

## National PTA Student Entry Portal Guide

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### Tips for State Reflections Chairs Using the Student Entry Portal

Please use these tips and the following directions as you use the platform to manage your state’s Reflections entries.

- **Don’t miss the deadline!** No later than March 1 you are required to use the [Student Entry Portal](#) to submit your state’s winning Reflections entries to the national level for review. You can submit up to 30 entries, one entry per category per division.
- **Work smarter, not harder!** Keep a list of the 30 student entries advancing to the National Qualifying Round and use the quick review option to easily advance each entry in just 3-clicks.
- **Know your state!** All Reflections entries created and submitted in the Student Entry Portal automatically advance to the State Qualifying Round. This ensures State Reflections Chairs have exclusive access to the entries from their state. If you suspect an entry may be from another state, let National PTA know by emailing [Reflections@PTA.org](mailto:Reflections@PTA.org). Be sure to include the application ID and why you are flagging entry.
- **Choose the right role!** As a State Reflections Chair you have two roles in the Student Entry Portal – Applicant and Reviewer. To create/submit an application, you must be in the Applicant role. To access the entries in your State Qualifying Round, you must be in the Reviewer role. Please email [Reflections@PTA.org](mailto:Reflections@PTA.org) to request Reviewer permissions for your account.

### Login or Create a Student Entry Portal Account

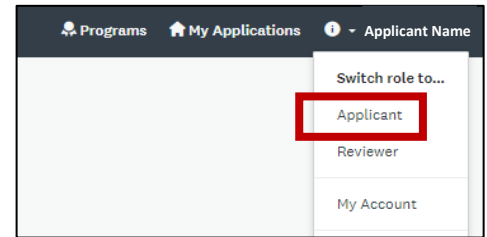
If you have a previous account, choose the “Log In” button in the upper right corner and provide the account information. If you have forgotten your password, choose “Forgot your Password” and follow the instructions to set a new password.

To create an account, choose “Register” in the upper right corner. Register with your Facebook, Twitter, or Google account. You can also complete the fields and select “Create Account” at the bottom of the page.

If you're experiencing technical difficulties in creating your account or in creating an application, you can [reach out to the administrators of the site](#). If you are still experiencing issues, please [Reflections@PTA.org](mailto:Reflections@PTA.org) with a description of the issue you are facing.

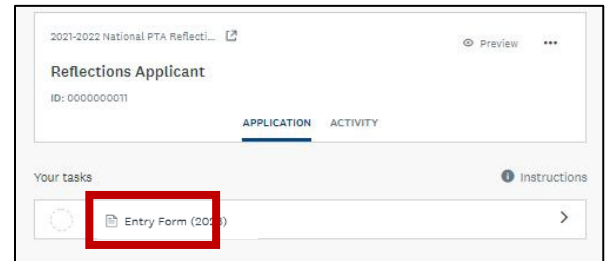
## Create and Submit a Reflections Entry

To submit a Reflections entry application, you must assume the role of **Applicant**. Click your name in the upper right corner next to **My Applications** to verify your role and, as necessary, choose **Applicant** to switch your role.



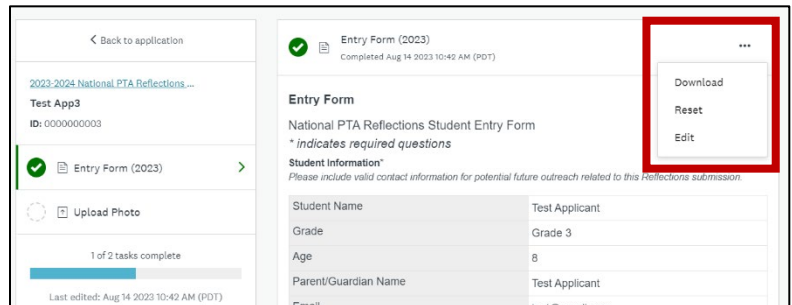
To get started, click **Programs**, in the top in the top right corner. On the following page, click **MORE** and then **APPLY** to start your new Reflections entry application. A pop up will appear and prompt you to **Name your application**. Enter the student applicant's First and Last Name and choose **Create Application**.

On the next page, click **Entry Form** to access your application, which includes three pages in total, as well as a section to upload the student's artwork. Click **NEXT** to advance to each page. Once all the information is added and you have signed the Entry Form, click **MARK AS COMPLETE**.



