

Create student artwork forms for Operation Art

1. **Log in to The Arts Unit Community.**
2. **Find your application number.**
Select the **A-000000** hyperlink in blue under the **'Operation Art program'** or **'Applications'** tabs.

Applications Final Events

 Applications (1)

Application number

[A-000000](#)

How to log in:

1. **DoE** – via [2021 Operation Art](#) or add the **Staff portal tile** to log in (see Tip).
2. **Non-gov log in** – select **Operation Art** on the **'Programs'** tab.

Tip: Add **The Arts Unit Community** tile in [Staff portal](#) (under 'My websites').



The Arts Unit
Community

3. Select **'Create'** under **'Participants'** on the right of your application to **add a participant form** to provide **student and artwork details**.

Participants Enrolments Attachments

New participant details

Select a participant type to add details

School application - Operation Artwork

Create

4. **Create a new Artwork participant form for each artwork.** You'll need artwork and parent details.
5. Include **'total number of Year X'** for the **student artist/s listed on the form** (not the whole school).
6. Select **'Save'**. You can continue to edit your student's artwork details under your application in the program or in 'Participants'.

How many artwork participant forms do I create?

"I have 4 artworks made by 4 different students."

Create **4 new forms**, with the 1 student artist on each form.

"I have a collaborative artwork to enter by 3 student artists."

Create **1 form** and add all 3 student artists' details.

Visit [2021 Operation Art](#) for advice on sending artworks to The Arts Unit.

For Operation Art questions, please contact Heidi Windeisen on 8512 1195 or opart.artsunit@det.nsw.edu.au

Any tech issues? Please contact tausupport@det.nsw.edu.au