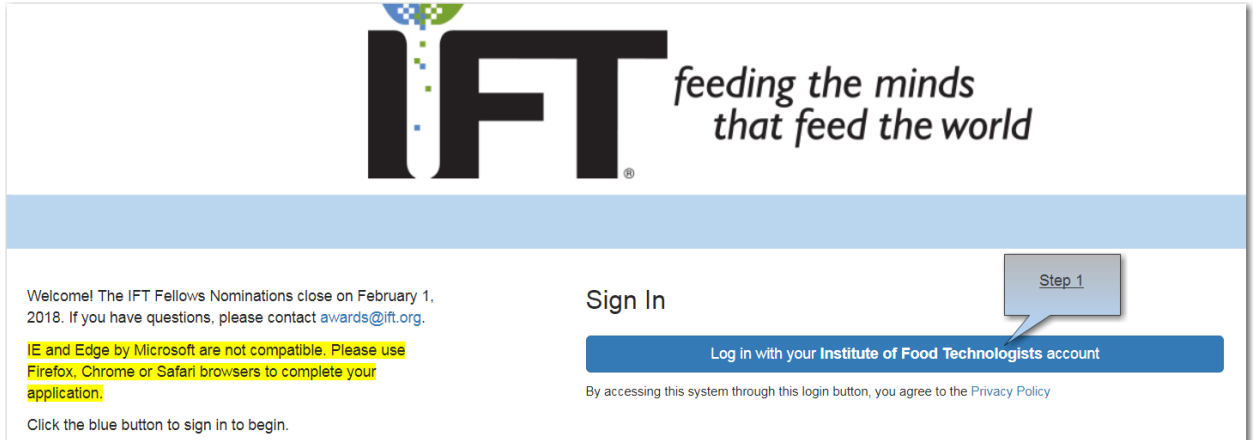


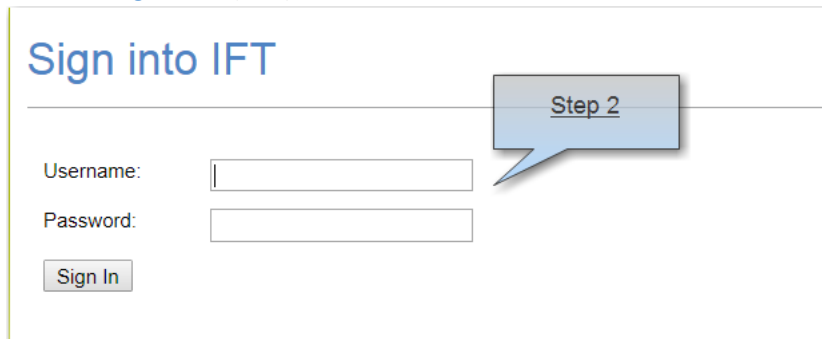
IFT Fellows Nomination Portal Step by Step Instructions

1. Click the blue button to sign in to the Awards Portal with your IFT account information. **You will be brought back to the IFT.org to sign in, once you click 'enter' you will automatically be brought back to the awards portal to complete your nomination.*



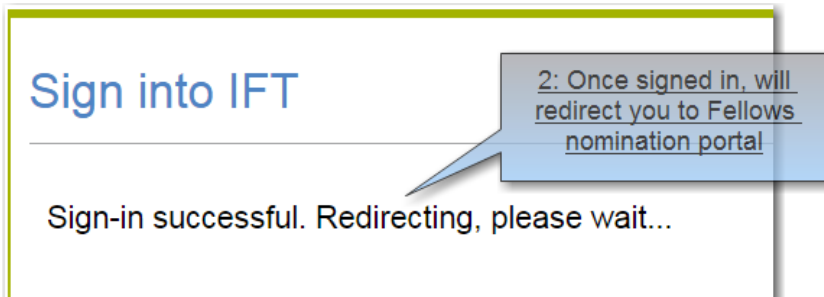
The screenshot shows the top of the IFT website. On the left is the IFT logo with the tagline "feeding the minds that feed the world". Below the logo is a blue horizontal bar. Underneath the bar, on the left, is a welcome message: "Welcome! The IFT Fellows Nominations close on February 1, 2018. If you have questions, please contact awards@ift.org." Below this is a yellow warning box: "IE and Edge by Microsoft are not compatible. Please use Firefox, Chrome or Safari browsers to complete your application." At the bottom left of this section is the text "Click the blue button to sign in to begin." On the right side, there is a "Sign In" section. It features a blue button with the text "Log in with your Institute of Food Technologists account". Above the button is a "Step 1" callout box. Below the button is a small link: "By accessing this system through this login button, you agree to the Privacy Policy".

