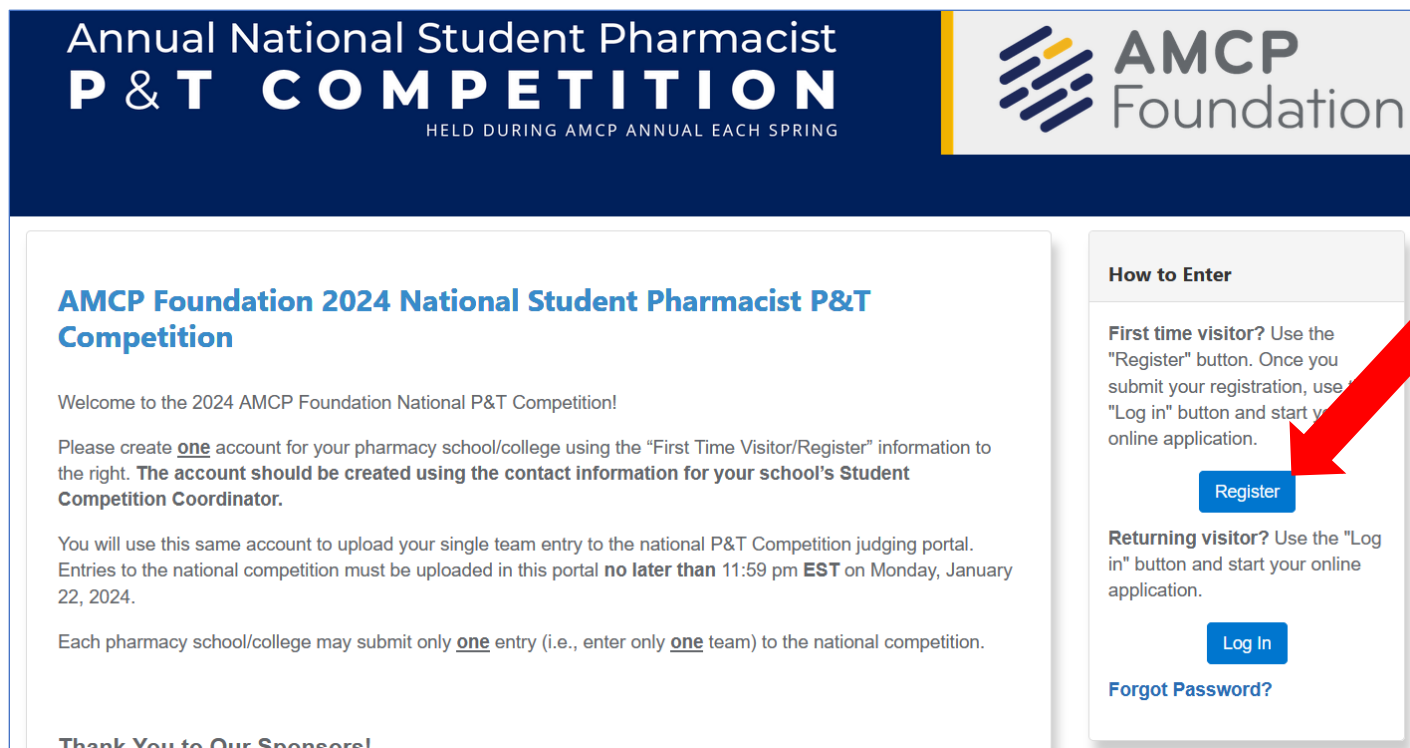


How to Create Your School Account in the P&T Competition Portal

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



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

AMCP Foundation

AMCP Foundation 2024 National Student Pharmacist P&T Competition

Welcome to the 2024 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 22, 2024.

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

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

[Forgot Password?](#)

Thank You to Our Sponsors!

[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 navigation bar with a 'Home' button. The main content area is divided into two columns. The left column is titled 'Create Your School Account' and contains instructions for creating an account. The right column is titled 'Contact Us' and contains contact information for the AMCP Foundation. The 'Create Your School Account' section includes a 'Registration Details' tab and a form with a red asterisk indicating a required field.

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

AMCP Foundation

← Home

Create Your School Account

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.

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.

Registration Details

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
Competition Info:

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 form has a 'Login Profile' section with three input fields: 'Email (must be a .EDU domain)*', 'Password*', and 'Confirm Password*'. The 'Email' field is circled in red. Each input field has a small icon to its right, likely for password strength or email validation.

