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

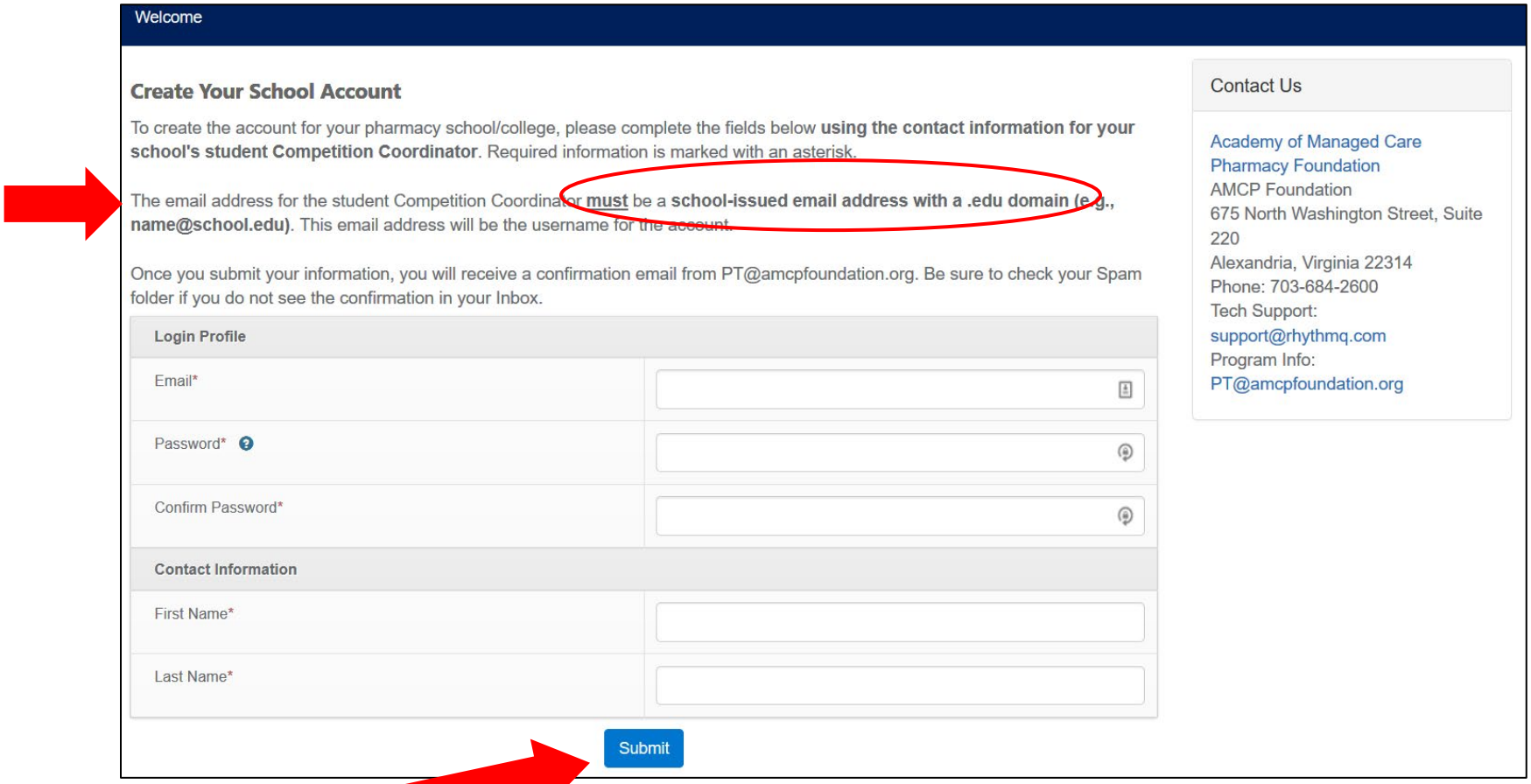
A. Go to https://ptcomp.org.

B. You should be greeted by the following screen. Click on the "Register" button on the right.

C. Enter the requested information. **The account should be created using the contact information for your school's student Competition Coordinator.**

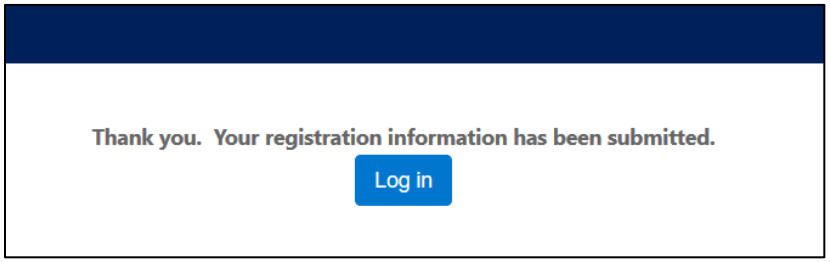
Note that the email address for the student Competition Coordinator **must** be a **school-issued email address with a .edu domain (e.g., name@school.edu)**.

The email address for the student Competition Coordinator also will become the username for the account.



D. Click "Submit."

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



F. You also should receive an email confirmation that looks something like this:

AMCP Foundation National P&T Competition - Registration Confirmation

PC P&T Competition
Today, 4:07 PM
P&T Competition

Reply all

You have successfully created an account in the AMCP Foundation P&T Competition portal.

If you have not registered your school’s intention to compete and provided information for your key contacts, please log back in to the site [https://ptcomp.org/] and complete these steps as soon as possible. This will ensure that your pharmacy school/college is recognized as an official competitor and set up to receive important confidential competition materials.

Thank you again for your interest in the P&T Competition – and best of luck to your team!

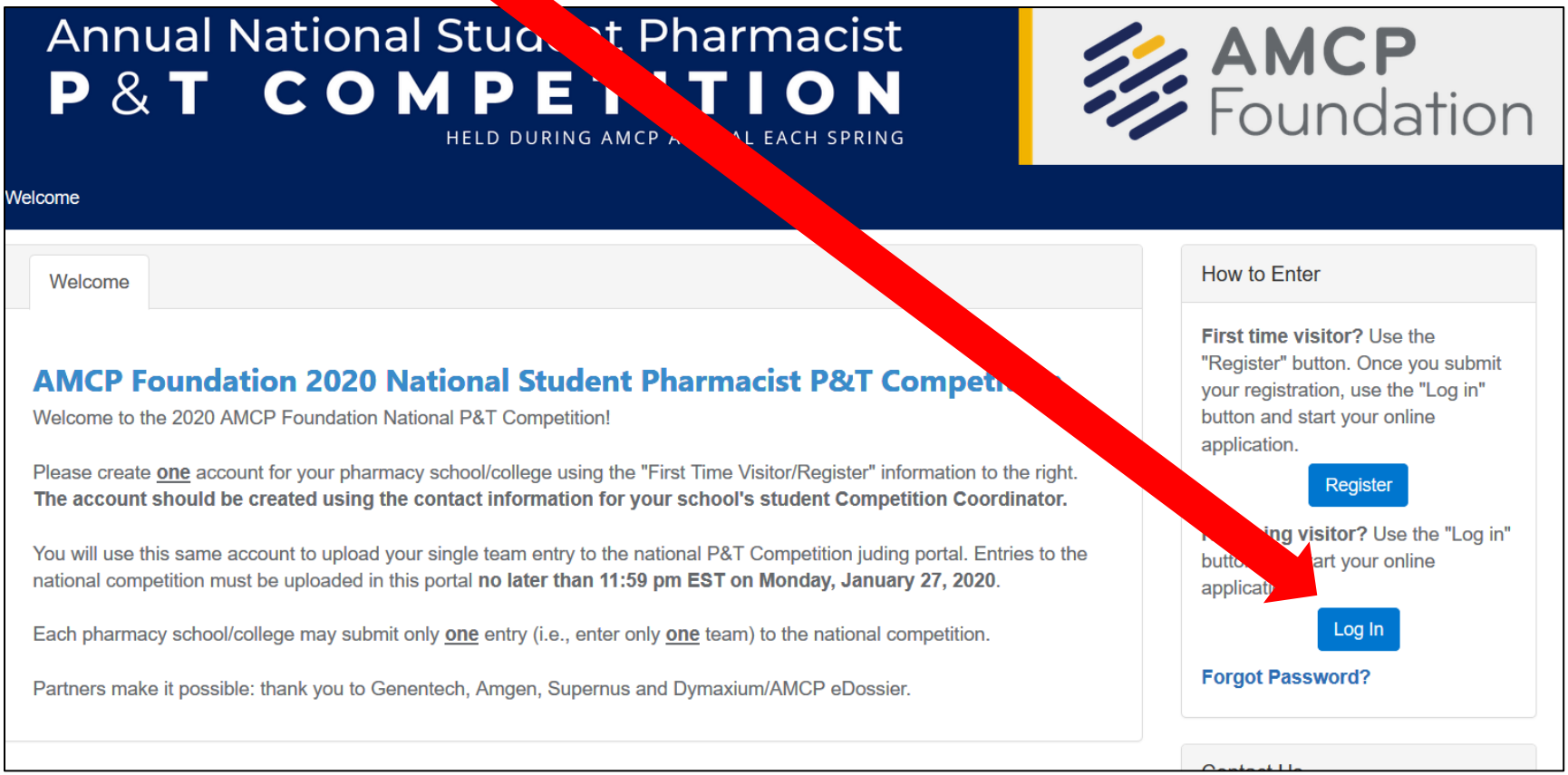
If you do ***not*** receive this message, check your Spam or Junk folder first.

