

## How to Create Your School Account in the P&T Competition Portal

- A. Go to <https://pt.amcpfoundation.org/>
- B. You should be greeted by the following screen. Click on the “Register” button on the right.

The screenshot shows the AMCP Foundation 2023 National Student Pharmacist P&T Competition registration page. The header features the competition title and the AMCP Foundation logo. The main content area includes a welcome message, instructions for creating a new account, and details about the competition entry deadline and rules. On the right side, there is a 'How to Enter' section with 'Register' and 'Log In' buttons. A large red arrow points to the 'Register' button.

**Annual National Student Pharmacist P & T COMPETITION**  
HELD DURING AMCP ANNUAL EACH SPRING

**AMCP Foundation**

**AMCP Foundation 2023 National Student Pharmacist P&T Competition**

Welcome to the 2023 AMCP Foundation National P&T Competition!

Please create **one** account for your pharmacy school/college using the “First Time Visitor/Register” information to the right. **The account should be created using the contact information for your school’s Student Competition Coordinator.**

You will use this same account to upload your single team entry to the national P&T Competition judging portal. Entries to the national competition must be uploaded in this portal **no later than 11:59 pm EST** on Monday, January 23, 2023.

Each pharmacy school/college may submit only **one** entry (i.e., enter only **one** team) to the national competition.

**Thank You to Our Sponsors!**

**How to Enter**

**First time visitor?** Use the “Register” button. Once you submit your registration, use the “Log In” button and start your online application.

**Register**

**Returning visitor?** Use the “Log in” button and start your online application.

**Log In**

*[NOTE: If the system informs you that an account already exists, return to this screen and log in under “Returning visitor?” with that account information. Then follow the instructions for “How to Register Your School’s Intention to Compete.”]*

C. You should be taken to a screen that looks like this:

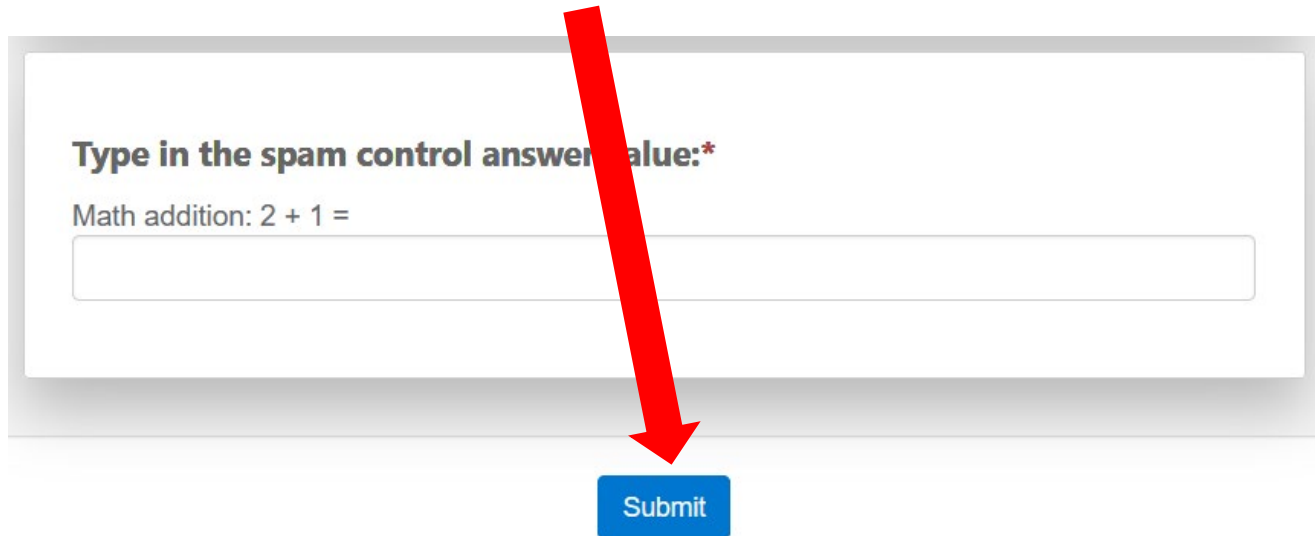
The screenshot shows the top of a web page for the 'Annual National Student Pharmacist P & T COMPETITION'. The header is dark blue with white text. Below the header, there's a 'Home' button and a 'Create Your School Account' section. The 'Create Your School Account' section contains instructions: 'To create the account for your pharmacy school/college, please complete the fields below using the contact information for your school's student Competition Coordinator. Required information is marked with an asterisk.' and 'The email address for the student Competition Coordinator must be a school-issued email address with a .edu domain (e.g., name@school.edu). This email address will be the username for the account.' To the right, there's a 'Contact Us' section with the following information: 'Academy of Managed Care Pharmacy Foundation', 'AMCP Foundation', '675 North Washington Street, Suite 220', 'Alexandria, Virginia 22314', and 'Phone: 703-684-2600'.

Enter the requested information. The account should be created using the name and email address for your school's student Competition Coordinator.

Note that the email address for the student Competition Coordinator must be a school-issued email address with a .edu domain (e.g., name@school.edu). This will become the username for the account.

The screenshot shows a 'Registration Details' form. The 'Login Profile' section is highlighted with a red oval. It contains three fields: 'Email (must be a .EDU domain)\*', 'Password\*', and 'Confirm Password\*'. Each field has a small icon to its right. The 'Email' field is the first one in the section.

