

## Guidelines for Graphic Art Contest Submissions

--Students should submit their work as a Google Folder portfolio (max: 12 pieces) and share with [ojclsubmissions@gmail.com](mailto:ojclsubmissions@gmail.com)

--The *subject* of your email should be *your* OJCL ID# (GRAPHIC ARTS).

--In the *body* of your email, you MUST include your first and last name, current grade, OJCL ID#, and school. This information will be for the chair of the contest only.

--The portfolio folder should be titled with the student's ID number and (GRAPHIC ARTS).

--No names (student, teacher or school) should appear anywhere in the portfolio.

--Individual pieces within the portfolio should be well-photographed and titled ID# (CATEGORY). Example: 123456789 (CHARCOAL)

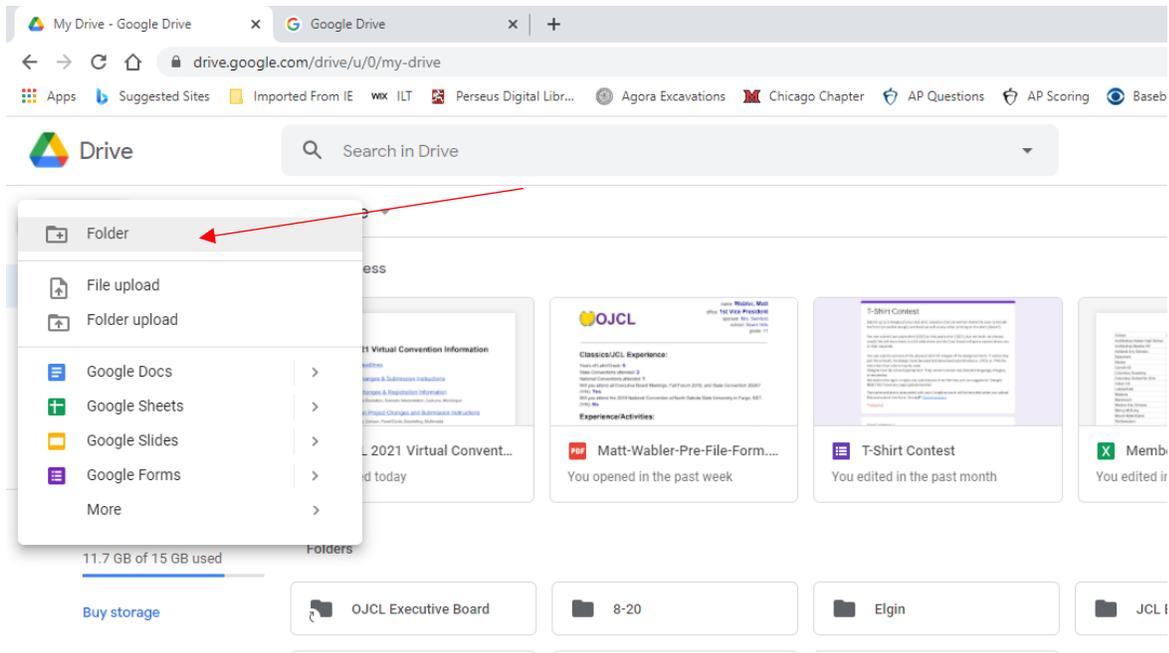
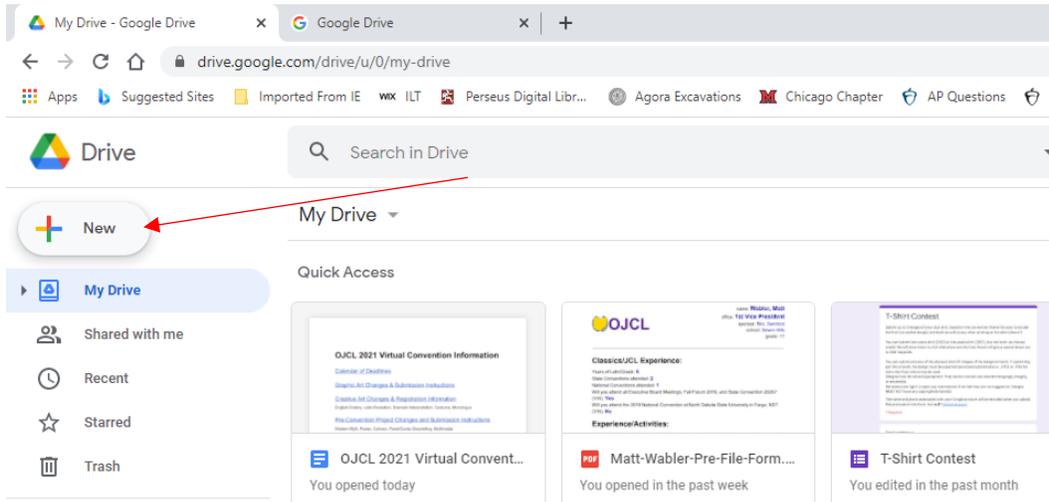
--Remember to transfer ownership of the Google Folder to [ojclsubmissions@gmail.com](mailto:ojclsubmissions@gmail.com).

