Reflections Arts Program
2021-2022

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Introductions

- LWPTSA Council Reflections

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  o Anuraga Gowtham & Cris Wegmann, Co-VPs of Programs
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  o Email for general questions: reflections@lwptsa.net

- Facebook Group: LWPTSA Council Reflections Chairs

  o There is also a "WSPTA Reflections" Facebook group; this is great for ideas, but questions about deadlines and processes will get varied answers depending on which Council responders are part of!

- LWPTSA Council website: www.lwptsa.net/reflections

  o WSPTA website: https://www.wastatepta.org/events-programs/reflections/ and https://www.wastatepta.org/events-programs/reflections/pta-leaders/

Reflections Competition Overview

The Reflections arts competition is a National PTA 'Arts in Education' Program. It was started in 1969 to encourage and recognize students for their creative talents. Reflections is the largest art program of its kind in the U.S.

4 ROUNDS

1. Local (that's you) (Sept –Nov)
2. Council (that's us) (Nov – Jan)
3. State (Jan – Mar)
4. National (Mar – May)

5 GRADE DIVISIONS

1. Primary (Pre-K-2nd) *
2. Intermediate (3rd–5th) *
3. Middle School (6th–8th)
4. High School (9th– 12th)
5. Special Artist: Elementary (PreK-5th)
6. Special Artist: Secondary (6th-12th)

Primary and intermediate divisions must be judged separately.

6 ART CATEGORIES

1. Dance Choreography
2. Film Production
3. Literature
4. Music Composition
5. Photography
6. Visual Arts (2D/~~3D~~)

*3D entries not accepted by LWPTSA Council

LWPTSA Council Program, past years

- PTA/PTSAs Participating: 43 of 44 (2019); 35 of 44 (2020)

- Local PTA/PTSA entries received at Council: more than 440 (2019); about 320 (2020)

- Council award winners that advanced to state: 80 (2019); 63 (2020)

    - **Outstanding Interpretation**

    - **Award of Excellence**

    - **Award of Merit**

- WA State award winners from our council: 17 (2019); 15 (2020)

    - **Advanced to Nationals – 5 (2019); 3 (2020)**

LWPTSA Council Program, this year

- Reflections is VIRTUAL this year for Council, but it may be "in person" for you. What does this mean for you?

- **Promotion may take two forms!** Poster put up around your school may attract student attention, but virtual flyers will reach parents. This is the time for you to use your PTA's newsletter, social media channels, Peachjar, and school's communication tools to promote Reflections to students and families.

- **Entry forms can start as paper, but will go virtual!** Depending on your school community, having printed copies of the entry form and rules available may help, but you can also use fillable entry forms online and students can type directly into the form. Parent/guarding signatures are required on the entry form, but virtual/electronic signatures are acceptable.

- **Artwork collection is virtual for those submitted to Council!** Students may submit a digital copy of their artwork with their entry form. You will need to decide with your PTA if you will be collecting artwork from school or dedicating a space in your home for art storage. All Council submissions will be collected online. *Click here for tips to share with students on how to get a good digital image of their artwork*

- **Judging can be virtual or in-person for local PTAs!** You will need to work with your PTA leadership to determine the best fit for your PTA. If you want to hold in-person judging, speak with your school about the availability of space. Keep in mind current policies about visitors/volunteers on campus.

- **Turn in day is virtual!** Turn in day will happen from the comfort of your home. No mad rush down to the Resource Center to make your check in time. Chairs will meet with us virtually to confirm your student Reflections entries together. Please note only winning entries at Council are entered into the National Reflections Portal

- *Stay tuned for an information session on our file sharing system and how students will submit entry forms and artwork*

Local PTA/PTSA: Setting A Deadline

- Each local unit sets their own deadline for turning-in entries, and you will need to determine what turn-in will look like for your local PTA (electronic submission, possible turn-in of physical artwork/photography if assistance needed with creating digital file) – <u>Chairs should have discussion with your Board leadership to determine the best processes for your community</u> – when possible, use PTA resources (cloud sites, websites, etc) rather than personal resources!

