

CT Regional Scholastic Art Awards 2020

Step-by-Step Guide For Student Online Registration (ORS)

Read Directions Carefully – There are Changes for 2020

This is a guide is designed to help with online registration system (ORS):

· Students **must** be age 13 **before** registering in ORS.

ASK YOUR ART TEACHER FOR ASSISTANCE!!!!!

- You may complete the online registration/submission process in stages and save your work as you go or do it all at once. Unless you're running up against the submission deadline, it is recommended to complete it all at once, after the students have finished their work, so that you have all of the information you need in front of you.
- · You will need to upload either one or multiple images of your student's(s) artwork depending upon the category.
- · Use your most frequently checked e-mail address for communication.
- · All artwork **MUST** be available for exhibition if you submit to the Awards. Do not sell, give, or send the artwork to any organization or person if it is being submitted to the Scholastic Art Awards.

It seems daunting at first, but after the first one, it proceeds fairly quickly.

2020 Registration Deadline December 12, 2019 11:59 pm

2020 Fees

Schools, Home School, Out of School Program, & Independent Submissions

Individual Categories:

\$7 per Submission (Limit of 30 per School/8 per Student)

Schools: To make it easier to plan - \$105 per 15 Submissions: \$5 for each additional submission

(We recommend that you divide submissions equally among art teachers)

Portfolios: \$25 each (Limit 12 per School) Each Senior may submit up to 2 portfolios.

This fee pays only for Adjudication of the Portfolio as a unit of 8 works but DOES NOT pay for any works that a student wants to ALSO have adjudicated individually outside of the Portfolio.

Payment and Form Submission

Payment Can Be Submitted on Submission Form & Payment Check-in/Drop Off Days

Bring the Invoice, a check made out to CT Regional Scholastic Art Awards, and a copy of all signed submission forms and deliver to:

Wednesday, December 11, 2019: 3:00-6:00pm

Amity Regional High School, 25 Newton Road, Woodbridge, CT 06525
 Contact Person: Lisa Toto - email: lisatoto3@hotmail.com

Thursday, December 12, 2019: 3:00-6:00pm

- Amity Regional High School, 25 Newton Road, Woodbridge, CT 06525
 Contact Person: Lisa Toto email: lisatoto3@hotmail.com
- Nonnewaug High School, 5 Minortown Rd, Woodbury, CT 06798
 Contact Person: Leeza Desjardins email: Idesiardins@ctreg14.org

Friday, December 13, 2019: 3:00-6:00pm

Nonnewaug High School, 5 Minortown Rd, Woodbury, CT 06798
 Contact Person: Leeza Desjardins - email: ldesjardins@ctreg14.org



Do Not Deliver Artwork ONLY Payment and Forms.

Saturday, December 14, 2019: 9:00am - 3:00pm

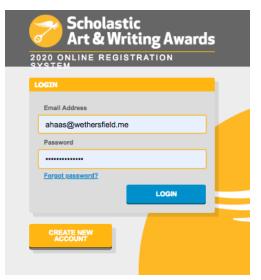
— Taub Hall, Hartford Art School, University of Hartford, 200 Bloomfield Ave., Hartford, CT



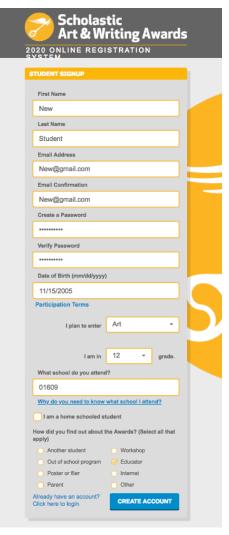
MAIL: Download and fill out the Invoice and send it along with a check made out to CT Regional Scholastic Art Awards, and a copy of all signed submission forms, and mail to:

New Student Registration:

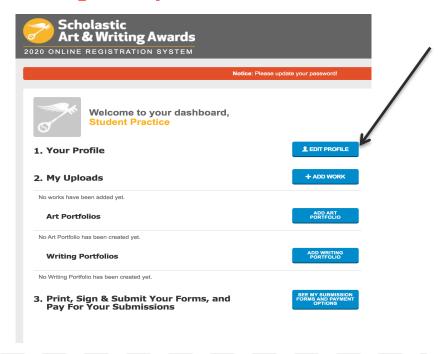
If you are registering for the first time you need to click Create New Account on the Login Page.



- Make sure to use correct spelling and capitalization.
- Fill out all of the Information. You must have an email that is unique to you and not the same email as another student or parent.



