

Art Teachers,

Please check this list to make sure you are prepared for our Spring Events. Although this list is NOT EVERYTHING you may think of to do, it will help keep your contest day smooth.

Check the <https://tapps.biz/finearts/> webpage for more info.

Rank One login page: <https://www.rankonesport.com/content/member-login/>

Rank One support: support@rankonesport.com

TAPPster instructions can be found here: <https://tapps.jitbit.com/helpdesk/KB>

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| <input type="checkbox"/> | Review the TAPPS Constitution and By-laws sections 1-129, 198-202, 229-231 The by-laws will have specific details on categories, art works, and requirements for entry. TAPPS Constitution and By-Laws are found on the TAPPS.biz website, click Governance. |
| <input type="checkbox"/> | Check out the TAPPS.biz Fine Arts webpage. Click Fine Arts. There are many links below the chart of events with valuable information posted. |
| <input type="checkbox"/> | Check out the individual Art page on the TAPPS.biz website. Click Fine Arts, then click an event on the chart for Dates, Locations, Deadlines, Resource Links, etc. For Championship Information see the links on the red menu bar. |
| <input type="checkbox"/> | All Art teachers including Photography and Short Film teachers, listed in Rank One and in TAPPster as Head or Assistant. Your school Fine Arts Director can assist with your access rights. |
| <input type="checkbox"/> | Art teachers (Head and Assistants) need to complete SCOPE compliance on their profile in Rank One. Those exempt from testing for attending the June Conference will still need to complete the Professional Acknowledgement of Rules section. |
| <input type="checkbox"/> | Students should complete their Rank One profile which includes the Student Acknowledgement of Rules, transfer forms, international student forms, student not living with parent forms, and medical history. |
| <input type="checkbox"/> | Rank One roster should be created with each student showing as eligible prior to the event. |
| <input type="checkbox"/> | Student Profiles in TAPPster should be edited to include Art as a participating activity. Click the Student link, highlight the Art column on the spreadsheet view, check box ART for each of the art students. |
| <input type="checkbox"/> | Entries for each art entry should be created in TAPPster on the Entries section. Entries are open for changes until the deadline in which they will be registered. Deadlines for Entries are noted on the TAPPS Calendar. Be aware that some events take place prior to the Championship meet such as Art History, Short Film submission, Senior Portfolios |
| <input type="checkbox"/> | Prepare your students for Art History Testing. Art History Study Materials are found on the Art Resource Link section of the Art webpage. |
| <input type="checkbox"/> | Art History Entries in TAPPster prior to the early deadline. Be sure to include a login ID and Password on the student profiles as it will be needed for their online test date. Go to tappster.com , click Students, click the student's name, expand the access portion, enter a user id/email and a password. Save. Repeat |

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| <input type="checkbox"/> | Senior Portfolio Entries in TAPPster prior to the early deadline. Be sure to check the Resource Link Section for Instructions on creating the notebook and google slides. |
| <input type="checkbox"/> | Check Senior Portfolio Advancement after deadline to see if your Senior works advance to the Championship Event. Top 10 Advancing students will bring their portfolio to the State meet. |
| <input type="checkbox"/> | Short Film Entries in TAPPster prior to the early deadline. Be sure to view the instructions link on the Resource link section of the website. Talent and Location releases should be kept on file at your school. |
| <input type="checkbox"/> | Prepare your Art Documentation Notebook. Each Art entry may require documentation and source information. Check the TAPPS.biz Art Page for Notebook Instructions. |
| <input type="checkbox"/> | Check Schedule and plan accordingly. |
| <input type="checkbox"/> | Sign up students for Baylor Workshops once available according to the schedule. |
| <input type="checkbox"/> | Sign up Seniors for Senior Portfolio Critiques. In TAPPster, click Sign-Ups. |
| <input type="checkbox"/> | Sign up volunteers to assist at the Championship Event. Sign up will be available according to the Schedule. |
| <input type="checkbox"/> | Meet Fees form Printed and Check made to TAPPS. Meet Fees form will NOT generate until AFTER the entry deadline and entries are registered. |
| <input type="checkbox"/> | Art Team Photo Entered in TAPPster on the Entries Sections. Click the sunflower icon at the top. Photos are used for social media and printed programs and are due prior to the Entry Deadline as noted on the TAPPS Calendar. Photos may be a simple photo of students in school shirt. |
| <input type="checkbox"/> | Arrange for travel, bus, hotel, food, etc. |
| <input type="checkbox"/> | Share TeamIP info with your students and fans. T-Shirts, patches, other apparel, and TAPPS merchandise will be on sale on-site. |
| <input type="checkbox"/> | Print All-State Certificates for students that received 1st, 2nd, or 3rd place at the Championship meet. |
| <input type="checkbox"/> | Complete the After Event Survey sent approximately 1 week after the event to help shape our future events. |