D. Type in the spam control response and click “Submit.”

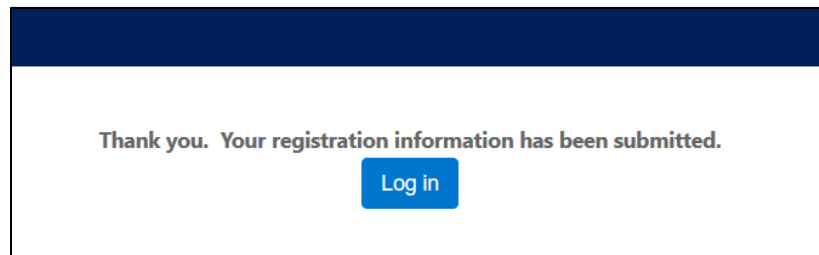


**Type in the spam control answer value: \***

Math addition: 2 + 1 =

Submit

E. You should see the following message after you click “Submit.”

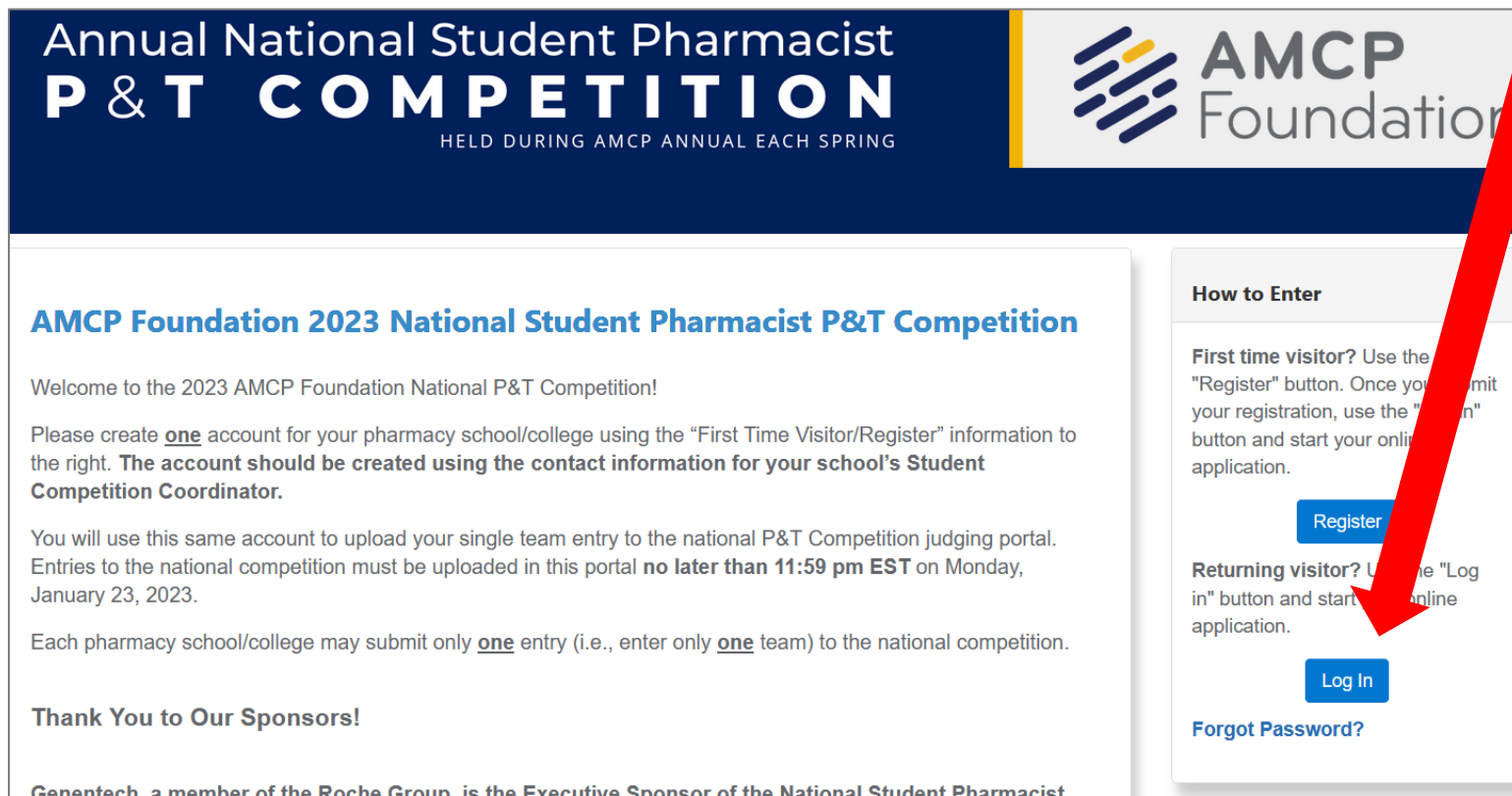


Thank you. Your registration information has been submitted.

Log in

## How to Register Your School's Intention to Compete

1. Return to the main portal (<https://pt.amcpfoundation.org>) and click on the "Log in" button on the right.



**Annual National Student Pharmacist  
P & T COMPETITION**  
HELD DURING AMCP ANNUAL EACH SPRING

**AMCP Foundation**

### AMCP Foundation 2023 National Student Pharmacist P&T Competition

Welcome to the 2023 AMCP Foundation National P&T Competition!

Please create one account for your pharmacy school/college using the "First Time Visitor/Register" information to the right. **The account should be created using the contact information for your school's Student Competition Coordinator.**

You will use this same account to upload your single team entry to the national P&T Competition judging portal. Entries to the national competition must be uploaded in this portal **no later than 11:59 pm EST** on Monday, January 23, 2023.

Each pharmacy school/college may submit only one entry (i.e., enter only one team) to the national competition.

**Thank You to Our Sponsors!**

Genentech, a member of the Roche Group, is the Executive Sponsor of the National Student Pharmacist

#### How to Enter

**First time visitor?** Use the "Register" button. Once you submit your registration, use the "Log In" button and start your online application.

