

# 2D Online Entry Process

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



Starting this year, all 2D District show entry paperwork will be completed online through School Art's new Contest Portal along with a photograph of the 2D artwork. Information on how to register is available on the HLSR School Art Website. The HLSR School Art Program **REQUIRES** that teachers/district representatives be the sole registrant and submit entries on behalf of their students.

### **2D Online Entry Submission Requirements:**

- 2D artwork must be 95% completed when entry is submitted in the School Art Contest Portal.
- All 2D entries must complete the online entry form. **Paper entry forms will not be accepted.**
- Release of Liability and Indemnity Agreement/Originality Certification Form must be signed and uploaded to the 2D online entry form.
- Affix artwork number to all documents submitted for judging.
- A digital photograph of the completed artwork is required and must be uploaded to the 2D online entry form.
- Photograph Submission Requirements - One photograph of the artwork is required
  - The 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#\_Artwork Title.jpg** (i.e. 001234\_BullRider.jpg)
- All fields on the entry form are required to submit the entry and move forward in the district show judging process.

## Submitting Entries on the Contest Portal:

The School Art Program requires 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 **(2D)**
4. Enter the Title of the student's Artwork
5. Enter the Artwork ID#
  - The Artwork ID# must be one of the black 2D artwork ID #s provided at open house.
  - The Artwork ID# is a 6-digit number (i.e. 001234)
6. Select your school district/private school 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 the Artist Statement Requirements tab (Junior High and High School):
  - **The Artist Statement of Intent must be completed on the School Art Contest Portal. Hand written statements will not be accepted.**
  - Select the "Add Document Approval" button and enter the student's full name and email address.
  - The student will receive an email with a link that will take them to the Artist Statement page.
  - Once the student has completed and submitted their statement an email will be sent to the person entering the piece on the School Art Contest Portal.
  - The email will include a link that will allow the statement to be read and saved as a PDF file. Once saved please print a copy.
  - A printed copy of the statement must accompany the student's entry when it is brought to NRG.
11. On the 2D tab:
  - If a High School student, select medium
  - If an Elementary or Junior High entry is 3D, check the box next to appropriate grade level.
  - Enter the Artwork Dimensions and Select Save and Next
12. Upload a jpeg image of the student's piece with the correct file size and naming convention. (Details of image requirements are listed in the Contest Portal.) Select Save and Next
13. All entries must have a completed Release of Liability and Indemnity Agreement/Originality Certification Form.
  - The student's art teacher (or school representative), and the student's legal guardian (if the student is under 18 years old) **must all sign the form.**
  - Click on the link to download the form
  - Once the required signatures are on the form, scan the form and name the file as follows:
    - ArtworkID#\_LiabilityForm (i.e. 001234\_LiabilityForm)
    - Upload the file. We are unable to rotate attachments. **Please make sure that all uploads are oriented properly for viewing prior to uploading**
14. Once all required fields have been accurately completed select **"Submit Entry"**.  
**Entry can be submitted without the Artist Statement of Intent being completed. HOWEVER, the entry will not be accepted for judging if the artist statement is not received on this portal prior to the submission deadline.**

15. From the Enter Page you will be able to see and manage all entries you have submitted for your students.
16. 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.
17. Communication regarding judging and winners will be sent to the email address provided during registration and the email addresses submitted per entry.
18. Please contact [SchoolArt.AwardForce@gmail.com](mailto:SchoolArt.AwardForce@gmail.com) if you have any questions or concerns.