Registration Details

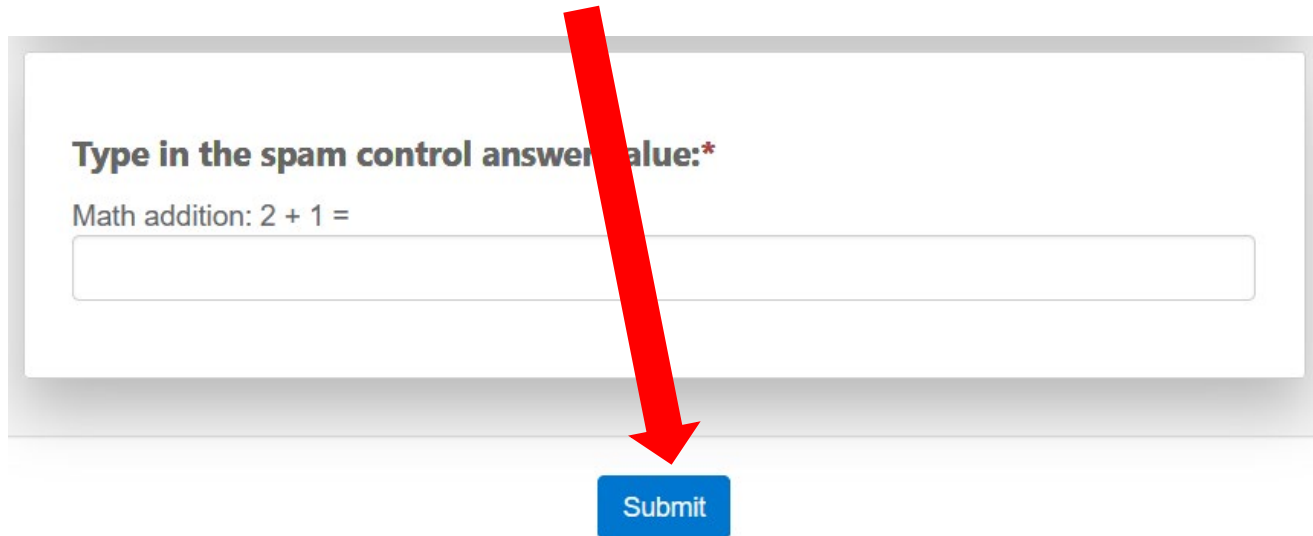
Login Profile

Email (must be a .EDU domain)*

Password*

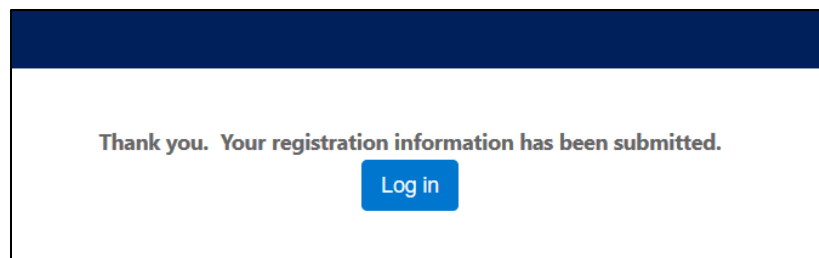
Confirm Password*

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



The screenshot shows a light gray rectangular box containing a form. At the top of the box, the text "Type in the spam control answer value:*" is displayed in a bold, dark gray font. Below this text, the label "Math addition: 2 + 1 =" is shown in a smaller, regular font. Underneath the label is a white rectangular input field with a thin gray border. Below the input field, centered, is a blue rectangular button with the word "Submit" written in white. A large, thick red arrow originates from the top center of the form box and points diagonally down to the "Submit" button.

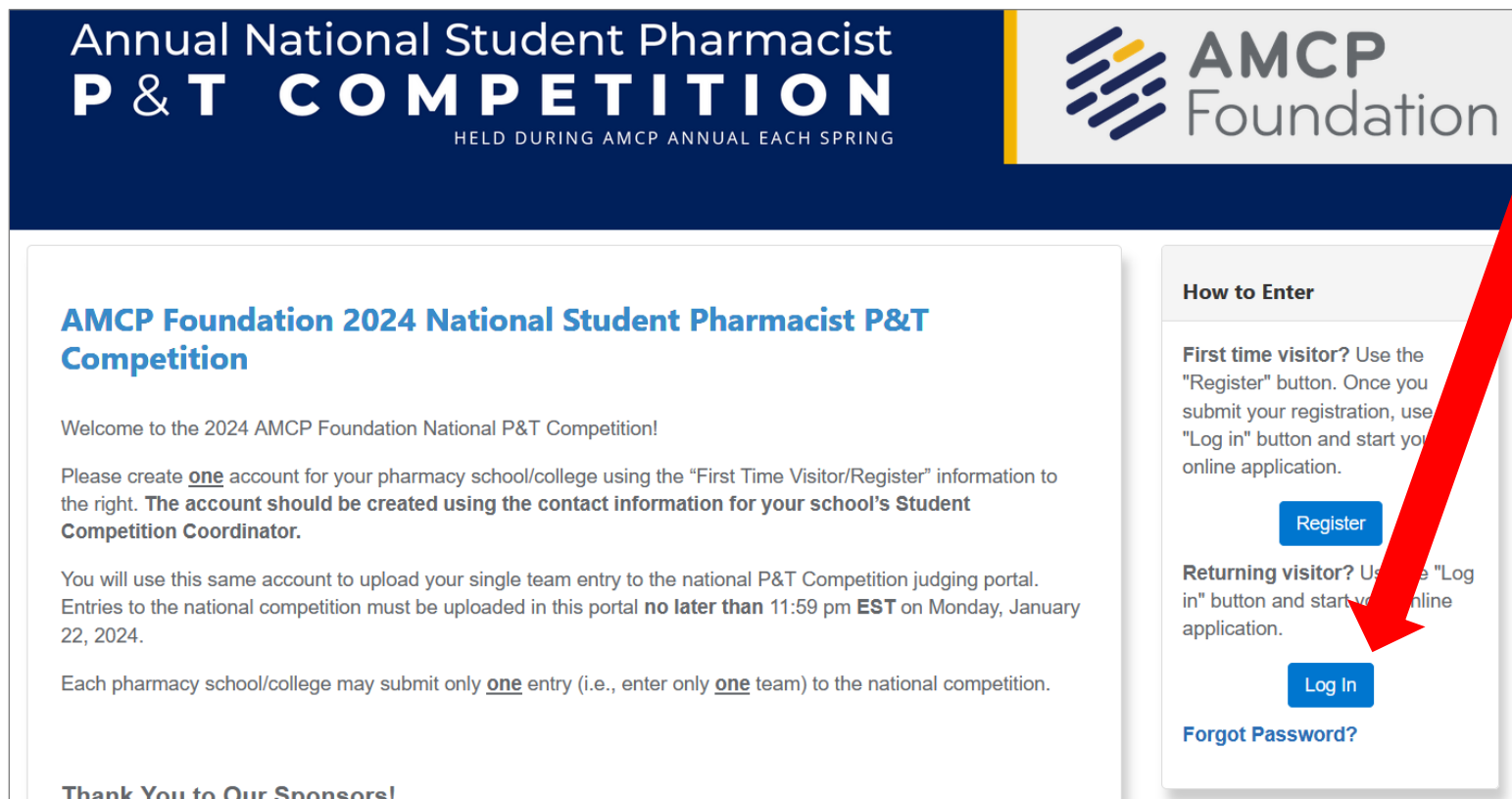
E. You should see a message like the one below after you click “Submit.”



