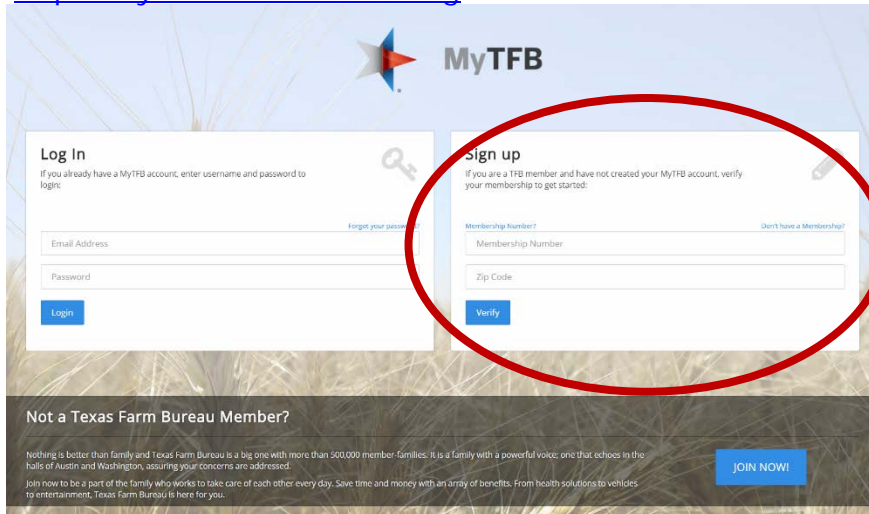


Young Farmers & Ranchers Contests Online Contest Application Instruction sheet

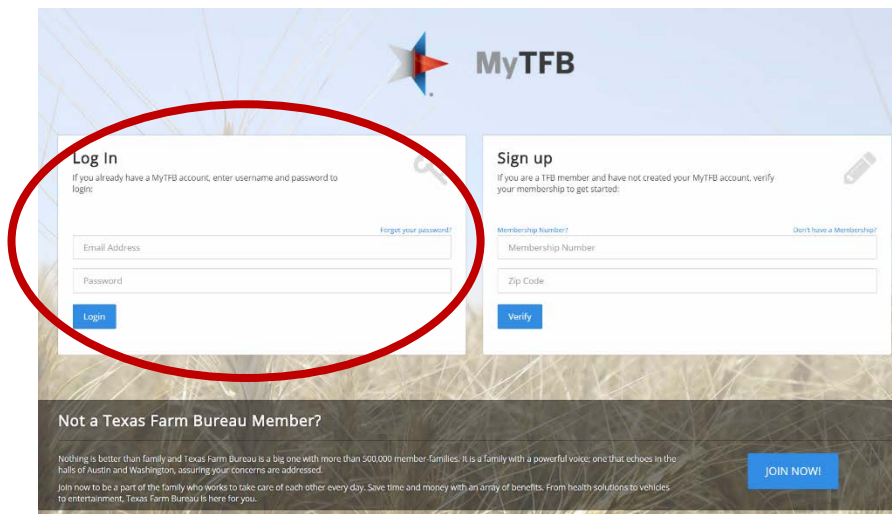
SETTING UP AN ACCOUNT WITH MYTFB

1. To set up an account, first verify your membership using the following link:
 - a. <http://my.texasfarmbureau.org>



The screenshot shows the MyTFB website interface. At the top, there is a logo with a star and the text "MyTFB". Below the logo, there are two main sections: "Log In" and "Sign up". The "Log In" section has fields for "Email Address" and "Password", and a "Login" button. The "Sign up" section has fields for "Membership Number?", "Membership Number", and "Zip Code", and a "Verify" button. A red circle highlights the "Sign up" section. At the bottom, there is a section titled "Not a Texas Farm Bureau Member?" with a "JOIN NOW!" button.

- b. After your membership is verified **you will receive an email** with a link to set up a user name and password. (The email will be sent to the account used to set up the MyTFB account.)
- c. Check your email. Click on the link provided. Set up your <https://my.texasfarmbureau.org> (MyTFB) account.
- d. Once you have set up your account you can log in at the <https://my.texasfarmbureau.org/> site here:



The screenshot shows the MyTFB website interface, similar to the previous one. The "Log In" section is circled in red. It has fields for "Email Address" and "Password", and a "Login" button. The "Sign up" section is also visible, with fields for "Membership Number?", "Membership Number", and "Zip Code", and a "Verify" button. At the bottom, there is a section titled "Not a Texas Farm Bureau Member?" with a "JOIN NOW!" button.

- e. Once you start an application, it will save and you can go back to it for review, update and editing.

Please note: Once an application has been submitted, you can no longer access it through the online portal. Please do not submit until all information is complete and accurate.

