How to submit your entries

This document explains how you to submit your entries for the competition via our website.

Details to gather before you start

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

You will need:

- Students full name (double check spellings)
- Title of each artwork being entered.
- Size of the work in centimetres
- Medium it was created with e.g. painting, mixed media collage, pencil drawing

Ensure the images are formatted correctly with titles and file size under 2 megabytes.
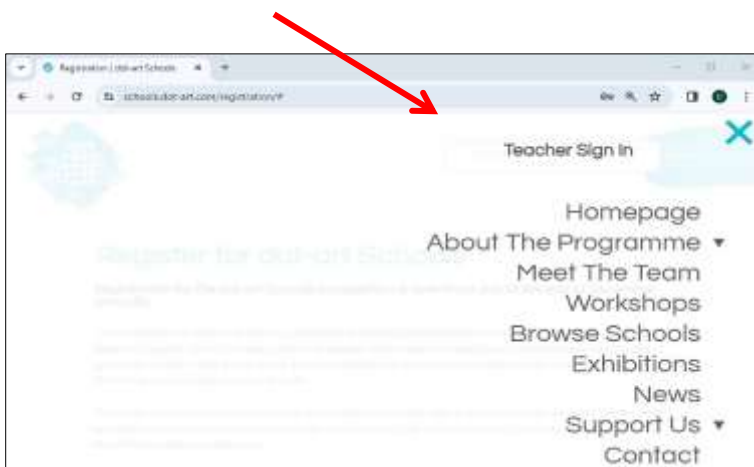
Use resize.com if you need to change the files.

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.

Uploading your artwork entries

Once you have registered your account and been approved you can log in.

Go to the website schools.dot-art.com and click on the menu bars on the top right of the homepage, the **Teachers Sign In** button will appear at the top.
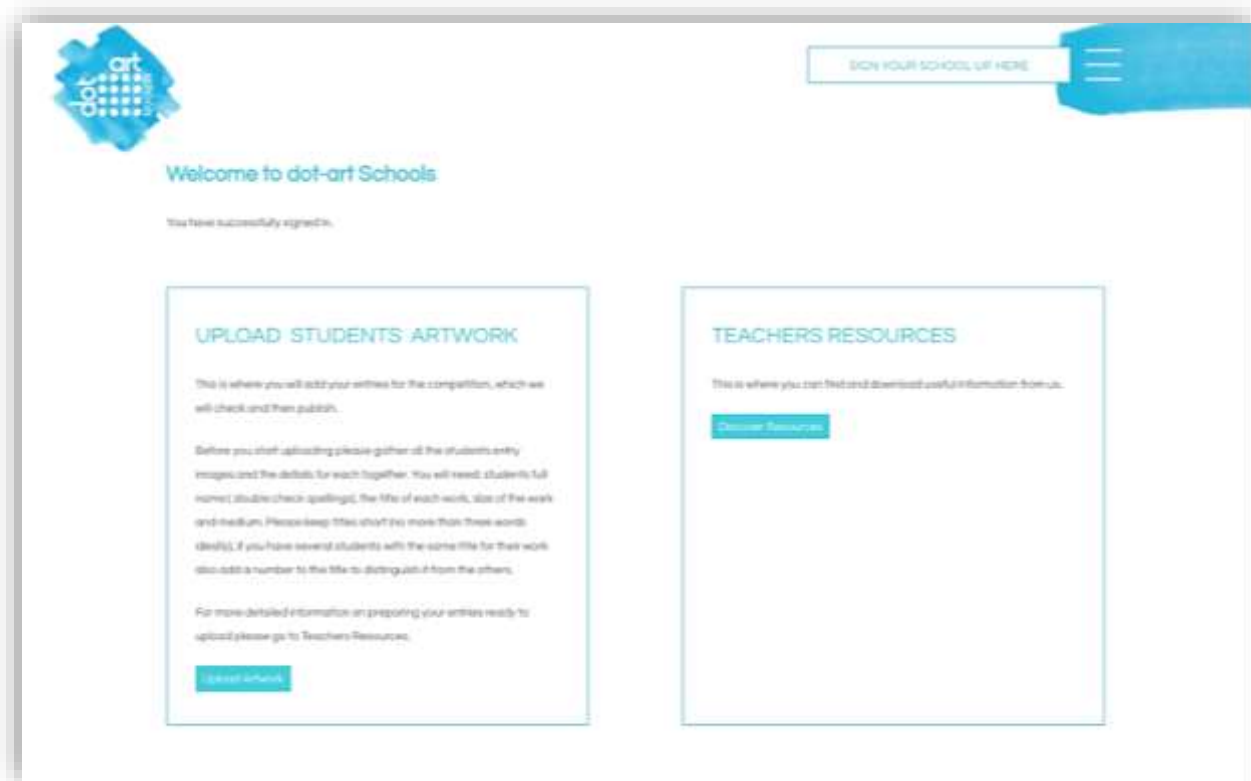

Log in via **Teacher sign in** then go to the 'Upload Artwork' page

If you forget your password there is a 'forgot password reset' option. Check your junk folder if the reset email doesn't arrive.

