

National PTA Student Entry Portal Guide

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Student Entry Portal Tips

When to Submit: Only use this portal *if your state PTA tells you to*. If you submit an entry on your own, it might not be seen or accepted. Not sure if you should submit? Talk to your local PTA, look at [your state's Reflections page](#), or reach out to the [state PTA office](#) for help.

Use Pages: The details in this guide are also outlined on pages in the Portal, so you can easily refer to the directions while you submit your entries. Once logged in, click **Pages** in the toolbar at the top of the page.

Technical Issues: If you have trouble making an account or submitting an entry, try contacting the [website's support team](#).

After Submission: As best practice, PTAs submitting entries to their state should let leaders know when all entries are complete. This helps ensure everyone is on the same page.

Start an Entry

Create an Entry

Go to the [Student Entry Portal](#) homepage. Once you're there, click **Apply** to begin your entry.

A pop-up will appear asking you to name your application. Type in the *first and last name of the student artist*, then click **Create Application**.

Login or Register

You need to log in or make an account to finish the entry. Follow the steps below based on whether you already have an account or need to create one.

If You Already Have an Account:

- Click **Log In** at the top right of the page.
- Type in your username and password.
- If you forgot your password, click **Forgot your Password?** and follow the steps to reset it.

If You Need to Make an Account:

- Click **Register** at the top right of the page.
- You can sign up using your Google account.
- Or you can fill out the form and click **Create Account**.

Need Help? If you have trouble making an account, try contacting the [website's support team](#) for direct technical assistance.

Add a Collaborator

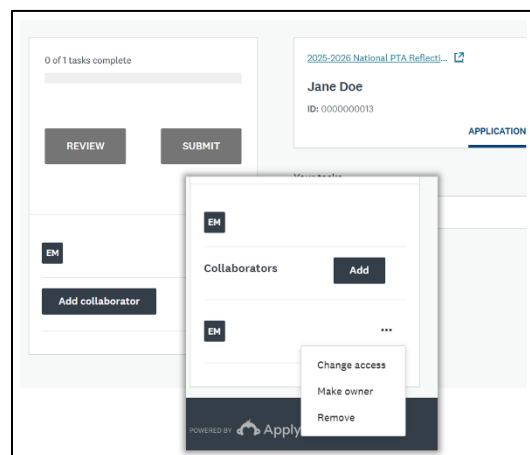
After you log in, you'll be taken back to the application you just started. For each entry, you can invite someone to help with your entry.

In the application menu to the left of the screen, click **Add a collaborator** and enter their email address.

Choose what kind of access they should have (View & Edit or View Only), provide an optional message and click **Send Invite**.

Heads up: Only the person who created the application (the owner) can submit the entry. Once a collaborator has joined your entry, you can make them the owner if needed:

- Click the three horizontal dots next to their email address.
- Choose **Make owner**



You can also change a collaborator's access to allow them to edit the entry using the same menu.

Complete an Entry

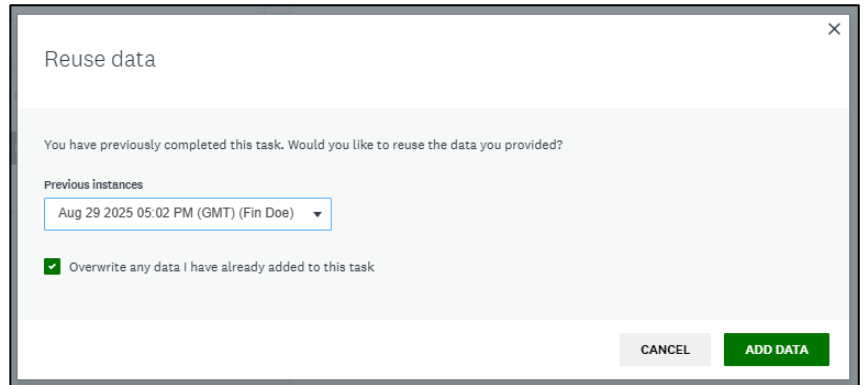
Your entry has three tasks: **PTA Info**, **Entry Form**, and **Artwork Upload**. Between the different parts, you can save and return at any time. Once you finish each part, the next task will appear in the entry menu.

PTA Info

Each new entry in the Student Entry Portal starts with the **PTA Info** task. After each entry you submit, the **PTA Info** responses will be saved, and you can reuse them for other entries from the same PTA.

