



CT Regional Scholastic Art Awards 2024

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>



CT Regional Scholastic Art Awards Invoice

Downloaded Submission Invoices for Bulk Payment and CT Invoices must be delivered together.
PAPERWORK/PAYMENT DEADLINE: MUST BE RECEIVED BY DECEMBER 16, 2023

THIS FORM MUST BE INCLUDED WITH YOUR PAYMENT AND SUBMISSION FORMS

On-line [instructions](#) for Awarded artists are available at www.ctartawards.org. Please email questions to info@ctartawards.org. All artwork submitted to the CT Regional Scholarships and Art Awards program will become the property of the Connecticut Association for the Arts (CAA) and may be used by CAA for promotional purposes without compensation to the artist. Artists who do not wish their work to be included in the CAA's database or used for promotional purposes should indicate so on the registration form.

2024 PROGRAM FEES


Individual Categories: \$10 per Submission (Limit of 30 per School/8 per student)

Schools: To make it easier to plan - **\$100 for 10 Submissions - \$10 for each additional submission**
(We understand that schools have budgets and we want to make your planning as easy as possible.)

Portfolios: \$30 each (Limit 12 per School) *Each Senior may submit up to 2 portfolios.*

FEE WAIVER: Individual students who have a financial obligation and are unable to pay for submissions, please fill out a [Fee Waiver for K-12 Children](#).

**DELIVER DOWNLOADED SUBMISSION INVOICE FOR BULK PAYMENT AND CT INVOICE
MUST BE DELIVERED TOGETHER WITH ALL FEES**



Delivers/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

**OR MAIL, DOWNLOADED SUBMISSION INVOICE FOR BULK PAYMENT AND CT INVOICE
MUST BE DELIVERED TOGETHER WITH ALL FEES - MUST BE RECEIVED BY 12/16/23**

Andrea Blane, CT Regional Scholastic Art Awards - PO Box 39064, Westfield, CT 06091 (info@ctartawards.org)

**Go to www.ctartawards.net and download 2024 Schedule to see all deadlines and due dates.
The Connecticut Art Education Association Inc.**

The Connecticut Art Education Association Inc. has downloaded Art School and awarded by The Connecticut Art Education Association Inc. This award is subject to additional guidelines. When you have completed entries prepare to bring them to the submission address, or we will take care to have them sent away with reliable delivery. We also intend to include your work in our program provided it will be included in the website. On the Registration Form, #1 requires for each submission must be updated when requesting student work to be included in the program.

[illegible]

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 IN THE SAME ENVELOPE – 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 • P.O. Box 290683 • Wethersfield, CT 06129

(Do Not Ship Artwork to this Address)

