



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 than 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.*

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.



Create an Educator Account

Email & Password

Emails are case sensitive.
Passwords should be at least six characters long, and no special characters.

EMAIL:	NewTeacher@gmail.com	CONFIRM EMAIL:	NewTeacher@gmail.com
PASSWORD:	*****	CONFIRM PASSWORD:	*****

Your Information

FIRST NAME:	-- Select --	COUNTRY:	United States
LAST NAME:	New	LAST NAME:	Teacher
PHONE: (XXX-XXX-XXXX)	850-000-0000	FAX: (XXX-XXX-XXXX)	

School Information

I AM A HOME SCHOOLS EDUCATOR ☐

SCHOOL NAME:	Wethersfield High School 411 Westcott Hill Road Wethersfield, CT 06109	FIND SCHOOL:	Wethersfield High School
OTHER EDUCATIONAL PROGRAM NAME:	NOT SELECTED	FIND OTHER EDUCATIONAL PROGRAM:	

TIP: Can't find your school? Try typing your school's zip code in the search field, instead of the name.

Security Question

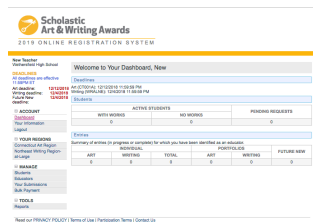
PICK A QUESTION: What was the street number of your childhood home address?

☐ CUSTOM QUESTION: _____

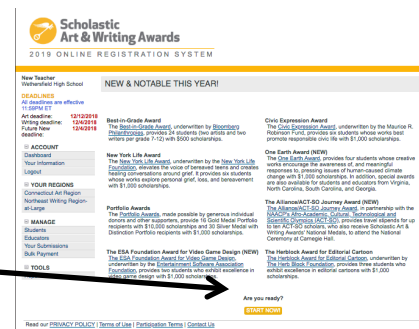
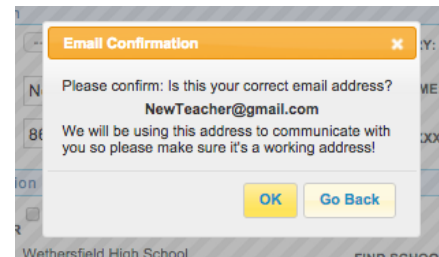
ANSWER (255 CHAR. OR LESS) 28

☒ I CONFIRM THAT ALL INFORMATION SUBMITTED IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND UNDERSTANDING AND THAT SUBMITTING FALSE INFORMATION CAN RESULT IN DISQUALIFICATION AND OTHER CONSEQUENCES.

SUBMIT



- 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.
- You have entered and confirmed your teacher information (email, password, school name, your phone), click on "Submit" ORS will then bring the start page. Read the information about **Newtable** and Click **Start Now!** at the bottom of the page.
- All then be brought to the dash board where you see the number of students registered for your



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”



YOUR STUDENTS ADD STUDENTS

There are currently no active students associated with your account. Click [ADD STUDENTS](#) to access student accounts.

New Teacher
Westwood High School

DEADLINES
All deadlines are effective 11:59PM ET
Art deadline: 12/12/2018
Writing deadline: 12/14/2018
Future New deadline: 12/14/2018

ACCOUNT
Dashboard
Your Information
Logout

YOUR REGIONS
Connecticut Art Region
Northeast Writing Region
at-Large

MANAGE
Students
Educators
Your Submissions
Bulk Payment

TOOLS
Reports

1) Find Students in Your School or Program

Search the list of existing student accounts associated with your school or Other Educational Program.

- If the student has logged into ORS this season, 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.
- If the student has not logged in this season (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.

NAME (GRADE)	EMAIL	STATUS	ACCESS STATUS	ACTIONS
Amada, Alexis (...)	...	Active	Not requested	REQUEST ADMIN RIGHTS
Amadio, Matthew (...)	...	Active	Not requested	REQUEST ADMIN RIGHTS
Belanda, Ava (...)	...	Active	Not requested	REQUEST ADMIN RIGHTS
Bridges, Katherine (...)	...	Active	Not requested	REQUEST ADMIN RIGHTS
Cassiner, Joseph (...)	...	Active	Not requested	REQUEST ADMIN RIGHTS
Colbath, Danielle (...)	...	Active	Not requested	REQUEST ADMIN RIGHTS
Diaz, Brian (...)	...	Active	Not requested	REQUEST ADMIN RIGHTS

2) Search for Your Student

If you did not find your student in the list in Step 1, try to search for them by name or email using this form. Once you have located the student follow the procedures outlined in Step 1 to request administrator access or activate the account.

FIRST NAME:
LAST NAME:
EMAIL:

FIND STUDENTS

3) Create a New Account

If you still cannot find your student, you can create a new student account. You will need to know your student's address and contact information.

CREATE A NEW STUDENT ACCOUNT

- 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:

Scholastic Art & Writing Awards
2019 ONLINE REGISTRATION SYSTEM

Practice Teacher: Westersfield High School

DEADLINES
All deadlines are effective 11:59PM ET
Art deadline: 12/13/2018
Writing deadline: 12/14/2018
Future New deadline: 12/14/2018

ACCOUNT
Dashboard
Your Information
Logout

YOUR REGIONS
Connecticut Art Region
Northeast Writing Region-at-Large

MANAGE
Students
Educators
Your Submissions
Bulk Payment

TOOLS
Reports

Student Information

Notice: Please update your password.

OLDER, WHY DO I NEED TO BE 13 YEARS OR OLDER?

