

2017 Army Arts & Crafts Contest Guide for Arts & Crafts Directors and/or Garrison Point of Contact

Contest Guide

- See **2017 Army Arts & Crafts Contest Guide for Participants** for contest rules and dates
- The proponent for this contest is the Installation Management Command (IMCOM), G-9, Family and MWR Programs
- POC for contest questions, comments and suggested improvements: IMCOM, G-9, Attn: IMWR-CR (Arts and Crafts), 2455 Reynolds Rd, Bldg 2266, JBSA Ft. Sam Houston, TX 78234-7588

Garrison Responsibilities

- Identify POC if there is no Garrison Arts and Crafts program
- Garrisons should coordinate with local MWR Marketing to publicize the contest
 - Creatives are located at <https://www.mwrbrandcentral.com/print-web-materials/2017-arts-crafts-contest>.
 - Contest Rules are located at <http://www.armymwr.com/artsandcrafts>
- Garrison POC should lend technical expertise to assist patrons with the completion of their profile and uploading photos in the web-based program
- Enforce all contest rules, entries that do not conform to guidance will be disqualified
- Garrisons may hold local contests or set up a judging panel to determine which entries to advance to the DA level. If a garrison elects to hold a contest locally, contest deadlines should match the deadlines established by HQs
- Garrisons/Regions can forward up to five entries in each category to the DA level competition
- Entries selected for advancement to DA level competition will be submitted via the web-based program at <https://cloud.mwr.army.mil/apprtrac> **NLT 15 September 2017** (participants' submission deadline is 31 August 2017).

Entry Form

- The web-based entry form is the only entry form that will be accepted at the DA level for this contest
- Contest entry form can be accessed at <https://cloud.mwr.army.mil/apprtrac>.

Garrison/Region Submission of Entries to DA Level Competition

- Garrison/Region POC will select entries to advance to the higher level competition using the web-based program at <https://cloud.mwr.army.mil/apprtrac>. On the menu bar choose "A&C Directors" and select "Advance Entries to DA". Select the contest "2017 Army Arts & Crafts Contest" and your installation from the dropdown menus, and click "Search". When the entries appear on the screen, click on the "Advance" button under the digital image of the entry.
- Garrison/Region POC may advance up to five entries per category in each division to DA level.
- The web based program will also generate a Master List of entries for the Garrison/Region. On the menu bar choose "A&C Directors" and select "Installation Submission List". Select your installation or Region and the contest "2017 Army Arts & Crafts Contest" from the dropdown menus, and click "Search". The list may be saved to a local hard drive or printed out for local use.