Scholastic Awards Invoice

Invoice #118466**Payment Due:** December 13th, 2023

Generated By: new teacher

To: aEGBDFGSDF

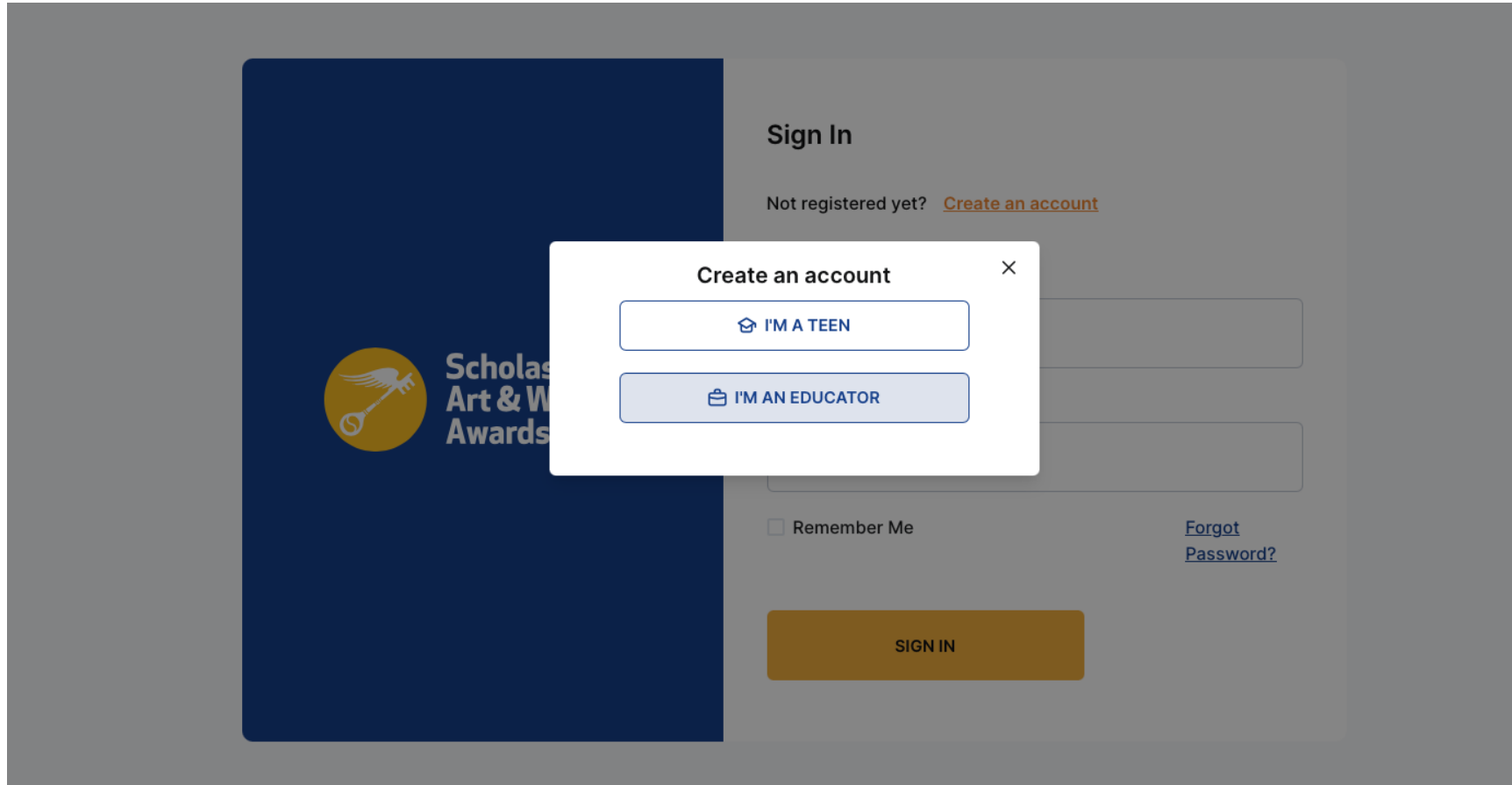
Payer Email: teacher@gmail.com

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


Teacher Registration:

All Teachers **MUST** register every year even if you have registered in the past. 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

Email address confirmation

Password

Password confirmation



My Info

First Name

Last Name

Phone


1. Country

Preferred Email

Preferred Phone

- 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.**



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

2. State/Province

3. School Zip Code

4. Search for your school

☒ 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

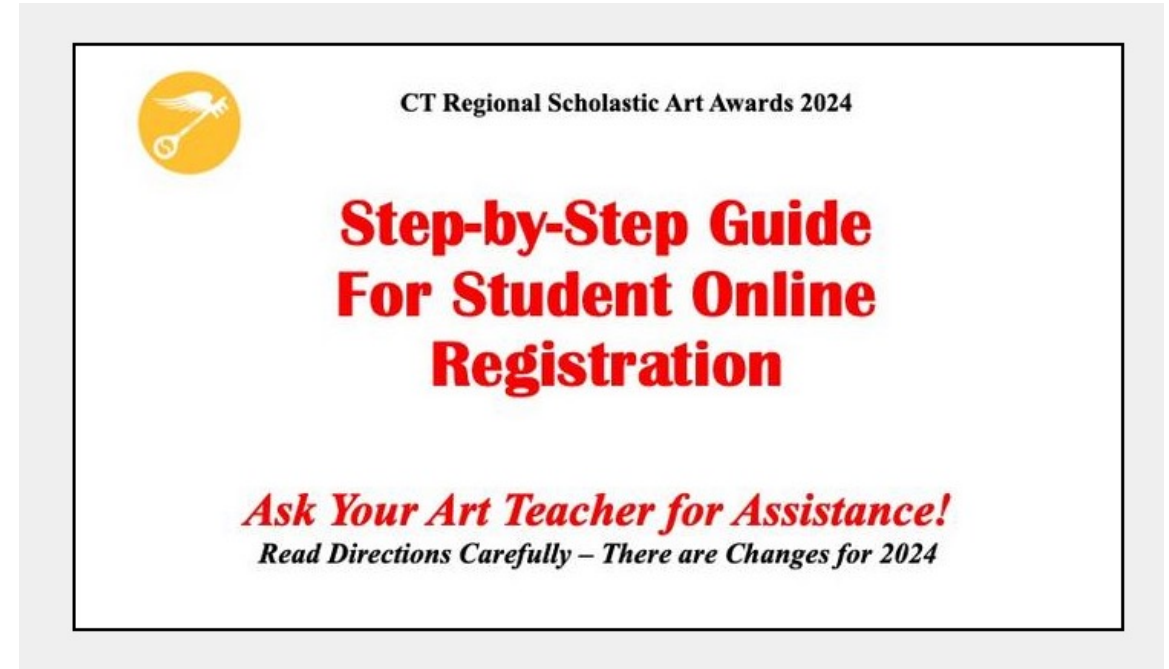
CREATE MY ACCOUNT

• **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.



