



CT Regional Scholastic Art Awards 2025

Step-by-Step Guide For Teachers Online Registration

Read Directions Carefully – There are Changes for 2025

This is a guide is designed to help with the online Portal:

- Students **must** be age 13 **before** registering in ORS.
- 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.
- You need to know a parent's email and a parent **MUST** approve your account before adding work.
- You **MUST** verify your own email

Online Submission Deadline: December 11, 2024

Paperwork Submission Deadline: December 14, 2024

(CT Payment Form, Downloaded Invoice from the Portal, & Payment Must Be Mailed together and Received by this Date)

2025 Fees

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

Individual Categories:

\$10 per Submission (Limit of 30 per School/8 per Student)

Schools: To make it easier to plan - \$100 per 10 Submissions: \$10 for each additional submission
(We recommend that you divide submissions equally among art teachers)

Portfolios: \$30 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.

FEE WAIVER

*For individual students who have a financial impediment and are unable to pay for submissions,
please fill out a Fee Waiver for EACH STUDENT SUBMISSION who needs one.*

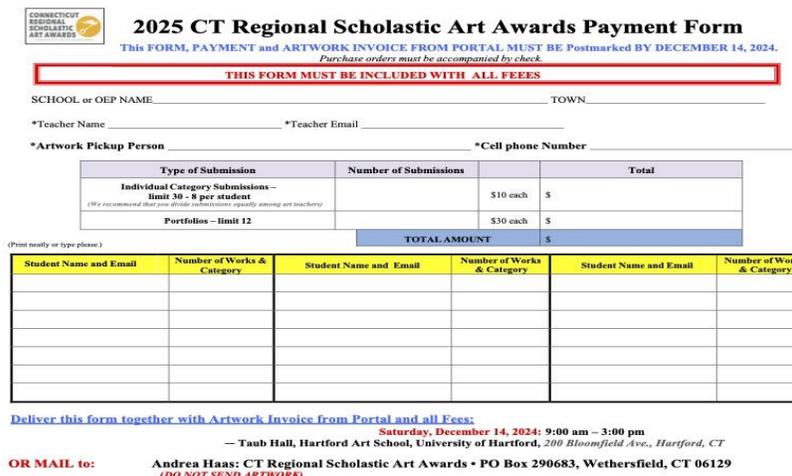
Payment and Forms

Payment **MUST** be delivered together with Invoice Downloaded from Submission Portal and Connecticut Payment Form.

If items are received separately, we can not guarantee that submissions will be accepted as one or more items may not be matched together.

CT Payment Form can be found at:

<http://www.ctartawards.net/invoice-and-fees.html>



2025 CT Regional Scholastic Art Awards Payment Form
This FORM, PAYMENT and ARTWORK INVOICE FROM PORTAL MUST BE Postmarked BY DECEMBER 14, 2024.
Purchase orders must be accompanied by check.

THIS FORM MUST BE INCLUDED WITH ALL FEES

SCHOOL or OEP NAME _____ TOWN _____
*Teacher Name _____ *Teacher Email _____
*Artwork Pickup Person _____ *Cell phone Number _____

Type of Submission	Number of Submissions		Total
Individual Category Submissions – limit 20 - 8 per student <small>(We recommend that you divide submissions equally among art teachers)</small>		\$10 each	\$
Portfolios – limit 12		\$30 each	\$
TOTAL AMOUNT			\$

(Print neatly or type please.)

Student Name and Email	Number of Works & Category	Student Name and Email	Number of Works & Category	Student Name and Email	Number of Works & Category

Deliver this form together with Artwork Invoice from Portal and all Fees:
Saturday, December 14, 2024: 9:00 am – 3:00 pm
— Taub Hall, Hartford Art School, University of Hartford, 200 Bloomfield Ave., Hartford, CT

OR MAIL to: **Andrea Haas: CT Regional Scholastic Art Awards • PO Box 290683, Wethersfield, CT 06129**
(DO NOT SEND ARTWORK)

CT Payment Form

Downloaded Bulk Invoice from the Portal

Scholastic Awards Invoice Invoice #118466

Payment Due: December 13th, 2023
Generated By: new teacher
To: aEGBDFGSDf
Payer Email: teacher@gmail.com
Notes: SgsGWSF

