



# National PTA Reflections®

## 2015 – 2016 Online Registration

For technical assistance, contact [support@myreviewroom.com](mailto:support@myreviewroom.com)

For Reflections program and online registration assistance, contact

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### Step 1. Create an Account

- Visit PTA.org/Reflections
- Under National PTA Reflections Online Registration, Click “Sign In”
- On the Online Registration Sign In page, Click “Sign Up”
- Enter your full name, Email, and create a password to register your email.
- Receive confirmation email. Click unique link in email to activate your account.

### Step 2. Create your PTA Application(s)

- Click “create new submission” to create your PTA.
- Enter the official PTA Name and select “PTA” from the dropdown menu.
- Click “Participation Form” to submit PTA Reflections participation information.

### Step 3. Create Student Entry Application(s)

Choose one or both options to submit student entries to your PTA Application.

**Option 1:** Complete student entry form(s) yourself.

- Click “create new submission” to create your student application.
- Enter the student name as it appears on the signed paper student entry form and select “Student” from the dropdown menu.
- Click “Student Entry Form” to submit student entry information.

NOTE: Student entries are sent to the PTA selected in the first question on the student entry form.

**Option 2:** Invite someone else to complete student entry form(s).

*(Example: Parent, Student age 18+, or a PTA Volunteer who has signed paper form)*

- Click “Invite someone else to submit student entries” and enter their First Name, Last Name, and Email Address.
- This “Student User” will receive an email inviting them to create a National PTA Reflections Online Registration account. Student should follow steps outlined in Option 1 to submit their student entry form to their PTA.

### Step 4. Review & Advance Student Entries

- From the Home page, Click “go to application” on your PTA you wish to manage.
- Click “Review & Advance Student Entries” to view a list of student entries submitted to your PTA.
  - Search for a specific entry using the search box.
  - Sort student entries by Name, Arts Category, and Grade Division.
  - Select the number of entries you would like to view per page, at the bottom of the page.
- Click “See Reference Material” to download and print student entry form. Click “Hide Reference Material” to hide download and print options.
- Click “Download PTA Report” and enter your PTA ID Number to download.
  - CSV. File of all student entries in your PTA region.
  - CSV. File of all PTA Participation Forms in your PTA region.
- Select “Advance” on the student entries you wish to forward to the next round of judging.

## Frequently Asked Questions

### **Q: What is the purpose of the Reflections Online Registration?**

The purpose of the Reflections Online Registration is to provide an online tool that organizes and transfers student entry information to the next round of judging ultimately providing opportunities for student recognition at the region, state and national level. Online registration also provides opportunity for Local PTAs to report participation and share program ideas.

### **Q: Is it required to submit an online registration?**

This is your State PTA's decision. Contact your State PTA to confirm if your PTA should complete the online registration process.

### **Q: How do I send artwork to the next judging round?**

Online registration only transfers student entry forms to the next judging round. You will need to follow your State PTA Reflections Guide to send the winners' artwork to the next round of the competition. Every state has different guidelines for this process.

### **Q: Where can I learn more?**

Visit [www.pta.org/Reflections](http://www.pta.org/Reflections) to get started. Or, contact your State PTA for additional training materials. If you are not sure who to contact, email [Reflections@pta.org](mailto:Reflections@pta.org).

### **Q: I am the Reflections Chair for more than one PTA, how can I use the online registration tool?**

Designate one account to manage all your PTA Reflections programs. Also, submit student entries to any PTA in the same account.

### **Q: Who should register my PTA?**

The Reflections Chair/Co-Chair or PTA volunteer with internet access may register your PTA. If your community does not have Internet access, contact your Regional PTA (i.e., Council, District or Region) or State PTA to determine a solution.

### **Q: When should I create an account?**

Access the system and complete your PTA Participation Form when you have identified your Reflections winners. At this time you will have participation information to report and student entries to advance.

### **Q: I don't know my PTA ID Number, where can I find it?**

Use our PTA ID lookup tool at [www2.pta.org/lookup](http://www2.pta.org/lookup)

### **Q: I don't have time to complete student entry forms online. What should I do?**

Invite parents/guardians, student winners 18+, and/or PTA volunteers to submit student entries online. Provide them with a copy of the paper student entry form so they can transfer this information online. Each student user you invite will receive an email asking them to submit student entries. You will be able to review and advance these entries from your PTA's review room.

*TIP: Save time by only completing online forms for student entries advancing to the next round.*

### **Q: How do I invite student users?**

There are two ways to *add student users*: Add student users one by one or upload a .csv file. You will need each User's first name, last name and email address. Each student user you Add/Import is sent an invitation via email to complete student application(s).

### **Q: We don't tell our students that they have advanced to the next round until later in the year. How do we keep this a secret until we're ready to announce the winners locally?**

Ensure all participants submit a completed paper Student Entry Form. Designate a PTA Volunteer(s) as the "student user" to submit student entries online. Triggered emails go only to those who are invited as a "student user."

### **Q: What should I do with the original paper Student Entry Forms?**

You may need to forward original forms with the artwork to the next round. Check your Reflections guide for instructions.

### **Q: How do I review online student entries before I advance them to the next round?**

You may review online entries submitted to your PTA by downloading/printing the forms in your review room or download your PTA report that compiles this information in one CSV document.

### **Q: I found an error on a student entry form. How can I edit this?**

Entries are locked for editing after they are submitted for review. Add a note to the entry found in your review room. State PTA leaders will review these notes and make necessary edits.