

## Timeline for HS VASE Teachers

**August – September:** If you are new to VASE in your region, find the date and location for your event on the VASE website under Regional Directors and Dates (under first tab). **Contact the Regional Director and ask to be added to the VASE Teacher list, because the Director will send important VASE updates to last year's VASE Teachers early.**

**August – November:** Give students information about VASE so that they can **start projects EARLY** – go over basic guidelines (especially originality guidelines) and anything new. **It's important to start early and finish early!**

- The **Universal Artwork Release Form** and the **Fillable Practice Intent Form** are both available outside of the login (left links). **They can be accessed at any time, and work can begin!** Your Teacher Manual is also available.
- This is especially helpful if you have students for Fall Semester only; **all three of the entry parts can be ready by December 1.**

**Be proactive so you don't have to rush; if you miss a deadline, your Regional Director won't be allowed to fix it for you! That's why setting an earlier timeline than what's required is VITAL to student participation & success.**

**December:** Register as a VASE Teacher on homepage [www.taea.org/vase](http://www.taea.org/vase) on **December 1; make sure your membership is active by now.** You should already have a list of students who are interested, and they should know the artwork they want to enter. They may have even been able to complete **ALL** the entry paperwork by now.

**December 1:**

- **Register as a VASE Teacher; start entering student entry data in VASE right away!**
- Send home **Universal Artwork Release Forms** now if you haven't already; you will collect them and turn them in on Event Day.
- Students can begin transferring **Practice FILLABLE Student Intent Form** info into their **Online Intent Form** on the Student Dashboard as soon as you have entered them in VASE.
- Students can upload their **Reference PDFs** as soon as they are completed.
- As soon as the artwork is completed, take the **Artwork Photo**; it can be uploaded right away. Then put the artwork away in a safe place until the Regional Event.

**January:**

- Finalize as many student entries as possible by mid-January. **Week 1 events should finalize ASAP!**
- Make sure Divisions are accurate, check credits for High School VASE. **If a student has a second entry with a different teacher in your department, double check that you are both entering the same number of credits, so they are in the same Division for both entries!**

**January around the 1<sup>st</sup> deadline:** if you haven't started entry parts, give students **Practice FILLABLE Student Intent Forms** right away; you may guide students through the writing portion, but do NOT write it yourself. Students can fill out this form ONLINE as soon as their 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, both PRACTICE and ONLINE; NEITHER WILL AUTOSAVE. Remind them of the word minimum; help them check it.**

**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 the campus bookkeeper and request payment** (students may pay, your principal may pay, or your campus budget/activity fund may pay). Your district arts administrator (if you have one) may pay for these fees; if this is the case, submit the invoice to the administrator. They will send payment. **Payments are due by the Monday before your event.**

**Day After 1st Deadline:** Editing of VASE entries can begin. Make sure all artwork meets VASE guidelines; start preparing it for Event Day. Make sure all entry info is entered correctly, especially student Division. Email address should have been entered carefully for accuracy. **If the student email is changed after they begin entering data, all information will be reset, because the system assumes the edited email belongs to another student.**

**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 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.*

**STUDENTS are given deadlines on their Student Dashboard. These deadlines are 3 days earlier than yours. Take advantage of this, and even give them deadlines earlier than that to give yourself plenty of time to review entry data, ESPECIALLY for the UPLOAD/CERTIFICATION Deadline!**

**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 for the In-Person 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 (**No Fixes**).

- **MUST** have accurate Divisions (number of credits for HS),
- **MUST** have accurate Dimension (2D/3D),
- **MUST** have unique, creative titles,
- **MUST** have correct spelling of student name.

**Day after EDITING Deadline:** Print menu is available – print/sign as needed:

- **Regional Entry Certification/Teacher Check In-Out Form:** Must be printed & signed by you and your principal. Your principal is certifying that all the artwork meets community standards, and all students are eligible. You are also declaring that you will be present at the beginning/end of the event, and if not, who will be substituting for you (responsible for your students/artwork). **This form is turned in at the Event.**
- **Universal Artwork Release Form:** These should have already been printed/distributed. You will collect them (one per student, even with two entries), **ALPHABETIZE them**, and turn them in at the Event.
- **Artwork ID Form:** This form is printed from the print menu and attached to the back of the artwork (or tied to 3D). These forms will print 3-4 per page, then you cut them apart and attach them to artworks (plus a copy on the box for 3D/2D needs). **You do NOT print/attach the Reference PDF.**

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

**Upload/Certification Deadline (8 days out):** **Make students finish early so you have time to REVIEW EVERYTHING.**

- **ALL ARTWORKS MUST BE FINISHED at least 3-5 days before the deadline; the photo MUST be of FINISHED ARTWORK. All artworks MUST match photos that have been uploaded by this deadline at MIDNIGHT.**
- **This includes ceramic projects; PHOTOS MUST BE OF THE GLAZED/FINISHED ARTWORK. No bisque-ware photos are allowed, unless the finished piece is still bisque-ware when it is presented to the juror on Event Day.**
- **All Online Intent Forms MUST be finished & checked by teacher before MIDNIGHT.**
- **All Artwork Photos MUST be edited, checked by teacher, and uploaded before MIDNIGHT.**
- **All Reference PDFs MUST be completed, checked by teacher, 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. REGIONAL DIRECTORS will NOT be allowed to FIX things after this DEADLINE that were overlooked by the teacher.***

**Monday after UPLOAD/CERTIFICATION Deadline:** Remember that Online Qualifications are taking place through Wednesday; your Regional Director will contact you if an artwork received a DQ rating and tell you the reason. Students with a DQ rating will still attend the Event and be interviewed; they just won't receive a numerical score.

- **Student Name Tags: MUST be worn at the event.** You can print these for a badge holder with lanyard or pin, print on sticker paper to peel and wear, on card stock to hold on with yarn or safety pins; whatever works.
- Give students maps, Student General Instructions, VASE Day Schedule. Finish preparing all artwork for VASE Event Day (following guidelines).
- Remind students that all artworks MUST be dry, fixed, boxed, etc., no later than Friday before the event.

***They CANNOT take things home or work on them after the Upload/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, matted, 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 the 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:** Please remember that if an artwork arrives wet, unfixed, over-size/weight, or in violation of any VASE Rules & Policies, an On-Site Qualifier will be there to check the work and if needed, refer it to the Regional Director for an onsite DQ rating (students still interview).

- 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 the bus or outside). **Ask for bilingual/SpEd-friendly juror room numbers if needed (you will put the room number on the JRF sticker at the next station).**
- Students pick up their JRF Sticker(s) at the **Sticker Station** – you stay with your students.
- Wait in the waiting area (usually cafeteria) until students can go to the Juror Hall Entry Point(s) about 15-30 minutes prior to their juror interview time.
- 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 exactly what times).
- Check out artwork that received a 1, 2, 3 or DQ in the Control Room (location & time from RD) around 2:30 PM.
- Pick up Rating 4 artwork and medals in the Art Show area (usually a gym) around 4:00 PM, when Area Judging is complete and State-Advancing Artworks are secured; check out with Regional Director.

**After Regional Event:**

- Print Juror Rating Forms once your Regional Director has released them (usually the evening after the event).
- Follow Regional Director instructions if you have State-Qualifying artwork.
- ***Teachers will be given a DNA Data Collection Form (due 1 week after the Event). 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.***
- ***Brag on how wonderful your students did on social media or write a press release for your Communications/PR person. You and your students deserve recognition for your hard work and success!***