

## Helpful Hints For Writing Festival Entry Form

Over the last few years, we have attempted to make the Writing Festival Entry Form more user friendly. The 2017 Writing Festival Entry Form is the result of positive suggestions and input from many of our users. Please read over these simple instructions before you start 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 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 attached 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 attached to the last page (not all pages of the entry). It is recommended to put the student name on each page in case of

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

**Save the Writing Festival Entry form on to your desktop.**

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

**Click on Prose or Poetry** – depending on what the entry is.

**If it is a Prose Entry** – Click the appropriate Prose choice box for Non-Grade Specific or Grade Specific and the categories will appear. Simply scroll to the appropriate category and click. That category will appear in the Prose box on the form. Categories that are grade specific are listed in the second **Prose choice box**.

**If it is a Poetry Entry** – The same process as above applies. There is only one Poetry choice box that contains all of the Poetry categories.

**If it is a Small Group Entry (TK-2)** – 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 (TK-2)** – Click in the Whole Class Entry choice box and enter the number of students. 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).

**Click in Grade Box** – Enter student’s grade level.

**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 can enter WHOLE CLASS or TEACHERS GRADE 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.

**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 Susan Nieto @ 381-6608

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