Complete/Edit Student Profile:



IF your artwork was created at a program outside of school and a teacher from this other program is signing your form you MUST include the Other Educational Program or OEP.

Edit your profile to complete any missing information. To add an Other Educational Program or OEP you must edit your profile.

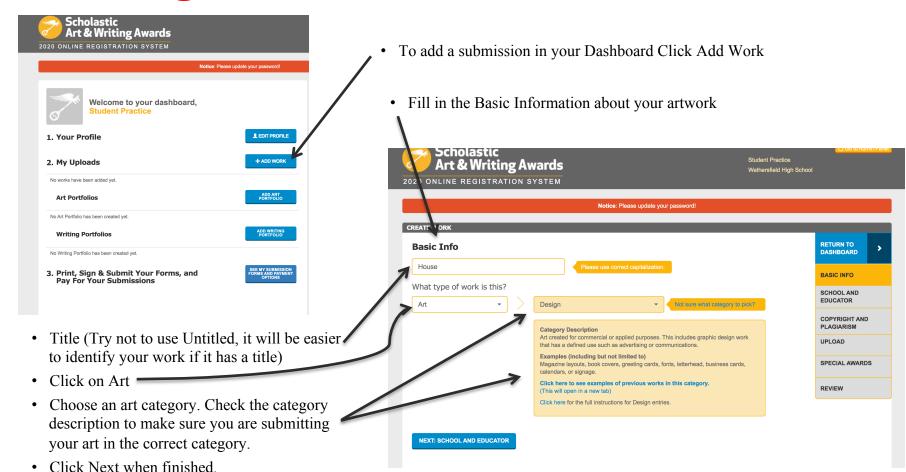
Edit School to add an OEP or change your school



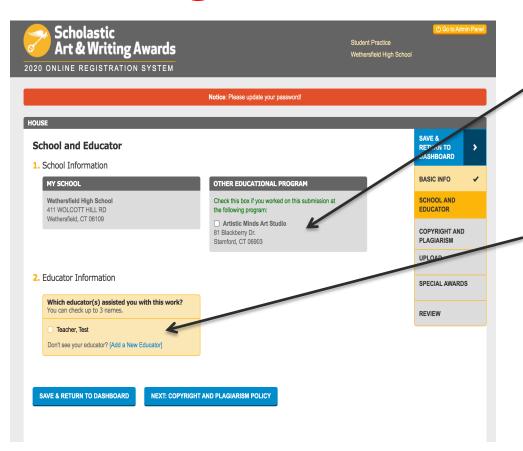


If you are submitting work created at an Other Educational Program – The OEP name must be included when creating your profile or you will not be able to choose it when entering their submission

Artwork Registration: Registering Individual Category Artwork



Artwork Registration: Registering Individual Category Artwork

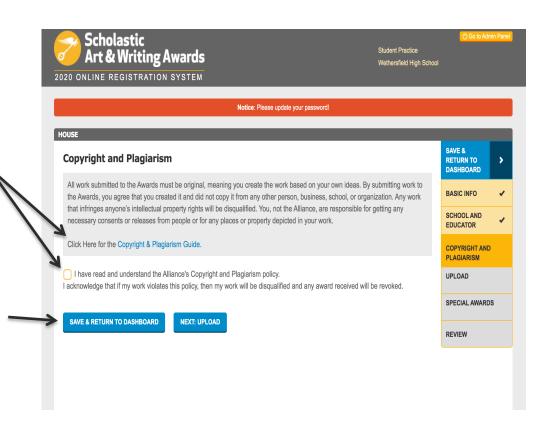


- If your artwork was not created at your day school but was created at an afterschool program and the teacher from your Other Educational Program is signing your submission form you MUST check the OEP where the artwork was created. The OEP will not be visible if it wasn't included in the student profile.
- Click on the primary teacher that corresponds with the creation of this artwork (*This teacher must sign the entry form*). If you do not find the correct teacher's name then click on "Add a New Educator". You will be asked for the teacher's name, email and to check the box with the school name. It is important to make sure the teacher's email is correct (including spelling) or the teacher will not receive the request.
 - Your teacher needs to create a profile in ORS in order to receive notification of awards

