

# REFLECTIONS ONLINE ENTRY INSTRUCTIONS 2021 - 22

1. Visit [utahpta.org/ref](http://utahpta.org/ref)

2. Create an account (it's quick and easy!)

- When asked for your PTA position, you may put "Parent"
- Verify your account using the email sent by Utah PTA after your account is created
- Create a Password

3. Return to [utahpta.org/ref](http://utahpta.org/ref) and click on "Submit Reflections Entries"

4. Click on "+ Add Entry"

5. Complete the form, upload the necessary files, and click "Submit" at the bottom of the page

**BONUS:** *Your student may enter once in each of the 7 categories!*

**Note:** The website is formatted to work on almost any web-enabled device, including computers, tablets, and even smartphones. After you have submitted your entries, you will be able to see and review them on your account, so nothing will be lost or damaged.

Please be in touch if you have any questions!