CT Regional Scholastic Art Awards 2022

Step-by-Step Guide For Teachers Online Registration (ORS)

Read Directions Carefully – There are Changes for 2022

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.
- ALL EVENTS WILL BE VIRTUAL

It seems daunting at first, but after the first one, it proceeds fairly quickly.

Online Submission Deadline: December 14, 2021

Paperwork Submission Deadline: December 18, 2021

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

2022 Fees

Schools, Home School, Out of School Program, & Independent Submissions

Individual Categories:

$7 per Submission (Limit of 30 per School/8 per Student)

Schools: **To make it easier to plan - $105 per 15 Submissions: *$5 for each additional submission***

(We recommend that you divide submissions equally among art teachers)

Portfolios: **$25 each (Limit 12 per School)** ***Each Senior may submit up to 2 portfolios.***

For individual students who have a financial impediment and are unable to pay for submissions, please fill out a Fee Waiver for EACH STUDENT SUBMISSION who needs one.

This fee pays only for Adjudication of the Portfolio as a unit of 8 works but DOES NOT pay for any works that a student wants to ALSO have adjudicated individually outside of the Portfolio.

Payment and Form Submission

Payment MUST be delivered together with all signed submission forms and Connecticut Invoice.

(Check, PO, or Fee Waiver)

If items are received separately we can not guarantee that submissions will be accepted as one or more items may not be matched together.

Download and fill out the Invoice and deliver it along with a check made out to CT Regional Scholastic Art Awards, and a copy of all signed submission forms to:

In-Person Paperwork/Payment Drop Off:

Wednesday, December 15, 2021
3:00-6:00pm

— **Amity Regional High School,** 25 Newton Road, Woodbridge, CT 06525
Contact Person: Lisa Toto - email: lisatoto3@hotmail.com

— **Nonnewaug High School,** 5 Minortown Rd, Woodbury, CT 06798
Contact Person: Leeza Desjardins - email: ldesjardins@ctreg14.org

— **Stamford High School,** 5 Strawberry Hill Avenue, Stamford , CT 06897
Contact Person: Carolyn Daher - email: cdaher@stamfordct.gov

Thursday, December 16, 2021
3:00-6:00pm

— **Amity Regional High School,** 25 Newton Road, Woodbridge, CT 06525
Contact Person: Lisa Toto - email: lisatoto3@hotmail.com

— **Danbury High School,** 43 Clapboard Ridge Road, Danbury, CT 06811
Contact Person: Kerri Swenson - email: swensonkerri@gmail.com

Friday, December 17, 2021
3:00-6:00pm

— **Nonnewaug High School,** 5 Minortown Rd, Woodbury, CT 06798
Contact Person: Leeza Desjardins - email: ldesjardins@ctreg14.org

Saturday, December 18, 2021
9:00-3:00pm

— **Taub Hall, Hartford Art School, University of Hartford,** 200 Bloomfield Ave., Hartford, CT

Payment and Form Submission Continued

Payment MUST be delivered together with all signed submission forms and Connecticut Invoice.
(Check, PO, or Fee Waiver)

If items are received separately we can not guarantee that submissions will be accepted as one or more items may not be matched together.

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 deliver to:

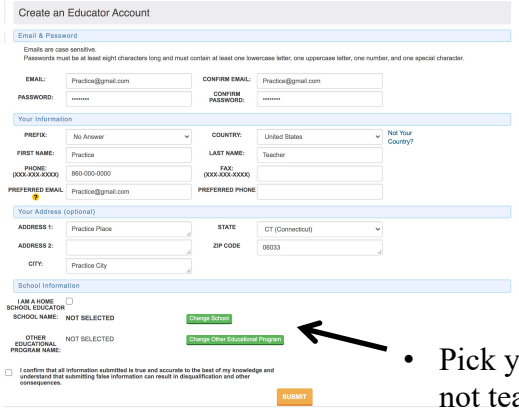
Or Mail-In Paperwork:

New Address

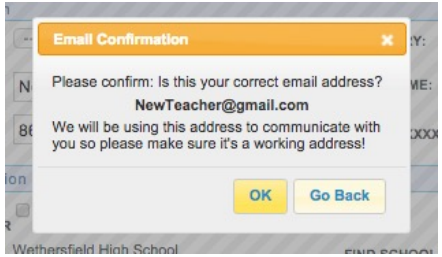
Andrea Haas, Program Chair
Connecticut Regional Scholastic Art Awards
PO Box 290683 • Wethersfield, CT 06129
(Do Not Ship Artwork to this Address

Teacher Registration:

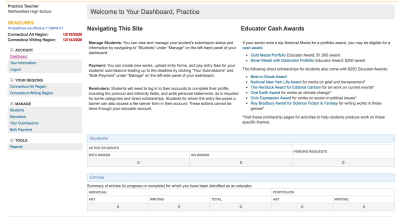
All Teachers MUST register every year even if you have registered in the past. You must have a teacher account in order to receive communication from the Alliance for Young Artists and Writers and the CT Regional Scholastic Art Awards. Without a teacher account you will not be notified of the status of your students' submissions.



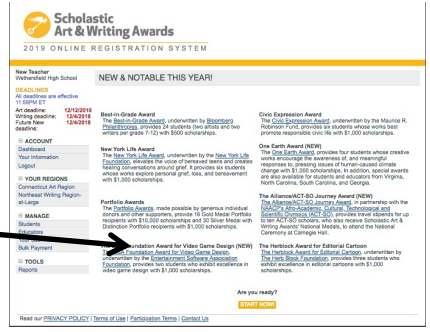
- Click on **Create an Educator Account** and fill in all the information. Emails are case sensitive. **Passwords should be at least eight characters long, with one uppercase letter, one lowercase letter, on number, and one special character.**
  - Confirm that your email address is correct. Your email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



- Pick your school or OEP (Out of School Program Name. If you do not teach at Student's day school you must pick your OEP.

