



Creative Generation Excellence Awards in Visual Art 2025

STEP-BY-STEP SUBMISSION GUIDE

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NB: This guide will show you how to make a submission. Submission guidelines are a separate document – please ensure you are familiar with the guidelines before submitting your students’ work.



Teacher Portal

This portal is a centralised platform for all programs and events managed by the Department of Education. This is where teachers can create an account for the relevant program/s and enter the details of their school's coordinating teachers.

Create an account

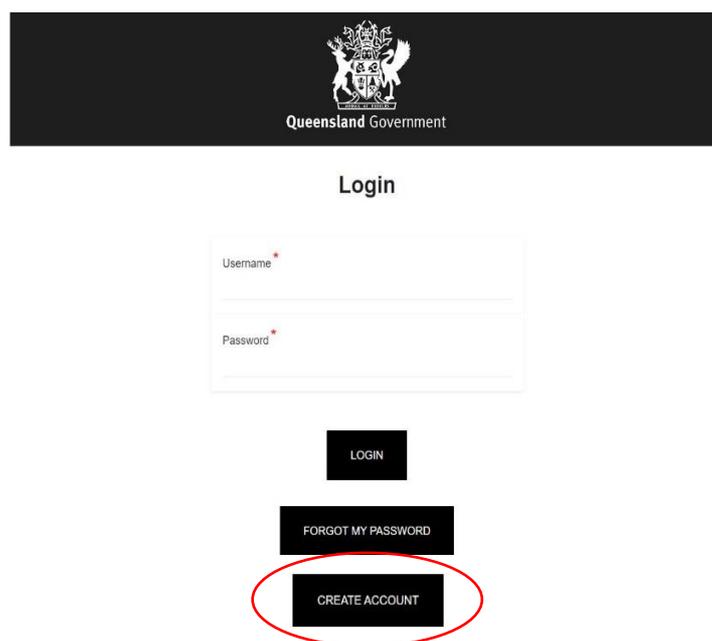
You must create a new account in 2025 (login details from previous years will not work). If you have already created an account this year to nominate students for CGEN/MOST 2025 and/or Choral Fanfare 2025, you do not need to create a new account and can login with your existing details.

Before getting started, it is important to note that only **one teacher per school** can create an account for each program. Please make sure that the main coordinating teacher for your school (the person who will be submitting students and receiving communications) is the person who creates an account.

1. Click the link below to access the **Teacher Portal**. Please bookmark this link for future use.

<https://events.education.qld.gov.au/teacherportal>

2. You will land on the login page below with multiple options.



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Login

Username *

Password *

LOGIN

FORGOT MY PASSWORD

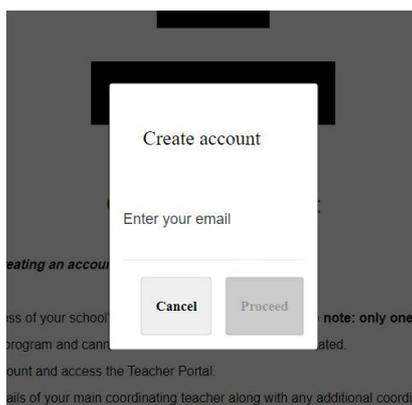
CREATE ACCOUNT

For teachers with existing accounts:

3. If you have already created an account to nominate students for CGEN/MOST 2025 or Choral Fanfare 2025, enter your existing login details and click **Login**.
4. Go to the *Update teacher details* tab. Under 'What program are you nominating for?', select 'Visual Art Awards 2025', fill out all required fields, then click **Submit**.
5. Go to the *Home* page. You will now be able to click the button to access the **Visual Art Awards Submission Portal**.
6. Go to *page 7* to skip ahead to the next step.

For new users:

3. If you have not created an account this year, click **Create Account**.
4. You will see the pop-up box below. Enter the key contact teacher's email address and click **Proceed**.



NOTE: this email address will NOT be editable later

5. The key contact teacher will receive an email with a link to create your school account. This is an automated email from the database so you may need to check your spam/junk folder. Once you receive the email below, click **Create account**.

Your account creation link



Hello,
Please use the following link to create your account:

[Create account](#)

If you have an account, use this link to reset your password:

[Password reset](#)

This code will expire in 7 days

- Clicking the link will take you to the form below where you will need to select the relevant program, select your school type (state school or non-state school), then select your school from the drop-down list.

Create a new account

Select the program/s you are nominating for:

What program/s are you nominating for?

Visual Art Awards 2025

Choral Fanfare 2025

CGEN / MOST 2025

School Information

Select your school type

Select your school

- Next, fill in the details of your school’s key contact teacher

NOTE: The key contact teacher will be listed as the main contact for your school and will receive all communications for your school's submissions

Key contact teacher information

The key contact teacher will be listed as the main contact for the school and will receive all communications for your school's submissions.