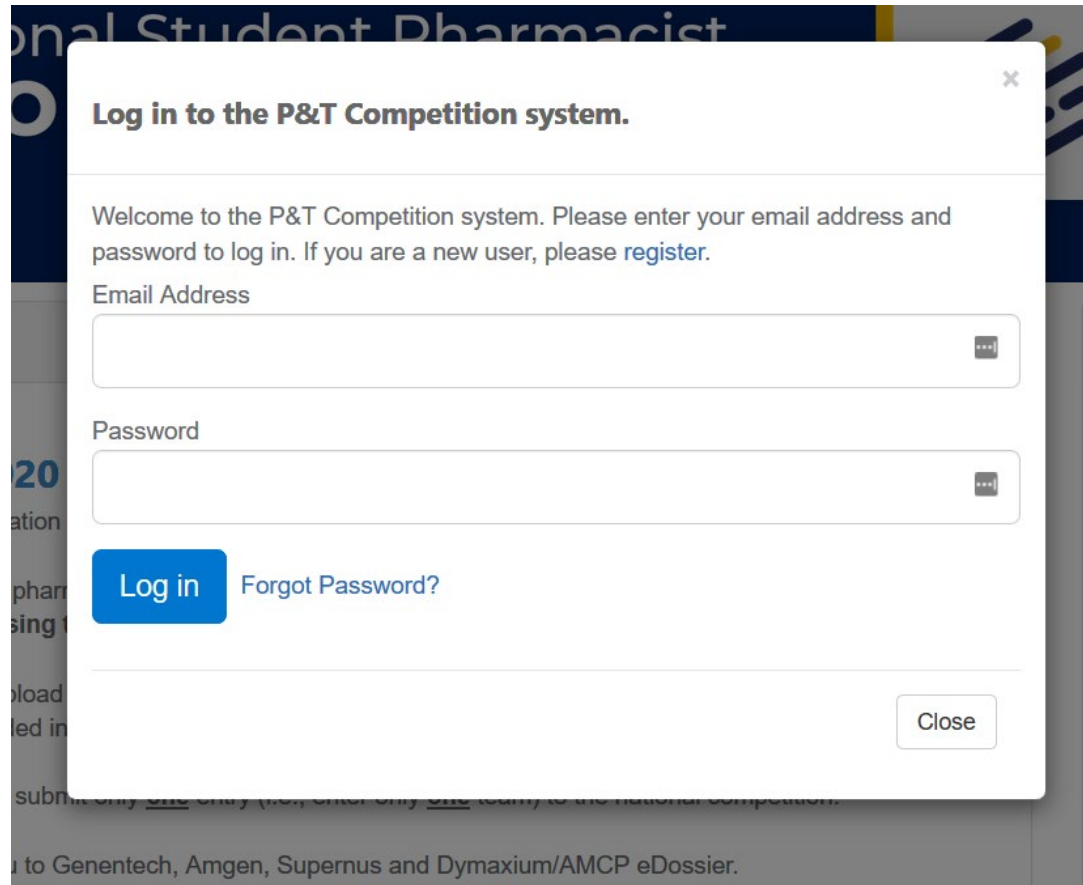
**Returning visitor?** Use the "Log In" button and start your online application.

**Forgot Password?**

**Register**

**Log In**

2. You should see the following pop-up screen:



The image shows a pop-up window titled "Log in to the P&T Competition system." with a close button (X) in the top right corner. The window contains a welcome message: "Welcome to the P&T Competition system. Please enter your email address and password to log in. If you are a new user, please [register](#)." Below this are two input fields: "Email Address" and "Password", each with a small icon on the right side. At the bottom left is a blue "Log in" button, and to its right is a link "Forgot Password?". At the bottom right is a "Close" button.

**Log in to the P&T Competition system.**

Welcome to the P&T Competition system. Please enter your email address and password to log in. If you are a new user, please [register](#).

Email Address

Password

[Log in](#) [Forgot Password?](#)

[Close](#)

Log in using the email address and password for your Competition Coordinator (i.e., the information you supplied when you created your school account).

3. You will be taken to a “My Registrations” screen. In the “Select” dropdown, choose the option “Intention to Compete” (it should be the only option) and click “Create.”

Register Your Intention To Compete

### My Registrations

- When you select “Intention to Compete” from the dropdown below and click on “Create,” you will be taken to screens that enable you to register your school’s intention to compete in the 2023 AMCP Foundation P&T Competition.
- Registering your intention to compete is a required step that adds your school to the official roster of competitors and ensures access to important confidential competition materials.

Select...

Team ID#	Registration Name	Close Date	Status
----------	-------------------	------------	--------

For any questions about registration access or criteria, please reach out to the appropriate email address in the “Key Contacts” tab at the right.

### My Registrations

When you select “Intention to Compete” from the screens that enable you to register your school’s Competition.

- Registering your intention to compete is a required competitors and ensures access to important con

Intention to Compete

4. You will be taken to a “Provide Information for Key Contacts” screen.

Note that there are four tabs: School, Competition Coordinator, Chapter President, and Faculty Advisor(s).

**You must begin on the “School” tab.**

The screenshot shows a web application interface. At the top is a dark blue header with the text 'Intention To Compete' on the left and a home icon with the text 'Home' on the right. Below the header is a section titled 'Provide Information for Key Contacts' in blue. Under this title is a paragraph: 'For your school to be recognized as an official competitor in the 2023 AMCP Foundation P&T Competition—and to ensure access to important confidential competition materials—you must provide the information requested below.' This is followed by a bolded instruction: 'Each pharmacy school/college must provide contact information at least for the student Competition Coordinator and one non-student Advisor. The advisor usually is the AMCP Student Pharmacist Chapter Faculty Advisor or another faculty member. However, it is permissible to have an Advisor who is not an employee of the pharmacy school/college.' Below this is another paragraph: 'We ask that you also provide contact information for your AMCP Student Pharmacist Chapter President (if applicable) and any additional faculty advisors or P&T Competition advisors.' The next paragraph states: 'If your pharmacy school/college does not have an established AMCP Student Pharmacist Chapter, your school will be contacted separately by AMCP to discuss additional steps.' At the bottom of the content area is a tabbed interface with four tabs: 'School', 'Competition Coordinator', 'Chapter President', and 'Faculty Advisor(s)'. Four large red arrows point vertically down to each of these tabs. Below the tabs are two blue buttons: 'Save Work in Progress' and 'Submit FINAL Registration'.