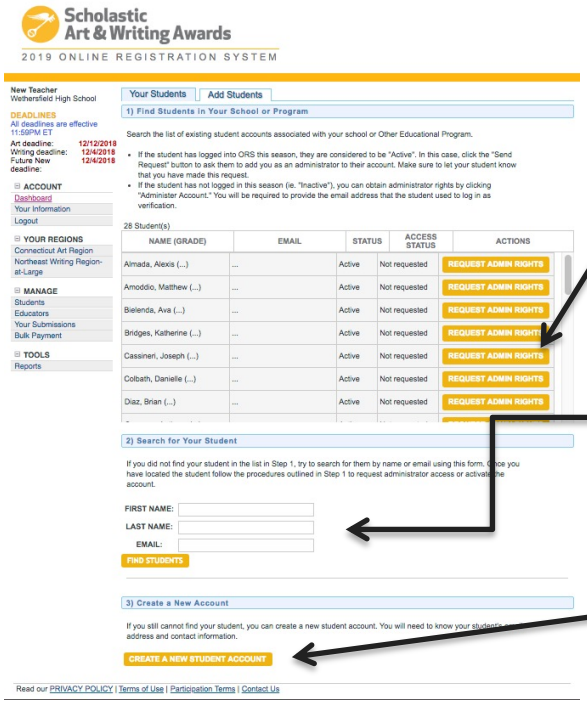


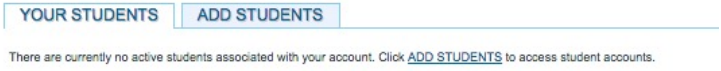
- Once you have entered and confirmed your teacher information (email, password, school name, your name, phone), click on "Submit" ORS will then bring you to the start page. Read the information about **New and Notable** and Click **Start Now!** at the bottom of the page.
- You will then be brought to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

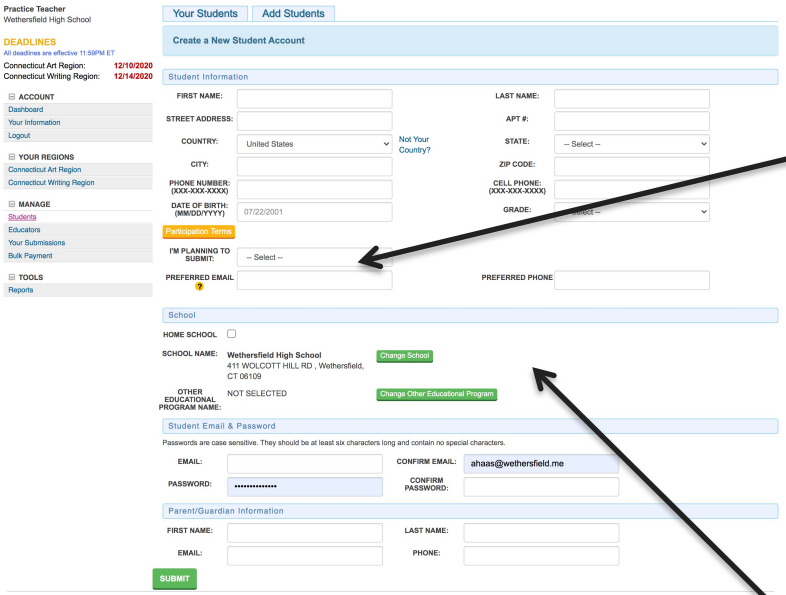




- If the student has not logged in this year (ie. "Inactive"), you can obtain administrator rights by clicking "Administer Account." You will be required to provide the email address that the student used to log in as verification.
- If the student has logged into ORS or created their account on their 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:

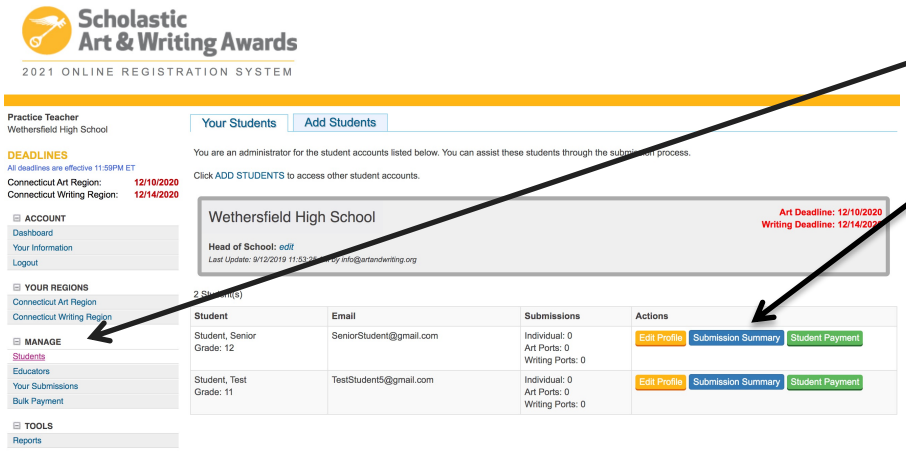


- Student's Name
- Student's Address
- Student's Phone
- Student's Date of Birth (Students must be 13 years old)
- Student's Grade Level
- Art or Writing
- Student's School
- Student OEP name if art was created outside of school program and with another teacher.
- Student's Email
- Student's Password - *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
- Hit Submit. Now you can add work for this student.

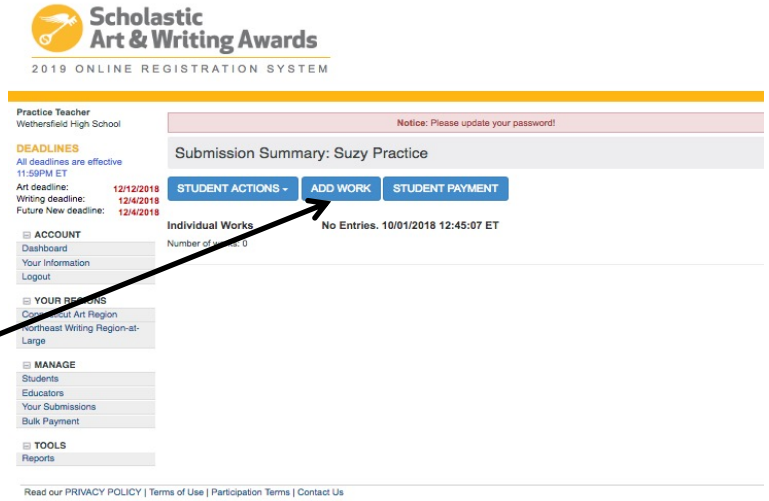
Note: Students cannot share the same email. If the student doesn't have an email, try to obtain the parent's email address and use that instead or see if I can have the student obtain an email address from one of several free providers (e.g. gmail, hotmail, etc.). If that isn't possible, as a last resort,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

If the student also is submitting work created at an Other Educational Program – The OEP name must be included when creating the student profile or they will not be able to choose it when entering their submission

