CT Regional Scholastic Art Awards 2019

Step-by-Step Guide Online Registration (ORS)

Read Directions Carefully – There are Changes for 2019

This is a guide is designed to help teachers register themselves, their students and accompanying works in the online registration system (ORS):

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

· **It will be easier and more reliable for you to register your students rather then them doing it on their own.**

· 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.

· **BULK UPLOAD** is now available for payments and Signed Submission Forms – Payment should come from school/teacher - **NOT** student

· 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.

2019 Registration Deadline December 12, 2018 11:59 pm

Payment and Form Submission

Payment Can Be Submitted In the Following Ways:

1. 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: **Andrea Haas, Program Chair**

Connecticut Regional Scholastic Art Awards • 2842 Main Street, Unit PMB 160, Glastonbury, CT 06109

(Do Not Ship Artwork to this Address)

2. DROP OFF at REGISTRATION CHECK-IN DAY: Bring Invoice, check made out to CT Regional Scholastic Art Awards, and a copy of all signed submission forms and Deliver on December 15, 2018 from 9am -1pm to the Hartford Art School, Silpe Gallery. *(Do Not Bring Artwork)*

3. PAY ONLINE ORS: In ORS click Pay External Payment/PayPal or Credit Card and upload Signed Submission Forms in ORS. Payment and Signed Submission Forms Upload **Must** be Completed by Registration Deadline - December 12, 2018, 11:59pm. **DO NOT MAIL SUBMISSION FORMS SEPARATELY** Purchase Orders are NOT accepted online and **MUST** be mailed with the Submissions forms.

To complete the online registration/submission process, begin by visiting: http://www.artandwriting.org/

2019 FEE STRUCTURE: Schools, Home School, Out of School Program, & Independent

Individual Categories: $5 per Submission (Limit of 35 per School/10 per Student)

Schools: To make it easier to plan - $100 per 20 Submissions: *$5 for each additional submission* *(We recommend that you divide submissions equally among art teachers)*
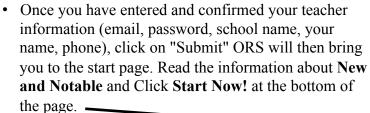
Portfolios: $20 each (Limit 12 per School) *Each Senior may submit up to 2 portfolios.*
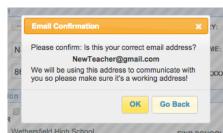
Teacher Registration:

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.

- Click on **Create an Educator Account** and fill in all the information. Emails are case sensitive. **Passwords should be at least eight characters long, with one uppercase letter, one lowercase letter, on number, and one special character.**

- Confirm that your email address is correct. Your email is how ORS identifies your account so please make sure that it correct. If your email is not correct you will not receive any program notifications.
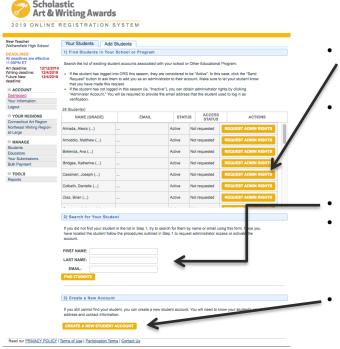

- Once you have entered and confirmed your teacher information (email, password, school name, your name, phone), click on "Submit" ORS will then bring you to the start page. Read the information about **New and Notable** and Click **Start Now!** at the bottom of the page.

- You will then be brought to the dash board where you can see the number of students registered for your school.

Student/Artwork Registration: *Adding or Activating a Student*

- Students can register themselves and create their own account however **it is HIGHLY recommended that as the teacher you create the account for your student and/or assist them while they are creating their account.**

- To register students click on STUDENTS on the left hand side of your screen.
  - You will see a tab for "Your Students" and a tab to "Add Students". The "Your Students" list will populate once your students are registered and they have indicated that you are their teacher. — To add or activate students Click "Add Students"

- If the student has not logged in this year (ie. "Inactive"), you can obtain administrator rights by clicking "Administer Account." You will be required to provide the email address that the student used to log in as verification.
- If the student has logged into ORS or created their account on their own this year, they are considered to be "Active". In this case, click the "Send Request" button to ask them to add you as an administrator to their account. Make sure to let your student know that you have made this request. The student will need to log into their account and accept your request.
- You can also search for your student by Name and Email.
- If you cannot find your student or it is a new student you can create a new student account. If you are making a new account for a student because they have an inactive account and you don't have their email, you need to use a different student email than they used in the past because ORS uses email as the account identifier.
- Click on "Create New Student Account" button.

