Step-by-Step Guide
For Teachers
Online Registration

Read Directions Carefully – There are Changes for 2024

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.

· 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 13, 2023

Paperwork Submission Deadline: December 16, 2023

(Signed Submission Forms, CT Invoice, & Payment Must Be Mailed together and Received by this Date)

2024 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 Form Submission Continued

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

*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 Invoice can be found at:

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

PREFERRED METHOD OF PAPERWORK/PAYMENT SUBMISSION

Delivery/Check-in times and location sites:
• **Saturday, December 16, 2023:** 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 WIL ALL FORMS <u>IN THE SAME ENVELOPE</u> – MUST BE RECEIVED BY 12/16/23
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:

<u>All Teachers MUST register every year even if you have registered in the past.</u> 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:

- Enter your email and create a password

- Enter your Information

- Enter School Information

- **Make sure to indicate which type of school/program you work for.**
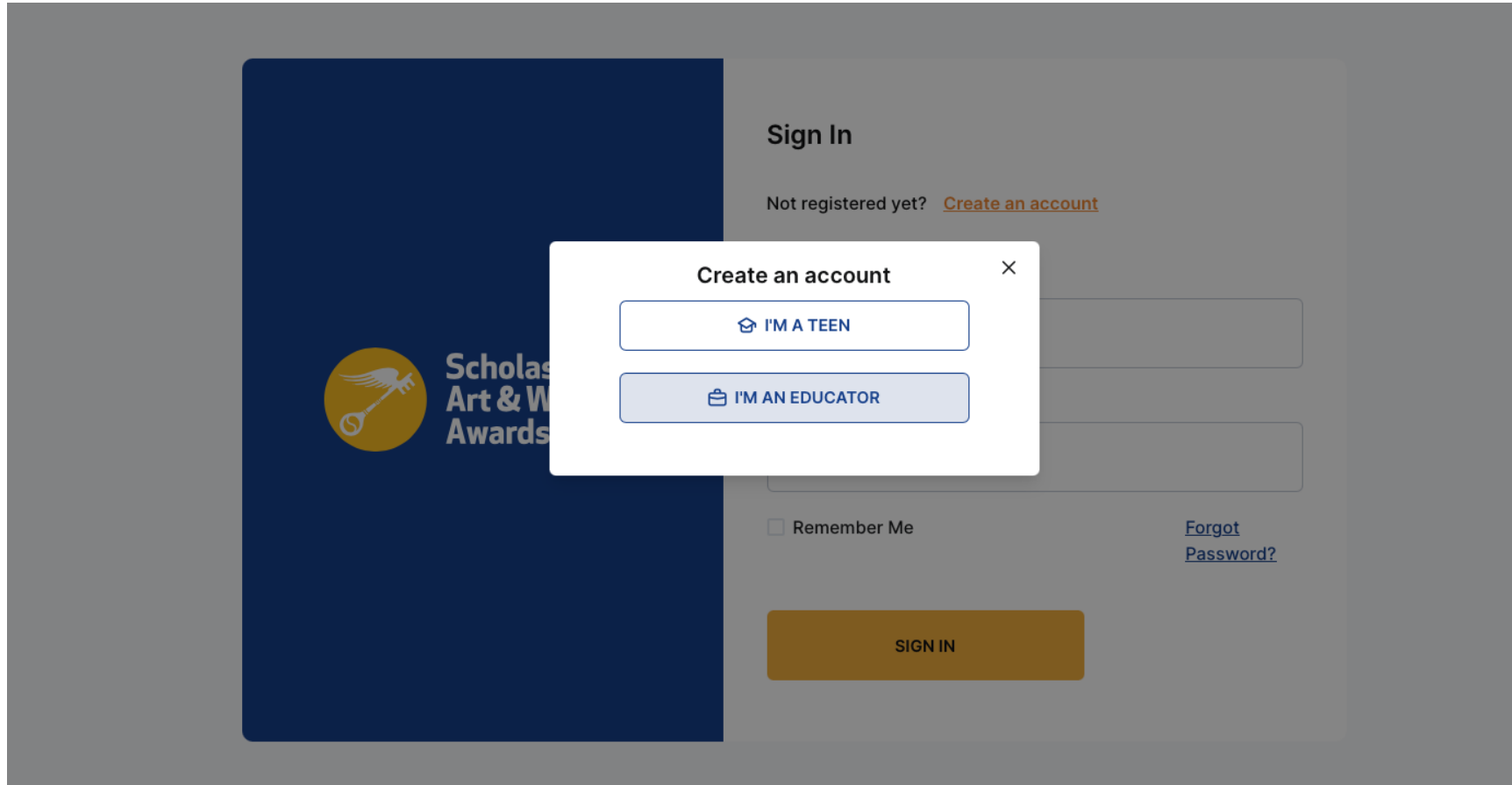
Welcome to the Scholastic Art & Writing Awards

Email and Password

Your email address

Your email address

Email address confirmation

Your email address

Password

Password

Password confirmation

Password

My Info

First Name

Your first name

Last Name

Your last name

Phone

+1 | XXX-XXX-XXXX

1. Country

Select country

Preferred Email

Preferred email address

Preferred Phone

+1 | XXX-XXX-XXXX

To find your school, enter your country, state, and your school's zip code. Then filter results by your school's name

- ⦿ I am a school educator
- ○ I am a homeschool educator
- ○ I am an afterschool program educator