After the first entry you create, when you click into the task, you'll see a message asking if you want to **Reuse Data** from a previous entry. Here's how to choose the right option:

- If the new entry is for the **same PTA as the last** one you submitted, click **Add Data**.
- If the entry is for the **same PTA** as one of your other entries, find the student's name in the drop-down menu and select it.
- If the entry is for a **different PTA**, click **Cancel** and enter the correct information.



Heads up: Keep track of which students are from the same PTA. This will help you choose the correct name when reusing PTA Info for future entries.

Once you've entered or reused the PTA Info, click **Mark Complete** to move forward. You'll be able to verify that the correct PTA Info is included on the entry form.

Entry Form

After completing the **PTA Info**, the next task will appear in the application menu. Click **Entry Form** to provide the **Student Information, Artwork Details, and Entry Signatures**.

Click **Next** to move through each page. After you've filled in all the information and signed the Entry Form, click **Mark As Complete**.

Heads up: Before uploading your artwork, double-check your entry details. If you need to fix something after you marked the entry complete:

- Click the **three dots** in the top-right corner of the application.
- Choose **Edit**.

Upload Artwork

After completing the PTA Info and Entry Form, the final task(s) will appear in the application menu based on the Arts Category and Division selections you made.

- Click **Upload** on the left side.
- Follow the instructions and guidelines for the specific category.
- Click **Attach File** and wait for the file to upload.
- Then click **Mark as Complete**.

Submit an Entry

Once all three tasks are complete, choose **Review** in the application menu to check your entry one last time. *You cannot edit an entry once it has been submitted.*

When ready to finish, click **Submit Your Application** in the upper right corner. When asked, click **Submit**.

After submitting, you'll get a confirmation email at the address linked to your Student Entry Portal account.

Heads up: If you don't see the email, check your Spam or Junk Mail folder.

Request to Edit an Entry

Once you submit an entry in the Student Entry Portal, you **can't edit it** unless your **State PTA** sends it back to you. If you need to make changes:

- Contact your **State PTA Reflections leader**.
- Give them your **Application ID** and **Application Title** (usually the student's first and last name).

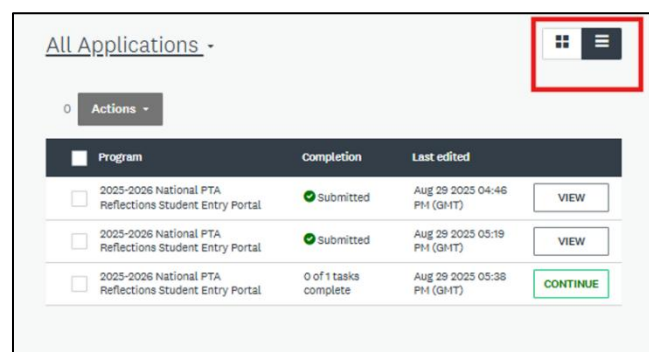
If they send the entry back, you'll get an email. Click the link in the email to open the entry. Make your edits and submit the entry again. You'll get a new confirmation email once it's submitted.

Heads up: Make sure you fully submit the entry after editing. If you don't, it may not be accepted.

Download an Entry

To download a copy of an entry, click **My Applications** in the top right corner. On the next page, change the view to a list by clicking the icon with three horizontal lines. Then, select the applications to download:

- To download **one application**, check the white box next to it.
- To download **multiple applications**, check the white box at the top of the gray row to select all.



Then click **Actions** and choose **Download Application**.

Download Options

From the pop up, choose the best download options. Make sure you select the correct download format and naming option, so your files are easy to find and organize.

Download Format:

- **Separate PDF for each selected application** – includes only the Entry Form.
- **Separate PDF for each selected application (with attachments in original format)** – includes the Entry Form and student artwork.
- **Single PDF of all selected applications** – combines all Entry Forms for selected entries into one file.

File Naming Options:

- **Application ID** – uses the unique ID for each application.
- **Applicant Name** – uses the name of the person who submitted the entry.
- **Application Title** – uses the title entered at the start of the submission—usually the student's first and last name.

Application Tasks to Include:

- Choose **All Application Tasks** to download all entry tasks (PTA Info, Entry Form, Artwork)
- Select **Choose Application Tasks** to select which tasks you want to download.

Click **Download** to save your files.