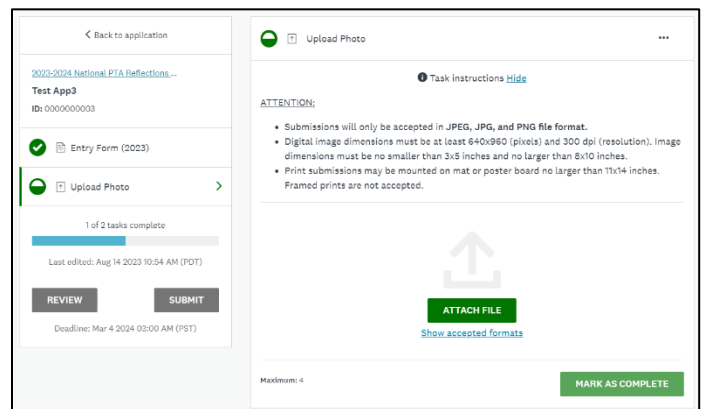
Prior to uploading the submission artwork, you are highly encouraged to review the entry information because **you cannot edit an entry once it has been submitted**.

If you need to make an edit, click the three dots in the upper-right corner of the application and choose **Edit**.



Next, to add the submission artwork, click **Upload** on the left side, under **Entry Form**. Please reference the task instructions to the right of the screen for category specific directions. Choose **ATTACH FILE** and, once the file is uploaded, click **MARK AS COMPLETE**.

To confirm your application's submission, choose **Submit**. When prompted, choose **REVIEW** to look at the application before submitting. Otherwise, choose **SUBMIT**.

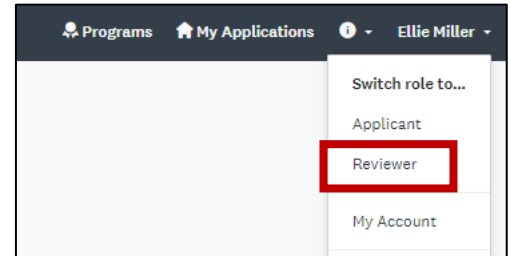


**Once submitted, you will receive a confirmation email** to the address associated with your Student Entry Portal account. Check your SPAM or Junk Mail if you do not receive the message.

## Access Your State's Reflections Entries in the State Qualifying Round

When a Reflections application is submitted in the Student Entry Portal, **it is automatically advanced to the State Qualifying Round**. To access the State Qualifying Round and the Reflections entries submitted in your state, you must assume the role of **Reviewer** and have the correct permissions as provided by National PTA.

To switch your role, click your name in the upper right corner next to **My Applications** and choose **Reviewer**. Once in the Reviewer role, you will be taken to your Review Dashboard where you can access your state's entries by clicking **Start** next to **State Qualifying Round**.



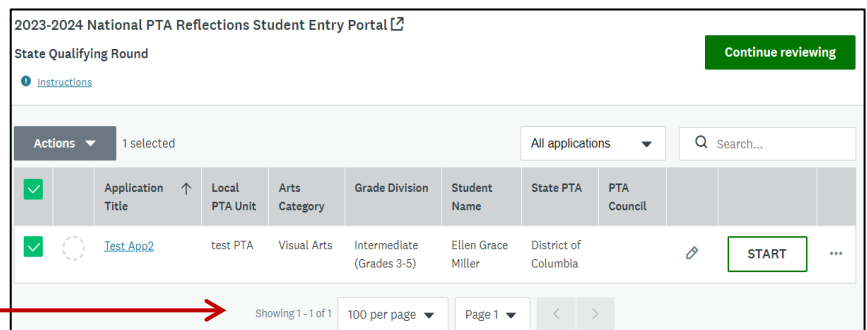
The next page will show all submitted applications in the **State Qualifying Round**. To access a full application and the submitted artwork, click the application's title.

For a report detailing your entries in the **State Qualifying Round**, email [Reflections@PTA.org](mailto:Reflections@PTA.org). Please allow for at least a 48-hour turnaround. The provided report will only include the information submitted on the Student Entry Form.

