

How to submit your school artwork entries to ART BYTES

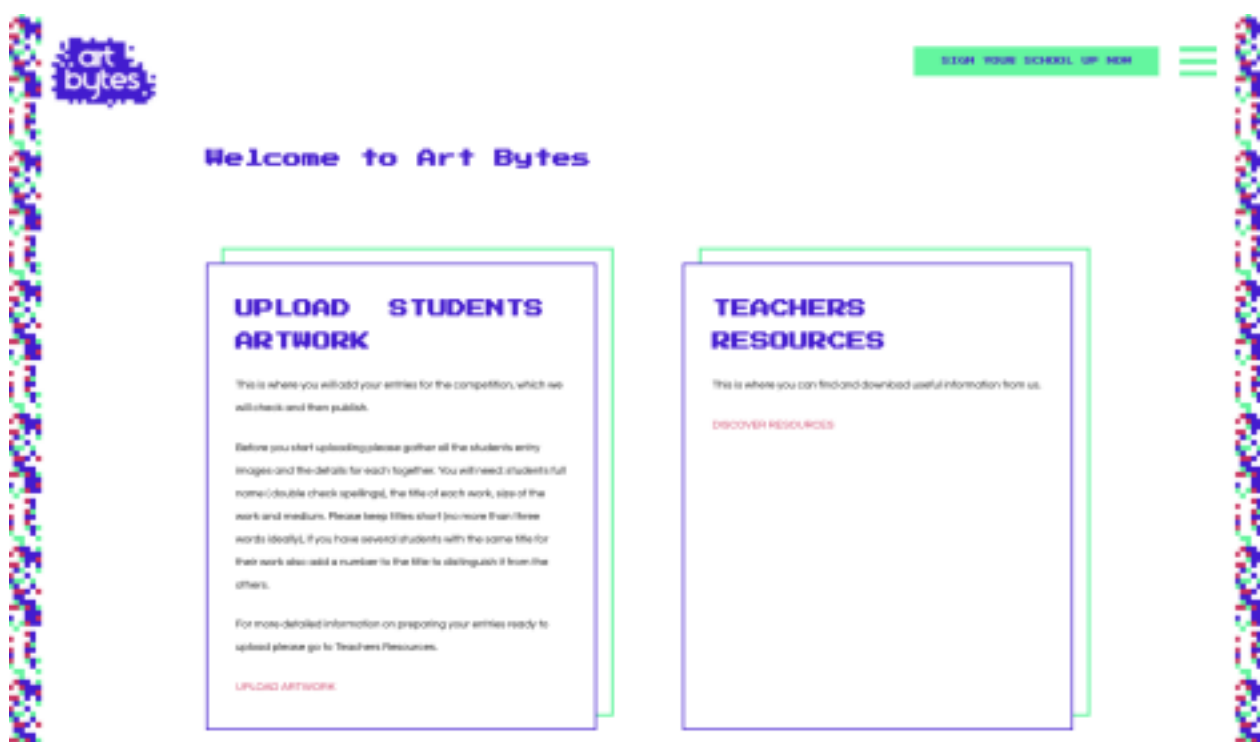
This document explains how to add your entries for the competition via our website.

For **detailed information and tips on photographing the work** refer to the [TEACHER'S PACK](#)

Step 1. Uploading your artwork entries

Once you have registered your account and been approved you can log in via **Teachers Sign In (top right of page)**

Before you start uploading any entries, gather all the students' images and the details for each together.



When logged in you can visit the Teachers **Resources** section on the website for access to quick reminder documents - “Entry photo tips” and “Preparing your entries”.

Details to gather before you begin

- Students full name OR initials (double check spellings and permission to use name)
- The title of each artwork being entered
- The size of the work in centimetres
- The medium it was created with e.g. mixed media collage, pencil drawing

Keep artwork titles short (no more than three words ideally), if you have several students with the same title for their work you need to add a number to the title, to distinguish it from the other images. E.g Self Portrait 1, Self Portrait 2

Ensure the images are formatted correctly with title and sized under 2 megabytes

Link to a free, easy online bulk file re-sizer - <https://imageresizer.com/bulk-resize>

Submitting entries

Log in via [teacher sign in](#) then go to the 'Upload Artwork' page

Enter each students' artwork details individually in the form and upload the file when prompted.

Repeat the process for each student entry.

Each piece of artwork will be checked and approved by art-bytes before it appears on the webpage.

The entries will be published on your school's page on the Art Bytes website (along with all the other schools' work) after the closing date.

You can return to the website and add more entries in another session, as long as there is no more than the maximum of 30 per school and all are uploaded *before* the deadline date.

Step 2. Submitting your School Information

When uploading artwork, press the button "Update your school info"

Add your **school logo (as a jpeg) full website URL and short description text.**

This step is essential in order to generate a webpage for your school.

It also allows you to promote your school and describe the student's art e.g. if it was based on a theme or a whole year group project, any artists referenced, techniques & processes used or a diverse mix created at home during lockdown.

If you have any questions please contact your regional Art Bytes coordinator:

Helen (North West, West Midlands) helen@artbytes.co.uk

Jane (Gtr London, East, South West, South East) jane@artbytes.co.uk

Emily (North East, Yorkshire, East Midlands) emily@artbytes.co.uk

If it's urgent try calling Tel. 0345 017 6660

Or email hello@artbytes.co.uk and someone will be in touch asap!

Good Luck!