FIRST NAME: LAST NAME:

STREET ADDRESS: APT #:

CITY: STATE:

ZIP CODE: COUNTRY:

PHONE NUMBER: CELL PHONE:

DATE OF BIRTH: (MM/DD/YYYY)

GRADE: FM PLANNING TO SUBMIT:

School

HOME SCHOOL: ☐

SCHOOL NAME: 411 WOLCOTT HILL RD., Westersfield, CT 06109

OTHER EDUCATIONAL PROGRAM NAME: FIND OTHER EDUCATIONAL PROGRAM:

TIP: Can't find your school or program? Try typing its zip code in the search field, instead of the name.

Student Email & Password

Passwords are case sensitive. They should be at least six characters long and contain no special characters.

EMAIL: CONFIRM EMAIL:

PASSWORD: CONFIRM PASSWORD:

Parent/Guardian Information

FIRST NAME: LAST NAME:

EMAIL: PHONE:

Demographic Information

Demographic information may be used to determine the assignment of scholarships.

GENDER: ETHNICITY:

HOUSEHOLD SIZE:

Do you have a parent, brother or sister who is currently in the military (Army, Navy, Marines, Air Force, National Guard, Coast Guard or Reserve)?

MILITARY CONNECTION:

Submit

- 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*



Scholastic
Art & Writing Awards

2019 ONLINE REGISTRATION SYSTEM

Practice Teacher
Wethersfield High School

[Your Students](#) [Add Students](#)

DEADLINES
All deadlines are effective 11:59PM ET

Art deadline: 12/12/2018
Writing deadline: 12/4/2018
Future New deadline: 12/4/2018

You are an administrator for the student accounts listed below. You can assist these students through the submission process.
Click [ADD STUDENTS](#) to access other student accounts.

ACCOUNT
Dashboard
Your Information
Logout

YOUR REGIONS
Connecticut Art Region
Northeast Writing Region-at-Large

MANAGE
[Students](#)
Educators
Your Submissions
Bulk Payment

TOOLS
Reports

Wethersfield High School
Art Deadline: 12/12/2018
Writing Deadline: 12/4/2018
Head of School: [edit](#)
Last Update: 9/16/2017 10:28:57 AM by [info@artandwriting.org](#)

STUDENT	EMAIL	SUBMISSIONS	ACTIONS
Practice, Suzy Grade: 10	suzyPractice@gmail.com	Individual: 0 Art Ports: 0 Writing Ports: 0	EDIT PROFILE SUBMISSION SUMMARY STUDENT PAYMENT
Student, New Grade: 12	NewStudent2018@gmail.com	Individual: 2 Art Ports: 0 Writing Ports: 0	EDIT PROFILE SUBMISSION SUMMARY STUDENT PAYMENT

Read our [PRIVACY POLICY](#) | [Terms of Use](#) | [Participation Terms](#) | [Contact Us](#)

- In your Dashboard Click on students in the left column.
- Click Submission Summary next to the student whom you wish to add work for.



Scholastic
Art & Writing Awards

2019 ONLINE REGISTRATION SYSTEM

Practice Teacher
Wethersfield High School

[Your Students](#) [Add Students](#)

DEADLINES
All deadlines are effective 11:59PM ET

Art deadline: 12/12/2018
Writing deadline: 12/4/2018
Future New deadline: 12/4/2018

Submission Summary: Suzy Practice

[STUDENT ACTIONS](#) [ADD WORK](#) [STUDENT PAYMENT](#)

Individual Works
No Entries. 10/01/2018 12:45:07 ET
Number of Works: 0

ACCOUNT
Dashboard
Your Information
Logout

YOUR REGIONS
Connecticut Art Region
Northeast Writing Region-at-Large

MANAGE
[Students](#)
Educators
Your Submissions
Bulk Payment

TOOLS
Reports

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- Click Add Work blue button

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

Scholastic Art & Writing Awards
2019 ONLINE REGISTRATION SYSTEM

Practice Teacher
Wethersfield High School

DEADLINES
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Art deadline: 12/12/2018
Writing deadline: 12/14/2018
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ACCOUNT
Dashboard
Your Information
Logout

YOUR REGIONS
Connecticut Art Region
Northeast Writing Region-
at-Large

MANAGE
Students
Educators
Your Submissions
Bulk Payment

TOOLS
Reports

Step 1 / 2 INFO **Step 2 / 2 UPLOAD**

Student Information

SELECTED STUDENT: Practice, Suzy
Grade: 10
Wethersfield High School
411 WOLCOTT HILL RD., Wethersfield, CT 06109

School Information [\[HELP\]](#)

☒ Wethersfield High School
411 WOLCOTT HILL RD
Wethersfield, CT 06109

Educator Information

1. The educators listed below are already registered and associated with the school and/or other educational program that is checked above.
2. Don't see your educator? Follow the [\[Add A New Educator\]](#) link below to add them!
3. You can credit up to three educators for this work. One of these educators must sign the Submission Form.

Educator Name **Educator Support (maximum three)**

Practice Teacher (This is you!) ☒

Don't see your educator? [\[Add A New Educator\]](#)

Work Information

WORK TYPE:

CATEGORY:

Category Description
Handcrafted objects made from ceramics or glass.
Examples (including but not limited to)
Anything made exclusively out of ceramics and/or glass belongs in this category. This includes busts, figures, abstract forms, vases, teapots, bowls, plates, cups, tiles, tableware or other vessels. Ceramic pieces may include earthenware, stoneware, porcelain, etc. Glass pieces may include stained glass, cast glass, fused glass, blown glass, etc.
Special Instructions
Unfired ceramics and oil-based clay works should not be submitted.
Ceramic or glass pieces intended to be worn for personal adornment should be submitted in the Jewelry category.
Submissions
You can upload four images for each Ceramics & Glass submission.
[Click here to see examples of previous works in this category.](#)
(This will open in a new tab)

TITLE:
Please use proper capitalization.

