


# SCHOOL ART PROGRAM

## Contest Portal Online Account Creation Process



You are welcome to create an account on the School Art Contest Portal, however, the portal is intended for schools that are officially registered to participate in the School Art Program. Only registered schools will be able to submit entries for any of the program's contests. **Creating an account on the portal without prior registration in the School Art Program does not grant eligibility to submit entries.**

### Notes on the Contest Portal:

1. *The School Art Committee will utilize this portal to communicate with the District Representatives/Teachers about their entries, as well as to provide general updates and information throughout the year.*
2. *To ensure all communications are received, we recommend that the District Representative/Teacher utilizes an email address that is accessible year-round, including during school breaks.*
3. *Additionally, we require the District Representative/Teacher be the sole registrant and submitter. This will enable you to effectively manage all entries, monitor entry statuses, etc.*

### School Art Contest Portal Account Creation

1. Navigate to the new Contest Portal by visiting <https://hlsrschoolartprogram.awardsplatform.com/>
2. To begin creating an account, enter your email address and select continue
  - We suggest using an email address that you are able to access when school is not in session so you can receive communication and updates from the School Art Program
3. A 6-digit security verification code will be sent to the email address you entered
4. Enter that verification code where prompted in the contest portal
5. Complete the registration form for your account by entering your First Name, Last Name, create a Password, and check that you have read and agree to the policies and to receive notifications for HLSR
6. Then select "Complete Registration"
7. Now you're ready to start submitting your entries!
8. Please contact [SchoolArt.AwardForce@gmail.com](mailto:SchoolArt.AwardForce@gmail.com) if you have any issues.