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

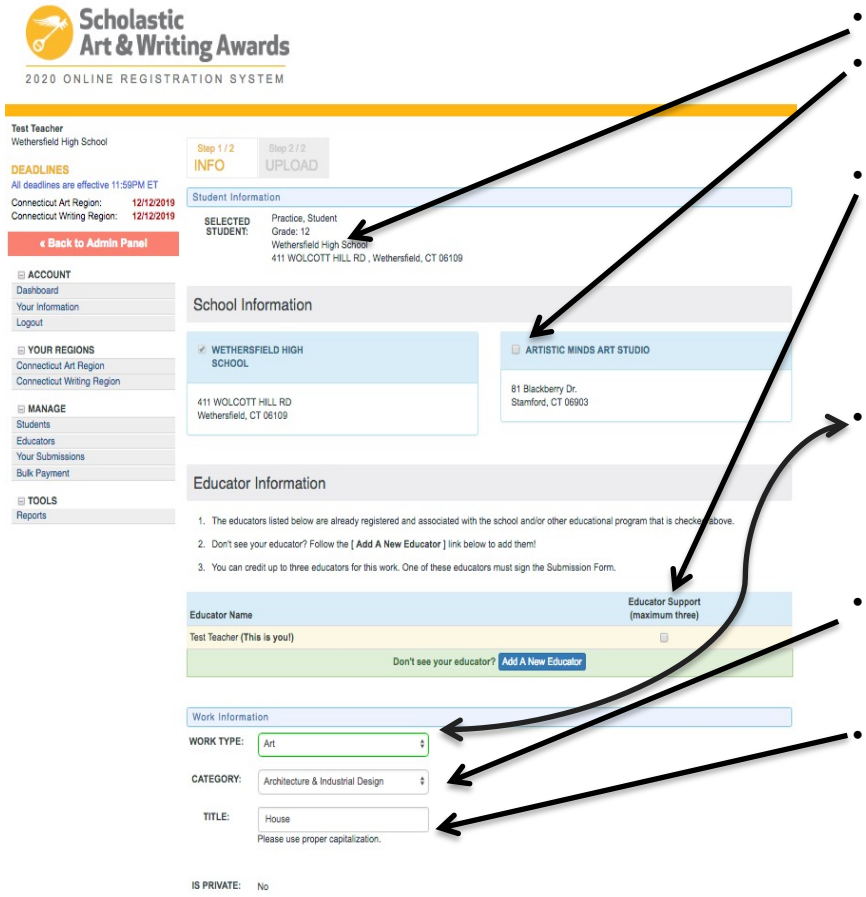


- In your Dashboard Click on students in the left column.
- Click Submission Summary next to the student whom you wish to add work for.



- Click Add Work blue button

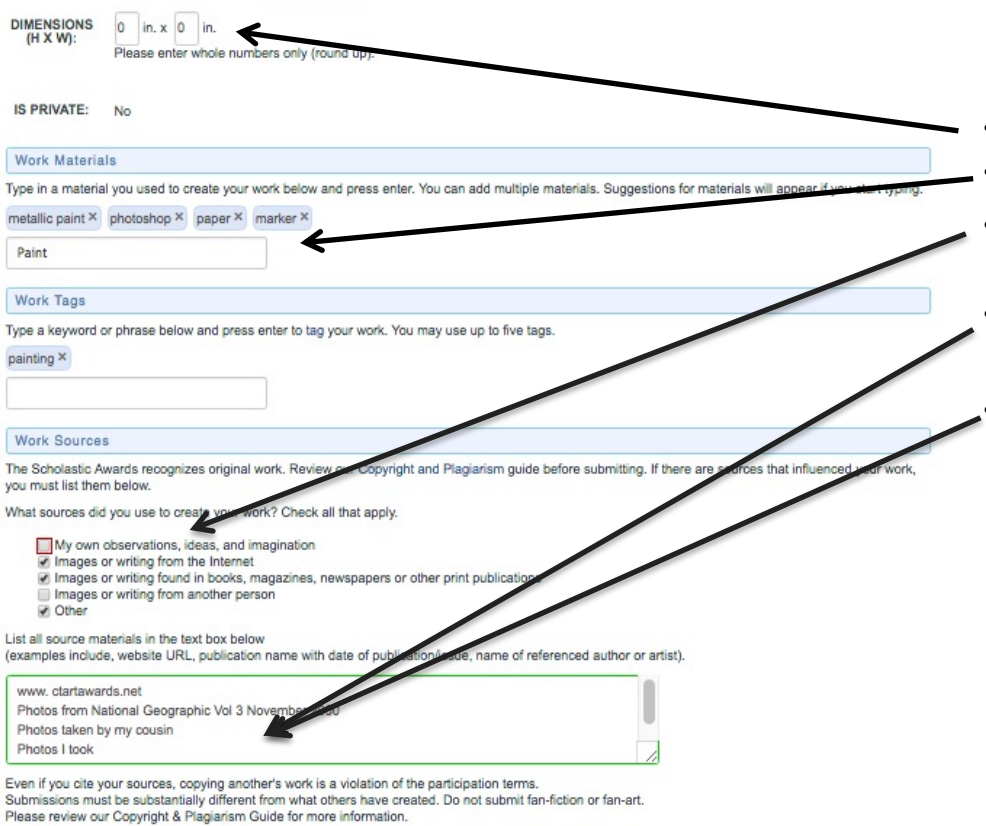
Artwork Registration: *Registering Individual Category Artwork Grades 7-11*



- The student's information should be visible on this page.
- Check to the name of the Other Educational Program (OEP) if the work was created at the OEP rather than at school. *The OEP will not be visible if it wasn't included in the student profile.*
- 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".)*

(Artwork registration continued on Next Slide)

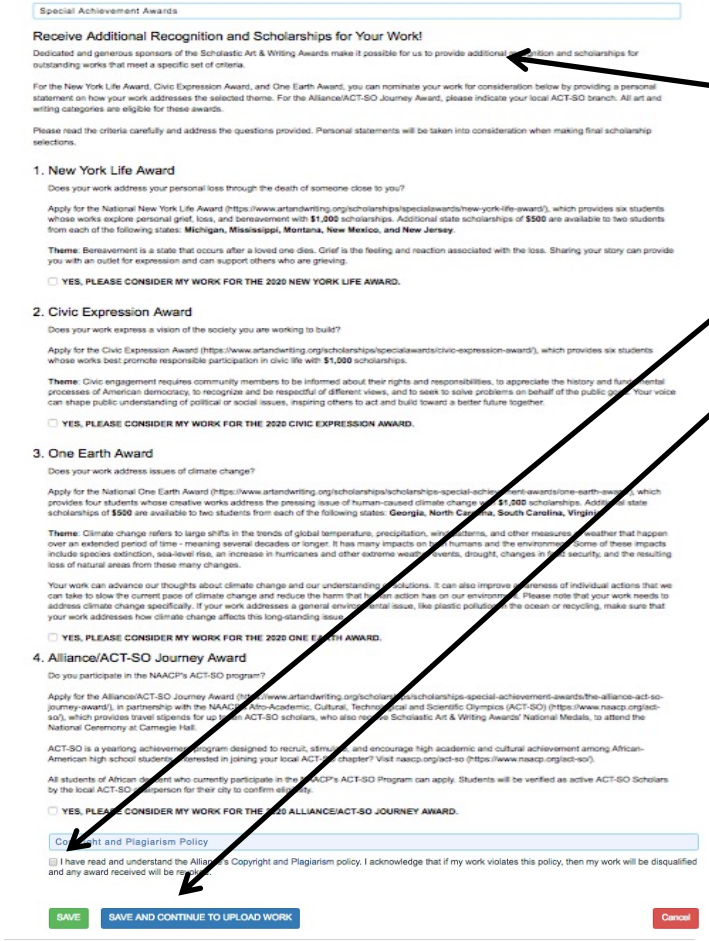
Artwork Registration: *Registering Individual Category Artwork Grades 7-11*



- .Dimensions *(add weight too where necessary)*
- Media/*materials* *(Type in media, materials, software, camera, etc.)*
- 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

Receive Additional Recognition and Scholarships for Your Work!