DIMENSIONS (H X W X D): in. x in. x in.

WEIGHT: lbs.

MATERIALS AND TOOLS: What materials & tools did you use to create this work?
[Click here to add...](#)

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

IS PRIVATE: No

- 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 continued on Next Slide)

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*

Special Achievement Awards

Dedicated and generous sponsors of the Scholastic Awards make it possible for us to provide additional recognition and scholarships for outstanding works that meet a specific set of criteria. You can nominate your work for consideration below by providing a personal statement. Works submitted in all categories are eligible. Please carefully read the criteria and address the questions provided.

Statements will be taken into consideration when making final scholarship selections.

1. New York Life Award

Does your work address your loss through death of a close loved one?

Apply for the [New York Life Award](#), which provides six students whose works explore personal grief, loss, and bereavement with \$1,000 scholarships.

Bereavement is a state that occurs after a loved one dies. Grief is the feeling and reaction associated with the loss. Grief can be a difficult journey, but a creative outlet provides an opportunity to express yourself and be heard.

☐ YES, PLEASE CONSIDER MY WORK FOR THE 2019 NEW YORK LIFE AWARD.

2. Civic Expression Award

Does your work express a vision of the society you are working to build?

Apply for the [Civic Expression Award](#), which provides six students whose works best promote responsible citizenship with \$1,000 scholarships.

Civic engagement requires community members to be informed about their rights and responsibilities, appreciate the history and fundamental processes of American democracy, to recognize and be respectful of different views, and to seek to solve problems on behalf of the public good.

Works by artists and writers shape their communities' understanding of issues and speculate the possibilities of what their world could become.

☐ YES, PLEASE CONSIDER MY WORK FOR THE 2019 CIVIC EXPRESSION AWARD.

3. One Earth Award

Does your work address issues of climate change?

Apply for the [One Earth Award](#), which provides four students whose creative works encourage the awareness of, and meaningful responses to, pressing issues of human-caused climate change with \$1,000 scholarships. In addition, special awards are also available for students and educators from Virginia, North Carolina, South Carolina, and Georgia.

Climate change refers to significant changes in global temperature, precipitation, wind patterns, and other measures of climate that occur over several decades or longer. It has numerous ecological impacts and humanitarian consequences, including species extinction and habitat loss, food systems, water resources, and declining ecosystems.

Works by artists and writers advance our thoughts, reflections, and understanding of solutions, and improve awareness of individual actions that we can take to reduce harm and slow the current destruction of planetary resources.

☐ YES, PLEASE CONSIDER MY WORK FOR THE 2019 ONE EARTH AWARD.

Copyright and Plagiarism Policy

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

[SAVE](#) [SAVE AND CONTINUE TO UPLOAD WORK](#)

[CANCEL](#)

- 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*

Scholastic Art & Writing Awards
2019 ONLINE REGISTRATION SYSTEM

Practice Teacher
Wethersfield High School

Step 1 / 2 INFO Step 2 / 2 UPLOAD

DEADLINES
All deadlines are effective 11:59PM ET
Art deadline: 12/12/2018
Writing deadline: 1/24/2019
Future New deadline: 1/24/2019

[Back to Admin Panel](#)

ACCOUNT
Dashboard
Your Information
Logout

YOUR REGIONS
Connecticut Art Region
Northeast Writing Region - all Large

MANAGE
Students
Educators
Your Submissions
Bulk Payment

TOOLS
Reports

Drawing 13029790

NAME	Student, New	TITLE	Drawing
E-MAIL	NewStudent2018@gmail.com	BASIS	1/3029790
PHONE	8604169913	TYPE	Art
AGE	17	CATEGORY	Drawing and Illustration
GRADE	12	EDUCATOR 1	Practice Teacher
ADDRESS	5 New Road, Wethersfield, CT 06109	EDUCATOR 2	
PARENT / GUARDIAN	Parent Student	EDUCATOR 3	
SCHOOL	Wethersfield High School	DIMENSIONS	Width: 8 Height: 5
SCHOOL CITY	Wethersfield	MATERIALS	Copper, Oil Pastels
STATE	CT	CREATED DATE	9/12/2018 11:10:58 AM
REGION	CT001A - Connecticut Art Region	WORK SOURCES	Images or writing from the Internet, Images or writing from another person, Other
AFFILIATE NAME	Connecticut Art Region		

NOTICE: If you receive an award, the way your Name is written below is exactly how it will appear on your certificate.
NOTICE: If your address is missing or incomplete, we cannot mail you your recognition items.

For best results when uploading files, please make sure that you are running the latest version of Microsoft Silverlight and Adobe Flash Player.
[Click HERE](#) for some tips on successful uploading!

Submissions:
You can upload one image for each Drawing or Illustration submission.

Read your guidelines carefully: Uploaded images 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 DRAWING AND ILLUSTRATION submissions you can upload 1 file(s).

Drawing
File name: 2619678_scholasticssubmit.jpg
File size: 8.05 MB
Height: 3450px, Width: 3001px
Uploaded: 9/12/2018 12:00:37 PM ET
Print Size: Excellent
[Download Original File](#)

[Previous Step](#) [Go To Your Submissions](#)

Read our PRIVACY POLICY | Terms of Use | Participation Terms | Contact Us

- 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. In 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): in. x in.
Please enter whole numbers only (round up).

MATERIALS AND TOOLS: What materials & tools did you use to create this work?

[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.

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 continued on Next Slide)

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)

Special Achievement Awards

Dedicated and generous sponsors of the Scholastic Awards make it possible for us to provide additional recognition and scholarships for outstanding works that meet a specific set of criteria. You can nominate your work for consideration below by providing a personal statement. Works submitted in all categories are eligible. Please carefully read the criteria and address the questions provided.

