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

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

Photo Credit: LifeTouch
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 1st 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 1st of each year;
• Submits the names and addresses of officers to the state PTA by March 31st 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)
- Sold color table cloth for backdrop (black is nice)
- Student’s artwork and entry form
Go to
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 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 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 17th
3. Confirm each student’s submission status
1. Create an Account

• Go to 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.

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.