Creative Generation Excellence Awards in Visual Arts 2024

STEP-BY-STEP SUBMISSION GUIDE

Contents

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excellence awards in visual art

Teacher Portal

This portal is a new 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.
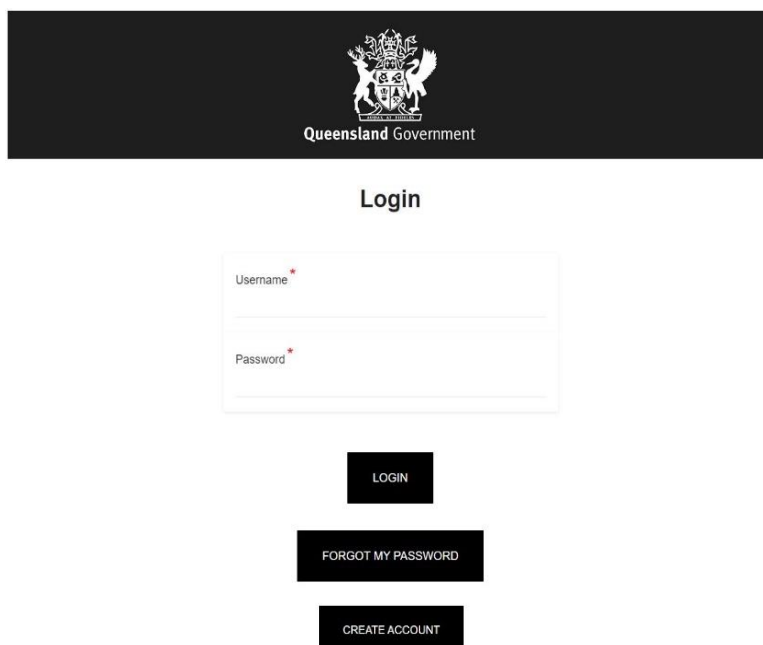
Create an account

As this is a completely new system, login details from previous years will not work and all teachers must create a new account. 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

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For teachers with existing accounts:

3. If you have already created an account to nominate students for CGEN 2024 or Instrumental Fanfare 2024, 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 and continue to fill out all required fields then click **Submit**.
5. Go to the *Home* page and click the button to access the **Submission Portal**.
6. Click **HERE** to skip ahead to the next step.

For new users:

3. If you have not accessed this platform before, click **Create Account**.
4. You will see the pop-up below. Enter the main coordinating teacher's email address and click **Proceed**.
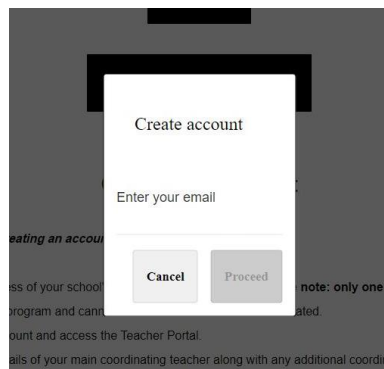
NOTE: this email address will NOT be editable later

5. You will receive an email with a link to create your 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**.
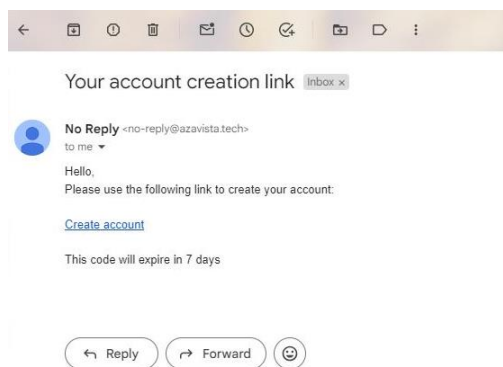
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6. Clicking the link will take you to the form below where you first will need to select the relevant program, select your school type (state school or non-state school), then select your school from the drop-down list.

