



National PTA® Reflections

PTA Leader Online Instructions



PTA Registration & Reporting Instructions:

- 1. Register Your PTA from July 1—January 1** at [PTA.org/Reflections](https://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](https://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.

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

NEED HELP?

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

Student Entry Portal Instructions:

- 1. Create an Account.**
 - Visit [PTA.org/Reflections](https://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.**
 - 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.

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

NEED HELP?

For technical assistance, contact support@myreviewroom.com