Still no message? Contact support@rhythmq.com for assistance.

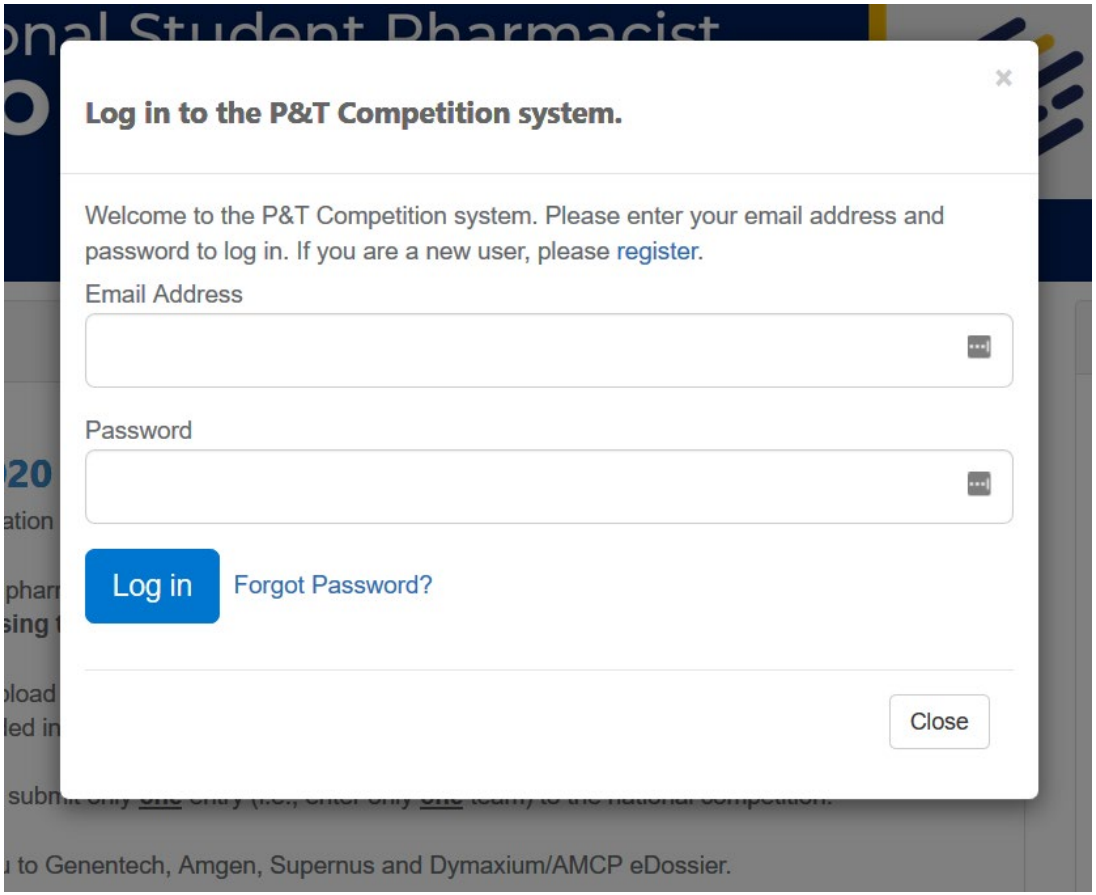
How to Register Your School's Intention to Compete

1. Return to the main portal by either clicking on "Log in" on the confirmation screen (previous step E), following the link in the email confirmation (previous step F), or going back to https://ptcomp.org.

2. Click on the "Log in" button on the right.



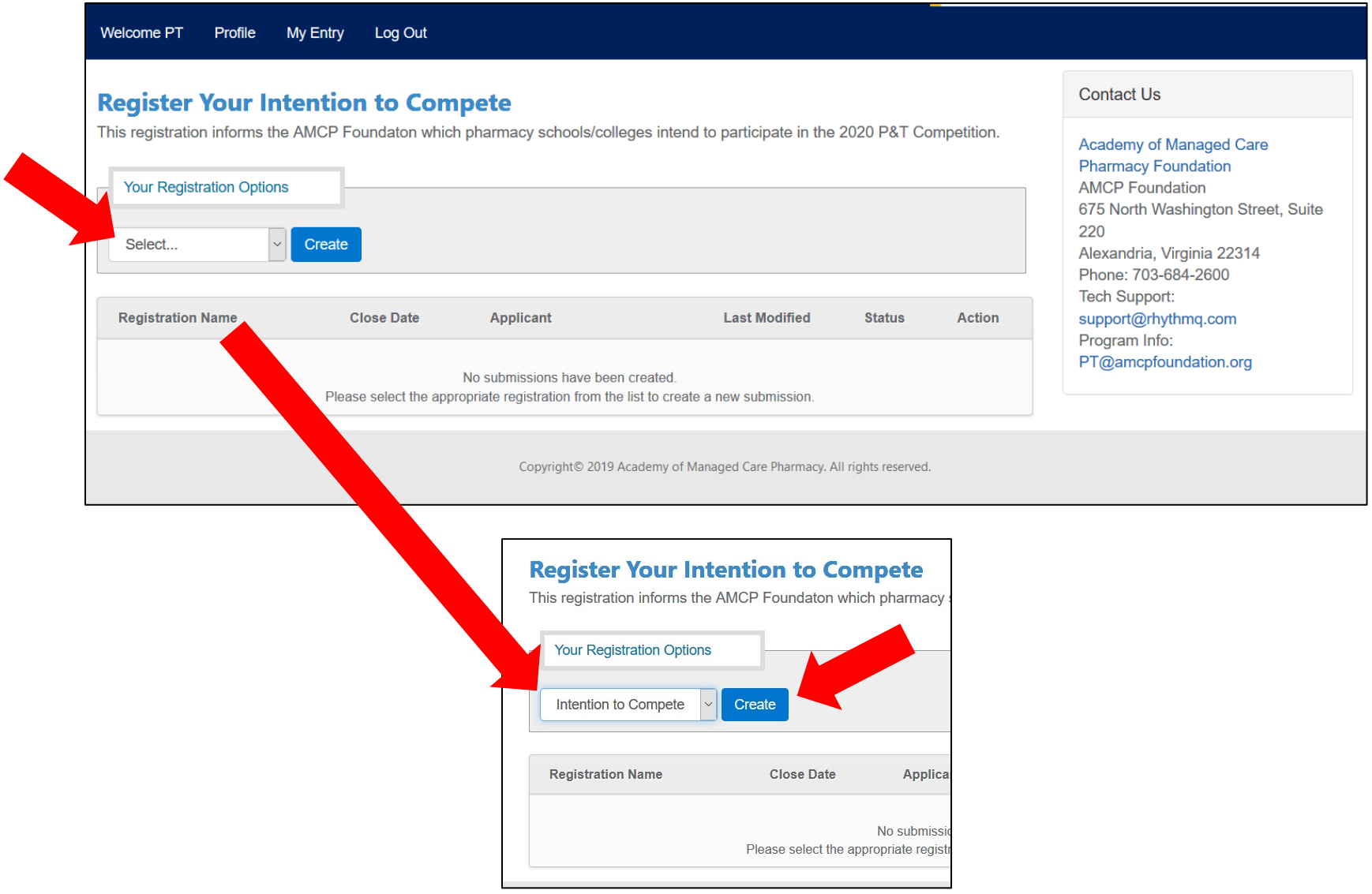
3. You should see the following pop-up screen:



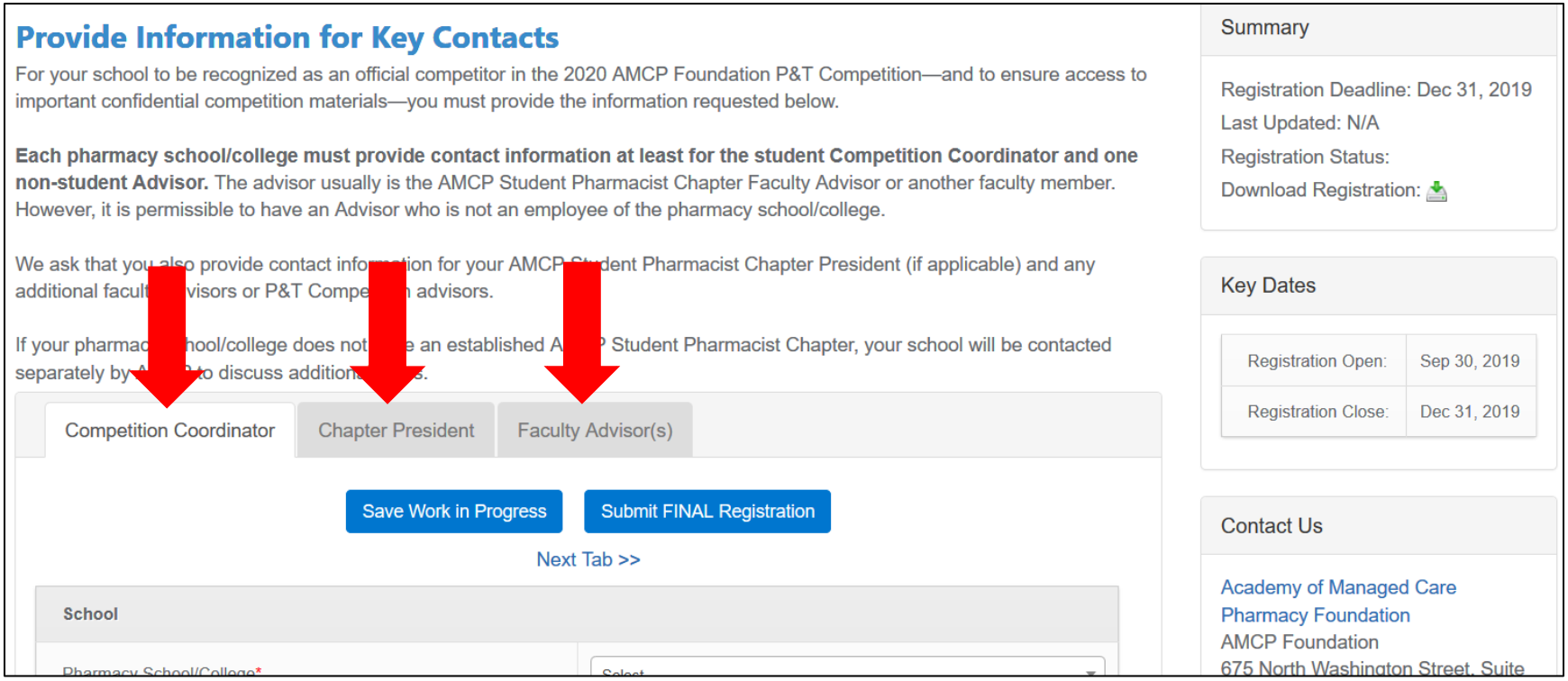
Log in using the email address and password for your Competition Coordinator (i.e., the information you supplied when you created your school account).

4. You will be taken to a “Register Your Intention to Compete” screen.

5. In the “Select” box, choose the option “Intention to Compete” (it should be the only option) and click “Create.”

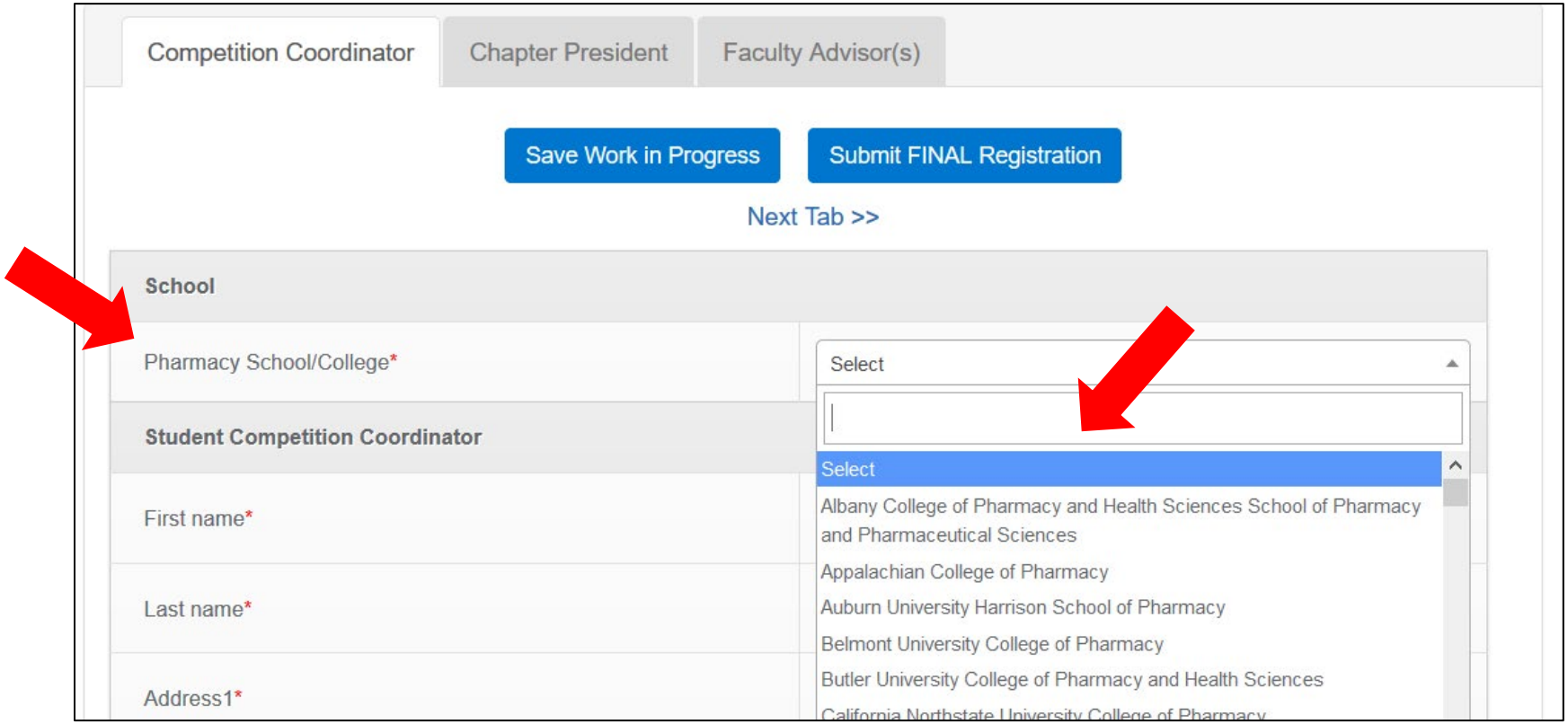


6. You will be taken to a “Provide Information for Key Contacts” screen. Note that there are three tabs: Competition Coordinator, Chapter President, and Faculty Advisor(s).