Intention To Compete Home

### Provide Information for Key Contacts

For your school to be recognized as an official competitor in the 2023 AMCP Foundation P&T Competition—and to ensure access to important confidential competition materials—you must provide the information requested below.

**Each pharmacy school/college must provide contact information at least for the student Competition Coordinator and one non-student Advisor.** The advisor usually is the AMCP Student Pharmacist Chapter Faculty Advisor or another faculty member. However, it is permissible to have an Advisor who is not an employee of the pharmacy school/college.

We ask that you also provide contact information for your AMCP Student Pharmacist Chapter President (if applicable) and any additional faculty advisors or P&T Competition advisors.

If your pharmacy school/college does not have an established AMCP Student Pharmacist Chapter, your school will be contacted separately by AMCP to discuss additional steps.

School Competition Coordinator Chapter President Faculty Advisor(s)

Save Work in Progress Submit FINAL Registration

5. On the “School” tab, select the name of your pharmacy school/college from the dropdown list.

The screenshot shows a web form with four tabs: 'School', 'Competition Coordinator', 'Chapter President', and 'Faculty Advisor(s)'. The 'School' tab is active. Below the tabs are two blue buttons: 'Save Work in Progress' and 'Submit FINAL Registration'. A link 'Next Tab >>' is positioned between the buttons. Below this is a grey box containing an 'IMPORTANT NOTE' in red text: 'To generate your school's Team ID, you must click on one of the “Save Work in Progress” buttons (above or below this box) after selecting your pharmacy school/college from the dropdown link and before moving to the next tab. The Team ID will be included in the confirmation email you receive at the end of the registration process.' Below the note is a form field labeled 'Pharmacy School/College\*' with a 'Select' dropdown menu. A red arrow points to the 'Select' dropdown menu. Below the dropdown is another 'Next Tab >>' link and two more blue buttons: 'Save Work in Progress' and 'Submit FINAL Registration'.

You also can begin typing in the box to narrow down the selections from the list.

The screenshot shows the dropdown menu for 'Pharmacy School/College\*'. The menu is open, showing a search input box at the top. Below the search box is a list of pharmacy schools and colleges. A red arrow points to the search input box. The list of schools includes: 'Select', 'Albany College of Pharmacy and Health Sciences School of Pharmacy and Pharmaceutical Sciences', 'Appalachian College of Pharmacy', 'Auburn University Harrison School of Pharmacy', 'Belmont University College of Pharmacy', 'Butler University College of Pharmacy and Health Sciences', and 'California Northstate University College of Pharmacy'.

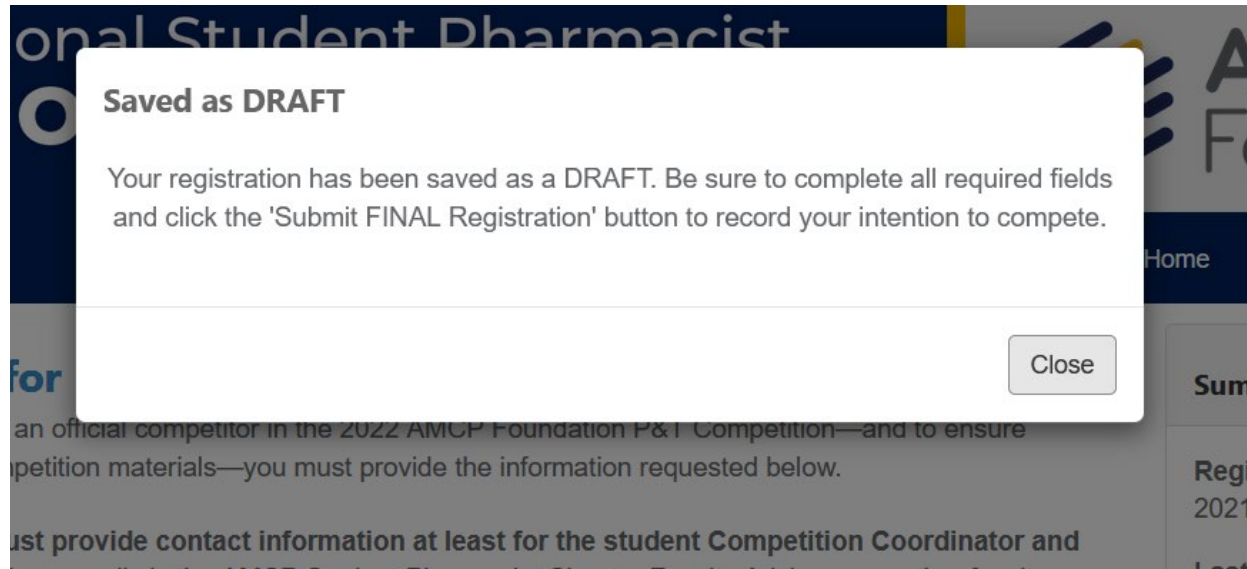


**This step is  
*extremely* important**

6. You **must** click on *either* of the “Save Work in Progress” buttons after you select your school so the portal will generate your Team ID.

