



Submitting Reflections Entries to NCPTA

Training for Councils and
Local Units without Active Councils

Web Browser



- If you have problems submitting entries on the Reflections Website, please try using an alternate browser such as Firefox, Safari, Internet Explorer or Google Chrome
 - Some users have experienced difficulties in the past using Google Chrome.

Start Preparing Early!



- Check your Council/PTA Good Standing
- Organize files ahead of time
 - Print and fill out Participation Form
 - Verify Student Entry Forms are complete
 - Convert Reflections art files to proper format
 - Double check the art files have the correct naming convention

How Do I Check Good Standing?



- Important: You will not be able to register or submit Reflections Entries if your Council/PTA is not in Good Standing
- Councils may only submit Reflections Entries for PTAs in Good Standing
- <https://www.ncpta.org/awards/goodstanding/gs.aspx>

Steps to Success



- Step 1: Start Preparing Early
 - Check Good Standing
 - Preparation of Reflections Art Files and Participation Forms
 - Verify Student Entry Forms are complete
- Step 2: Download and review submission instructions
- Step 3: Register Reflections Chair
- Step 4: Enter Participation Form
- Step 5: Enter Student Entry Forms
- Step 6: Upload Student Art Files
- Step 7: Review “Completed Reflections Entries” list

Register Your Reflections Chair



- The Reflections Chair who is responsible for submitting the Reflections Entries must register
- To register you will need to provide your name, email, phone number and password
- The system will only allow for one registered user per Council/PTA
- Once you register, you will use your email address and password to log into the system.
- **NOTE that Reflections Chairs must create a new registration each school year.**

Register Screen Shot (Council)



NCPTA Reflections System

Welcome Reflections Chairs!

Please select if you are a Reflections Chair for a Council or a Local PTA Unit:

☒ **PTA Council**

☐ **Local Unit PTA**

Council

Chapel Hill-Carrboro Council

First Name

Last Name

Email

Phone

Next

Register Screen Shot (PTA)



NCPTA Reflections System

Welcome Reflections Chairs!

Please select if you are a Reflections Chair for a Council or a Local PTA Unit:

☐ PTA Council

☒ Local Unit PTA

County

School

Division

First Name

Last Name

Email

Phone

Next

Participation Form



- Enter the Participation Form information
- This form must be entered in its entirety in order to submit Reflections Entries

Participation Screen Shot



NCPTA Reflections System

Council Participation Form

Note: PTA Councils must complete Participation Form before submitting Student Reflections Winners.

By Division, how many students participated in each of the following arts categories?

	Dance Choreography	Film Production	Literature	Music Composition	Photography	Visual Arts
Primary	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Intermediate	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Middle School	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
High School	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Special Artist	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

[Submit Participation Form](#)

Submitting Reflections Entries



- Submitting entries is a two-part process
 - Part 1: Enter the Student Entry Form
 - Part 2: Upload the Reflections Art File
- You must enter the Student Entry Form first before uploading the Art File.
 - You can either enter all the Student Entry Forms at one time and then upload all the art files. Or, you may enter one complete submission at a time (Student Entry and Art File).

Screen Shot



NCPTA Reflections System

Guilford County Council

Add New Reflections Student Entry

Add New Reflections Entry

Click to add new
Student Entry Form

Incomplete Reflections Entries

There are no Incomplete Reflections Entries.

Completed Reflections Entries

There are no completed Reflections Entries.



Student Entry Form



- The Student Entry Form MUST be manually entered.
- The Student Entry Form must be completed in its entirety in order for the system to accept the entry.
- If the parent email address or phone is not provided, the chair will need to use their own.
- Once the Student Entry Form is complete, you will see the entry in the “Incomplete Reflections Entries” section. It is incomplete because the Reflections Art File must be uploaded.
- **Note: The system will only allow one reflections entry for a student and category combination. If you have multiple entries for the same student (i.e. Sally Jones has two Music entries), enter the second name as “First Last2” (i.e. Sally Jones2) in the student entry form.**

Screenshot - Incomplete





NCPTA Reflections System

Guilford County Council

Add New Reflections Student Entry

[Add New Reflections Entry](#)

Incomplete Reflections Entries

You have completed the Student Entry Form for these 1 entries. You must now upload the reflections art entry.

	ID	School	Division	Category	First	Last	
Upload Reflections Entry	380	Allen Jay Preparatory Academy	Middle	Photography	Nellie	Taylor	Delete

Completed Reflections Entries

There are no completed Reflections Entries.