Dedicated and generous sponsors of the Scholastic Art & Writing Awards make it possible for us to provide additional recognition and scholarships for outstanding works that meet a specific set of criteria.

For the New York Life Award, Civic Expression Award, and One Earth Award, you can nominate your work for consideration below by providing a personal statement on how your work addresses the selected theme. For the Alliance/ACT-SO Journey Award, please indicate your local ACT-SO branch. All art and writing categories are eligible for these awards.

Please read the criteria carefully and address the questions provided. Personal statements will be taken into consideration when making final scholarship selections.

1. New York Life Award

Does your work address your personal loss through the death of someone close to you?

Apply for the National New York Life Award (https://www.artandwriting.org/scholarships/specialawards/new-york-life-award/), which provides six students whose works explore personal grief, loss, and bereavement with **$1,000** scholarships. Additional state scholarships of **$500** are available to two students from each of the following states: **Michigan, Mississippi, Montana, New Mexico, and New Jersey**.

Theme: Bereavement is a state that occurs after a loved one dies. Grief is the feeling and reaction associated with the loss. Sharing your story can provide you with an outlet for expression and can support others who are grieving.

YES, PLEASE CONSIDER MY WORK FOR THE 2020 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 (https://www.artandwriting.org/scholarships/specialawards/civic-expression-award/), which provides six students whose works best promote responsible participation in civic life with **$1,000** scholarships.

Theme: 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. Your voice can shape public understanding of political or social issues, inspiring others to act and build toward a better future together.

YES, PLEASE CONSIDER MY WORK FOR THE 2020 CIVIC EXPRESSION AWARD.

3. One Earth Award

Does your work address issues of climate change?

Apply for the National One Earth Award (https://www.artandwriting.org/scholarships/scholarships-special-achievement-awards/one-earth-award/), which provides four students whose creative works address the pressing issue of human-caused climate change with **$1,000** scholarships. Additional state scholarships of **$500** are available to two students from each of the following states: **Georgia, North Carolina, South Carolina, Virginia**.

Theme: Climate change refers to large shifts in the trends of global temperature, precipitation, wind patterns, and other measures of weather that happen over an extended period of time - meaning several decades or longer. It has many impacts on both humans and the environment. Some of these impacts include species extinction, sea-level rise, an increase in hurricanes and other extreme weather events, drought, changes in food security, and the resulting loss of natural areas from these many changes.

Your work can advance our thoughts about climate change and our understanding of solutions. It can also improve awareness of individual actions that we can take to slow the current pace of climate change and reduce the harm that human action has on our environment. Please note that your work needs to address climate change specifically. If your work addresses a general environmental issue, like plastic pollution in the ocean or recycling, make sure that your work addresses how climate change affects this long-standing issue.

YES, PLEASE CONSIDER MY WORK FOR THE 2020 ONE EARTH AWARD.

4. Alliance/ACT-SO Journey Award

Do you participate in the NAACP's ACT-SO program?

Apply for the Alliance/ACT-SO Journey Award (https://www.artandwriting.org/scholarships/scholarships-special-achievement-awards/the-alliance-act-so-journey-award/), in partnership with the NAACP's Afro-Academic, Cultural, Technological and Scientific Olympics (ACT-SO) (https://www.naacp.org/act-so/), which provides travel stipends for up to ten ACT-SO scholars, who also receive Scholastic Art & Writing Awards' National Medals, to attend the National Ceremony at Carnegie Hall.

ACT-SO is a yearlong achievement program designed to recruit, stimulate, and encourage high academic and cultural achievement among African-American high school students interested in joining your local ACT-SO chapter? Visit naacp.org/act-so (https://www.naacp.org/act-so/).

All students of African descent who currently participate in the NAACP's ACT-SO Program can apply. Students will be verified as active ACT-SO Scholars by the local ACT-SO chairperson for their city to confirm eligibility.

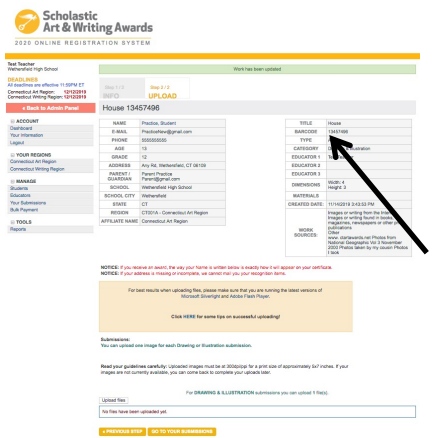
YES, PLEASE CONSIDER MY WORK FOR THE 2020 ALLIANCE/ACT-SO JOURNEY AWARD.

Copyright and Plagiarism Policy

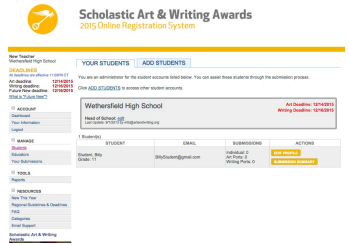
I have read and understand the Alliance's Copyright and Plagiarism policy. I acknowledge that if my work violates this policy, then my work will be disqualified and any award received will be revoked.

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.