Work Title	Participant Name	Work Type	Amount
Car	practice student	Single Work	\$10
House	practice student	Single Work	\$10
My Portfolio	PRACTICE STUDENT	Portfolio	\$30
Untitled	student practice	Single Work	\$10
Total			\$60

PREFERRED METHOD OF PAPERWORK/PAYMENT SUBMISSION

[Delivery/Check-in times and location sites:](#)

- **Saturday, December 14, 2024: 9:00 am – 3:00 pm**
— Taub Hall, Hartford Art School, University of Hartford, 200 Bloomfield Ave., Hartford, CT

ALTERNATE METHOD OF PAPERWORK/PAYMENT SUBMISSION

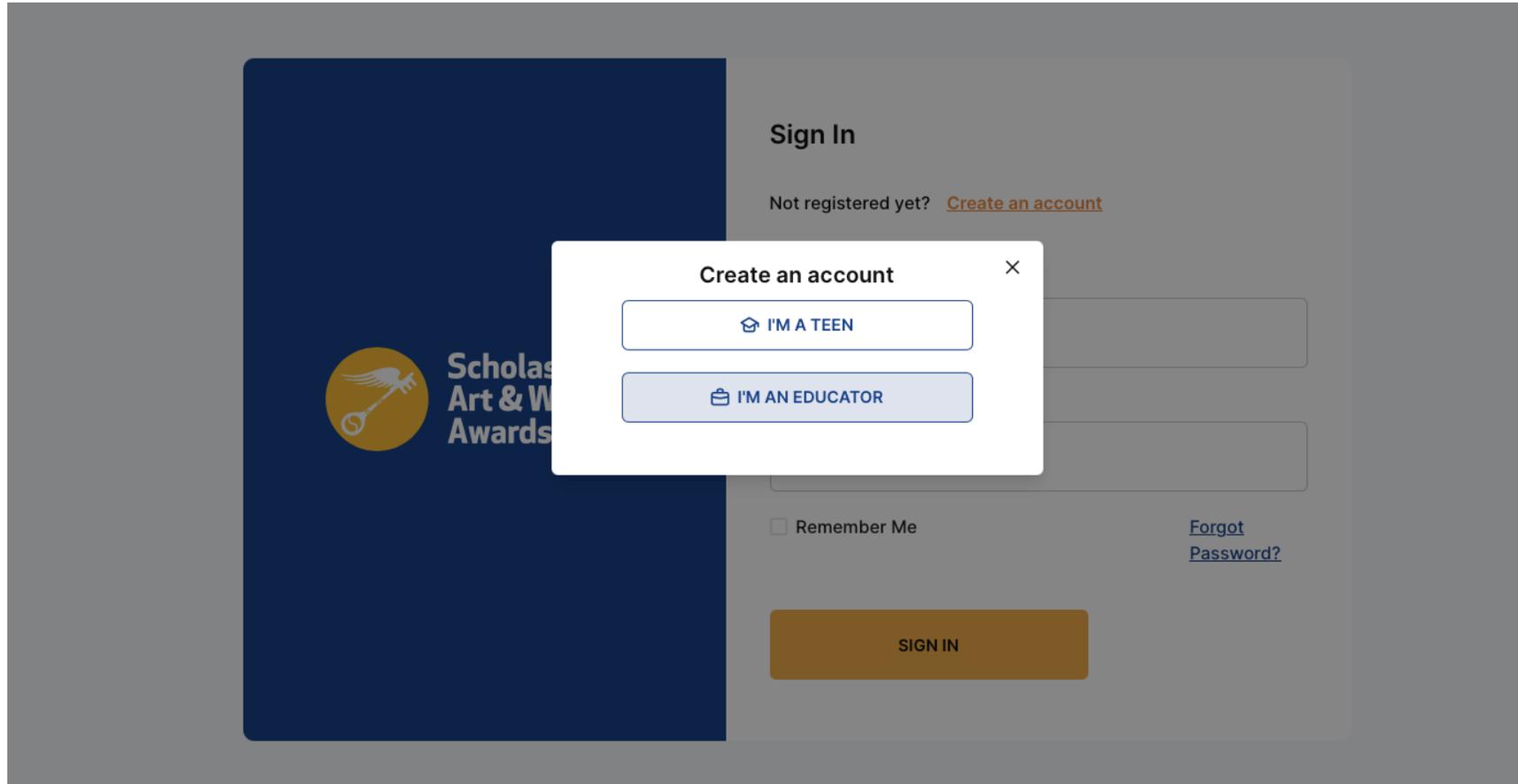
MAIL PAYMENT WITH ALL FORMS **IN THE SAME ENVELOPE** – MUST BE RECEIVED BY 12/14/24
Make check out to CT Regional Scholastic Art Awards