1. Country

-Select-

2. State/Province

-Select-

3. School Zip Code

Zip code

4. Search for your school

Your school's name

☑ 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
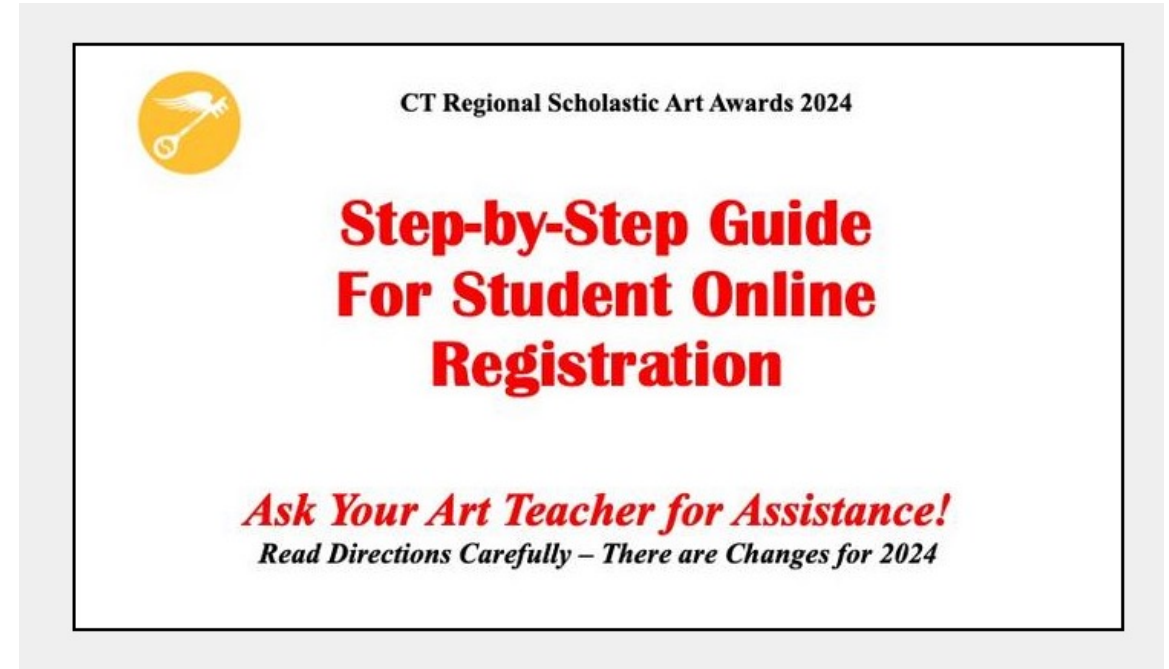
CREATE MY ACCOUNT

- **Use Your zip code to search for your school**

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 2024

Step-by-Step Guide For Student Online Registration

Ask Your Art Teacher for Assistance!
Read Directions Carefully – There are Changes for 2024

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.

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)

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.

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

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

Teacher Dashboard: *Viewing Submission*

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

You can edit information

Teacher Dashboard: *Bulk Payment – Creating Invoice*

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

Click CHANGE PAYMENT to change payment status

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

CANCEL   CHANGE

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

CANCEL   CHANGE

◉ Thumbnail

Sort By: Work title (A-Z) ⇕

MESSAGE **4**   CHANGE PAYMENT

	Thumbnail	Work Title	Category	Participant Name	Work Uploaded	Entered For Judging	Parent Permission	Payment Type	In Judging	Action
☑		Car	Work	PRACTICE STUDENT	✅	✅	✅	Unpaid	✅	VIEW
☑		House	Work	PRACTICE STUDENT	✅	✅	✅	Unpaid	✅	VIEW
☑		My Portfolio	Portfolio	PRACTICE STUDENT	❗	✅	✅	Unpaid	✅	VIEW
☐		New Portfolio	Portfolio	PRACTICE STUDENT	❗	❗	✅	Unpaid	❗	VIEW
☑		Untitled	Work	Student Practice	✅	✅	✅	Unpaid	✅	VIEW

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 Invoice 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

[CANCEL] [CHANGE]

Click Change

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

[CANCEL] [CHANGE]

An Invoice will be generated.

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 Invoice and Payment

Payment Status
- Unpaid
- Credit or debit card
- Cash or Check (individual entry)
- ● Invoice (multiple entries)

Who is Paying?
[Enter payer's info]

Notes
[Hello]

Payer's Email Address
[Enter email address]

- Fee Waiver

[CANCEL] [SAVE]

Click Save

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

Hi, New

Choose Your Region
[CT001A ▾]

MANAGE
- Dashboard
- Work
- Participants
- **Invoice**

BULK PAYMENTS - INVOICES

	Invoice #	School	Date	Amount	Status	Action
☐	118466	Wethersfield High School	11/03/2023	$60.00	Generated	DOWNLOAD INVOICE
☑	578637	Wethersfield High School	11/03/2023	$0.00	Generated	DOWNLOAD INVOICE
☐	549611	Wethersfield High School	11/02/2023	$60.00	Generated	DOWNLOAD INVOICE

Showing 1 - 3 of 3

Bulk Payment: _Creating, Downloading, Printing Artwork Invoice_

Check the box of the Invoices
you wish to download

BULK PAYMENTS - INVOICES

	Invoice #	School	Date	Amount	Status	Action
☐	118466	Wethersfield High School	11/03/2023	$60.00	Generated	DOWNLOAD INVOICE
☑	578637	Wethersfield High School	11/03/2023	$0.00	Generated	DOWNLOAD INVOICE
☐	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 Invoice 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