

# REQUESTING PROGRAMS ON THE ARTS IN ED WEBSITE

## 1. Begin Request

Click on On-Line Forms and then Request for Visiting Artist on the website homepage. (<http://www.nassauboces.org/artsined>).

## 2. Request an Artist from the Website

After reviewing the first page (Attention Page) which provides the earliest start dates for programs you are requesting, click "Continue" and on the next page go to Tab 1, "Select Artist" begin by carefully scanning the drop-down menu to find your artist. All visiting artists who have registered for the current year through BOCES are listed here alphabetically. When speaking with the artist regarding details of the contract, be sure to ask how he/she is listed in the Artist Database. This will help you to find him/her in the drop-down menu.

**NOTE: If the artist is already listed in the Database, it is essential that you find the artist in the drop-down menu.**

Once you select an artist, all of his/her registered programs will automatically appear in the next drop-down menu. Select the program you are requesting. Then click "Apply and Continue."

**NOTE: At This point in time the information on the "Select Artist" tab cannot be change so please be sure it is correct before you continue or you will have to restart the request process from Step 1.**

## 3. Request a NEW Artist Not Listed on the Website

Please have the artist contact the Nassau BOCES Arts in Education Program at 516-396-2345 or e-mail: [artsined@nasboces.org](mailto:artsined@nasboces.org)

## 4. Enter Basic Request Information

On Tab 2, "Request Info," fill in your name, 10-digit telephone number, e-mail address. Use the drop-down menu to enter your school district. Enter the contracted amount the artist will get paid. Do NOT include the BOCES administrative fee in this price!

**NOTE: Unlike compensating artists after performances, tickets must be paid for before the box office invoice due date. This requires at least 15 working days lead time from the time the district approves the request and sends original box office invoice to Nassau BOCES. We cannot accept a faxed invoice for payment. Click OK if these conditions have been met. Otherwise, call 516-396-2345 to determine if the purchase is still feasible through the Nassau BOCES Arts in Education Program.**

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### 5. New York State Arts Learning Standards

Briefly describe how this performance / workshop / residency will help your students to meet the NYS Arts Learning Standards. Be sure to type this justification in the box next to the relevant Arts Learning Standard(s). Be SPECIFIC. Do not copy the Standards! Please elaborate how the Standards apply to your program. This rationale enables BOCES to approve aid for your program. For more information or help with this, contact your district administrator.

When Tab 2 is finished, click "Apply and Continue."

**NOTE: Unless this section is completed in a clear and specific way - describing how the program meets one or more ARTS Learning Standards - BOCES is required to deny aid.**

### 6. Select Grades

On Tab 3, "Select Grades," enter the total number of students and teachers, by grade level, who will be provided with the program described in this contract.

Then click "Apply and Continue."

### 7. Enter Dates

On Tab 4 "Add Dates," add date(s) for the event(s). Enter the appropriate information on the screen, indicating the correct school, and click "Add this Date." The information will appear under "Current Dates."

### 8. Request a Residency

For a residency, you will be asked for a start and end date.

### 9. Add an Additional Date

To add another date, repeat the process, above, and click "Add This Date." Both dates will now appear under "Current Dates."

### 10. Delete / Edit a Date

To delete a date you have already entered, click on the red "X" to the left of the date you wish to delete.

To edit the information about a date, click on the blue arrows to the left of the date you wish to edit. Make your corrections and click "Add This Date."

Once you are satisfied that everything is correct, click "Apply and Continue."  
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## 11. Finish

In Tab 5, "Finish," you will see your entire request. If you wish to make any changes or corrections, you may do so by clicking on the Tab you wish to change.

**NOTE: At this point in time the information on the "Select Artist" tab cannot be change so please be sure it is correct before you continue or you will have to restart the request process from Step 1.**

Make your corrections and click "Apply and Continue."

When you are satisfied that the information in your request is all entered correctly, click "Send Request" to transmit this request to your district administrator for approval.

Once you have successfully transmitted the request to your administrator, you will see your request number on the next screen. You will now be able to print a copy for your files by clicking on the "Print" button at the bottom of the page.

**IT IS IMPORTANT TO REMEMBER THAT NO REQUEST IS CONTRACTED UNTIL AFTER IT HAS BEEN APPROVED BY BOTH THE DISTRICT ARTS ADMINISTRATOR AND BOCES.**

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