Statements will be taken into consideration when making final scholarship selections.

1. New York Life Award

Does your work address your loss through death of a close loved one?

Apply for the [New York Life Award](#), which provides six students whose works explore personal grief, loss, and bereavement with \$1,000 scholarships.

Bereavement is a state that occurs after a loved one dies. Grief is the feeling and reaction associated with the loss. Grief can be a difficult journey, but a creative outlet provides an opportunity to express yourself and be heard.

☐ YES, PLEASE CONSIDER MY WORK FOR THE 2019 NEW YORK LIFE AWARD.

2. Civic Expression Award

Does your work express a vision of the society you are working to build?

Apply for the [Civic Expression Award](#), which provides six students whose works best promote responsible citizenship with \$1,000 scholarships.

Civic engagement requires community members to be informed about their rights and responsibilities, to appreciate the history and fundamental processes of American democracy, to recognize and be respectful of different views, and to seek to solve problems on behalf of the public good.

Works by artists and writers shape their communities' understanding of issues and articulate the possibilities of what their world could become.

☐ YES, PLEASE CONSIDER MY WORK FOR THE 2019 CIVIC EXPRESSION AWARD.

3. One Earth Award

Does your work address issues of climate change?

Apply for the [One Earth Award](#), which provides four students whose creative works encourage the awareness of, and meaningful responses to, pressing issues of human-caused climate change with \$1,000 scholarships. In addition, special awards are also available for students and educators from Virginia, North Carolina, South Carolina, and Georgia.

Climate change refers to significant changes in global temperature, precipitation, wind patterns, and other measures of climate that occur over several decades or longer. It has numerous ecological impacts and humanitarian consequences, including species extinction and habitat loss, food systems, water resources, and declining ecosystems.

Works by artists and writers advance our thoughts, reflections, and understanding of solutions, and improve awareness of individual actions that we can take to reduce harm and slow the current destruction of planetary resources.

☐ YES, PLEASE CONSIDER MY WORK FOR THE 2019 ONE EARTH AWARD.

Copyright and Plagiarism Policy

☐ I have read and understand the Alliance's [copyright and plagiarism](#) policy. I acknowledge that if my work violates this policy, then my work will be disqualified and any awards received will be revoked.

[SAVE](#) [SAVE AND CONTINUE TO UPLOAD WORK](#)

[CANCEL](#)

- 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/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)



2019 ONLINE REGISTRATION SYSTEM

Practice Teacher
Wehersfield High School

DEADLINES
All deadlines are effective
11:59PM ET

Art deadline: 12/12/2018
Writing deadline: 12/14/2018
Future New deadline: 12/14/2018

← Back to Admin Panel

ACCOUNT
Dashboard
Your Information
Logout

YOUR REGIONS
Connecticut Art Region
Northeast Writing Region-
at-Large

MANAGE
Students
Educators
Your Submissions
Bulk Payment

TOOLS
Reports

Step 1 / 2 INFO Step 2 / 2 UPLOAD

Student Information

SELECTED STUDENT:
Student: New
Grade: 12
Wehersfield High School
411 WOLCOTT HILL RD, Wehersfield, CT 06109

School Information (HELP)

✓ Wehersfield High School
411 WOLCOTT HILL RD
Wehersfield, CT 06109

Educator Information

1. The educators listed below are already registered and associated with this school and/or other educational program that is checked above.
2. Don't see your educator? Follow the [Add A New Educator] link below to add them!
3. You can credit up to three educators for this work. One of those educators must sign the Submission Form.

Educator Name	Educator Support (maximum three)
Practice Teacher (This is you) New Teacher	<input checked="" type="checkbox"/>

Don't see your educator? [\[Add A New Educator\]](#)

Work Information

WORK TYPE: Art

CATEGORY: Drawing and Illustration

Category Description
Art that is composed of marks made with a manual or mechanical instrument on a two-dimensional surface.
Drawings include all renderings made by an instrument on a surface and may include formal, realistic and/or abstract imagery. Illustrations are works that graphically depict a concept or subject. Either drawings or drawn illustrations may be submitted to this category. Examples (including but not limited to):
Pencil, ink, charcoal, pastel, crayon, scratchboard, marker, etc.
Special Instructions
Drawings copied from published photographs, the internet or existing works should not be submitted and will be disqualified. Please refer to the copyright and plagiarism section for more detailed information.
Sequential illustrations should be submitted to the Digital Art category.
Illustrations that directly depict political or social commentary should be submitted to the Editorial Cartoon category.
Submissions
You can upload one image for each Drawing registration submission.
[Click here for examples of previous works in this category.](#)
[\(This link opens in a new tab\)](#)

TITLE: Drawing

USE WORK IN PORTFOLIO ONLY ☐ 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.

