National PTA Student Entry Portal Guide

For quick access to each section, click the content section.

Student Entry Portal Tips **1**

Start an Entry **1**

Login or Register 2

Select Your Role 2

Add a Collaborator 2

Complete an Entry **3**

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

Submit an Entry **4**

Advance an Entry as a Reviewer **4**

Verify Entries with National PTA **5**

Manage Entries in the Portal **5**

Entry Edits 5

Download Entries 5

Student Entry Portal Tips

Don't Miss the Deadline: State PTAs can submit **up to 36 entries**—one entry per category per grade-level division, or two entries per category in the Accessible Arts Division—to the **national level by March 1** using the Student Entry Portal.

Account Settings: If you're new to the Portal, create your account and email Reflections@PTA.org to receive the permissions you need to view and advance entries from your state.

Use Pages: You can easily refer to these directions while you submit your entries in the Portal. 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. If you still have issues, email Reflections@PTA.org. Include **screenshots, links, and/or the application ID number**.

After Submission: Email Reflections@PTA.org, so we can provide confirmation and verify the entries for national review.

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.

Select Your Role

As a state Reflections chair, you have two roles in the student entry portal—Applicant and Reviewer. If you don't have the option to choose the Reviewer role, email Reflections@PTA.org to request the correct permissions for your account.

After you log in, you'll be prompted to choose between the roles:

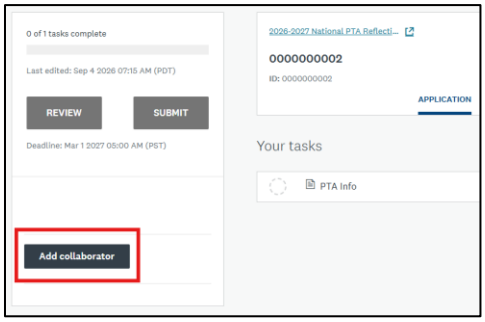
- **Applicant:** Create and submit new entries.
- **Reviewer:**
  - View and download entries submitted by PTAs or participants in your state.
  - Select and advance state winners for national review.

You can verify or change your role at any time by clicking your account name in the upper right corner.

Add a Collaborator

In your Applicant role, 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:

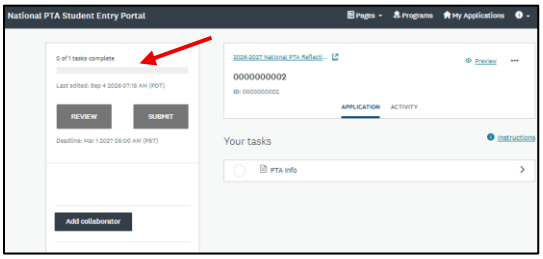
- Make them the owner if needed. Choose **Make Owner.**
- Change a collaborator's access to the entry. Choose **Change Access**.

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**



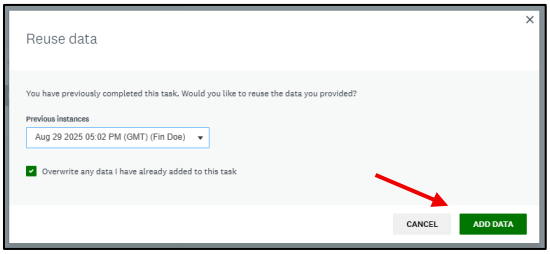
Tasks are in the entry menu. Once you finish each task, the next will appear in the entry menu. You can save and return at any time.

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**.

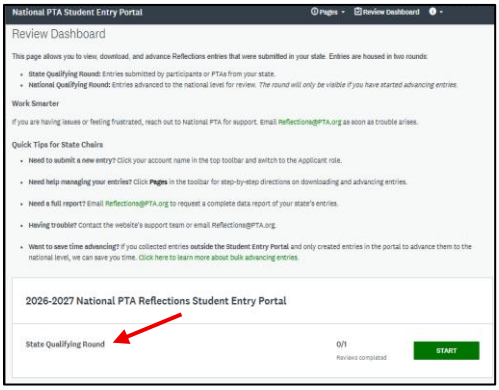
After submitting, you'll get a confirmation email at the address linked to your portal account. If you don't see the email, check your spam or junk mail folder.

Advance an Entry as a Reviewer

By **March 1**, each state PTA can advance up to 36 winning entries to the national qualifying round using the Student Entry Portal. You must be in the Reviewer role to access the Review Dashboard and advance Reflections entries.

Here's what to do:

- Click your account name on the toolbar at the top.
- Choose **Reviewer**.
- Once in your Reviewer role, you will see the **Review Dashboard.**
- The **State Qualifying Round** provides access to all submitted entries from your state.
- Choose **Start**.



How to Advance Entries

You will use a review form to advance each entry. You have two options to access the review form. Find the entries you plan to advance in the **Review Dashboard** and choose the option that works best for you:

- **Double check, then advance:** Click **Start** to view the full entry before advancing (Entry details, attached artwork).
- **Quick advance:** Click the **pencil icon** to advance an entry *without opening the full application*.