The screenshot shows a registration portal with two identical sections. Each section has a header with tabs: 'School', 'Competition Coordinator', 'Chapter President', and 'Faculty Advisor(s)'. Below the tabs are two blue buttons: 'Save Work in Progress' and 'Submit FINAL Registration'. A red circle highlights the 'Save Work in Progress' button in each section, with a red arrow pointing to it. Below the buttons is a 'Next Tab >>' link. The main content area is titled 'School' and contains an 'IMPORTANT NOTE' in red text: 'To generate your school's Team ID, you must click on one of the “Save Work in Progress” buttons (above or below this box) after selecting your pharmacy school/college from the dropdown link and before moving to the next tab. The Team ID will be included in the confirmation email you receive at the end of the registration process.' Below the note is a form with a label 'Pharmacy School/College\*' and a dropdown menu with 'Select' and a downward arrow. A 'Next Tab >>' link is also present below the form.

7. After you click on “Save Work in Progress,” you should see a pop-up that looks like this:



The Team ID generated by the portal will be included in the confirmation email you receive at the end of the registration process (i.e., you will **not** see the Team ID now).

8. Click over to the “Competition Coordinator” tab to enter the required information for the Student Competition Coordinator. **Note that the information used to create the school account will already prepopulate this form.**

The screenshot shows a web interface with four tabs: 'School', 'Competition Coordinator', 'Chapter President', and 'Faculty Advisor(s)'. The 'Competition Coordinator' tab is selected and highlighted with a red circle. Below the tabs are two blue buttons: 'Save Work in Progress' and 'Submit FINAL Registration'. Below the buttons is a link: '<< Previous Tab | Next Tab >>'. The main form area is titled 'Student Competition Coordinator' and contains the following fields:

Student Competition Coordinator	
First name*	Cynthia
Last name*	Knapp Dlugosz
Address1*	
Address2	
City*	
State*	Select ▼
Zip Code*	
Phone (optional) *	

9. Click over to the “Chapter President” tab. Answer the question, “Does this school have an AMCP Student Pharmacist Chapter?”

The screenshot shows a registration form with four tabs: "School ✓", "Competition Coordinator", "Chapter President", and "Faculty Advisor(s)". The "Chapter President" tab is active. At the top, there are two blue buttons: "Save Work in Progress" and "Submit FINAL Registration". Below these are navigation links: "<< Previous Tab" and "Next Tab >>". The main content area has a header "AMCP Student Pharmacist Chapter President" and a question: "Does this school have an AMCP Student Pharmacist Chapter?\*" with radio button options for "Yes" and "No". A red arrow points to the "Yes" option. At the bottom, there are again two blue buttons: "Save Work in Progress" and "Submit FINAL Registration", and navigation links: "<< Previous Tab | Next Tab >>".

If you answer “No,” you will move on the Faculty Advisor(s) tab.

If you answer “Yes,” the following option will appear, asking if the AMCP Student Pharmacist Chapter President also serves as the Competition Coordinator:

This screenshot shows a close-up of the "AMCP Student Pharmacist Chapter President" section. It contains two questions, each with radio button options for "Yes" and "No". The first question is "Does this school have an AMCP Student Pharmacist Chapter?\*" with the "Yes" option selected. The second question is "Is the AMCP Student Pharmacist Chapter President the same as the Competition Coordinator?\*" with the "No" option selected. A red arrow points to the second question.

10. If you answer “No” in step 9 — i.e., if your Chapter President is a different person than your Competition Coordinator —provide the contact information for the Chapter President in the space provided.

School ✓	Competition Coordinator	Chapter President	Faculty Advisor(s)
----------	-------------------------	-------------------	--------------------

Save Work in Progress

Submit FINAL Registration

<< Previous Tab | Next Tab >>

AMCP Student Pharmacist Chapter President	
Does this school have an AMCP Student Pharmacist Chapter?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Is the AMCP Student Pharmacist Chapter President the same as the Competition Coordinator?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Contact Information	
First name*	<input type="text"/>
Last name*	<input type="text"/>
Address1*	<input type="text"/>
Address2	<input type="text"/>
City*	<input type="text"/>

11. Click over to the “Faculty Advisors” tab and enter the required information for your **primary competition advisor**.

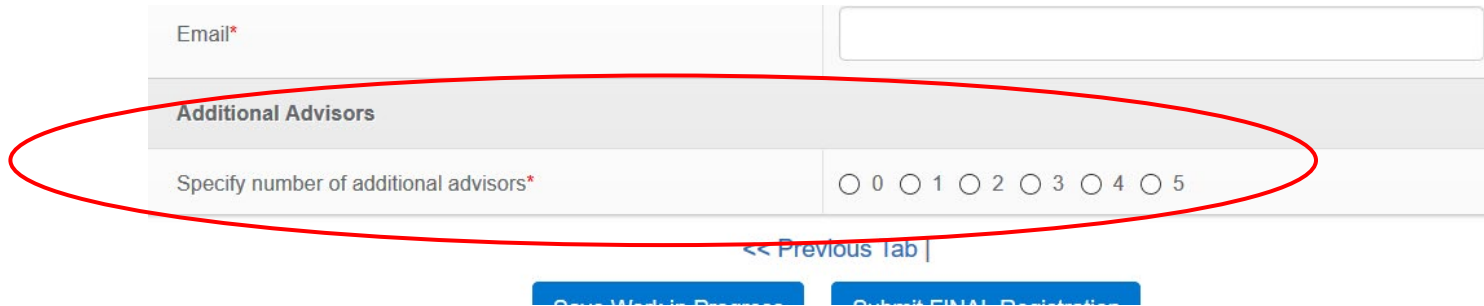
In the dropdown, indicate whether your primary advisor is:

- Also the Faculty Advisor for your AMCP Student Pharmacist Chapter.
- A different faculty member at your pharmacy school/college.
- Not a faculty member at your pharmacy school/college.

The screenshot shows a web form with a tabbed interface. The 'Faculty Advisor(s)' tab is selected. Below the tabs are two blue buttons: 'Save Work in Progress' and 'Submit FINAL Registration'. A link '<< Previous Tab |' is also visible. The 'Primary Advisor' section contains a label 'The primary advisor is: \*' next to a dropdown menu with the text 'Select' and a downward arrow. Below this is a text input field labeled 'First Name \*'.

