BAND and Your Reflections Program

The National PTA Reflections program provides access to and opportunities for recognition in the arts, which boosts student confidence and success. As a tiered arts recognition program, winning student artworks from the local PTA level are eligible to move up through their district, region, council and state PTA programs to the national level. It takes an incredible and committed group of arts advocates and PTA leaders to run the Reflections program.

Between promotion of the program, management of submissions, coordination of judging and planning of celebrations, running a Reflections program requires effective and ongoing communication. BAND, a free mobile community application, can help any PTA Reflections Chair run an incredible program! By using the many features BAND has to offer—including file sharing, chatrooms and posts—your PTA can create solid lines of communication and teamwork to make managing your Reflections program easier and more impactful.

Set up your Reflections BAND—It’s easy as 1, 2, 3!

1. Sign Up for BAND
Download the BAND app on any Apple or Android device and create an account. You can also access BAND on your computer at: https://band.us. After accessing the platform, sign up and create an account.

2. Create Your BAND
After signing up, you’ll be prompted to create a BAND for your group.

TIP: Consider registering your preferred method for logging in, such as phone number, email address or 3rd party services, so you can easily log in to BAND on your PC.

BAND offers several types of pre-set groups that you can use to jumpstart creating your own. You can select the type of group that best suits your needs or create a Custom Band.

Upon naming your BAND and adding a cover photo (consider using the Reflections theme logo!), you will be able to set the privacy setting of your group. By adjusting your BAND’s privacy settings, you can determine how accessible your BAND is and manage the type of communication that happens in the group:

+ Private BAND: The BAND is not discoverable, closed to the public and by invite only. This is a good option if you will be using the BAND to discuss how entries will qualify or be judged.
+ Listed BAND: The BAND is discoverable, but posts cannot be seen by non-members. This may be a good option if you will be coordinating with other Reflections leaders about program management, so new Chairs can easily join.
+ Public BAND: The BAND can be discovered, and content is visible to anyone. This may be a good option for idea and resource-sharing across multiple programs.
3. Invite members to your BAND
After creating your BAND, start inviting members! BAND allows you to invite via text message, email, link or third-party app at the time of your BAND’s creation or later. Here are a few best practices for sending invitations:

- **Announcement**: Make an announcement on your PTA website and social media accounts that you have started a BAND for Reflections. Be sure to include an invite link to your BAND so that families and volunteers can join the right group.

- **QR Code Invite**: Each of your BAND groups has its own invite code that you can easily download to your PC or smartphone and add to your Reflections promotional materials.

- **Flyers or Letters**: In student take-home folders or PTA newsletters, include a note to parents to explain your PTA’s use of BAND. You can also create a flyer for students to bring home with information on how your PTA will be using BAND (don’t forget to include the QR code!).

**Streamline Communication Among Your Reflections Volunteers**
Social media can come with a lot of distractions and, often, individuals have to use their private accounts to access groups and chats. With the curated nature of a BAND, however, individuals are able to sign up via email and all communications remain within the BAND application. Using BAND posts and chat features, your BAND can serve as a Reflections-only zone that will let you coordinate with limited distractions.

- **Posts**: BAND posts are easily customizable and can be enhanced with photos, videos, files and other features to gather and share important Reflections information. Using BAND to post allows you to store communications and important information in one centralized group, rather than over social media, text threads and emails. BAND’s posts allow for two-way communication, so each post can serve as a discussion!

- **Chats**: BAND’s chat function will allow you to connect without members having to exchange personal information. BAND allows you to create Public Chats where any BAND member is able to join or start the discussion. So, if a member needs to ask a brief question, they can quickly and easily message group members. BAND also allows members to use a Private Chat that is only visible to those in the chat room. As an administrator, you can allow members to message you directly as well.

- **#SuggestedTags**: BAND also allows you to organize your group with #SuggestedTags. By using #SuggestedTags in posts, members can quickly find specific content and information without having to scroll through the main feed. Have members use BAND posts with hashtags to create and archive posts (e.g., tag questions as #Questions, deadlines as #deadlines, ideas as #idea, etc.)

**TIP**: By tapping “Read by” on a post, leaders can easily verify who has and has not received the communication. This helps leaders know who is engaged in the group.
Key Features to Use on BAND

BAND offers several features that can enhance your communication and help build community in your Reflections BAND.

- **Polls:** Ask members directly for their preferences in order to develop programming, create meeting agendas, or build resources that directly benefit them. Learn more in BAND’s Polls Guide.

