

## Helpful Hints/Procedures 2019-2020 For Writing Festival Entry Form

Over the last few years, we have attempted to make the Writing Festival Entry Form more user friendly. The 2019 Writing Festival Entry Form is the result of positive suggestions and input from many of our users and what works best for our office when sorting over 3000 entries for judging. Please use these as a guide when typing your entries.

There are two separate pages for the Writing Festival Entry Form. We have tried to make these forms available in many different formats to fit all requests. There is a docx file, a fillable pdf, and a google doc. Please use the version that works best for you but please do not create your own forms. The categories are listed in a specific way to accommodate all the grade specific groups. If your option is not available or if there is an issue with a form please contact us so we can repair or find another solution. When you create your own form or make up your own categories, etc. you risk the entry being discarded or judged incorrectly.

The Student Entry Form (Front) and the Judging Sheet (Student Entry Form Back)

- \* The Judging Sheet needs to be copied to each entry (printed on the back and facing out). If none of the boxes are checked, it will be considered a general class entry and filed as such (3 pieces per category per division class count).

If there are additional pages to the entry, staple them all together before submitting. The Judging Sheet only needs to be copied to the last page-facing out (not all pages of the entry). It is recommended to put the student name on each page in case of separation.

***Student Entry Form Front – Click by Click...***

**Save the Writing Festival Entry form on to your desktop or save a copy of the google version to your personal drive (do not alter our form).**

Some programs do not perform as they should if the document is not first saved on to the desktop.

**Click on Category** – use the drop-down box to label the writing category the entry should be entered into. We have changed this to allow only one category (you will find all poetry and prose in the drop-down list). Pick the category, that the entry best fits in. If they category you are looking for is not in the list, please refer back to the handbook to locate the correct name. If there is an error and a category is not listed or you have a question, please contact us. **DO NOT CREATE YOUR OWN CATEGORY!**

**If it is a Grade Specific Category** – If a category name specifies a set of grades that can write in that category, you cannot submit pieces from other grades under that category. Those entries will be discarded.

**If it is a Small Group Entry (Preschool-2nd)** – Click in the Small Group choice box and scroll to the number of students in the group (2-6 students). If this entry is awarded – a ribbon will be given to each student.

**If it is a Whole Class Entry (Preschool-2nd)** – Click in the Whole Class Entry choice box and enter the number of students (7 students or more). If this entry is awarded – a class ribbon will be given and each student will be presented a certificate (in accordance with the count indicated on the entry form). This option is for one piece written as a group, not each student in the class writing on the same topic and each entry entered. In that case, the entries will be limited to the 3-entry rule and they will be chosen by our staff for judging.

**Click in Grade Box** – Choose from the drop-down list for the grade of the student/class. SDC must be checked on the back page only.

**Click in School Box** – Enter student’s school.

**Click in Student Name(s) Box** – Enter student’s name. If the entry is a small group entry (2-6 students) type all student names. Hit the return key when you reach in the end of the box and the box will space down, allowing you to continue entering names. (Do not enter all students’ names if this is a whole class entry – 7 or more students. – You should enter WHOLE CLASS in this space)

**Click in Classroom Teacher Box** – Enter the first and last name of the student’s classroom teacher. You can use a title (Mrs., Mr., Miss., Ms., etc.) for first name if you wish. Just be consistent. If you are a teacher with multiple periods please use a hyphen and the period for the class. (example: Ms. Arancibia – 6<sup>th</sup>)

**Click in Title Box** – Type the entry title.

**Click in Entry Box** – Type the student writing entry.

Student Entry Form Back (Judging Sheet) – Click by Click...

Please check any boxes that apply to the student entry. This can also be printed and checked manually if you prefer.

If you have any questions – please give us a call.

Stacie Arancibia @ 381-5910 or Events Secretary @ 381-6608

Be sure to make a copy of all work submitted.  
We CANNOT return entries.