Student/Artwork Registration: *Registering a New Student*

On the "Create a New Student Account", you will need to enter the following information about the student, so be prepared:
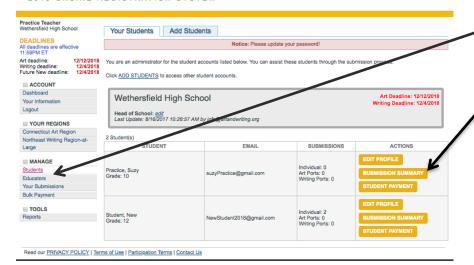

- Check the box verifying that the student is age 13 or older
- Student's Name
- Student's Address
- Student's Phone
- Student's Date of Birth
- Student's Grade Level
- Art or Writing
- Student's School
- Student's Email
- Student's Password - at least 8 characters, must contain at least 1 lowercase letter, 1 uppercase letter, one number, & 1 special character.
- Parent's Name
- Parent's Email
- Demographic Information (optional, choose at least no answer)
- Hit Submit. Now you can add work for this student.

Note: Students cannot share the same email. If the student doesn't have an email, try to obtain the parent's email address and use that instead or see if I can have the student obtain an email address from one of several free providers (e.g. gmail, hotmail, etc.). If that isn't possible, as a last resort, make one up so the info will be accepted. **Whenever possible try to use accurate information.** ORS uses email as the account identification.

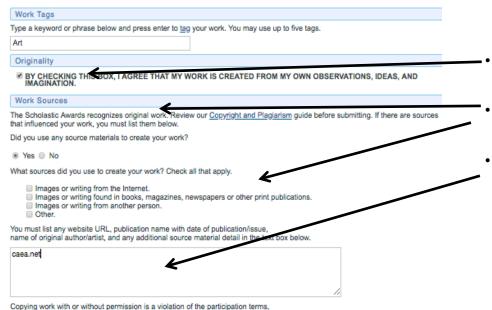# Artwork Registration: *Registering Individual Category Artwork Grades 7-11*

- In your Dashboard Click on students in the left column.

- Click Submission Summary next to the student whom you wish to add work for.

- Click Add Work blue button

Artwork Registration: *Registering Individual Category Artwork Grades 7-11*

- The student's information should be visible on this page.
- Check the name of the school where the work was created if it isn't already checked.
- 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.
- Complete the information about the work being submitted under the "Work Information" heading. In your case, select "Art" from the pull-down menu. **Make sure to have information about the piece available to fill in.** Work Type (pull-down menu click art)
- Category (pull-down menu, e.g., ceramics, drawing, printmaking, painting, etc.) – *(See Descriptions: Read the submission* category descriptions *to confirm that you are submitting your artwork to the appropriate category.)*
- Title of work *(Please do not use "Untitled". If the piece does not have a unique title use something descriptive, e.g. "Still Life with Orange".)*
- Dimensions (add weight too where necessary)
- Media/materials (Choose from list and/or add your own in other)

Artwork Registration: *Registering Individual Category Artwork Grades 7-11*

Work Tags

Type a keyword or phrase below and press enter to tag your work. You may use up to five tags.

Art

Originality

☑ BY CHECKING THIS BOX, I AGREE THAT MY WORK IS CREATED FROM MY OWN OBSERVATIONS, IDEAS, AND IMAGINATION.

Work Sources

The Scholastic Awards recognizes original work. Review our Copyright and Plagiarism guide before submitting. If there are sources that influenced your work, you must list them below.

Did you use any source materials to create your work?

◉ Yes ○ No

What sources did you use to create your work? Check all that apply.

