

Student Entry Portal Guide Contents

Please use these directions as you use the platform to create entries to be advanced to your State PTA. Be sure to coordinate with your [State Reflections Leadership](#) to ensure you are following all required steps and procedures.

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Creating a Student Entry Portal Account

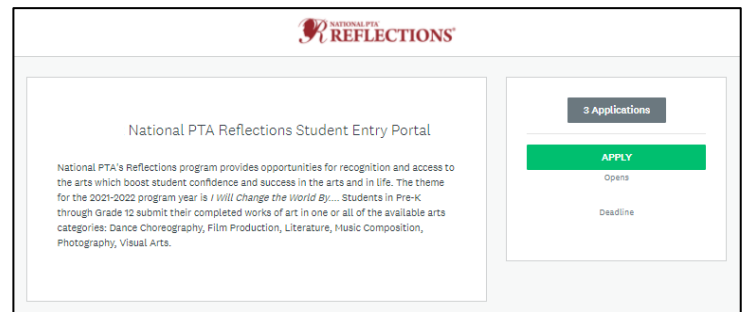
If you had a previous account, to log in choose “Log In” in the upper right corner. Complete the account information. If you have forgotten your password, choose “Forgot your Password” and follow with instructions to set a new password.

To create an account, choose “Register” in the upper right corner. Register with your Facebook, Twitter, or Google account. You can also complete the fields and select “Create Account” at the bottom of the page.

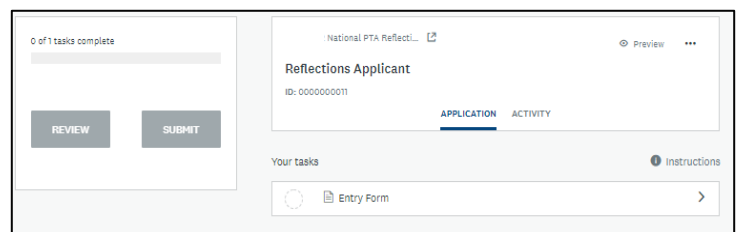
If you're experiencing technical difficulties in creating your account or in creating an application, you can reach out to [the administrators of the site](#). If you are still experiencing issues, please contact your [State Reflections Chair](#) so they can liaise on your behalf.

Completing Your Reflections Entry Application

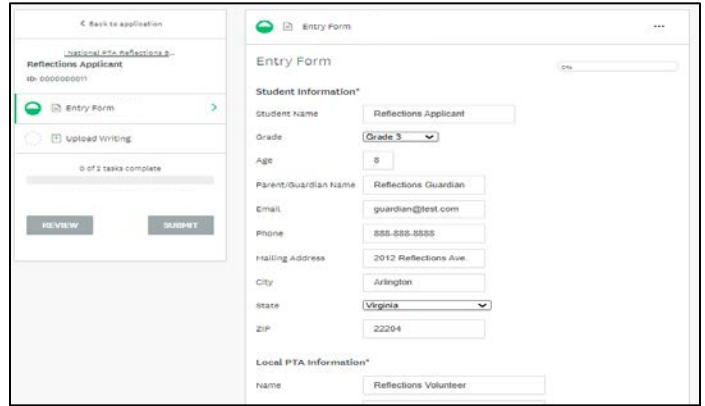
To get started, click **Programs** in the top in the top right corner. On the following page, click **MORE** and then **APPLY** in order to start your new Reflections entry application.



Click **Entry Form** and complete the fields in the application that follows.

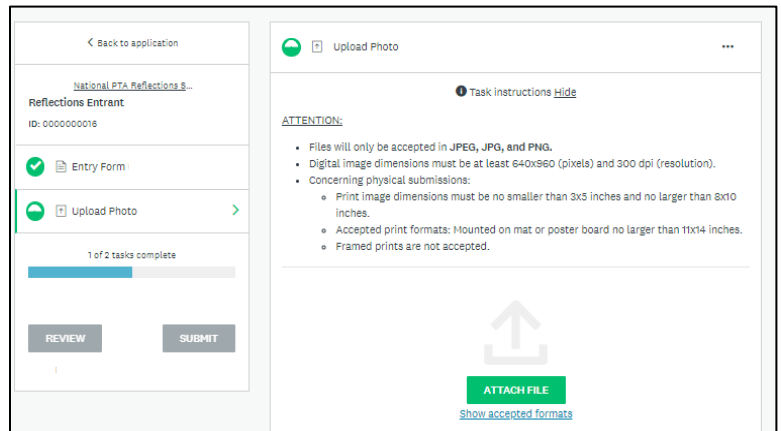


There are three pages to the application. Click **NEXT** to advance to each page. Once you have finished all the pages and signed the Entry Form, click **Mark Complete**. *Be extremely careful while you complete the application as you will be unable to edit the application once it is complete.*



