Councils and local PTAs not associated with a council must upload the student submissions no later than midnight on Friday, January 21, 2022, to the unique online SharePoint file folder provided to them by the WSPTA office. Submissions are 100% virtual this year. No physical entries will be accepted.

Here are the steps for submitting:

Fill out the WSPTA Reflection form

- ✓ Here is the link to the form: https://bit.ly/2022Reflections
- ✓ The form must be completed for **each** student entry
- ✓ The form must be completed to receive your unique online SharePoint file folder link from the WSPTA office
- ✓ The unique online SharePoint file folder link will be sent within two business days of the **first** form received.
- ✓ The unique online SharePoint file folder link will be used to upload all submissions
- ✓ It is recommended that each PTA send the form with the student information as soon as possible
- ✓ It is recommended that each PTA submit at least one student entry form as soon as possible to receive your unique online SharePoint file folder link
- ✓ It is recommended that PTA leaders do not wait until the last minute to submit the form and upload the files in case any technology issues arise
- ✓ **Please note that any initial submission form must be received no later than January 19, 2022, to ensure that you receive your PTA's unique online SharePoint file 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 filename. This is due to many pieces being named after the theme.
    - ○ Include Arts Category & Division in the title
    - ○ Feel free to shorten, e.g. VA2d, VA3d, Photo
    - ○ Consider using the phone number and artist's initials
    - ○ **Please, please, please** call out the Visual Arts 3D pieces
    - ○ e.g. Photo_High_ImUnique_4256648523_AK.jpg
- Include the **whole** filename (including .mp3, .jpg, .pdf, etc.)

Complete the online submission form, one student at a time. Upload files all at once.

- You can have help typing entries, but the invitation to upload files will go to **one** person
- Keep all the files in one folder, alternatively, group art by category (photo, music, etc.)
- You can upload a folder in its entirety to your SharePoint folder

FAQ

"MOV" files are not an approved 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.

Uploaded documents

- ✓ Scanned copy of the student submission form
- ✓ All required art files

Contact us with any questions at: reflections@wastatepta.org.

Reflections Q&A Session
January 10, 2022
6:30 – 8:00 pm
This Q&A session will walk Reflections chairs through the online submission process.

Washington State PTA
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