

## National PTA Student Entry Portal Guide

Please use these directions as you use the platform to create entries to be advanced to your State PTA. **You should only submit entries in the Portal at the request of your State Reflections Chair.** Be sure to coordinate with your [State Reflections Leadership](#) to ensure you are following all required steps and procedures.

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### Login or Create a Student Entry Portal Account

If you have a previous account, choose the “Log In” button in the upper right corner and provide the account information. If you have forgotten your password, choose “Forgot your Password” and follow the instructions to set a new password.

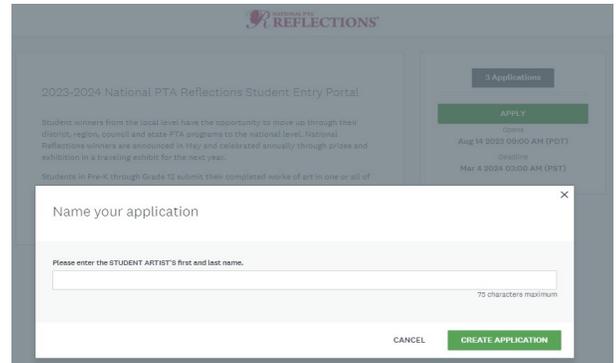
To create an account, choose “Register” in the upper right corner. Register with your Facebook, Twitter, or Google account. You can also complete the fields and select “Create Account” at the bottom of the page.

If you're experiencing technical difficulties in creating your account or in creating an application, you can [reach out to the administrators of the site](#). If you are still experiencing issues, please [Reflections@PTA.org](mailto:Reflections@PTA.org) with a description of the issue you are facing.

### Create and Submit a Reflections Entry

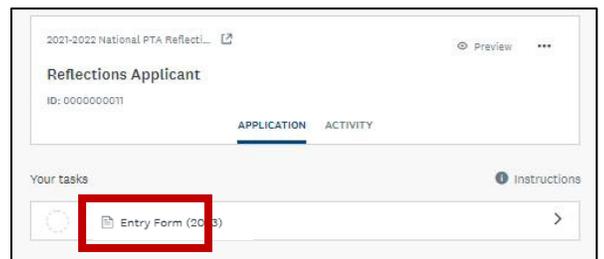
To get started, click **Programs**, in the top in the top right corner and, on the following page, click **MORE**.

On the page that appears, choose **APPLY** to start your new Reflections entry application. A pop up will appear and prompt you to **Name your application**. **Enter the student applicant’s First and Last Name** and choose **Create Application**.



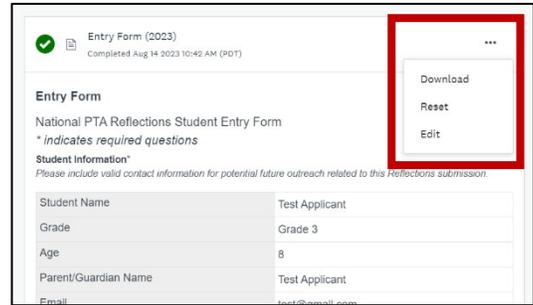
On the next page, click **Entry Form** to access your application, which includes three pages in total, as well as a section to upload the student’s artwork.

Click **NEXT** to advance to each page. Once all the information is added and you have signed the Entry Form, click **MARK AS COMPLETE**.



Prior to uploading the submission artwork, you are highly encouraged to review the entry information because **you cannot edit an entry once it has been submitted.**

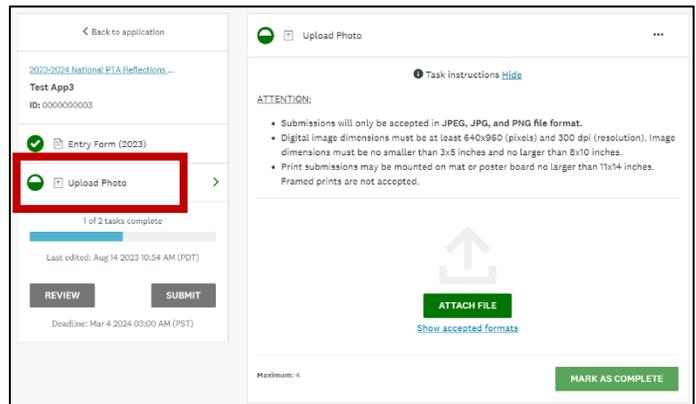
If you need to make an edit, click the three dots in the upper-right corner of the application and choose **Edit**.