Scholastic Art & Writing Awards

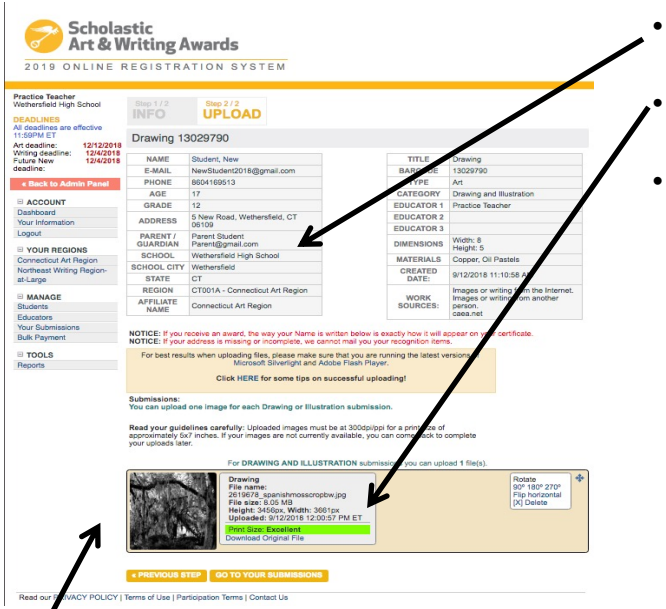
2020 ONLINE REGISTRATION SYSTEM


Scholastic Art & Writing Awards

2015 Online Registration System

- 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*

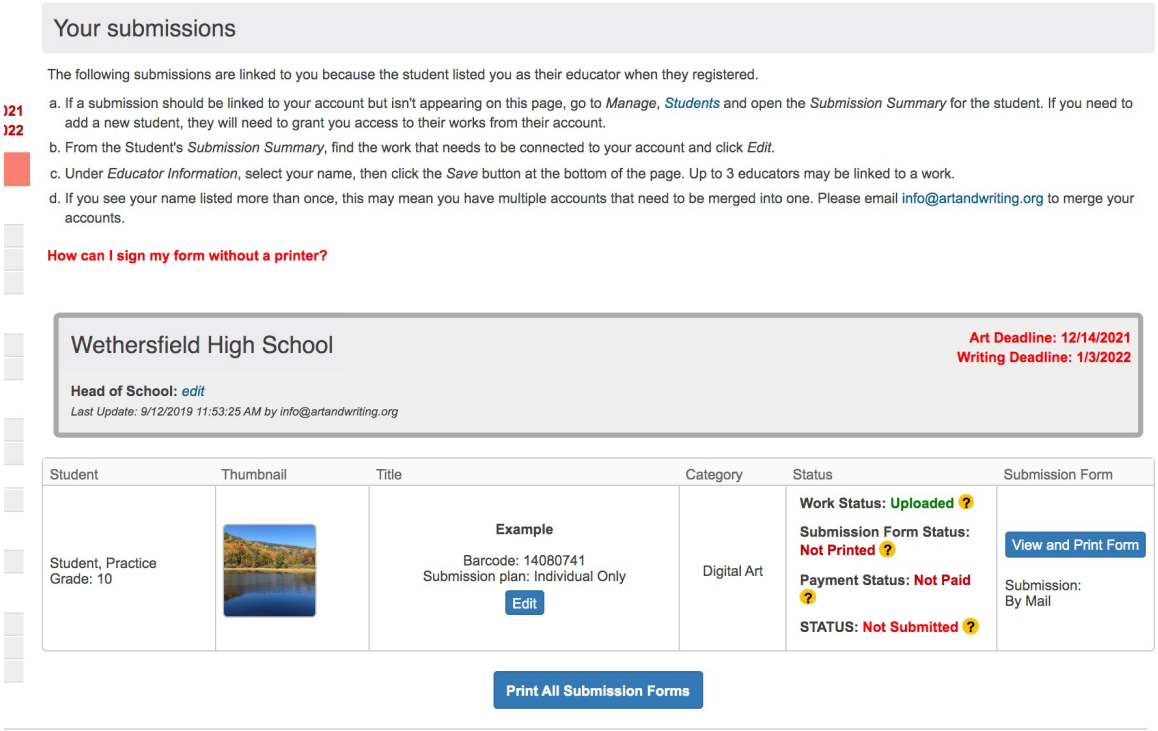


- Read the summary of your artwork registration carefully and make sure all of your information is correct.
- The image you submit should look exactly like the piece that you deliver to us. Please do not crop artwork.
- Scroll down to upload your image.
  - **Read your guidelines carefully. There will 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”.

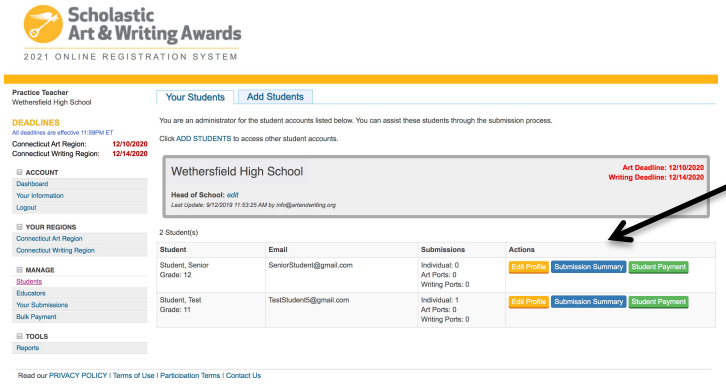
Artwork Registration: *Uploading Individual Category Artwork Grades 7-11*



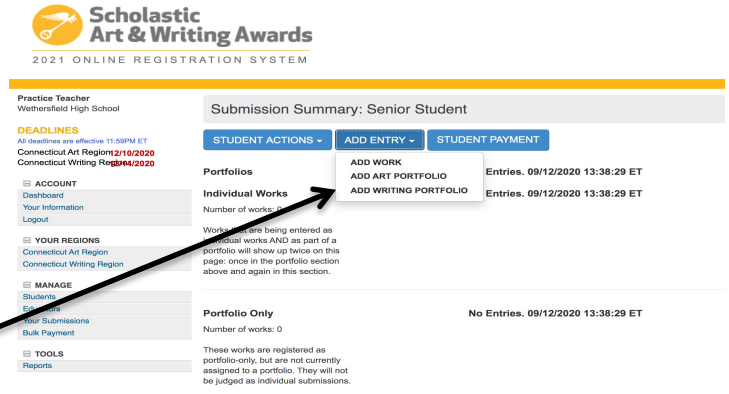
- When you return to the submission summary you will see the thumbnail of your image.

