**Registering Your Program and Reporting Your Success**

1. **Register Your PTA** – ***by October 31st for Georgia PTAs***

* Visit PTA.org/Reflections, click “Register My PTA” and enter your PTA’s 8-digit ID number.
* Enter your PTA Name, City, State, ZIP.
* Enter you 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 additional contacts who wish to receive program communications from State and National PTA.
* Click “Submit” and receive a confirmation picture below.

A screenshot of a cell phone

Description automatically generated

­­­­­­­­­­­**Using the Student Entry Portal**

1. **Create an Account.**

* Visit PTA.org/Reflections and click the “Student Entry Portal” 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.

1. **Submit Advancing Student Entries.**

* From your account’s home page, click “create a submission” for each student entry advancing to the next round.
* Click “Entry Form” and enter the student entry form.
* Click “Upload Artwork” to upload a digital copy of the entrant’s work.
* Click “submit entry” to finish. Double check your work as submission cannot be edited. To report errors/edits, please email your State PTA.

1. **Confirm Student Submission Status.**

* Click “home” to view a list of created submissions. Confirmed submissions will show a status of “Submitted.”
* Check your email for a copy of your submitted entry form.
* Don’t forget to follow all submission requirements and deadlines provided by your State PTA.
* Look for State and National PTA award announcements and special invitations to Reflections celebration events.