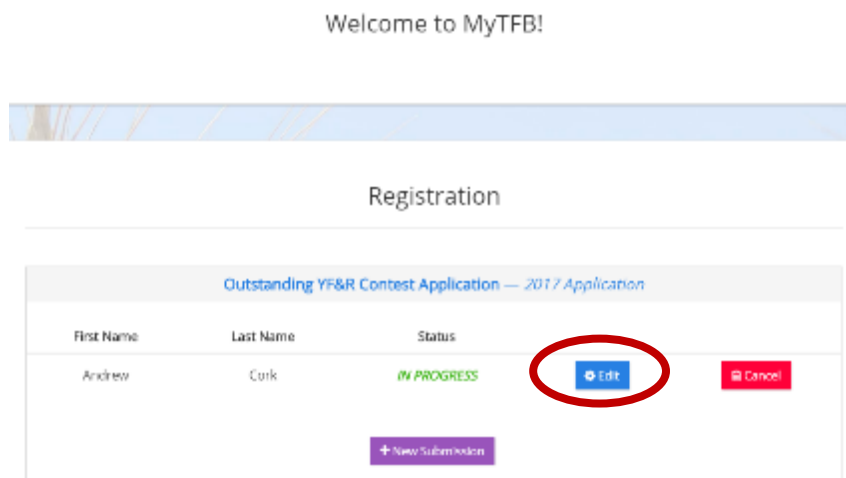
Once signed in to the MyTFB site you will be able to choose the application that you wish to submit.

Once you have started the application process, the site will auto save your information.

You can log in and out to edit your application up until Midnight, August 1, 2018. Once you have completed the application, you must select the green "submit and finish" button for the application to be sent to TFB. All applications not submitted, will not be considered for judging.

Note: DO NOT SUBMIT UNTIL YOU ARE FINISHED WITH YOUR APPLICATION. EDITS CANNOT BE MADE AFTER SUBMISSION

To make
into the
select the



edits to your
application log back
MyTFB site and
blue edit button.

THE APPLICATION:

The first page that will appear will be the “Contact Information” page. An applicant can be either an individual or a couple that is married or has similar legal rights under the law. Applicants may choose to apply individually, rather than as a couple. The first option on the contact page is File Mode.

Option 1 (Solo) – is for applicants applying as an individual, and will bring up fields to fill out for a single applicant.

Option 2 (Joint) – is for applicants applying as a couple, and information must be filled out for each individual.

The image displays two versions of the 'Contact Information' form. The left version is for 'Applicant 1' in 'Solo' file mode. It features a grid of input fields for personal and contact information, including name fields (First, Middle, Last, Suffix, Informal), birth date, gender, address (Physical and Mailing), and phone numbers (Home, Mobile, Business, E-Mail). The right version shows 'Applicant 2' in 'Joint' file mode, with a similar set of fields. Both forms have 'Cancel' and 'Next' buttons at the bottom.

All required information must be completed before the system will allow you to continue. Any incomplete fields will be noted in red at the bottom of the contact form.

This screenshot shows the 'Contact Information' form for Applicant 1 in Solo mode. The form is mostly filled out, but several fields are highlighted in red, indicating they are required and have not been completed. The error messages at the bottom are: 'You must supply a First Name', 'You must supply a Last Name', 'You must supply a Mobile Phone Number', 'You must supply an Email Address', 'You must supply a Date of Birth', 'You must select a Gender', 'You must supply a Physical Address', 'You must supply a Physical City', 'You must select a State', and 'You must supply a Physical Zip'. The 'Next' button is disabled, while the 'Cancel' button is active.

SUBMITTING PHOTOS:

Once the application is complete, the you will have the option to upload images. Suggested photo guidelines are below.

PHOTO GUIDELINES:

Color headshot will need to be **1200 pixels wide X 1600 pixels tall** (4" X 6", 300 dpi) in jpg file format.

Tips for better headshots:

- Solid background if possible. Be careful of what might be growing out of someone's head in a photo.
- Don't stand in front of a wall if using a flash. The flash will create harsh shadows on the wall.
- If you choose to take the photo in front of a wall, stand away from the wall by at least four feet.
- Use a flash if taking the photo outside especially if the subject is wearing a hat.
- Don't take the photo in harsh, direct sunlight. If you do, use a flash. It will soften the shadows caused by hats and eyebrows.
- Remove sunglasses.
- Solid colored shirts or soft patterns are best.

If you are wearing a TFB pin, make sure the red tip points to your left like this:



**Note: DO NOT SUBMIT UNTIL YOU ARE FINISHED
WITH YOUR APPLICATION.
EDITS CANNOT BE MADE AFTER SUBMISSION.**

