

# Reflections II



## Handyman's Tips

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# At this point you have...

- ✓ Collected the student's actual artwork & entry forms
- ✓ Entries have been judged and placed



## What's next?

# Opportunity for Additional Recognition



Photo Credit: LifeTouch

## Missouri PTA State Round of Reflections

Your Unit may advance:

- 3 student entries per awards category – i.e. 3 primary visual arts entries
- Submit online using Student Entry Portal
- Due date for submitting entries to Missouri PTA is **December 17**.
- State round recognition is announced at the beginning of March via email & website

# 2016-2017 PTA Reflections Program National Awards & Events

## National Awards Announcement

May 2017

PTA.org/Reflections



## National Awards Celebration

June 2017

Annual National PTA Convention

Las Vegas, NV



## National Art Exhibit Opening

January 2018

U.S. Department of Education

Washington, DC



# Be in Good Standing

A PTA unit is “in good standing” if it:

- Remits dues to the state by the 1st of each month
- Has bylaws approved every three years;
- Submits a copy of the unit’s fiscal year end report to the state PTA by December 1<sup>st</sup> of each year;
- Submits a copy of the unit’s annual financial review (formerly known as the audit) to the state PTA by December 1st of each year;
- Submits a copy of the required IRS tax form to the state PTA by December 1<sup>st</sup> of each year;
- Submits the names and addresses of officers to the state PTA by March 31<sup>st</sup> of each year; and

**Let's Get  
Started!**



**What “tools” will I need?**



# What's in your tool bag?

- 2016-2017 Reflections Guide for Local Leaders of Missouri

Art Category Rules

Guide for Online Portals

- Computer with USB & CD capability, scanner and internet access
- Camera (phone works)
- Solid color table cloth for back drop (black is nice)
- Student's artwork and entry form





**National PTA® Reflections**  
PTA Leader Online Instructions

**National  
PTA**  
everychild.onevoice.®

#### PTA Registration & Reporting Instructions:

**1. Register Your PTA from July 1—January 1 at**

[PTA.org/Reflections](https://www.mopta.org/Reflections).

- Enter your National PTA 8-digit ID Number.
- Enter your PTA Name, City, State, ZIP.
- Enter your PTA Leader Name, Title, Address, City, State, ZIP.
- Enter your School Name, Number of Students Enrolled, Title I Status (Y/N), Percent of students who receive free/reduced priced lunches.
- Enter your additional contacts who wish to receive program communications from State and National PTA.
- Click "Submit" and receive a confirmation email.

Verify your State PTA's instructions before registering and reporting for your PTA.

**NEED HELP?**  
For technical assistance, contact  
[info@PTA.org](mailto:info@PTA.org) (800) 307-4PTA

**2. Report Student Participation & Program Success from September 1—March 1 at** [PTA.org/Reflections](https://www.mopta.org/Reflections).

- Enter your National PTA 8-digit ID Number.
- Select which grade divisions your PTA offered.
- For each division, Enter student participation totals for each arts category.
- Enter total number of participating students.
- Select true statements regarding your program's success.
- Click "Submit" and receive a confirmation email.

#### Student Entry Portal Instructions:

**1. Create an Account.**

- Visit [PTA.org/Reflections](https://www.mopta.org/Reflections) and click the "Submit Student Entry" button.
- Click "sign up" and enter your full name, email and create a password.
- Click "register" and receive a confirmation email.
- Click the unique link in your confirmation email to activate your account.

Verify your State PTA's instructions before using the Student Entry Portal.

**NEED HELP?**  
For technical assistance, contact  
[support@myreviewroom.com](mailto:support@myreviewroom.com)

**2. Submit Advancing Student Entries.**

- From your account's home page, click "create a submission" for each student entry advancing to the next round.
- Click "Student Entry Form" to enter Student Entry information.
- Click "Upload Artwork" to upload a digital copy of the entrant's artwork (optional).
- Click "submit your student entry" to submit student entry. If you submit a student entry by accident or need to make edits to completed forms, please notify your State PTA.