Once you select the option, you will have access to the review form. Follow these steps to advance an entry:

- Select **Advance entry directly to the National Qualifying Round**.
- Choose **Mark As Complete**. You will be prompted to confirm your review submission.
- Choose **Yes.**

Heads up: Take no action with entries that will not advance to the national level.

View Advanced Entries

Once entries are advanced, they will no longer appear in the State Qualifying Round. To view the entries in the National Qualifying Round, click **Review Dashboard** in the toolbar at the top of the page. On the next page, click **Start** next to **National Qualifying Round** to see the list of entries you advanced.

Heads up: This section is for reference only. No further action is required once entries are advanced to the national qualifying round.

Help from National PTA

If you collect entries **outside the student entry portal** and only create entries in the portal to advance them to the national level, we can help save you time. Email Reflections@PTA.org and include the **Application IDs** for the entries you want to advance, and we'll **bulk advance** them for you.

Verify Entries with National PTA

After you've submitted your top entries to the **National Qualifying Round**, email **Reflections@PTA.org** to let **National PTA** know. Our team will confirm the **number of entries** you advanced and send you a **final report** with the student entry form data for each entry.

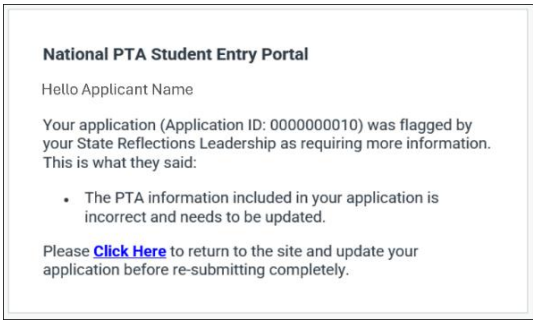
Manage Entries in the Portal

Entry Edits

Once an entry is submitted in the Student Entry Portal, it must be **reopened and returned** to the original applicant for edits. Follow these steps while in your reviewer role to reopen an entry and send it back to the applicant:

1. Find the entry in your review dashboard and click **Start**.
2. Choose **Return Entry to Applicant for Edits**. A box will appear.
3. Write a clear and specific message to the applicant about what needs to be fixed.
4. Click **Mark as Complete**.

The applicant's account email will receive your message and a link to edit the entry.


National PTA Student Entry Portal

Hello Applicant Name

Your application (Application ID: 0000000010) was flagged by your State Reflections Leadership as requiring more information. This is what they said:

- The PTA information included in your application is incorrect and needs to be updated.

Please Click Here to return to the site and update your application before re-submitting completely.

Once the applicant makes the changes, they must **fully submit the entry again**. It will then be automatically sent back to the **State Qualifying Round**.

Head's Up: If the applicant doesn't see the email, remind them to check their **spam** or **junk mail** folder.

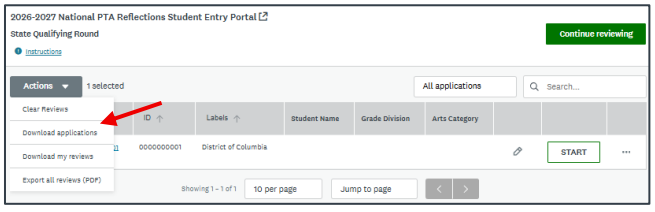
Download Entries

Once the national-level review begins, you will no longer be able to access these submissions in the portal. It's highly recommended that you download a copy of each entry's student entry form and artwork within **one week after the March 1 deadline**.

Download as a Reviewer

To download entries in your Reviewer role:

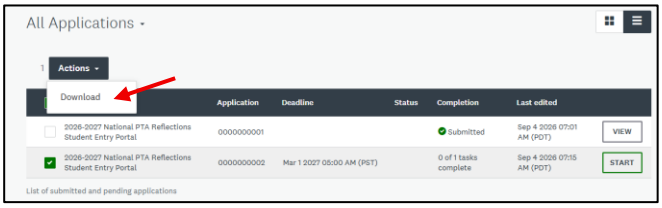
- Click **Start** next to to **National Qualifying Round**.
- On the next page, select the applications to download.
- Click **Actions**
- Choose **Download Application** and select the relevant download options.



Download as an Applicant

To download entries in your Applicant role:

- 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.



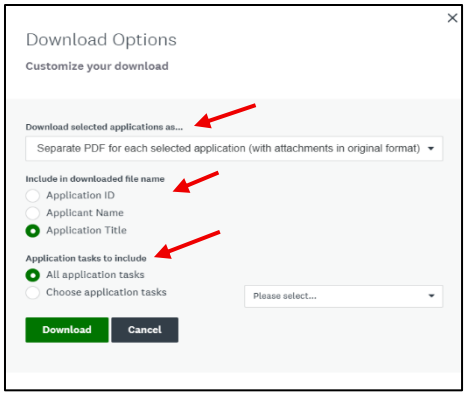
Heads up: Click the white box at the top of the gray row to select all.

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).