

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:

Scholastic Art & Writing Awards
2019 ONLINE REGISTRATION SYSTEM

Practice Teacher
Wethersfield High School

Notice: Please update your password!

Your submissions

DEADLINES
All deadlines are effective 11:59PM ET
Art deadline: 12/12/2018
Writing deadline: 12/14/2018
Future New deadline: 1/18/2019

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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

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: 12/14/2018

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 ?	VIEW FORM Submission: <input checked="" type="checkbox"/> DIGITAL <input type="checkbox"/> 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 ?	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

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

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: 2/4/2019
Future New deadline: 4/30/2019

« Back to Admin Panel

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.

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.

Select	Student	Title	Category	Fee	Status	Submission
<input checked="" type="checkbox"/>	New Student	New Art	Art	\$5.00	Work: Not Uploaded ? Submission Form: Not Uploaded ? Payment: Paid ?	<input checked="" type="checkbox"/> DIGITAL <input type="checkbox"/> BY MAIL
<input checked="" type="checkbox"/>	Suzy Practice	Test	Art	\$5.00	Work: Not Uploaded ? Submission Form: Not Uploaded ? Payment: Paid ?	<input checked="" type="checkbox"/> DIGITAL <input type="checkbox"/> BY MAIL
<input type="checkbox"/>	New Student	My Portfolio	Art Portfolio (1 work(s))	\$20.00	Portfolio: Not Uploaded ? Submission Form: Not Uploaded ? Payment: Not Paid ?	<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 * \$5.00	\$0.00	0 Individual Works * \$5.00	\$0.00
0 Portfolios * \$20.00	\$0.00	0 Portfolios * \$20.00	\$0.00
Total	\$0.00	Total	\$0.00

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

Scholastic Art & Writing Awards
2019 ONLINE REGISTRATION SYSTEM

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.

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

To select the works you would like to pay for, check the box in the select column or select all. 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.

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: 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"/>	Suzy Pralace	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

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 * \$5.00	\$0.00	0 Individual Works * \$5.00	\$0.00
0 Portfolios * \$20.00	\$0.00	0 Portfolios * \$20.00	\$0.00
Total	\$0.00	Total	\$0.00

Scholastic Art & Writing Awards
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.

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

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.
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

Student	Thumbnail	Title	Category	Status	Submission Process
Student, New Grade: 12		New Art Barcode: 13029788 Submission type: 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
Student, New Grade: 12		Drawing Barcode: 13029790 Submission type: Individual and Portfolio EDIT	Drawing and Illustration	Work: Uploaded 2 Submission Form: Not Uploaded 2 Payment: Not Paid 2	<input type="checkbox"/> DIGITAL <input checked="" type="checkbox"/> BY MAIL
Practice, Suzy Grade: 10		Test Barcode: 13035523 Submission type: Individual Only 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

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:

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2019 ONLINE REGISTRATION SYSTEM

Practice Teacher
Wethersfield High School

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

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

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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**