- Work backwards from Council's online registration deadline:
  ** Thurs, November 18th by 11:59pm ** (we will review entries on Friday, Nov 19th and Sat, Nov 20th and connect with each chair/PTA on those days)

- Actual time needed depends on number of entries expected; experience of the committee members; and number of helpers.

Setting A Deadline

September

- Register Your PTA www.pta.org/programs Reflections Arts Program

- Sept 27th – Kick-off Meeting

- Begin promoting reflections

- Allow 5 – 6 weeks for students to work on projects

October

- Promoting Reflections continues
- Start finding Judges

- Deadline Date for entries (suggested):

- ~Oct 25th if:
  - 1st year Chair
  - # of expected entries is 40+
- ~Nov 1st if:
  - experienced chair
- After deadline, begin prepping entries for judging, allow 1 – 2 weeks
- Communicate with entrants if information is missing/criteria not met that is fixable

November

- Nov 1st to 4th – Prepare judging instructions, rubrics and scoring sheets

- Nov 4th to 12th – Judge entries

- Judging Evening -OR-
- Sending entries to judges electronically

- Nov 10th to 15th –

- determine winners

- Nov 15th to 18th -

- Submit winning entries to LWPTSA Council online folders

Local PTA/PTSA: Promoting to Students

- What to include:
  - Informational cover letter/flyer with contact name, where to find Rules and Entry Form, deadline date & time, entry drop off point, etc.
  - Consider hosting an online "Reflections Kick-off" meeting where parents/students can learn about the opportunity and see where to find information online (your PTA website)
  - Art category rules
  - Student Entry Form (top portion pre-filled) *It's a fillable PDF this year.
  - Theme search contest form (optional – careful that students don't use this for their Reflections entry form.) Found at www. wastatepta.org/events-programs/reflections/

  Chairs:
  - **All documents should be obtained from the Washington PTA website (not National)!**
  - **Then, students should get forms from your PTA website that have been personalized by your PTA!**
- Be creative and consider how to reduce barriers to entry:
  - Can forms be shared as fillable .pdfs with electronic signatures?
  - Will PTA offer materials (canvas, photo paper) pick-up options or offer supplies (water colors, paints, markers) for loan to students who may not have them at home?
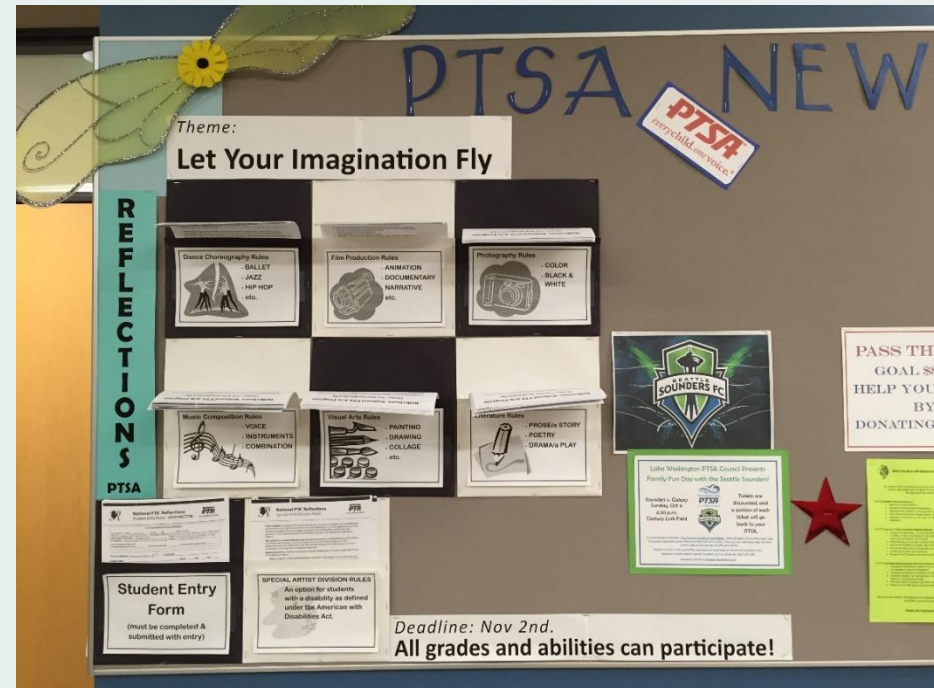
Promoting to Students

How to Distribute Information –

Be Creative this year!

