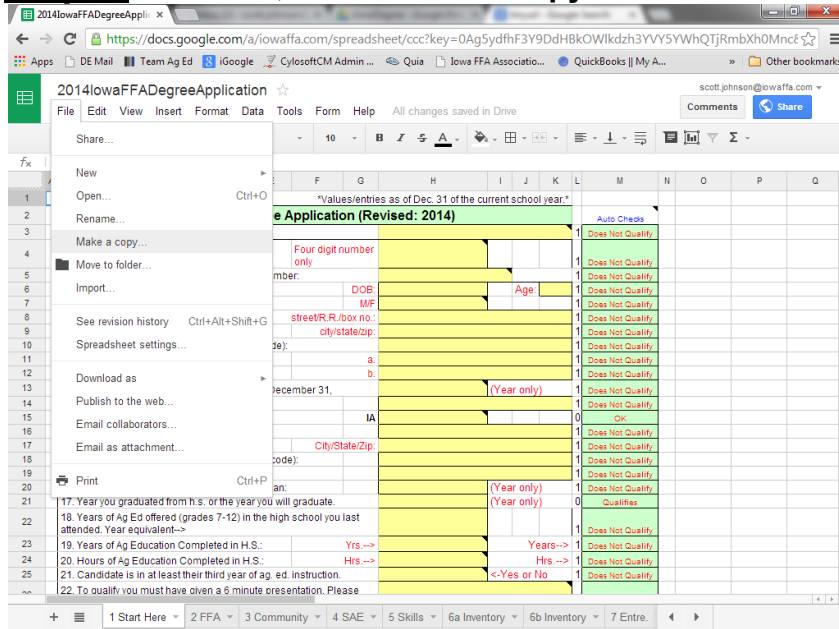


4 Step Start Up Guide for Iowa FFA Degree (Version 2014)

Step 1: Open '2014IowaFFADegreeApplication' by clicking on the link below:

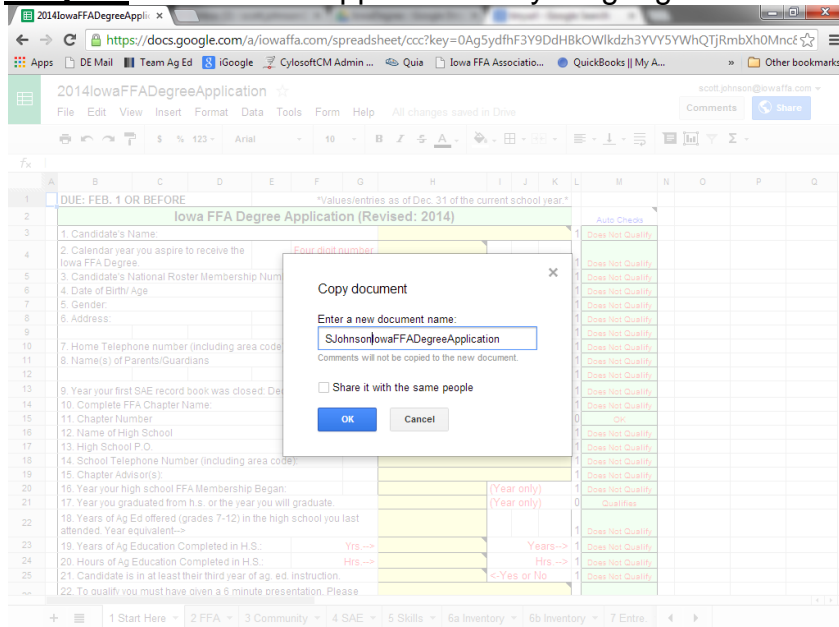
https://docs.google.com/a/iowaffa.com/spreadsheet/ccc?key=0Ag5ydfhF3Y9DdHBkOWIkdzh3YVY5YWWhQTjRmbXh0Mnc&usp=drive_web#gid=16

Step 2: Under file, select 'Make a copy...'



The screenshot shows a Google Docs spreadsheet titled '2014IowaFFADegreeApplication'. The 'File' menu is open, and 'Make a copy...' is highlighted. The spreadsheet contains various fields for an application, including 'Candidate's Name', 'Date of Birth', 'Age', 'Gender', 'Address', 'Home Telephone number', 'Name(s) of Parents/Guardians', 'Year your first SAE record book was closed', 'Complete FFA Chapter Name', 'Chapter Number', 'Name of High School', 'High School P.O.', 'School Telephone Number', 'Chapter Advisors', 'Year your high school FFA Membership Began', 'Year you graduated from h.s. or the year you will graduate', 'Years of Ag Ed offered (grades 7-12) in the high school you last attended', 'Year equivalent-->', 'Years of Ag Education Completed in H.S.', 'Hours of Ag Education Completed in H.S.', 'Candidate is in at least their third year of ag. ed. instruction', and 'To qualify you must have given a 6 minute presentation. Please'. The spreadsheet has columns labeled F through Q and rows numbered 1 through 22. The 'Auto Checks' column contains status indicators like 'Does Not Qualify', 'Qualifies', and 'OK'.

Step 3: Rename the application for your google drive and select 'OK'.



The screenshot shows the same Google Docs spreadsheet as in Step 2. A 'Copy document' dialog box is open in the center of the screen. The dialog box has a title bar that says 'Copy document' and a close button (X). It contains the text 'Enter a new document name:' followed by a text input field containing 'SJohnsonIowaFFADegreeApplication'. Below the input field, it says 'Comments will not be copied to the new document.' There is a checkbox labeled 'Share it with the same people' which is currently unchecked. At the bottom of the dialog box, there are two buttons: 'OK' and 'Cancel'.

Step 4: You should now be able to complete the Iowa FFA Degree Application.