- You can view and print submission form

Artwork/Portfolio Registration: *Registering Artwork Grade 12*



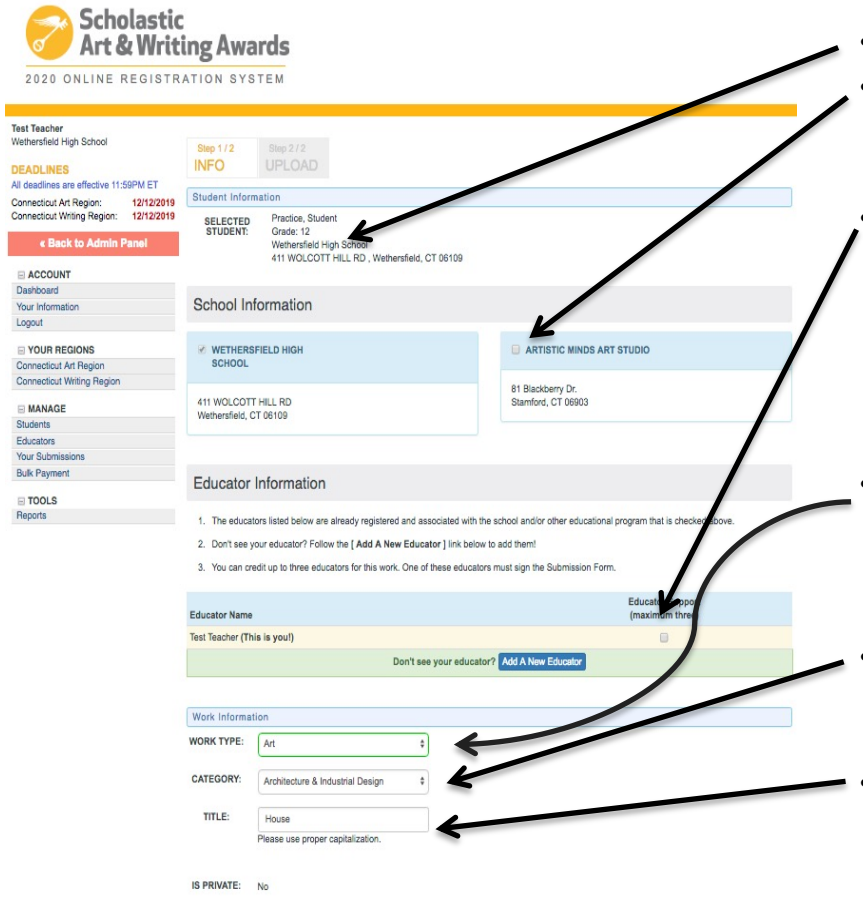
- In the student window, choose your senior student and select submission summary.



- In the submission summary window click on add entry.
- Choose Add Work or Add Portfolio depending on what submission is being uploaded.
- **All work must be uploaded individually before creating a portfolio.**

(Artwork registration continued on Next Slide)

Artwork/Portfolio Registration: *Registering Artwork Grade 12*

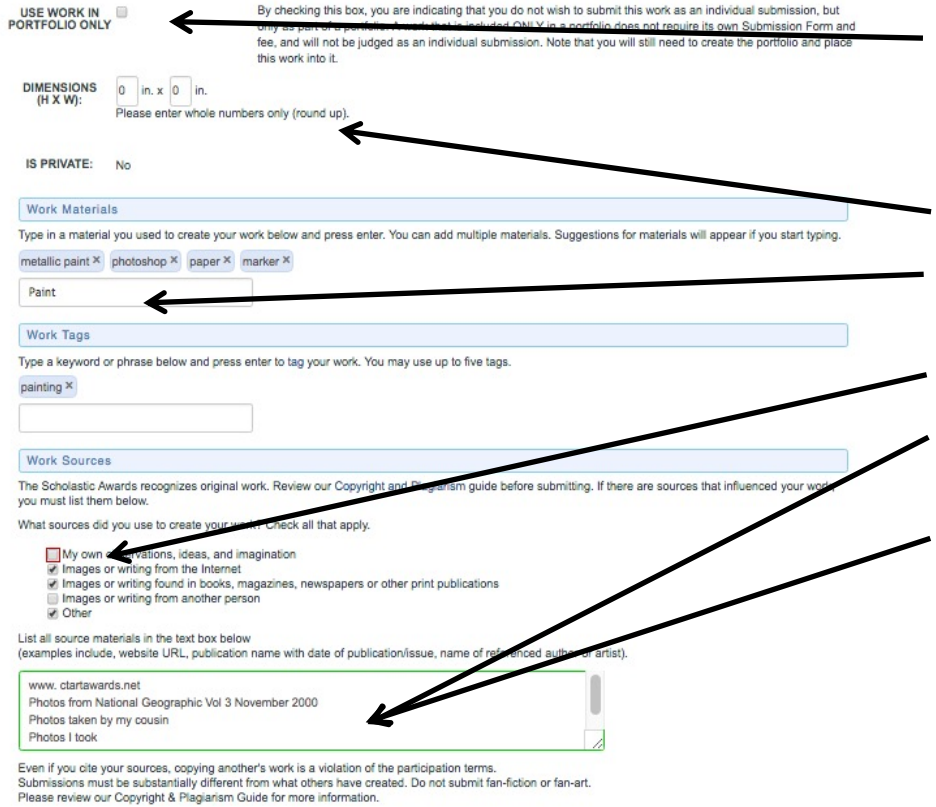


- The student's information should be visible on this page.
- Check to the name of the Other Educational Program (OEP) if the work was created at the OEP rather than at school. *The OEP will not be visible if it wasn't included in the student profile.*
- Click on the primary teacher that corresponds 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".)*

(Artwork registration continued on Next Slide)

Artwork/Portfolio Registration: *Registering Artwork 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)

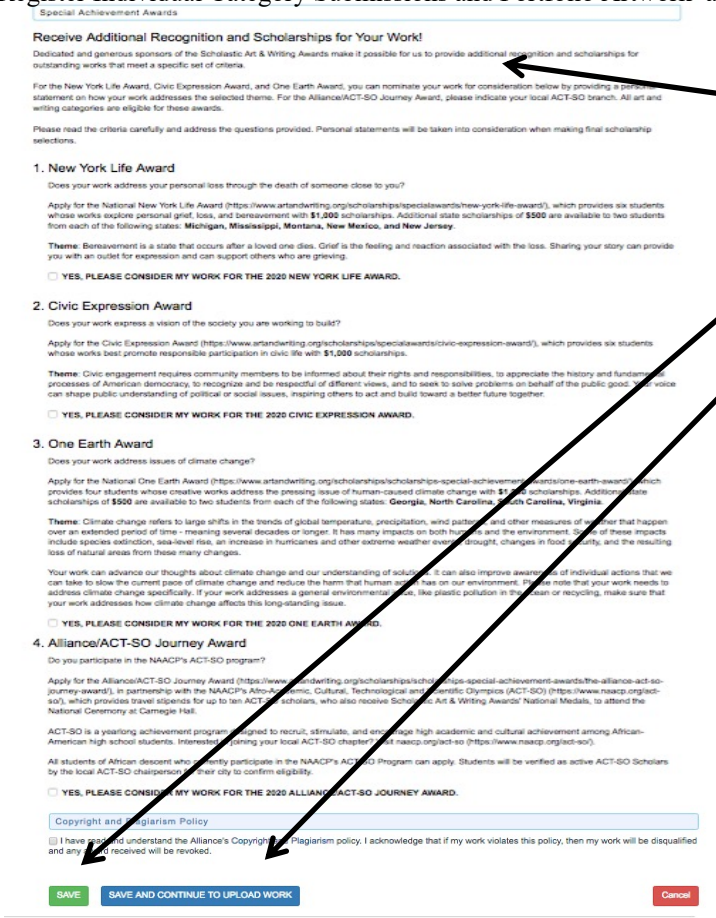


- For Seniors: Check if this work is only being submitted as part of a portfolio. *If you do not check the box it will also be submitted as an individual piece and will be an additional $7. Each student may only submit 8 individual category pieces*
- Dimensions (add weight too where necessary)
- Media/materials (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: *Registering Artwork 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

Receive Additional Recognition and Scholarships for Your Work!

