Reflections Online Process for Local PTAs

Step 1: Use your State’s Reflections Guide to plan and implement the program. This includes the National PTA contest rules.

Step 2: Visit pta.org/reflections to submit the online Local PTA registration form. This form asks for:
- Contact information for the Local PTA Reflections Chair and your Local PTA unit, such as the PTA ID number, PTA address. A look-up link will be available on the form to help you find this information.
- Information about your school including address, principal’s name and total student enrollment. A link to Greatschools.net will be available on the form to help you find this information.
- Number of students participating for each division in each arts category
- Information for students advancing to the next round of the contest including:
  - Student name
  - Division
  - Arts category
  - Parent/guardian e-mail address (or the person who will help the family complete the online student entry form)
- Ways your Local PTA celebrates all the Reflections Program participants as well as your winners (check all the answers that apply)

Please note: Follow your state’s Reflections Guide to determine how many winners per division in each arts category can be submitted.

Step 3: Receive confirmation email with completed registration form and print it to use in Step 6.

Step 4: Send parent/guardians of winning students to pta.org/reflections and request that they complete the Student Entry form. Be available to help. They will need:
- Student name
- Gender
- Student’s Date of birth
- A parent/guardian name, address, phone and email (preferably the one where student lives)
- School name
- PTA/PTSA name
- Division and Arts Category
- Title of work and artist statement
- Specific questions tied to each arts category (See your State’s Reflections Guide)
- Parental/Guardianship consent to authorize submission of the student entry and use of the entry and child’s name in marketing and promotional purposes

Step 5: Receive e-mail of completed student entry forms and print forms to use in Step 6.

Step 6: Follow the directions in your State’s Reflections Guide for sending artwork with the printed registration and student entry forms to the next round of the contest.

Step 7: Celebrate your Reflections Program’s success! Have fun recognizing all participants and winners, volunteers, school staff and community members.

Still have questions?
National PTA will host teleconferences/Webinars for Reflections Chairs throughout the Summer and Fall to help you! Contact your local Council and/or District PTA President