- Distribute hard copies at school or at designated times/places

- Post to PTA/PTSA and/or school websites

- Through teacher communications

Marketing Materials

- Flyer & poster template available on the WSPTA website:

  https://www.wastatepta.org/events-programs/reflections/pta-leaders/

- Create your own materials

Promoting to Students

- Have an information table at lunch where students can stop by and ask questions and get information packets or individual documents, or maybe even materials/supplies.

- Distribute a Power Point presentation that could be shown by teachers to introduce Reflections and encourage participation. (just a few slides!) Host an online "Reflections Info session"…maybe with a PTA meeting.

- Use posters, school and PTA/PTSA newsletter, flyers, Facebook/social media, and work with teachers to encourage students to participate.

- Announcements – Morning announcements /Weekly newsletters on email through school

- After School – a meeting or workshop "drive by" or slide show on PTA website

Note: Committee member names and contact information should be on all written communications.
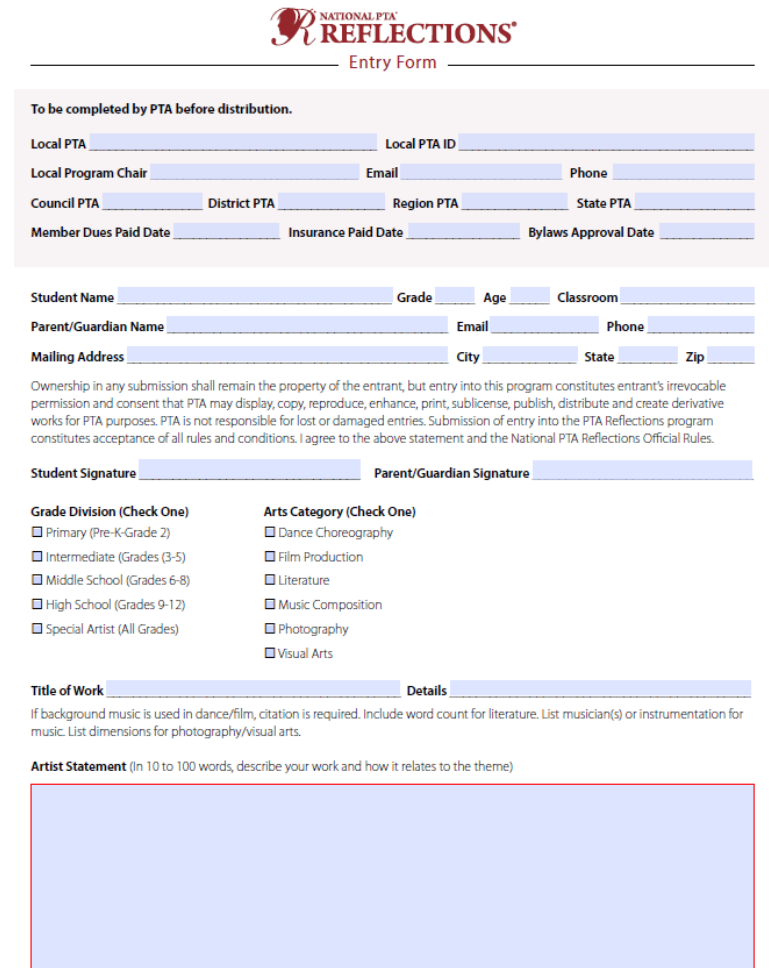
- Other ideas????

