


PRELIMINARY QUICK DRAW

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

- 
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
 - 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:
 - Artwork Title Liability Form (i.e. FruitSketch_LiabilityForm)
 - Upload the file. We are unable to rotate attachments. **Please make sure that all uploads are oriented properly for viewing prior to uploading**
 - 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 if you have any questions or concerns.