



## CAE Reviewr Guide for Submitting Applications:

### Creating An Account:

The CAE program description and rules will be available for applicants to reference here on the home page, at <https://my.reviewr.com/site/countyactivitiesofexcellence2026>.

To access the application form, click on the create an account or login button.

A screenshot of the '2025 County Activities of Excellence' application page. The page has a light blue header with the title '2025 County Activities of Excellence'. Below the header, there are two main sections: 'DESCRIPTION' and 'RULES'. The 'DESCRIPTION' section contains text about the program's history and goals. The 'RULES' section contains a list of four rules regarding application submission. To the right of these sections is a white panel with a green circular progress indicator showing '95 DAYS LEFT TO ENTER'. Below the progress indicator are two blue buttons: 'CREATE AN ACCOUNT' and 'LOGIN'. A red arrow points down to the 'CREATE AN ACCOUNT' button.

If this is your first time using Reviewr, select “Create an Account” and follow all prompts. You will use this login information to access your application in the future. When creating an account, you will be asked for your email address and name and will be directed to create a password. This information will be used to login throughout the application process. Your email address will become your username. When finished, click “Submit” to proceed to the application.



## New to Reviewr?

Create an Account

The password must have at least 7 characters, one lowercase letter, one uppercase letter, one number, and not based on a dictionary word.

Email Address (Username)

Password

Re-enter Password

First Name

Last Name

SUBMIT

If you already have an account from past years or are returning to your application, select “Have an existing account.” Your username is your email address. Each county Farm Bureau that applies will need to have its own unique user account. Only one email address per account may be used. If you cannot remember your account information, please click on forgot password or the text icon on the bottom right corner of the page.

### Have an existing account?

Login to 2025 County Activities of Excellence below.

LOGIN

Email

Password

LOGIN

[Forgot password?](#)

By signing in you are agreeing to our [Terms & Conditions](#) and our [Privacy Policy](#)



### Don't have an account?

If you do not have an account you can create one here.

[Create an Account](#)





## Completing the application:

Once you have registered your account or logged in, the platform will open a new application for you to complete. Please note, **only one application can be submitted per county**. To move through the application, click the “Next” button in the bottom right-hand corner of all pages of the application. Fields with an \* must be completed before advancing.

**Activity Category: for archival purposes only, not judging \***

- Education and Ag Promotion (EAP)
- Member Services (MS)
- Public Relations & Information (PR/I)
- Leadership Development (LD)
- Policy Implementation (PI)
- Safety (SA)



**Title of Activity: \***

County Connections Grant

**Number of Members in County: \***

201

**Number of Members Involved in Planning and Implementing Project: \***

25

**Please provide a brief summary of the activity: \***

315 characters left

Our county Farm Bureau (CFB) has been blessed by active agents and a strong connectional membership that has enabled us to have financial resources that smaller, less populated counties cannot emulate.

<< BACK

NEXT >>



All the questions on the online form are identical to the questions from previous years. Type your answers into the text boxes below each question. There is a character limit of 2500 per question, except for the activity summary, which has a character limit of 1000. Feel free to copy/paste from a Word document into these boxes. There will be no rich text formatting allowed using these forms (bold, italic, underlined, colored or highlighted text).



### Questions Included:

- Please provide a brief summary of the activity:
- State the needs, goals and objectives of this activity:
- Describe the planning process the county/counties developed for this activity:
- Explain how you implemented/carried out/executed this activity:
- What makes this activity unique, or how does it bring new focus to the county Farm Bureau's mission?
- What were the results of this activity, including the impact and benefit to Farm Bureau and/or the local community?

Submitters will also need to include 2-4 photos with their application and provide an e-signature that their application does not include any state, county or other identifying geographical information.

### Submitting the application:

Once you have completed the application, make sure to click the green submit button at the bottom right of the application page. If the application will not let you submit, it is likely you have not completed a required part of the application or are over the character count on a question.

A screenshot of a web application submission form. At the top, there are four photo upload slots. The first two are labeled 'Photo 1' and 'Photo 2', each with a 'pic1' or 'pic2' label and 'VIEW' and 'REMOVE' buttons. The next two are labeled 'Photo 2' and 'Photo 4', each with '(none)' labels and 'UPLOAD' buttons. Below the photos is an 'E-Signature:' section with a text area and a small note: 'By checking this box, you are acknowledging that your application does not contain state, county, or any other identifying geographical information. If the application does, it will not be eligible for selection.' Below the signature area is a checkbox labeled 'I agree to the statement above' which is checked. Underneath are input fields for 'Your Name:' (containing 'MBD'), 'Date:' (containing '05/2/2024'), and a calendar icon. At the bottom left is a blue '<< BACK' button, and at the bottom right is a green 'SUBMIT' button with a red arrow pointing down.



Once you have submitted your application, return to the submissions tab. Double check that your application’s status is “ready/accepted”, as that indicates your application has been submitted.

My Submissions ADD ANOTHER SUBMISSION

Group: Any | Division: Any | First Name: | Last Name: |  
 Email Address: | Submission Name: | Submission ID: | Status: Any |  
 Submitted Date: Any |

SEARCH RESET

ID	SUBMISSION NAME	GROUPS	SUBMITTER(S)	STATUS	ORGANIZATION	SUBMIT TIME	UPDATED DATE	
4149537	TEST1	Evaluation Group	Mary Beth Dale	Ready		May 25, 2023 11:41:51 AM EDT	May 30, 2023	<input type="checkbox"/>
4150721			Mary Beth Dale	Not			May 25, 2023	<input type="checkbox"/>

You should also receive an email from [hlerman@fb.org](mailto:hlerman@fb.org) confirming that your application has been submitted successfully.

Thank you for Your Application to 2025 County Activities of Excellence

maryd@fb.org(maryd@fb.org via amazonses.com)

To: Mary Beth Dale

Retention Policy: FB 180 Inbox (6 months)

Expires: 11/25/2024

ⓘ We could not verify the identity of the sender. Click here to learn more.

The actual sender of this message is different than the normal sender. Click here to learn more.

😊 ↩ Reply ↩ Reply All ➔ Forward 📧 ⋮

Wed 5/29/2024 2:08 PM

Thank you so much for submitting an application for the 2025 County Activities of Excellence . Your application has been received and is awaiting review from your state Farm Bureau’s County Activities of Excellence Coordinator. As a reminder, all county applications must be reviewed and approved by your state Farm Bureau in order to be judged. Please contact your state’s County Activities of Excellence coordinator with any questions pertaining to the approval of your county’s application.

Winners will be announced by the first week of October.

For additional questions about the American Farm Bureau’s County Activities of Excellence awards program, please contact us at any time. For information on the 2025 American Farm Bureau Annual Convention and Trade Show, please visit <http://annualconvention.fb.org>.

If you need to review or update your submission please click this link: [https://my.reviewr.com/site//County\\_Activities\\_of\\_Excellence2025](https://my.reviewr.com/site//County_Activities_of_Excellence2025) to login and update it.

Sincerely,

**Mary Beth Dale**

Leadership Development Program Coordinator

American Farm Bureau Federation

(707) 406-2658 | [maryd@fb.org](mailto:maryd@fb.org)

Please note that even if you click on the “submit” button, you will still be able to edit your application until the September 1, 2026 deadline. However, the application will not be accessible after September 2<sup>nd</sup> at 9AM. If you have any questions or issues concerning your application, please contact Hope Lerman at [hlerman@fb.org](mailto:hlerman@fb.org).