

## 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.

The screenshot shows the AMCP Foundation 2020 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 and instructions for creating an account. On the right side, there is a 'How to Register' section with a 'Register' button highlighted by a red arrow.

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

AMCP Foundation

Welcome

Welcome

**AMCP Foundation 2020 National Student Pharmacist P&T Competition**  
Welcome to the 2020 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 27, 2020.**

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

Partners make it possible: thank you to Genentech, Amgen, Supernus and Dymaxium/AMCP eDossier.

How to Register

**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?](#)

- 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.

The screenshot shows a web form titled "Create Your School Account" with a "Welcome" header. The form includes a "Login Profile" section with fields for "Email\*", "Password\*", and "Confirm Password\*", and a "Contact Information" section with fields for "First Name\*" and "Last Name\*". A "Submit" button is located at the bottom right of the form. A red arrow points to the "Submit" button. Another red arrow points to the text: "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." The text "must be a school-issued email address with a .edu domain (e.g., name@school.edu)" is circled in red.

Welcome

### 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.

Once you submit your information, you will receive a confirmation email from PT@amcpfoundation.org. Be sure to check your Spam folder if you do not see the confirmation in your Inbox.

Login Profile	
Email*	<input type="text"/>
Password*	<input type="password"/>
Confirm Password*	<input type="password"/>

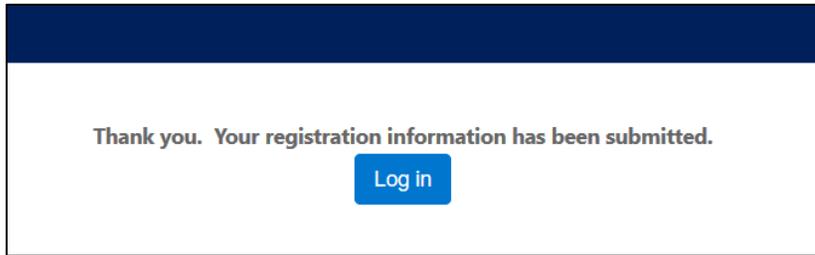
Contact Information	
First Name*	<input type="text"/>
Last Name*	<input type="text"/>

#### Contact Us

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

- 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



Reply all | v

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.

