

- 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](http://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](http://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](http://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*