



National PTA® Reflections

PTA Leader Online Instructions



PTA Registration & Reporting Instructions:

- 1. Register Your PTA** from **July 1—December 1** at PTA.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.
- 2. Report Student Participation & Program Success** from **September 1—March 1** at PTA.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.

Missouri PTA Units
will need to utilize this online process
to register & report participation.

Email questions to
reflections@mopta.org

NEED HELP?

For technical assistance, contact
Info@PTA.org (800) 307-4PTA

Student Entry Portal Instructions:

- 1. Create an Account.**
 - Visit PTA.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.
- 2. Submit Advancing Student Entries by December 16, 2017.**
 - 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.

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support@myreviewroom.com