- 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*

Scholastic Art & Writing Awards
2019 ONLINE REGISTRATION SYSTEM

Practice Teacher
Wethersfield High School

Step 1/2 INFO Step 2/2 UPLOAD

DEADLINES
All deadlines are effective 11:59PM ET
Art deadline: 12/12/2018
Writing deadline: 12/14/2018
Future New deadline: 12/14/2018

« Back to Admin Panel

ACCOUNT
Dashboard
Your Information
Logout

YOUR REGIONS
Connecticut Art Region
Northeast Writing Region
all Large

MANAGE
Students
Educators
Your Submissions
Bulk Payment

TOOLS
Reports

Drawing 13029790

NAME	Student, New	TITLE	Drawing
E-MAIL	NewStudent2018@gmail.com	BASIS	13029790
PHONE	8604169513	TYPE	Art
AGE	17	CATEGORY	Drawing and Illustration
GRADE	12	EDUCATOR 1	Practice Teacher
ADDRESS	5 New Road, Wethersfield, CT 06109	EDUCATOR 2	
PARENT / GUARDIAN	Parent Student	EDUCATOR 3	
SCHOOL	Wethersfield High School	DIMENSIONS	Width: 8 Height: 5 Copper, Oil Pastels
SCHOOL CITY	Wethersfield	MATERIALS	
STATE	CT	CREATED DATE	9/12/2018 11:10:58 AM
REGION	CT001A - Connecticut Art Region	WORK SOURCES	Images or writing from the Internet, Images or writing from another person, Other
AFFILIATE NAME	Connecticut Art Region		

NOTICE: If you receive an award, the way your Name is written below is exactly how it will appear on your certificate.
NOTICE: If your address is missing or incomplete, we cannot mail you your recognition items.

For best results when uploading files, please make sure that you are running the latest version of Microsoft Silverlight and Adobe Flash Player.
Click HERE for some tips on successful uploading!

Submissions:
You can upload one image for each Drawing or Illustration submission.

Read your guidelines carefully: Uploaded images 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 DRAWING AND ILLUSTRATION submissions you can upload 1 file(s).

Drawing
File name: 2619678_scholarshipsubmission.jpg
File size: 8.05 MB
Height: 3450px Width: 3001px
Uploaded: 9/12/2018 12:00:37 PM ET
Print Size: Excellent
Download Original File

« PREVIOUS STEP GO TO YOUR SUBMISSIONS

Read our PRIVACY POLICY | Terms of Use | Participation Terms | Contact Us

- 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. In 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”.

Portfolio Registration: *Creating a Portfolio*

Scholastic Art & Writing Awards
2019 ONLINE REGISTRATION SYSTEM

Practice Teacher
Wethersfield High School

DEADLINES
All deadlines are effective 11:59PM ET
Art deadline: 12/12/2018
Writing deadline: 12/14/2018
Future New deadline: 12/14/2018

Submission Summary: New Student

STUDENT ACTIONS - **ADD ENTRY -** **STUDENT PAYMENT**

Portfolios
No Entries 10/01/2018 16:34:35 ET

Thumbnail	Title & Type	Status	Options	Submission
	New Art Digital Barcode: 13000788	Work: Not Uploaded ? Submission Form: Not Uploaded ? Payment: Paid ?	Edit Print PDF Upload Form Delete	<input checked="" type="checkbox"/> DIGITAL <input type="checkbox"/> BY MAIL

Portfolio Only
Number of works: 1

These works are registered as portfolio-only, but are not currently assigned to a portfolio. They will not be judged as individual submissions.

Thumbnail	Title & Type	Status	Options
	Drawing Drawing and Illustration	Uploaded	For Edit Delete

Work Sources
My own observations, ideas, and imagination.

Work Sources
Images or writing from the Internet. Images or writing from another person. caaa.net

Scholastic Art & Writing Awards
2016 Online Registration System

New Teacher
Wethersfield High School

DEADLINES
All deadlines are effective 11:59PM ET
Art deadline: 12/14/2016
Writing deadline: 12/14/2016
Future New deadline: 12/14/2016

YOUR STUDENTS | **ADD STUDENTS**

You are an administrator for the student accounts listed below. You can assist these students through the submission process.
Click **ADD STUDENTS** to access other student accounts.

ACCOUNT
Dashboard
Your Information
Logout

MANAGE
Students
Educators
Your Submissions

TOOLS
Reports

RESOURCES
New This Year
Regional Guidelines & Deadlines
FAQ
Categories
Email Support
Scholastic Art & Writing

Wethersfield High School
Head of School: [mfr](#)
Last Update: 8/10/2017 3:41 pm [info@scholasticwriting.org](#)

Art Deadline: 12/14/2016
Writing Deadline: 12/14/2016

3 Student(s)

STUDENT	EMAIL	SUBMISSIONS	ACTIONS
Student, Billy Grade: 11	BillyStudent@gmail.com	Individual: 1 Art Ports: 0 Writing Ports: 0	EDIT PROFILE SUBMISSION SUMMARY
Student, Sen Grade: 12	SenStudent@gmail.com	Individual: 0 Art Ports: 0 Writing Ports: 0	EDIT PROFILE SUBMISSION SUMMARY
Student, Senior Grade: 12	SeniorStudent@gmail.com	Individual: 1 Art Ports: 0 Writing Ports: 0	EDIT PROFILE SUBMISSION SUMMARY

- 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*

The screenshot shows a web form titled "Portfolio" with a "close" button. The form is divided into several sections:

- Manage my art portfolios**: Includes instructions about portfolio content and a note about not including identifying information.
- Portfolio Title**: A text input field with "My Portfolio" entered.
- Submission**: Radio buttons for "DIGITAL" (selected) and "BY MAIL".
- Portfolio Boxes**: A row of eight dashed boxes for artwork thumbnails.
- Submission Form**: A section for the signature, with a note "You can choose three educational institutions".
- Artist Statement**: A large text area with formatting options (B, I, Q) and a word count of 0.
- Eligible Works**: A section with a link "[Click here to create second Art portfolio]" and a list of works. One work is shown with a thumbnail and a red circle with the number 1.
- SAVE & CLOSE**: A blue button at the bottom left.

Arrows from the text on the right point to the following elements in the form:

- Arrow 1: Points to the "Submission" radio buttons.
- Arrow 2: Points to the first thumbnail box in the portfolio row.
- Arrow 3: Points to the "Submission Form" section.
- Arrow 4: Points to the "Artist Statement" text area.
- Arrow 5: Points to the "Eligible Works" section.
- Arrow 6: Points to the "SAVE & CLOSE" button.

