



# National PTA® Reflections

## PTA Leader Online Instructions



### PTA Registration & Reporting Instructions:

- 1. Register Your PTA from July 1—January 1** at [PTA.org/Reflections](https://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.
- 2. Report Student Participation & Program Success from September 1—March 1** at [PTA.org/Reflections](https://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.

**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) (800) 307-4PTA

### Student Entry Portal Instructions:

- 1. Create an Account.**
  - Visit [PTA.org/Reflections](https://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.
- 2. 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.
- 3. 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.

**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)