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How to Submit Reflections for 15th District PTA



This year's submission of Reflections winners to the district will be like last year. We are going to do this virtually again this year. They are due on October 19th and therefore we will not be able to accept anywork via drop off at CAP, pony, or by mail.

We will only be accepting the entries electronically through Google Forms.

The final winners will be picked up/delivered to 15th District PTA before the awards ceremony will be December 8th at Youth Performing Arts School Theatre.

Please go to 15thdistrictpta.org/reflections for more information and links.

Example

An Elementary school PTA is submitting 3 entries to the district.

- One Visual Arts 4 grader
- One Visual Arts Special Artist grader
- One dance 1st grader

This is a 2 step process and both steps have to be completed for us to judge the entry.

Step 1 - Submitting the Inventory form

Start with the Visual Arts Inventory Form. Go to 15thdistrictpta.org/reflections and click on the Visual Arts Inventory Form. The first part of the form is contact information. Then you will choose the grade the youngest student is in and it will take you to the next section. Remember that you can submit one student's art work for each grade level and one art work for each grade level for a Special Artist. Therefore an elementary school could submit a total of 12 entries for each category if they have a preschool. All entries for Visual Arts will be put on this form together. Do not put entries for other categories on this form. Because we have two entries in the example - this is how we would fill out the form in this area.

The screenshot shows a form with two sections. The first section is titled "4th Grade" and has a text input field containing "Jane Smith". The second section is titled "4th Grade - Special Artist" and has a text input field containing "John Smith".

Once you fill this out - then you will continue to the end - going past grades that are not in your school. At the end if you would like to submit the paper form - then just add the file when asked. This is not necessary - it is just in case you think you may have forgotten to add a name to the

form. We will be checking to verify everything matches. Then you will submit the form. You will get an email confirmation of the submission along with what you submitted.

Step 2 - Submitting the Artwork

Use the link that is in the e-mail or go back to 15thdistrictpta.org/refelctions and click on the Visual Arts Submission Link. This will start with you entering your email, student and school name.

---Upload the Student Entry Form. If you do not have a digital copy and you do not have a scanner. Take a picture and upload it. Please make sure that the picture is clear. Please have the name be the students last name, category, and Student Entry Form.

-----In this example - Smith-Visual Arts Entry Form

---Upload the Visual Art Pictures. This time label it with the last name and category.

-----In this example -Smith-Visual Art & Smith-Visual Art 2

Student Name *

Jane Smith

School Name *

ABC Elementary

Please upload the Student Entry Form *

W Smith - Visual Ar... X

↑ Add file

Please upload the Visual Art *

Smith - Visual Ar... X Smith- Visual Art... X

↑ Add file

Submit

Once you submit you will again receive email confirmation. To be complete with all the Visual Art entries - the Visual Art Submit Form would need to be filled out for John Smith.

We do ask that if you have two students with the same last name - please add the first name to the saved file.

Once the Visual Art Submit form has been filled out for John Smith - you will need to go back to the website and then click on the Dance Choreography Inventory Form and fill that out for the 1st grader and do the second step Dance Choreography Submit Form.

If you have questions or run into problems - please email reflections@15thdistrictpta.org.