

## msaa: the minnesota scholastic art awards

### How teachers register students for MSAA

MSAA Deadline: **7:00pm on Friday, December 17, 2010**

Things you will need from each student before registering-

1. Student's birth date
2. Student's email address
3. Student's password for MSAA site  
(If they have already been registered for this year.)
4. Name of one of the student's parents
5. Title, dimensions, medium of each piece of students work  
(To avoid confusion, please don't use 'Untitled' or a generic title like 'Teapot'. Consider adding an identifying word, like 'Andrew's Teapot' or 'Self Portrait with Green Necklace'.)
6. Digital Image of each work  
(300 dpi/ppi for a print size of approximately 5x7 inches)

Follow along with these steps while doing your online registration-

1. Go to- <http://www.artandwriting.org/Registration>
2. Click on the yellow 'Teacher' button to create a new login.
3. Enter email, password (can not be more than 6 characters long), name, phone number and click on 'Continue'. Now you have a login! Make sure to write this down somewhere.
4. Now it is time to enter your school. Click on 'Your Information' on the left side of the site.
5. Click on the blue text 'select school', put in your schools zip code and click 'Find School'. Click the 'Select' button to the right of your school. (If your school does not show up you can add it at this point. You can also select an after school program you teach.)
6. After completing those steps you can begin to add students and their work. Start by clicking on 'Add Student' on the left side of the site.
7. You will need each student's birthdate, email address, password and parent name for the first area
7. Next screen will be where you need to enter the category, title, and dimensions of the work and also confirm that the subject matter is not plagiarized. (To avoid confusion, please don't use 'Untitled' or a generic title like 'Teapot'. Consider adding an identifying word: 'Andrew's Teapot' or 'Johnson's Self Portrait'.)
8. Now you upload the images. Try to have the images sized before you start this process. They suggest 300dpi/ppi for a print size of approximately 5x7 inches.
9. The last step is printing out the forms that will then be mailed to MCAD. Do not mail artwork. Mail one copy of each submission form, with required signatures, to:  
Mn Scholastic Art Awards  
c/o MCAD Admissions  
2501 Stevens Ave  
Minneapolis, MN 55404

More information about the Minnesota Scholastic Art Awards is available at [www.mcad.edu/msaa](http://www.mcad.edu/msaa)