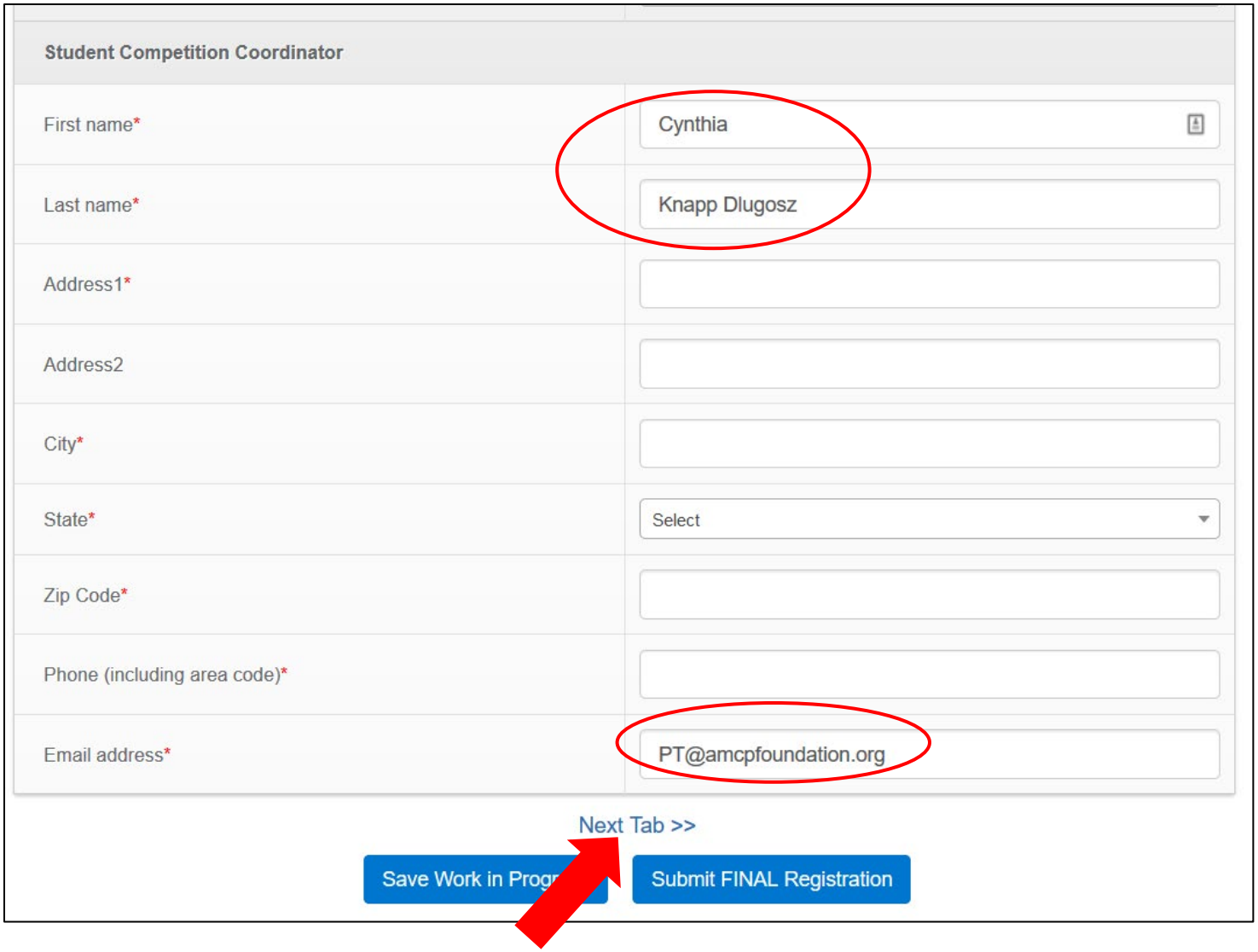


7. Begin on the Competition Coordinator tab.

8. First, select the name of your pharmacy school/college. All school names appear in the dropdown list. You also can begin typing in the box to narrow down the selections from the list.

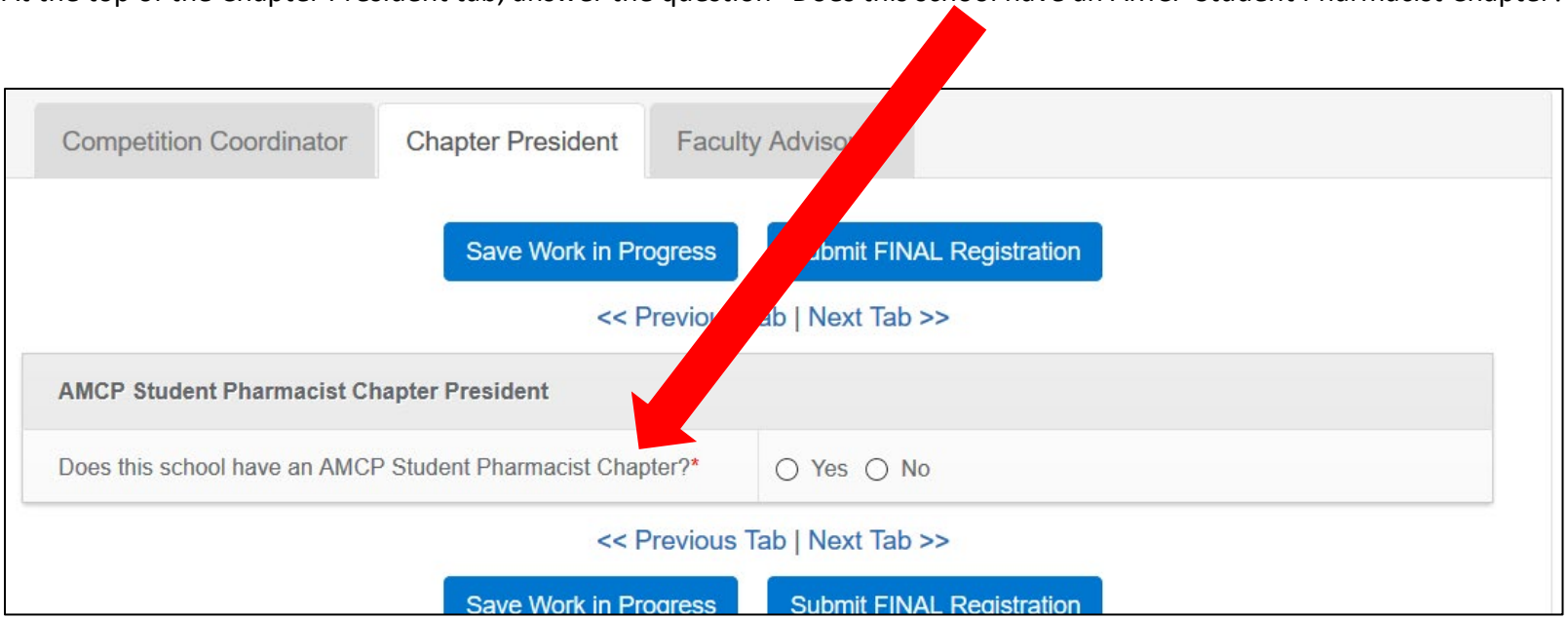


9. Continue entering the required information for the Student Competition Coordinator. **Note that the information used to create the school account** will already prepopulate this form.



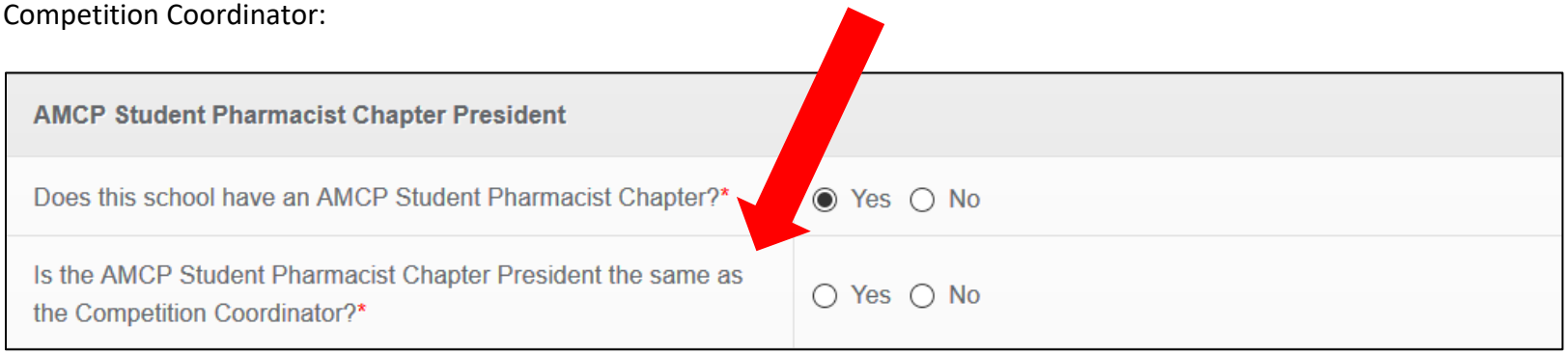
10. When all information is entered, select “Next Tab” (or just click over to the Chapter President tab).