The screenshot shows a white rectangular box with a dark blue header bar at the top. Inside the white area, the text "Thank you. Your registration information has been submitted." is centered in a dark gray font. Below this text, centered, is a blue rectangular button with the words "Log in" written in white.

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 2024 National Student Pharmacist P&T Competition

Welcome to the 2024 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 22, 2024.

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.

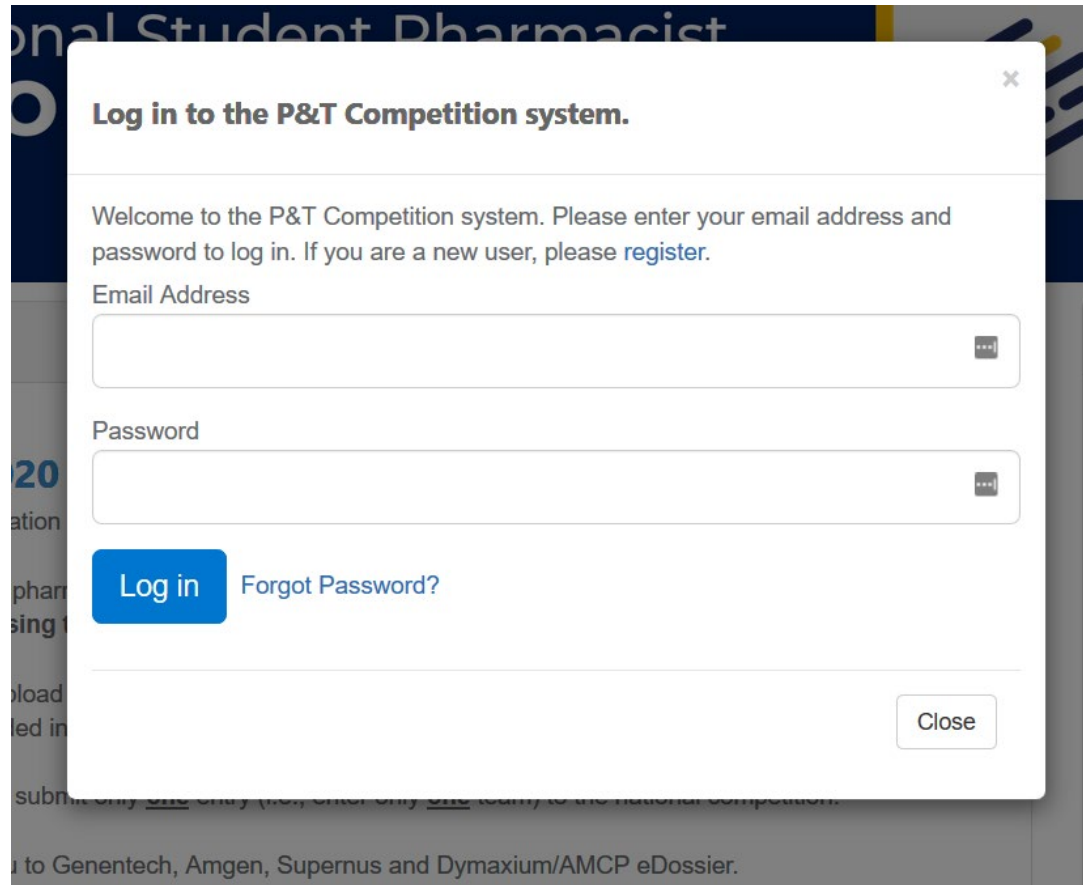
Returning visitor? Use the "Log in" button and start your online application.

[Register](#)

[Log In](#)

[Forgot Password?](#)


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. The background of the page is partially visible, showing text like "National Student Pharmacist" and "2020".

