



## YoungArts Application Help Sheet:

*YoungArts 2012 Application is open until October 14, 2011 9:00pm Eastern Standard Time.*

*Audition and portfolio materials are due no later than October 29, 2011, 5:00pm Eastern Standard Time.*

**TIP** You do not have to submit your materials when you fill out your application!

**STEP 1: Visit our website to access the requirements and application:** [www.youngarts.org](http://www.youngarts.org)

Once you are on the YoungArts website you can read more extensive information regarding eligibility, fee waivers, regional programs, Presidential Scholars in the Arts and our amazing alumni.

Once you are familiar with all YoungArts offers click on the APPLY button in the top right corner from any page on the YoungArts website.

Once on the 'How to Register' page select APPLY NOW from the menu on the left. This will take you to the official YoungArts application.

**STEP 2: Verify you are eligible**

You must be a high school senior in the 2011-2012 school year.

OR

If you are NOT enrolled in high school, you must be 17 or 18 years old on December 1, 2011. Proof of age will be required.

AND

You must be a citizen or permanent resident of the United States of America. A copy of your permanent resident card is required.

**TIP** You should apply in the spring of your junior year if you are a graduating senior in 2013.

**STEP 3: Once you know you are eligible gather this information before you start the application:**

- ✓ Pen and Paper to write down your Pin and Password
- ✓ A valid email address you have access to all year
- ✓ Your school's full address (including state postal code/zip code)
- ✓ The name, email and mailing address of two inspirational teachers
- ✓ Which categories you would like to apply to (review requirements before making your decision.)
- ✓ Your parents' email and phone numbers
- ✓ A credit card to pay your application fee.

# Surviving the YoungArts application:

## Create a Pin and Password:

**TIP** If you have already created a PIN and PASSWORD, please use the User Login box on the right of the screen to continue. You'll use this option if you are returning to upload or change images for visual arts and photography submissions.

After clicking on CREATE ACCOUNT you fill out your account profile. This information is used to access your account in the future and is the email address all application information will be emailed to.

**TIP** WRITE DOWN THE PASSWORD YOU CREATED AND THE PIN YOU ARE GIVEN!

Once you reach the Welcome page of the application the main menu is located on the left of the screen.

To get started click on '1-Registration Eligibility' in the main menu.

## The following are APPLICATION TIPS by Section:

### Section 1: Registration Eligibility

- ✚ If you do not know your graduation date, estimate the closest date.
- ✚ If you are a citizen of the USA you must also click that you are a permanent resident in our application.

### Section 2: Personal Information

- ✚ Make sure you enter your telephone number as shown, with area code first (XXX) 555-5555
- ✚ Under email address, put the applicant's email in the current address section.

### Section 3: High School Information

- ✚ First: Click on the LOOK UP button
- ✚ Once in the look up section ONLY fill out the state postal code (zip code) of your school.
- ✚ After selecting your school the YoungArts school ID will populate in the application. This number is NOT the College Board number you use on SAT/ACT tests.
- ✚ Make sure to fill in all required information about your school after selecting your school code.

### Section 4: Household Information

None of the information in this section affects the adjudication of your artistic submission, and is needed for internal reference only.

### Section 5: Teacher Information

- ✚ If you would like to nominate a teacher use the look up button to locate the name and school.
- ✚ If your teacher is not in the database, simply fill out the information bypassing the name look up function, and add the information manually.

### Section 6: Discipline Information

- ✚ Keep in mind that each discipline you select requires an application fee.
- ✚ If you would like to change or add a category you must call our offices at 800.970.2787

### Section 7: Fee Waiver

- ✚ Only select a fee waiver if you have the supporting documentation to mail/fax to YoungArts. If this information is not received by October 14, 2011 no later than 9pm Eastern Standard Time you will not be able to apply to YoungArts.

**Sections 8, 9 and 10** are the signature and payment sections of the application. You can only access these sections once all required information is filled out in the application. Once you reach these sections read them carefully and follow the simple instructions. Once you see the words "SUBMISSION COMPLETE" you have finished your application. You will receive an email immediately after a successful submission.