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)

Hi, Fake

Choose Your Region

CT001A

MANAGE

Dashboard

Work

Participants

Invoice

PROFILE

School

Account

Message

Support

Sign Out

Connecticut Art Region

0

All Works

Search Works

0

All Participants

Search Participants

1

All Schools and OEPs

December 13 2023

Entry Deadline:

42 days left

Ready For Judging

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

Total ready for judging art entries:

0

MESSAGE

Not Paid

Only payment is missing

General Info completed

Work uploaded

Cash Awards reviewed

Paid or Fee Waived

Total unpaid art entries:

0

MESSAGE

PAY

Incomplete

Works missing more than one entry requirement

General Info completed

Work uploaded

Cash Awards reviewed

Paid or Fee Waived

Total incomplete art entries:

Not Uploaded:

0

MESSAGE

Not Paid:

0

MESSAGE

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

Search Works

0

All Participants

Search Participants

1

All Schools and OEPs

December 13 2023

Entry Deadline:

41 days left

Ready For Judging

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

Total ready for judging art entries:

0

MESSAGE

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

General Info completed

Work uploaded

Cash Awards reviewed

Paid or Fee Waived

Total unpaid art entries:

3

MESSAGE 3

PAY

Incomplete

Works missing more than one entry requirement

General Info completed

Work uploaded

Cash Awards reviewed

Paid or Fee Waived

Total incomplete art entries:

Not Uploaded:

1

MESSAGE 1

Not Paid:

1

MESSAGE

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

Hi, New

Choose Your Region

CT001A

MANAGE

Dashboard

Work

Participants

Invoice

PROFILE

School

Account

Message

Support

Sign Out

Entries

Search

Title:

Category:

+ Show more search options

CLEAR SEARCH

Thumbnail ☐

Sort By: Work title (A-Z)

<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

Entry Info

Work title: **Car**

Work type: **Art**

Category: **Digital Art**


Summary of work: **This is a practice work**

Barcode: **01HE3ESBQW20P2J1BKW3ZA0D0**

Uploads

Uploaded work: **Yes**

Uploaded images:



IMO_8501.jpg

Work description

Height: **3 inches**

Width: **5 inches**

Tools and materials used to create this work: **Procreate, I phone**

Work description

Height: **3 inches**

Width: **5 inches**

Tools and materials used to create this work: **Procreate, I phone**

Sources

Did you reference work by another artist?: **No**

Did you reference images or ideas you found on the internet?: **No**

Were you inspired by any other artists?: **No**

School/Other Educational Program information

School: **Wethersfield High School**

411 WOLCOTT HILL RD

Wethersfield CT 06109

Educator

Educator: **New Teacher**

In Judging

Work info completed

Work uploaded

Entered for judging

Parent/guardian permission

Entry unpaid

MESSAGE

CHANGE PAYMENT

Personal Information

Name: **PRACTICE STUDENT**

Email: **PRACTICE@GMAIL.COM**

Grade: **12**

Parent/Guardian information:

Approved **✓**

New Teacher **teachernew@gmail.com**

I have read and understand the [Alliance's Copyright and Disposition Policy](#). I acknowledge that if my work violates this policy, then my work will be disqualified and any award received will be revoked.

I have read and understand the [Participation Terms](#).

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

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
<input checked="" type="checkbox"/>		Car	Work	PRACTICE STUDENT				Unpaid		VIEW
<input checked="" type="checkbox"/>		House	Work	PRACTICE STUDENT				Unpaid		VIEW
<input checked="" type="checkbox"/>		My Portfolio	Portfolio	PRACTICE STUDENT				Unpaid		VIEW
<input type="checkbox"/>		New Portfolio	Portfolio	PRACTICE STUDENT				Unpaid		VIEW
<input checked="" type="checkbox"/>		Untitled	Work	Student Practice				Unpaid		VIEW

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
<input type="checkbox"/> 549611	Wethersfield High School	11/2/2023

+ CREATE NEW INVOICE

☐ Fee Waiver

CANCEL CHANGE

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
<input type="checkbox"/> 549611	Wethersfield High School	11/2/2023

[+ CREATE NEW INVOICE](#)

☐ Fee Waiver

Click Change

Payment Status

☐ Unpaid

☐ Credit or debit card

☐ Cash or Check (individual entry)

☒ Invoice (multiple entries)

Bulk Payment Number	School	Date
<input type="checkbox"/> 578637	Wethersfield High School	11/3/2023
<input type="checkbox"/> 549611	Wethersfield High School	11/2/2023

[+ CREATE NEW INVOICE](#)

☐ Fee Waiver

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

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?

Enter payer's info

Notes

Hello

Payer's Email Address

Enter email address

☐ 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	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

Bulk Payment: *Creating, Downloading, Printing Artwork 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 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