- Refer also to the Reflections Local Leaders Guide on Washington State PTA website

Promoting to Students

Student Entry Form:

- Download a copy of the official entry form from www.wastatepta.org and pre-fill your PTA information at the top of the form before making copies/uploading the form to your website.

- Pre-Filling the Entry Form (a fillable PDF)

  - District/Council = Lake Washington.

  - Region = 2 / State = WA

  - PTA/PTSA – Use the full name of school (e.g., Ben Franklin Elementary and not Franklin Elementary)

  - State and National ID numbers from PTA/PTSA President or Treasurer **We have a list of all PTA local and national ID numbers on our website: www.lwptsa.net/reflections/**

  - PTA/PTSA email should be your personal or PTA's Reflections program email. Do not use Council's information.

Promoting to Students

Student Entry Form (cont'd):

- Pre-Filling the Entry Form
  - ○ PTA/PTSA Address is the school's address.
  - ○ Chairperson phone number should be your personal phone number. Do not use your school's phone number or Council's.

Promoting to Students

How many entries should be expected? **Numbers may vary up or down this year!**

Elementary School: 20 to 50

Factors for variance:

- Language barrier

- Access to materials

- Lack of support from PTA, school staff, teachers

Middle School: 10 to 40

High School: 5 to 25

Factors for variance for MS/HS:

- Less parental involvement therefore up to student to participate

- Busier schedules

- More homework

Recognition is important to increasing participation!

Promoting to Students

Specifications to the 2020-21 Program:

- **Visual Arts –** 3D art is <u>**not**</u> being accepted this year by our Council; only 2D entries are allowed. Examples of 3D: architecture carpentry, ceramics, jewelry, kites, dioramas, mobiles, etc.

- **Visual Arts – 2D**: size and thickness
  - Maximum size is 24" x 30" (includes matting).
  - Thickness is ½" (includes matting) It is no longer 3/8".

- **Photography:** minimum and maximum sizes of photo
  - Minimum size is 3" x 5"
  - Maximum size is 8" x 10"
  - Photo + Mat is no bigger than 11" x 14"

Since you will only be seeing a digital image of the art, it is important that these criteria are stressed with participants. If entries advance to National PTA, the physical artwork will be collected and must meet these criteria!

Music, Film and Dance:

Rules still have CDs and DVDs as an option for submitting entry. It is hard to find CD and DVD players these days. It would great if Chairs could stress that USBs are preferred.

Local PTA/PTSA: Judging Entries

Finding Judges

- Start looking for judges now while students are working on their entries!

- At least 2 judges per category. Three per category is recommended especially if many entries in the art category.

- Consider asking teachers, librarians and parents at <u>other</u> schools and private teachers (music, dance)

- Recruit people who are experienced in the art category they are judging as a professional or a hobby

- NO teachers or staff from your own school.

- Parents: NO on parents who have a child participating! If no child participating, may consider a parent if you believe they are capable of being impartial.

- Judges may judge more than one category if they have a working knowledge in both areas

- Preference will be to distribute materials and entries for judging electronically. This is a new process to plan for this year – work with your PTA leadership to figure this out soon!

Preparing for Judging Entries

Student Entry Form:

- Student Portion

  - Is it complete – all fields?

  - Is it legible – all fields?

  - Is it signed by student and parent? If over 18 years old, parent signature not required.

  - Check if email is correct by emailing parent at least once.

  - Does it have a Title?

  - Are the art dimensions stated for Visual Arts and Photography? If not, chair can fill it in. Size includes the mat, e.g., Photo + Mat = dimensions

  - Is the Artist Statement 100 words or less? Count because if an entry is moving on to Council, the artist statement will be cut off at 100 words when entering into the Online Registration system.

  - Artist Statement should not continue on the back of the form. It should continue on a separate page or submitted on a separate page.

Judging Entries

Preparing entries for Judging:

Use the Checklist provided!

https://www.wastatepta.org/events-programs/reflections/pta-leaders/...under RESOURCES, select "2021-22 Local Leaders Guide" in the Leader Resources drop-down.