Dedicated and generous sponsors of the Scholastic Art & Writing Awards make it possible for us to provide additional recognition and scholarships for outstanding works that meet a specific set of criteria.

For the New York Life Award, Civic Expression Award, and One Earth Award, you can nominate your work for consideration below by providing a personal statement on how your work addresses the selected theme. For the Alliance/ACT-SO Journey Award, please indicate your local ACT-SO branch. All art and writing categories are eligible for these awards.

Please read the criteria carefully and address the questions provided. Personal statements will be taken into consideration when making final scholarship selections.

1. New York Life Award

Does your work address your personal loss through the death of someone close to you?

Apply for the National New York Life Award (https://www.artandwriting.org/scholarships/specialawards/new-york-life-award/), which provides six students whose works explore personal grief, loss, and bereavement with **$1,000** scholarships. Additional state scholarships of **$500** are available to two students from each of the following states: **Michigan, Mississippi, Montana, New Mexico, and New Jersey.**

Theme: Bereavement is a state that occurs after a loved one dies. Grief is the feeling and reaction associated with the loss. Sharing your story can provide you with an outlet for expression and can support others who are grieving.

☐ **YES, PLEASE CONSIDER MY WORK FOR THE 2020 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 (https://www.artandwriting.org/scholarships/specialawards/civic-expression-award/), which provides six students whose works best promote responsible participation in civic life with **$1,000** scholarships.

Theme: 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. Your voice can shape public understanding of political or social issues, inspiring others to act and build toward a better future together.

☐ **YES, PLEASE CONSIDER MY WORK FOR THE 2020 CIVIC EXPRESSION AWARD.**

3. One Earth Award

Does your work address issues of climate change?

Apply for the National One Earth Award (https://www.artandwriting.org/scholarships/scholarships-special-achievement-awards/one-earth-award/), which provides four students whose creative works address the pressing issue of human-caused climate change with **$1,000** scholarships. Additional state scholarships of **$500** are available to two students from each of the following states: **Georgia, North Carolina, South Carolina, Virginia.**

Theme: Climate change refers to large shifts in the trends of global temperature, precipitation, wind patterns, and other measures of weather that happen over an extended period of time - meaning several decades or longer. It has many impacts on both humans and the environment. Some of these impacts include species extinction, sea-level rise, an increase in hurricanes and other extreme weather events, drought, changes in food security, and the resulting loss of natural areas from these many changes.

Your work can advance our thoughts about climate change and our understanding of solutions. It can also improve awareness of individual actions that we can take to slow the current pace of climate change and reduce the harm that human activities has on our environment. Please note that your work needs to address climate change specifically. If your work addresses a general environmental issue, like plastic pollution in the ocean or recycling, make sure that your work addresses how climate change affects this long-standing issue.

☐ **YES, PLEASE CONSIDER MY WORK FOR THE 2020 ONE EARTH AWARD.**

4. Alliance/ACT-SO Journey Award

Do you participate in the NAACP's ACT-SO program?

Apply for the Alliance/ACT-SO Journey Award (https://www.artandwriting.org/scholarships/scholarships-special-achievement-awards/the-alliance-act-so-journey-award/), in partnership with the NAACP's Afro-Academic, Cultural, Technological and Scientific Olympics (ACT-SO) (https://www.naacp.org/act-so/), which provides travel stipends for up to ten ACT-SO scholars, who also receive Scholastic Art & Writing Awards' National Medals, to attend the National Ceremony at Carnegie Hall.

ACT-SO is a yearlong achievement program designed to recruit, stimulate, and encourage high academic and cultural achievement among African-American high school students. Interested in joining your local ACT-SO chapter? Visit naacp.org/act-so (https://www.naacp.org/act-so/).

All students of African descent who currently participate in the NAACP's ACT-SO Program can apply. Students will be verified as active ACT-SO Scholars by the local ACT-SO chairperson of their city to confirm eligibility.

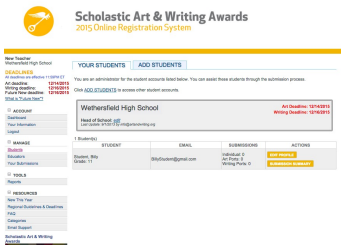
☐ **YES, PLEASE CONSIDER MY WORK FOR THE 2020 ALLIANCE/ACT-SO JOURNEY AWARD.**

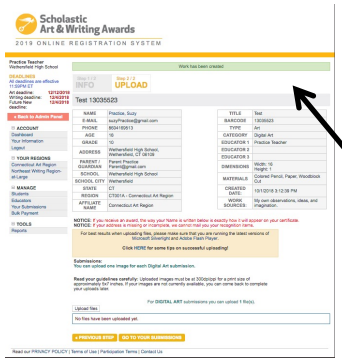
Copyright and Plagiarism Policy

☐ 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

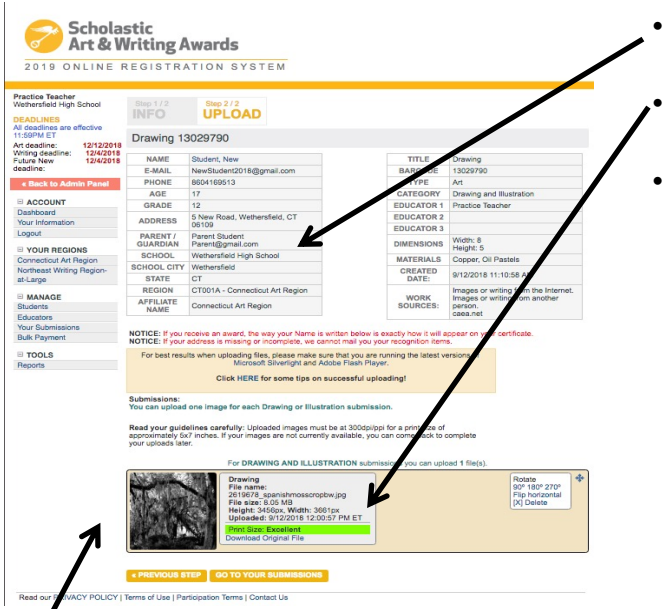
- Read Additional Opportunities and decide if the artwork is eligible for these programs. (If you click yes to any of the Additional Opportunities then you will be asked to describe how your artwork fits in with the opportunity's criteria.)
- Click that you have read the "Authorship and Plagiarism Policy".
- 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/Portfolio Registration: *Uploading Artwork Grade 12*

