



TEACHER INSTRUCTIONS

Follow these steps to prepare and submit Visionarios entries:

1. Sturdily mount and preferably mat entries and make any framed entries ready to hang with monofilament line or wire. Please do not use glass in framed work. Entries must be no larger than 28" in length or in width.
2. Complete a *Student Entry Form* for each student work being entered. On the ENTRIES page, a MS Word document is available into which you can type information directly. Please print if filling out by hand.
3. Send a *Parent Notification Letter* and completed *Student Entry Form* home with each student participant to be signed by his/her parent.
4. **Make 3 copies of the Student Entry Form.**
Affix one copy to the back of each entry, turn in the original to museum staff when submitting your entries, and keep a copy for your records.
5. Send your Teacher Entry information in one of two ways:
 - (a). Find the *Teacher Entry Online Form* link on the ENTRIES page and complete each field; make sure to add each student's information and his/her written statement. Submit the form online BEFORE bringing student entries to Museum so that we may have a checklist upon your arrival.
 - (b). Find the *Teacher Entry Form* MS Word on the ENTRIES page. Fill out (please print) and fax to 361.825.3520 BEFORE delivering entries to Museum so that we may have a checklist upon your arrival.
6. Deliver your entries to the Art Museum of South Texas, 1902 N. Shoreline Blvd. by 5 p.m. on January 13, 2010 for Middle and High School; January 14, 2010 for Elementary School. Please make sure that you have a student entry form attached to the back of each entry AND the original to hand in to Museum staff upon delivery. Please call 361.825.3504 if you need to deliver your work earlier during this week.
7. Upon delivery, you will receive a Certificate of Participation for each entrant, as well as invitations for entrants to attend the Visionarios Family Day and Awards Presentation on January 31, 2010, 1–3 p.m. Please deliver these items to your students.
8. Contact Tiffany at 361.825.3504 if you have any questions.

STUDENT ENTRY FORM IS FORMATTED USING MICROSOFT WORD.

To use this form:

- Place your cursor in the correct field and enter the information.
- Use the **Tab** or **Arrow** keys to move to the next field.
- Using the **Enter** key to move down the form will add extra lines. Use the **Backspace** key to delete the extra space.
- When you have completed the form, use the Save As command and store it on your computer.
- Print out the completed form and follow the directions given under TEACHER INSTRUCTIONS.

TEACHER ENTRY FORM AND LABEL/ESSAY ARE DIRECT SUBMISSION FORMS ON THE WEBSITE.

To use these forms:

- Place your cursor in the correct field and enter the information.
- Use the **Tab** key to move to the next field.
- Make sure the information entered is correct.
- Make sure to go back and ADD each additional student that is participating. There is an ADD STUDENT link to do this at the bottom of the form. When you click this link, only the student fields will be cleared; your teacher/school/principal information at the top will remain until you actually submit your information.
- Click **Submit** at the bottom of each form to transmit your information directly to the Art Museum.
- Please be aware that the online form times out after approximately 40 minutes. If you are entering several students at once, you might want to consider submitting them in two or more groups. If you need assistance, please call Tiffany at 361.825.3508.