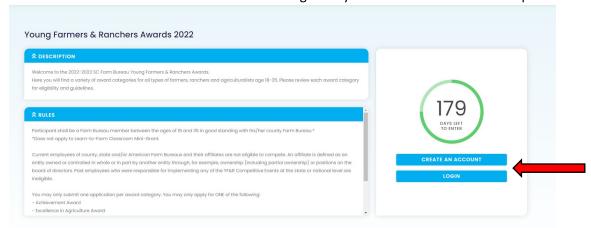


# SC Farm Bureau YF&R Awards Application Instructions

#### Step 1: Create an account

- Go to https://my.reviewr.com/site/yfrawards
- Follow the instructions to create an account or sign in if you have used Reviewr in the past.



- Be sure to remember your login credentials in case you need to return to your application later.

## **Step 2: Create an Application**

- In the dropdown box on the first page, select the award you wish to apply for.
- Follow the instructions on each page to complete your application.
- If you would like to save your work and return to your application at a later time, click the blue button at the top of the screen that says "Save and Logout". You may login at any time prior to the award deadline to edit or complete your application, even after you submit it.
- If you are having trouble advancing to the next page of your application, please scroll to the top and check for an error message.

## **Step 3: Edit Your Application**

- To return to your application, use the link above and log in with the credentials you created.
- Click the blue "Edit" button on the right side of the screen, then follow the instructions on each page to review and edit your application.



- If you would like to print your application, hover your cursor over the page icon on the left side of the screen and click "Submission". Then click the blue printer icon near the top of the page.



#### **Step 4: Submit Your Application**

- When you have completed all of the required sections and are ready to submit, click the blue button on the last page of the application that says "Submit".
- You may only submit one application per award.

### **Step 5: Apply for Additional Awards**

- If you would like to apply for an additional award, click the blue "Add Another Submission" button and select the award you wish to apply for.



- Follow the same steps as above to complete your application.

If you have additional questions or need further guidance on how to use the online platform, Reviewr has an excellent knowledge base with FAQ's, video resources and more. It can be found here:

Reviewr | Help Center - Applicant | Tutorials, FAQ's and Support

If you have any questions, please contact Heather Barberio at <a href="mailto:hbarberio@scfb.org">hbarberio@scfb.org</a> or <a href="mailto:803-936-4245">803-936-4245</a>