TEXAS FARM BUREAU
ONLINE STUDENT TEACHING SCHOLARSHIP APPLICATION INSTRUCTIONS

It is recommended to print scholarship application instructions as well as the scholarship requirement checklist prior to filling out an online application.

Student Teaching Scholarship Opportunity available through the online process

- TFB Student Teaching Scholarships are for those who are a senior Agricultural Education student and will be student teaching off-campus during the spring semester
    - Four (4) scholarships awarded @ $2,500 each

    Please Note*: Scholarship eligibility requirements are located online through our TFB Website within the Youth Opportunities page:*
    http://texasfarmbureau.org/youth/youth-opportunities/

Setting Up an Account with MyTFB

TFB Memberships can only have 1 Log-In Account. When setting up an account, please use the **Main Member's** email.

To create a MyTFB account

- Verify your membership using the following link: **https://my.texasfarmbureau.org**
- After your membership is verified, you will receive an email with a link to set up an account password.
- Check your email. Click on the link provided within the email to create your MyTFB account.
    - The username will be the email address used to verify the membership.
- After logging into your account, click on the "*Registration*" menu option located on the left side of the page to find the active scholarship applications.

If you have already created a MyTFB account

- Log in to your MyTFB account by following this link: **https://my.texasfarmbureau.org**
- After logging into your account, click on the "*Registration*" menu option located on the left side of the page to find the active scholarship applications.

    Please Note*: MyTFB is used for multiple registrations/applications; make sure you choose the correct option.*

Siblings

Siblings using the same TFB membership must do the following:

- Log in using the existing membership account credentials
- Select "+New Submission" to start their individual application

Choosing a TFB Scholarship application

Once logged in, applicants will choose the Student Teaching scholarship application for the semester in which they will student teach:

Please Note*: Once you have started the application process, the site will autosave your information.*

Completing the Application

- The first page that will appear will be the "*Contact Information*" page
    - In the "*File Mode*" section, all scholarship applicants should select the "*Solo*" option
        - All required information must be completed before the system will allow you to continue
        - Any incomplete required fields will be noted in red at the bottom of the contact form
- Read instructions provided within the application
    - Answer required questions as indicated for the scholarship that you are applying for
    - Completed applications must submit an application by using the "*Submit and Finish*" button to eligible for judging

Editing applications

Applications can be edited as long as the application has not been submitted by selecting the "*Submit and Finish*" button.

- Log into the MyTFB website, select the "*Registration*" menu option
- Choose the scholarship application type that was previously started. You will see your name listed and the application status will show as "*In Progress*"
- Select the blue "*Edit*" button
    - Edits to applications can be made **before midnight, November 1, 2019**
    - Applications in the "*In Progress*" status after the deadline, will not be considered for judging

Uploading Documents

When uploading documents please keep the following in mind:

- Make sure Symbols are NOT included in the file name
- File Names MUST include applicant name and indicate which file has been requested
  Examples:
    - Jane Doe College Transcript
    - Jane Doe Degree Plan
    - Jane Doe Essay
    - Jane Doe Pic

Downloading Recommendation Form

- Download and provide the college or university supervisor the recommendation form to complete and return via email to youthactivities@txfb.org on or before midnight, November 1, 2019

Photo Guidelines

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

    Please Note*: *DO NOT SUBMIT YOUR APPLICATION UNTIL YOU ARE CERTAIN:

    - ***ALL QUESTIONS ARE ANSWERED***
    - ***ALL INFORMATION IS CORRECT***
    - ***ALL DOCUMENTS HAVE BEEN UPLOADED***
        - ***EDITS <u>CANNOT BE MADE</u> AFTER SUBMISSION***