



Local PTA Leader's Guide

Michigan PTA Reflections Specific Rules, Dates, and Reminders

1. Registering your PTA

- In order to participate in the reflections program, you must Register your PTA
- Register at: pta.org/reflections
 - Enter your National PTA 8-digit ID Number.
 - Enter your PTA Name, City, State, ZIP.
 - Enter your PTA Leader Name, Title, Address, City, State, ZIP.
 - Enter your School Name, Number of Students Enrolled, Title I Status (Y/N), Percent of students who receive free/reduced priced lunches.
 - Enter your additional contacts who wish to receive program communications from State and National PTA.
 - Click "Submit" and receive a confirmation email
- Register your PTA between July 1 and Feb

2. Make sure Units are in Good Standing

3. Gather materials, rules and instructions

- Go to www.michiganpta.com
- join the Reflections facebook page and look in the files
- Down load your local leader guide
- Down load your leaders Packet: Check list, volunteer sign-up, themed poster
- Download Student packet: Official rules, entry forms
- Download reviewers/Judges packet
- Download Theme search entry forms

4. Get connected with Michigan PTA reflections

- Send your contact information to reflections@michiganpta.org
- Join our facebook page by sending your e-mail address to jboxerdoc@aol.com

5. Deadlines for the state

- Theme Search deadline:
 - Deadline for Theme Search Contest is 5pm November 2
 - Send entries:
 - By email to reflections@michiganpta.org
 - Or jboxerdoc@aol.com



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- **State entry deadline:**
 - Deadline for entries to the state is January 11th
 - Entries must be uploaded correctly to fluid review by the deadline
 - A flow sheet or list of winners at the local or council level must arrive to the State Reflections chairs by the deadline above
 - You can e-mail lists to jboxerdoc@aol.com
 - Late entries will not be accepted
 - Set your local deadline approximately 1 month before the council deadline which should be 1 month before the state deadline.

6. Important Rules to Remember:

- **Judging is done blind so no full names of the artist are permitted on or in the submitted artwork. full names are only permitted on the entry form**
- **Students can enter art in more than 1 category**
- **Students can enter only 1 piece of art per category**
- **Photography must be submitted online in digital format (not a picture of the picture)**
- **All artwork must be submitted electronically through fluid review to be accepted at the state level**

7. Submitting Artwork electronically:

- **General rules for submitting to State level**
 - Two(2) entries from each age level, per category, may be submitted from a local unit not connected to a council
 - Four(4) entries from each age level, per category, may be submitted from councils who hold council or district competitions
 - Each entry must be accompanied by the original student entry form and marked with the school, district or council name
 - Refer to national PTA rules for electronic filing
 - Entries that do not meet the requirements or the deadline, will be disqualified
- **Create an account:**
 - Visit PTA.org/Reflections and click the "Submit Student Entry" button.
 - Click "sign up" and enter your full name, email and create a password.
 - Click "register" and receive a confirmation email.
 - Click the unique link in your confirmation email to activate your account



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- **Submit advancing student entries:**
 - From your account's home page, click "create a submission" for each student entry advancing to the next round.
 - Click "Student Entry Form" to enter Student Entry Information.
 - Click "Upload Artwork" to upload a digital copy of the entrant's artwork (*optional*).
 - Click "submit your student entry" to submit student entry.

8. Tips and Trouble Shooting

- **Entering Student data or art:**
 - Scan in or manually enter the student entry form
 - Make sure all names are spelled correctly!!!
 - Scan in and upload art
- **Enter the proper format:**
 - All photographs need to be in digital format, not photos of photos
 - 3-D visual art needs to have 3 photographs of art at different angles
 - Make sure movies, dance and music all play properly
- **If you enter something wrong:**
 - Do not try to correct it
 - Do not re-enter it
 - If it is already entered by someone else, Do not re-enter it
 - Contact Joyce or Teresa to fix the entry
- **I you need help, please contact us:**
 - Joyce: jboxerdoc@aol.com
 - Teresa: 517-881-0738