

## Deadline Summary for Jr. VASE Teachers

*("Timeline for Jr. VASE Teachers" has more detailed information)*

### **Beginning in September:**

Start identifying potential VASE students. The **Universal Artwork Release** form and the **Fillable Practice Intent Form** are both available outside of the login (VASE home). This is especially helpful if you have students for Fall Semester only; all of the entry parts can be ready by December 1. **Be proactive so you don't have to rush in the end! Your Regional Director is no longer allowed to "FIX" things that have been overlooked.**

### **December:**

Register as a VASE Teacher on the VASE Home page <https://www.taea.org/VASE/default.asp> beginning on December 1. You must be registered as a teacher before adding entries. **If you have had students work on artwork and the forms needed, you could have students ready to start uploading entry parts on Dec. 1.**

### **February through March:**

**1<sup>st</sup> 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**).

### **30 Days prior to event date:**

**Print, then submit your invoice to the campus bookkeeper and request payment.**  
**Payments are due 5 days before your event to the TAEA office in Dallas (address on invoice).**

### **15 Days prior to event date:**

**2<sup>nd</sup> Deadline, Editing Deadline** (15 days out from Regional Event). Edit entries until midnight; **NO FIXES allowed.** MUST have accurate—

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

### **8 Days prior to event dateFebruary:**

**3<sup>rd</sup> Deadline, Entry Upload & Certification Deadline** (8 days out from the Regional Event).

- **Online Intent Forms** MUST be finished and **checked by the teacher** by MIDNIGHT.
- **Artwork Photos** of the **COMPLETED ARTWORK** must be **checked by the teacher** and uploaded by MIDNIGHT.
- **Reference PDFs** MUST be completed, **checked by the teacher**, and uploaded by MIDNIGHT.
- **Teacher** MUST have each entry **CERTIFIED** by MIDNIGHT.
- **Failure to have all three things completed AND the entry CERTIFIED by MIDNIGHT will result in a DNA rating for that entry. NO FIXES will be allowed after this deadline.**
- **SUGGESTION: Tell students to finish everything on their end by Wednesday so you have time to CERTIFY ALL ENTRIES by MIDNIGHT Friday.**

### **Days prior to Event Date:**

**Regional Certification & Artwork Release Form Deadline, Friday (1 day out) before Regional Event.**

All teachers should have the **Regional Certification/Teacher Check In-Out Form** signed by the principal, and in their possession by the end of the school day on Friday. **Universal Artwork Release Forms** should already be collected.

- **Regional Certification/Teacher Check In-Out Form** must be turned in at Teacher Registration.
- **Universal Artwork Release Forms** are collected, the stack alphabetized and turned in at Teacher Registration.

**After the 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.**

**Teachers will be given a DNA Data Collection Form by the Regional Director. All DNA entries must be entered, along with the reason for the DNA. The State Directors of VASE need these to form a picture of DNA patterns.**