

Reflections Online Registration

Tips for reviewing, editing, and submitting entries into the online system.



The information in this presentation assumes:

- 1. that you have registered your PTA/PTSA in the online registration system*
- 2. have entered an entry up to the point of typing in your (digital) signature*
- 3. are now ready to review, edit and submit the entry*

Student Entry Form

66%

Ownership in any submission shall remain the property of the entrant, but entry into this program constitutes entrant's irrevocable permission and consent that PTA may display, copy, reproduce, enhance, print, sublicense, publish, distribute and create derivative works for PTA purposes. PTA is not responsible for lost or damaged entries. Submission of entry into the PTA Reflections program constitutes acceptance of all rules and conditions.

Confirmation*

- I am a student over 18 years of age and I understand that the submission of my entry into the Reflections Program constitutes acceptance of the above conditions.
- I am the parent/legal guardian of the student winner for Reflections and I understand that the submission of my child's entry into the Reflections Program constitutes acceptance of the above conditions.
- I am a PTA volunteer completing this form on behalf of a student winner for Reflections. I have documentation of a signature from a parent/legal guardian or student over age 18. The signature indicates an understanding that the submission of the student entry into the Reflections Program constitutes acceptance of the above conditions. Note: submit original form with artwork.

Please upload the original student entry form with student and parent/guardian signatures.

Please upload a scanned or photo copy of the entry form.

Browse... No file selected.

Type Your Full Name Below*

Signature

Test Parent 1

back

save & continue editing

save & exit



After the screen where you enter the grade divisions, title, art details and statement, and have reviewed and corrected errors, click “next” and the screen to the left will appear.

1. Under “Confirmation” choose the appropriate item for you as the person entering the entry.
2. Under “Please Upload...”, ignore this section.
3. Under “Type your full name”, type your name as the digital signature on this submission.
4. Click save and exit.

Confirmation Screen

Your form has been completed successfully.

Help | Settings | Log Out

Home » Test Student 1

Test Student 1

Please complete task 1) Register Your PTA. Upon completion, you will be able to complete task 2) Report Participation.

Click the button below to complete a student submission.

[submit student entry](#)

Task	Status	Actions
Student Entry Form	COMPLETE	View Edit Delete
Dance Choreography: Upload Your Video	INCOMPLETE	Start
submit your student entry	INCOMPLETE	

**Please be sure to click the Submit Your Student Entry above in order to move the entry to the State Review Round.

[download submission](#)

Progress

This submission is 50.0% complete. You still need to:

- Submit

[withdraw application](#)

[create another submission](#)

After choosing “save and exit”, the screen shown here will appear. Notice the orange “submit your student entry” button near the bottom left of the screen and the blue “incomplete” graphic next to it. This means your entry has not been submitted yet.

1. At this point you can still view, edit or delete...see the “Actions” column near the middle right of the screen”.
2. Choose “view” to see a PDF-like view of the form you submitted so you can review it for errors. (See example on next slide.)
3. Choose “edit” to make changes. You will be returned to one of the data entry screens. Use the back and next button to find the screen you want to update.
4. In the data entry screens, click the “save and continue” button if you need to update more than one screen. Then, use “back” and “next” to scroll to the next screen that needs to be corrected.
5. Use the “save and exit” button when you are finished editing.
6. After you “save and exit” you will be returned to this screen.
7. If for some reason you want to delete the entry and start over, click the orange “withdraw application” button near the center right of the screen.
8. If you are ready to submit the entry, choose the orange “submit your entry” button near the bottom left of the screen.

Task List screen for a specific entry

Student Entry Form
Last updated: 11/16/2015

Page 1

To complete your student entry form, please submit the following information. Double check responses for correct and complete spelling. All future correspondence and recognition will rely on this information (including your use of upper and lower case letters). Required information is marked with (*).

PTA/PTSA*

Lake Washington PTA Council

National 8-Digit ID #*

Don't know your PTA's 8-digit national ID number? [Look up](#) your local PTA Unit or [contact your state PTA](#)

000525885

Reflections Chair Information*

Reflections Chair Name:	Caroline Eclipse
Email:	reflections@lwptsa.net
PTA Address:	LWPTSA Council 11111 Redmond Wa Remond WA 98052
Phone:	123-456-789

Student Information*

Student Name:	Test Student 1
Grade:	Pre-K
Age:	5
M/F:	Female
Mailing Address:	999 Kindergargen Street
City:	Kirkland
State:	Washington
Zip:	98013

Choosing the “view” button on the screen shown in the previous slide, will bring you to this PDF-like view of the form that you are entering. You can review the form for errors and then go back and make changes.

1. Use the “back” button to go to the Task List screen if you have no changes.
2. Use the “edit” button to go back to the data entry screens where you can make changes.

Confirmation Screen

Warning Screen



Home » Test Student 2 » Submit Your Student Entry

You are now submitting your Reflections entry.

Please be advised that you will no longer be able to make further changes to this submission.

[cancel](#) [continue](#)



Your submission has been submitted. [Help](#) | [Settings](#) | [Log Out](#)

Home » Test Student 1 » Submit Your Student Entry

Your entry has been submitted.

[back](#)



After you choose “submit your student entry”, a warning page will appear to notify you that changes can no longer be made once you submit. Choose “continue”. The next screen will confirm that your entry has been submitted. Click the “back” button to go back to the task list for that entry.

Home » Test Student 1

Test Student 1

Please complete task 1) Register Your PTA. Upon completion, you will be able to complete task 2) Report Participation.

Click the button below to complete a student submission.

submit student entry

Task	Status	Actions
Student Entry Form	COMPLETE	View
Dance Choreography: Upload Your Video	INCOMPLETE	
submit your student entry	COMPLETE	

download submission

Progress

This submission is 100.0% complete.

create another submission

**Please be sure to click the Submit Your Student Entry above in order to move the entry to the State Review Round.

After using the “back” button on the screen shown previously, you will see the task list for the entry that you just submitted (shown above). You know that your entry has been submitted because:

1. On the row “Student Entry Form”, under the “actions” column, you now only have the option to view the submission.
2. Under the green progress bar at the upper right, it shows that your submission is 100% complete.
3. At the bottom left of the screen near the orange “submit your student entry” button, it also shows as “complete”

However, in the Task column where it shows “upload...” this is listed as incomplete. For Washington State, it’s OK that the upload task is showing as incomplete...we are not required to upload entries or entry forms.



Home

Welcome to your Home Page! Please complete the following steps:

Step 1. Register Your PTA. Click the green "register your PTA" button below to complete your PTA Registration Form.

Step 2. Submit Student Entry. Click the green "submit student entry" button below to submit a new Student Entry Form.

Step 3. Report Participation. Upon completing your PTA Registration Form, click the orange "view/edit" button below to complete your PTA Participation Form.

[register your pta](#)

[submit student entry](#)

Submissions

Title	Category	Status	Actions
Jane Smith	Students	NOT SUBMITTED	edit
Lake Washington Council PTSA	PTA	COMPLETE	edit
Test Student 1	Students	SUBMITTED	edit
Test Student 2	Students	SUBMITTED	edit
Testing Testing	Students	SUBMITTED	edit

[create new submission](#)

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To view a list of your submissions, click on the word “Home” near the top left of any screen, under the National PTA logo. All of your entries should have a green “submitted” graphic next to it. If they don’t, go back and review, edit if needed, then submit.