triggered, if your student ends up on the waitlist check back often to monitor their status. If they are still on the waitlist on the 14th do not send them to the presentation/tour space as there will not be room, you will have to another thing for them to do in that timeframe.

Billing

Billing will be processed by MINNESOTA FFA and not by JudgingCard or the University. Please ignore the automatic JudgingCard invoices. You should receive your convention invoice



from QuickBooks like you currently receive your membership invoices. I hope to have these invoices processed and sent to you by April 30 or earlier. **Please do not submit for payment before you receive the QuickBooks invoice.**

NOTE: chapters will be billed for everything registered for online as of the registration deadline plus any onsite additions you might have to do at convention. We appreciate being informed of any “drops” you have prior to or at convention but we cannot provide reimbursement or a credit for them. Thank you for understanding the huge endeavor and costs it takes to create a multi-day youth event utilizing dozens of facilities for thousands of attendees.