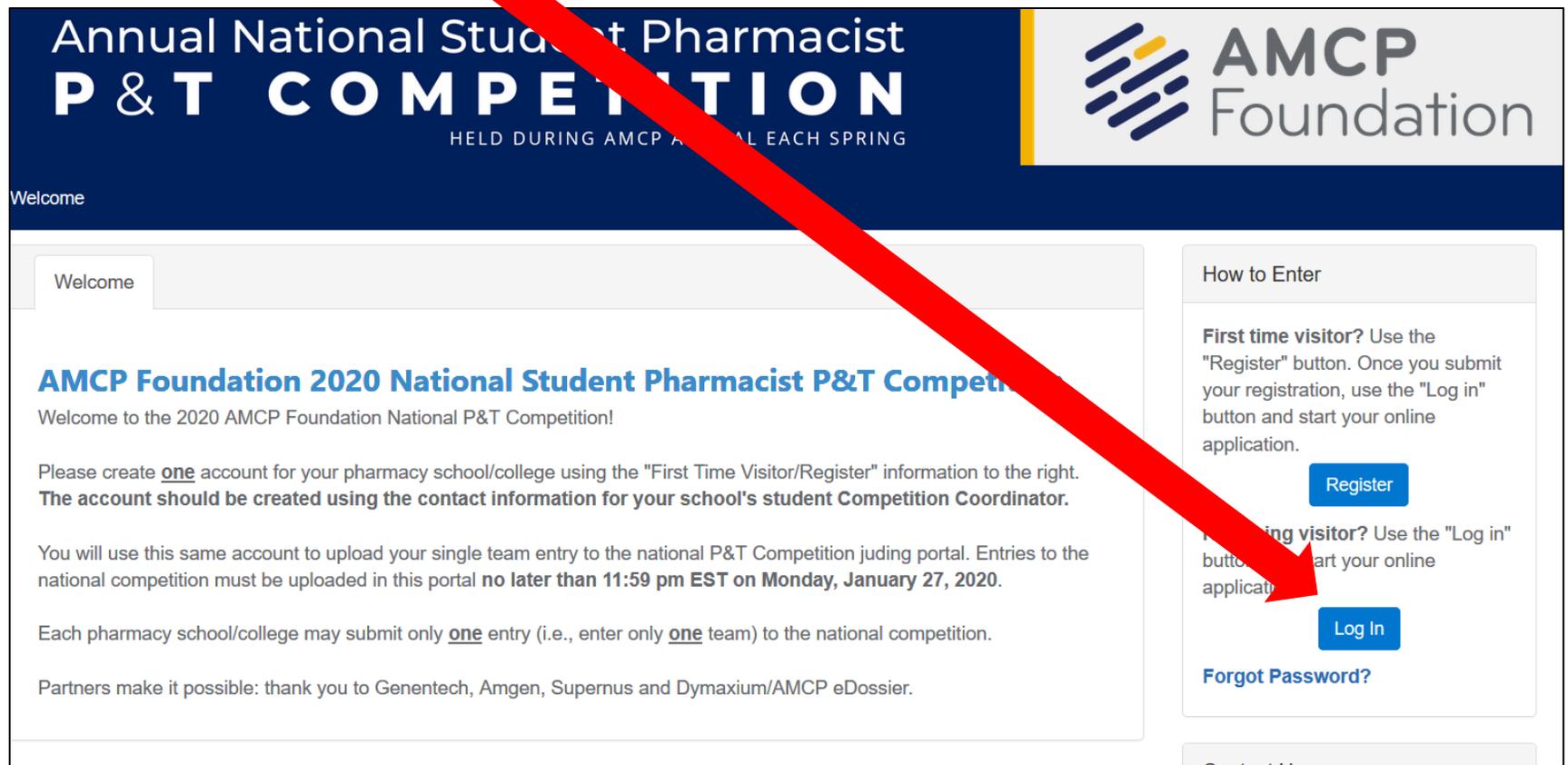
Thank you again for your interest in the P&T Competition – and best of luck to your team!

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

Still no message? Contact [support@rhythmq.com](mailto: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.



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

AMCP Foundation

Welcome

Welcome

### AMCP Foundation 2020 National Student Pharmacist P&T Competition

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

Partners make it possible: thank you to Genentech, Amgen, Supernus and Dymaxium/AMCP eDossier.

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.

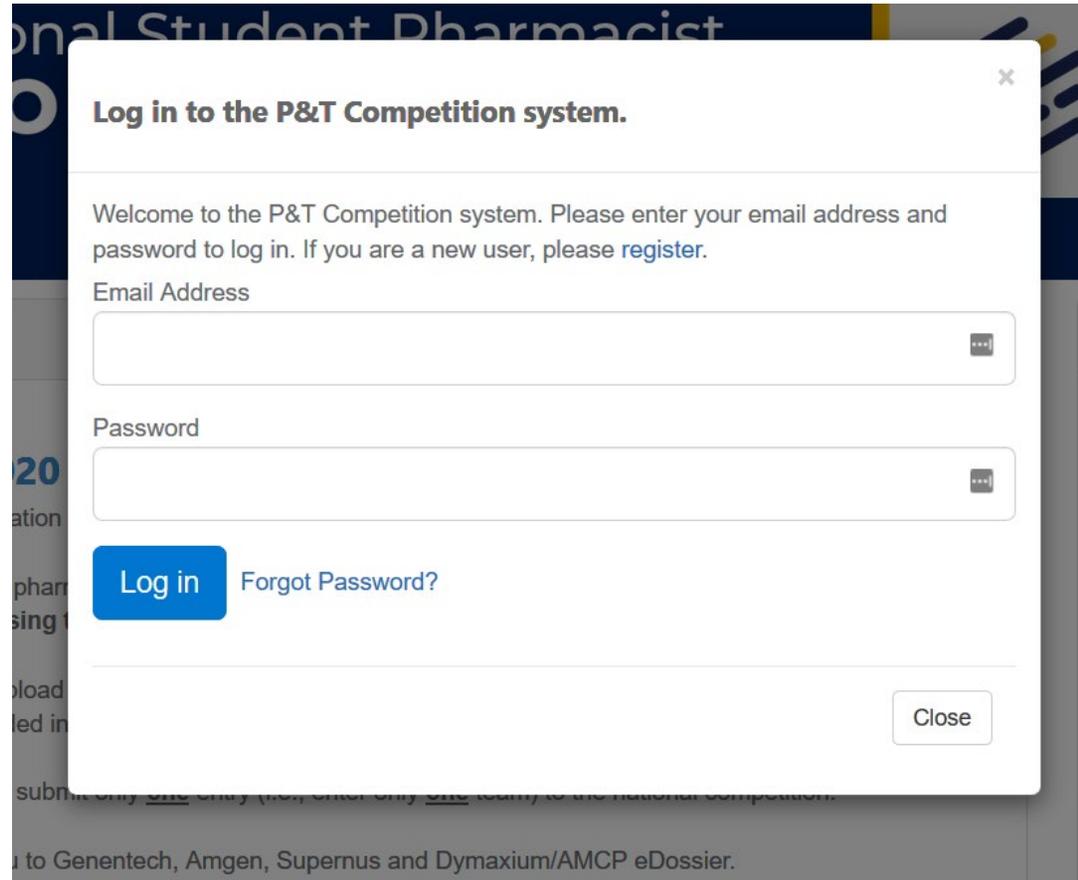
**Returning visitor?** Use the "Log in" button to start your online application.