- No name associated with entry – use a numbering system

- Work with your PTA leaders to figure out the best process for your PTA and your community

NATIONAL PTA REFLECTIONS

Given the impact of COVID-19, student participation in the arts, particularly in arts programs like Reflections, is now more important than ever to help them process their thoughts and feelings. As many school communities will be learning remotely, National PTA supports and encourages our PTAs to run their Reflections programs virtually.

Try these tips, from PTAs across the country, on how to host a Reflections program online.

Collecting Student Information and Entries

Make sure you are collaborating with your state PTA to ensure you are collecting pieces in a manner that will be accepted at the next levels of the program. For example, you'll want to check that artwork can be submitted and reviewed virtually and that typed signatures on the Student Entry Form will be accepted at all levels. National PTA will accept all virtual entries from state PTAs.

Reviewing Student Entries

Once collected, the online review process will also require some creative thinking due to the important step of anonymizing the student submissions and providing judges with "blinded" pieces for review.

- If you used Google Forms or Google Drive for collection, consider creating an anonymized Google Sheet that includes the student's Title of Work, Artist Statement and a link to Google Drive storage place.

Judging Entries

Miscellaneous Information

- Use only the forms and documents from the WSPTA website or provided by LWPTSA Council.

- Local PTA/PTSAs may accept multiple entries from a single student at their discretion, but only one per category.

- An entry must be the work of ONE student. Other people can perform or appear in a student's original work but may not do any of the creative work.

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- Create a spreadsheet (word table or excel spreadsheet) and enter the following information:

  - Name of student, art category, grade, email, title of artwork, judging score (total or average), and advancing (use *)

  - Cut and paste information from online form, then assign an "entry number" to use for identifying the entry anonymously through the evaluation process

This document can be useful for many things throughout the process: a record of entries in one place, emailing students, creating labels, etc. Saves a lot of time further on in the process.

Judging Entries

- Judging must be blind and impartial.

- At the elementary level, entries must be separated into Primary and Intermediate entries and then again by art category. Primary and intermediate entries must be judged separately from each other.

- Judge all entries even if you only have a few entries.

- Disqualified entries (did not meet the rules): do not judge but hold on to for displaying in the school (e.g. art show). Let student/family know why disqualified.

- *Use the judging scorecard and rubric available from the WA State PTA Reflections webpage. Each judge has their own judging scorecard. (Note: the scorecard is a Word doc so Chairs can type in Title of Entry.) NEW in 2020 – 100 pt scale!*

- Make sure your judges have access to the artist statements only (no personal information).

- Provide the judges the Rules for the Art Category they are judging.

- Judges scores are confidential. Do not share them outside of your Reflections committee. Parents may ask about their student's scores, so be prepared with a polite response!

Judging Entries

National PTA
everychild.onevoice.

Leader's Guide

Instructions for Judg...

Score Card

Entry	Interpretation (40 pts)	Creativity (30 pts)	Technique (30 pts)	Total Score
1				
2				
3				
4				

https://www.wastatepta.org/events-programs/reflections/pta-leaders/

Score Card

Criteria / Level	Beginning	Developing	Proficient	Accomplished	Advanced
Interpretation	**1-8 pts.**	**9-16 pts.**	**17-24 pts.**	**25-32 pts.**	**33-40 pts.**
How closely the piece relates to the theme, based on the Work itself and the artist statement.	The interpretation lacks clarity and does not communicate the student's concept.	The interpretation lacks clarity and does not fully communicate the student's concept based on the theme.	The interpretation communicates the student's concept based on the theme.	The interpretation clearly communicates the student's concept based on the theme but lacks meaning, purpose, and integrity.	The interpretation clearly communicates the student's whole concept based on the theme with meaning, purpose and integrity.
Creativity	**1-6 pts.**	**7-12 pts.**	**13-18 pts.**	**19-24 pts.**	**25-30 pts.**
How creative and original the piece is in its conception of the theme and its presentation.	Work is somewhat original and reflects the theme using very conventional ways.	Work is somewhat original and reflects the theme using conventional ways.	Work is original and reflects the theme using conventional ways.	Work is primarily original and reflects the theme using imaginative ways.	Work is highly original and reflects the theme using un-conventional, interesting, imaginative and new ways.
Technique	**1-6 pts.**	**7-12 pts.**	**13-18 pts.**	**19-24 pts.**	**25-30 pts.**
The level of skill demonstrated in the basic principles/ techniques of the arts area.	Work demonstrates very limited skill of the arts area.	Work demonstrates limited skill of the arts area.	Work demonstrates capable skill of the arts area.	Work demonstrates expertise of skill of the arts area.	Work demonstrates mastery of skill and knowledge of the arts area.

