



## 2022 Scholastic Art & Writing Awards Region-at-Large: Entry Fee Payment Options for Educators

### Payment Options for Educators:

All entry fees for Region-at-Large programs must be paid online via PayPal through the student or educator [account](#), with the exception of large sum payments from an educator/school for multiple students' entries.

An educator can pay the entry fees for multiple students' works using one of the below methods:

PAYMENT OPTIONS	STEPS TO COMPLETE	NOTES
1) PayPal through educator account <b>(strongly recommended)</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Create an <a href="#">account</a> in ORS and link all student works to your account. You can do this by clicking “Students” or “Your Submissions” on the left-hand panel of your dashboard.</li> <li><input type="checkbox"/> Click the “Bulk Payment” link on the left-hand panel of your dashboard.</li> <li><input type="checkbox"/> Select the works you would like to pay for, and click “Pay with PayPal.”</li> </ul>	A PayPal account is not required to submit payment - you may pay as a guest.
2) Bank transfer (ACH or wire)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Create an <a href="#">account</a> in ORS and link all student works to your account. You can do this by clicking “Students” or “Your Submissions” on the left-hand panel of your dashboard.</li> <li><input type="checkbox"/> Download a report in ORS of your students' works. You can find this by clicking “Reports” under “Tools” on the left-hand panel of your dashboard. Save the report as an Excel or CSV file. This report should include all works covered by the payment, and only those works.</li> <li><input type="checkbox"/> Email <a href="mailto:ral@artandwriting.org">ral@artandwriting.org</a> by the deadline (<b>Monday, December 6, 2021, 11:59 pm EST</b>) with: <ul style="list-style-type: none"> <li>o The subject line, “Educator bulk entry payment.”</li> <li>o An attached excel or CSV file listing all barcodes covered by the payment (i.e., the report downloaded from your educator account).</li> <li>o Method of payment (i.e. ACH or wire).</li> </ul> </li> </ul>	Consider this option <b>only</b> if the educator cannot pay through PayPal.



	<ul style="list-style-type: none"><li>○ If you have already started payment: Include the wire/ACH transaction ID and date it was initiated.</li><li>○ If you have NOT yet started payment: Include your anticipated timeline. You will need to follow up with the transfer information as soon as it's available.</li></ul>	
3) Mail in a single check covering the submission fees for multiple students <b>(discouraged)</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Follow Steps #1-3 from Payment Option 2<ul style="list-style-type: none"><li>○ When emailing <a href="mailto:ral@artandwriting.org">ral@artandwriting.org</a> by the deadline (<b>Monday, December 6, 2021, 11:59 pm EST</b>), include method of payment as "check".</li><li>○ If you have already started payment: Include the check number, date it was mailed, and amount.</li><li>○ If you have NOT yet started payment: Include your anticipated timeline. You will need to follow up with the check number and mail date as soon as it's available.</li></ul></li><li><input type="checkbox"/> Prepare a single check, payable to: <i>Alliance for Young Artists &amp; Writers</i></li><li><input type="checkbox"/> Mail the check to: <i>Scholastic Awards</i> <i>Attn: Region-at-Large [Your Region] [Art/Writing] (ex: Region-at-Large West Art)</i> <i>557 Broadway</i> <i>New York, NY 10012</i></li><li><input type="checkbox"/> <b>OPTIONAL:</b> If you wish to indicate check payment on student dashboards as "Paid by Check" for students whose entry fee will be covered by the bulk check payment, follow the below steps:<ol style="list-style-type: none"><li>1. From the educator or student dashboard, select the checkbox next to the works you would like to mark as "paid by check."</li><li>2. Click the "Pay with PayPal" button, then click "OK" in the pop-up window. This will direct you to PayPal.</li><li>3. <b>DO NOT</b> complete the PayPal payment. Exit out of the PayPal page without paying.</li><li>4. Return to the submissions page in their student or educator dashboard.</li></ol></li></ul>	Consider this last option <b>only</b> if the educator cannot pay through PayPal or bank transfer. Due to ongoing mail delays as we continue working remotely during COVID-19, this is the <b>least effective</b> method.



	<ol style="list-style-type: none"><li>5. Now, you will see a new payment status that says “PayPal Payment Incomplete” with a blue “Options” button beneath it (visible in the below screen shot).</li><li>6. Click the blue “Options” button. A drop down will appear.</li><li>7. Check the box that says “I already completed my payment.” In the “Confirmation #” text box, type “Bulk check from school.” Click “save.”</li><li>8. Now, when students/educators return to their dashboard, they will still see the “PayPal Payment Incomplete” status, but we will also see the payment note. Please note that this payment status will remain on the student dashboard until after the entry deadline has passed, but that we will be able to reconcile the payment using the list provided with the check.</li></ol> <p>Please note that this process is <b>not</b> required.</p>	
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**For students submitting fee waivers:**

Fee waiver forms are only accessible through student accounts; they cannot be accessed through your educator account. All fee waiver forms must be signed by the student’s parent or guardian and digitally uploaded to the student account. Do not mail in fee waiver forms. Do not include the barcode of works covered by fee waivers on the list of works paid by check or bank transfer.

**Questions?**

Check your [regional webpage](#) for more information, and check out our walkthrough video on Paying for Multiple Entries from an Educator Account [here](#). Email [ral@artandwriting.org](mailto:ral@artandwriting.org) with additional inquiries.