



National PTA Reflections®

32 Step-by-Step Guide to Online Registration Script

Step 1:

Welcome to the National PTA Reflections Step-by-Step Guide to Online Registration Script.

Last year, State Reflections leaders as well as Local Unit, Council, District, & Region PTA worked closely with National PTA to enhance the first-ever development of the Reflections online registration system. We sincerely thank those trailblazing PTAs for their time, talents, and critical feedback. We look forward to sharing these enhancements with you today.

Before we continue, please confirm your state's participation in online registration by referencing your Local Leader's Guide or contacting your State PTA Office. In your Local Leader's Guide you will discover your state's process for advancing winning student entries and reporting program participation. This process may or may not involve online registration.

If online registration is required for your PTA, let's continue and learn how this online tool will help you stay organized and save time!

Step 2:

Today you will learn how to...

1. Create an account
2. Complete a PTA Participation Form for your Reflections program
3. Complete student entry forms online. You may complete student entries yourself or invite others to submit student entries.
4. Review student entries submitted to your PTA and Advance winning student entries to the next round.

Step 3:

Throughout this presentation you will notice areas of importance highlighted with red squares, circles, and arrows. Reference these areas for important information and instructions.

Step 4:

Create an account

Step 5:

Visit the Reflections page at our National PTA website. This web addresses is: PTA.org/Reflections
In the yellow box titled National Reflections Online Registration, Click "Register Now"

Step 6:

Welcome to the sign in page of online registration. Here you will find information for technical support, customer service support, and links to register for upcoming webinars!

On the right side of this page you can sign in to an existing account or
If you need an account, click "Sign up" to create one.



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Step 7:

To create your account: Enter your full name and email, and create a password.

This password does not require any special characters but is case-sensitive.

Select “PTA” to create an account for your PTA.

For those completing only student entry forms online, they may create an account and select “Student.”

Later in the presentation we will go over more options for completing student entry forms.

Once you click “Register” you will receive a confirmation email. Please check your junk box or spam folder if the confirmation email isn’t in your inbox.

Click the link in your email to activate your account.

Step 8:

After you activate your account or log into your account from the sign in page, you will be viewing your Home Page.

From this home page you can create one or more PTA Profiles and student entry forms. You can see here that I’ve already created a PTA Profile for National PTA as well as a student entry form.

To create your PTA profile, click “create new submission.”

Step 9:

Once you click “create new submission,” you are asked to select a category.

You may,

- Select “PTA” to complete a PTA Participation Form **OR**
- Select “Student” to complete a Student Entry Form

To start, select PTA to create your PTA profile and click “Get Started”

Step 10:

After you’ve created a PTA Profile, the next step is to complete a PTA Participation Form.

Although you may not have complete and final participation numbers at this time, you must complete the PTA Participation Form as completely as you can in order to gain access to your student information. You will be able to edit this form with actual participation numbers later.

Step 11:

Upon creating your PTA Profile, you will have access to three tasks.

1. PTA Participation Form
2. Invite other to submit student entries
3. Review & Advance Student Entries

Start with task 1: PTA Participation Form.

Step 12:

Information submitted here will report to your regional PTA(s), state PTA and National PTA. This information will inform us about student participation in the National PTA Reflections program so that we can continue support for our Nation’s largest student recognition program in the arts.

First, select the appropriate PTA category for your Reflections program: Local PTA Unit, Council, District, Region or State PTA.

The questions asked will depend on the PTA category you choose.



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Step 13:

If you are completing a PTA Participation Form for your Local PTA Unit, you will be asked to enter the following:

- National PTA 8-digit ID number.

If you don't have this number, use our Local PTA Look Up Tool.

We will also ask for your:

- Official PTA Name
- PTA Information
- PTA Reflections Chair
- Optional, School Information
- Total school enrollment
- Grade divisions offered
- Participation by arts category and division
- And how you celebrate Reflections.

Click save and exit to complete your PTA Participation Form

Step 14:

If you are completing a PTA Participation Form for your Council, District, Region or State PTA, you will be asked to enter the following:

- National PTA 8-digit ID number.

If you don't have this number, search by your PTA Name or contact your State Office.

We will also ask you for your:

PTA Name

PTA Information

PTA Reflections Chair

Total Number of PTAs

Total Number of Participation PTAs

Number of entries received

Number of entries advanced

Click save and exit to complete your PTA Participation Form

Step 15:

Next we will learn about how to complete student entry forms. You may choose to A. Invite others to submit student entries, AND/OR B. complete student entries yourself.

Step 16:

Option A: Create a new student submission yourself.

Click "Home" in the top left tool bar to access your account's home page.

From the home page, click "Create new submission" and select "student" to get started.



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Step 17:

If you do not want to complete the student entry forms yourself, you may choose option B. First, go to your PTA Profile Page. Click the task, “Invite others to submit student entries.”

Step 18:

Use our Add/Import Users Page to send email invitations to those you would like to complete a student entry form.

