National PTA Student Entry Portal Guide

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Student Entry Portal Tips

When to Submit: Only use this portal **if your state PTA tells you to**. If you submit an entry on your own, it might not be seen or accepted. Not sure if you should submit? Talk to your local PTA, look at your state's Reflections page, or reach out to your state PTA office for help**.**

Use Pages: The details in this guide are also outlined on pages in the portal, so you can easily refer to the directions while you submit your entries. Once logged in, click **Pages** in the toolbar at the top of the page.

Technical Issues: If you have trouble making an account or submitting an entry, try contacting the website's support team.

After Submission: As best practice, PTAs submitting entries to their state should let leaders know when all entries are complete. This helps ensure everyone is on the same page.

Start an Entry

To get started, go to the Student Entry Portal homepage. Follow the steps below:

- **Create a new entry** by clicking **Apply**. A pop-up will appear asking you to name your application.
- Type in the **first and last name** of the student artist.
- Click **Create Application**.

Heads up: If you're not ready to create an entry, you can **Log in** to an existing account to manage your applications.

Login or Register

You need to log in or make an account to finish the entry. Follow the steps below:

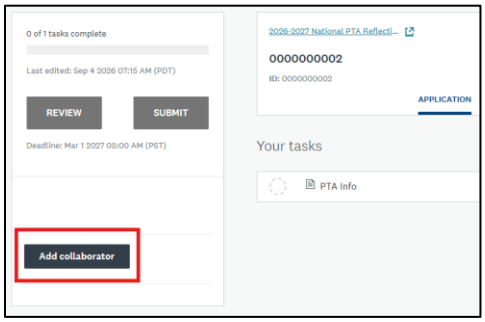
- **If You Already Have an Account:**
  - Click **Log In** at the top right of the page.
  - Type in your username and password.
  - If you forgot your password, click **Forgot your Password?** and follow the steps to reset it.
- **If You Need to Make an Account:**
  - Click **Register** at the top right of the page.
  - You can sign up using your Google account.
  - Or, you can fill out the form and click **Create Account**.

Need Help? If you have trouble making an account, try contacting the website's support team for direct technical assistance.

Add a Collaborator

In the entry menu, you can invite someone to help with your entry as a **Collaborator**. Follow the steps below:

- Click **Add Collaborator** and enter their email address.
- Choose what kind of access they should have (View & Edit or View Only) and provide an optional message.
- Click **Send Invite**.



Once a collaborator has joined your entry, you can click the three horizontal dots next to their email address to:

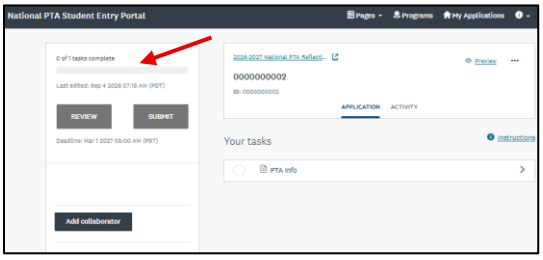
- Make them the owner if needed. Choose **Make Owner.**
- Change a collaborator's access to the entry. Choose **Change Access**.

Heads Up: Only the person who created the application (the owner) can submit the entry.

Complete an Entry

After you log in, you'll be taken back to the application you just started. Your entry has three tasks:

1. **PTA Info**
2. **Entry Form**
3. **Artwork Upload**



Tasks are in the entry menu. Once you finish each task, the next will appear in the entry menu. You can save and return at any time.

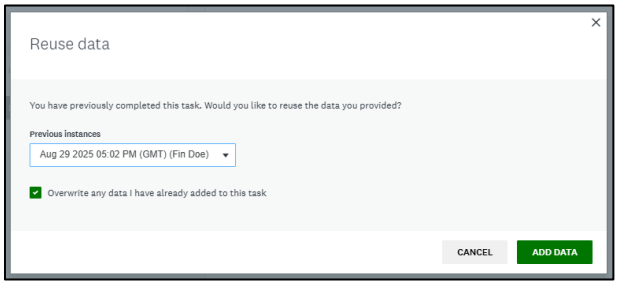
1. PTA Info

Each new entry in the student entry portal starts with the **PTA Info** task. Once you've entered the PTA Info, click **Mark Complete**.

