



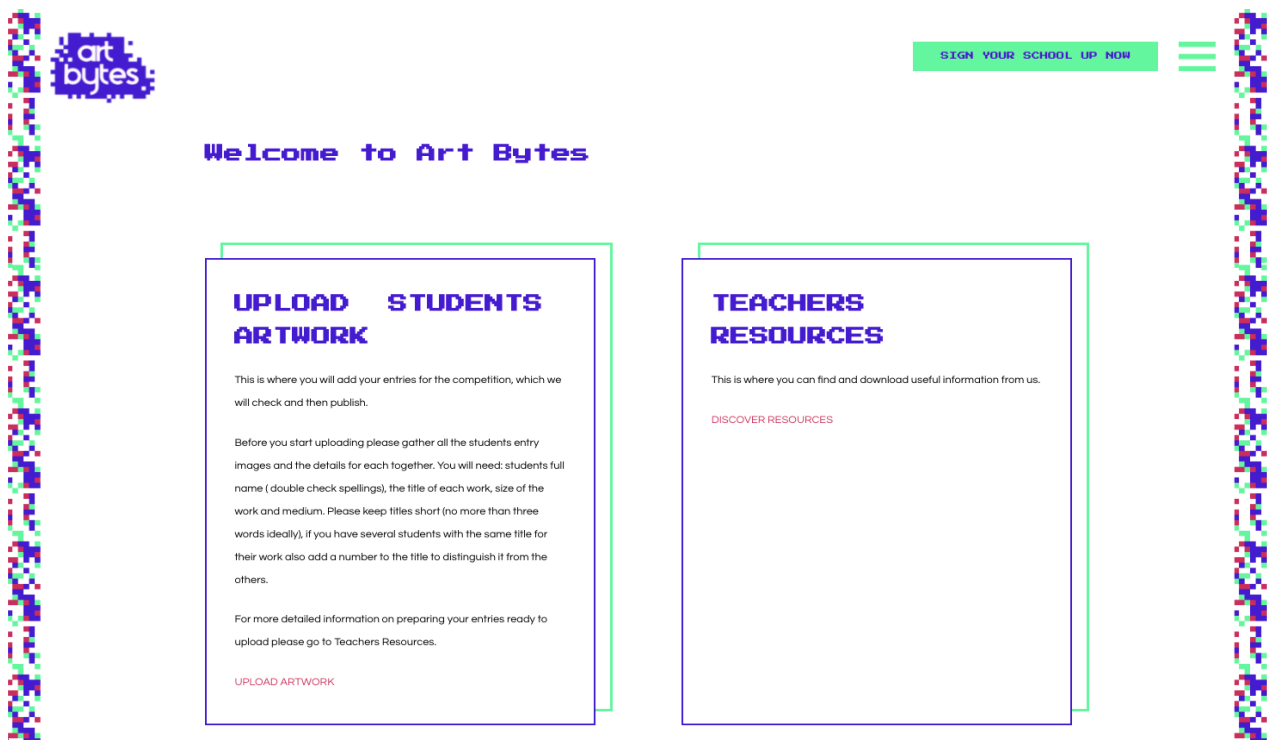
How to submit your school artwork entries

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

Step 1. 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.



When logged in you can visit **Teachers Resources** section on the website for access to quick reminder documents - “Entry photo tips” and “Preparing your entries”.

Details to gather before you begin

You will need:

- Students full name (double check spellings and permission to use full name online)
- the title of each artwork being entered
- size of the work in centimetres
- medium it was created with e.g. mixed media collage, 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.

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.

Step 2. 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).

If you have any questions please contact your regional Art Bytes coordinator:

Carolyn@artbytes.com (North West) Julia@artbytes.com (North)

Emma@artbytes.com (South) or Email hello@artbytes.com

If it's urgent try calling **Tel. 0345 017 6660** **Good Luck!**