Judging: Selecting the local Winners

Selecting the Winners:

Number of entries advancing from Local to Council

- Up to 15 entries in total (highest scoring only) Note: most schools do not submit all.

Ideally, you will have winning entries in all or most of the categories, but generally, there are more in Visual Arts and Photography. That is why there is a limit.

- Plus up to 6 additional entries from the _Special Artist division_

Do not advance the maximum number of entries to Council just because you "have room," only have a few, or don't want to hurt any feelings.

All entries advancing to Council must demonstrate the theme and must be good enough to compete against the best entries from the other PTA/PTSAs in LWPTSA Council.

- Council can only advance 20% of all entries (at most) to the WSPTA level.

Judging: Selecting the Winners

- Use your judge's scores to select winners. Entries with the highest scores overall should advance. Highest score is 100/100 (40 – theme; 30 – artistic merit/creativity; and 30 – mastery of the medium).

- Reflection Chair/Committee can choose method to determine which entries advance (total score or average score).

  - For example: 3 judges judging primary visual arts
    - Find the average of the 3 overall scores for the entry (e.g., 75, 80, 85 = 80/100) or
    - Add the 3 overall scores (e.g., 75 + 80 + 85 = 240/300)

  - Determine a benchmark:
    - Average Score: If a score is 85/100 or above, then consider advancing entry.
    - Total Score: If score is 250/300 or above, then consider advancing entry.
    - May need to adjust benchmark – up (too many entries advancing) or down but not too low (not enough entries advancing)

  Note: If two entries have the same overall score and you cannot advance both due to number of entries that are allowed to advance in the category, use the highest theme score as the tie breaker.

Judging: Selecting the Winners

Chair/Committee discretion:

- "Theme" gets the most points so it's possible to have a winning entry that is not artistically as good as other entries that don't have strong theme-coherence.

- What if all entries in a category/division have low scores? Use your judgement with caution. If the judges seemed like they didn't "get it" consider advancing some of those entries that you feel 1) captured the theme and 2) has artistic merit.

New Theme and a Theme Search!

- Themes chosen via a contest, 2 years in advance – looking for 2023-24 this year!

- $100 prize from NPTA

- Find Theme Search Contest Entry Form https://www.wastatepta.org/events-programs/reflections/

- Pre-fill and distribute form to students who are interested.

- Students submit entry form directly to WA State PTA

- Deadline: November 1, 2021

LOCAL PTA/PTSA: Advancing Winning Entries

PREPARING WINNING ENTRIES FOR TURN-IN TO COUNCIL

Preparing/Verifying Entries

- "Content rules" vs. "Packaging Rules"

- "Content rules" must be followed or the entry is disqualified – if you have questions or can't determine if the content complies with the rules, you may need to ask to see the physical art piece (for example, if it looks like a painting may have 3-D elements that make it more than ½" thick, or a photograph that might be a collage vs. a photo montage).

- "Packaging Rules" (plastic sleeves and labeling of visual arts/photos) will only need to be followed if an entry is selected to go on to National PTA, and some "packaging rules" (multiple printed copies of literature entries, thumb drives for music/film/dance) may not be relevant at all this year!

- For entries that your local PTA is advancing, you will want to encourage those students to take good care of their artwork as it may be requested/required to be submitted in February! It will need to be in the same form it was in when the digital image was submitted in October!