11. At the top of the Chapter President tab, answer the question “Does this school have an AMCP Student Pharmacist Chapter?”

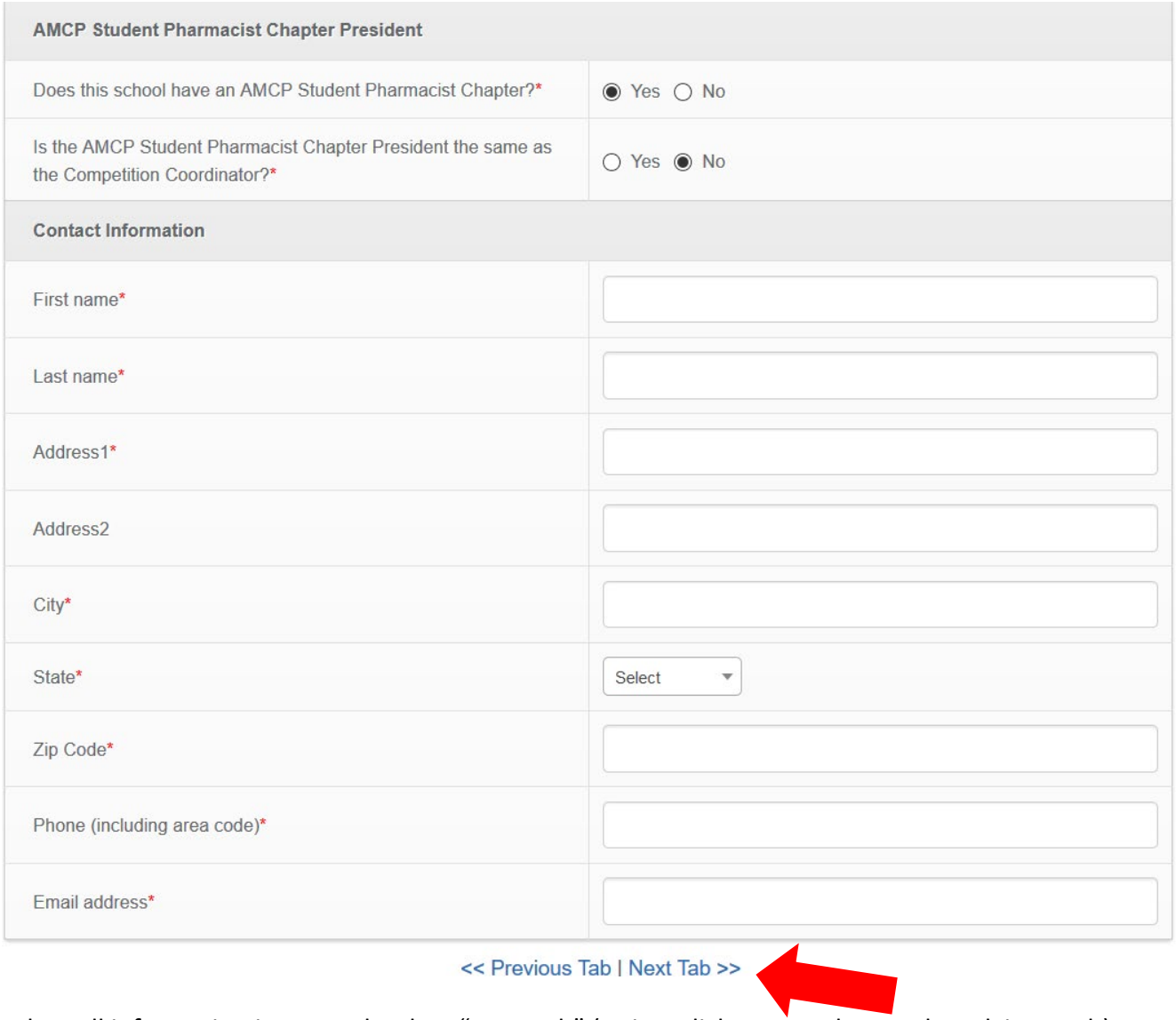


12. If you answer “No,” you will move on the Faculty Advisor(s) tab.

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



13. If you answer “No” in step 12 – i.e., your Chapter President is ***not*** the same person as your Competition Coordinator – you will be asked to provide contact information for the Chapter President.