Register

Log In

[Forgot Password?](#)

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



The image shows a white pop-up window with a dark blue header and a close button (X) in the top right corner. The header text reads "Log in to the P&T Competition system." Below the header, there is 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](#)." The form contains two input fields: "Email Address" and "Password", both with a small icon on the right side. Below the "Email Address" field is a blue "Log in" button and a link for "Forgot Password?". At the bottom right of the pop-up is a "Close" button. The background of the page is partially visible, showing text like "National Student Pharmacist" and "20".

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.”

Welcome PT Profile My Entry Log Out

## Register Your Intention to Compete

This registration informs the AMCP Foundaton which pharmacy schools/colleges intend to participate in the 2020 P&T Competition.

Your Registration Options

Select... Create

Registration Name	Close Date	Applicant	Last Modified	Status	Action
No submissions have been created. Please select the appropriate registration from the list to create a new submission.					

Contact Us

Academy of Managed Care Pharmacy Foundation  
AMCP Foundation  
675 North Washington Street, Suite 220  
Alexandria, Virginia 22314  
Phone: 703-684-2600  
Tech Support: support@rhythmq.com  
Program Info: PT@amcpfoundation.org

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## Register Your Intention to Compete

This registration informs the AMCP Foundaton which pharmacy

Your Registration Options

Intention to Compete Create

Registration Name	Close Date	Applica
No submissio Please select the appropriate registrati		

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).

### Provide Information for Key Contacts

For your school to be recognized as an official competitor in the 2020 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 options.

Competition Coordinator   Chapter President   Faculty Advisor(s)

Save Work in Progress   Submit FINAL Registration

Next Tab >>

School

Pharmacy School/College\*

Select

#### Summary

Registration Deadline: Dec 31, 2019  
Last Updated: N/A  
Registration Status:  
Download Registration: 