- 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*



Practice Teacher
Wethersfield High School

Notice: Please update your password!

DEADLINES

All deadlines are effective

11:59PM ET

Art deadline: **12/12/2018**

Writing deadline: **12/4/2018**

Future New deadline: **12/4/2018**

[Back to Admin Panel](#)

ACCOUNT

Dashboard

Your Information

Logout

YOUR REGIONS

Connecticut Art Region

Northeast Writing Region

at Large

MANAGE

Students

Educators

[Your Submissions](#)

[Bulk Payment](#)

TOOLS

Reports

Your submissions

The following submissions are linked to you because the student listed you as their educator when they registered.

a. If a submission needs to be linked to your account but isn't appearing on this page, go to [Manage, Students](#) and open the [Submission Summary](#) for the student. If you need to add a new student, they will need to grant you access to their works from their account.

b. From the Student's Submission Summary, find the work that needs to be connected to your account and click [Edit](#).

c. Under [Educator Information](#), select your name, then click the [Save](#) button at the bottom of the page. Up to 3 educators may be linked to a work.

d. If you see your name listed more than once, this may mean you have multiple accounts that need to be merged into one. Please email info@artandwriting.org to merge your accounts.

Wethersfield High School

Art Deadline: 12/12/2018
Writing Deadline: 12/4/2018

Head of School: [edit](#)

Last Update: 8/16/2017 10:28:57 AM by info@artandwriting.org

Student	Thumbnail	Title	Category	Status	Submission Process
Student, New Grade: 12		New Art Barcode: 13029788 Submission plan: Individual and Portfolio EDIT	Digital Art	Work: Not Uploaded ? Submission Form: Not Uploaded ? Payment: Paid ?	VIEW FORM Submission: <input checked="" type="checkbox"/> DIGITAL <input type="checkbox"/> BY MAIL
Practice, Suzy Grade: 10		Test Barcode: 13035523 Submission plan: Individual Only EDIT	Digital Art	Work: Not Uploaded ? Submission Form: Not Uploaded ? Payment: Not Paid ?	VIEW FORM Submission: <input checked="" type="checkbox"/> DIGITAL <input type="checkbox"/> BY MAIL
Student, New Grade: 12		My Portfolio Barcode: 13035561 Works in portfolio: 1 DELETE	Art Portfolio [expand]	Portfolio: Not Uploaded ? Submission Form: Not Uploaded ? Payment: Not Paid ? Attention!: • INCOMPLETE, portfolio must contain 8 works. • Missing Artist Statement Manage Portfolio	VIEW FORM Submission: <input checked="" type="checkbox"/> DIGITAL <input type="checkbox"/> BY MAIL

[PRINT ALL SUBMISSION FORMS](#)

- 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

Scholastic Art & Writing Awards
2019 ONLINE REGISTRATION SYSTEM

Practice Teacher
Weathersfield High School

12/12/2018
12/12/2018
12/12/2018

DEADLINES
All deadlines are effective 11:59PM ET
Art deadline: 12/12/2018
Writing deadline: 12/12/2018
Future news deadline: 12/12/2018

Back to Admin Panel

ACCOUNT
Dashboard
Your Information

YOUR REGIONS
Connecticut Art Region
Connecticut Writing Region

MANAGE
Students
Educators
Your Submissions
Bulk Payment

TOOLS
Reports

Your Submissions

The following submissions are listed to you because the student listed you as their educator when they registered.
If a submission should be listed to your account but isn't appearing on this page, go to Manage, Students and open the Submission Summary for the student. If you want to add more students, they will need to give you access to their work from their account.
From the Student's Submission Summary, find the work that needs to be completed by your account and click Edit.
Under Educator Information, select your name, then click the Save button at the bottom of the page. Up to 3 educators may be listed for each.
If you see your name listed more than once, this may mean you have multiple accounts that need to be merged into one. Please email info@scholasticartwriting.org to merge your accounts.

WEATHERSFIELD HIGH SCHOOL
Head of School: info@scholasticartwriting.org

Student	Thumbnail	Title	Category	Status	Submission Progress
Student, Grade: 12		New Art	Digital Art	Work Not Uploaded	Submission: 0% Payment: 0%
Practice, Grade: 12		New Art	Digital Art	Work Not Uploaded	Submission: 0% Payment: 0%
Student, Grade: 12		My Portfolio	Art Portfolio	Work Not Uploaded	Submission: 0% Payment: 0%

[Click Here to Print the Submission Forms](#)

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.

Scholastic Art & Writing Awards
2019 ONLINE REGISTRATION SYSTEM

Practice Teacher
Weathersfield High School

DEADLINES
All deadlines are effective 11:59PM ET
Art deadline: 12/12/2018
Writing deadline: 12/12/2018
Future news deadline: 12/12/2018

Back to Admin Panel

ACCOUNT
Dashboard
Your Information

YOUR REGIONS
Connecticut Art Region
Connecticut Writing Region

MANAGE
Students
Educators
Your Submissions
Bulk Payment

TOOLS
Reports

Print Submission Forms

<input type="checkbox"/>	TITLE	BARCODE	CATEGORY	STUDENT	UPLOAD STATUS
<input type="checkbox"/>	My Portfolio	1303561	Art Portfolio	Student, New	Attention! Incomplete portfolio must contain 8 works
<input type="checkbox"/>	New Art	1302788	Digital Art	Student, New	Not uploaded
<input type="checkbox"/>	Test	1303523	Digital Art	Practice, Study	Not uploaded

[Click Here to Print the Submission Forms](#)

[Read our PRIVACY POLICY](#) | [Terms of Use](#) | [Participation Terms](#) | [Contact Us](#)

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:



2019 ONLINE REGISTRATION SYSTEM

Practice Teacher
Wethersfield High School

Notice: Please update your password!