Select your program

What program are you nominating for? *
☐ CGEN
☐ Instrumental Fanfare
☑ Visual Art Awards

Select your school type *

Select your school *

7. Next, fill in the details of your school's Visual Art HOD and key contact teacher (if different from the HOD) and click **Submit**.

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

Visual Art Head of Department (HOD) information

HOD first name *

HOD surname *

HOD email address *

HOD school phone number *

School key contact teacher information

Same as above (HOD is also the key contact teacher) *

Key contact first name *

Key contact surname *

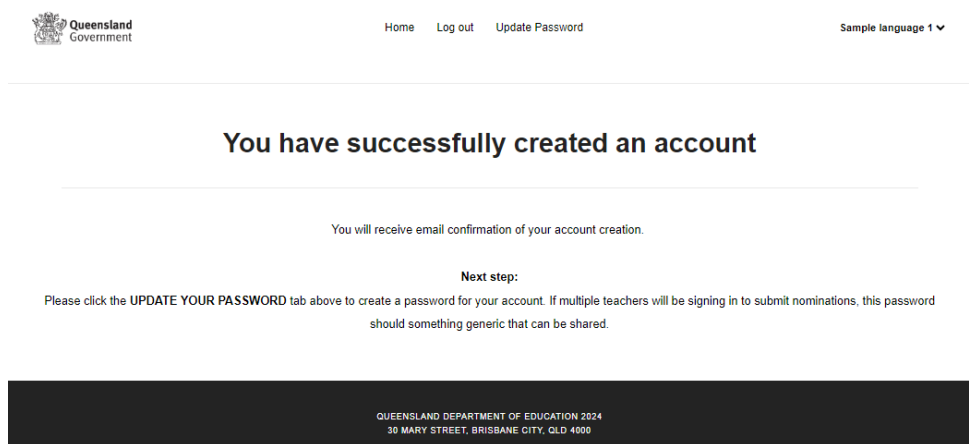Key contact email address *

Key contact phone number *

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Government

8. Once you have completed all necessary information, click **Submit**.

NOTE: you can return to the Teacher Portal to update this information at any time.

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.

Queensland Government   Home   Log out   Update Password   Sample language 1 ⌄

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 something generic that can be shared.

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30 MARY STREET, BRISBANE CITY, QLD 4000

9. 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

Home   **Update Password**   Update teacher details

Password *

Repeat password *

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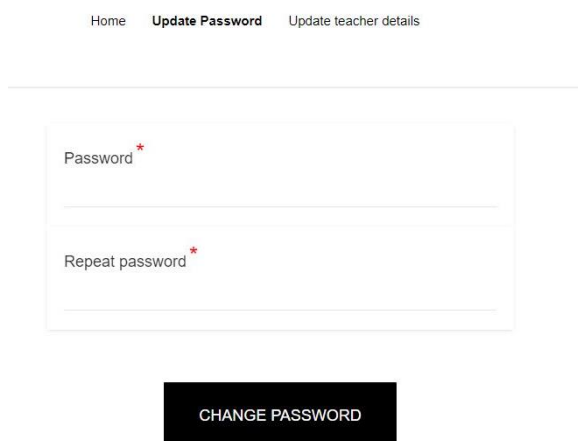
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10. You have now finished creating your account and will land on the *Home* page below. From here, you can click the button to login to the **Submission Portal**, update your teacher details, or change your account password.

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

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Home   Log out   Update Password   Sample language 1 ⌄
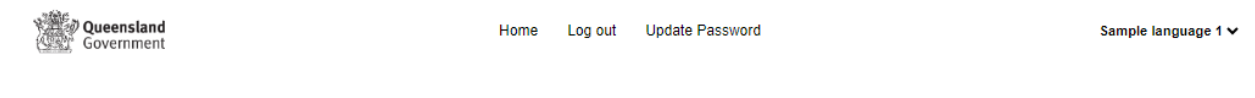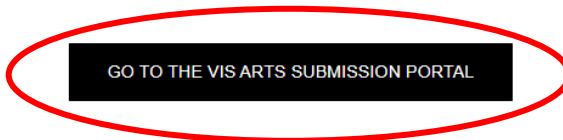
Teacher portal

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 YOUR PASSWORD** tab above.