- While there will be far fewer barriers to entry with many of the "packaging rules" relaxed or eliminated, the new requirement of submitting a digital image via email or uploading to a cloud site may present new challenges – as a PTA, think about how you can help eliminate that barrier/challenge for families in your community!

Advancing Winning Entries

Online Submission to LWPTSA Council:

- Chairs need to upload entries to our LWPTSA Council OneDrive. Only entries that qualify to move on from Council to State level judging will be entered into the National PTA portal (and your Council chairs will take care of that for you!).

- The deadline for local PTA/PTSAs in the LWPTSA Council is Thursday, November 18, 2021, by 11:59 P.M. (that is absolute!)

- Do not wait to the evening of the 18th!

- We will create a step-by-step PowerPoint, (at the end of this presentation) We may host an online workshop in late October to explain the upload process and answer questions!

Make sure you have completed the Online Registration for National PTA Reflections, but you will not enter any information about your entries or winners in their portal (last time this was done was 2019).

Council: Turn-In Day

"Turn-In" Days

After online registration of winners, Chairs will meet virtually (or with a phone call) with Council Reflections chairs.

- November 19th – 20th, 2021
- Time: 9:00 a.m. – 5:00 p.m., by appointment
- Chairs will reserve a 20-minute slot via Sign Up Genius to meet with Council Reflections chairs so we can verify your entries to the LWPTSA Council OneDrive, and that everything was entered correctly!
- More details and sign-up to come in late October.

Local PTA/PTSA: Recognize Your Students

Very Important for the students and your program!

- After judging, notify all participants (not just the winners), parents and staff of the results.

- Use the same methods you used to promote the program - newsletters, announcement, etc. – to highlight winners and thank all participants.

- Consider recognizing all participating students with your own art show; in conjunction with another school event, like an assembly; or a slide-show display on your website.

- Give ribbons and/or certificates to everyone who submitted an entry.

- Officially, the top awards are Outstanding Interpretation, Award of Excellence, Award of Merit, but you can choose your own award names. (1st, 2nd, 3rd or "Finalist" for those advancing to Council, etc.)

- Non-award winners can receive recognition as "participants".

- A recommended ribbon vendor is olympicribbon.com (inexpensive, quick turnaround)

- Other ideas for recognition? Share them with our LWPTSA Council Reflections Chairs Facebook group!

Awards and Supplies

- AWARD RIBBONS
  - www.olympicribbon.com (flat ribbons)
- AWARD CERTIFICATES
  - Microsoft Word has Certificate templates
  - Certificate Template on WSPTA Reflections webpage

Other Important Dates and Deadlines

- Council Winners Announced

  - First week of January

  - Reception/Recognition early January (if in-person); mid-to-late January (if online)

- Some high-performing artists may be featured at a February school board meeting

- WSPTA will announce their winners in late February/early March.

- Artwork that advances to the National PTA is retained by NPTA for up to two years; make sure students and their families are aware of this!

Entries From Outside Your PTA/PTSA

Students from outside your PTA/PTSA may participate in your program under the conditions listed below. This includes home-schooled and private schooled students, and students whose schools have a PTO instead of a PTA or PTA/PTSA.

- The student may enter Reflections through a PTA/PTSA in good standing.

- The school should be at the same grade level to match the student's grade level (elementary to elementary, middle to middle, etc.)

- The student must have consent of the host PTA/PTSA. The host PTA/PTSA is not required to accept outside entries.

- The host PTA/PTSA must be in the district where the student resides.

- Entry is treated as if the student attends the host school.

Thank You! Questions?

Make sure we have your contact information! Are you receiving the Weekly Waves email from LWPTSA Council? If not, we do not have you listed as your PTA Reflections chair. Please talk to your PTA President about submitting your name and email address to us.

ACTION ITEMS/NEXT STEPS:

1. Complete a Committee Plan of Action for your PTA – include due dates, communication plan, budget plan, volunteer needs.

2. Work with your PTA leadership to determine the best process for turn-in to "PTA-owned/accessible" locations (email address, cloud folder, forms, etc).

