Efficiency Comparison:

FEATURE	PDF ENTRY FORM	DIGITAL ENTRY FORM
Data Entry	Hours of manual typing from paper to digital.	Data populates automatically.
Clarity	Struggles with messy handwriting.	Digital text is easy to read.
Repetitive Tasks	Tracking down missing signatures/pages.	Required fields prevent incomplete entries.
File Management	Physical storage and manual sorting.	Digital files are pre-sorted by category.

The Digital Form Setup and Customization

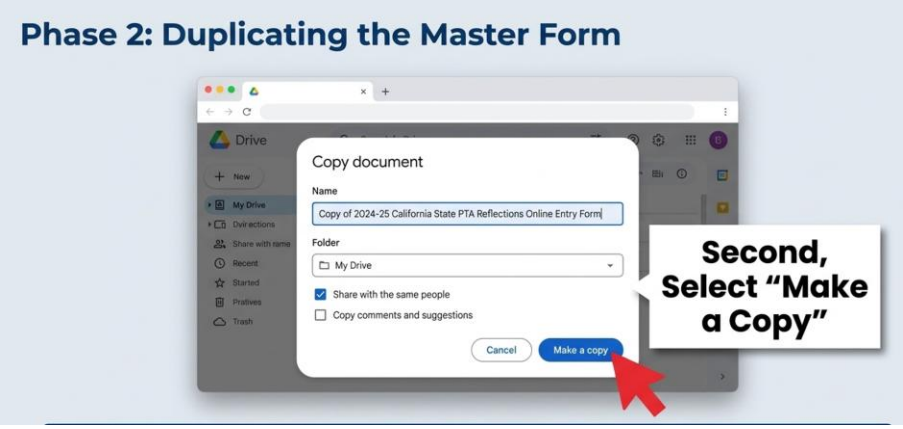
To give you your weekends back, we invite you to transition to a streamlined digital entry process. This system eliminates the need to read messy handwriting or manually type data into spreadsheets.

Do NOT share the Master State URL **directly with students or parents.** If students use it, their data will be lost in a "statewide digital ocean." You will not be able to see their entries, track their progress, or access their files. To keep your data local, you **must** duplicate the form first.

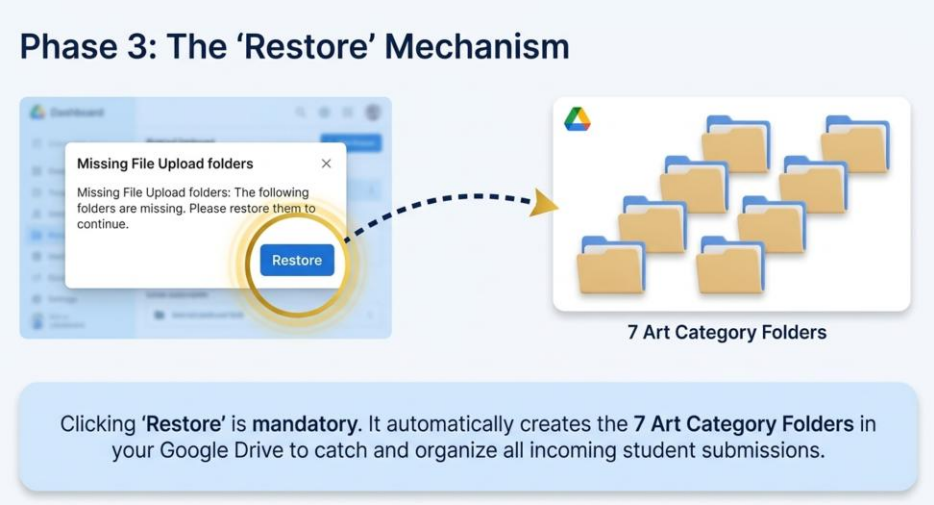
IMPORTANT: Participants MUST use Non-school e-mail address for submissions.

Access the Master State URL: HERE

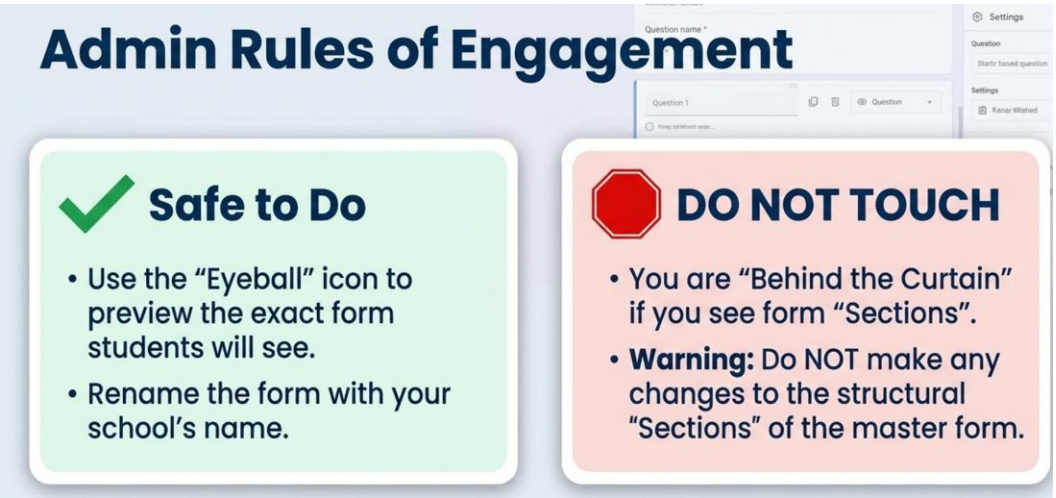
Duplicate: Select "Make a copy" to create a version that lives in your local PTA's Google Drive.