**3. Confirm Student Submission Status.**

- From your account's home page, view a list of created submissions. Confirmed submissions will show a status of "Submitted."
- Look for State and National PTA award announcements and special invitations to Reflections celebration events.

**Go to**  
**[www.mopta.org/Reflections](https://www.mopta.org/Reflections)**



**Click on**  
**Reflections Tool Kit**

*Local Leader's Guide  
for Missouri Units*

*Art Category Rules – Visual Arts,  
Dance, etc.*

*Guide for Online Portals*



# Step 1: Register Your Unit

- July 1 – November 1
- Use the Guide for Online Portals
- You will need to know your unit's 8-digit ID#
- Have other information listed on guide ready
- Go to [www.pta.org](http://www.pta.org) to register
- Watch for confirmation email

## **Step 2: Prepare Art Work**

- Review the specific art category rules for the acceptable file format
- Verify existing digital files (dance, film production & music composition) are correct format
- Create digital files if needed
  - i.e. scan literature, take pictures of photography or visual arts
- Label files correctly by renaming & saving  
TURNERY PTSA.MUSIC COMP.HS.JOHN RUPERT



# Is it 2D or 3D?



# Visual Arts Forms

- **2D Forms:** Architectural drawing, collages, photographic collages, computer-generated image, drawing, painting, printmaking.
  - Dimensions must not exceed 24x30 inches, including matting.
  - Paper entries must be mounted on sturdy material.
  - 1 digital file uploaded
- **3D Forms:** Architectural model, carpentry, ceramics, design, dioramas, fiber work, jewelry, kites, metal etching/punch work, mobiles, sculpture and wind chimes.
  - Artwork must be able to move for display purposes.
  - Must include packaging materials and 3 photos of the entry (a combination of angles) for judging, ID and exhibition purposes (entries that require assembling/repairing from transporting will be disqualified).
  - When labeling the files include view1, view2, view3

*Images of Reflections Student Artwork*

*Images of Reflections Student Artwork provided by Jean Irwin,  
Reflections Committee Member*





