


## PRELIMINARY QUICK DRAW

### *How to Submit Entries in the HLSR School Art Program Contest Portal*

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1. Log onto <https://hlsrschoolartprogram.awardsplatform.com/> using the credentials created during registration
  2. Click "Start Entry"
  3. Choose which Category you would like to submit an entry for
    - When you Select Quick Draw an additional field will populate for you to select which type of sketch you are submitting (ie: Junior High-Still Life, High School-Portrait, High School-Full Figure)
  4. Enter the Title of the student's Artwork
  5. Select your school district from the Drop Down Menu
  6. Enter the full name of the school the student attends
  7. Select Save and Next
  8. Continue to follow the prompts and complete the required fields for the Teacher's and Student's Information – select Save and Next
  9. Next you will come to the tab to complete the Quick Draw Application, here you will be required to:
    - Verify if the student has a Social Security Number or ITIN
    - If the student is in High School you will be required to select their class preference
    - Add a Document Approval to obtain signatures from the Student and the Student's parent/guardian.
      - Select "Add Document Approval"
      - Enter the student's Parent/Guardian Name and Email Address
      - Select "Send Request"
        - This will send an email to the Parent/Guardian notifying them that their student has been submitted into the contest and requires their signatures for the student's application to be considered.
    - Select Save and Next
  10. Upload ONE jpeg image of the student's sketch with the correct file size and naming convention.
    - Details of image requirements are listed in the Contest Portal
  11. Once all required fields have been accurately completed select "Submit Entry"
  12. From the Enter Page you will be able to see and manage all entries you have submitted for your students.
  13. Adjustments/Edits can be made to your entries up until the contest deadline. Once the contest closes you will no longer be able to edit your entries, but you can still view them.
  14. Communication regarding judging and winners will be sent to the email address provided during registration and the email addresses submitted per entry.
  15. Please contact [SchoolArt.AwardForce@gmail.com](mailto:SchoolArt.AwardForce@gmail.com) if you have any questions or concerns.