



How to submit your school artwork entries

This document explains how you will add your entries for the competition via our website.

Step 1. Set up an account for your school

Set up a new account for your school on our website <https://schools.dot-art.com/>

You can't sign in without setting up this new account on the website.

The form is straightforward and shouldn't take long.

Find it here <https://schools.dot-art.com/registration/>

Or go to the home page click on the button (top right) titled **“Sign your school up here”**

A screenshot of the registration page for dot-art Schools. The page has a white background with a blue header and footer. The header contains the dot-art logo on the left and a button labeled 'SIGN YOUR SCHOOL UP HERE' on the right. The main content area is titled 'Register for dot-art Schools' and contains several paragraphs of text explaining the competition and registration process. Below the text is a registration form with three input fields: 'MAIN CONTACT NAME*' (with a sub-label 'Full name'), 'MAIN CONTACT EMAIL ADDRESS' (with a sub-label 'Email'), and 'SCHOOLS FULL NAME' (with a sub-label 'This Will Be Used Online To Identify Your School'). A 'START REGISTRATION' button is located below the form. The footer contains the dot-art logo and 'LEARN MORE' on the left, and the Art Bytes logo and 'COMING SOON!' on the right.

“Register for dot-art Schools”

The first page brings up a box to add your main contact's name, email and school name.

Complete then press **“START REGISTRATION”** button (as above)

Register for dot-art Schools

Registration for the dot-art Schools competition is open from September to the end of December annually. The competition is open to all primary, secondary and special schools based in the six boroughs of Liverpool City Region (Liverpool, Wirral, St Helens, Sefton, Knowsley, Halton) and near neighbours. There are two eligible age groups for entries – Year 5 and Year 9. There is purposely no theme for the artwork entries to make it easier for you to fit it into your existing schemes of work.

To join dot-art Schools is quick and easy. You complete the online sign up form below then we email you to confirm we received it. Your school will be invoiced for the entry fee (£150 + VAT) in January, then we ask for entries to be submitted by February half term.

We will keep in touch throughout the competition stages with regular updates and reminders by email. There is also a teachers information sheet in the [Teachers Resources](#) section which outlines the stages of the competition and what you will actually need to do. If you have any questions please get in touch.

To register your school for this years' dot-art Schools competition please complete the form below.

SCHOOL ADDRESS*	ALTERNATIVE CONTACT NAME
<input type="text"/>	<input type="text"/>
SCHOOLS POSTCODE*	ALTERNATIVE CONTACT'S JOB TITLE
<input type="text"/>	<input type="text"/>
YOUR EMAIL ADDRESS *	
<input type="text"/>	
This is used for your login.	
PASSWORD	
<input type="text"/>	<input type="text"/>
Enter Password	Confirm Password
YEAR GROUP (PLEASE TICK)	
<input type="checkbox"/> Year 5	
<input type="checkbox"/> Year 9	
DIRECT PHONE NUMBER	
<input type="text"/>	
MOBILE NUMBER	
<input type="text"/>	
<hr/>	
SCHOOLS SOCIAL MEDIA	
Please provide the whole url (web address of your channels). Please skip any that are not relevant to your school.	
TWITTER	INSTAGRAM
<input type="text"/>	<input type="text"/>
FACEBOOK	WEBSITE
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="button" value="GO BACK"/>	<input type="button" value="CONTINUE"/>

Next page:

Complete the form in full. Boxes marked with an asterisk* are required.

School address, alternative contact name & email

This is also where you create your own password. (Please make a note of it).

If you forget your password there is a 'forgot password reset' option.

Tick which year group you are entering. Add phone number/s.

Add any social media addresses your school uses. Press "**CONTINUE**" button

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FINANCE CONTACT PERSON

FINANCE CONTACT'S EMAIL ADDRESS

EMAIL FOR INVOICING (IF DIFFERENT)

WHERE DID YOU HEAR ABOUT DOT-ART SCHOOLS?

Flyer / Postcard

BY SIGNING THIS FORM YOU ARE AGREEING TO:

- Pay the fee of £150 +VAT (per school per age group) on an annual basis when invoiced each January
- Photograph and send good high-resolution images of original 2D wall mountable or 3D artwork from 25 students, (only one submission per child) with information i.e. title, dimensions, medium
- Frame and deliver the original winning work, as announced after the public vote
- Advertise the competition internally and externally, and campaign for people to vote for their favourite works
- Invite and encourage shortlisted students and parents to attend the prize giving ceremony
- Allow all submitted images to be used in publicity and promotional materials
- Collect the works after the exhibition has ended
- Complete evaluation on behalf of the school

DOT-ART SCHOOLS AGREES TO:

- Provide an appropriate artist to host workshops (for extra fees) when required
- [Link back on the 95 weeks onto your schools own pages on the dot-art schools website](#)

SIGNATURE

PREVIOUS

SUBMIT

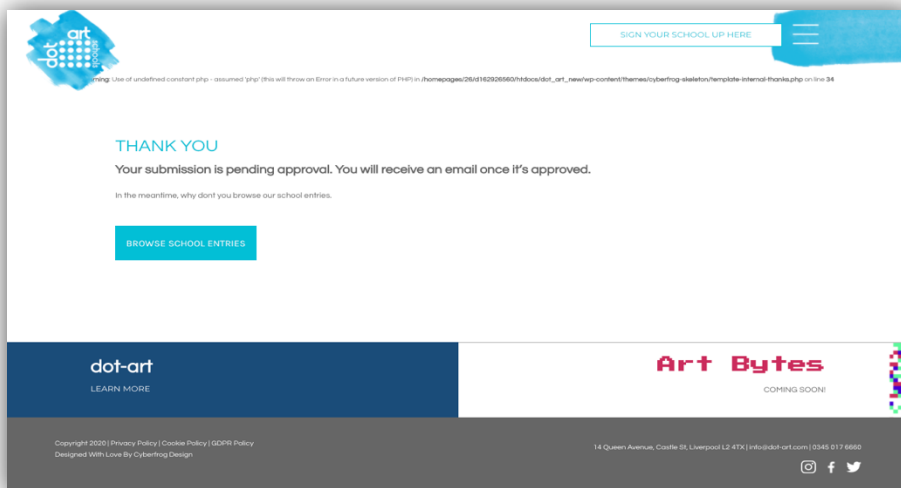
Last page:

Add finance details and sign the form, then press **SUBMIT** button!