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

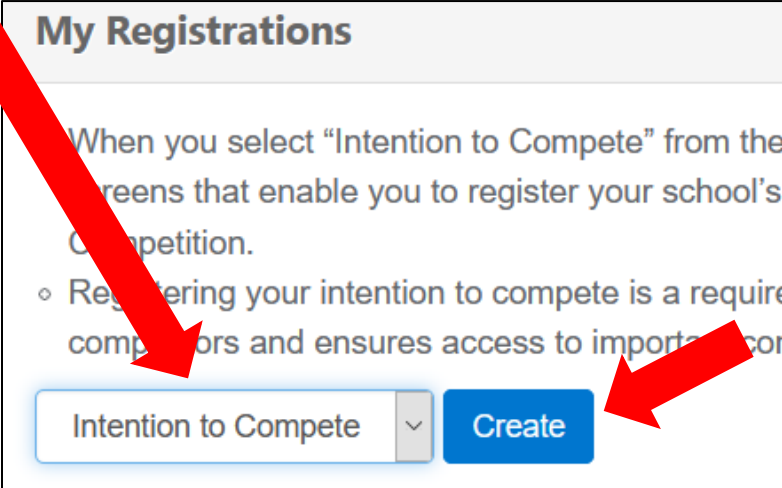
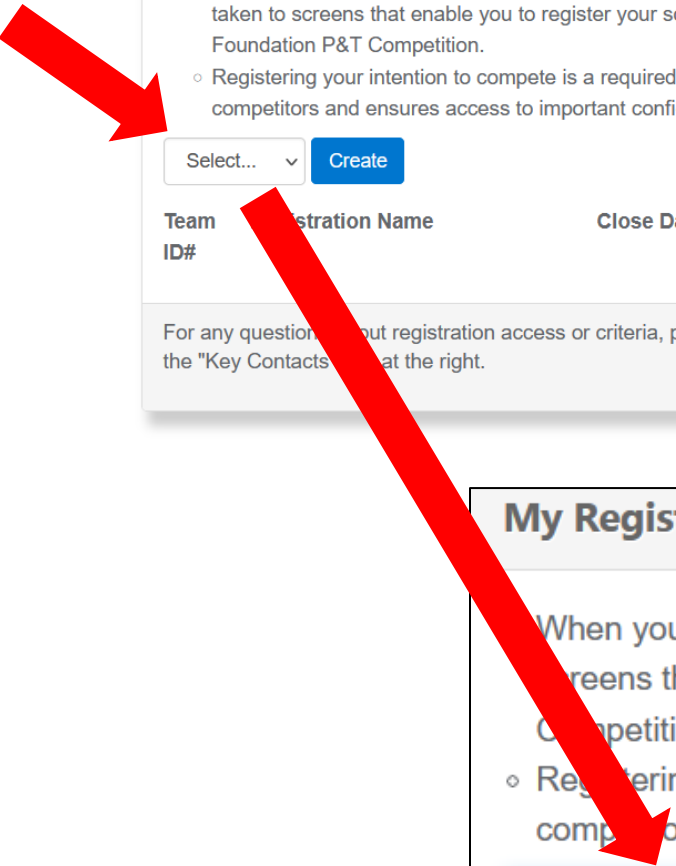
My Registrations

- 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
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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 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.

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 interface for providing contact information. At the top is a dark blue header with the text 'Intention To Compete' on the left and a home icon with 'Ho' on the right. Below the header is the title 'Provide Information for Key Contacts' in blue. The main content area has a light gray background and contains the following text: '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, it says: '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 final 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 form is a tabbed interface with four tabs: 'School', 'Competition Coordinator', 'Chapter President', and 'Faculty Advisor(s)'. A large red arrow points down to the 'School' tab, and three smaller red arrows point down to the other three 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.

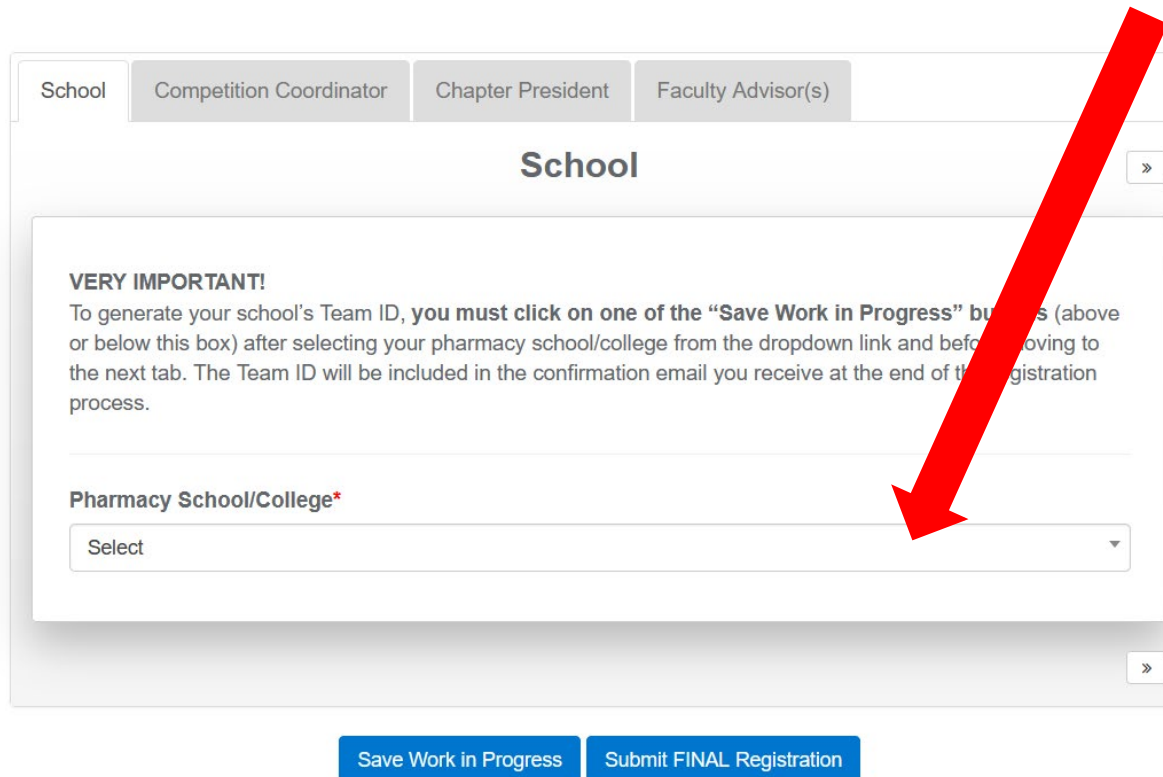
We ask that you also provide contact information for your AMCP Student Pharmacist Chapter President (if applicable) and any additional faculty advisors or P&T Competition advisors.