3. Work with your PTA leadership to determine entrant eligibility (only students currently enrolled in your school, or all students eligible to enroll in your school, or other?).

Any questions/concerns/ideas?
Mindy Lincicome,
reflections@lwptsa.net

We look forward to seeing your entries at Council!

Turning In Entries to Council
(each of these points will be explained in later slides)

- Assign each entry a unique Council identification number

- Complete the Council Microsoft Form for each entry OR upload a spreadsheet with all entry form information to your PTA folder in the Council Reflections OneDrive

- Name each artist's entry with the unique Council identification number and upload all files into your PTA folder in the Council Reflections OneDrive. Complete by end-of-day, Thursday, November 18th!

- Sign up for a meeting time on November 19th-20th and join your Council Reflections chairs at that time (in the online meeting link we will provide) to review your submissions.

1. Assign each entry a unique Council identification number

- We will be using a unique file name to connect the entry form information and the entry file(s) for all entries advancing to Council. Here is how you will create this unique file identification:

    - The last number in your local PTA ID: 2.8.xxx (3 digits…use 0s if your number is less)

    - Two letters to represent the art category: VA, PH, DC, MC, FP, LT

    - One letter to represent the age category: P, I, M, H, S

    - The students' first and last initial

    - The number of the entry from your local PTA: two digits please, 01-15 (16-21 for Special Artist entries)

    - This will give you a 10-character file name

    - Example: Lake Washington HS PTSA is 2.8.95; a photography entry from Graham Hay is the 4th entry from LWHS PTSA advancing to Council…the identification and file name for this entry is "095PHHGH04" (095PHHGH04.jpg)

2. Complete the Council Microsoft Form for each entry OR upload a spreadsheet with all entry form information

▶ If your PTA collected the actual entry forms from your students, we will need you to enter the following information from each form into a MS Form so that we have the information in one place:

  ▶ http://bit.ly/LWPTSAReflectionsForm

  ▶ Unique ID (see previous slide), School Name, Student Name, Parent Name, Parent phone, Parent email, Grade Level, Art Category, Title of Artwork, Artist Statement, Other Details

▶ If your PTA used Google Forms or MS Forms to collect student entry information, you can upload a spreadsheet with just the entries moving on to Council into the same folder as you upload the entries.

  ▶ Your spreadsheet may have more information than we list above – that's OK, no need to edit! Please add the column with the Unique ID as the first column.

3. Upload all files into your PTA folder in the Council Reflections OneDrive

▶ Link to the Council OneDrive: http://bit.ly/CouncilReflections2021 (not active yet)

▶ At this link, find your PTA folder and click on it to open it.

▶ Select "upload" at the top of the screen and load all of the files (named with the Unique ID) into your folder.

  ▶ For Music Composition entries, there will be a .pdf file that is the notation and a .wav or .mp3 file that is the recording of the music – these should be given the same file name (unique ID) with the different suffixes (.pdf or .mp3)

▶ If you have all the student entry information in a spreadsheet, upload that spreadsheet (with just the advancing entries) to this file as well.

▶ *TROUBLESHOOTING: We have had mixed success with being able to upload at this link; it seems to depend on whether you have a Microsoft Account. We are working on an alternative, so if you find that you can't upload to your folder, email us! (Please don't wait 'til Nov 19 to try!)*

4. Sign up for a meeting time on November 19th-20th

▶ We will have a list of meeting times available in Sign-up Genius; please sign-up for an available time with your name and PTA name.

  ▶ https://www.signupgenius.com/ (not set up yet...will be updated with the full link when ready)

  At the assigned time, use the Zoom link provided on the SignUpGenius– we may be wrapping up the meeting before yours, but we will do our best to stay on time!

  ▶ **Friday Zoom (not ready yet...will be updated with link when set up)**

  ▶ **Saturday Zoom (not ready yet...will be updated with link when set up)**

  ▶ If none of the times available work for you, please email us and we will make other arrangements! Reflections@lwptsa.net