Restore: With your local hub established, you can look forward to a beautifully organized stream of student data arriving in real time.



Personalize: Add your specific school's name, local contact email, submission location and deadlines.

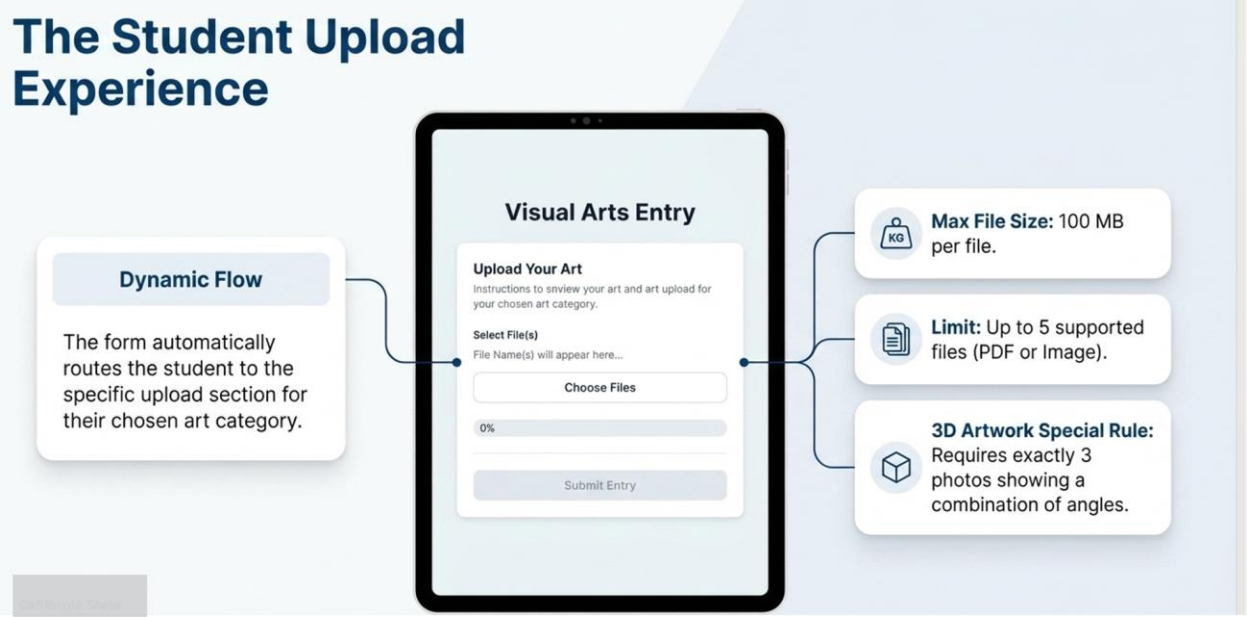


Distribute: Share **only** your local, duplicated link with your student body. This ensures that every entry submitted by your students is instantly captured in your own private database.

If you hit a roadblock, whether it's a technical glitch or a program question: use this escalation path:

Level 1: Reach out to your local Council Reflections Chair or Council PTA President.

Level 2: Reach out to State Reflections team at Reflections@illinoispta.org.



Behind the Scenes: Understanding Submission Data and Tracking

The virtual system converts every entry into a "clean" spreadsheet. This allows you to manage the entire program from a single screen with high precision.

Case Study: "Nursery Rhymes PTA" (Spreadsheet View)

The form automatically captures and organizes the following for you:

- **Contact Details:** Full names and vital email addresses for students and parents.
- **Signatures:** Legal electronic signatures are gathered at the point of entry.
- **Classifications:** Precise grade divisions (Primary, Intermediate, etc.) and art categories.
- **The Critical Artist Statement:** The form mandates a **10–100 word statement**. This is the most important piece of metadata, as it is how the student articulates their interpretation of the theme—the core of their 40-point scoring potential.

Clean data makes for a seamless transition to the most rewarding phase: the evaluation of the artwork itself.

These administrative tools and digital safeguards exist for one reason: to remove the stress of paperwork so you can focus on the students. We can't wait to see how your community expresses what their culture means to them this year. We've got your back every step of the way!