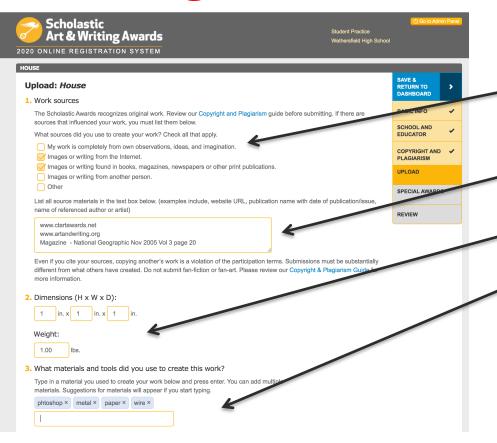
Artwork Registration: Registering Individual Category Artwork

Read the Copyright and Plagiarism explanation and check the box that you understand the Copyright and Plagiarism Policy and that you acknowledge that if your artwork violates the policy it will be disqualified.

You can either return to the Dashboard or continue to Upload your Artwork.

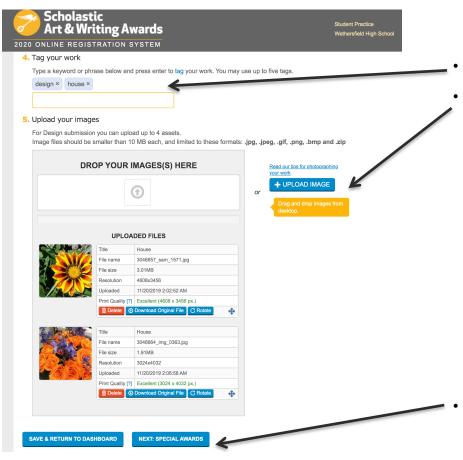


Artwork Registration: Registering Individual Category Artwork Grades 7-11



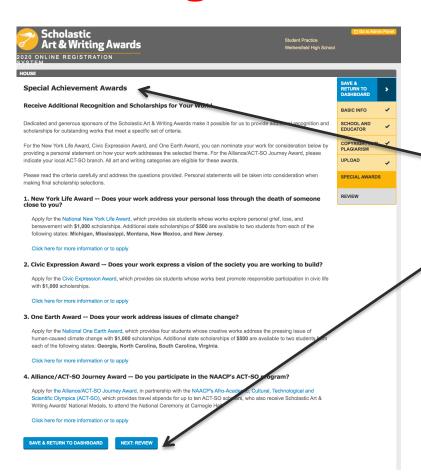
- Check off what sources you used. (List all work sources if they are not "My own observations, ideas, and imagination".)
- If you have used any images that are not your own you MUST list them including the URL of the reference.
- Dimensions (add weight too where necessary)
- Media/materials (Type in media, materials, software, camera, etc.)

Artwork Registration: Registering Individual Category Artwork Grades 7-11



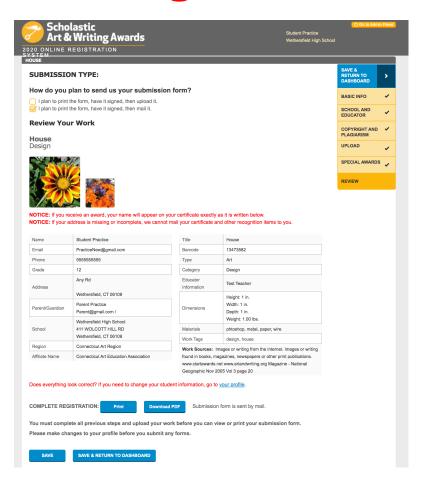
- Type in Tag Words
- Upload your Image. Some categories allow for up to 4 images. Make sure that your image is the best quality possible. The image you submit should look exactly like the piece that you deliver to us. Please do not crop artwork.
 - Artwork is submitted as a JPEG file. The images you upload **must** be at 300dpi/ppi for a print size of approximately 5x7 inches. If your images are not currently available, you can come back to complete your uploads later.
 - For Film & Animation: your film should be in one of the following formats: .mp4, .mov, .wmv, .avi, .mpg, .mpeg. For each Film & Animation submission, you **must** upload a five-minute-or-under version of your film. The file size limit for this upload is 350MB. n addition to the 5-minute or under version of the film, we also encourage you to upload the full-length version of your film. If If your full film is under five minutes long, this optional upload does not apply to you: please do NOT upload a higher resolution of the same film.
- Either Click Save and Return to Dashboard or Next to see Special Awards

Artwork Registration: Uploading Individual Category Artwork Grades 7-11



- Read Additional Opportunities and decide if the artwork is eligible for these programs. (If you click yes to any of the Additional Opportunities then you will be asked to describe how your artwork fits in with the opportunity's criteria.)
- Click Review

