**PTA Registration & Reporting Instructions:**

***Verify your State PTA’s instructions before registering and reporting for your PTA.***

**NEED HELP?**

For technical assistance, contact

[Info@PTA.org](mailto:Info@PTA.org?subject=PTA%20Reflections%20Registration%20Help) **(800) 307-4PTA**

1. **Register Your PTA** from **July 1—January 1** at [PTA.org/Reflections](file:///\\nptafap001\departments\Programs\Reflections%20Arts%20Program\Reflections%20Awards\2016-17%20What%20Is%20Your%20Story\Program%20Materials\Drafts\PTA.org\Reflections).

* Enter your National PTA 8-digit ID Number.
* Enter your PTA Name, City, State, ZIP.
* Enter your 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 your additional contacts who wish to receive program communications from State and National PTA.
* Click “Submit” and receive a confirmation email.

1. **Report Student Participation & Program Success** from **September 1—March 1** at [PTA.org/Reflections](file:///\\nptafap001\departments\Programs\Reflections%20Arts%20Program\Reflections%20Awards\2016-17%20What%20Is%20Your%20Story\Program%20Materials\Drafts\PTA.org\Reflections).

* Enter your National PTA 8-digit ID Number.
* Select which grade divisions your PTA offered.
* For each division, Enter student participation totals for each arts category.
* Enter total number of participating students.
* Select true statements regarding your program’s success.
* Click “Submit” and receive a confirmation email.

­­­­­­­­­­­**Student Entry Portal Instructions:**

***Verify your State PTA’s instructions before using the Student Entry Portal.***

**NEED HELP?**

For technical assistance, contact [**support@myreviewroom.com**](mailto:support@myreviewroom.com)

1. **Create an Account.**

* Visit PTA.org/Reflections and click the “Submit Student Entry” 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 “Student Entry Form” to enter Student Entry Information.
* Click “Upload Artwork” to upload a digital copy of the entrant’s artwork (*optional*).
* Click “submit your student entry” to submit student entry. If you submit a student entry by accident or need to make edits to completed forms, please notify your State PTA.

1. **Confirm Student Submission Status.**

* From your account’s home page, view a list of created submissions. Confirmed submissions will show a status of “Submitted.”
* Look for State and National PTA award announcements and special invitations to Reflections celebration events.