

Deadline Summary for Teachers *(Timeline for Teachers has more detailed information)*

December:

Register as a VASE Teacher on the HS VASE Home page <https://www.taea.org/VASE/default.asp> beginning on **December 1**. You must be registered as a teacher before adding entries.

January / early February:

1st Deadline, Add / Delete Deadline (30 days out from Regional Event). The number of entries at MIDNIGHT on this date must be accurate; this is the number of entries you will be responsible for paying (you can edit the entries later, but the number of entries may not be changed after MIDNIGHT).

January:

Print, then submit your invoice to the campus bookkeeper and request payment.

Payments are due by 2nd deadline to the TAEA office in Dallas (address on invoice).

January / February:

2nd Deadline, Editing Deadline (15 days out from Regional Event). Edit entries until midnight.

MUST have accurate—

- Division (number of credits for HS)
- Dimension (2D/3D)
- Unique, creative titles
- Correct spelling of student name AND email address

February:

3rd Deadline, Entry Upload & Certification Deadline (8 days out from the Regional Event).

- Student Intent and Artwork Identification Forms **MUST** be finished and checked by teacher by MIDNIGHT.
- Artwork Photos must be edited and uploaded by MIDNIGHT.
- Reference PDFs **MUST** be completed and uploaded by MIDNIGHT.
- Teacher **MUST** have each entry **CERTIFIED** by MIDNIGHT.
- Failure to have all three uploads completed, AND entry **CERTIFIED** by MIDNIGHT will result in a DNA rating for that entry.
- **SUGGESTION: Tell students to finish everything on their end by Wednesday so you have time to CERTIFY ALL ENTRIES by MIDNIGHT Friday.**

February / early March:

Regional Certification Form Deadline, Friday (1 day out) before Regional Event.

All teachers should have the Regional Certification Form (now combined with Teacher Check-In / Out Form) signed by the principal, and in their possession by the end of the school day on Friday; it must be turned in at Teacher Registration.

After Regional Event: Print Juror Rating Forms once your Regional Director has released them (usually in the evening after the event). Prepare social media / press release to share your students' success.