

Frequently Asked Questions

Q: What is the purpose of the Reflections Online Registration?

The purpose of the Reflections Online Registration is to provide an online tool that organizes and transfers student entry information to the next round of judging ultimately providing opportunities for student recognition at the region, state and national level. Online registration also provides opportunity for local PTAs to report participation and share program ideas.

Q: Where can I learn more?

Visit www.utahpta.org/reflections to get started

Q: I am the Reflection Specialist for more than one PTA, how can I use the online registration tool?

Designate one account to manage all your PTA Reflections programs. Submit student entries to any PTA in the same account.

Q: Who should register my PTA?

The Reflections Specialist, Co-Chair or PTA volunteer with internet access may register your PTA. Make sure to remember your password and create an email that everyone can use and view.

Q: When should I create an account?

Access the system and complete your PTA registration starting July 1st, it is best to complete it before the reflections are due for your school, so parents and students can complete registrations online.

Q: I don't know my 8-digit PTA ID number, where can I find it?

Your 8-digit PTA ID number is found at the top of the front page of your bylaws. Ask your PTA president for the number. (Be aware, this is NOT the EIN number)

Q: I don't have time to complete student entry forms online. What should I do?

You only need to enter information for your Award of Excellence winners. Ask other volunteers to help you input the entries. Each entry takes less than 5 minutes to complete.

Q: What should I do with the original paper Student Entry Forms and artwork?

You need to forward original forms with the artwork to the next round.

Q: How do I review online student entries before I advance them to the next round?

You may review online entries submitted to your PTA by downloading/printing the forms in your review room or downloading your PTA report that complies this information is one CSV.document.

Q: I found an error on a student entry form. How can I edit this?

Entries are locked for editing after they are submitted for review. Add a note to the entry found in your review room and the State Reflections Specialist will review these notes and make necessary edits. Or email reflections@utahpta.org with your changes