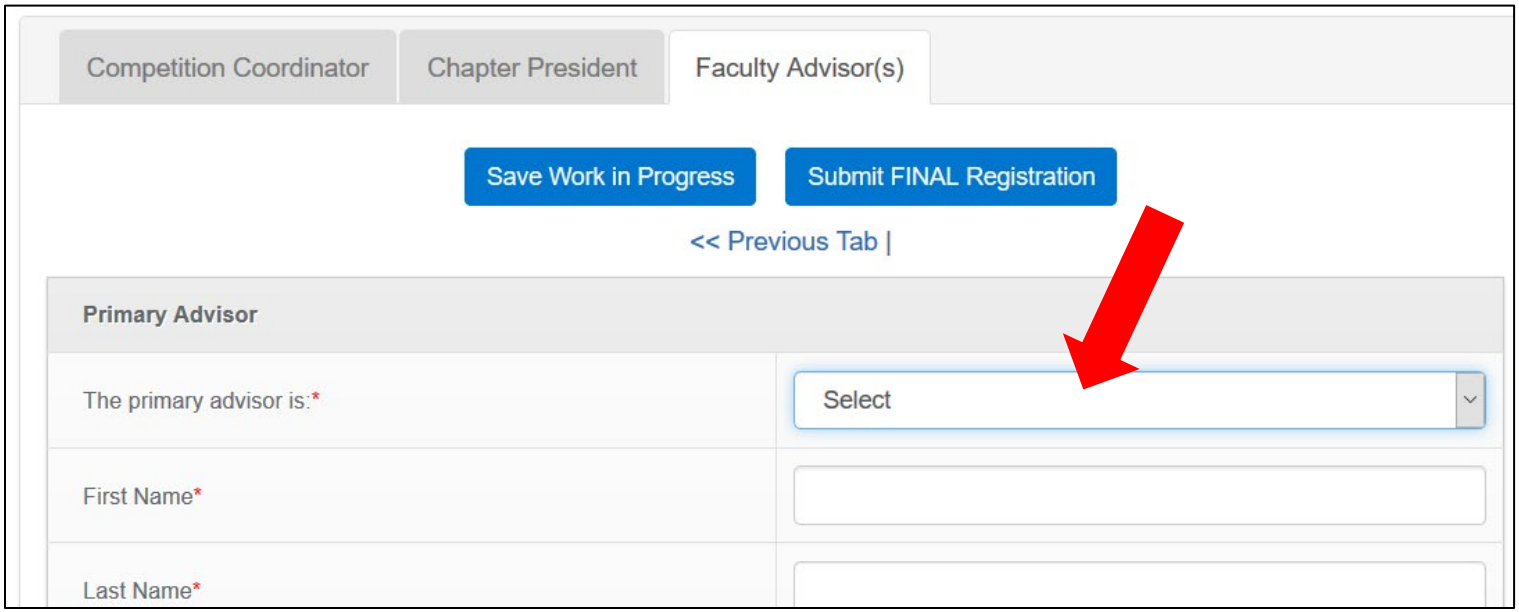


14. When all information is entered, select “Next Tab” (or just click over to the Faculty Advisors tab).

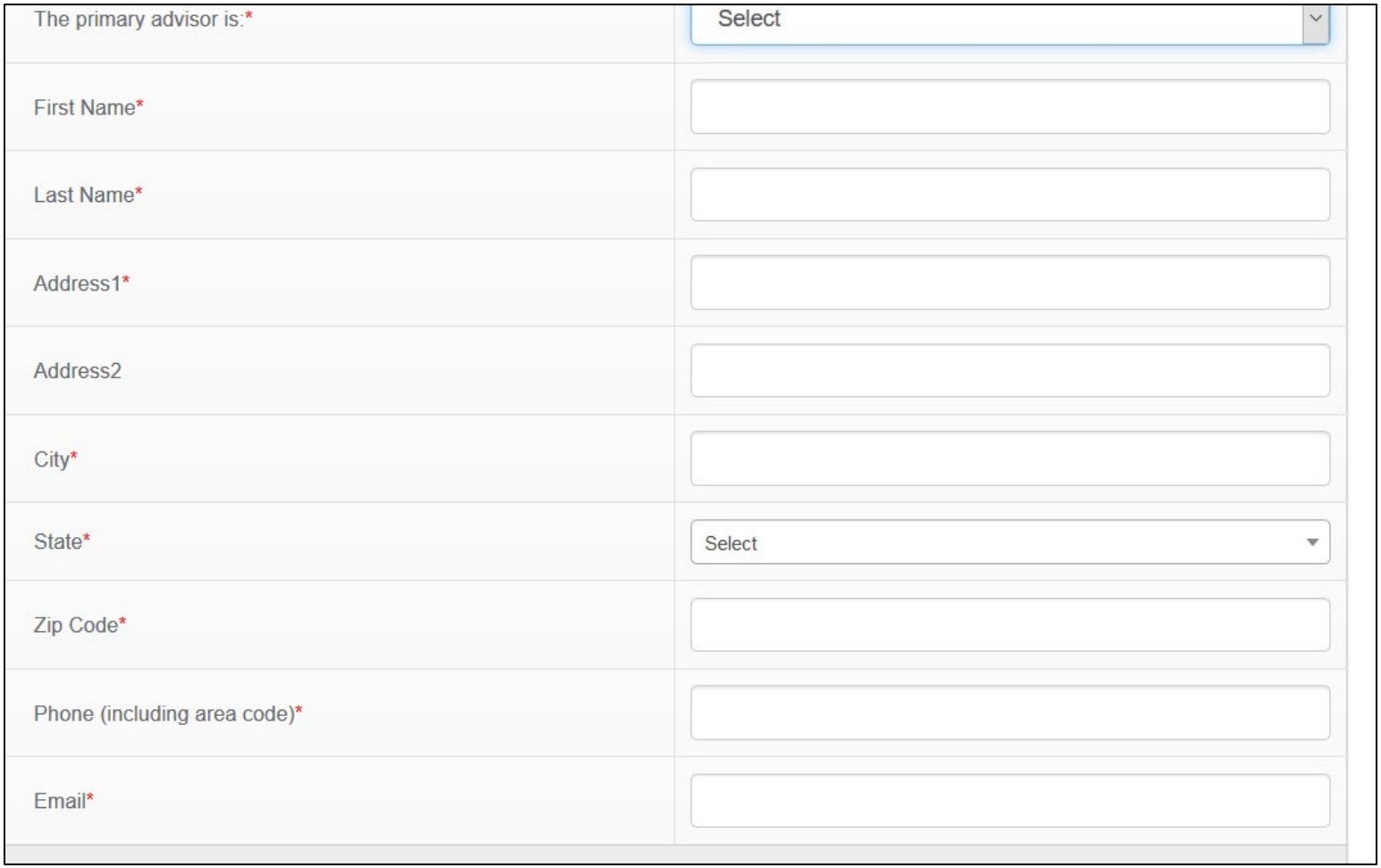
15. On the Faculty Advisor(s) tab, enter the required information **first for your primary competition advisor**.

In the dropdown, indicate whether your primary advisor is:

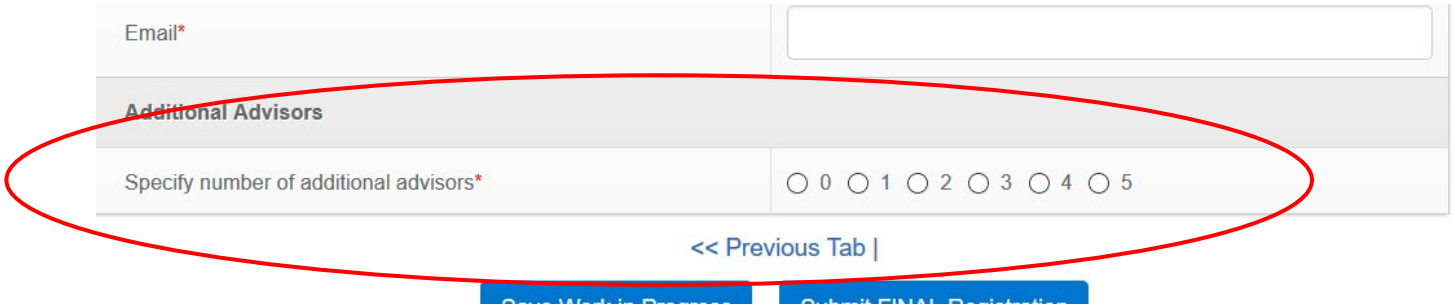
- Also the Faculty Advisor for your AMCP Student Pharmacist Chapter.
- A different faculty member at your pharmacy school/college.
- Not a faculty member at your pharmacy school/college.



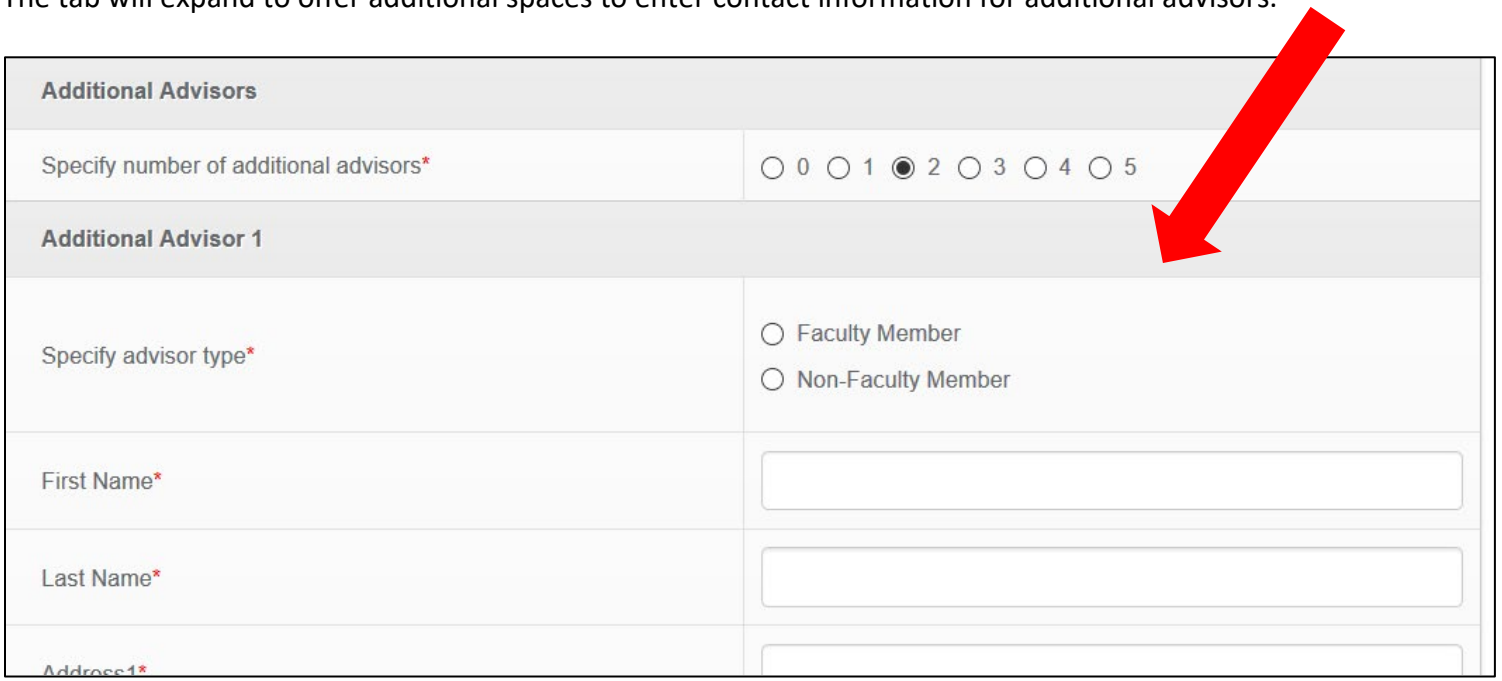
16. Continue entering the required information for your primary competition advisor.