## Download Entries in the State Qualifying Round

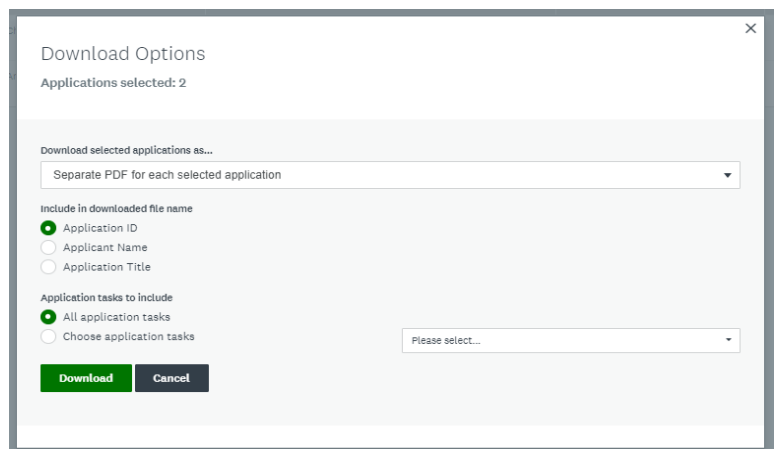
To download copies of the individual Student Entry Forms and/or the submitted artwork file(s), select the white square to the left of the Application ID for each application.

To choose multiple applications at once, change the number of applications showing to 100 per page, then select the upper-most white square on the left side of the top, gray row.



Click **Actions** and then choose **Download application**, to choose your **Download Options**:

1. Download selected applications as:
  - a. Choose **Separate PDF for each selected application** to access the Entry Form information only.
  - b. Choose **Separate PDF for each selected application (with attachments in original format)** to access the Entry Form information *and* the student artwork.
  - c. Choose **Single PDF of all selected applications** to access the Entry Form information in one centralized document.
2. Include in downloaded file name:
  - a. **Application ID** – downloaded files will be labeled with the Application ID, which is autogenerated and unique to each application.



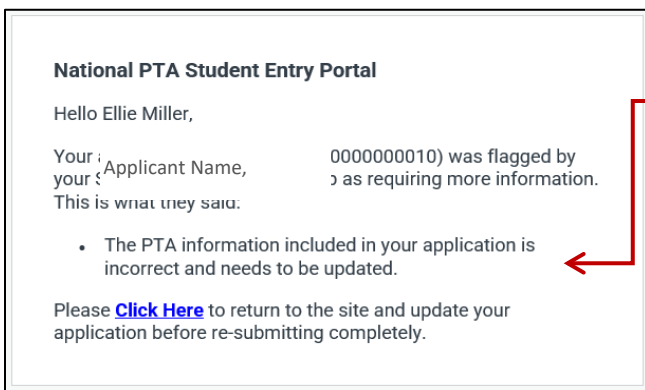
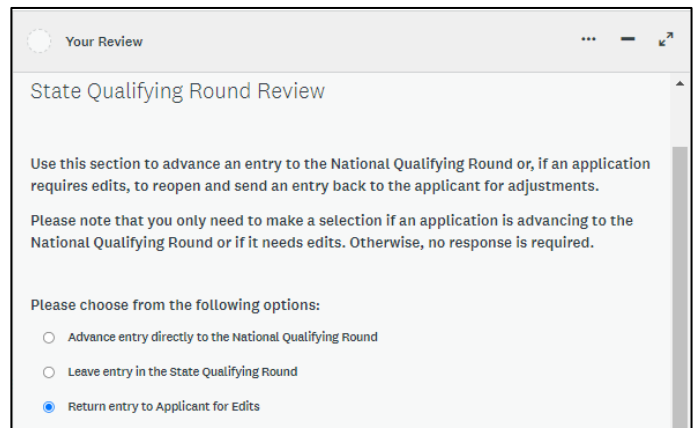
- b. **Applicant Name** – downloaded files will be labeled with the name on the Student Entry Portal account that submitted the entry.
  - c. **Application Title** – downloaded files will be labeled with the Application Title. At the start of each submission, the applicant is prompted to title the application with the student artist’s first and last name.
3. Application tasks to include:
- a. Choose **All Application Tasks** to download all student artwork.
  - b. To download artwork from a specific category, choose **“Choose application tasks”** and select the relevant arts category.
4. Select **Download**

### Edit Entries in the State Qualifying Round

Once an application is submitted, it can only be edited by the original applicant. To send an application back to the applicant for specific edits, you must be in your **Reviewer** role. Find the relevant application and click the **START** button for this option.