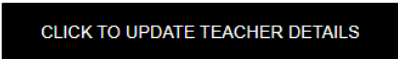## 2024 **creative generation** excellence awards in visual art

Visual Art Awards

GO TO THE VIS ARTS SUBMISSION PORTAL

Update teacher details

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.

CLICK TO UPDATE TEACHER DETAILS

Update account password

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

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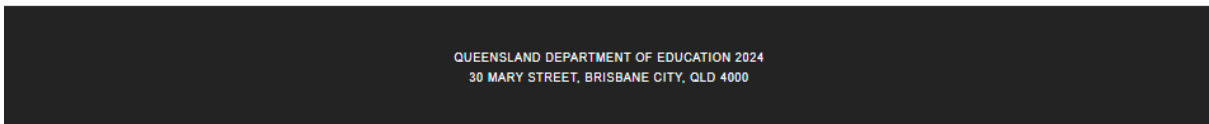
Queensland Government

Submission Portal

This portal is where teachers can create and edit student submissions for the 2024 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 shown above.

    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**.

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 2024 Visual Art Awards close on **Wednesday 28 August 2024.**

Regional Exhibitions page

Click the **Regional Exhibitions** button to view Regional Exhibition information and schedules specific to each region.

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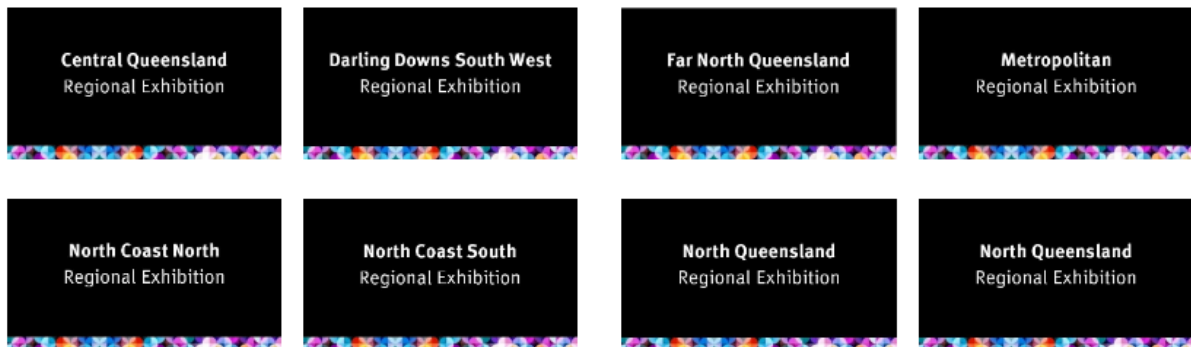
Click the **Downloadable Resources** button to view and download important documents including the submission guidelines, required forms, information for schools, and more.

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

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Downloadable Resources

Submission information

Visual Art Awards 2024 - Submission Guidelines DOWNLOAD
Visual Art Awards 2024 - Step by Step Submission Instructions DOWNLOAD
Visual Art Awards 2024 - Online Information Session PowerPoint Slides (coming late July) DOWNLOAD
Visual Art Awards 2024 - Online Information Session Video Recording (coming in late July) DOWNLOAD