Your submissions

The following submissions are linked to you because the student listed you as their educator when they registered.

a. If a submission should be linked to your account but isn't appearing on this page, go to Manage, Students and open the Submission Summary for the student. If you need to add a new student, they will need to grant you access to their works from their account.

b. From the Student's Submission Summary, find the work that needs to be connected to your account and click Edit.

c. Under Educator Information, select your name, then click the Save button at the bottom of the page. Up to 3 educators may be linked to a work.

d. If you see your name listed more than once, this may mean you have multiple accounts that need to be merged into one. Please email info@artandwriting.org to merge your accounts.

Wethersfield High School
Head of School: edit
Last Update: 8/16/2017 10:28:57 AM by info@artandwriting.org

Art Deadline: 12/12/2018
Writing Deadline: 12/4/2018

« Back to Admin Panel

ACCOUNT
Dashboard
Your Information
Logout

YOUR REGIONS
Connecticut Art Region
Northeast Writing Region-at-Large

MANAGE
Students
Educators
Your Submissions
Bulk Payment

TOOLS
Reports

Student	Thumbnail	Title	Category	Status	Submission Process
Student, New Grade: 12	NOT UPLOADED	New Art Barcode: 13029788 Submission plan: Individual and Portfolio EDIT	Digital Art	Work: Not Uploaded ? Submission Form: Not Uploaded ? Payment: Paid ? Portfolio Status: This work is not currently in a portfolio — it will only be judged as an individual work. Click here to add this work to a Portfolio.	VIEW FORM Submission: DIGITAL BY MAIL
Practice, Suzy Grade: 10	NOT UPLOADED	Test Barcode: 13035523 Submission plan: Individual Only EDIT	Digital Art	Work: Not Uploaded ? Submission Form: Not Uploaded ? Payment: Paid ? Portfolio: Not Uploaded ? Submission Form: Not Uploaded ? Payment: Not Paid ?	VIEW FORM Submission: DIGITAL BY MAIL
Student, New Grade: 12		My Portfolio Barcode: 13010561 Works in portfolio: 1 DELETE	Art Portfolio (expand)	Attention!: INCOMPLETE portfolio must contain 6 works. Missing Artist Statement. Manage Portfolio	VIEW FORM Submission: DIGITAL BY MAIL

PRINT ALL SUBMISSION FORMS

- You can find the artwork upload, payment, and submission form status next to each work listed under **YOUR SUBSUBMISSIONS**.
➤ 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:



2019 ONLINE REGISTRATION SYSTEM

Practice Teacher
Wethersfield High School

DEADLINES
All deadlines are effective 11:59PM ET
Art deadline: 12/12/2018
Writing deadline: 12/4/2018
Future New deadline: 12/4/2018

« Back to Admin Panel

ACCOUNT
Dashboard
Your Information
Logout

YOUR REGIONS
Connecticut Art Region
Northeast Writing Region-at-Large

MANAGE
Students
Educators
Your Submissions
Bulk Payment

TOOLS
Reports

Bulk Payment
The Bulk Payment tool is like a virtual shopping cart. You can see all of the works linked to your account separated by region, and you can select which ones you want to pay for.
a. If your region allows for submission forms and fees to be submitted digitally or by mail, you will need to indicate how you are submitting each work by marking the check box for Digital or By Mail.
To select the works you would like to pay for, check the box in the select column or select all.
b. If a student has already paid for a work, or if the student has indicated they qualify for a fee waiver, the select box will be disabled and you will not be able to pay for this work again!
c. Choose a payment button to complete your transaction.

Connecticut Art Region Payments
Region Connecticut Art Region accepts online payments:
• Please click on "Pay Online" button to mark works as paid via external online payment. Next to the button you'll find a link leading to the payment site or to visit local program websites for more information.

Select	Student	Title	Category	Fee	Status	Submission
<input checked="" type="checkbox"/>	New Student	New Art	Art	\$5.00	Work: Not Uploaded 2 Submission Form: Not Uploaded 2 Payment: Paid 2	<input checked="" type="checkbox"/> DIGITAL <input type="checkbox"/> BY MAIL
<input checked="" type="checkbox"/>	Suzi Practice	Test	Art	\$5.00	Work: Not Uploaded 2 Submission Form: Not Uploaded 2 Payment: Paid 2	<input checked="" type="checkbox"/> DIGITAL <input type="checkbox"/> BY MAIL
<input type="checkbox"/>	New Student	My Portfolio	Art Portfolio (work(s))	\$20.00	Portfolio: Not Uploaded 2 Submission Form: Not Uploaded 2 Payment: Not Paid 2	<input checked="" type="checkbox"/> DIGITAL <input type="checkbox"/> BY MAIL

Pay By Check or Pay Online Go to the external payment page

Art Submissions Payment Summary for selected entries

If 'Pay With PayPal'/Pay Online' is Selected		If 'Pay By Check' is Selected (Mailed submission forms only)	
0 Individual Works * \$0.00	\$0.00	0 Individual Works * \$0.00	\$0.00
0 Portfolios * \$20.00	\$0.00	0 Portfolios * \$20.00	\$0.00
Total	\$0.00	Total	\$0.00

You can find the artwork upload, payment, and submission form status next to each work listed under **YOUR SUBSUBMISSIONS**.