- **Quiz:** Easily conduct a program evaluation at the end of your Reflections cycle. Set up a survey and ask your school community (e.g., parents, students, teachers) about their experience with the Reflections program. You can use the survey responses you gathered and work with your Reflections Committee and/or school leaders on how you can improve your program. Learn more in BAND’s Quiz Guide.

- **Sign-Up:** Find volunteers to cover roles or unexpected jobs in a flash. Need someone to write an upcoming Reflections communication? Need someone to recruit community Reflections partners? For each request, simply describe the task, the hours necessary and how many volunteers are needed and hit post. As an extra layer of assurance, you can also activate reminders for those who signed up. Learn more in BAND’s Sign-Up Guide.

- **To-Do Lists:** Centralize your Reflections tasks and encourage collaboration in getting the work done. Simply create a list of up to 50 tasks that need to be done and post them using the collaborator settings to allow members check off items that are done or add new items. Learn more in BAND’s To-Do List Guide.

- **Photo and Video Posts:** This feature is perfect for Reflections! Without needing to download any third-party applications, BAND allows members to easily share documents like PDFs, Excel files, MP3 files and more. Share Reflections pieces and mission moments to keep the creative spirit alive. Sharing gratitude and celebrating your successes (even the small ones) will create a positive community atmosphere that encourages teamwork. Members can upload up to 100 photos at a time and categorize photos by events or hashtags, so photos are organized and ready for viewing at any time!

- **Calendar:** Make sure your volunteers never miss another deadline. With the Calendar function, you can easily integrate an existing, external PTA or school calendar from third party platforms like Outlook or Google Calendar. In addition to including events or deadlines to the BAND calendar, you can ensure that everyone receives the necessary information by adding an event reminder, an RSVP, location and/or files.
Customize Your Reflections BAND with Groups

Now that you've got the hang of BAND, it's time to customize your experience! BAND can be used to create multiple groups with specific purposes. You can create a group for Reflections participants across the state, one for specific PTAs, schools or units, one for judges reviewers, and another for program participants. In each group, you can send targeted information out to those who need to see it most and set alerts to ensure no one misses the information!

We highly suggest that you select leaders as co-admins to help you manage your BAND. Co-admins have more authority than regular members and can add events to the calendar, admit members and restrict inappropriate content. They can be especially helpful if you are managing several different BAND groups or if your BAND hosts a larger group. Some BANDs will allow only admin and co-admins to post to keep the community board on topic. Use Settings to customize your communication in each of the groups you create to be either one-way (volunteers can only read and comment) or two-way (allow volunteers to read and post messages).

Here are some ideas for your Reflections BANDs:

<table>
<thead>
<tr>
<th>BAND Group Type</th>
<th>General Reflections</th>
<th>School/PTA-Specific Reflections Group</th>
<th>Reflections Leaders</th>
<th>Judges/Reviewers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uses</td>
<td>Promote participation, share inspiration, provide reminders</td>
<td>Coordinate Reflections events, provide reminders</td>
<td>Share resources, conduct trainings, community for asking Reflections leader questions</td>
<td>Conduct training, centralize communication, provide reminders</td>
</tr>
<tr>
<td>Privacy</td>
<td>Public</td>
<td>Listed</td>
<td>Private</td>
<td>Private</td>
</tr>
<tr>
<td>Who can invite members?</td>
<td>All Members</td>
<td>All Members</td>
<td>Admin &amp; Co-admins Only</td>
<td>Admin</td>
</tr>
<tr>
<td>Who can create posts?</td>
<td>All Members</td>
<td>Admin &amp; Co-admins Only</td>
<td>All Members</td>
<td>Admin &amp; Co-admins Only</td>
</tr>
<tr>
<td>Who can comment?</td>
<td>All Members</td>
<td>All Members</td>
<td>All Members</td>
<td>All Members</td>
</tr>
<tr>
<td>Who can start a chat?</td>
<td>Admin</td>
<td>Admin &amp; Co-admins Only</td>
<td>Admin &amp; Co-admins Only</td>
<td>Admin &amp; Co-admins Only</td>
</tr>
</tbody>
</table>

Get More Pro-Tips

We hope you find BAND to be as helpful in enhancing communication as we have at National PTA! To join the National PTA Local Leader Resource Hub on BAND, scan the QR code to the right. To learn more about BAND resources, check out About.BAND.Us/Resources. Create your BAND today and get ready for your best Reflections program yet!

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