<p>First name *</p> <p>_____</p> <p>Email address</p> <p>_____</p>	<p>Last name *</p> <p>_____</p> <p>Mobile *</p> <p>_____</p>
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- Enter the details of your school's Visual Art HOD (if the HOD is the same as the key contact teacher, please re-enter their details), then click **Submit**.

Visual Art Head of Department (HOD) information

If the HOD is the same as the key contact teacher, please re-enter their details.

HOD first name *

HOD surname *

HOD email address *

HOD school phone number *

SUBMIT

- You will land on the below confirmation page and will also receive an email to confirm your account creation. Click on *Update Password* in the header menu to finalise your account.



[Home](#)
[Log out](#)
[Update Password](#)

[Sample language ↑](#)

You have successfully created an account

You will receive email confirmation of your account creation.

Next step:
Please click the **UPDATE YOUR PASSWORD** tab above to create a password for your account. If multiple teachers will be signing in to submit nominations, this password should be something generic that can be shared.

- In the *Update Password* tab, enter your chosen password and click **Change Password**.

NOTE: *if multiple teachers will be using this account to login and create submissions, the password you set should be something generic that can be shared*

Password *

Repeat password *

CHANGE PASSWORD

11. You have now finished creating your account and will land on the *Home* page below. From here, you can click the button to login to the **Submission Portal**, update your teacher details, or change your account password.

The next time you want to access the **Teacher Portal**, use your email address as the username, and the password you set, to login.



[Home](#) [Log out](#) [Update Password](#) [Update account details](#)

English - United Kingdom ▼

Teacher Portal

Once you have created an account, added your teacher details, and set your account password, click below to access the *Nomination Portal* for your relevant event/s. Login using the account email address as the username and the password you created to begin submitting nominations.

If you have not yet set a password for your account, click the *Update Password* tab above.



Visual Art Awards

[GO TO THE VISUAL ART AWARDS SUBMISSION PORTAL](#)

[Update account details](#)

[Update account password](#)

Click the button below to update your teacher details for your school. You can log back into the Teacher Portal at any time to make updates.

To update your account password, click the **UPDATE YOUR PASSWORD** tab above and enter your new password.

[CLICK TO UPDATE ACCOUNT DETAILS](#)

Submission Portal

This portal is where teachers can create and edit student submissions for the 2025 Visual Art Awards. This portal also contains information about the Regional Exhibitions, and downloadable resources including the submission guidelines, consent forms, and more.

Home page

1. Once you have created an account, you can login to the **Submission Portal** and begin creating new submissions by clicking the button circled above.
2. You will automatically be logged in and will land on the *Home* page below. Use the buttons to navigate between the website pages, or return to the **Teacher Portal**.



Visual Art Awards 2025 – Submission Portal



The Creative Generation Excellence Awards in Visual Art recognise and promote excellence in senior visual art education throughout Queensland state and non-state schools. Since 1990, the program has helped raise community awareness of the degree of sophistication in concepts, diversity of technical competence, and the high standard of visual art education in Queensland secondary schools.

Submissions for the 2025 Visual Art Awards close at 5 pm on Wednesday 20 August 2025.

Program Partner



Regional Event Sponsor



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Regional Exhibitions page

Regional Exhibition information and schedules specific to each region will be available in July 2025 on the **Regional Exhibitions** page.

In the meantime, you can get in touch with your Regional Coordinator by clicking the **Connect with your Regional Coordinator** button below.



Regional exhibitions

Regional exhibition information will be available in July 2025. In the meantime, click the link below to find contact details for your Regional Coordinator and get in touch.

[CONNECT WITH YOUR REGIONAL COORDINATOR](#)

Downloadable resources page

Click the **Downloadable Resources** button on the *Home* page to view and download important documents including the submission guidelines, required forms, information for schools, and more.