Or Mail-In Paperwork:

Andrea Haas, Program Chair
Connecticut Regional Scholastic Art Awards • PO Box 290683 • Wethersfield, CT 06129
(Do Not Ship Artwork to this Address)

Teacher Registration:

All New Teachers **MUST** register. Teachers with previous accounts can log in. You **MUST** have a teacher account in order to receive communication from the Alliance for Young Artists and Writers and the CT Regional Scholastic Art Awards. Without a teacher account you will not be notified of the status of your students' submissions.



Teacher Registration:

Welcome to the Scholastic Art & Writing Awards



Email and Password

Your email address

Your email address

Email address confirmation

Your email address

Password

Password

Password confirmation

Password

- Enter your email and create a password
- Enter your Information

Make sure to indicate which type of school/program you work for. Then search for your school or art program.

Search for a school, virtual school, or extracurricular, summer, or afterschool program
If you need to add other schools or programs, you can provide that information after you create your account.

I am a school educator
 I am a virtual school educator
 I am a homeschool educator
 I am an afterschool program educator

Country*
 Canada United States

State/Province*
Connecticut (CT)

Wethers

Wethersfield High School
411 WOLCOTT HILL RD
Wethersfield CT, 06109

[Can't find your school in the list? Send us a message](#)

If you attend a virtual school, you will be placed in a regional program based on your home address

My Info

First Name*

Your first name

Last Name*

Your last name

Phone*

+1 XXX-XXX-XXXX

Preferred Email

Preferred email address

Preferred Phone

+1 XXX-XXX-XXXX

Click the box and then
Create my Account

Your Address

My Address

Street Address

Street Address

Apartment, Suite, Unit (Optional)

Apartment, Suite, Unit (Optional)

City

City*

State/Province*

State/Province*

Zip/Postal Code

Zip/Postal Code*

Country

Canada United States

I confirm that all information submitted is true and accurate to the best of my knowledge and I understand that submitting false information can result in disqualification and other consequences

CREATE MY ACCOUNT

Enter your school
information

Student/Artwork Registration:

Students will need to create their own accounts and upload their own work. You should assist them in the process.

There are step by step directions. Please also **Download the Student Step-By-Step Guide from the www.ctartawrds.net.**



CT Regional Scholastic Art Awards 2025

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

***Ask Your Art
Teacher for Assistance!***

Read Directions Carefully – There are Changes for 2025

IMPORTANT:

- Students will need to verify their email address by clicking a link in their email address
- When students register an automated email will go to the parent for approval. Please make sure that the student or you tell the parent that the parent needs to approve before the student can proceed with submission.

Parental Approval:

Students will see message that asks for parental approval.

IMPORTANT:

An automated email will go to the parent for approval. Please make sure that the student or you tell the parent that the parent needs to approve before the student can proceed with submission.

Scholastic Art & Writing Awards Alliance for Young Artists & Writers

Hi, 2025

Welcome, 2025!

Messages

! Your Parents or Legal Guardian must approve your application

SEND A REMINDER

Entries

+ ADD WORK

Home

Entries

Messages 0

ACCOUNT

Profile

Your Teen Has Requested Approval to Participate in the Scholastic Award

noreply@artandwriting.org via amazonses.com 12:01 PM (3 hours ago)

Your teen has created an account to enter their work(s) in the Scholastic Art & Writing Awards. Please click the link to verify and approve your child's account: <https://portal.artandwriting.org/participants/approve?u=fcb0a771-85d7-4f86-93be-5ad03998c333&c=6ac8c320>

By approving, you acknowledge you and your teen have read, fully understand, and agree to all requirements for participating in the Scholastic & Writing Awards as outlined in the guidelines, and in the [Participation Terms](#) (including the Copyrights Release, [Copyright & Plagiarism](#), and Terms of Artwork Return Policies).