Type in their first name, last name and email address and click “Add User.” All guest users are considered student users. Users will receive an email invitation to submit an online student entry form. You may consider inviting the parents of student winners or PTA volunteers to submit an online entry form. Provide them with a paper copy of their student entry form so they can easily transfer information online. Always keep a paper copy of the student entry form for documentation of parent/guardian/student signatures.

Please know that by inviting student winners to complete an online form, they will know they are advancing to the next round. If you want to save the announcement of your winners till later, consider having PTA volunteers complete the student entry forms on the student’s behalf. Once your student users complete student entry forms, you will have access to review these student entries before advancing them to the next round.

Step 19:

Once you or your student users create a Student Submission from the Home Page, you will see the Student Page. Here, you will click the task, “Student Entry Form” to begin completing a student entry form. Please note that only advancing entries will need entered online.

Step 20:

On the student entry form, enter and select the National PTA ID number of the PTA you are submitting the student form to.

- For instance, If I am a Local PTA Reflections Chair completing the form, I will enter my own Local PTA Unit ID number. This will submit the form to my own PTA Profile where I can review and advance it.
- For another example, If I am a District Reflections completing the form, I will enter my own District PTA ID Number. This will submit the form to my own PTA Profile where I can review and advance it from the District Level.

Additional information on this inform includes:

State

Student Information

Parent/Guardian Information

Local PTA Unit Information



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Step 21:

Entry Questions Include:

- Arts Category
- Division
- Title of Artwork
- Artist Statement
- And Category Specific Questions.

Step 22:

At the bottom of the form we ask for you to identify who you are. Are you a Student 18 and over, a parent or legal guardian, or a PTA volunteer with a signed paper form?

Type your full name in the signature box and click “save and exit” to complete the form. This is an official electronic signature.

After you click “save and exit” you may download and print your completed form.

Step 23:

In Step 4 we will learn how to view student entry information and advance winning student entries to the next round.

Step 24:

To get to your PTA Page, click on your PTA Profile located on the Home Page.

Click the task, Review & Advance Student Entries

Step 25:

Here, you will see three columns.

In the left column you will find a list of student entries by student name that were submitted to your PTA Profile.

In the middle column you may click “See Reference Material” to download or print a pdf. copy of a student entry form.

The right column will allow you to advance winning entries.

To help you navigate through a list of student entries, sort by Name, Arts Category, & Division by using the sort feature located above.

Step 26:

If you are a Local PTA Unit, you will have access to download a report of student entry information.

In the top right toolbar, Click download PTA Report.

Enter your 8-digit National PTA ID Number and click “Download Report.”

This report is a spreadsheet that you can easily customize and edit to your liking. You may use the spreadsheet to organize judging results, print student certificates and awards, and communicate with participating students.



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Step 27:

If you are a Council, District, Region or State PTA, you will have access to download 2 reports. 1. a report of student entry information & 2. a report of PTA Participation information. The reports contain a collection of all Student Entry Form & PTA Participation Form responses within your area. For example, As a Region Reflections Chair, I will have access to all Student Entry Forms completed within my PTA Region. I will also have access to all PTA Participation Forms completed within my PTA Region.

In the top right toolbar, Click download PTA Report.

Enter your 8-digit National PTA ID Number and click “Download Report.”

This report is a spreadsheet that you can easily customize and edit to your liking. You may use the Student Entry Report to organize judging results, print student certificates and awards, and communicate with participating students. You may use the PTA Participation Report to monitor participation and communicate with your Reflections Network.

Step 28:

When you are ready to advance your winners to the next round, go to your “Review & Advance” page to find your list of student entries.

Select “Advance” to send each winner to the next round. For information on deadlines for advancement and how many student entries to advance, check your Local Leader’s Guide or contact your State PTA Office.

Please note: Once you’ve advanced an entry, it will be removed from your list and appear in the next round of judging. The entry will not return. If you advance a student entry by mistake, notify your State Reflections Chair to correct this mistake. Your State Chair will have access to place student entries in the correct rounds of judging.

We recommend that you download/print a copy of your winning student entry forms before you click “Advance” so that you can keep a copy for your own records.

You will also always have access to student information, even after the entries advance. This information is available for download in the “Download PTA Report” feature.

Step 29:

After you’re PTA Participation Form is updated and your student entries are advanced online, don’t forget about the following next steps.

1. Send artwork and printed entry form to the next round. If you are unsure of the deadline for advancing student entries to the next round, check your Local Leader’s Guide or contact your State PTA Office.

Step 30:

Please join us for another live webinar. The National PTA Reflections Program will present “Reflections 101” on the second Tuesday of the month from 8:30 P.M. to 9:30 P.M. EST. This webinar is intended for new or emerging Reflections Chairs and will cover the nuts and bolts about Reflections.

You are also welcome to join us again on the third Tuesday of the month from 8:30 P.M. to 9:30 P.M. EST. to review the process for registering online.



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Step 31:

Your State Reflections Chair is eager to assist you with your Reflections Program.

For additional support, National PTA has added a team of customer service representatives ready to assist you via phone and email. Contact National PTA at info@pta.org or call 800-307-4PTA

If you experience technical-computer issues, please contact support@myreviewroom.com for support.

Step 32:

Questions?