12. Continue entering the required information for your primary competition advisor.

13. If you have more than one competition advisor, indicate the total number at the bottom of this tab.

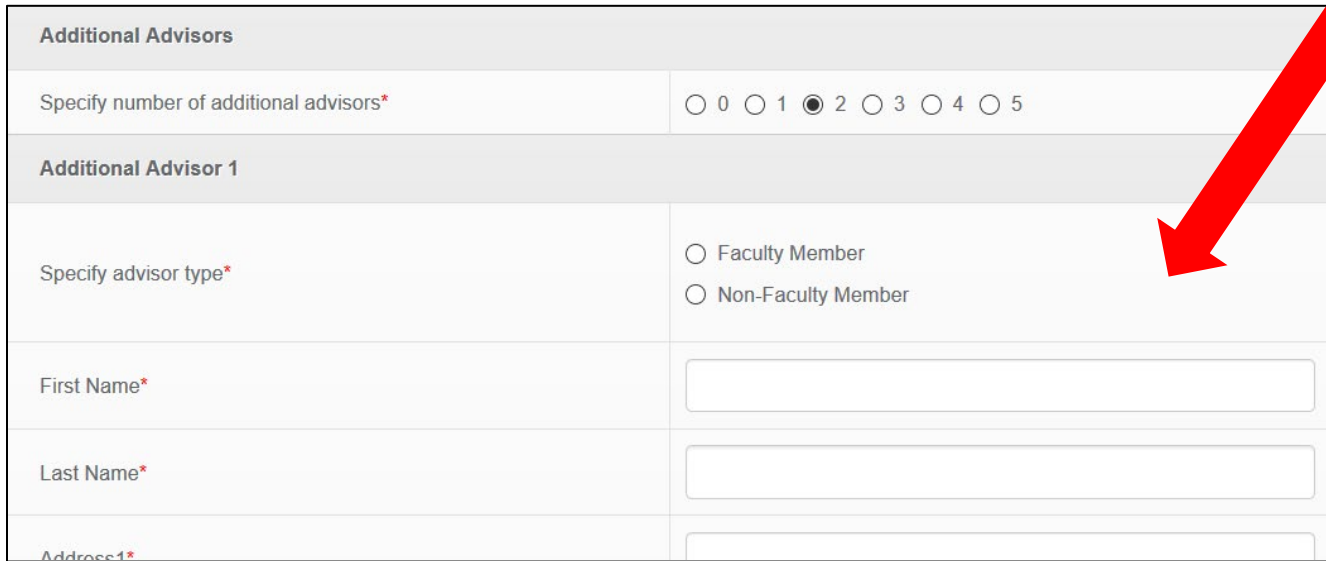


Email*	<input type="text"/>
<b>Additional Advisors</b>	
Specify number of additional advisors*	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5

[<< Previous tab |](#)

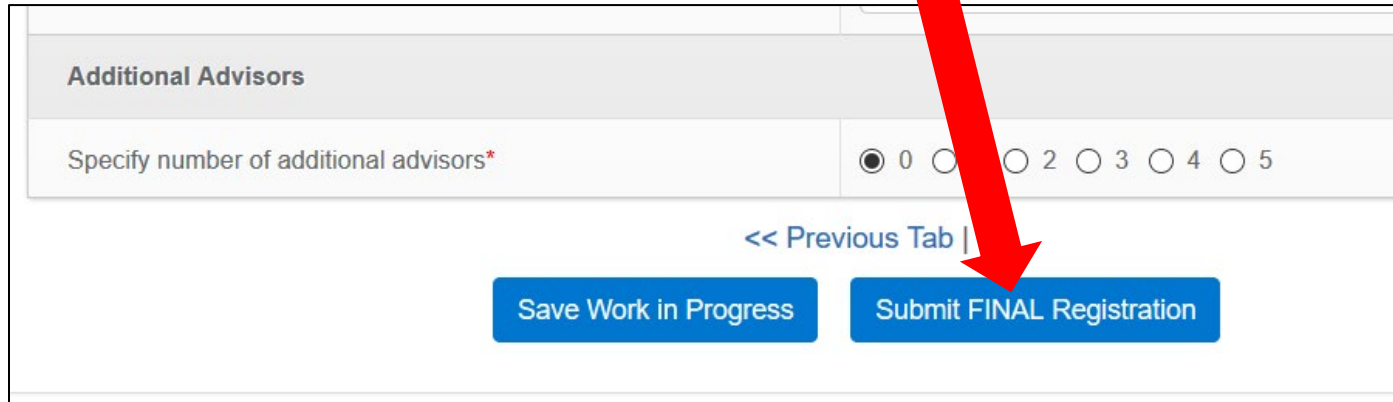
[Go to Main Page](#) [Submit FNM Registration](#)

The tab will expand to offer additional spaces to enter contact information for additional advisors.



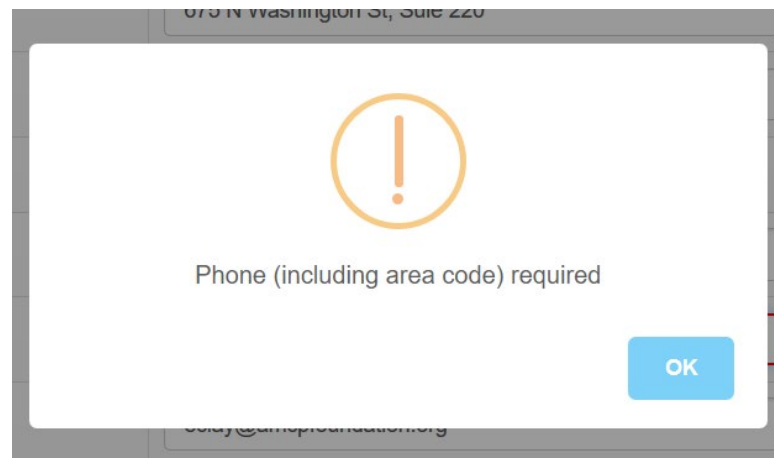
<b>Additional Advisors</b>	
Specify number of additional advisors*	<input type="radio"/> 0 <input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
<b>Additional Advisor 1</b>	
Specify advisor type*	<input type="radio"/> Faculty Member <input type="radio"/> Non-Faculty Member
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Address1*	<input type="text"/>

14. When you have finished entering all required information on the School, Competition Coordinator, Chapter President, and Faculty Advisor(s) tabs, click on “Submit FINAL Registration.”