From Ms. Mays: N.B. Some pieces will need more than one photo (e.g. children's books). I think it best to add the number of the photo after the (CATEGORY)

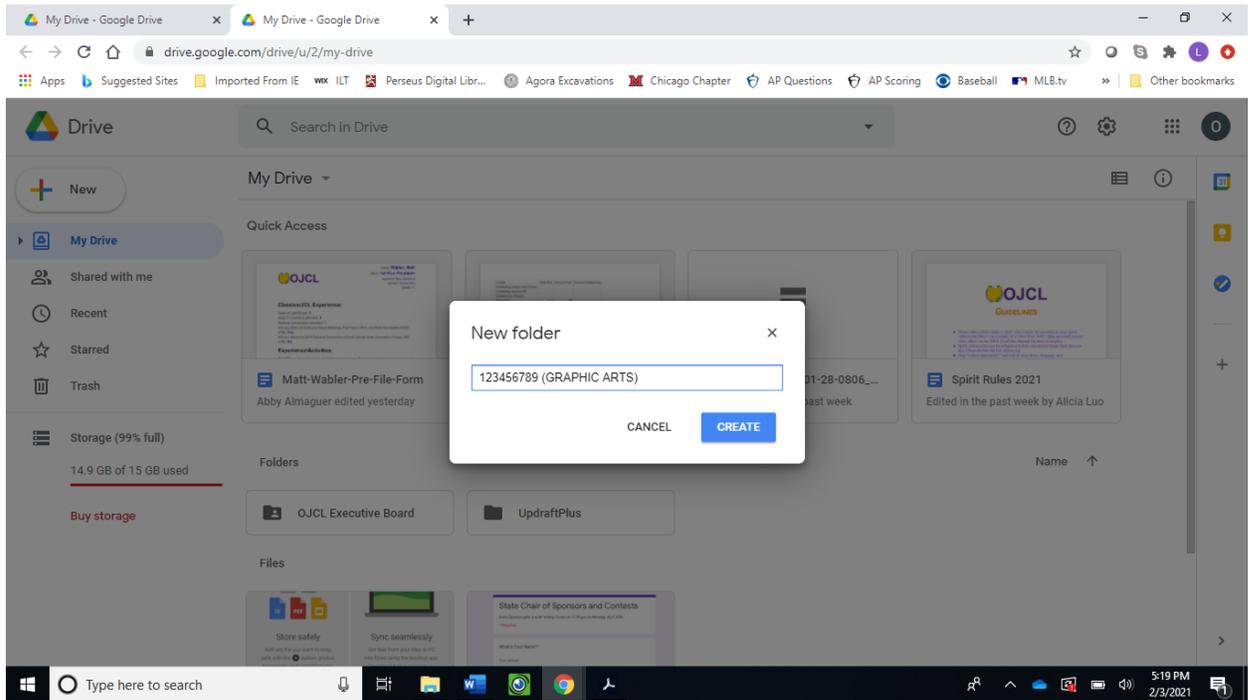
123456789 (CHILDRENS BOOK) photo 1  
123456789 (CHILDRENS BOOK) 2  
123456789 (CHILDRENS BOOK) 3

