

## Suggested Timeline for HS VASE Teachers

**August – November:** encourage students to consider VASE while working on projects – go over basic guidelines (especially originality guidelines) including new ones.

**December:** Register for VASE on homepage [www.taea.org/vase](http://www.taea.org/vase) beginning on **December 1**. Find date and location for your event on the VASE website under Regional Directors and Dates on the homepage.

### Mid-December:

- Give students information on the Regional Event.
- Start registering student artworks in VASE – continue all through December and into mid-January.

### January:

- Finalize as many student entries as possible by mid-January. Week 1 events should finalize as early as possible.
- Make sure Divisions are accurate; check credits for High School VASE.

**Day of 1<sup>st</sup> Deadline: Add/Delete Deadline (30 days out).** The number of entries at MIDNIGHT on this date must be accurate; this is the number of entries you will be responsible to pay for (you can edit the entries later, but the number of entries may not be changed after MIDNIGHT on this date).

**Day After 1<sup>st</sup> Deadline:** Your invoice is ready to print. Print, then submit invoice to campus bookkeeper and request payment (students may pay, your principal may pay, or your campus budget/activity fund will pay). Your district arts administrator (if you have one) may pay for these fees; if this is the case, submit invoice to the administrator; he/she will send payment. Payments are due by 2<sup>nd</sup> deadline date to the TAEA Dallas office.

**Day After 1<sup>st</sup> Deadline:** Editing of VASE entries can begin. Make sure all artwork meets VASE guidelines; start preparing it for the event. Make sure all entry info is entered correctly, especially student division. Email address should be entered carefully for accuracy. *If the student email is changed after the student begins entering data and uploading, all information typed in/uploaded will be reset, because the system assumes the edited email belongs to another student.*

**Late January/early February After 1<sup>st</sup> deadline:** Give students practice FILLABLE Student Intent and Artwork Identification Forms; you may guide students through the writing portion, but do NOT write it yourself. Students can begin filling out this form ONLINE as soon as the entry info is completed, and the students can log into their STUDENT DASHBOARDS. *Make sure they understand that they must SAVE every time they work on the Intent Form. IT WILL NOT AUTOSAVE. If they have used the FILLABLE Intent Forms first and saved, they can copy/paste into the Online Intent Form.*

**STUDENT EMAIL AND STUDENT DASHBOARD:** *If your district does NOT whitelist the email VASE@taea.org, your students will not receive the link to their dashboards via email. You, the teacher, can click on the link to each student's dashboard on YOUR TEACHER DASHBOARD, copy the URL, and send it to the student through your school email. Ask your Regional Director for help finding this link if needed.*

**Late January/early February (before 2<sup>nd</sup> Deadline):** Check student eligibility and encourage students to keep grades up; all grades must be passing for students to participate. If a student becomes ineligible before the 2nd deadline (Editing Deadline), substitute another student and their artwork in its place *(remember; changing the email address in the entry completely clears out any data the previous student has entered or uploaded).*

**2 Weeks Prior to Event:** Request from the Regional Director a preferred arrival time.

**2 Weeks Prior to Event:** Check all entries for complete accuracy as the 2nd Editing Deadline approaches (you can never check too many times). **Entries may not be edited after the 2nd deadline.** You may substitute one student for another student or change anything within the entries **BEFORE** the deadline; you may **not** change the number of entries.

**Day of 2nd Deadline: EDITING Deadline (15 days out).** You may edit each entry until midnight – **MUST** have accurate Divisions (number of credits for HS), dimension (2D/3D), must have unique, creative titles, must have correct spelling of student name.

