

## PRELIMINARY 3D - HIGH SCHOOL

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

High School 3D artwork will continue to be judged in two phases: Online Preliminary Judging and Final Judging at NRG Center. Having the 3D pieces collectively together allows students the opportunity to see the 3D artwork from other districts, encouraging growth and sparking creativity. **Junior High and Elementary 3D artwork will continue to be judged on the same day as the 2D district show, as part of your 2D quota.**

Preliminary Judging will take place online through School Art's New Contest Portal with photographs of the 3D artwork. Information on how to register is available on the [HLSR School Art Website](#). The HLSR School Art Program **HIGHLY** recommends that teachers/district representatives be the sole registrant and submit entries on behalf of their students.

#### High School 3D Preliminary Judging Submissions:

- Opens **December 6, 2024, at 8:00am**
- Closes **January 8, 2025, at 12:00pm**
- Submissions **will not** be accepted past the deadline.
- Teachers will be notified by the end of the day, **January 13, 2025**, of the student that will be moving forward and participating in final judging.
- The pieces selected to move forward to final judging will be brought to NRG Center **January 17, 2025**

#### High School 3D Submission Requirements:

- Sculptures are not required to be 100% completed at the time of form submission, however, the sculpture should be 95% completed (only slight refinement remaining).
- Ceramics must be 100% complete, including being fired.
- Photograph Submission Requirements - a minimum of three photographs with a maximum of five photographs per submission.
  - A photograph of the **front** and **back** of the sculpture is **required**.
  - The remaining one to three photographs can be a three quarter view, right side view or left side view.
  - Each photograph **must be a jpeg file at 200 dpi with a file size no smaller than 1 MB and no larger than 4 MB**.
  - Files smaller than 1 MB or larger than 4MB will be automatically prevented from uploading.
  - The jpeg files **must be** named as follows:
    - ArtworkID#\_Front.jpg (i.e. 001234\_Front.jpg)
    - ArtworkID#\_Back.jpg (i.e. 001234\_Back.jpg)
    - ArtworkID#\_Left.jpg (i.e. 001234\_Left.jpg)
    - ArtworkID#\_Right.jpg (i.e. 001234\_Right.jpg)
    - ArtworkID#\_3quarter.jpg (i.e. 001234\_3quarter.jpg)

## Submitting Entries on the Contest Portal:

The School Art Program advises that the District Representative or Teacher be the **sole registrant** and **submitter**. This will allow you to effectively manage and monitor all your entries as well as check their status. We will also be utilizing the School Art Contest Portal to communicate information about entries, as well as providing general updates and information throughout the year.

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 **(3D)**
4. Enter the Title of the student's Artwork
5. Enter the Artwork ID#
  - The Artwork ID# must be one of the **blue** 3D artwork ID #s provided at open house.
  - The Artwork ID# is a 6-digit number (i.e. 001234)
6. Select your school district from the Drop Down Menu
7. Enter the name of the school the student attends
8. Select Save and Next
9. Continue to follow the prompts and complete the required fields for the Teacher's and Student's Information – select Save and Next
10. Next you will come to a series of tabs to complete the Liability and Indemnity Forms, here you will be required to:
  - Add a Document Approval to obtain signatures from the Teacher, and the Student's parent/guardian, or the Student (if the student is 18 or older).
    - Select "Add Document Approval"
    - Enter the Teacher's Name and Email Address
    - Select "Send Request"
      - This will send an email to the Teacher notifying them that their student has been submitted into the contest and requires their signature for the student's application to be considered.
    - Select Save and Next
    - Repeat the above steps to Submit the Liability and Indemnity Form to the Student or the Student's parent/guardian.
    - Select Save and Next
11. Enter the Artwork Dimensions and weight and Select Save and Next
12. Upload a minimum of three jpeg images of the student's piece **with the correct file size and naming convention**. (Details of image requirements are listed in the Contest Portal.)
13. Once all required fields have been accurately completed select **"Submit Entry"**
14. From the Enter Page you will be able to see and manage all entries you have submitted for your students.
15. 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.
16. Communication regarding judging and winners will be sent to the email address provided during registration and the email addresses submitted per entry.
17. Please contact [SchoolArt.AwardForce@gmail.com](mailto:SchoolArt.AwardForce@gmail.com) if you have any questions or concerns.

## **Final Judging for High School – NRG Center**

**January 17, 2025**

Best of Shows and Gold Medals will be awarded, as well as determining the 3D Class Champion, 3D Reserve Class Champion, Premium Champion, Reserve Premium Champion and the ten 3D premiums. The award winning 3D artwork will remain with the School Art Committee, all other 3D artwork will be packed up for the teachers/students to take with them.

- Students will be allowed to set-up their artwork
- Required Paperwork
  - Artwork ID card
  - Source form along with all sources placed in the source envelope
  - Print out of Entry Form from the Contest Portal
    - This will be supplied by the School Art Program
    - Teacher will be required to print and bring to NRG with the artwork
  - All paperwork **must be** filled out prior to arriving to NRG Center, changes **will not** be allowed after checking in.
- All 3D artwork will be measured and weighed once onsite at NRG Center. Artwork must meet all required 3D artwork guidelines to be judged at Final Judging.
  - Please ensure that all sculptures are securely fastened to the base
  - Artwork must be sturdy, be able to stand alone, sitting solidly on its base or bottom, and must not have a tendency to tip over
  - Fragile 3D artwork subject to damage, easily tipped over or otherwise determined to be susceptible to damage will become ineligible
  - Winners of the 3D Class Champion, 3D Reserve Class Champion and 3D premiums will be announced on Awards Day in February