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)

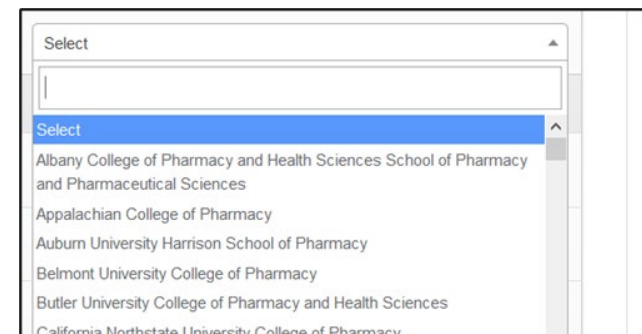
[Save Work in Progress](#) [Submit FINAL Registration](#)

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 is a section titled "School" with a "»" button. Inside this section is a "VERY IMPORTANT!" notice explaining that a Team ID must be generated by clicking "Save Work in Progress" after selecting a pharmacy school. Below the notice is a dropdown menu labeled "Pharmacy School/College*" with the word "Select" inside. A large red arrow points from the top right towards this dropdown menu. At the bottom of the form are two 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.



This image is a close-up of the dropdown menu from the previous screenshot. It shows a search box at the top with the word "Select" inside. Below the search box is a list of pharmacy schools, with the first option, "Select", highlighted in blue. The list includes: "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**

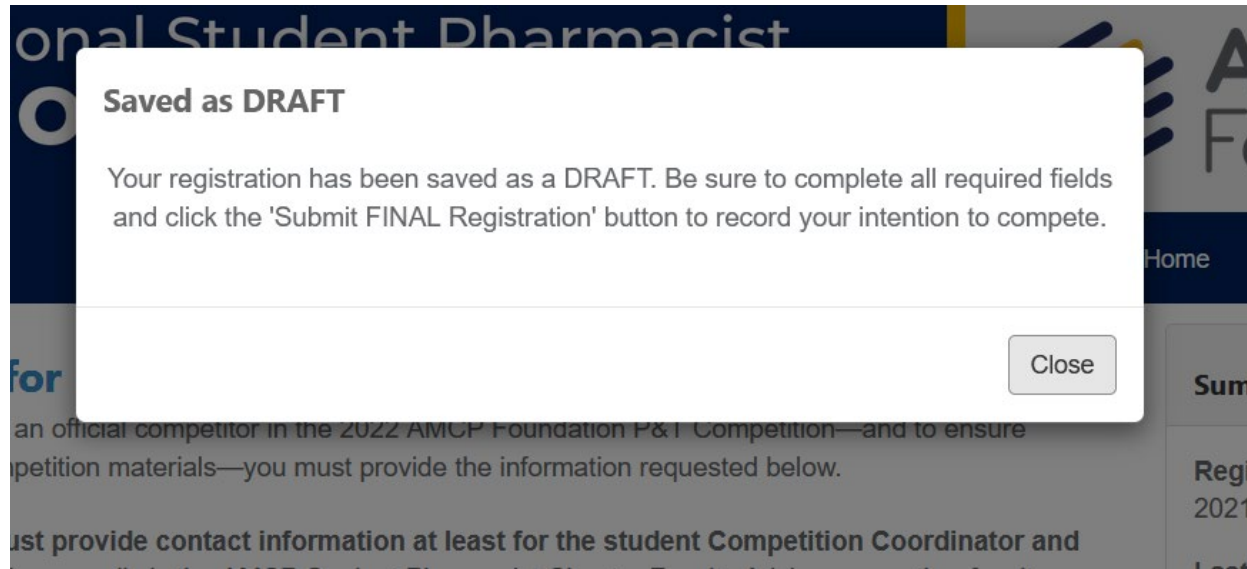
6. You **must** click on *either* of the “Save Work in Progress” buttons after you select your school, before moving to the next tab, so the portal will generate your Team ID.