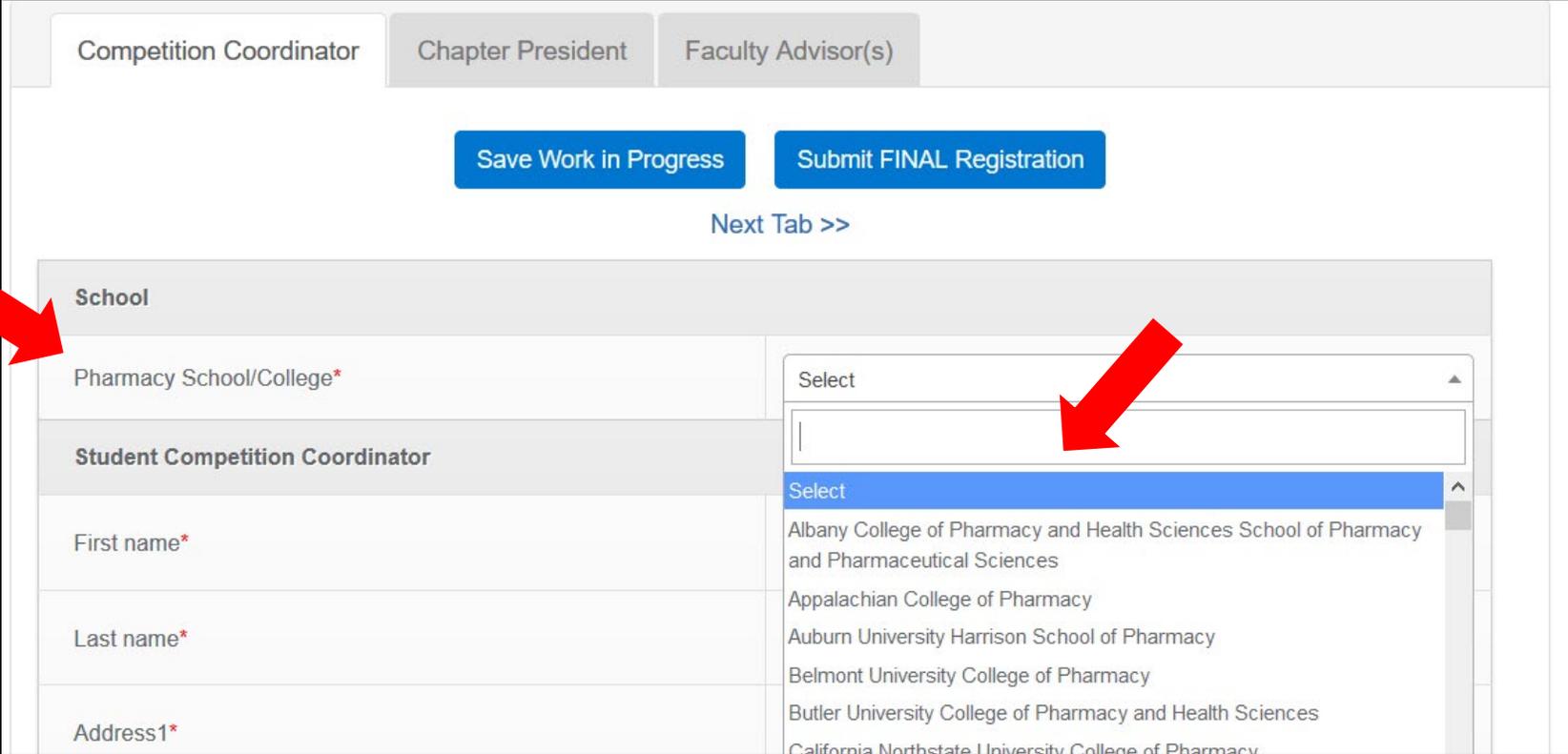
#### Key Dates

Registration Open:	Sep 30, 2019
Registration Close:	Dec 31, 2019

#### Contact Us

Academy of Managed Care  
Pharmacy Foundation  
AMCP Foundation  
675 North Washington Street, Suite

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.



Competition Coordinator Chapter President Faculty Advisor(s)

Save Work in Progress Submit FINAL Registration

Next Tab >>

**School**

Pharmacy School/College\*

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

California Northstate University College of Pharmacy

**Student Competition Coordinator**

First name\*

Last name\*

Address1\*

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.**

Student Competition Coordinator	
First name*	<input type="text" value="Cynthia"/>
Last name*	<input type="text" value="Knapp Dlugosz"/>
Address1*	<input type="text"/>
Address2	<input type="text"/>
City*	<input type="text"/>
State*	<input type="text" value="Select"/>
Zip Code*	<input type="text"/>
Phone (including area code)*	<input type="text"/>
Email address*	<input type="text" value="PT@amcpfoundation.org"/>

