

# Advancing Entries to Nassau Region PTA

For your convenience, the Local PTA Participation Form and Student Entry Form samples, as well as a checklist are included.

**Each PTA is allowed to advance TWO entries per division for each arts category!**

**Only entries that conform to the rules are eligible to advance!**

**Your PTA MUST:**

- **be a Unit in Good Standing!** Bylaws up-to-date; Membership and Insurance payments made.
- **use the online system to:**
  - register your PTA
  - record your participation totals
  - submit student entry forms – Only entries advancing must be entered using the online system!
- **have the original student entry form (completed and signed) plus (1) copy with each advancing entry!** All student entry forms **must contain a title and an artist statement** of at least one sentence and not exceeding 100 words.
- **have the completed unit check in log**
- **have a 9" x 12" clasp envelope with each advancing entry!** Inside the envelope place the student entry forms (original, plus one copy).
  - Pack each dance, film, literature, and music entry inside the envelope, with the forms.
  - Tape the envelope to the back of each photography and 2-D visual arts entry, with the flap facing out.
  - Pack 3 different photos of 3-D visual arts entry in a combination of angles inside envelope with entry form.
- **adhere to National PTA, New York State PTA and Nassau Region PTA Reflections Rules to be eligible to advance!**

## Online System Instructions

Nassau Region PTA expects all PTAs to use the National PTA Reflections Online system to register, report participation totals and submit student entry forms. Only entries being advanced to the Region PTA are to be entered online.

**DO NOT UPLOAD ARTWORK USING THE ONLINE SYSTEM!!!**

**NOTE** – You will need your 8 digit National ID number, it is located on your PTA Bylaws cover sheet or ask your President.

**Sign Up/Login:** Visit the NYS PTA Reflections webpage at [www.nyspta.org](http://www.nyspta.org) – Your PTA – Reflections. Click “register now!”

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. Click “register” to receive an email confirmation. When you receive the confirmation email, click the unique link to activate your account and continue completing the forms.

To login, enter your email and password, click “sign in”. Need to reset your password? Click “Trouble signing in?” then click the provided link to reset your password.

**Register Your PTA:** To register your PTA, sign in, then click task 1: “Register Your PTA” and complete the 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.”

**Report Participation:** from the “Home” page you can view a list of completed registrations. 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:** From the “Home” page you can view a list of completed student forms. Click the green “submit student entry” button. Click task: “Student Entry Form” and complete the student entry form questions. Click the orange “Submit Your Student Entry” button.

To submit more student entries from the “Home” page, follow the same process as above.