PTA Registration & Reporting Instructions:

1. **Register Your PTA** from July 1—December 1 at [PTA.org/Reflections](http://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](http://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.

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.