2. Sign in with your IFT account information. If you need your information, please email info@ift.org or call (312) 782-8424.



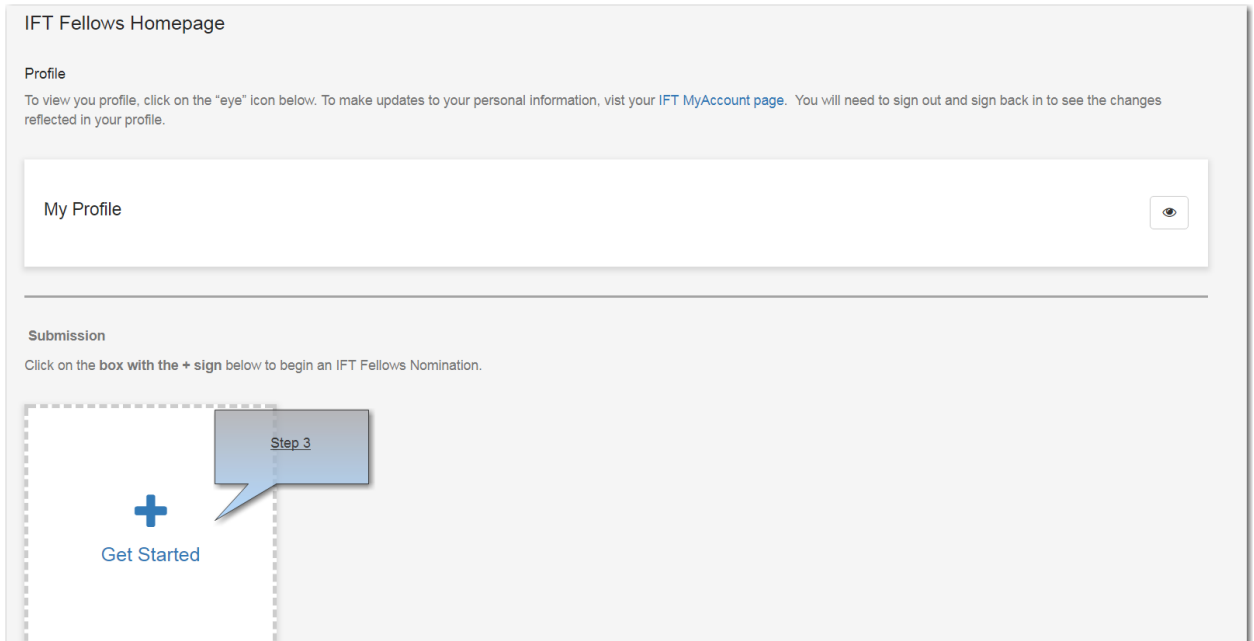
The screenshot shows a sign-in form titled "Sign into IFT". It has two input fields: "Username:" and "Password:". Below the fields is a "Sign In" button. A "Step 2" callout box points to the form area.

Step 2 continued:

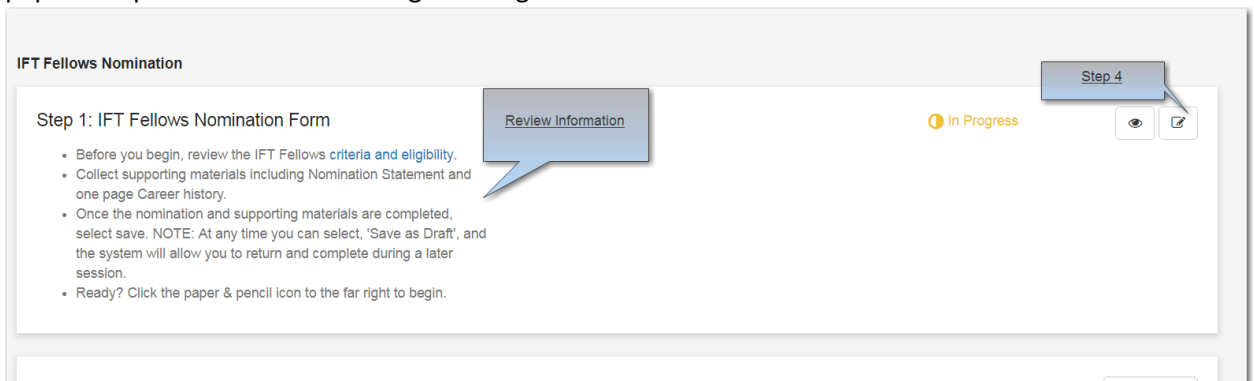


The screenshot shows a message box titled "Sign into IFT". The text inside says "Sign-in successful. Redirecting, please wait...". A "Step 2" callout box points to the message with the text: "2: Once signed in, will redirect you to Fellows nomination portal".

3. To begin a nomination, click on the box with the + sign.



4. Review the Step by Step instructions. Once ready to start Step 1 of the nomination, click on the paper and pencil icon on the far right to begin.



- You will now begin the Fellow Nomination. Please make sure you have the additional documents prepared for submitting the nomination - Nomination Statement and one-page Career History.

IFT Fellows Homepage > Untitled > Step 1: IFT Fellows Nomination Form Input

Selection as an IFT Fellow is a rare honor for exemplary achievement in food science and technology. This nomination must clearly explain how an exceptional record of understanding accomplishments makes the candidate worthy of election. Ineligible nominations will be returned and late nominations may be submitted in subsequent years. This nomination form, a two page or less reference letter from an IFT Fellow, a one-page Career History list, and a four page or less nomination statement must be submitted by February 1, 2018.

To view the IFT Fellow Nomination Statement guidelines, please [click here](#).

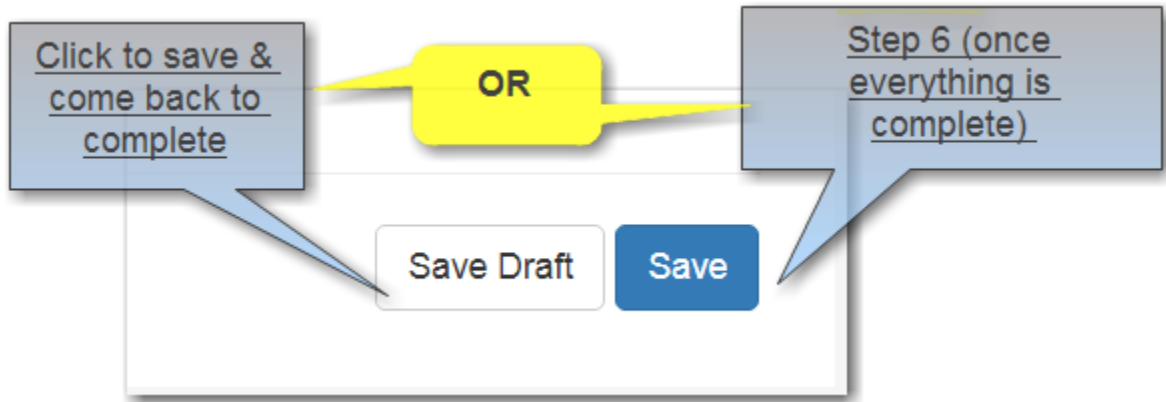
Please contact awards@ift.org with questions about the nomination process.

Step 5: Begin Nomination

2018 Fellow Nomination

- Once the form is complete and the supporting materials are attached, you are ready to complete Step 1. Click Save.

*** If at any time you need to stop and come back to complete the form, you may select, 'Save as Draft' at the bottom, and you can return at a later time to complete.*



- Now that Step 1 is complete, you can begin Step 2. Reference Letter Request Form.

