Reflections Arts Program 2022-2023

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THEME:

SHOW YOUR VOICE!

Turning In Entries to Council

- Assign each entry a Unique Council Identification Number (see next slide)

- Update the spreadsheet of advancing entries only with all entry form information to your PTA folder created 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 before Wednesday, November 16th, 10pm

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, 01-10 (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 Supriya Singh is the 4th entry from LWHS PTSA advancing to Council...the identification and file name for this entry is "095PHSSH04" (095PHSSH04.jpg)

2. Update the spreadsheet of advancing entries only, with all entry form information to your PTA folder created in the Council Reflections OneDrive

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- If your PTA collected the actual entry forms from your students, we will need you to enter the following information from each form into the excel sheet created in your respective PTSA folders so that we have the information in one place:
  - ○ 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 copy paste into the spreadsheet created with just the entries moving on to Council into the same folder as you upload the entries.
  - ○ Your spreadsheet may have more information than listed in the excel sheet, Please fill out only requested information to our drive.

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

- Link to the Council OneDrive: <u>Online Submissions</u>
- 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)
- Update the spreadsheet (with just the advancing entries) already created in your respective PTA folders.
- 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 16 to try!)

Thank You! Questions?

- Drive link will be available to Local chairs/ PTSA President on

    ○ Waves/ Currents Newsletter

    ○ LWPTSA Reflections FB Page

    ○ Will be Emailed to chairs, provided email information is updated to us **22-23_Reflections_Chairs.xlsx**

- LWPTSA Council Reflections

    ○ Chair: **Reflections@LWPTSA.net**

    ○ Anuraga Gowtham, VP of Programs **Programs@LWPTSA.net**

    ○ LWPTSA Council website: **www.LWPTSA.net/Reflections**