NOTE: please review the submission guidelines before you begin submitting students



Downloadable Resources



Submission information

- Visual Art Awards 2025 submission guidelines [DOWNLOAD](#)
- Step-by-step submission instructions [DOWNLOAD](#)

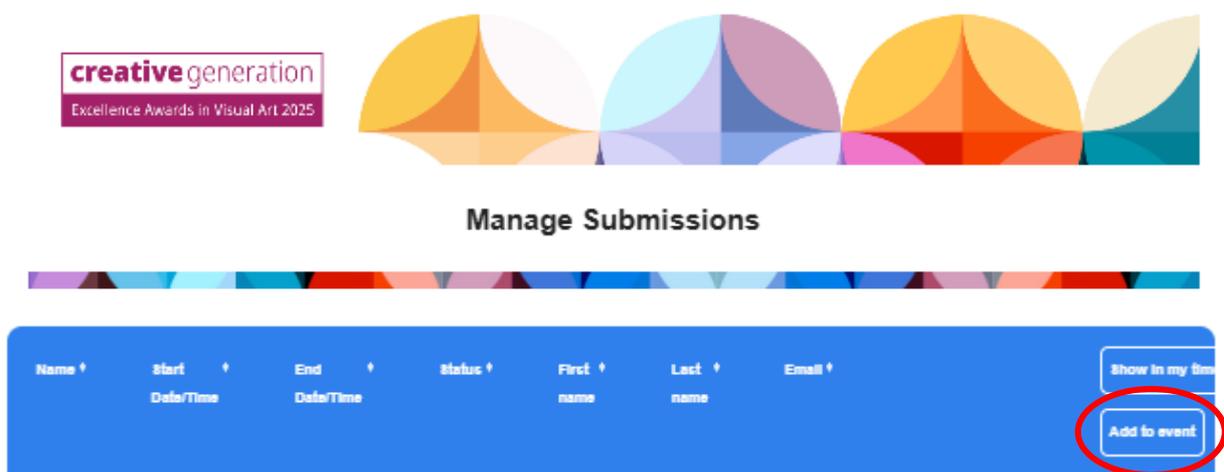
Consent forms

- Department of Education project consent form [DOWNLOAD](#)
- Ministerial consent form [DOWNLOAD](#)

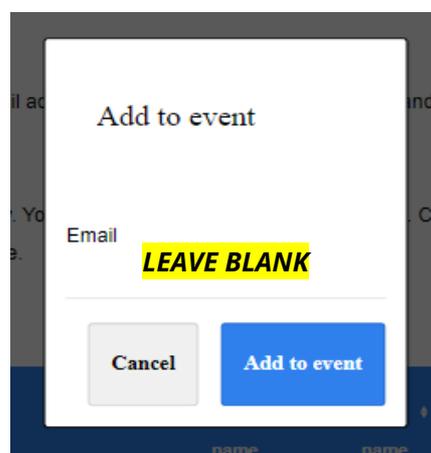
Manage submissions page

To begin creating submissions, click the **Manage Submissions** button on the *Home* page. Here you will see instructions for how to create, edit, finalise and withdraw submissions. Below the instructions will be a table to display your school's submissions.

1. Click **Add to Event**, circled below.



2. **IMPORTANT STEP:** A pop-up box will appear requesting an email address. Please **IGNORE** this, leave the field blank and click **Add to Event** to continue.



Submission information

Please see below the full list of information you will need in order to finalise your student’s submission:

*Required fields marked with **

Student details	<ul style="list-style-type: none"> • First name * • Last name * • School name * • Year level * • Preferred pronouns * • Does the student identify as Aboriginal or Torres Strait Islander? * • Cultural identity (optional)
Artwork details	<ul style="list-style-type: none"> • Artwork title * • Artwork medium * • Artwork description (max. 20 words)
Artwork process	<ul style="list-style-type: none"> • Artwork process (max. 100 words) * • Artwork process supporting documentation
Artwork dimensions	<ul style="list-style-type: none"> • Artwork weight in kg (max 20kg) * • Artwork height in cm (max 200cm) * • Artwork width in cm (max 180cm) * • Artwork depth in cm (max 200cm) *
Artist information	<ul style="list-style-type: none"> • Artist statement (max. 150 words) *
Image/video	<ul style="list-style-type: none"> • Video file (if applicable) * • Overall image (and description) * • Second image (and description) * • Third image (and description) * • Copyright permissions required and/or obtained *
Consent	<ul style="list-style-type: none"> • Department of Education project consent form * • Ministerial consent form

Creating a draft submission

1. After clicking **Add to Event** you will land on a draft submission form.

NOTE: If you see the below message at the top of your screen (“you are now viewing an impersonated participants – close this browser tab to return to your general view”), **PLEASE IGNORE**, and continue with your submission. This is an automated system message and will not affect your submission

You are now viewing an impersonated participants - close this browser tab to return to your general view

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Submission Form – Draft

2. Complete as much information as you can for your student. In the draft submission form, only the student’s details and school information are mandatory.

This means that if you do not have all of the required information at first, you can enter what you can, save your progress, and continue the submission a later date.

3. Once you reach the end of the form, you will be asked if you are ready to finalise the submission.

Save your progress OR review and submit

Are you ready to finalise this submission? *



- 4. If you would like to save your progress and continue the submission at a later date, select 'No – save my progress' and click **Save**.
- 5. You will land on the confirmation page below and your key contact teacher will receive email confirmation of this draft submission being created.