**If you guessed 2D  
– you are correct !**





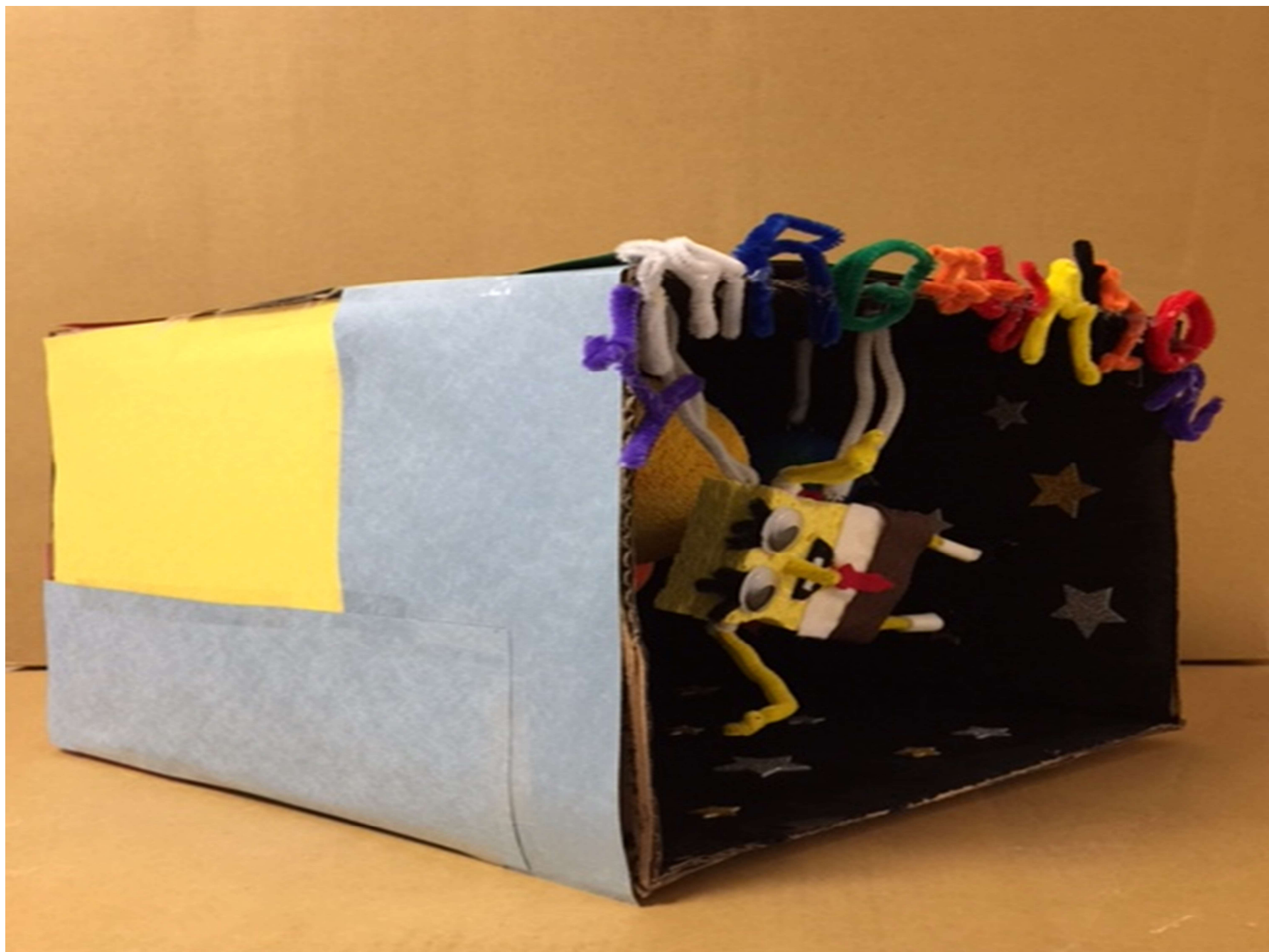
# 3D Artwork

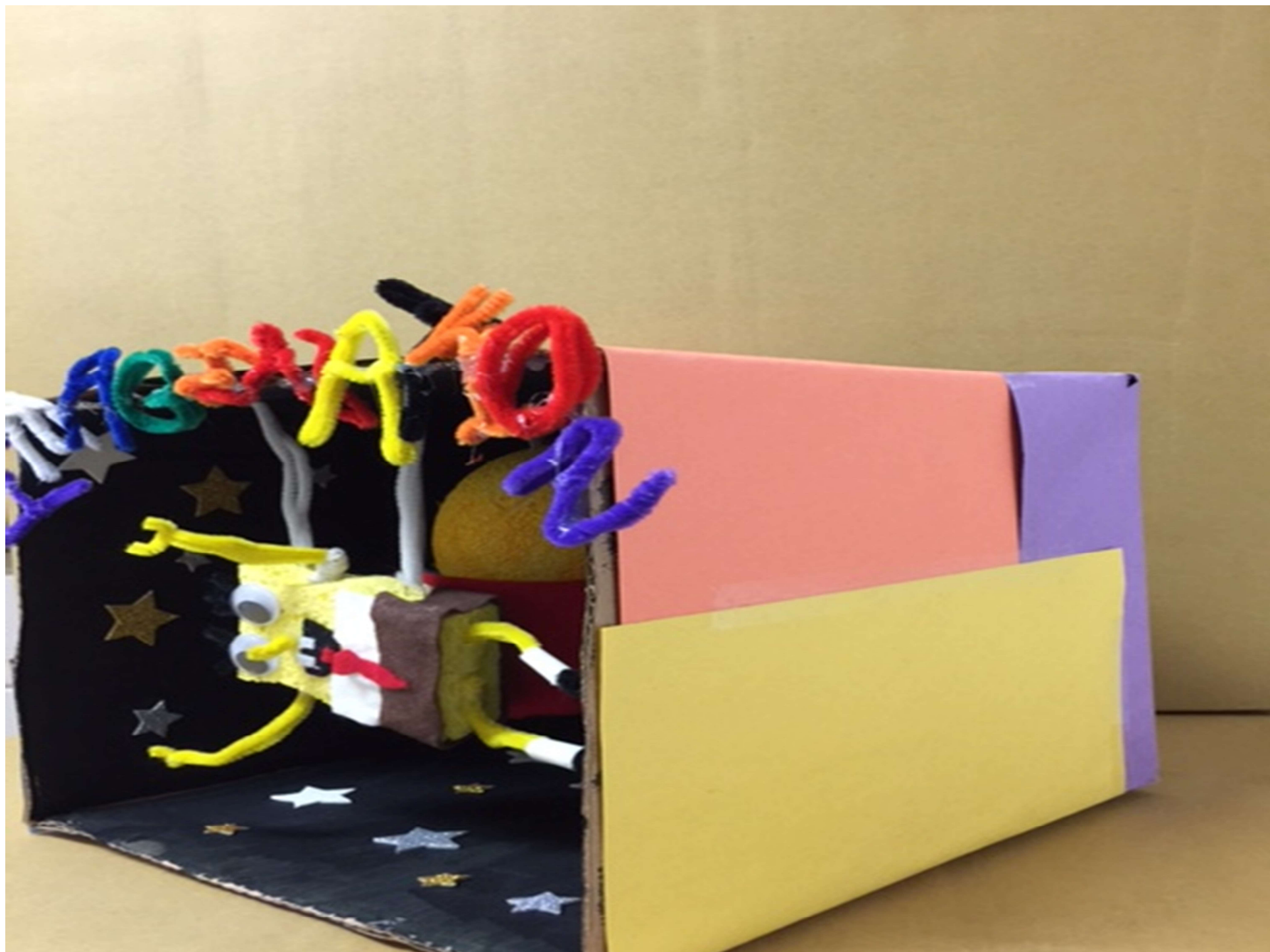














# **Ready to Upload!**

Follow the Student Entry Portal Instructions on  
the Guide to the Online Portals

1. Create an account
2. Submit the entries by December 17<sup>th</sup>
3. Confirm each student's submission status



# 1. Create an Account

- Go to [PTA.org/reflections](https://pta.org/reflections)
- Click “Submit Student Entry”
- Click “sign up” and enter YOUR NAME, YOUR EMAIL & create a password (write it down 😊)
- Click “register”
- Check your email for the confirmation email
- Click the unique link in the email to activate your account

**That Was Easy!**



## 2. Submit Advancing Entries

- Go to your account's "home page"
- Click "create a submission"
- Click "Student Entry Form" and enter the information from the hard copy of the student's entry form
- Click "Upload Artwork" to upload the digital file of the artwork. You will get that "browse" option to go to doc file, click on it then upload
- Click "Submit your student entry"

Looking Good!!!



### **3. Confirm Student Submission Status**

- Go to your account's "home page"
- You can view the list of the created submissions
- Confirmed submissions will show a status of "Submitted"

# ***But what if .....***



- *I didn't use the right file format?*
- *I uploaded the wrong student file and submitted it?*
- *I need to edit the entry form?*
- *I'm not sure if this uploaded?*
- *How do I know you got?*
- *I really do not understand what I am doing!*



- Take a deep breath
- Stay calm and drink a Pepsi
- Just notify Missouri PTA at [reflections@mopta.org](mailto:reflections@mopta.org).

**We are here to  
help you!**





- You did it!
- Now relax and enjoy the holidays.
- Watch for results to be announced by email and on the Missouri PTA website

*Thank you for spending the weekend with us and for all you do to help our children succeed.*