Reply Forward

I accept the terms and conditions

APPROVE

Parent Approval

I affirm that all information entered through the participant Portal is true and accurate. I understand the following: the information my teen provided may not be changed or corrected after the registration deadline has closed; I grant permission to the Alliance and its Affiliate Partners to publish, in all print and electronic media, the student's name, age, grade, school, and educator information; the Alliance and its Affiliate Partners may release information entered through the Portal to colleges and universities interested in recognizing and supporting students who have entered the Scholastic Awards, as well as for consideration for additional scholarship and recognition opportunities; works receiving national awards will be held for up to two years. I further agree and acknowledge that the Alliance has the authority, in its sole discretion, to revoke any awards issued by the Alliance in the event the Alliance determines that an entry does not meet the requirements of the Participation Terms or other Alliance policies; the Alliance assumes no responsibility for lost or damaged work; if any element of the submission requires rights releases, all rights and permissions have been obtained, as required by law.

By clicking ON "APPROVE" below, you acknowledge you and your teen have read, fully understand, and agree to all requirements for participating in the Scholastic & Writing Awards as outlined in the guidelines, and in the [Participation Terms](#) (including the Copyrights Release, Copyright & Plagiarism, and Terms of Artwork Return Policies).

Teacher Dashboard:

When you first log in this will be what your Dashboard will look like. As students submit work you will be able to see YOUR students' work (not the entire school)

The screenshot shows the Scholastic Art & Writing Awards Teacher Dashboard for the Connecticut Art Region. The header includes the logo and the text "Alliance for Young Artists & Writers". The main content area is titled "Connecticut Art Region" and features four summary cards: "All Works" (1), "All Portfolios" (0), "All Participants" (1), and "All Schools and OEPs" (1). A calendar icon indicates the "Entry Deadline: 48 days left" on December 11, 2024 (ET). A sidebar on the left contains navigation options: "Hi, Teacher Educator", "Select Region" (CT001A), "MANAGE", "PROFILE", "Support", and "Sign Out". Below the summary cards, there are two sections: "Ready For Judging" (1 entry) and "Total ready for judging Portfolios" (0). Each section includes a list of status checks: General info completed, Work uploaded, Cash Awards reviewed, and Paid or Fee Waived.

This section provides a detailed view of the "Not Paid" and "Incomplete" status sections. The "Not Paid" section shows "Total unpaid art entries: 0" and "Total unpaid Portfolios: 1". The "Incomplete" section shows "0 Total Entries" and "0 Total Portfolios". Each section includes a list of status checks: General info completed, Work uploaded, Cash Awards reviewed, and Paid or Fee Waived. The "Not Paid" section also includes "MESSAGE" and "PAY" buttons for both art entries and portfolios.

Teacher Dashboard:

This is what your Dashboard will look like as students start to add work. You can see the works ready for judging, works complete but unpaid, and submissions that are incomplete.

Hi, New

Choose Your Region

CT001A

MANAGE

Dashboard

Work

Participants

Invoice

PROFILE

School

Account

Message

Support

Sign Out

Connecticut Art Region

5 All Works

0 All Participants

1 All Schools and OEPs

Entry Deadline: 41 days left

December 13 2023

Ready For Judging

Total ready for judging art entries: 0

Paid entries that are ready for judging. These can be edited until the deadline.

- General Info completed
- Work uploaded
- Cash Awards reviewed
- Paid or Fee Waived

Not Paid

Only payment is missing

Total unpaid art entries: 3

- General Info completed
- Work uploaded
- Cash Awards reviewed
- Paid or Fee Waived

Most works will be listed as Not Paid, if the school is paying. You will need to change the payment status.

Not Paid

Only payment is missing

Total unpaid art entries: 3

MESSAGE 3 PAY

- General Info completed
- Work uploaded
- Cash Awards reviewed
- Paid or Fee Waived

Incomplete

Works missing more than one entry requirement

Total incomplete art entries: 1

Not Uploaded: 1 Not Paid: 1

MESSAGE 1 MESSAGE

- General Info completed
- Work uploaded
- Cash Awards reviewed
- Paid or Fee Waived

You can message students about their missing items within the system.

Teacher Dashboard: Viewing Submissions

Click on Work in the sidebar to see a list of works students have connected to you.