Your submission has been saved.

*A reminder that this submission is in the **DRAFT** stage and has not yet been submitted.*

Your key contact teacher will receive an email confirming that this draft submission was saved successfully.

You may now close this tab and return to the *Manage Submissions* page.

- 6. Close the current tab and refresh the *Manage Submissions* page. You will now see your student's draft submission in the table below.

Name	Start Date/Time	End Date/Time	Status	First name	Last name	Email	Actions
Visual Art Awards 2025: Submission Portal	11 March 2025 00:00	31 August 2025 00:00	new	Jane	Doe	75648998298@email.unknown	Show in my time Add to event View

Items per page: 5 | Showing 1-1 of 1

- 7. Repeat steps 1 – 6 to create a new submission.



Continue editing a submission

Now that you have created a draft submission for your student, you have until submissions close on **Wednesday 20 August** to complete any missing information, and review and submit their form.

1. Click **View**, circled below, next to the submission you wish to continue editing.

Name *	Start Date/Time	End Date/Time	Status *	First name	Last name	Email *	Show in my time	Add to event
Visual Art Awards 2025: Submission Portal	11 March 2025 00:00	31 August 2025 00:00	new	Jane	Doe	75648998298@email.unkno	View	

Items per page 5 Showing 1-1 of 1

2. You will be directed back to their submission form where you can continue adding and editing information.
3. Once again, when you reach the end of the form, you will have the option to either save your progress and return to the form at a later date, or continue to review & submit.

NOTE: You can save, close and return to the submission form as many times as you need to until you are ready to finalise the submission



Review and submit

- Once you have all of the required information, files and forms for your student, update your selection when you reach the end of the submission form to 'Yes - continue to review and submit', and click **Continue**.
- You will land on the page below. *Please note that your submission has **NOT** yet been finalised.*



Your submission is now ready to review and submit.

*A reminder that it has **NOT** yet been finalised.*

To finalise this submission, close this tab, return to the *Manage Submissions* page, and follow the instructions.

All required fields will now be mandatory. Please ensure that you have all of the required information, forms, images, etc. before proceeding.

Please contact the Program Manager at artawards@qed.qld.gov.au if you have any concerns regarding your submission/s.

- Return to the *Manage Nominations* page and click **View**, circled below, next to the nomination you wish to review & submit.

Name	Start Date/Time	End Date/Time	Status	First name	Last name	Email	
Visual Art Awards 2025: Submission Portal	11 March 2025 00:00	31 August 2025 00:00	new	Jane	Doe	75648998298@email.unknown	<input type="button" value="Show in my time"/> <input type="button" value="Add to event"/> <input type="button" value="View"/>

Items per page: 5 | Showing 1-1 of 1

- You will arrive at the review & submit form where all required fields will now be mandatory.
- Review the information you have already entered, complete any missing required fields (marked with *), and click **Submit**.

NOTE: *once a submission has been finalised, you will still be able to view the submission form, but will not be able to make any changes.*


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- You will land on the confirmation page below and your key contact teacher will receive email confirmation of this submission being finalised.


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Thank you for finalising your submission.

A confirmation email has been sent to your key contact teacher.
You may now close this tab and return to the *Manage Submissions* page.

Please contact the Program Manager at artawards@qed.qld.gov.au if you have any concerns regarding your submission/s.

If you need to make any edits to a submission after it has been finalised, please contact the Program Manager at artawards@qed.qld.gov.au.

Withdraw a submission

If you need to withdraw a submission, you can do so at any time, prior to submissions closing on **Wednesday 20 August**.

1. Go to the *Manage Submissions* page and click **View**, circled below, next to the submission you wish to withdraw.

Name	Start Date/Time	End Date/Time	Status	First name	Last name	Email	Actions
Visual Art Awards 2025: Submission Portal	11 March 2025 00:00	31 August 2025 00:00	new	Jane	Doe	75648998298@email.unknown	Show in my time Add to event View

Items per page: 5 | Showing 1-1 of 1 | < >

2. You will land on their submission form. Click the **Withdraw** button at the top of the form.

If you would like to withdraw this submission, click the button below.

WITHDRAW

3. You will land on the confirmation page below and your school's key contact teacher will receive email confirmation that the submission has been withdrawn.



Your submission has been withdrawn.

A confirmation email has been sent to your key contact teacher.
You can now close this tab and return to the *Manage Submissions* page.

Please contact the Program Manager at artawards@ged.qld.gov.au if you have any concerns regarding your submission/s.

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