IFT Fellows Nomination

Step 1: IFT Fellows Nomination Form ✔ Complete 👁️ 📄

- Before you begin, review the IFT Fellows [criteria and eligibility](#).
- Collect supporting materials including Nomination Statement and one page Career history.
- Once the nomination and supporting materials are completed, select save. NOTE: At any time you can select, 'Save as Draft', and the system will allow you to return and complete during a later session.
- Ready? Click the paper & pencil icon to the far right to begin.

Step 1 of the nomination is complete

Step 2: Reference Letter Request Form ○ Not Started Start Now >

Contact the IFT Fellow you designated to write the letter of reference using this Reference Letter Request form. Reference writers will receive an email with directions on how to submit.

Click the 'Start Now' button to begin a Reference Letter Request for your IFT Fellows Nominee

Review Information

Step 7

8. Click + Add New Item to complete the Reference Letter Request to the IFT Fellow you have designated to complete and submit the letter of reference for your nominee.

The screenshot shows the 'Step 2: Reference Letter Request Form Listing' page. At the top, there is a breadcrumb trail: 'IFT Fellows Homepage > John Smith- Professor > Step 2: Reference Letter Request Form Listing'. Below this, there are two sections of instructions:

- TO SUBMIT YOUR REFERENCE REQUEST**
 - Click **+Add New Item** to begin your Reference Letter Request.
 - You will need the Name & Email of the reference letter writer.
 - Click **Save** to send the reference letter request email message.
 - The status will change to Complete once the request is sent.
- TO SUBMIT YOUR COMPLETED FELLOW NOMINATION**
 - To **completed your fellows nomination** you click the GREEN submit button on your IFT Fellows submission page.
 - To return to the submission page, **click on the link above between the two ">" signs at the top.**
 - Example: Fellows Nomination Form > **Click This Link Above** > Fellows Reference Letter

At the bottom left, a note states: 'You need to have a minimum of 1 item in this list in order to submit your entry.' At the bottom right, there are two buttons: 'Export .CSV' and '+ Add New Item'. A blue callout box labeled 'Step 8' points to the '+ Add New Item' button.

9. Complete the Reference Letter Request. You will need the name of the IFT Fellow and their email. In the note section, be sure to mention the Name of the Nominee you are requesting the reference letter be written for.

The screenshot shows the 'Reference Letter Request' form. At the top, there is a note: 'A two-page or less reference letter from a current IFT Fellow should include duration and details of any relationship with the nominee. This letter is uploaded directly to IFT and may not be viewed by the nominee or the nominator.' Below this are four numbered instructions:

- Please designate an IFT Fellow to write the letter of recommendation, to view a list of IFT Fellows, please click [here](#).
- You will have to provide the name, email address of the reference letter writer, and complete an email message to send.
- Please let the reference letter writer know to expect an email for uploading their letter of reference.
- Once the nomination is complete, and the reference letter request has been sent, you may submit your nomination.

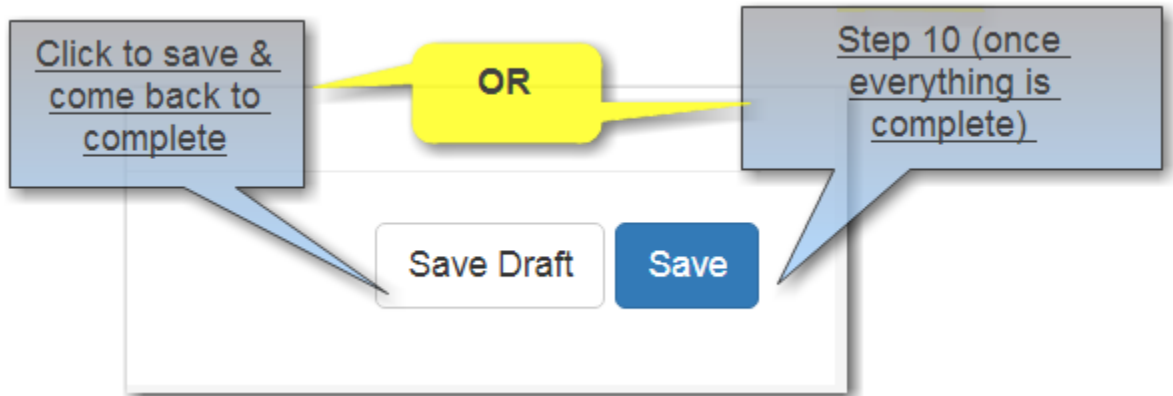
The form itself has the following fields:

- Name of IFT Fellow Providing Reference Letter: *** (Text input field)
- Email Address of IFT Fellow Providing Reference Letter: *** (Text input field)
- Note from Nominator to IFT Fellow Providing Reference Letter (IMPORTANT: Be sure to include the name of the Nominee) *** (Text area)

At the bottom right, there are three buttons: 'Delete', 'Save Draft', and 'Save'. A blue callout box labeled 'Step 9' points to the 'Name of IFT Fellow Providing Reference Letter' field.

10. Once the form is complete, and you are ready to send Click Save

*** If at any time you need to stop and come back to complete the form, you may select, 'Save as Draft' at the bottom, and you can return at a later time to complete.*



11. Your reference letter request status should now show complete. To Submit your nomination for review, click between the >*> at the top of the page.

The screenshot shows the 'Step 2: Reference Letter Request Form Listing' page for 'John Smith- Professor'. It includes instructions for submitting a reference request and a table of completed fellow nominations. A callout 'Step 11' points to the instructions, and another callout 'Reference Letter Request is now.' points to the 'Complete' status in the table.

IFT Fellows Homepage > John Smith- Professor > Step 2: Reference Letter Request Form Listing

TO SUBMIT YOUR REFERENCE REQUEST

- Click **+Add New Item** to begin your Reference Letter Request.
- You will need the Name & Email of the reference letter writer.
- Click **Save** to send the reference letter request email message.
- The status will change to Complete once the request is sent.

TO SUBMIT YOUR COMPLETED FELLOW NOMINATION

- To completed your fellows nomination you click the GREEN submit button on your IFT Fellows submission page.
- To return to the submission page, click on the link above between the two ">*" signs at the top.
 - Example: Fellows Nomination Form > [Click This Link Above](#) > Fellows Reference Letter

You have reached your limit of 1 listing.

Reference Letter Request is now.

Export .CSV + Add New Item

Name	Request Status	Status Date	Status
Shannon			Complete

12. Now that everything is completed and uploaded, you must click the green 'Submit' button to finalize your nomination submission.

IFT Fellows Nomination

Step 1: IFT Fellows Nomination Form Complete

- Before you begin, review the IFT Fellows [criteria and eligibility](#).
- Collect supporting materials including Nomination Statement and one page Career history.
- Once the nomination and supporting materials are completed, select save. NOTE: At any time you can select, 'Save as Draft', and the system will allow you to return and complete during a later session.
- Ready? Click the paper & pencil icon to the far right to begin.

Step 2: Reference Letter Request Form Complete

Contact the IFT Fellow you designated to write the letter of reference using this Reference Letter Request form. Reference writers will receive an email with directions on how to submit.

Click the 'Start Now' button to begin a Reference Letter Request for your IFT Fellows Nominee

Nomination Submission

Step 3: Nomination Statement

Once you have completed the nomination and the reference letter form, click the green button to SUBMIT.

No changes can be made after this step.

Submit

13. Your nomination is now complete. To complete another nomination, Click on IFT Fellows Homepage to start another submission. If you have any questions, please email awards@ift.org.

IFT Fellows Nomination

Step 1: IFT Fellows Nomination Form

- Before you begin, review the IFT Fellows [criteria and eligibility](#).
- Collect supporting materials including Nomination Statement and one page Career history.
- Once the nomination and supporting materials are completed, select save. NOTE: At any time you can select, 'Save as Draft', and the system will allow you to return and complete during a later session.
- Ready? Click the paper & pencil icon to the far right to begin.

Step 2: Reference Letter Request Form

Contact the IFT Fellow you designated to write the letter of reference using this Reference Letter Request form. Reference writers will receive an email with directions on how to submit.

Click the 'Start Now' button to begin a Reference Letter Request for your IFT Fellows Nominee

Nomination Submission

Thank you for supporting the IFT Fellows Program. Please expect an email confirmation. If you have any question, please contact awards@ift.org.

Shows completion of nomination submission