Introduction to the Online System for Reflections

National PTA Reflections Winner
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Today’s Objective:
To introduce the Reflections Online Process.

Presenter:
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Programs and Partnerships Director

Introduction:
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Arts in Education Manager
GoToWebinar
Tools to Help You Participate
1. Intro
2. DEMO: Online System (approx. 15 min.)
   – Access
   – Registration Process
   – Student Entry Process
3. Time for Questions (approx. 30-45 min.)
“Every moment of every day is unique. Good or bad – no moment is the same.

We all have that one moment that we can look back on and say, ‘I wish I could live that day over and over again.’ ”
ACCESS ONLINE SYSTEM

Visit
www.pta.org/reflections

October 5th
www.pta.org/ reflections
Create an Account

Click “Sign Up”
Create an Account

- Enter your Full Name and Email
- Create a Password
- Select the Category:
  - Local PTA Unit
  - PTA District/Council/Region
  - State PTA
- Enter Access Code:
  The Magic of a Moment

Click “Register”
Confirmation E-mail

Click on link in your E-mail

Confirm registration for National PTA Reflections

Hi Reflections test,

You registered an account at National PTA Reflections.

Please confirm your registration with the following details: http://nptareflections.12b073e61d/?next=%2F

If the link above is not active, you can also copy/paste the following URL into your addressbar: http://nptareflections.myreviewroom.com/ctm/0fa7032788281fd4c00af57469752b073e61d/?next=%2F
REGISTRATION PROCESS
Register PTA
Add Student Winners
Register Your PTA

Click PTA Registration Form

Registration Process
PTA Registration Process

• Enter your 8-digit PTA identification number

This will feed the correct PTA registrations and student entry information to the next round.
Don’t know your PTA ID Number?
You can find it by clicking on our look-up tool.
Still can’t find your PTA?

Check your ID and enter it again. If you repeatedly have this problem, email reflections@pta.org or call 703-518-1200 and ask for “Reflections.” We will facilitate a solution with your State PTA!
PTA Registration Process

• Enter your 8-digit PTA identification number

This will feed the correct PTA registrations and student entry information to the next round.
• Enter your PTA Information

• Enter your School Information (including principal contact info)

Click “Next”
• Enter total school enrollment
• Check all grade divisions in Reflections Program
• Student participation by division and arts category
  – If no students enter “0”

Click “Next”
How do you celebrate? Select all that apply.

- Public Announcements
- School Events
- Community-wide Events
- PTA Meetings
- School Board Meetings
- Other (open field for text)

Click “Submit”
Click “Back to Submissions” and click on “Add Student Winners”

Download your responses here
Click to View, Edit, & Download Your forms

<table>
<thead>
<tr>
<th>Application Round</th>
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<tbody>
<tr>
<td>Step 1. Click &quot;PTA Registration Form&quot; and enter the form.</td>
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<tr>
<td>Step 2. Click &quot;Advance Student Winners&quot; to enter/upload information.</td>
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<tr>
<th>Task</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>PTA Registration Form</td>
<td>Complete</td>
</tr>
<tr>
<td>Advance Student Winners</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>
PTA Registration Complete!

Next Steps

- Facilitate student entry process:
  - Student ages 18 and over
  - Parents/guardians of students under age 18
  - PTA volunteers with signed paper student entry forms

- Follow your State Guidelines to send artwork.
STUDENT ENTRY PROCESS

Enter only local student winners who advance to next round of competition.
PTA Registration Summary Page

Click “Add Student Winners”
Add Student Entries Manually

Enter the name and email address for the person completing each Student Entry Form

- Applicant age 18+
- Parent/Guardian
- PTA Volunteer (with signed paper form)

Click “Submit”

Once you’ve added the contact info, you will see a new tab called “Your Users”
Import Student Entries from .CSV (Excel)

- Browse your computer for file then click “Import”

Template .CSV file will be shared with State PTAs
Greetings from PTA!

You are invited to complete an online student entry form for a student that is advancing to the next round of the National PTA Reflections contest. To officially move to the next round, we will need you to fill out a simple student entry form at: <insert unique link>.

This process should take about 10-15 minutes. You will need your PTA’s ID number. Request this information from your local PTA Reflections contact or look it up here: http://pta.org/jp_find_your_pta.html.

Thank you for your contribution to this nationwide arts education program!

Best regards,

PTA
Student Entry Form

Click on Student Entry Form

More than one student entry form can be submitted per account.

Example:
- Bob won in two categories
- A dad has two children who are advancing to next round
- A PTA volunteer is submitting entries for all student winners
Complete Student Entry Form Online

Use student’s paper Local PTA Student Entry Form as a guide

Transfer Information from paper to online

Student Entry Process
Check the field that best describes you

- Applicant age 18+
- Parent/Guardian
- PTA Volunteer (with signed paper form)

Type in Your Name

Electronic Signature
Thank you,
Online Process Complete!

Once your student entry forms are complete, this information is forwarded to the next round!

Please allow 24-48 hours for your Registration and Student Entry information to process.
Next Steps

- Receive email confirmations when student entries are completed.
- Follow the guidelines for sending artwork to the next round.
Need more help?

• **Refresher Webinars**
  
  October 11, 1p ET  [https://www3.gotomeeting.com/register/235981830](https://www3.gotomeeting.com/register/235981830)
  October 25, 10p ET  [https://www3.gotomeeting.com/register/941477830](https://www3.gotomeeting.com/register/941477830)
  November 15, 1p ET  [https://www3.gotomeeting.com/register/872991062](https://www3.gotomeeting.com/register/872991062)
  December 13, 1p ET  [https://www3.gotomeeting.com/register/510716550](https://www3.gotomeeting.com/register/510716550)

  January  TBD

• **Feedback**
  
  – What resources or tools can we provide to help you plan, promote or celebrate?