You can view the entry by click in on View

Hi, New

Choose Your Region

CT001A

MANAGE

Dashboard

Work

Participants

Invoice

PROFILE

School

Account

Message

Support

Sign Out

Entries

Search

Title: Work Title

Category: Select category

+ Show more search options

CLEAR SEARCH

Thumbnail

Sort By: Work title (A-Z)

MESSAGE CHANGE PAYMENT

<input type="checkbox"/>	Work Title	Category	Participant Name	Work Uploaded	Entered For Judging	Parent Permission	Payment Type	In Judging	Action
<input type="checkbox"/>	Car	Work	PRACTICE STUDENT	✓	✓	✓	Unpaid	✓	VIEW
<input type="checkbox"/>	House	Work	PRACTICE STUDENT	✓	✓	✓	Unpaid	✓	VIEW
<input type="checkbox"/>	My Portfolio	Portfolio	PRACTICE STUDENT	✗	✓	✓	Unpaid	✓	VIEW
<input type="checkbox"/>	New Portfolio	Portfolio	PRACTICE STUDENT	✗	✗	✓	Unpaid	✗	VIEW
<input type="checkbox"/>	Untitled	Work	Student Practice	✓	✓	✓	Unpaid	✓	VIEW

Showing 1 - 5 of 5

← RETURN

GO TO DASHBOARD

Entry Info

Work title: Car

Work type: Art

Category: Painting

Summary of work: This is an acrylic painting of a car in the rain.

Barcode: 01JAWV7FK7E667ZNEJNV56A3

EDIT

Personal Information

Name: 2025 Student

Email: cto01appractice@gmail.com

Grade: 12

Uploads

Uploaded work: Yes

Uploaded images:

WethersfieldHS_Delic_Sara_0001.jpg

EDIT

Work Description

Height: 10 Inches

Width: 12 Inches

Tools and materials used to create this work: acrylic paint, Canvas

EDIT

Sources

Did you gain inspiration from another artist?: No

Did you reference Images or Ideas you found on the Internet?: No

Were you inspired by any other artists?: No

EDIT

School/Other Educational Program information

School: Wethersfield High School
411 WOLCOTT HILL RD
Wethersfield CT 06109
In Person School

EDIT

Educator

Educator: Teacher Practice

You can edit information

Check to see if Parent Permission is green. If it is red, please contact the student and parent to look for the automated email asking the parent for permission

Teacher Dashboard: Bulk Payment - Creating Invoice

Click to see artwork thumbnail

Click CHANGE PAYMENT to change payment status

To change the payment status, click on the box to indicate the works you are changing.

Thumbnail

Sort By: Work title (A-Z) ▼

<input type="checkbox"/>	Thumbnail	Work Title	Category	Participant Name	Work Uploaded	Entered For Judging	Parent Permission	Payment Type	In Judging	Action
<input type="checkbox"/>		Car	Painting	2025 Student	✓	✓	⊘	Fee waived	✓	VIEW
<input type="checkbox"/>		Work #2	Drawing & Illustration	2025 Student	✓	✓	⊘	Unpaid	✓	VIEW
<input type="checkbox"/>		Work #3	Printmaking	2025 Student	✓	✓	⊘	Unpaid	✓	VIEW
<input type="checkbox"/>		Work #4	Fashion	2025 Student	✓	✓	⊘	Unpaid	✓	VIEW

Showing 1 - 4 of 4

Change Unpaid to Invoice Multiple Entries

An Invoice will be generated.

Payment Status

Unpaid

Credit or debit card

Cash or Check (individual entry)

Invoice (multiple entries)

Fee Waiver

Payment Status

Unpaid

Credit or debit card

Cash or Check (individual entry)

Invoice (multiple entries)

Bulk Payment Number	School	Date
<input type="checkbox"/> 549611	Wethersfield High School	11/2/2023

Fee Waiver

You may create multiple invoices if works are completed at different times.

All Invoices from Your School Need to Be Delivered or Mailed together with the CT Payment Form and Payment

Bulk Payment: *Creating, Downloading, Printing Artwork Invoice*

Click Create New Invoice and fill out the information

Payment Status

Unpaid
 Credit or debit card
 Cash or Check (individual entry)
 Invoice (multiple entries)

Bulk Payment Number	School	Date
549611	Wethersfield High School	11/2/2023

[+ CREATE NEW INVOICE](#)

Fee Waiver

Payment Status

Unpaid
 Credit or debit card
 Cash or Check (individual entry)
 Invoice (multiple entries)

Bulk Payment Number	School	Date
578637	Wethersfield High School	11/3/2023
549611	Wethersfield High School	11/2/2023

[+ CREATE NEW INVOICE](#)

Fee Waiver

Click Change

You will only be able to see invoices for YOUR Students.