## How to make the Google Folder (with pictures!):

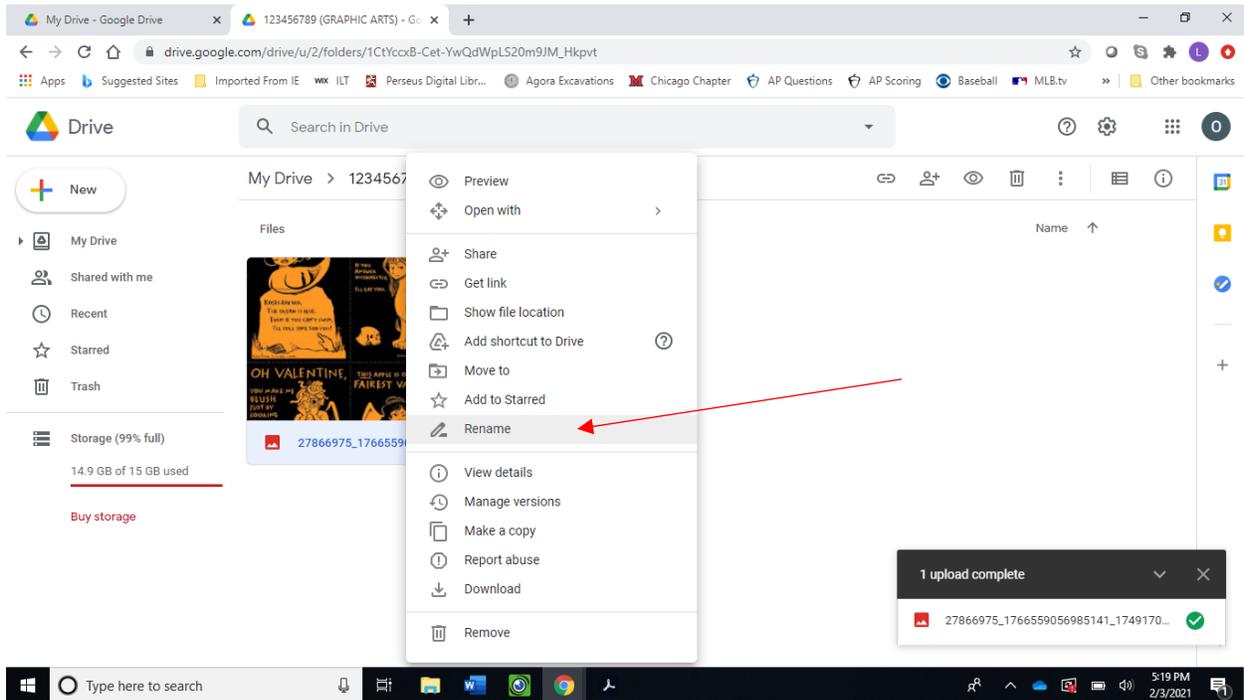
1. Go to [drive.google.com](https://drive.google.com) and sign-in with a Google account. If you do not have one, you will have to make one.
2. Once in the drive, click “New” and “Folder”