Submitting entries

Once logged in you should see these two boxes (above). **Click on the Upload box.**

Complete the form by entering each students' artwork details individually and upload the image file when prompted.

If an image won't upload it will either be the wrong size (over 2 megabytes) or wrong file format e.g. PDF instead of a jpg.

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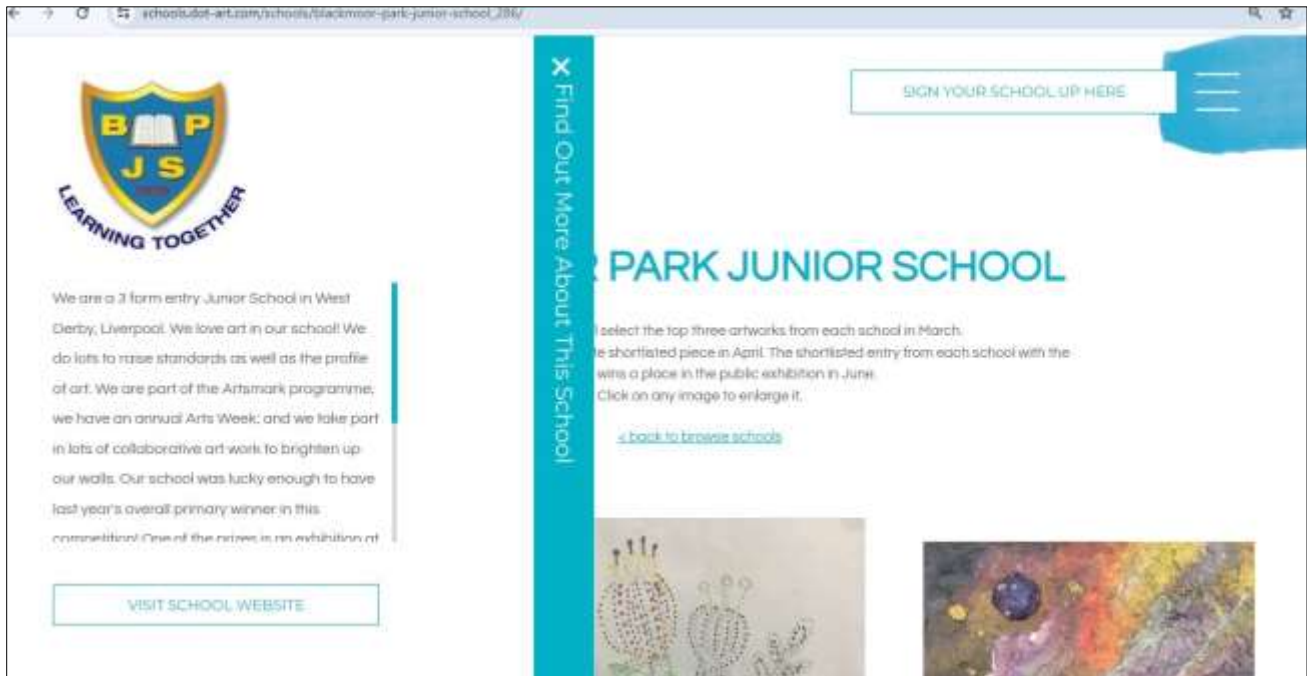
You can return to the website and add more entries in another session, as long as there no more than the maximum of 30 per school and all uploaded before the deadline date.

Submitting your Schools Information

To ensure your school portfolio page appears on our website please add your school logo, website URL and an optional short description text.

This step is essential to generate a webpage for your school and its' entries.

Once it's approved the school information will appear as a pop-up window on the left of your page (example above).

This is 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. Keep to a maximum of 2 short paragraphs if possible. A scroll bar will appear if the text is longer (as above). We advise you to write your text beforehand ready to copy and paste it into the form. We reserve the right to edit if it's too long.

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).

If your school place has been championed this is also where we will feature their credit.

Submit your school info and pupil entries online before February half term please!

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!