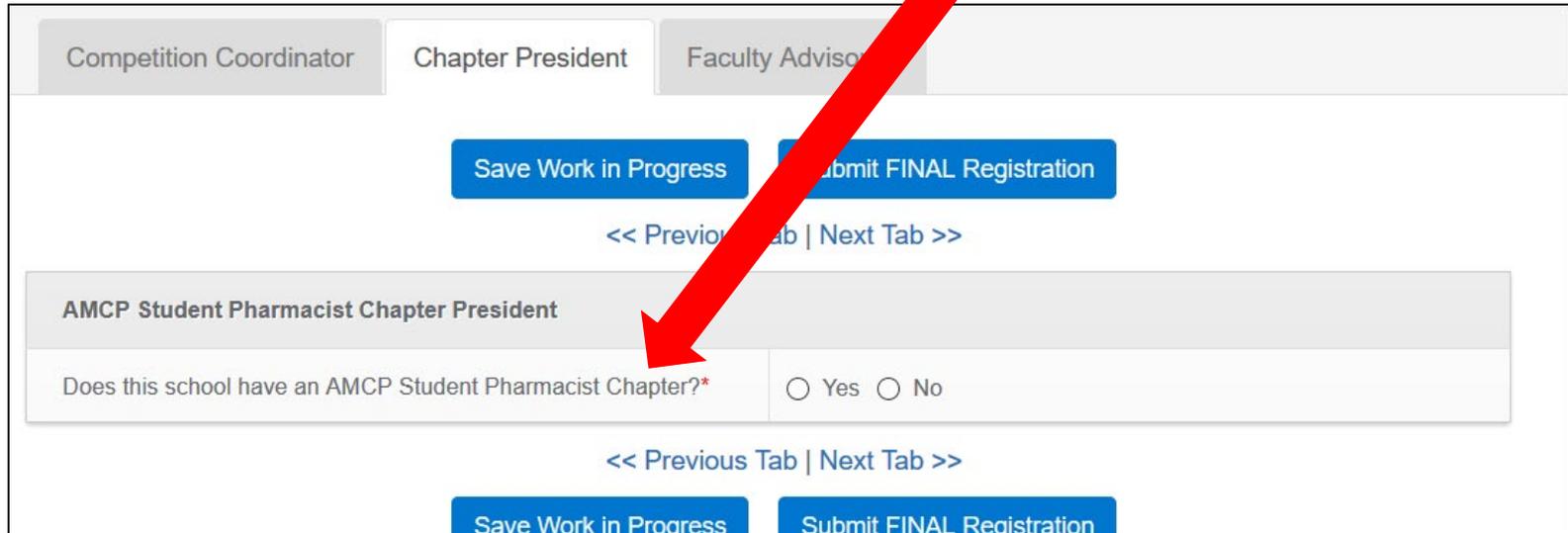
[Next Tab >>](#)

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



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

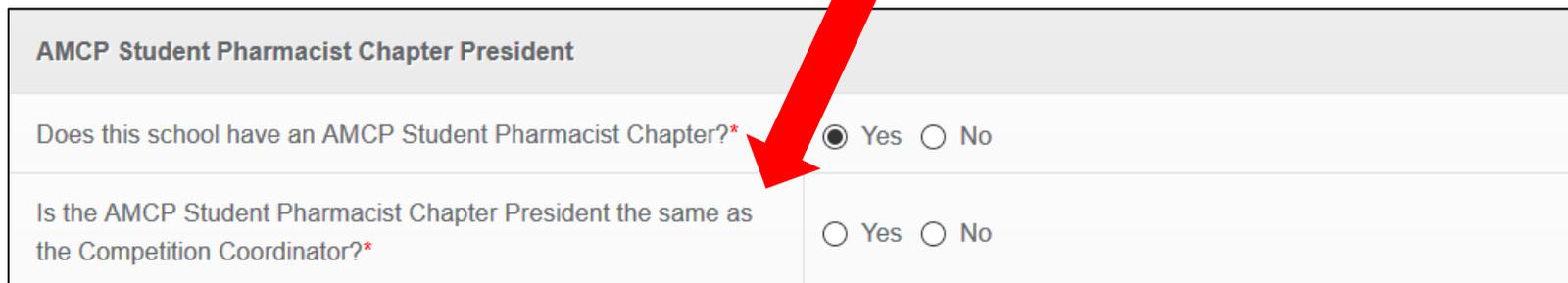
11. At the top of the Chapter President tab, answer the question “Does this school have an AMCP Student Pharmacist Chapter?”