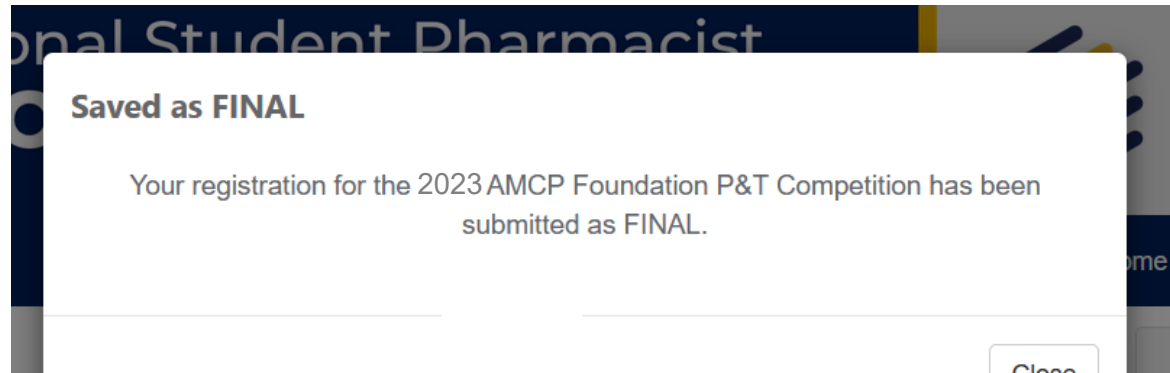


The screenshot shows a form titled "Additional Advisors". Below the title is a label "Specify number of additional advisors\*" followed by a row of radio buttons numbered 0 through 5. The radio button for "0" is selected. Below the radio buttons is a link "<< Previous Tab |". At the bottom of the form are two blue buttons: "Save Work in Progress" and "Submit FINAL Registration". A large red arrow points from the text in step 14 to the "Submit FINAL Registration" button.

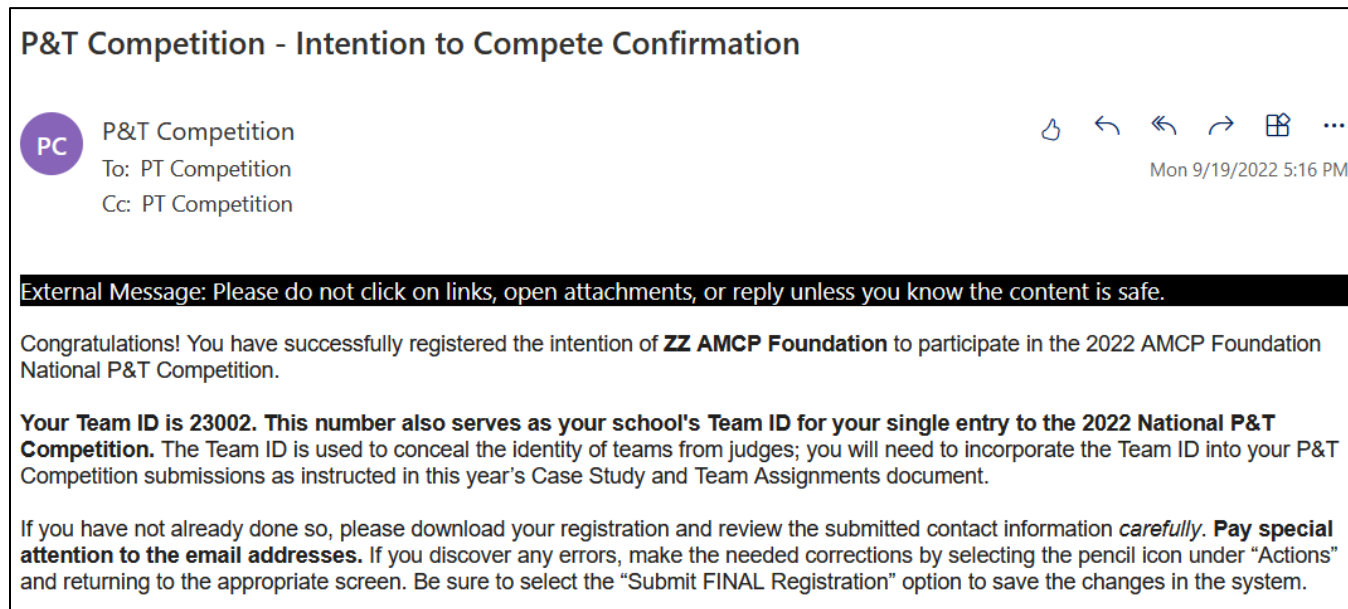
15. If you neglected to provide any required information, the system will let you know. You will see a notice like this and be taken to the screen with the missing information.