**Day after EDITING Deadline:** Print menu is available – print and sign needed paper forms:

- **Regional Entry Certification/Teacher Check-In & Out Form:** must be printed & signed by you and your principal...principal is certifying that all the artwork meets community standards, and all students are eligible. You are also declaring if you will be present at the beginning and end of the event, and if not, who will be substituting for you, and responsible for your students/artwork. This form is turned in at Registration.
- **Student Intent and Artwork ID Form:** This form is filled out **ONLINE**, then printed from the print menu and attached to the back of the artwork (or tied to 3D). Artwork source(s) **MUST** be checked and detailed description of where the source(s) came from **MUST** be stated in Question 1 of the Intent Form (e.g. "I took this photo while visiting the zoo"). ***You will CERTIFY each entry on your Teacher Dashboard once you have verified that all parts of the entry are finished correctly; this substitutes for your signature.***
- **Reference PDF:** The Reference PDF is compiled based on the checks on the Resource checkbox section on the Intent Form. **This form is compiled, uploaded, then printed and attached to the back of the artwork (or tied to 3D).** If the Reference PDF is more than one page, it can be put in a sheet protector or envelope that is attached to the artwork.
- **Student Agreement and Artwork Release Form:** This form is printed, signed by student & parent if student is under 18, and you. *You MUST collect these forms, alphabetize them, and turn them in at Teacher Registration.*
- **Student Name Tags:** (can print these for a badge holder with lanyard or pin, on sticker paper to cut and then peel and wear, on card stock to hold on with yarn or safety pins – all kinds of ways). **MUST** be worn at event.

**Day after EDITING Deadline:** Finish arranging transportation for students – find out if any need Priority Passes to arrive early and send the info to director (student name, school, number of artworks).

**Certification Deadline (8 days out):**

- ***ALL ARTWORKS MUST BE FINISHED; artworks MUST match photos that have been uploaded by this deadline at MIDNIGHT.***
- ***All Student Intent and Artwork Identification Forms MUST be finished and checked by teacher before MIDNIGHT.***
- ***All Artwork Photos must be edited and uploaded before MIDNIGHT.***
- ***All Reference PDFs MUST be completed and uploaded before MIDNIGHT.***
- ***Teacher MUST Certify all COMPLETELY UPLOADED entries before MIDNIGHT.***
- ***Failure to have all three parts of the entry completed/uploaded by MIDNIGHT, and therefore not CERTIFIED, will result in a DNA rating for that entry.***

**Monday after CERTIFICATION Deadline:**

- Give students maps, Student General Instructions, VASE Day Schedule. Finish preparing all artwork for VASE (following guidelines).
- Remind students that all artworks **MUST** be dry, fixed, boxed, etc., no later than Friday before the event. ***They MAY NOT take things home or work on them after the Certification Deadline.***

**Two Days Out (Thursday before event):** Artwork is ready.

- Make sure all artwork is prepared for VASE Event Day (following guidelines).
- Remind students that all artworks **MUST** be dry, fixed, boxed, etc., no later than Friday before the event.
- **Artworks may NOT be taken home unless a parent/student is driving to a local event with principal's approval, or for Early Adjudication (Priority Pass needed; Teacher paperwork must be turned in prior to student arrival).**
- Go over event behavior expectations.
- Go over vendors, activities, and concessions available.

**Day of Event:**

- Arrive with students according to the arrival time your director sent you (this will be at least 30 minutes prior to your first juror time).
- Hand out artwork and student name tags.
- Go through Teacher Registration (your students wait on bus or outside).
- Students pick up JRF Sticker at the Sticker Station – you stay with your students.
- Wait in waiting area (usually cafeteria) until students can go to the Juror Hall Entry Point(s) about 15 minutes prior to first juror interview.
- Make sure students are supervised all day.
- View the Rating 4 artwork in the Art Show (usually in a gym or gyms) from about Noon to 2:30 PM (Regional Director will let you know).
- Check out artwork that received a 1, 2, or 3 in the Control Room (or other location) around 2:30 PM.
- Pick up Rating 4 artwork and area medals in the Art Show area (usually a gym) around 4:00 PM, when Area Judging is complete and State-Advancing Artworks are secured.

**After Regional Event:**

- Print Juror Rating Forms once your Regional Director has released them (usually in the evening after the event).
- **Follow Regional Director instructions if you have State-Qualifying artwork.**
- **Brag how wonderful your students did on social media or write a press release for your Communications person. You and your students deserve recognition for your hard work and success!**