☐ Images or writing from the Internet.
☐ Images or writing found in books, magazines, newspapers or other print publications.
☐ Images or writing from another person.
☐ Other.

You must list any website URL, publication name with date of publication/issue, name of original author/artist, and any additional source material detail in the text box below.

caea.net

Copying work with or without permission is a violation of the participation terms, even if the source has been cited in your submission. Only original work should be submitted to the Scholastic Awards.

- Your work **MUST** be Original. Click the box to verify that the artwork is from your own observations, idea, and imagination.

- Sources. (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.

(Artwork registration continued on Next Slide)

Artwork Registration: *Registering 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 that you have read the "Authorship and Plagiarism Policy".

- Click either "Save" to Upload work later or "Save and Continue to Upload Work".
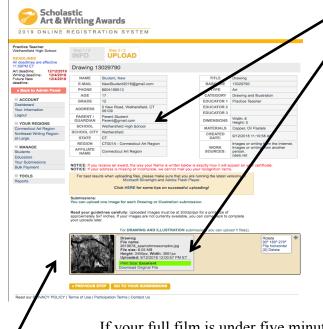
- If you click "Save" you will be taken back to the Dashboard and you will be able to see your students.

- If you click "Save and Continue to Upload Work" you will be directed to upload image(s) of the student work.

Artwork Registration: *Uploading Individual Category Artwork Grades 7-11*

- Read the summary of your artwork registration carefully and make sure all of your information is correct.

- The image you submit should look exactly like the piece that you deliver to us. Please do not crop artwork.

- Scroll down to upload your image.

  - **Read your guidelines carefully. There will be special directions on this page depending in what category you are submitting your work in. You will now need to upload one or more digital images of your artwork depending on the Category!**

- 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.

- A thumbnail will appear below and you will receive a message that says Files were successfully uploaded. If the thumbnail does not appear, your image did not upload. Go back and check the file kind and size.

  — Make sure the Print Size is Excellent. It will be highlighted in green. If the print quality is "Good" or "Poor" change the file size and re-upload the image.

- Copy down the barcode number and/or print the page for your records.

- Click "Go To Your Submissions".

Artwork/Portfolio Registration: *Grade 12*

Register Individual Category Submissions and Portfolio Artwork and check box to indicate if work is ONLY part of a portfolio and not being judged individually (See below)

DIMENSIONS (H X W): 5 in. x 8 in.
Please enter whole numbers only (round up).

MATERIALS AND TOOLS: What materials & tools did you use to create this work?
Copper × Oil Pastels ×
Click here to add more...

OTHER
If you cannot find your materials and tools in the list above, enter them here:

Work Tags
Type a keyword or phrase below and press enter to tag your work. You may use up to five tags.

Originality
☑ BY CHECKING THIS BOX, I AGREE THAT MY WORK IS CREATED FROM MY OWN OBSERVATIONS, IDEAS, AND IMAGINATION.

Work Sources
The Scholastic Awards recognizes original work. Review our Copyright and Plagiarism guide before submitting. If there are sources that influenced your work, you must list them below.

Did you use any source materials to create your work?
● Yes ○ No

What sources did you use to create your work? Check all that apply.
☑ Images or writing from the Internet.
☐ Images or writing found in books, magazines, newspapers or other print publications.
☑ Images or writing from another person.
☐ Other.

You must list any website URL, publication name with date of publication/issue, name of original author/artist, and any additional source material detail in the text box below.

caea.net

Copying work with or without permission is a violation of the participation terms, even if the source has been cited in your submission. Only original work should be submitted to the Scholastic Awards.

- Dimensions (add weight too where necessary)

- Media/materials (Choose from list)

- Your work **MUST** be Original. Click the box to verify that the artwork is from your own observations, idea, and imagination.

- Sources. (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.

