



WSPTA Reflections Submission Training





Reflections@wastatepta.org

<https://www.wastatepta.org/events-programs/reflections/pta-leaders/>



State Reflection submissions

- State submission are Due Jan 18, 2024
- WSPTA Student Celebration April 20, 2024
- Submit via the WSPTA Award Management System or AMS
 - Survey Monkey based system
 - Training materials and demo are available on the WSPTA Reflections website
 - Link on website button: <https://wspta.smapply.io/prog/lst/>



Number of Entries for Councils to Advance to State-*Recommendations*

For Councils Leaders Only:

# PTAs Participating in Reflections	# entries accepted at WSPTA	
1-3	15 + 6 Special Artist	or 20% of entries (not including special artist), whichever is greater
4-9	22 + 6 Special Artist	
10-14	30 + 6 Special Artist	
15-19	36 + 6 Special Artist	
20-24	48 + 6 Special Artist	
25-29	54 + 6 Special Artist	
30+	62 + 6 Special Artist	
All council PTAs may submit six additional special artist entries to WSPTA		



State Reflection submissions

National PTA Number

- <https://member.pta.org/Run-Your-PTA/PTA-Lookup>

HINT

- Have all your student info on a spreadsheet including artist statement so you can just copy and paste into AMS



COUNCIL AND NON COUNCIL SUBMISSIONS TO STATE

ENTER SUBMISSIONS HERE

This button found on Reflections page and takes you directly to AMS.

Log In

Register



Reflections



Welcome to the Reflections portal, where you may upload all submissions for your local or council PTA. You only need to create one login and do not need to submit all pieces in one sitting. However, all submissions must be completed by the deadline, which is **12 pm on January 18, 2024**.

APPLY

Opens

Aug 18 2023 12:00 AM (PDT)

Deadline

Jan 18 2024 12:00 PM (PST)



AMS starting page

- Only councils and local PTAs that are NOT part of a participating council may use this form to submit students' Reflections submissions.
- If your local PTA is part of a participating council, this is not the correct form. Please contact your council for submission requirements.
- In addition to the student's artwork image, audio, or video file, you will need to enter complete information on the student including: **TIMESAVER HINT-have this info entered in a spreadsheet before you start submitting**
 - Name
 - Grade level
 - School
 - Parent/guardian contact information. Phone number will need the – hyphens 111-111-1111
 - If you have not already done so, please review all of the program details on [the Reflections Program for Leaders webpage](#). If you need help, please contact the Reflections Chair, at reflections@wastatepta.org, or the WSPTA office staff at support@wastatepta.org.
 - Want to watch a walk-through of the submission process? [Here's a video](#) that covers every step.



Name your application

1. Eligibility-mark as complete
2. Reflections submission form

Name of local PTA

Local PTA number (WSPTA number)

National-you can leave blank or put all 0 if you don't know but you can find <https://member.pta.org/Run-Your-PTA/PTA-Lookup>

Program chair-council chair. Can add co chair if you want

Optional student info-for HS add student's info if they provide instead of parents

Have you verified that special artist entries truly qualify for this category-will need to check box that this was verified to proceed



Hint-save all your files in correct folders ahead of time for easy entry into system

Art details: Should have been listed on entry form. Music should be cited if used in entries

Artist statement-have pre-typed into a spreadsheet so you can just copy and paste. Make sure you click outside text box in artist statement before you advance or it thinks you are not done typing

Mark as completed (this is the last 50% of the submission) and then submit

If you need to make edits after you have submitted, resubmit and email us and let us know about the duplicate so we can delete the first one.

Must go out after submitted and apply again for next entries

