



National PTA® Reflections

Guide to Online Registration



Sign up using the National PTA Reflections online account and be able to:

- A. **Register** your PTA.
- B. **Report** participation totals to New York State and National PTA.
- C. **Submit** student entry forms

Before you begin, please **contact your Region PTA** to learn about the requirements they have for the National PTA online registration system. You should also reference your NYS PTA Local PTA Reflections Chair Guide or contact your State PTA Reflections Chair.

Let's get started! Visit [New York State PTA Reflections](#) webpage and click "register now." Here, you will be able to **sign up** for a new account or **login** to an existing account.

1. To **sign up**, enter your full name, email and create a password, then select "PTA," if you are a PTA Reflections Chair - OR- Select "Student," if you are a student submitting an entry form.
2. Click "register" to receive an email confirmation.
3. Click the **unique link** in your confirmation email to activate your account and continue completing the necessary forms.

Need to reset your password? Click "Trouble signing in?" then click the provided link to reset.

Register your PTA & Report Participation online.

1. To **register your PTA**, sign into your online account, then click **task 1: "Register Your PTA"** and complete the PTA Registration Form.
To register more than one PTA, click "Home" to view a list of completed registration submissions. From this page, click "create new submission," select "PTA" and click "get started."
2. To **report participation**, click "Home" to view a list of completed registration submissions. Click on the PTA you wish to report participation, then click **task 2: "Report Participation"** and complete your PTA Participation Form.

Submit student entry forms online. From the "Home" page, click the green "submit student entry" button. This button is also available at the top of your PTA's task page.

1. To **complete an entry form**, click **task 1: Student Entry Form** and complete the student entry form questions.
Helpful Tip: Have the original entry form available so that you can easily transfer entry information online.
2. **Disregard task 2:** Upload Your Artwork!!! **New York State PTA DOES NOT want artwork uploaded using the Online System.**
3. Click the orange "Submit Your Student Entry" button to complete your submission.

To view a list of student submissions, click "Home." To submit more student entries, click "create new submission," select "Student" and click "get started."

Additional Notes: If you submit a student entry by accident or need to make edits to completed forms, inform your New York State PTA Reflections Specialist, reflections@nyspta.org.

NEED HELP?

For technical assistance, contact
support@myreviewroom.com
(800) 307-4PTA

For Reflections program and online registration assistance, contact
reflections@nyspta.org
Amanda Tobias, Reflections Specialist or
New York State PTA (518) 452-8808