Consent forms

Department of Education Project Consent Form DOWNLOAD
Ministerial Consent Form DOWNLOAD
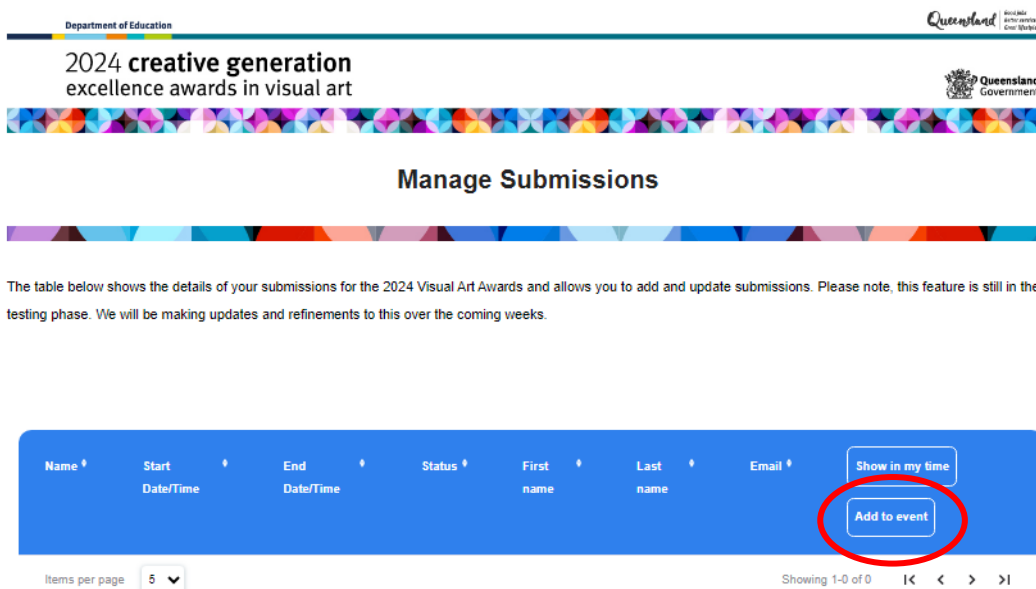
RETURN TO THE HOME PAGE

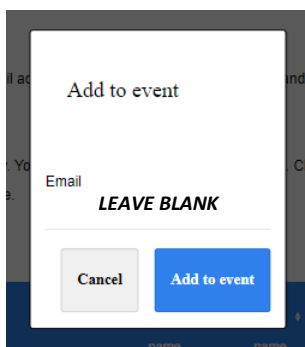2024 **creative generation**
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Manage submissions page

To begin creating submissions, click the Manage Submissions button on the *Home* page.

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

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

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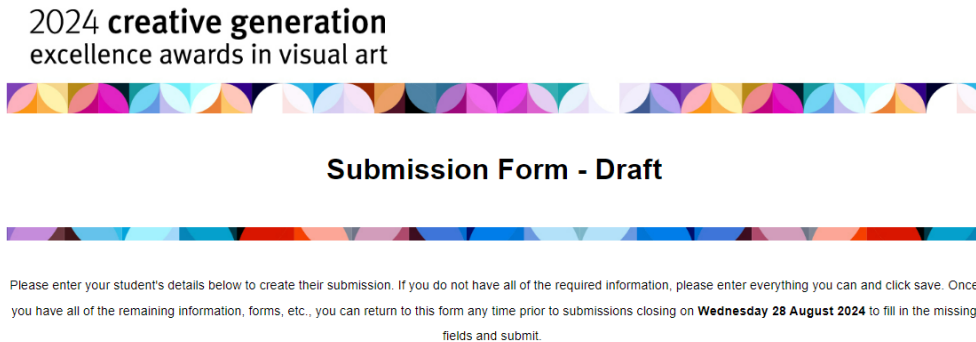
Create a draft submission

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	• First name * • Last name * • School name * • Student year level * • Student preferred pronouns * • Cultural identity (optional)
Artwork details	• Artwork title * • Artwork medium *
Artwork process	• Artwork process (max 100 words) * • Artwork process supporting documentation
Artwork dimensions	• 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	• Artist statement (max 100 words) * • Artist headshot • Artist biography (50-100 words)
Image/video	• Video file (if applicable) * • Overall image (and description) * • Second image (and description) * • Third image (and description) * • Copyright permissions required and/or obtained *
Consent	• Department of Education project consent form * • Ministerial consent form

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

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Submission Form - Draft

Please enter your student's details below to create their submission. If you do not have all of the required information, please enter everything you can and click save. Once you have all of the remaining information, forms, etc., you can return to this form any time prior to submissions closing on **Wednesday 28 August 2024** to fill in the missing fields and submit.