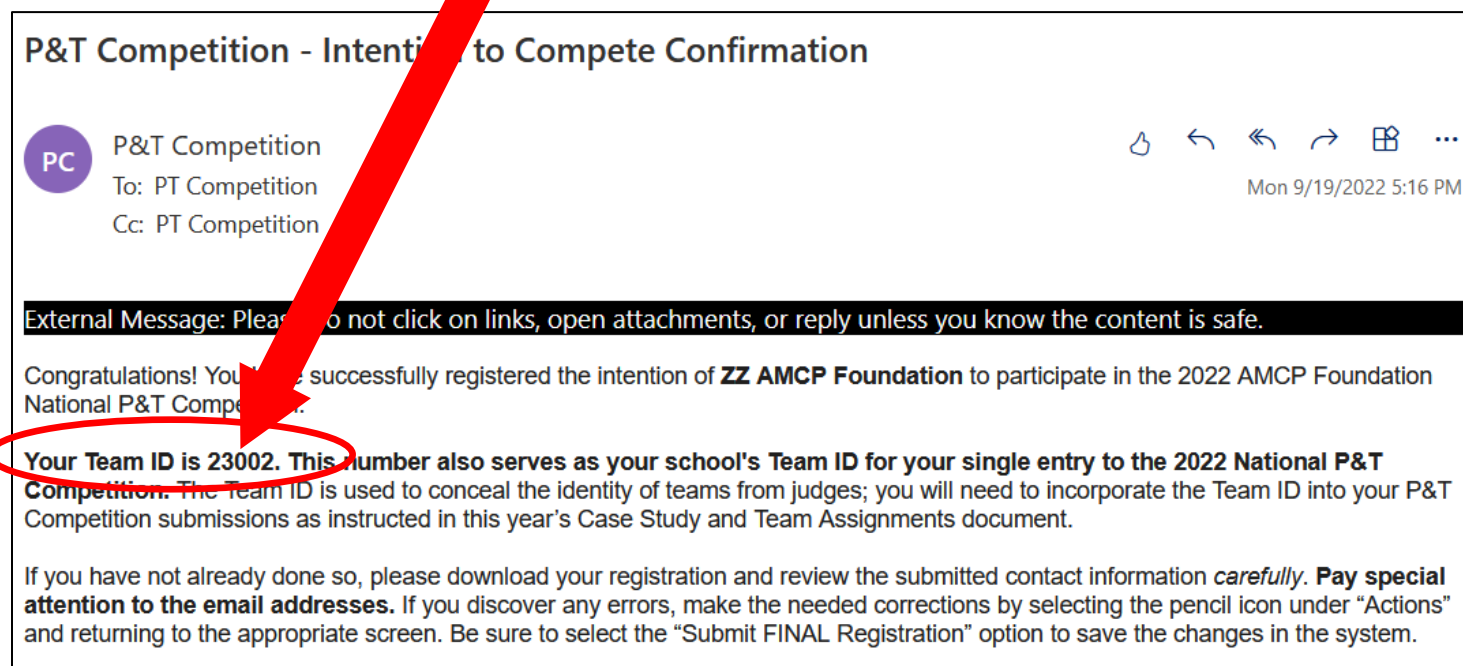
16. If you have successfully entered all required information, you will be greeted by this screen:



17. The Competition Coordinator also should receive an email confirmation with text similar to this:



**\*\*IMPORTANT! This email assigns your 5-digit Team ID for the 2023 National P&T Competition\*\***



**Save this email message and/or record this number and keep it safe.**

**You will need to incorporate this number into the materials  
your school enters into the national competition.**

## Please Check Your Work!

After you have submitted your registration for the 2023 National P&T Competition, we urge you to **download a copy of the information and check it carefully. Please pay special attention to names and email addresses.** If any of this information is incorrect, we may not be able to send you important P&T Competition materials.

You can download your registration information by selecting the “My Dashboard” option near the top of the screen. You will be taken to “My Registrations”; select the “Download” button.

**Annual National Student Pharmacist P & T COMPETITION**  
HELD DURING AMCP ANNUAL EACH SPRING

Register Your Intention To Compete

Home My Dashboard Cynthia

### My Registrations

- When you select “Intention to Compete” from the dropdown below and click on “Create” you will be taken to screens that enable you to register your school’s intention to compete in the 2023 AMCP Foundation P&T Competition.
- Registering your intention to compete is a required step that adds your school to the official roster of competitors and ensures access to important confidential competition materials.

Select... Create

Team ID#	Registration Name	Close Date	Status	
23002	Intention to Compete	Nov 18, 2022	FINAL	Edit Download Withdraw

For any questions about registration access or criteria, please reach out to the appropriate email address

### Contact Us

Academy of Managed Care Pharmacy Foundation  
AMCP Foundation  
675 North Washington Street, Suite 220  
Alexandria, Virginia 22314  
Phone: 703-684-2600  
Technical Support: [support@rhythmq.com](mailto:support@rhythmq.com)  
Competition Info: [PT@amcpfoundation.org](mailto:PT@amcpfoundation.org)

If you discover any errors, you can fix them by selecting the “Edit” button.

The screenshot shows the AMCP Foundation website header with the title "Annual National Student Pharmacist P & T COMPETITION" and the tagline "HELD DURING AMCP ANNUAL MEETING EACH SPRING". The navigation bar includes "Home", "My Dashboard", and a user profile for "Cynthia".

The "My Registrations" section contains a dropdown menu with "Select..." and a "Create" button. Below this is a table with the following data:

Team ID#	Registration Name	Close Date	Status	Actions
23002	Intention to Compete	Nov 18, 2022	FINAL	<a href="#">Edit</a> <a href="#">Download</a> <a href="#">Withdraw</a>

To the right of the table is a "Contact Us" section with the following information:

**Academy of Managed Care Pharmacy Foundation**  
AMCP Foundation  
675 North Washington Street, Suite 220  
Alexandria, Virginia 22314  
Phone: 703-684-2600  
Technical Support: [support@rhythmq.com](mailto:support@rhythmq.com)  
Competition Info: [PT@amcpfoundation.org](mailto:PT@amcpfoundation.org)

A red arrow points from the text above to the "Edit" button in the table.

When you are finished making changes,  
be sure to click on “Submit FINAL Registration” again.