

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>
 - 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 return to the website: <https://my.texasfarmbureau.org/> and follow the instructions to log in.
 - 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 edits to your application before submission, log back into the MyTFB site and select the 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, with all fields empty. The right version is for 'Applicant 2' with all fields filled out. Both forms include fields for personal information (Title, First Name, Middle Name, Last Name, Suffix, Informal Name, Date of Birth, Gender), contact information (Home #, Mobile #, Business #, E-Mail), and address information (Physical Address, Physical City, Physical State, Physical Zip, Mailing Address, Mailing City, Mailing State, Mailing Zip). The 'Next' button is highlighted in green in both screenshots.

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' with several red error messages at the bottom. The errors 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 highlighted in green.

SUBMITTING PHOTOS:

Once the application is complete, 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:



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