Click to upload
Reflections Art File

Upload Reflections Art File



- Browse and select the appropriate Reflections Art File from your computer and click the “Upload Entry” button
- The acceptable electronic formats for file submission are:
 - **Dance:** MOV, MPG, MPEG, MP4 file size must not exceed 200 MB. Video must not exceed 5 minutes in length
 - **Film:** MOV, MPG, MPEG, MP4 file size must not exceed 200 MB. Video must not exceed 5 minutes in length
 - **Literature:** PDF file size can not exceed 3MB. Entries must be scanned PDF files or a Word file saved as a PDF file. **Do not take a photograph of the literature entry.**
 - **Music:** MP3 or MP4 and file size must not exceed 200 MB. Video must not exceed 5 minutes in length. **MP4 must be audio only. Scores are required for middle and high school divisions.** Score must be scanned PDF file. **Do not take a photograph of the score.**
 - **Photography:** JPG, JPEG. File size can not exceed 3 MB.
 - **Visual Arts:** JPG, JPEG. File size can not exceed 3 MB.
 - 3D entries must submit 3 JPEG from varying angles

Required Naming Convention



How to name the arts file when submitting a student's entry

Required Abbreviations for Categories:

- Dance-Dance
 - Film-Film
 - Literature-Lit
 - Music- Music
 - Photography-Photo
 - Visual Arts- VA
-
- **Required abbreviations for Divisions:**
 - Primary- Pri
 - Intermediate- Int
 - Middle- Mid
 - High- High
 - Special Artist- SA

Naming Convention Cont'd



This applies to Dance, Film, Literature, Music, Photography, and 2D Visual Arts Submissions:

Single Entry:

Category-Division-Last-First

Example: Dance-Pri-Smith-Sally

Multiple Entries for the same student (submission of more than one entry in a category)

Category-Division-**Last2**-First

Category-Division-**Last3**-First

Example: Dance-Pri-Smith2-Sally

Dance-Pri-Smith3-Sally

How to name music scores:

Music-Division-last-first.PDF

* The system will only allow one reflections entry for a student and category combination. If you have multiple entries for the same student (i.e. Sally Jones has two Music entries), enter the second name as "First Last2" (i.e. Sally Jones2) in the student entry form.

3D Visual Arts Submissions:



All 3D Visual Arts entries are required to submit 3 photos of varying angles

Single Submissions:

VA-Divion-Last-First-1

VA-Divion-Last-First-2

VA-Divion-Last-First-3

Example: VA-Int-Jones-Tom-1

VA-Int-Jones-Tom-2

VA-Int-Jones-Tom-3

Multiple Entries for the same student

VA-Divion-Last2-First-1

VA-Divion-Last2-First-2

VA-Divion-Last2-First-3

Example: VA-Int-Jones2-Tom-1

VA-Int-Jones2-Tom-2

VA-Int-Jones2-Tom-3

Entry File Tips



- Taking too long to upload?
 - When uploading film and dance entries, please be patient. Larger files require more time to upload into the system.
- Do you have two PDF files that need to be in one PDF document?
 - Combine multiple PDF files into one PDF file: <http://www.pdfmerge.com/>
- Is your PDF file too big?
 - Reduce the size of a PDF file that is too large:
<http://createpdf.neevia.com/pdfcompress/>
- Is your entry file in the wrong file format?
 - File conversion: <http://www.zamzar.com/>

Screenshot - Upload



NCPTA Reflections System

Guilford County Council

Upload Reflections Art Entry

Student Name	Nellie Taylor	School	Allen Jay Preparatory Academy
Category	Photography	Division	Middle
File Type Requirements	<input type="text" value="JPEG"/>	File Size Limit	<input type="text" value="3 MB"/>

Click the "Browse" button to select the Reflection Entry File from your computer. Then click the "Upload Reflections Entry Now" button.

Select Reflections Photography File to Upload: No file selected.

Click to select Reflections Art
File from your computer

Screenshot - Complete



NCPTA Reflections System

Guilford County Council

Add New Reflections Student Entry

Add New Reflections Entry

Incomplete Reflections Entries

There are no incomplete Reflections Entries.

Completed Reflections Entries

These 1 student Reflections entries are complete have been submitted to NCPTA.

School	ID	Division	Category	First	Last	Entry	
Allen Jay Preparatory Academy	380	Middle	Photography	Nellie	Taylor	mweant.jpg	Delete

Review Entries for Accuracy



- Once you have entered the Student Entry Form and uploaded the Art File, the student will be listed under “Completed Reflections Entries.”
 - The entries in this list have been submitted to NCPTA and no further action is needed
- The Submission Process is not complete until both the Student Entry Form is entered and the Art File is uploaded.
- Option to Delete a Submission
 - Once the Student Entry Form is entered and the Student Art File is uploaded, modifications can not be made. But, the user can delete the entry and start over.

Wrap-Up



- Remember to start early and take time to prepare!
- Deadline to submit entries into the NCPTA Reflections Submission Website is Tuesday, January 10, 2017.
 - No changes or modifications after January 10
 - If an entry is not complete by January 10, the submission will be disqualified.
- Detailed Instructions on the NCPTA Website
- Contact the NCPTA Office with any questions
- Thank you for volunteering!