You should see a 'Thank You' - submission pending approval, message.

You will receive an email once the account is approved by us.

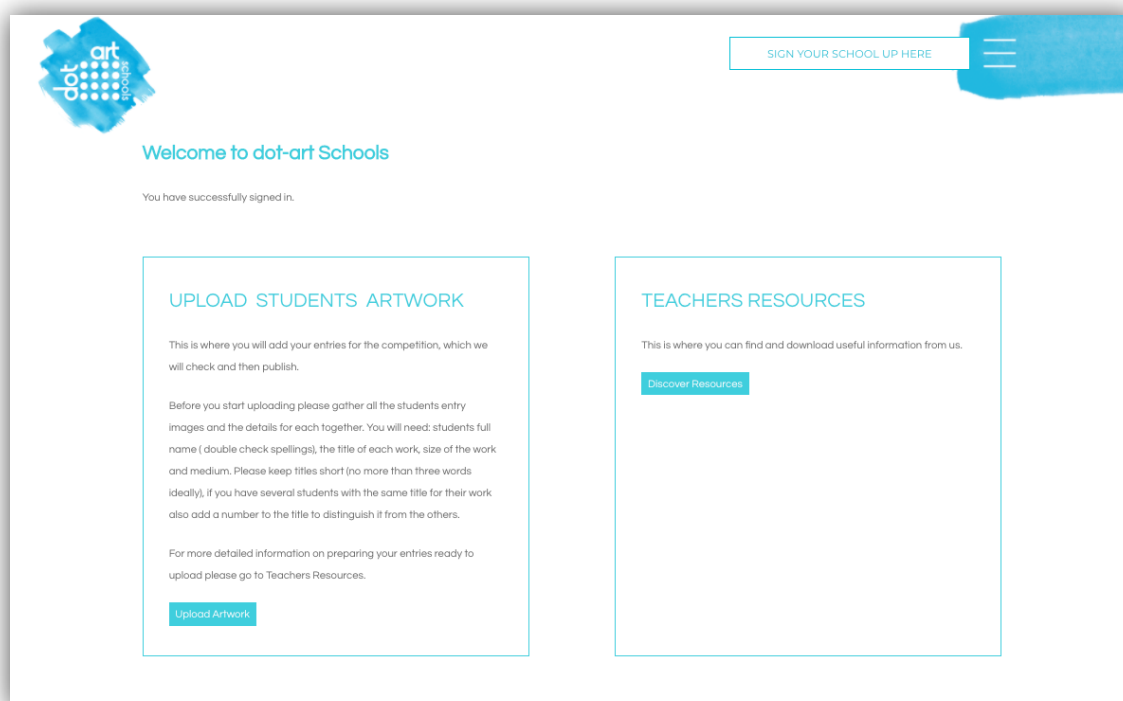
Then you can start uploading entries.



Step 2. Uploading your artwork entries

Once you have registered your account and been approved you can log in via **Teachers Sign In (top right of page)**

Before you start uploading any entries gather all the students' entry images and the details for each together.



Details to gather before you begin

You will need:

- Students full name (double check spellings)
- the title of each artwork being entered
- size of the work in centimetres
- medium it was created with e.g. mixed media collag, pencil drawing

Ensure the images are formatted correctly with title and sized under 2 megabytes.

Keep artwork titles short (no more than three words ideally), if you have several students with the same title for their work you need to add a number to the title, to distinguish it from the other images.

Visit **Teachers Resources** section on website for access to quick reminder documents - "Tips on taking entry photos" and "Preparing your entries".

Submitting entries

Log in via teacher sign in then go to the 'Upload Artwork' page

Enter each students' artwork details individually in the form and upload the file when prompted.

Repeat the process for each student entry.

Each piece of artwork will be checked and approved by dot-art before it appears on the webpage.

The entries will be published on your school's page on the dot-art Schools website (along with all the other schools work) after the closing date.

You can return to the website and add more entries in another session, as long as there no more than the maximum of 30 per school and all uploaded before the deadline date.

Submitting your Schools Information

To ensure your school webpage appears on our website please add your school logo, website URL and short description text.

This step is essential in order to generate a webpage for your school.

It is also the place for you to promote your school and describe the student's art e.g. if it was based on a theme or a whole year group project, any artists referenced, techniques & processes used or a diverse mix created at home during lockdown.

Once you have your log in (having been approved) go to "Upload artworks' then press the button "Update your school info" in that section.

Complete the form with your school bio or brief description (up to 2 short paragraphs) website address (use the full URL) and upload the school logo (as a jpeg file).

Submit entries online by Friday 12th March 2021

If you have any problems or questions please get in touch.

Carolyn Murray, dot-art Schools Project Manager

Tel. 0345 017 6660

Email carolyn.murray@dot-art.com

Good Luck!