

2019 Army Arts & Crafts Contest Guide

Arts & Crafts Directors and/or Garrison Point of Contact

Contest Guide

- See **2019 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/assets/7970>
 - Contest Rules are located at 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/IMCOM Directorates 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 19 July 2019 (participants' submission deadline is 8 July 2019).

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/IMCOM Directorates Submission of Entries to DA Level Competition

- Garrison/IMCOM Directorate 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 "2019 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/IMCOM Directorate 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/IMCOM Directorate. On the menu bar choose "A&C Directors" and select "Installation Submission List". Select your installation or Directorate and the contest "2019 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.