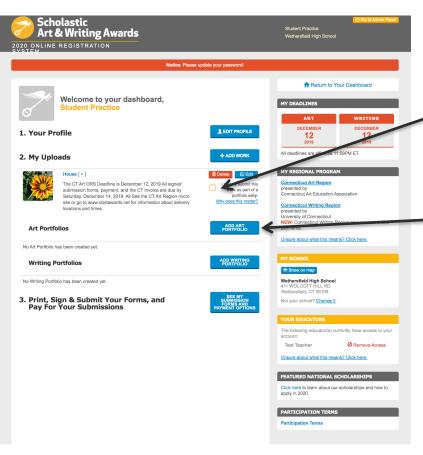
Artwork Registration: Uploading Individual Category Artwork Grades 7-11



- Make sure to review your submission carefully.
- All information needs to be correct as this is the information used to create labels and certificates if your artwork wins an award.
- Your email must be correct or you will not receive notification if you receive an award
- The image you submit should look exactly like the piece that you deliver to us. Please do not crop artwork.
- Your teacher MUST be registered for them to receive notification of awards.

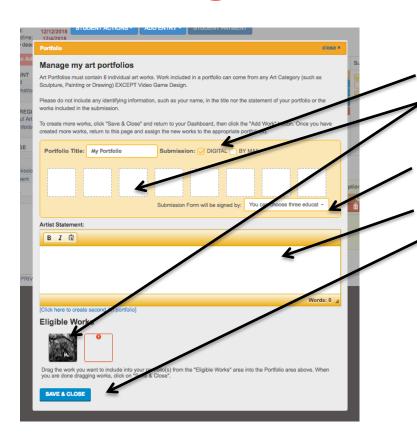
You can now return to the Dashboard and add additional artwork and print submission forms.

Portfolio Registration: Creating a Portfolio



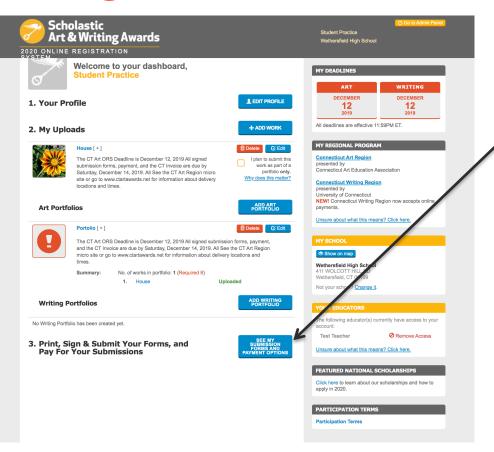
- Click "I plan to submit this artwork as part of a Portfolio only." if the artwork is only part of the portfolio.
 - If you pan on submitting a piece as both part of a portfolio and as an individual piece remember the \$25 portfolio fee only pays for the portfolio and individual pieces are an additional \$7.
- Click on Add Art Portfolio

Portfolio Registration: Creating a Portfolio



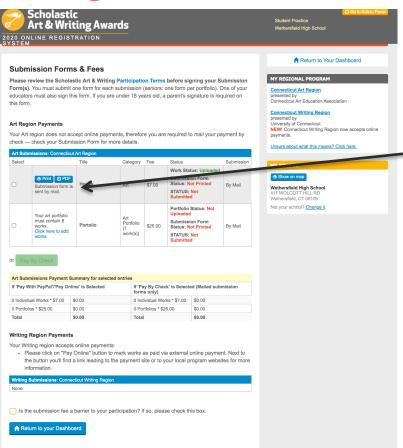
- Click on how you are submitting your Signed Submission Form. (
- Drag and drop the thumbnail image of the uploaded work into the portfolio boxes in order to populate your portfolio. All portfolios will need to have 8 works.
- You will also need to choose the teacher. Your name should show up in the drop down menu.
- Student's artist statement will need to be pasted into the box.
- Click "Save and Close"

Printing Submission Forms:



Return to the Dashboard and click on Print Submission Forms.

Printing Submission Forms:



- On the "Submission Summary Page" you will see all of your submissions
- Once the submission is complete you will see the option to print your submission forms.
- If you are submitting with your art teacher your school may be paying. If you are submitting independently your signed submission forms, payment, and invoice must be received by December 14, 2019.
- See Page # 4 for Paperwork/Payment Submission Instructions

ASK YOUR ART TEACHER FOR ASSISTANCE