Once you have completed the form, click **Upload** on the left side, under **Entry Form**, to add the student artwork. Please reference the Task Instructions, which explain which files are accepted by the platform to ensure you can upload your Reflections entry for Dance or Film Video, Music audio and Notation, Visual Art or Photography Image.

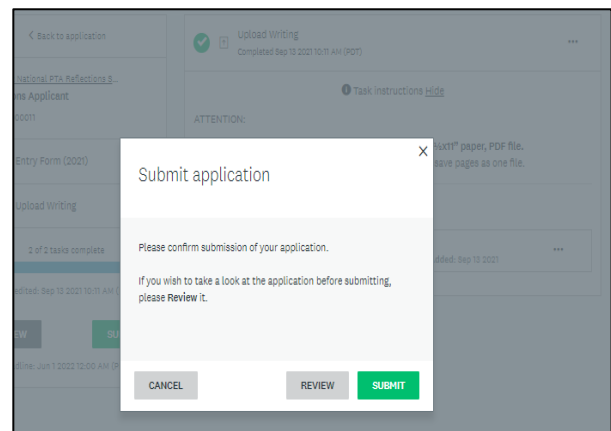
Choose **ATTACH FILE** and once the file is uploaded, **MARK AS COMPLETE**.



To fully complete your Reflections entry, click **Submit**. You will be prompted to **Review** or **Submit** the entry. As you cannot edit an entry once you submit it, you are highly encouraged to review the entry to ensure all the information entered is correctly.

If you need to make a change to the application before submitting it, click the three dots in the upper-right corner of the application and choose **Edit**.

You will receive an email to the address associated with your Student Entry Portal account confirming the application was successfully submitted. Check your SPAM or Junk Mail if you do not receive the message.

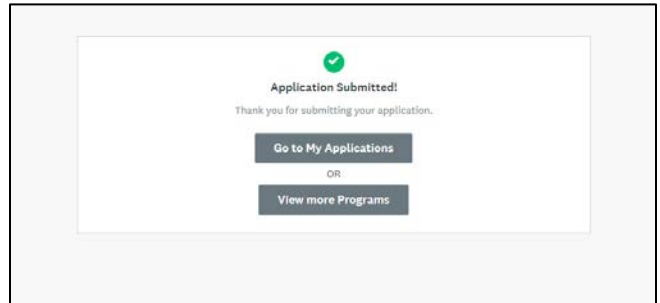


After Submitting Your Reflections Entry Application

After you have submitted the completed application, you can review and/or download the non-editable application by clicking **Go to My Applications**.

On the next page, the application will appear in a list with any other applications you have submitted to the Reflections Student Entry Portal.

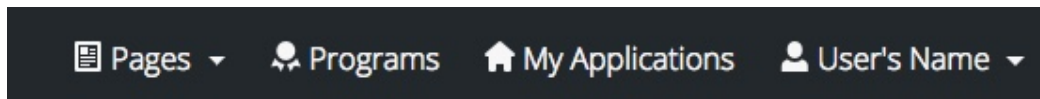
If you would like to submit another application immediately after submitting a prior application, click **Programs** in the top right corner. Then, follow the instructions in this Instructions Manual.



Editing Your Reflections Entry Application

Once an application is submitted in the Student Entry Portal, **you are no longer able to make edits to the information or the attachments**. If you need to make edits to a submission, please work with your [State PTA Reflections leadership](#) who will be able to send an application back to you so you can make the necessary changes.

Be sure to provide your state Reflections leadership with your application ID and application name so they can easily locate your entry. To find your application and application information, click **My Applications** in the top in the top right corner.



If an application is marked for edits, you will receive an email to the address associated with your Student Entry Portal account. Check your SPAM or Junk Mail if you do not receive the message.

Once received, please review the required edits, and follow the **Click Here** hyperlink to return you to all your Reflections applications. Find the application that requires additional edits, make the changes, and fully submit the entry once again.