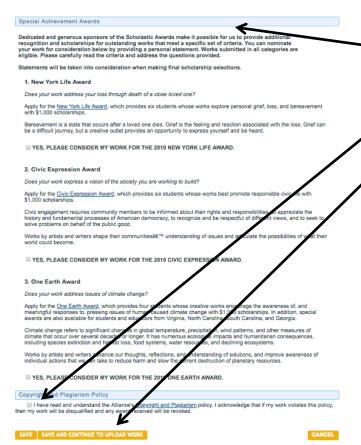# Artwork/Portfolio Registration: *Grade 12*

Register Individual Category Submissions and Portfolio Artwork and check box to indicate if work is ONLY part of a portfolio and not being judged individually (See below)

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- Click that you have read the "Authorship and Plagiarism Policy".

- Click either "Save" to Upload work later or "Save and Continue to Upload Work".

- If you click "Save" you will be taken back to the Dashboard and you will be able to see your students.

- If you click "Save and Continue to Upload Work" you will be directed to upload image(s) of the student work.
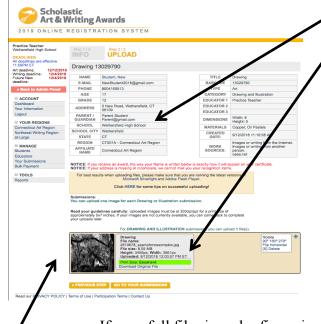
Artwork/Portfolio Registration: *Grade 12*

Register Individual Category Submissions and Portfolio Artwork and check box to indicate if work is ONLY part of a portfolio and not being judged individually (See below)

- The student's information should be visible on this page.
- Check the name of the school where the work was created if it isn't already checked.
- 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.
- Complete the information about the work being submitted under the "Work Information" heading. In your case, select "Art" from the pull-down menu. **Make sure to have information about the piece available to fill in.**
- Work Type (Art)
- Category (pull-down menu, e.g., ceramics, drawing, printmaking, painting, etc.) – See description
- Title of work *(Please do not use "Untitled". If the piece does not have a unique title use something descriptive, e.g. "Still Life w/ Orange".)*
- Check the box if the work is **ONLY PART OF A POTFOLIO** – "By checking this box, you are indicating that you do not wish to submit this work as an individual submission, but only as part of a portfolio. A work that is included **ONLY** in a portfolio does not require its own Submission Form and fee, and will not be judged as an individual submission." **Note:** that you will still need to create the portfolio and place this work into it. Any work that you wish to submit individually as well as in a portfolio requires an additional fee and Submission Form.) *(See the CT Fee Structure at www.ctartawards.net)*

(Artwork/Portfolio registration continued on Next Slide)

Artwork/Portfolio Registration: *Uploading Artwork Grade 12*

- Read the summary of your artwork registration carefully and make sure all of your information is correct.
- The image you submit should look exactly like the piece that you deliver to us. Please do not crop artwork.
- Scroll down to upload your image.
  - **Read your guidelines carefully. There will be special directions on this page depending in what category you are submitting your work in. You will now need to upload one or more digital images of your artwork depending on the Category!**
- 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 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.
- A thumbnail will appear below and you will receive a message that says Files were successfully uploaded. If the thumbnail does not appear, your image did not upload. Go back and check the file kind and size.
  — Make sure the Print Size is Excellent. It will be highlighted in green. If the print quality is "Good" or "Poor" change the file size and re-upload the image.
- Copy down the barcode number and/or print the page for your records.
- Click "Go To Your Submissions".

Portfolio Registration: *Creating a Portfolio*

- Click on "Students" in the left column if you are not already on that page. You will see all of the students from your school that are associated with you as a teacher.

- Click on "Submission Summary" for the student who needs to create a portfolio.

- On the Submission Summary Page you can see all of the artwork that students are submitting. The submissions are divided into "Individual Works" *(These are the works that were designated "As an individual submission and as part of a portfolio" when the work was registered)* or as "Portfolio Only".

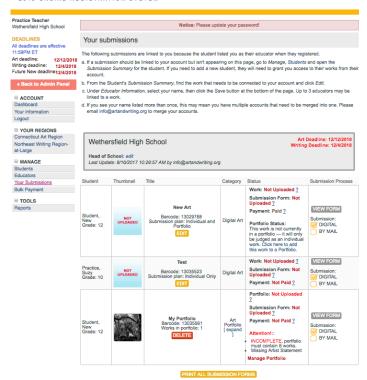- Click Add Entry and then Add Art Portfolio in the blue tabs.

