

2014-2015 National PTA Reflections®

Guide to Online Registration

Create an Account

- Visit PTA.org/Reflections, Click “**register now**”
- Welcome to the Sign In page, Click “**Sign Up**”
- Enter your full name, Email, and create a password.
 - Select “**PTA**,” if you are a PTA Reflections Chair - OR-
 - Select “**Student**,” if you are a student participant submitting an entry to your Local PTA.
- Click “**register**” to receive an email confirmation. Click the unique link in your confirmation email to activate your account.

Technical assistance, contact
support@myreviewroom.com

Reflections program and online
registration assistance, contact
reflections@mopta.org

More information contact
National PTA
(800) 307-4PTA

Task 1. Register Your PTA

- Click the green “**Register Your PTA**” button.
- Click task 1. “**Register Your PTA**” and complete the PTA Registration Form.

Task 2. Submit Student Entry

- From the homepage, click the green “**submit student entry**” button or click task 2 below task 1.
- Click “**Student Entry Form**” and complete the Student Entry Form as it appears on the original paper form. Click “**create new student entry**” to start another form for each student advancing to the next level.
- **ONLY FOR STATES PTAs & PTAs PILOTING ARTWORK UPLOADING:** Click the second task to upload artwork. Click “Browse...” to select your artwork from the computer. Click “submit” to preview your artwork online. Click “Back to Submission” to confirm your task is completed. You may click “Edit” or “Delete” to upload a new version. Click “submit your full application” to submit your entry form and artwork.

Task 3. Report Participation

- From the homepage, click your PTA submission to view your PTA’s task list.
- Click task 3. “**Report Participation**” and complete the PTA Participation Form.

Task 4. Review & Advance Student Entries

- From the homepage, click your PTA submission to view your PTA’s task list.
- Click task 4. “**Advance Student Entries**” to view a list of entries submitted to your PTA.

This page will allow you to:

- **Search and sort submissions:** Use the search box to search by student entry form responses. For example: View entries by category by searching by arts category name; View entries by division by searching by division name; View entries by PTA Name by searching by student’s PTA Name.
- **Download/Print submissions:** Click “download material” to download all student submissions at once. You may also click “see reference material” to download and print individual student submissions.
- **Download a list of Student Entry Information:** From the top right toolbar, click “**PTA Report**” and enter your PTA ID Number to download a CSV. File of student submissions. Additionally, Council, District, Region and State PTAs have access to download registration and participation forms.

Once you’ve completed your rankings and ready to advance finalists to the next level:

- Use the search box to quickly find submissions advancing to the next round.
- Select “**Advance**” for each entry advancing to the next judging round. NOTE: Entry will leave your review page and appear in the next PTA review page.
- Notify the next level after you advanced your finalists. If you advanced a student entry by accident, inform the next level of this mistake.
- Attach original student entry form to artwork and advance to the next level.

Frequently Asked Questions

Q: What is the purpose of the Reflections Online Registration?

The purpose of the Reflections Online Registration is to provide an online tool that organizes and transfers student entry information to the next round of judging ultimately providing opportunities for student recognition at the region, state and national level. Online registration also provides opportunity for Local PTAs to report participation and share program ideas.

Q: Is it required to submit an online registration?

This is your State PTA's decision. Contact your State PTA to confirm if your PTA should complete the online registration process.

Q: How do I send artwork to the next judging round?

Online registration only transfers student entry forms to the next judging round. You will need to follow your State PTA Reflections Guide to send the winners' artwork to the next round of the competition. Every state has different guidelines for this process.

Q: Where can I learn more?

Visit www.pta.org/Reflections to get started. Or, contact your State PTA for additional training materials. If you are not sure who to contact, email Reflections@pta.org.

Q: I am the Reflections Chair for more than one PTA, how can I use the online registration tool?

Designate one account to manage all your PTA Reflections programs. Also, submit student entries to any PTA in the same account.

Q: Who should register my PTA?

The Reflections Chair/Co-Chair or PTA volunteer with internet access may register your PTA. If your community does not have Internet access, contact your Regional PTA (i.e., Council, District or Region) or State PTA to determine a solution.

Q: When should I create an account?

Access the system and complete your PTA Registration Form when you have identified your Reflections winners. At this time you will have participation information to report and student entries to advance.

Q: I don't know my National PTA 8-digit ID Number, where can I find it?

You may ask your PTA President or contact your state PTA office.

Q: I don't have time to complete student entry forms online. What should I do?

Invite parents/guardians, student winners 18+, and/or PTA volunteers to submit student entries online. Provide them with a copy of the paper student entry form so they can transfer this information online. You will be able to review and advance these entries from your registered account.

TIP: Save time by only completing online forms for student entries advancing to the next round.

Q: We don't tell our students that they have advanced to the next round until later in the year. How do we keep this a secret until we're ready to announce the winners locally?

Ensure all participants submit a completed paper Student Entry Form. Designate a PTA Volunteer(s) to register as a "student" to submit student entries on their behalf.

Q: What should I do with the original paper Student Entry Forms?

Forward the original forms with the artwork to the next round. Check your state's Reflections guide for instructions.

Q: How do I review online student entries before I advance them to the next round?

You may review online entries submitted to your PTA by downloading/printing the forms in your review room or download your PTA report that compiles this information in one CSV. document.

Q: I found an error on a student entry form. How can I edit this?

Entries are locked for editing after they are submitted for review. Add a note to the entry found in your review room. State PTA leaders will review these notes and make necessary edits.