From the available options to the right of the screen, choose **Return entry to Applicant for Edits**. Once selected, you will be prompted to describe **What is missing from or wrong with the application?**

Please be specific in your response. Once you describe the issue, choose **Mark As Complete** to reopen the application and send it back to the original applicant.



*Sample email sent to applicant.*

The applicant will receive an email that includes the exact language you use to describe what is wrong or missing from the application and prompts them to edit the application.

The email will be sent to the address associated with the applicant’s Student Entry Portal account. If an applicant does not receive the email, encourage them to check their SPAM or Junk Mail.

**Once the edit is made, the applicant must fully submit the entry again** and it will be automatically sent back to the State Qualifying Round.

## Advance Entries to the National Qualifying Round

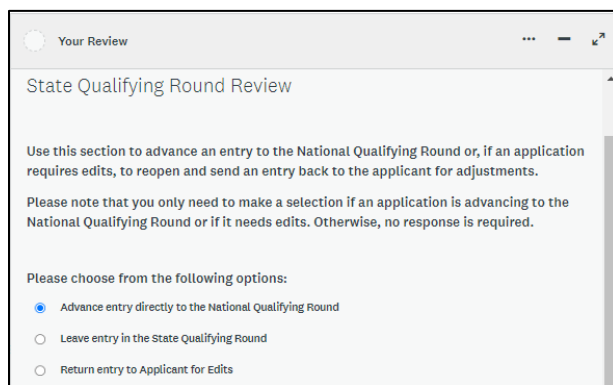
By March 1, at the end of the program cycle, each state PTA may advance their top winners to the **National Qualifying Round**. All entries moving forward for national-level review must be individually advanced using the Student Entry Portal. Each state can **submit up to 30 entries, one entry per category per division**.

You have two options for accessing the review options that will allow you to advance your entries:

- 1) **Complete Review** – Click **START** to view the application summary, the full application or attached entry before advancing the entry.
- 2) **Quick Review** – Click the **pencil icon** to advance an entry without reviewing the application summary, the full application or attached entry.

Once you access the review options, select **Advance entry directly to the National Qualifying Round**. Once selected, choose **Mark As Complete** and you will be prompted to confirm your review submission. Choose **Yes**.

You will repeat this process for each entry advancing to the National Qualifying Round. **Only select a response if an application is advancing to the National Qualifying Round or if it needs edits**. Otherwise, no response is required.



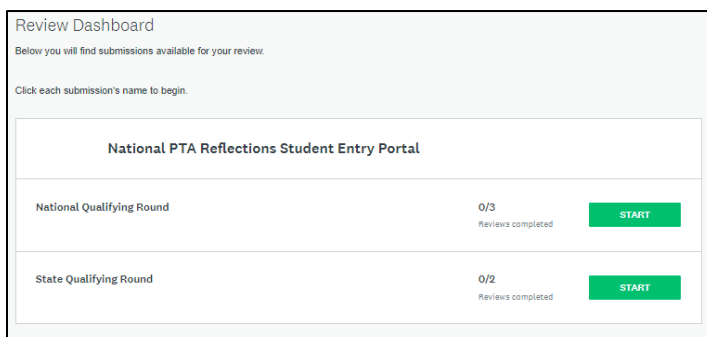
## Verify and Download Entries Advanced to the National Qualifying Round

After you fully submit your top entries to the national level for review, email [Reflections@PTA.org](mailto:Reflections@PTA.org) to let National PTA know. We will confirm the number of entries you advanced and provide a final report outlining the Student Entry Form data submitted for each of your state’s advancing entries.

Once advanced, entries will no longer be accessible in the **State Qualifying Round**. You can verify and download a copy of the entries in the **National Qualifying Round**.

To access the entries you advanced, choose **Review Dashboard** in the upper right corner. On the next page, choose **START** next to National Qualifying Round for a list of the entries you advanced for national-level review.

Once you access the entries, **no further action is required**. This section is for your reference only to verify the entries you advanced.



Promptly after the March 1 deadline (i.e., within 1 week), it is highly recommended that you **download a copy of the Student Entry Form and the artwork for the submissions you advanced for national-level review**. Once the national-level review has begun, your submissions will not be available in the **National Qualifying Round**.

Questions? Email [Reflections@PTA.org](mailto:Reflections@PTA.org).