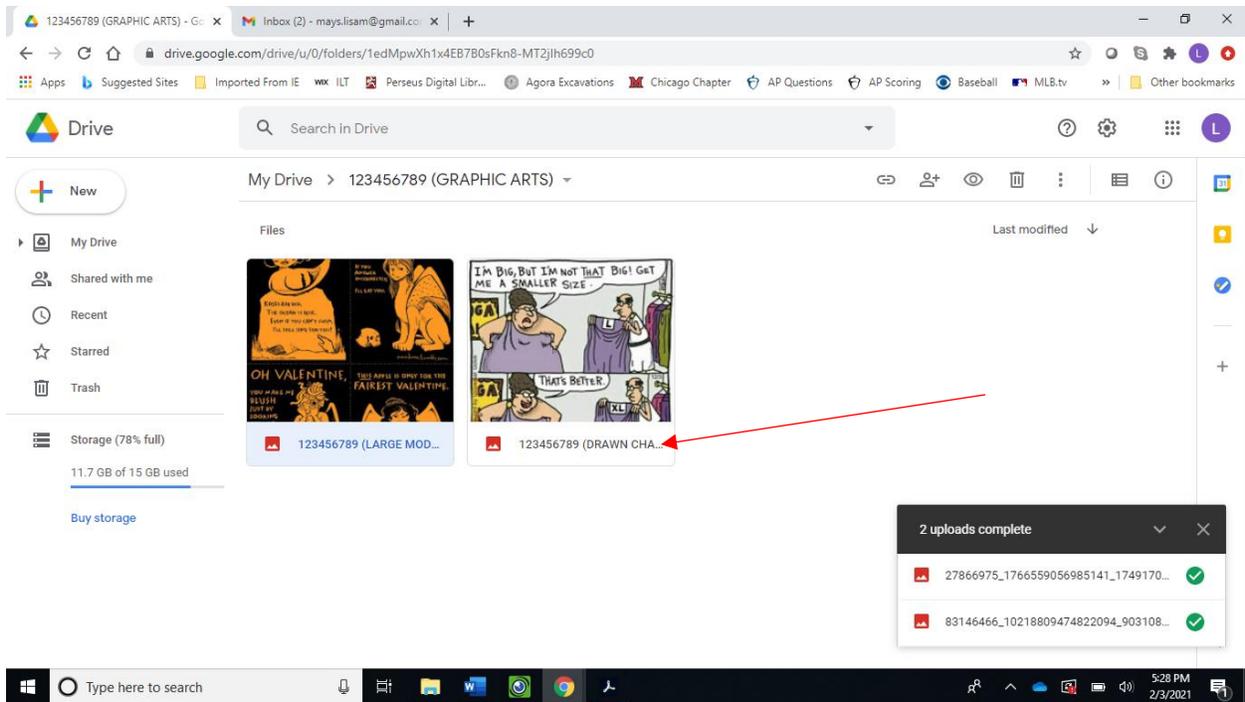


3. Name your folder with your OJCL ID number and (GRAPHIC ARTS)

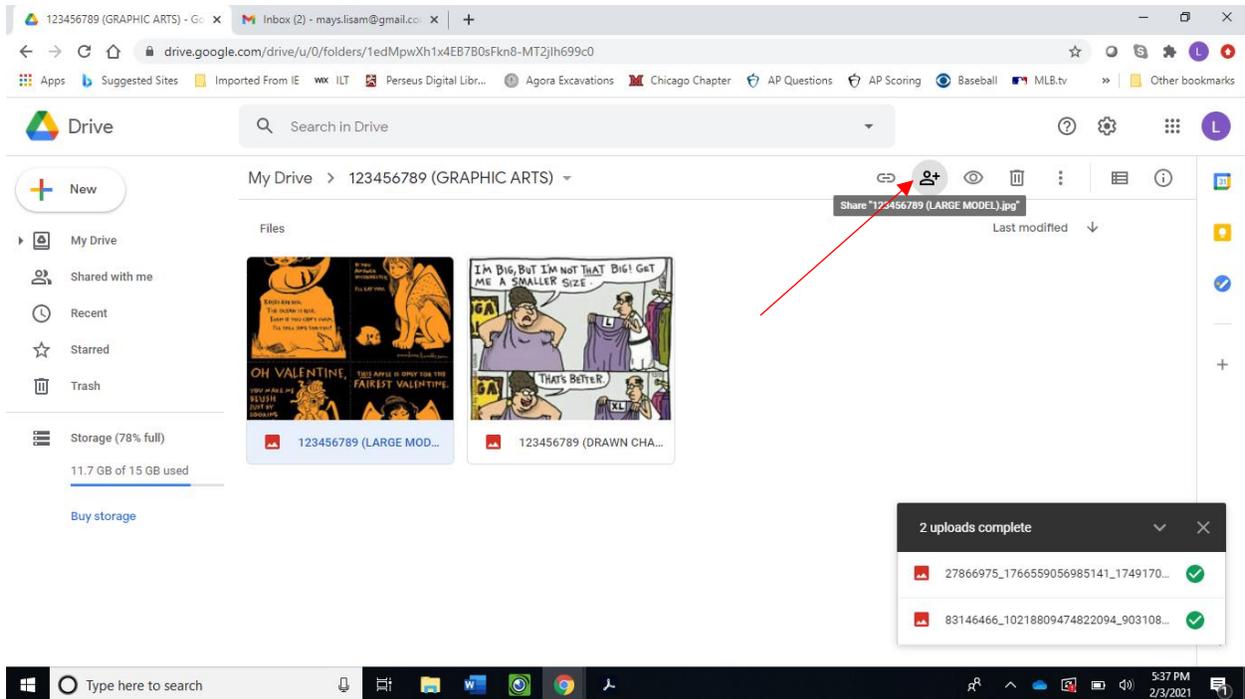


4. Drag your photos into the folder. For each one, right click on it and choose "Rename". Name each photo your ID number and the (CONTEST)