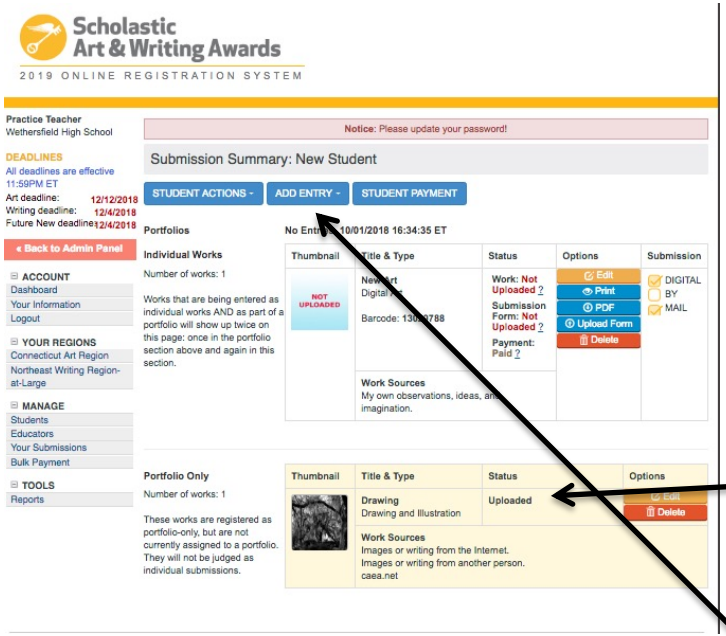


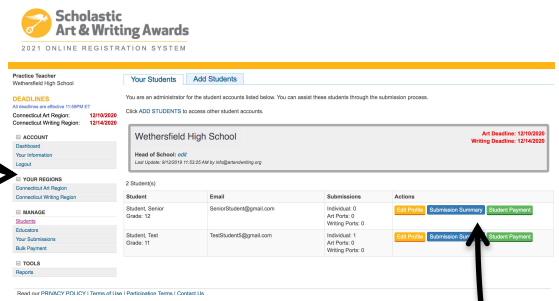
- Read the summary of your artwork registration carefully and make sure all of your information is correct.
- The image you submit should look exactly like the piece that you deliver to us. Please do not crop artwork.
- Scroll down to upload your image.
  - **Read your guidelines carefully. There will 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

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*



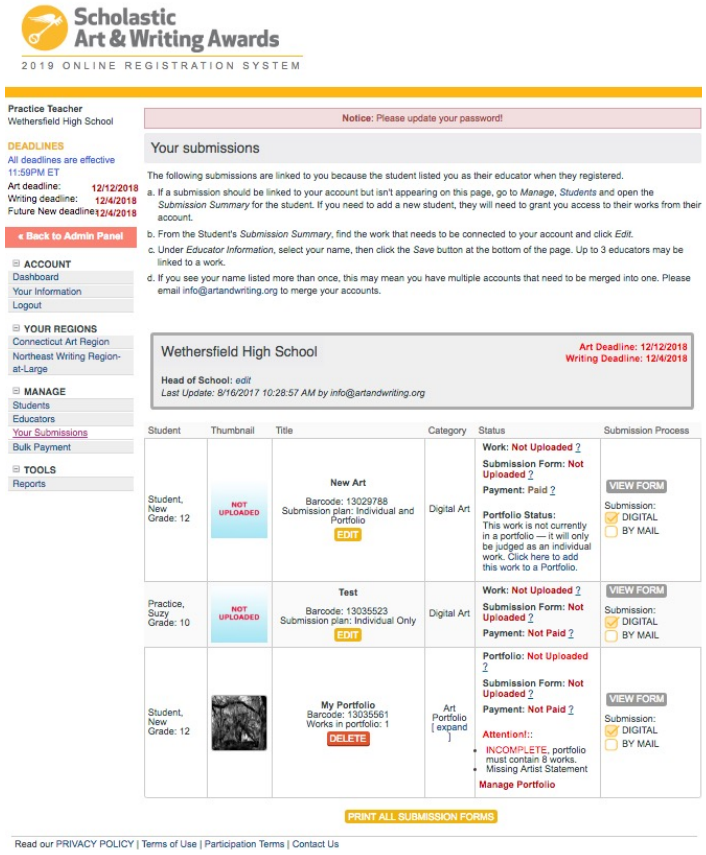


- Click on “Students” in the left column if you are not already on that page. You will see all of the students from your school that are associated with you as a teacher.
- Click on “Submission Summary” for the student who needs to create a portfolio.
- On the Submission Summary Page you can see all 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*

- Create a Portfolio Name
- 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 personal and artist statements will need to be pasted into the box.
- Click "Save and Close"

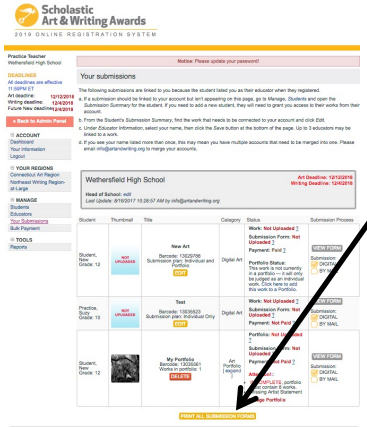
Portfolio Registration: *Creating a Portfolio*



- 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:

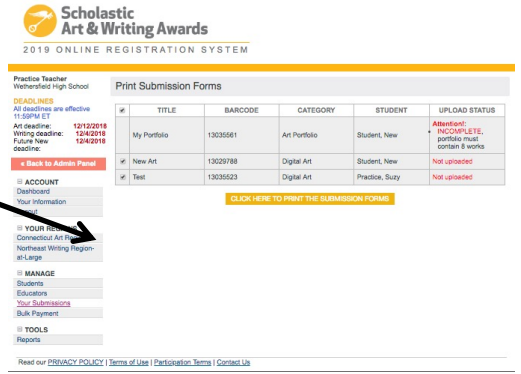
- On the "Your Submissions" page you will see all of your student's submissions. The thumbnail of each work will be visible if it has been uploaded. From here you can print submission forms, and/or edit work



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!

Submit one1 copy of the signed forms with payment and invoice.
See Page # 4 for Paperwork Submission Instructions.