The screenshot displays a web interface for registration. At the top, there are four tabs: 'School', 'Competition Coordinator', 'Chapter President', and 'Faculty Advisor(s)'. The 'School' tab is active. Below the tabs, there is a large white box with a red border containing the following text:

VERY IMPORTANT!
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 this text is a dropdown menu labeled 'Pharmacy School/College*' with a 'Select' option. Above and below this central box are two identical sets of buttons: 'Save Work in Progress' and 'Submit FINAL Registration'. Red arrows point to the 'Save Work in Progress' button in both the top and bottom sets, and the buttons are circled in red.

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.**

School Competition Coordinator Chapter President Faculty Advisor(s)

Save Work in Progress Submit FINAL Registration

<< Previous Tab | Next Tab >>

Student Competition Coordinator

First name*	Cynthia
Last name*	Knapp Dlugosz
Address1*	
Address2	
City*	
State*	Select ▼
Zip Code*	
Phone (include area code)*	

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" (with a green checkmark), "Competition Coordinator", "Chapter President" (selected), and "Faculty Advisor(s)". Below the tabs are two blue buttons: "Save Work in Progress" and "Submit FINAL Registration". Navigation links "<< Previous Tab" and "Next Tab >>" are present. The "AMCP Student Pharmacist Chapter President" section contains the question "Does this school have an AMCP Student Pharmacist Chapter?*" with radio buttons for "Yes" and "No". A red arrow points to the "Yes" radio button.

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:

The screenshot shows the "AMCP Student Pharmacist Chapter President" section. It contains two questions with radio buttons for "Yes" and "No". The first question is "Does this school have an AMCP Student Pharmacist Chapter?*" with the "Yes" radio button selected. The second question is "Is the AMCP Student Pharmacist Chapter President the same as the Competition Coordinator?*" with the "No" radio button selected. A red arrow points to the "Yes" radio button for the first 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)
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Save Work in Progress

Submit FINAL Registration

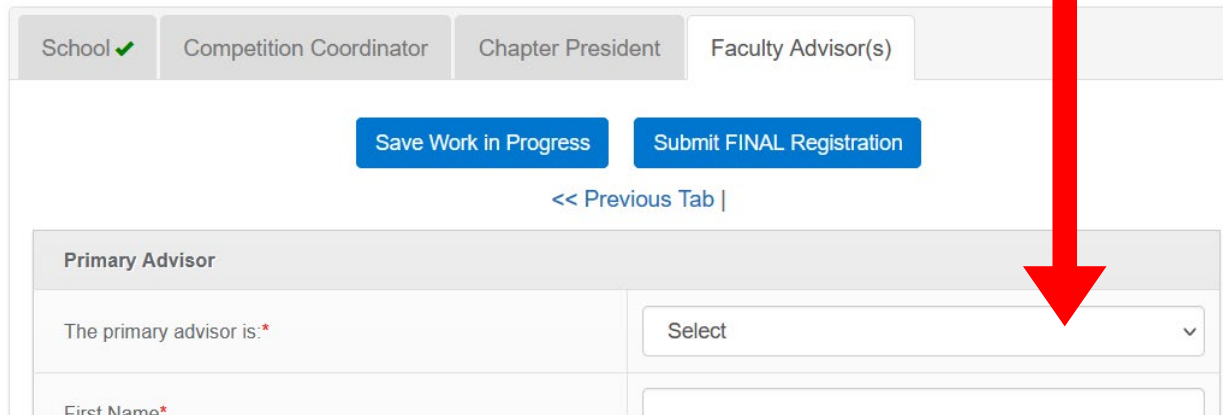
<< Previous Tab | Next Tab >>

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'. Below the buttons is a link '<< Previous Tab |'. The 'Primary Advisor' section contains a label 'The primary advisor is: *' and 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. Indicate the total number of competition advisors at the bottom of this tab (select “0” if you have only one advisor).

Email*

Additional Advisors

Specify number of additional advisors*

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

<< Previous Tab |

Save My Progress Submit Final Registration

If you have more than one competition advisor, the tab will expand to offer additional spaces to enter contact information for additional advisors.