Portfolio Registration: *Creating a Portfolio*

- Click on how you are submitting your Signed Submission Form. (**If payment, Invoice and Payment are being mailed, then click mail for the submission for. If payment is being submitted online then you MUST submit your submission forms Digitally.**)

- 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"

Portfolio Registration: *Creating a Portfolio*

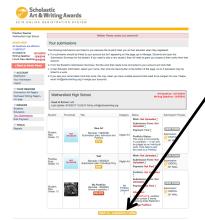- On the "Submission Summary Page" you will now see your student's portfolio listed a long with all of your individual category submissions.

- Once you have registered, uploaded, and populated your portfolio with all 8 works you can print you submission forms. (You do not need to upload all the images in order to print the submission form and have the student get it signed.)

- You can now manage the Portfolio as needed.

Printing Submission Forms:

- On the "Your Submissions" page you will see all of your student's submissions. The thumbnail of each work will be visible if it has been uploaded. From here you can print submission forms, and/or edit work

To Print Submission Forms:

- Click "Print All Submission Forms" at the under all of your submissions. This will bring you to a list of all of your submissions

- This will bring you to a list of all of your submissions and ask that you click on the box of the forms you wish to print. Those forms will then open in a pdf file.

IMPORTANT: You do not need to wait to print your submission forms until you have uploaded your image if time is a problem. You can print the submission forms, get signatures and then upload the image when the artwork is completed.

Remember - Print 2 submission forms for each artwork and attach 1 signed submission form to the back of the artwork according to the directions in the CT Regional Guidelines.
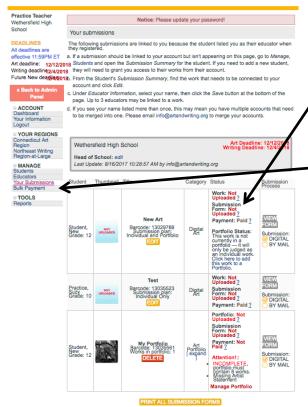Teacher, student, and parent or guardian needs to sign all copies of the form!

Upload in ORS (Payment **must** be made in ORS) or mail 1 copy of the signed form with payment and invoice to:
Andrea Haas, CT Regional Scholastic Art Awards, 2842 Main St., Unit PMB 160, Glastonbury, CT 06033
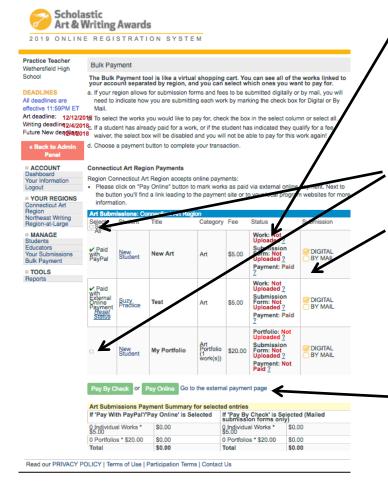*Must Be Received By December 15, 2018*

Online Payment and Submission Form Upload:

➤ **Payment should come from schools/teachers and not students**

➤ **If you are paying online, Signed Submission Forms MUST be uploaded into ORS**

- **To Bulk Pay for ALL SUBMISSIONS FROM a SCHOOL,**

  each submission must have a common teacher – Submissions CAN have more than one teacher name so –
  ❖ **We Suggest:**
    - have the same teacher as the second teacher on **ALL** Submissions in addition to their own, and that person should Bulk PAY
    - have the Art Department Coordinator/Supervisor designated as the second teacher on **ALL** Submissions, and that person BULK PAY
    - have a Business Office person designated as the second teacher on **ALL** Submissions, and that person BULK PAY

  ❖ **To assign a Second Teacher: The person MUST register in ORS and click that person's name in addition to the Main Teacher for that artwork when registering the artwork in ORS.**