Next, to add the submission artwork, click **Upload** on the left side, under **Entry Form**. Please reference the task instructions to the right of the screen for category specific directions.

Choose **ATTACH FILE** and, once the file is uploaded, click **MARK AS COMPLETE**.

To confirm your application’s submission, choose **Submit**. When prompted, choose **REVIEW** to look at the application before submitting. Otherwise, choose **SUBMIT**.

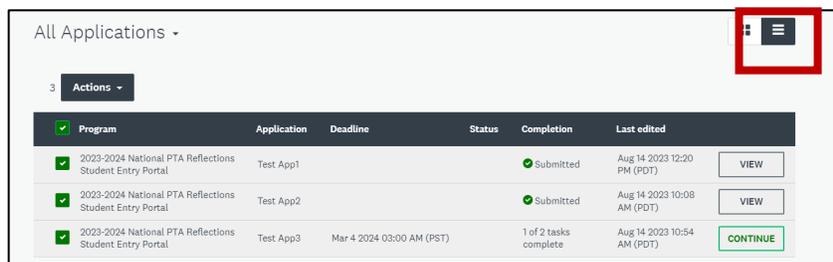


**Once submitted, you will receive a confirmation email** to the address associated with your Student Entry Portal account. Check your SPAM or Junk Mail if you do not receive the message.

### Download Reflections Entry Form and Submissions

To download a copy of your submission in the Student Entry Portal, select **My Applications** next to your name in the upper right corner. Then, change your view to a list format by clicking the icon with 3 horizontal lines.

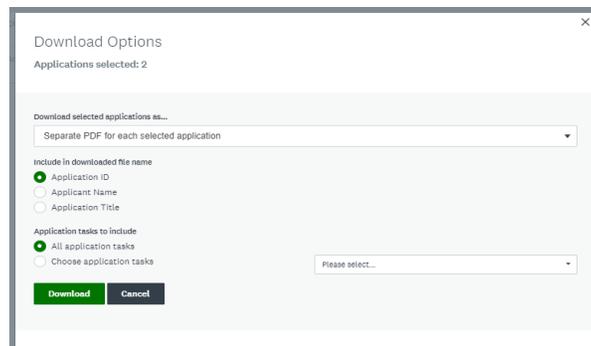
To download certain applications, check the individual white boxes, or to download multiple applications at once, select the upper-most white square on the left side of the top, gray row.



Once selected, click **Actions** and then choose **Download application**, to choose your **Download Options**.

Choose your **Download Options**:

1. Download selected applications as:
  - a. Choose **Separate PDF for each selected application** to access the Entry Form information only.
  - b. Choose **Separate PDF for each selected application (with attachments in original format)** to access the Entry Form information *and* the student artwork.
  - c. Choose **Single PDF of all selected applications** to access the Entry Form information in one centralized document.
2. Include in downloaded file name:
  - a. **Application ID** – downloaded files will be labeled with the Application ID, which is autogenerated and unique to each application.
  - b. **Applicant Name** – downloaded files will be labeled with the name on the Student Entry Portal account that submitted the entry.
  - c. **Application Title** – downloaded files will be labeled with the Application Title. At the start of each submission, the applicant is prompted to title the application with the student artist’s first and last name.
3. Application tasks to include, choose **All Application Tasks** to download all student artwork.
4. Select **Download**



### Edit Your Reflections Entry Form and Submission

Once an application is submitted in the Student Entry Portal, **you are no longer able to make edits to the information or the attachments**. If you need to make edits to a submission, please contact your [State PTA Reflections leadership](#) directly who will be able to send an application back to you so you can make the necessary changes.

Be sure to provide your state Reflections leadership with your application ID and application name so they can easily locate your entry. To find your application and application information, click **My Applications** in the top in the top right corner.



Once your State PTA Reflections leadership marks an application is for edits, you will receive an email to the address associated with your Student Entry Portal account. Check your SPAM or Junk Mail if you do not receive the message.

Once received, please review the required edits, and follow the **Click Here** hyperlink to return you to all your Reflections applications.

Find the application that requires additional edits, make the changes, and fully submit the entry once again. Once submitted, you will receive a new confirmation email and **the entry will be automatically sent back to your State PTA Reflections leadership**.