All Invoices from Your School Need to Be Delivered or Mailed together with the CT Payment Form and Payment

An Invoice will be generated.

To see and download invoices, click on Invoices in the left column.

Payment Status

Unpaid
 Credit or debit card
 Cash or Check (individual entry)
 Invoice (multiple entries)

Who is Paying?

My Name

Notes

This is my Invoice

Payer's Email Address

Teacher@gmail.com

Fee Waiver

Click Save

Hi, New

Choose Your Region

CT001A

MANAGE

Dashboard

Work

Participants

Invoice

BULK PAYMENTS - INVOICES

<input type="checkbox"/>	Invoice #	School	Date	Amount	Status	Action
<input type="checkbox"/>	118466	Wethersfield High School	11/03/2023	\$60.00	Generated	<input type="button" value="DOWNLOAD INVOICE"/>
<input checked="" type="checkbox"/>	578637	Wethersfield High School	11/03/2023	\$0.00	Generated	<input type="button" value="DOWNLOAD INVOICE"/>
<input type="checkbox"/>	549611	Wethersfield High School	11/02/2023	\$60.00	Generated	<input type="button" value="DOWNLOAD INVOICE"/>

Showing 1 - 3 of 3

Bulk Payment: *Artwork/Portfolio Invoice*

Check the box of the Invoices you wish to download

BULK PAYMENTS - INVOICES

<input type="checkbox"/>	Invoice #	School	Date	Amount	Status	Action
<input type="checkbox"/>	118466	Wethersfield High School	11/03/2023	\$60.00	Generated	DOWNLOAD INVOICE
<input checked="" type="checkbox"/>	578637	Wethersfield High School	11/03/2023	\$0.00	Generated	DOWNLOAD INVOICE
<input type="checkbox"/>	549611	Wethersfield High School	11/02/2023	\$60.00	Generated	DOWNLOAD INVOICE

Showing 1 - 3 of 3

Print ALL INVOICES, combine with the Invoices from ALL SUBMITTING TEACHERS in your School and deliver with the CT Invoice and payment.

All Invoices from Your School Need to Be Delivered or Mailed together with the CT Payment Form and Payment

Scholastic Awards Invoice
Invoice #118466

Payment Due: December 13th, 2023
Generated By: new teacher
To: aEGBDFGSDF
Payer Email: teacher@gmail.com
Notes: SgsGWSF

Work Title	Participant Name	Work Type	Amount
Car	practice student	Single Work	\$10
House	practice student	Single Work	\$10
My Portfolio	PRACTICE STUDENT	Portfolio	\$30
Untitled	student practice	Single Work	\$10
Total			\$60

Submitting Payment: Invoice – Bulk & Payment by Check

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← CT Payment Form

Downloaded Invoice from the Portal ↓

Scholastic Awards Invoice Invoice #118466

Payment Due: December 13th, 2023
 Generated By: new teacher
 To: aEGBDFGSDF
 Payer Email: teacher@gmail.com
 Notes: SgsGWSF

Work Title	Participant Name	Work Type	Amount
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PREFERRED METHOD OF PAPERWORK/PAYMENT SUBMISSION

Delivery/Check-in times and location sites:

- **Saturday, December 14, 2024: 9:00 am – 3:00 pm**
 — Taub Hall, Hartford Art School, University of Hartford, 200 Bloomfield Ave., Hartford, CT

ALTERNATE METHOD OF PAPERWORK/PAYMENT SUBMISSION

MAIL PAYMENT WITH ALL FORMS **IN THE SAME ENVELOPE** – MUST BE RECEIVED BY 12/14/24
 Make check out to CT Regional Scholastic Art Awards

Or Mail-In Paperwork:

Andrea Haas, Program Chair
 Connecticut Regional Scholastic Art Awards • PO Box 290683 • Wethersfield, CT 06129
(Do Not Ship Artwork to this Address)