Additional Advisors

Specify number of additional advisors*

☐ 0 ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5

Additional Advisor 1

Specify advisor type*

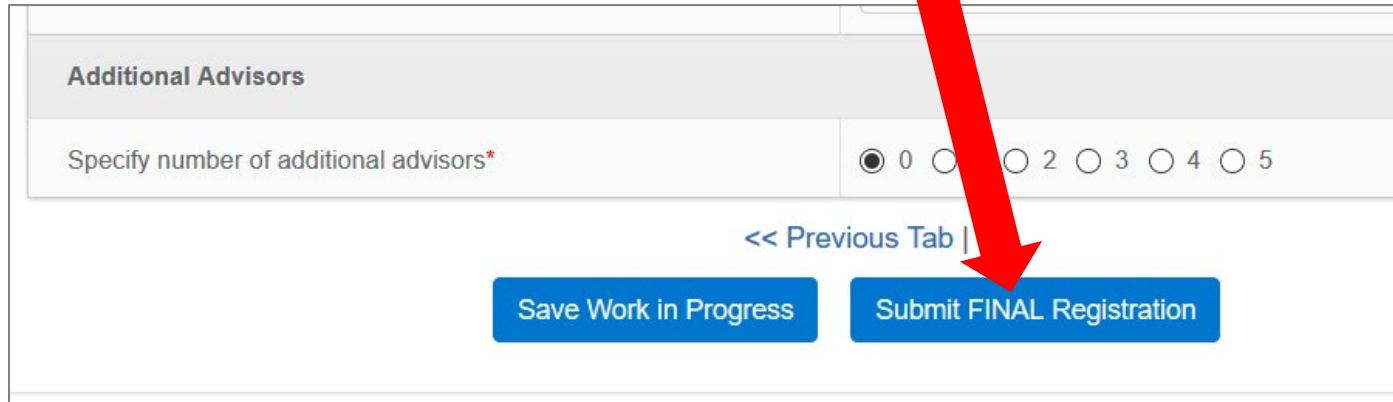
☐ Faculty Member
☐ Non-Faculty Member

First Name*

Last Name*

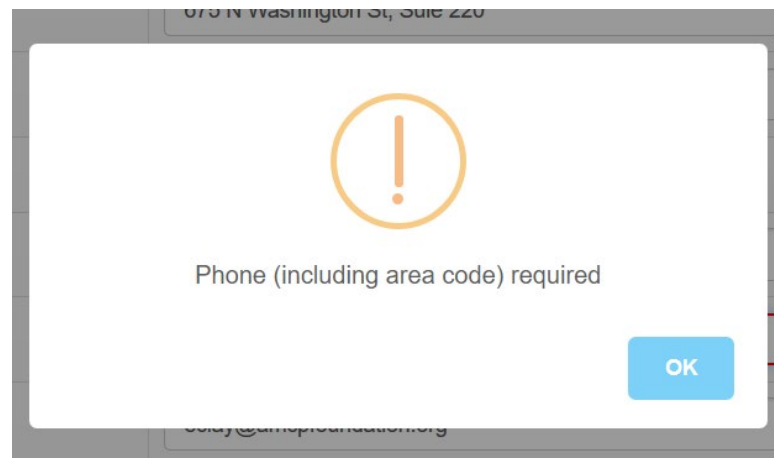
Address1*

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.”

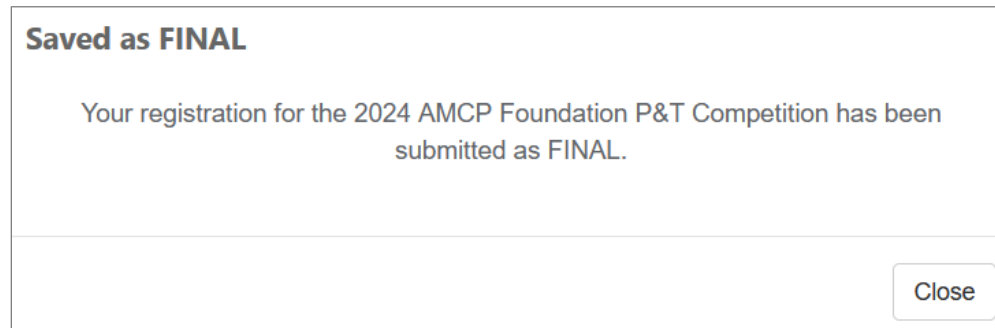


The screenshot shows a form titled "Additional Advisors". Below the title is a section labeled "Specify number of additional advisors*" with radio button options for 0, 1, 2, 3, 4, and 5. The "0" option is selected. Below this is a navigation link "<< Previous Tab |". At the bottom are two blue buttons: "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.

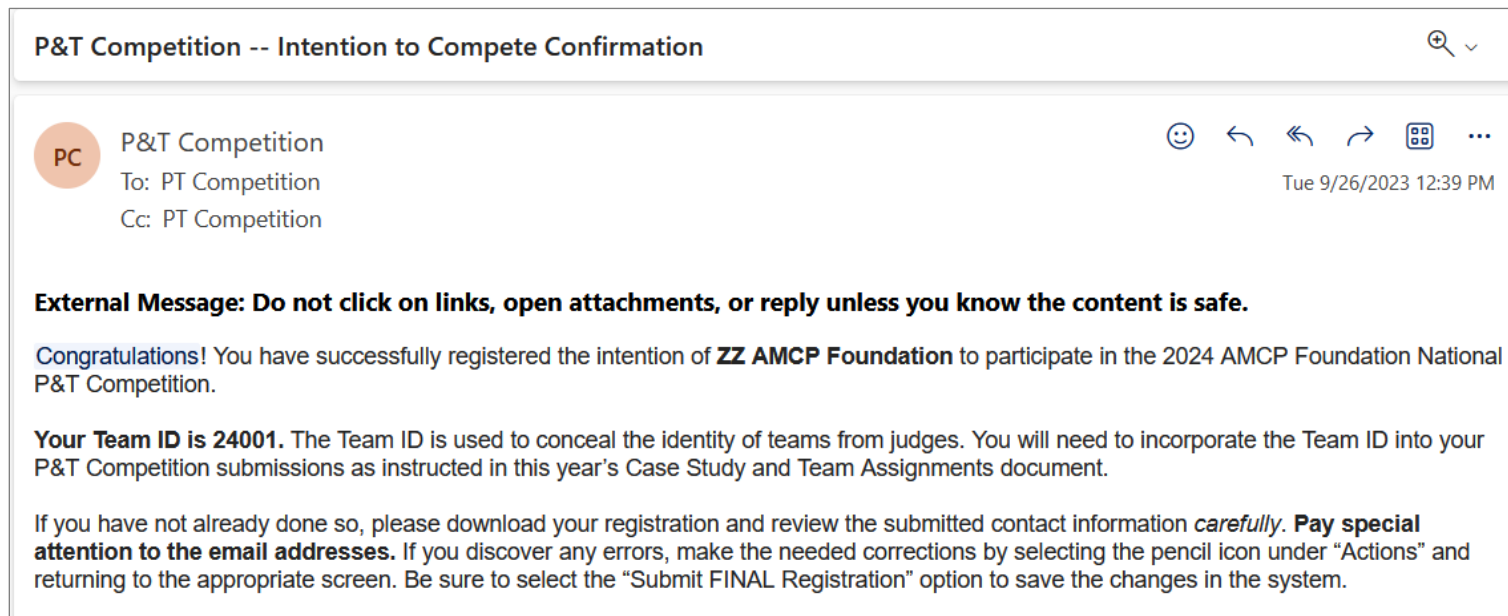
15. If you neglected to provide any required information, the system will let you know. You will see a notice like this and be taken to the screen with the missing information.



