New Digital Entry Form FAQ

Q: Should a local PTA choose between the National PTA Student Entry Form (PDF) and the New Digital Student Entry Form (Google Form)?

A: We recommend that each unit choose **either** the PDF **or** our Google Form based on what works best for its students and families.

Some units may not have a large enough population or may serve families who do not have reliable access to the internet making the Google Form not practical. Units should have the flexibility to choose the submission method that best serves their community.

Q: Can standard Google Drive effectively manage large files?

A: A standard Google Drive can work well for storing and organizing large numbers of files. As an example, a Council PTA with 25 units, was able to manage approximately 200 submissions, including artwork and spreadsheets, using Google Drive.

Q: Can a PTA use both the PDF **and** the Google Form?

A: Yes. A unit can use a hybrid approach, **but** it will need a consistent system for bringing all submissions together for judging and advancing entries to the next level.

If a unit uses both methods, we recommend that the Reflections chair enter the paper submissions into the Google Form when preparing entries for judging, because we designed the form to create one standardized spreadsheet for judges to review.

Q: Can a PTA use PDF only?

A: Yes. If a PTA chooses to use the PDF only, the Reflections Chair will be responsible for manually updating the *Advancing Projects Spreadsheet* after judging and before advancing entries to the next level.

Q: Why is the *Advancing Projects Spreadsheet* required at the Region and State levels?

A: The *Advancing Projects Spreadsheet* creates a standardized record to enable consistent system for bringing all submissions together for judging and advancing entries to the next level.

Q: If a PTA uses Google Form, does the Reflections Chair need to manually enter winning entries into the *Advancing Projects Spreadsheet* for the next level of judging?

A: No. The New Google Form is the first step toward a system we are developing to streamline the entire process. Our goal is to eliminate duplicate data entry and separate spreadsheets while automatically generating totals, advancing entries to the next-level chair, and notifying participants of their status.