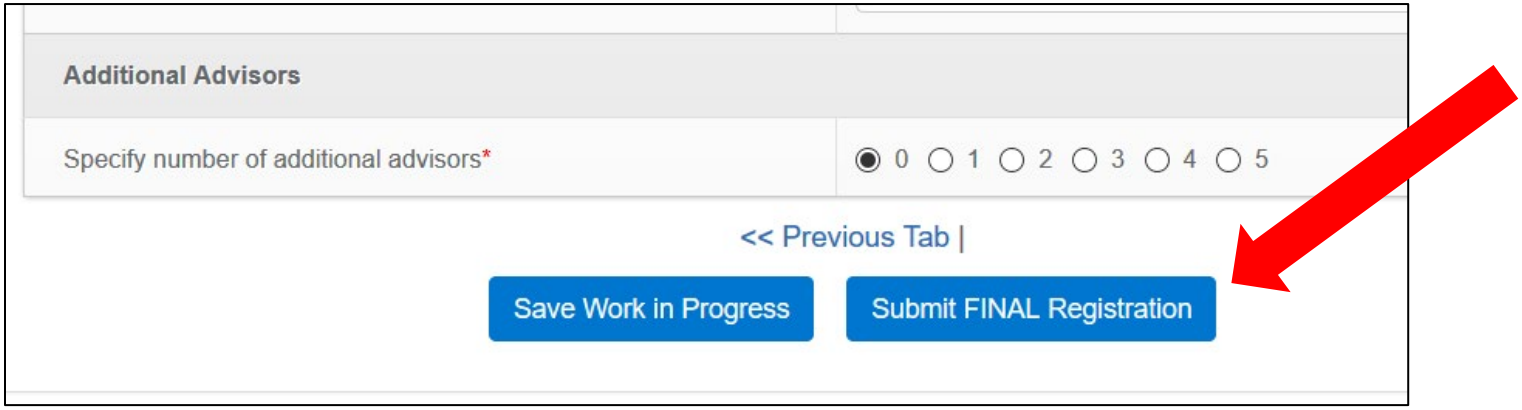
17. If you have more than one competition advisor, indicate the total number at the bottom of this tab.



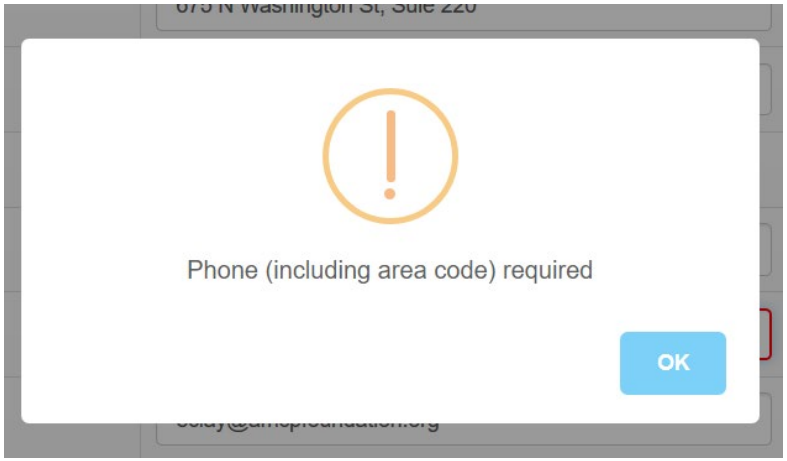
The tab will expand to offer additional spaces to enter contact information for additional advisors.



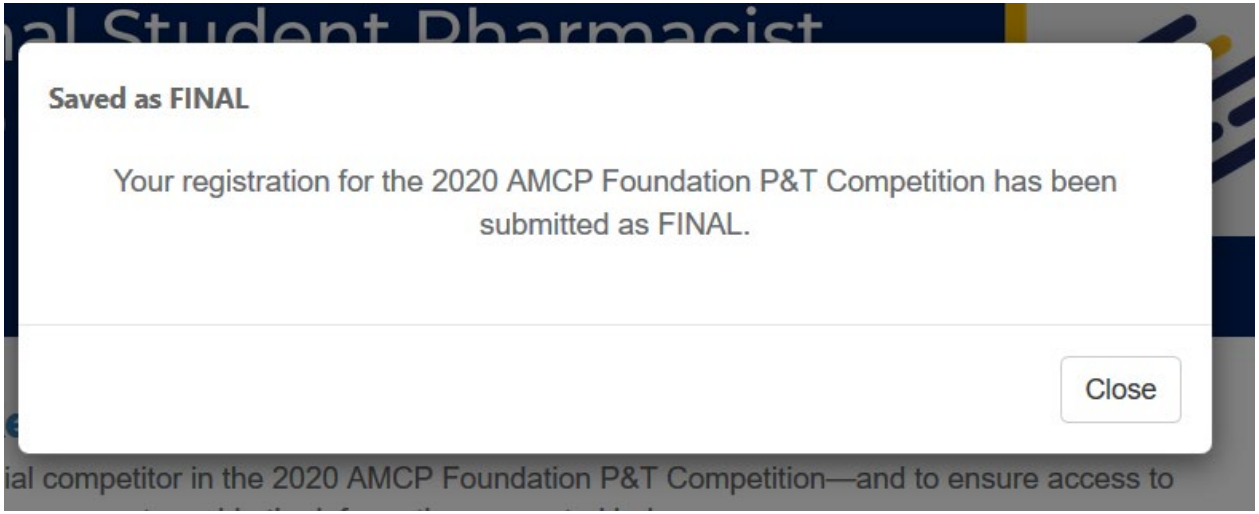
18. When you have finished entering all required information on the Competition Coordinator, Chapter President, and Faculty Advisor(s) tabs, click on “Submit FINAL Registration.”



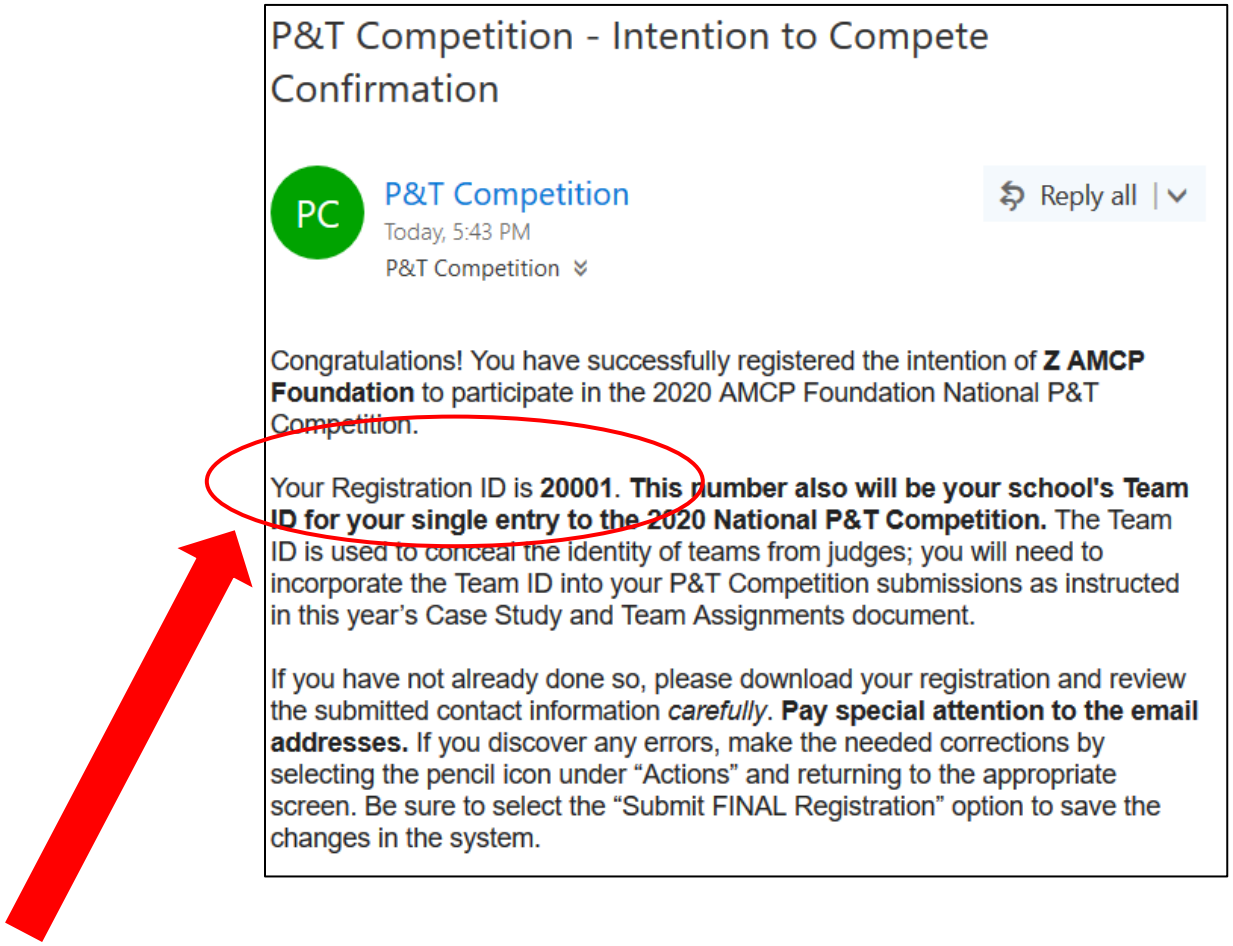
19. If you neglected to provide any required information, the system will let you know. You will see a notice like this and be taken to the screen with the missing information.