➤ 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:

Practice Teacher
Wethersfield High School

Bulk Payment
The Bulk Payment tool is like a virtual shopping cart. You can see all of the works linked to your account separated by region, and you can select which ones you want to pay for. a. If your region allows for submission forms and fees to be submitted digitally or by mail, you will need to indicate how you are submitting each work by marking the check box for Digital or By Mail. b. To select the works you would like to pay for, check the box in the select column or select all. c. If a student has already paid for a work, or if the student has indicated they qualify for a fee waiver, the select box will be disabled and you will not be able to pay for this work again! d. Choose a payment button to complete your transaction.

DEADLINES
All deadlines are effective 11:59PM ET
Art deadline: 12/12/2018
Writing deadline: 12/4/2018
Future New deadline: 12/4/2018

ACCOUNT
Dashboard
Your Information
Logout

YOUR REGIONS
Connecticut Art Region
Northeast Writing Region-at-Large

MANAGE
Students
Educators
Your Submissions
Bulk Payment

TOOLS
Reports

Connecticut Art Region Payments
Region Connecticut Art Region accepts online payments:
• Please click on "Pay Online" button to mark works as paid via external online payment. Next to the button you'll find a link leading to the payment site or to your local program websites for more information.

Art Submissions: Connecticut Art Region

Select	Student	Title	Category	Fee	Status	Submission
<input checked="" type="checkbox"/>	New Student	New Art	Art	\$5.00	Work: Not Uploaded 2 Submission Form: Not Uploaded 2 Payment: Paid 2	<input checked="" type="checkbox"/> DIGITAL <input type="checkbox"/> BY MAIL
<input type="checkbox"/>	New Student	Drawing	Art	\$5.00	Work: Not Uploaded 2 Submission Form: Not Uploaded 2 Payment: Not Paid 2	<input type="checkbox"/> DIGITAL <input checked="" type="checkbox"/> BY MAIL
<input checked="" type="checkbox"/>	Suzzy Practice	Test	Art	\$5.00	Work: Not Uploaded 2 Submission Form: Not Uploaded 2 Payment: Paid 2	<input type="checkbox"/> DIGITAL <input checked="" type="checkbox"/> BY MAIL

or Go to the external payment page

Art Submissions Payment Summary for selected entries
If 'Pay With PayPal/Pay Online' is Selected

	0 Individual Works *	0 Portfolios *	Total
\$0.00	\$0.00	\$0.00	\$0.00
\$5.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00

Practice Teacher
Wethersfield High School

Notice: Please update your password!

Your submissions

The following submissions are linked to you because the student listed you as their educator when they registered:
a. If a submission should be linked to your account but isn't appearing on this page, go to **Manage, Students** and open the **Submission Summary** for the student. If you need to add a new student, they will need to grant you access to their works from their account.
b. From the Student's **Submission Summary**, find the work that needs to be connected to your account and click **Edit**.
c. Under **Educator Information**, select your name, then click the **Save** button at the bottom of the page. Up to 3 educators may be linked to a work.
d. If you see your name listed more than once, this may mean you have multiple accounts that need to be merged into one. Please email info@artandwriting.org to merge your accounts.

DEADLINES
All deadlines are effective 11:59PM ET
Art deadline: 12/12/2018
Writing deadline: 12/4/2018
Future New deadline: 12/4/2018

Back to Admin Panel

ACCOUNT
Dashboard
Your Information
Logout

YOUR REGIONS
Connecticut Art Region
Northeast Writing Region-at-Large

MANAGE
Students
Educators
Your Submissions
Bulk Payment

TOOLS
Reports

Wethersfield High School
Head of School: edit
Last Update: 8/16/2017 10:28:57 AM by [info@artandwriting.org](#)

Student	Thumbnail	Title	Category	Status	Submission Process
Student, New Grade: 2		New Art Barcode: 13029788 Submission plan: Individual and Portfolio EDIT	Digital Art	Work: Not Uploaded 2 Submission Form: Not Uploaded 2 Payment: Paid 2	<input checked="" type="checkbox"/> DIGITAL <input type="checkbox"/> BY MAIL VIEW FORM
Student, New Grade: 2		Drawing Barcode: 13029790 Submission plan: Individual and Portfolio EDIT	Drawing and Illustration	Work: Not Uploaded 2 Submission Form: Not Uploaded 2 Payment: Paid 2	<input type="checkbox"/> DIGITAL <input checked="" type="checkbox"/> BY MAIL VIEW FORM
Practice, Suzzy Grade: 10		Test Barcode: 13035523 Submission plan: Individual Only EDIT	Digital Art	Work: Not Uploaded 2 Submission Form: Not Uploaded 2 Payment: Paid 2	<input type="checkbox"/> DIGITAL <input checked="" type="checkbox"/> BY MAIL VIEW FORM

[PRINT ALL SUBMISSION FORMS](#)

- 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

Online Payment and Submission Form Upload:



Practice Teacher
Wethersfield High School

DEADLINES
All deadlines are effective 11:59PM ET
Art deadline: 12/12/2018
Writing deadline: 12/14/2018
Future New deadline: 12/14/2018

« Back to Admin Panel

ACCOUNT
Dashboard
Your Information
Logout

YOUR REGIONS
Connecticut Art Region
Northeast Writing Region-at-Large

MANAGE
Students
Educators
Your Submissions
Bulk Payment

TOOLS
Reports

Notice: Please update your password!

Upload Submission Form

Entry Title: Drawing
Student: New Student

You can upload only one file. The file should be smaller than 5MB, and limited to these formats: .jpg, .jpeg, .pdf, .png. Uploaded submission form must be at 300 dpi/ppi.

Submission form status: not uploaded

Choose File | No file chosen

UPLOAD FORM

Return to student's Submission Summary

Read our PRIVACY POLICY | Terms of Use | Participation Terms | Contact Us

- 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**