

Thank you for being a Reflections volunteer. The success of the Reflections program is dependent on a fully functional council specialist. Communicate with your schools early in the school year. It is important to communicate with both the PTA President and the Reflections Specialist throughout the process of running council level Reflections.

Council Duties Checklists

First Steps:

1. Your region specialist will need to add you as a council admin on Utah Reflections Online www.utahpta.org/ref
2. Find out when your entries are due to region.
3. Choose a council due date, set it online, and share it with your schools.
4. Set up admins on Utah Reflections Online for the schools in your council.
5. Delete all old/inactive admins from the council and local levels.

Tips

Due Dates:

- Find out when your entries are due to region. This will enable you to choose a council deadline. We recommend setting a due date one month before the region deadline. (You will need time to accept the entries in Utah Reflections Online, have the entries judged, and present awards to the students.)
- Choose a council due date. Share this date with your Local specialists and PTA Presidents as soon as possible. They will need this date to set their school due dates.

Admins for Utah Reflections Online:

- Set up admins on Utah Reflections Online for the schools in your council. Once there is one admin, those at the school level will be able to add more if needed. They will also be able to delete admins who are no longer helping with the program. To set up an admin who does not have an account at www.utahpta.org already, you will need the following information: name, phone number, email address. For those who already have an account, you will only need to know their email addresses. Anyone who will be helping to run Reflections online may be set as an admin. We are adding a new feature to allow each level to indicate a primary admin. This is the person who will be contacted first for any needed communications or problems.
- **If schools do not have an admin, students may still upload entries. In order for those entries to be judged and advanced to the next level, someone must agree to run the program.** Log on frequently between the start of school and your council deadline to check your schools and watch for problems. If a school does not have an admin, but entries are being submitted, work with the school to find someone to run the

program. Other things to watch for: admins not logging on, entries not being accepted (status remaining new), judges not being assigned, winning entries not being advanced to council.

Before Entries Advance to Council:

1. Get trained. Reflections has changes every year. Attend state or region training, and/or watch recordings of the online trainings provided by Utah Reflections. Carefully review all of the materials provided online. Those can be found on our website www.utahpta.org/ref Click on the button at the bottom of the page "Info For Reflections Specialists".
2. Email the schools in your council with your contact information and other important information. Do not rely solely on the website, but reach out and make personal contact. Occasionally check-in and view the entries, judging, etc for your schools.
3. Find volunteer judges. **Each entry requiring judging must be judged a minimum of 2 times.**
4. Choose a judging deadline and set it online.
5. Assign judges online. Use the built in system to email judges.
5. Plan to collect physical advancing 2D and Photography entries.
6. Start planning awards celebration.

Tips

Provide Support to Schools

- In addition to judging entries at the council level, you are also a resource to the schools in your council. Email them frequently with tips, deadlines, or just to check in. Over-communicate! Make sure your schools know who you are and how to reach you.

Occasionally check your schools online, doing so more often as your due date approaches. In your Reflections Admin section at www.utahpta.org/ref you can see all of your schools' information. It shows you how many entries they have collected, their judging and entry deadlines (if they are set), how many judges are assigned, and the status of their entries. By clicking on a school, you can check and see if awards have been assigned and if entries have been advanced. Once entries are advanced, they will show up in your council section of the admin page. Check your schools in a timely manner. If there is a school with entries, but no judges are assigned and your deadline is approaching, reach out to them. If your schools have had their entries judged, but have not advanced their winners, reach out and work with them to get their entries advanced. **DO NOT begin council judging without ensuring that every participating school in your council has advanced their winning entries to the council level.**

Collecting Physical Entries

With input from your Region Specialist, plan if and how to collect and store advancing 2D and Photography entries (for display purposes only). If your Region Specialist wants all your council advancing entries, you may do this one of two ways: collect all local advancing 2D art and Photography entries at the time of your council due date or wait until council judging is complete

and only collect entries advancing to region. **Tell your locals how and when you will collect these entries.**

Judges

If you have more entries than advancement slots, your entries will need to be judged. An individual judge may judge as many categories as he/she is qualified to judge. We ask that you make every effort to use judges who do not know the students, as sometimes students are recognizable in their entries or choose to share their names. Each entry that requires judging must be judged by a **minimum of two judges** but three is preferable. A great way to find volunteer judges is on the Utah Reflections Facebook group.