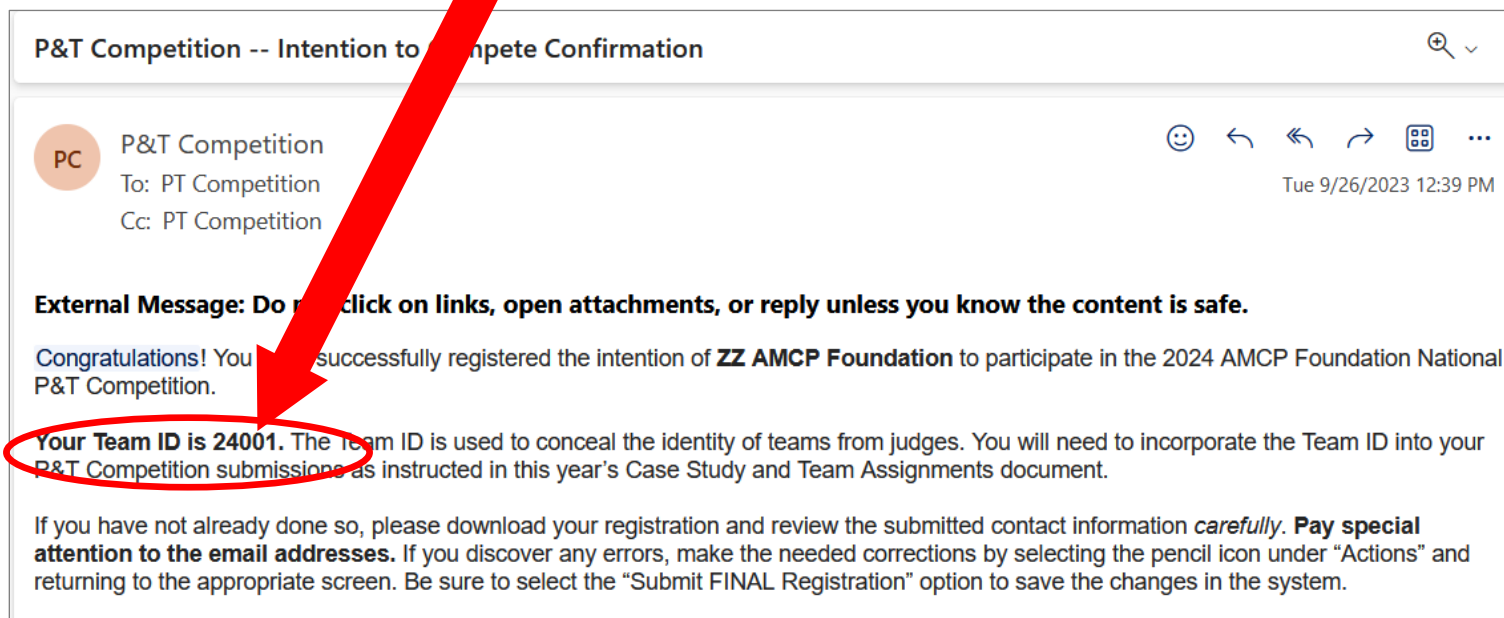
16. If you have successfully entered all required information, you will be greeted by this screen:



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 2024 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 2024 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

AMCP Foundation

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 2024 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
Competition Info: 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 "Cynthia".

The "My Registrations" section contains two bullet points explaining the registration process. Below the text is a "Select..." dropdown menu and a blue "Create" button.

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

Below the table, a note states: "For any questions about registration access or criteria, please reach out to the appropriate email address".

The "Contact Us" section on the right provides contact information for the Academy of Managed Care Pharmacy Foundation, including the address (675 North Washington Street, Suite 220, Alexandria, Virginia 22314), phone number (703-684-2600), technical support email (support@rhythmq.com), and competition info email (PT@amcpfoundation.org).

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