Reuse Data

After each entry you submit, the **PTA Info** responses will be saved. You can reuse the responses on other entries from the same PTA to save time. Here's how to choose the right option:

- Create a new entry.
- Click the **PTA Info** task. You'll see a message asking if you want to **Reuse Data** from a previous entry.
- If the new entry is for the **same PTA as the last** one you submitted, click **Add Data.**
- If the entry is for the **same PTA** as one of your other entries, find and select the student's name in the drop-down menu.
- If the entry is for a **different PTA**, click **Cancel** and enter the correct information.



Heads up: Keep track of which students are from the same PTA. This will help you choose the correct name when reusing PTA Info for future entries.

2. Entry Form

After completing the **PTA Info**, the next task will appear in the application menu—the Entry Form.

- Click **Entry Form**
- Click **Next** to move through each page.
- Fill in all the information and digitally sign the Entry Form
- Click **Mark As Complete**.

Edit the Entry Form

If you need to fix something after you marked the entry complete, click the **three dots** in the top-right corner of the application. Choose **Edit.**

3. Upload Artwork

After completing the pta info and entry form, the final task(s) will appear in the application menu based on the Arts Category and Division selections you made.

- Click **Upload** on the left side.
- Follow the instructions and guidelines for the specific category.
- Click **Attach File** and wait for the file to upload.
- Then click **Mark as Complete**.

Submit an Entry

Once all three tasks are complete, choose **Review** in the application menu to check information. **You cannot edit an entry once it has been submitted.**

When ready, click **Submit Your Application**. When prompted, click **Submit**.

After submitting, you'll get a confirmation email at the address linked to your portal account. If you don't see the email, check your spam or junk mail folder.

Request to Edit an Entry

Once you submit an entry in the student entry portal, **you can't edit it unless your state PTA sends it back to you.** If you need to make changes:

- Contact your **state PTA Reflections leader**.
- Give them your **application ID** and **application title** (usually the student's first and last name).

If they send the entry back, you'll get an email. Follow these steps:

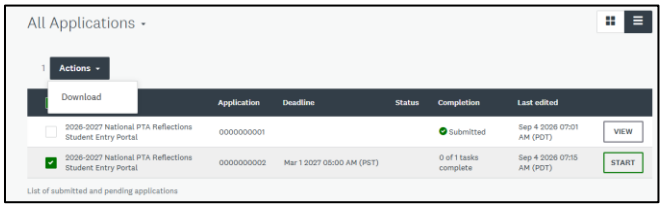
- Click the link in the email to open the entry.
- Make your edits.
- Submit the entry again.

Heads up: Make sure you fully submit the entry after editing. If you don't, it may not be accepted. You'll get a new confirmation email once it's submitted.

Download an Entry

To download a copy of an entry:

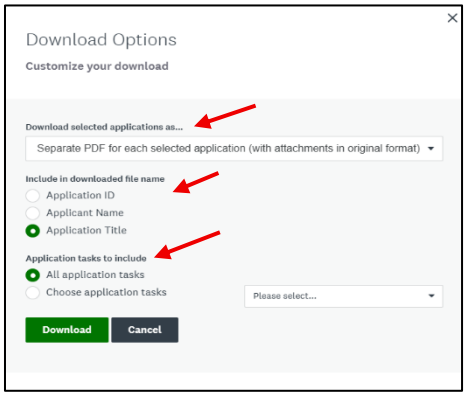
- Click **My Applications** in the top right corner.
- On the next page, click the icon with three horizontal lines to view your applications in a list.
- Check the white box next to any applications you want to download.
- Click **Actions** and choose **Download.**
- From the pop up, choose the correct download options.
- Click **Download** to save your files.



Heads up: Click the white box at the top of the gray row to select all.

Download Options

Select the correct download format and naming option, so your files are easy to find and organize.



Download Format:

- **Separate PDF for each selected application** – includes ONLY the entry form, no student artwork.
- **Separate PDF for each selected application (with attachments in original format)** – includes the entry form and student artwork.

File Naming Options:

- **Application Title** –Student's first and last name. Beware of mistakes.
- **Application ID** – Unique number for each entry. Keeps it anonymous and simple for each application.

Application Tasks to Include:

- Choose **All Application Tasks** to download all entry tasks (PTA Info, Entry Form, Artwork).