

Register to attend the [WSPTA Reflections Orientation/Q&A webinar](#)  
Tuesday, January 5, 2021, 7:00 – 8:30 pm.

**Submission due date:** January 22, 2021

### Two steps:

1. Complete the Reflections Excel spreadsheet
2. Upload the spreadsheet and submission files to the DropBox folder link you have been provided.
  - a. Councils will be sent their own unique folder link
  - b. Non-council PTAs must complete [this form](#) to receive their unique folder link

### Getting your materials ready:

**Have available:** Fully completed entry forms

Double check your electronic files for the following:

- Have the file name handy
- Remove all spaces in the file name
- **Use a format** listed as “acceptable” on the National PTA guidelines
- Use a **very** unique name (so many pieces are named “I Matter”!!)
  - Include Arts Category & Division in the title.
  - Feel free to shorten, like VA2D, VA3D, Photo, etc.
  - Consider using the phone number and artist’s initials
  - **Please, please, please** call out the Visual Arts 3D pieces
- Include the WHOLE filename (including - .mp3, .jpg, .pdf, etc)

### Fill in the Excel spreadsheet

Fill in the information at the top of the column for each student.

- You’ll see the column headers match the entry form
- Some items have drop-down menus
  - Little gray arrow appears (e.g. Signature block drops down to say Yes/No)

### Uploading Files

- Council chairs will automatically receive a link to a unique Dropbox folder from WSPTA
- This will only be available until the due date and then your access to it will be disabled
- Non-council PTA’s will request access via this [online form](#)
- Folders will be there for each category

### FAQ

“MOV” files are not an acceptable format for any category. See the National PTA guidelines. We can advise you how to convert some things, but it is often easier to contact the family.

**Contact us with any questions at:** <mailto:reflections@wastatepta.org>