



PTA Leader Online Instructions

Registering Your Program and Reporting Your Success

1. Register Your PTA- *Deadline: February 1*

- Visit PTA.org/Reflections, click “Register My PTA” and enter your PTA’s 8-digit ID number. (PTA ID can be found on your unit’s Portal or on the cover of your bylaws).
- Enter your PTA Name, City, State, Zip Code.
- Enter you 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 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 -*Deadline:March 1*

- Visit PTA.org/Reflections, click “Report Program Success” and enter your local PTA 8-digit ID number.
- Select which grade divisions your PTA offered.
- For each division, enter student participation totals for each arts category (e.g. 9 Primary/Dance; 2 HS/Music).
- Enter total number of participating students.
- Answer a couple questions to help us continue to improve the program.
- Click “Submit” and receive a confirmation email.

Using the Student Entry Portal

1. Create an Account.

- Visit PTA.org/Reflections and click the “Student Entry Portal” 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 “Entry Form” and enter the student entry form.
- Click “Upload Artwork” to upload a digital copy of the entrant’s work.
- Click “submit entry” to finish. Double check your work as submission cannot be edited. To report errors/edits, please email your State PTA.

3. Confirm Student Submission Status.

- Click “home” to view a list of created submissions. Confirmed submissions will show a status of “Submitted.”
- Check your email for a copy of your submitted entry form.
- Don’t forget to follow all submission requirements and deadlines provided by your State PTA.
- Look for State and National PTA award announcements and special invitations to Reflections celebration events.