The National PTA Reflections Online Registration is an information and awards program management tool developed for PTA Reflections program leaders.

Upon creating an account, you will be able to:

- Submit PTA Registration Form
- Submit and organize student entry forms
- Submit PTA Participation Form
- Review student submissions and advance finalists to the next judging round.
Let’s get started and create an account!
INSTRUCTIONS:

• Visit PTA.org/Reflections
• Click “Register Now”

NOTES:

• Come back and explore the online art gallery and upcoming exhibit openings, Reflections Toolkit, and additional Arts in Education resources.

• Grant Applications for the 2015-2016 school year are available this coming January 2015.
INSTRUCTIONS:
• Welcome to the Sign In page,
• Need An Account? Click “Sign Up”
• Or, sign in using your email and password
• To reset your password, click “Trouble Signing in?”

NOTES:
For technical assistance, contact support@myreviewroom.com
You may choose to bookmark or save this page to your favorites.
INSTRUCTIONS:

• Enter your full name, Email, and create a password.

• Select your role: “PTA,” if you are a PTA Reflections Chair - OR- Select “Student,” if you are a student participant submitting an entry to your Local PTA.

• Click “register” to receive an email confirmation. Click the unique link in your confirmation email to activate your account.

NOTES:

• If you do not receive a confirmation email, check your junk box/spam
Next, we will learn how to complete the following tasks:

1. Register Your PTA
2. Submit a Student Entry Form
3. Report Participation
4. Review & Advance Student Entries

Heidi Kyler “Dreaming”
Task 1.
Register Your PTA
INSTRUCTIONS:

- Upon activating your account / logging in, your home page will provide you instructions.

- Step 1. Register Your PTA by clicking the green “register your PTA” button.

NOTES:

You may also start your registration by creating a new submission, selecting “PTA” and clicking “get started.”
INSTRUCTIONS:

- Your PTA Submission Page will provide you instructions. Click task 1. Register Your PTA to complete your PTA Registration Form.

- To complete an additional PTA registration, click the green "register another PTA" button above.

Register Your PTA (step 2 of 3)
INSTRUCTIONS: To complete your PTA registration form:

• Search & Select the National PTA 8-digit ID number of your PTA. If you do not know your National PTA 8-digit ID number, contact your PTA President or state PTA.

• Enter Official PTA/PTSA Name, Address, City, State & ZIP Code.

• Enter Reflections Chair Full Name, Title, Phone & Email.

• Enter School Information (Optional)

• Click “Submit” at the bottom of the page or click “Save” and finish later.

• You will receive an email confirmation and the application name will change to its PTA Name, upon submitting this form.

NOTES:

• Double check responses for correct and complete spelling. All future correspondence will rely on this information.

• Required information is marked with (*).
Task 2.
Submit Student Entry
INSTRUCTIONS:

• Click Home to go back to your Home Page. Here you will see your created PTA submission. Click your PTA title or view/edit to access your PTA Page.

• Follow step 2. Submit Student Entry and click the green “submit student entry” button.

NOTES:

• Submit student entries for only those advancing to the next judging round.

• You may consider having students or volunteers assist you with submitting entries.
INSTRUCTIONS:
• Your Student Submission Page will provide you instructions to complete the task below.

• Click “Student Entry Form” to begin your student entry form.

NOTES:
• Create another new student submission by clicking “create new student entry.”

• Have the student’s original paper student entry forms available so you can easily transfer information online.
INSTRUCTIONS:
To complete your **student entry form**, please submit the following:

- Search & Select the National PTA ID number of the PTA you are submitting the student form to.
- Select your State.
- Enter Local PTA Name.
- Select Division & Arts Category.
- Enter Title of Artwork; Artist Statement & additional artwork information.
- Click “Next” at the bottom of the page.

NOTES:
- Double check responses for correct and complete spelling.
- All future correspondence and recognition will rely on this information (including your use of upper and lower case letters).
- Required information is marked with (*).
INSTRUCTIONS:

Student Entry Form (Page 2 of 3):

• Enter Student Name, Grade, Age, M/F;
• Enter Student Address and Mailing Address (if different);
• Enter Parent/Guardian Name(s), Phone & Email;
• Click “Next” at the bottom of the page.