2. Complete as much information as you can for your student and click **Save**.

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

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Thank you for creating a draft submission.

A confirmation email has been sent to your school's key contact.

PLEASE NOTE: *This submission has not yet been finalised. To review and submit this submission, or create a new submission, please close this tab and return to the* **MANAGE SUBMISSIONS** *page.*
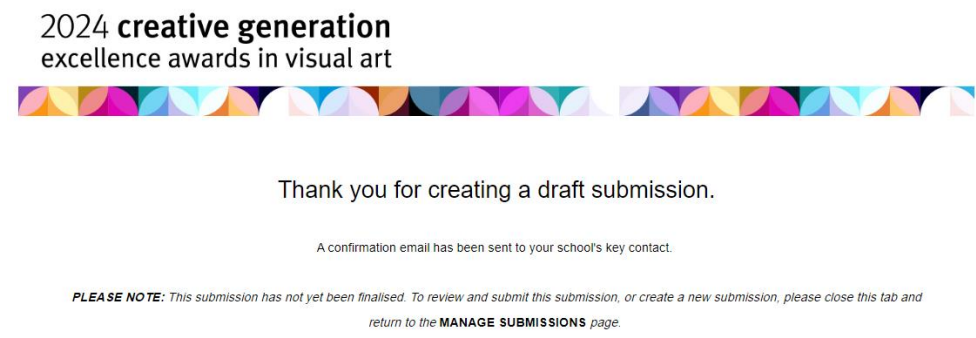
4. Close the current tab and refresh the *Manage Submissions* page. You will now see your student's draft submission in the table below.

PLEASE NOTE: This submission is still in the draft stage and has NOT yet been finalised. Instructions on how to review and submit a draft submission are on the next page.

Name	Start Date/Time	End Date/Time	Status	First name	Last name	Email	
							Show in my time / Add to event
Visual Art Awards 2024: Nomination Portal	22 February 2024 00:00	31 August 2024 00:00	new	Jane	Doe	75648998298@email.unknow	View

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

Review and submit

1. Now that you have created a draft submission for your student, you have until submissions close on **Wednesday 28 August** to complete any missing information, review and submit their form.

   Once you have gathered all of the required information and files for your student, click **View** next to their name (circled below) on the *Manage Submissions* page to return to their submission form.

Name ♦	Start Date/Time ♦	End Date/Time ♦	Status ♦	First name ♦	Last name ♦	Email ♦	Show in my time / Add to event
Visual Art Awards 2024: Nomination Portal	22 February 2024 00:00	31 August 2024 00:00	new	Jane	Doe	75648998298@email.unknov	View

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

2. Review the information you have already entered, complete any missing required fields (marked with *), and click **Submit**.

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Submission Form - Review & Submit

Please review your student's submission details and ensure all mandatory fields are completed. Once you have submitted, you can return to this form to make updates at any time prior to submissions closing on **Wednesday 28 August 2024**.

3. 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 school's key contact teacher.
You can now close this tab and return to the **MANAGE SUBMISSIONS** page.

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

Edit or withdraw a submission

If you need to edit a student's submission once it has been finalised, you can do so at any time prior to submissions closing on **Wednesday 28 August 2024**, by clicking **View** next to their name on the *Manage Submissions* page.

To withdraw a student, click **View** next to their name on the *Manage Submissions* page, scroll to the bottom of the form, and click the withdraw button. Your school's key contact teacher will receive email confirmation that the submission has been withdrawn.