Online Payment and Submission Form Upload:

- You can find the artwork upload, payment, and submission form status next to each work listed under **YOUR SUBUBMISSIONS**.
  - ➤ *Only the submissions with your name as teacher will be visible. It is recommended that the person submitting the BULK PAYMENT is designated as a second teacher* column *on all submission from a school.*

- Click on **BULK PAY** in the left.
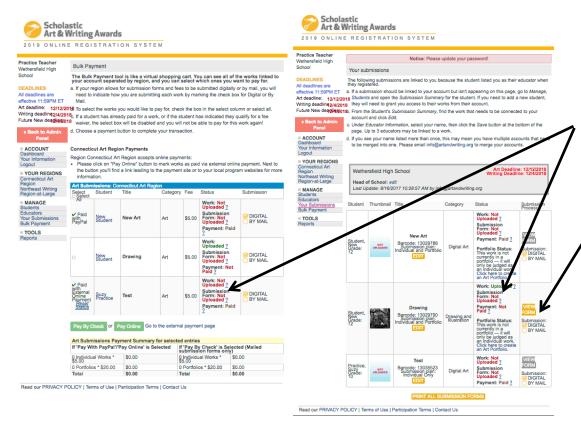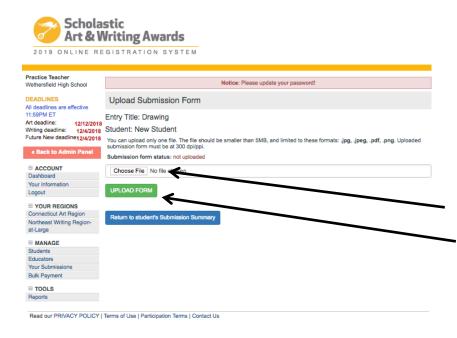
Online Payment and Submission Form Upload:

- You can find the artwork upload, payment, and submission form status next to each work listed under **YOUR SUBUBMISSIONS**.
  - ➢ *Only the submissions with your name as teacher will be visible. It is recommended that the person submitting the BULK PAYMENT is designated as a second teacher* column *on all submission from a school.*

- Click the box next to submissions you are paying for. To Bulk Pay click the Select All box.

- Click on the box indicating how you will submit your Submission Form:
  - ➢ If you are paying on line then you **MUST** submit your signed submission forms Digitally by uploading them in ORS.
  - ➢ If you are submitting a check then you **MUST** mail in your signed submission forms with your payment and the CT Invoice found at www.ctartawards.net

- Click **Go to External Payment Page**

- You will be taken to the payment page – Fill out the information and submit your payment

Online Payment and Submission Form Upload:

- You must first print submission forms, have them signed by the student, their teacher (teacher signing , **MUST** be the teacher designated as the main teacher in ORS.

- Click the NOT UPLOADED under the Submission Form Status in the Status Column of either the Bulk Payment Page or Your Submissions page. *Artwork must be uploaded in order to upload the Submission Form.*

- Click on the box indicating how you will submit your Submission Form:
  - If you are paying on line then you **MUST** submit your signed submission forms Digitally by uploading them in ORS.
  - If you are submitting a check then you **MUST** mail in your signed submission forms with your payment and the CT Invoice found at www.ctartawards.net

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> If you are paying on line then you **MUST** submit your signed submission forms Digitally by uploading them in ORS.

> If you are submitting a check then you **MUST** mail in your signed submission forms with your payment and the CT Invoice found at www.ctartawards.net

- Scan Signed Submission Forms into Computer - .jpg, .png, .pdf
- **Choose File** containing the Signed submission Form
- Click **UPLOAD FILE**
- Status will Change to Uploaded

Deadlines:

- **Digital Payment and Submission Forms Due: December 12, 2018 by 11:59pm**
- **Mail In Payment, Submission Forms, and CT Invoice Due: December 15, 2018 (received by this date)**
- **Delivered Payment, Submission Forms, and CT Invoice at Hartford Art School – December 15, 2018 9am – 1pm**