After Entries Advance to Council:

1. Qualify Entries.
2. Notify judges when entries are ready to be judged. Provide links to training information.
3. Assign winners based on scores.
4. Advance Award of Excellence winners to region online.
5. Finish planning your event to honor winners and notify all entrants.
6. Email the schools in your council with the winners information and details about the awards night.
7. Invite local presidents and specialists to awards night and hand back non-advancing entries.
8. Take notes on what went well and what to change next year.

Tips

Qualifying Entries

Plan on a one week grace period to qualify entries before judging begins. Check each entry to ensure it follows all of the rules for Reflections and the specific category. Review the rules sheet for each category beforehand. If you are uncertain and need to ask a question, set the status as pending and write a note about the issue. If the entry complies with the rules, set the status as accepted. It is now ready for judging. If any entry does not comply with the rules and you are not willing to let the student fix the issue, or it is impossible to fix, disqualify the piece. Notify the school specialist and invite him/her to advance an alternate entry in place of the disqualified entry. If you are willing to let a student fix the issue, notify the school specialist and ask him/her to work with the student and parent to fix the issue and make corrections. All admins have the ability to edit entries for their level and all levels below them.

Judging

You may assign judges on Utah Reflections Online as early as you like. Be sure to notify your judges of when the judging window begins and ends and set these dates online. Entries will not appear for judging until after they have been accepted in the system and judging opens. Once you have qualified all of your entries and either accepted or disqualified each entry, your council entries are ready to be judged.

To assign judges, click on the judges link in your admins section. Choose "add judge". If any of your judges have judged on Utah Reflections Online in the past, simply enter their email

address and select the category and divisions they are assigned to judge. If a judge does not have an account, you will need to provide the judge's name, email address, and phone number. You will also be prompted to select the category and divisions you are assigning to the judge. An account will be created and the judge will receive an email prompting him/her to set a password.

Notify your judges that they may begin judging, tell them the deadline, and send them the judges training video and written directions, found on Utah Reflections Online in the judge's section, the Admin section, and at www.utahpta.org/reflections.

The following email templates are available to send to your judges: Welcome Email, Login Information, Deadline Reminder. These can be accessed by clicking the "Email" button at the right side of the judges list. Choose which template to be used click "send Email" and a personalized message will be sent from utahpta.org with the Unit Admin contact info included. If you notice a judge has not logged in in a timely manner, try contacting them in an alternate manner (text, phone call). Sometimes emails get sent directly to their junk folder and the judge may never see them.

Assigning Awards

Once judging is complete, you will easily be able to see which entries have received the highest scores. You must assign winners based on scores. Award as many Awards of Merit and Honorable Mentions as you choose, but only give Awards of Excellence to entries that received the highest scores and are advancing to the next level. See the chart in the local leaders' section of Utah Reflections online to determine how many entries to give Awards of Excellence and advance to the region level.

If an entry was accepted for judging, and is not disqualified due to rules violations at a later point, and earns the highest score in its category and division, it qualifies for advancement. Do not hold entries back from advancing due to low scores or your personal opinion of its quality. If you feel a judge was unfair, assign an additional judge. If there is a serious problem with judging, contact your region specialist.

Awards Celebration

Finish planning your event to honor winners and notify all entrants. Some councils choose to invite all participants to an awards night and announce winners there. Some councils invite only the winners. Whatever you choose to do, notify the PTA Presidents and the Reflections Specialists from all participating schools and include a list of winners. If you do not have time to notify students who did not win, ask schools to email the list of winners to all the parents of students who advanced to council. It is very hard on these kids when they never find out what happened at the next level and is one of the most frequent complaints emailed to the state specialist.

Make sure to invite the PTA Presidents and Reflections Specialists to your awards event. They can pick up awards for students who were not able to attend. This is also a great time to hand back 2D and Photography entries which are not advancing to region.