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



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



P&T Competition - Intention to Compete Confirmation

PC P&T Competition

Today, 5:43 PM

P&T Competition

Reply all

Congratulations! You have successfully registered the intention of **Z AMCP Foundation** to participate in the 2020 AMCP Foundation National P&T Competition.

Your Registration ID is **20001**. **This number also will be your school's Team ID for your single entry to the 2020 National P&T Competition.** The Team ID is used to conceal the identity of teams from judges; you will need to incorporate the Team ID into your P&T Competition submissions as instructed in this year's Case Study and Team Assignments document.

If you have not already done so, please download your registration and review the submitted contact information *carefully*. **Pay special attention to the email addresses.** If you discover any errors, make the needed corrections by selecting the pencil icon under "Actions" and returning to the appropriate screen. Be sure to select the "Submit FINAL Registration" option to save the changes in the system.

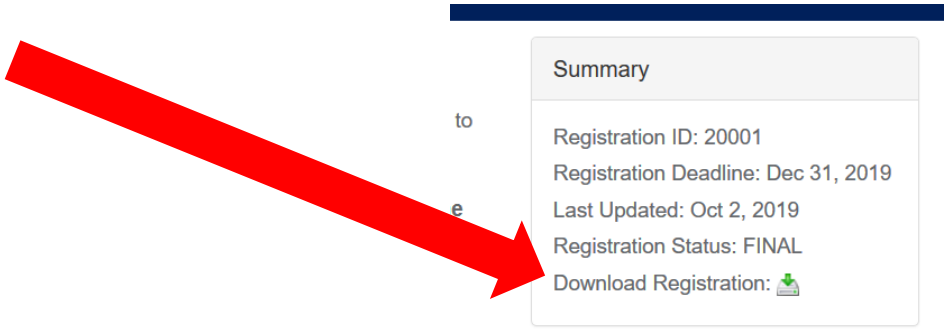
IMPORTANT! This email assigns your 5-digit Team ID for the 2020 National P&T Competition.

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.

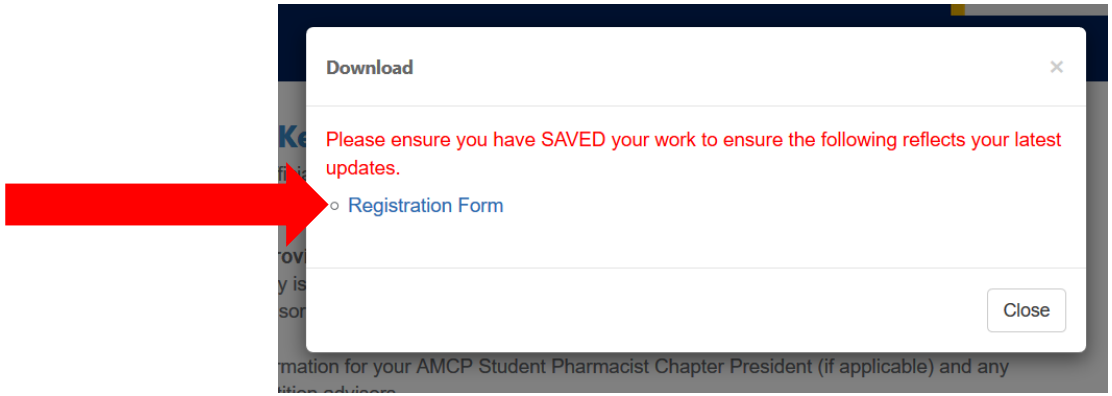
Please Check Your Work!

After you have submitted your registration for the 2020 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.

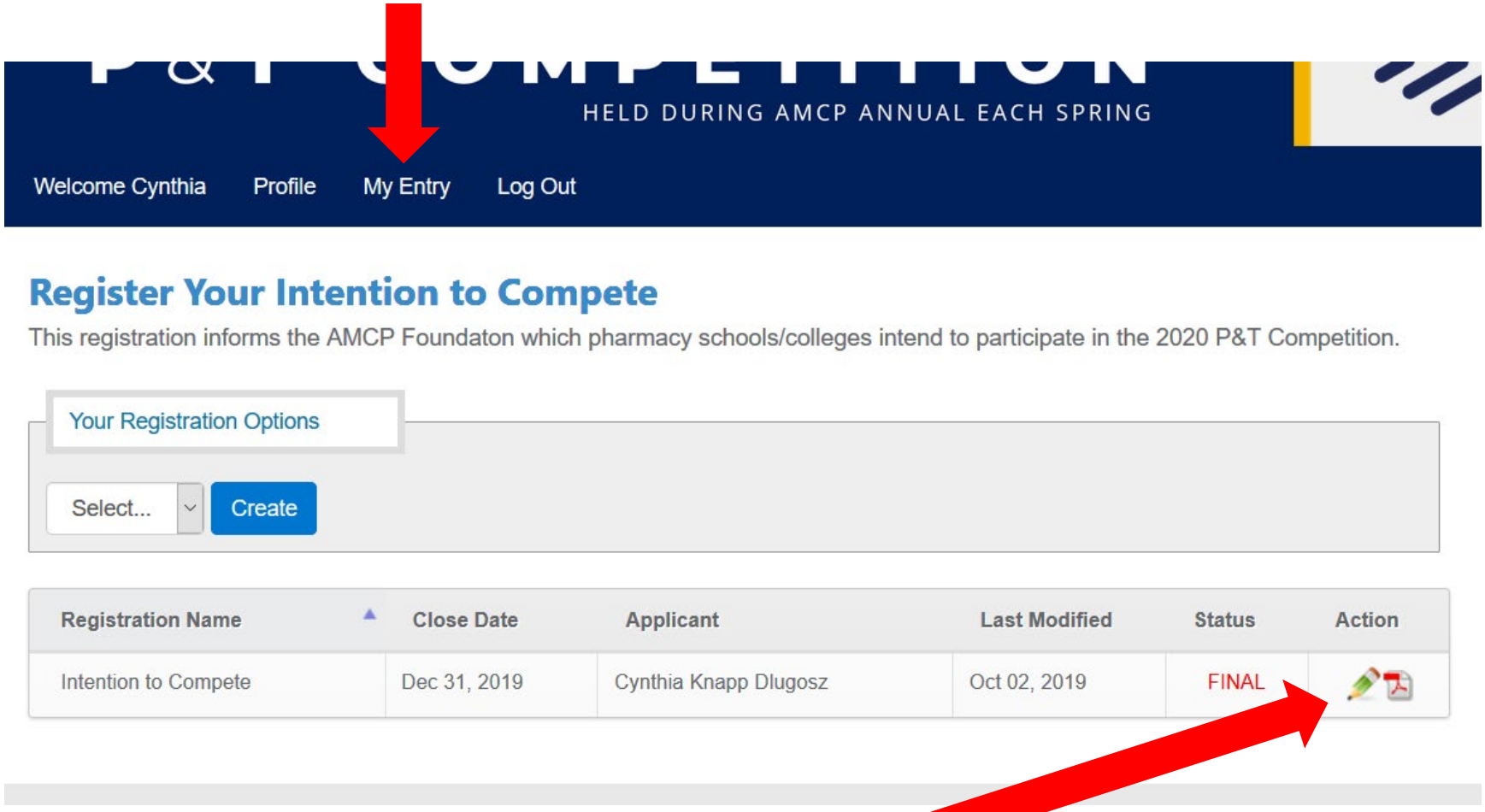
To access a copy of your registration information, find this box to the right on the main portal screen and click on the "Download Registration" icon:



You should see the following pop-up screen. Click on "Registration Form" to open a PDF document with your information.



If you discover any errors, you can fix them by selecting “My Entry” from the menu bar. You will be taken to this screen:



Select the pencil icon in the “Action” column to be taken to editable screens.

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