NOTES:

• Double check responses for correct and complete spelling.
• All future correspondence and recognition will rely on this information (including your use of upper and lower case letters).
• Required information is marked with (*).
INSTRUCTIONS:

Student Entry Form (Page3 of 3):

• Read acceptance of program conditions and rules;
• Enter Your Full Name
• Click “Submit” at the bottom of the page or click “Save” and finish later.

NOTES:

• Click “view” to download/print a copy.
• You will receive an email confirmation for completing your form. Also, your “Student Entry Form” task status on the Student Submission Page will be “Complete.”
• All submitted student entry forms are locked for editing to ensure consistency and fairness of the entry’s review. If you discover a mistake on the student’s form, contact your State PTA Reflections Chair to make corrections and notify the next judging round.
Task 3.
Report Participation
INSTRUCTIONS:
• Click Home to go back to your Home Page. Here you will see your created PTA submission.
• Follow step 3. Report Participation and click your PTA title or view/edit to access your PTA Page.

NOTES:
• You may report participation for each PTA submission you create.
INSTRUCTIONS:

- Your PTA Submission Page will provide you instructions. Click task **3. Report Participation** to complete your participation form.
INSTRUCTIONS:

To complete your participation form, please submit the following:

- Select Local PTA Unit/Council PTA/District PTA/Region PTA/State PTA.
- Search & Select the National PTA ID number of the PTA you are reporting on.

Local PTA Units will submit the following:

- Select all divisions your PTA Reflections Program offers.
- By division, enter student participation totals for each arts category. Your grand total will populate for you.
- Select how you celebrate Reflections.
- Click “Submit” at the bottom of the page or click “Save” and finish later.

NOTES:

- Required information is marked with (*).
INSTRUCTIONS:
Participation form continued:
Council, District, Region & State PTAs will submit the following:

- For their area, total number of PTAs and total number of PTAs participating in Reflections.
- Enter the total number of students participating in your Council, District, Region or State.
- By division, enter the total number of entries your PTA receive and advanced in each arts category. Grand total will automatically populate.
- Click “Submit” at the bottom of the page or click “Save” and finish later.

NOTES:
- Required information is marked with (*).
Task 4.
Review & Advance Student Entries
INSTRUCTIONS:

• Click Home to go back to your Home Page. Here you will see your created PTA submission.

• Steps 4 & 5 are completed from your selected PTA submission. Click your PTA title or view/edit to access your PTA Page.
INSTRUCTIONS:

- Your PTA Submission Page will provide you instructions. Click task **3. Advance Student Entries** to view a list of entries submitted to your PTA.

NOTES:

- Registration (step 1) and Participation Form (step 2) are prerequisites and required to begin step 4. Advancing Student Entries.

- Submit Student Entry (step 2) is an open task and will not appear completed because you can submit students at anytime.
**INSTRUCTIONS:**
- After your judging is complete, determine your finalists that will advance to the next round of judging.
- You may choose to **search** for your finalists by name, category or division.
- Select “**advance**” from the dropdown menu next to their name. If you accidentally advance the wrong entry or an entry contains incorrect information, communicate this with the next round Reflections Chair. To view advance entries, click “**view my rankings**.”

**NOTES:**
- Click “**See/Hide Reference Material**” to download/print individual submissions.
- Click “**download reference material**” for a bulk download of all submissions.
- Click “**Download Report**” for a spreadsheet of all submissions.

### Applicants to be Reviewed

<table>
<thead>
<tr>
<th>Submission</th>
<th>Reference Material</th>
<th>Ranking Round 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alana Meyers' Application</td>
<td>See Reference Material</td>
<td>Advance</td>
</tr>
<tr>
<td>Ashani Tennakoon's Application</td>
<td>See Reference Material</td>
<td>Advance</td>
</tr>
<tr>
<td>Ava Raham</td>
<td>See Reference Material</td>
<td></td>
</tr>
<tr>
<td>Clarissa Miller</td>
<td>See Reference Material</td>
<td></td>
</tr>
<tr>
<td>Clarissa Miller's Application</td>
<td>See Reference Material</td>
<td></td>
</tr>
</tbody>
</table>
Next Steps

1. Attached original entry to back of artwork and send to the next judging round.

2. Visit PTA.org/ReflectionsToolkit for additional resources to help you celebrate student participation in the arts!
Leadership Training & Technical Support

Visit PTA.org/ReflectionsToolkit
Contact Your State PTA

For step by step assistance, contact
info@pta.org
(800) 307-4PTA (4782)

For technical support, contact
support@myreviewroom.com