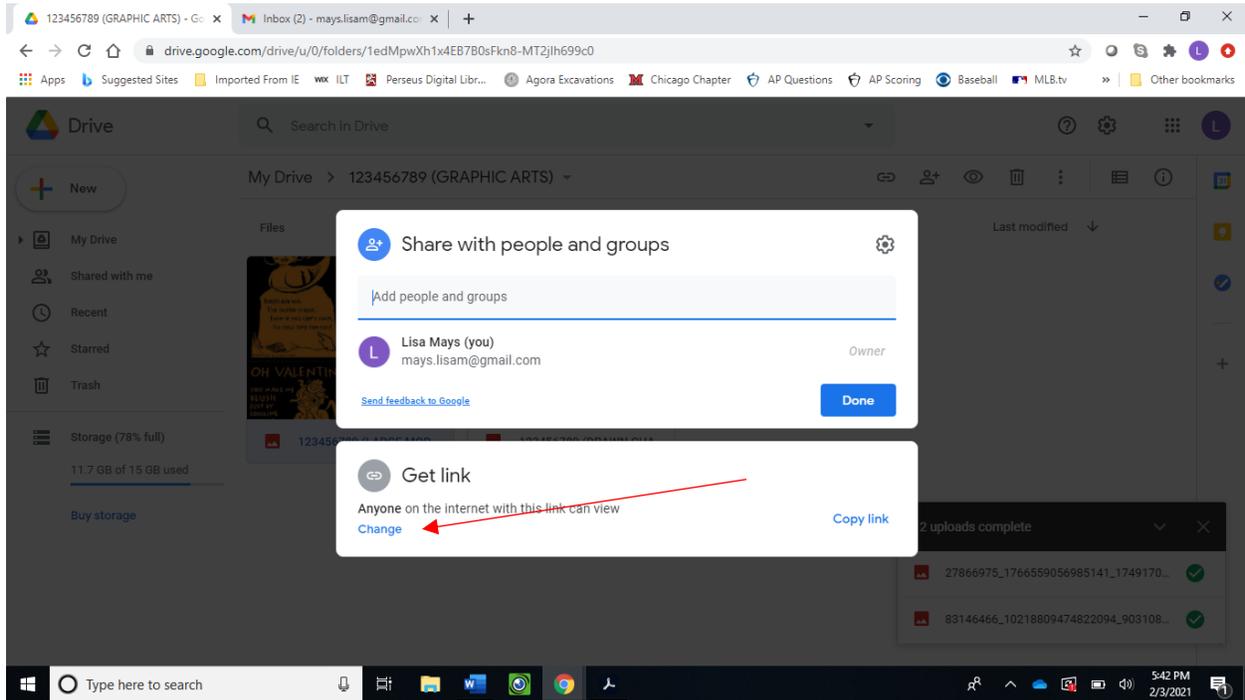




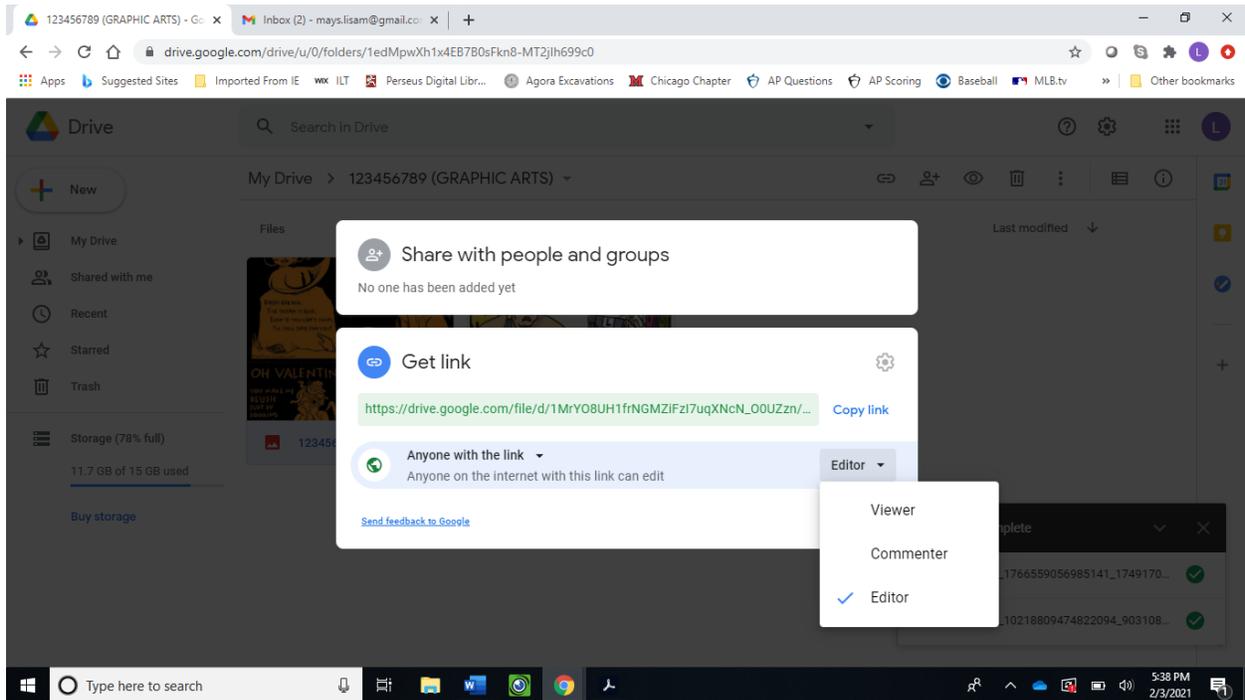
5. Once all your photos have been renamed with your ID (CONTEST), click “Share”.



6. In the bottom window, click “Change”.



7. “Viewer” will be checked. Choose “Editor” instead. Then “Copy link”.



8. Paste the link into an email. Send the email to: [OJCLSubmissions@gmail.com](mailto:OJCLSubmissions@gmail.com). The subject of the email should be your ID number and (GRAPHIC ARTS). The body should be your full name, grade, ID, and school. Click send!