The screenshot shows a web interface with three tabs: "Competition Coordinator", "Chapter President", and "Faculty Advisor". 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 arrows: "<< Previous Tab | Next Tab >>". The main content area has a header "AMCP Student Pharmacist Chapter President". Below the header is a question: "Does this school have an AMCP Student Pharmacist Chapter?\*" with radio buttons for "Yes" and "No". At the bottom, there are two more blue buttons: "Save Work in Progress" and "Submit FINAL Registration". A large red arrow points from the top right towards the question.

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:



The screenshot shows a web interface with a header "AMCP Student Pharmacist Chapter President". Below the header is a question: "Does this school have an AMCP Student Pharmacist Chapter?\*" with radio buttons for "Yes" and "No". The "Yes" radio button is selected. Below this is another question: "Is the AMCP Student Pharmacist Chapter President the same as the Competition Coordinator?\*" with radio buttons for "Yes" and "No". A large red arrow points from the top right towards the "Yes" radio button of the first question.

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.

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"/>
State*	<input type="text" value="Select"/>
Zip Code*	<input type="text"/>
Phone (including area code)*	<input type="text"/>
Email address*	<input type="text"/>

[<< Previous Tab](#) | [Next Tab >>](#)



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.

The screenshot shows a web interface with three tabs: 'Competition Coordinator', 'Chapter President', and 'Faculty Advisor(s)'. The 'Faculty Advisor(s)' tab is active. Below the tabs are two blue buttons: 'Save Work in Progress' and 'Submit FINAL Registration'. A link '<< Previous Tab |' is located below the buttons. The 'Primary Advisor' section is highlighted in grey. It contains three rows of input fields: 'The primary advisor is:\*' with a dropdown menu showing 'Select', 'First Name\*' with an empty text box, and 'Last Name\*' with an empty text box. A red arrow points to the dropdown menu.

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

The primary advisor is:*	Select
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Address1*	<input type="text"/>
Address2	<input type="text"/>
City*	<input type="text"/>
State*	Select
Zip Code*	<input type="text"/>
Phone (including area code)*	<input type="text"/>
Email*	<input type="text"/>

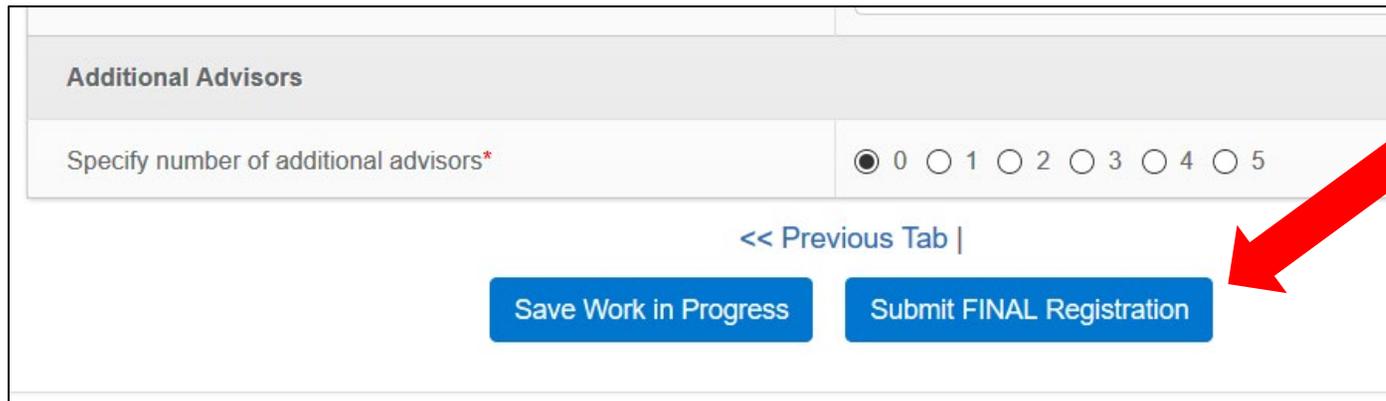
17. If you have more than one competition advisor, indicate the total number at the bottom of this tab.

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
<a href="#">&lt;&lt; Previous Tab  </a>	
<a href="#">Save Work in Progress</a> <a href="#">Submit FINAL Registration</a>	

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"/>

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.”



Additional Advisors

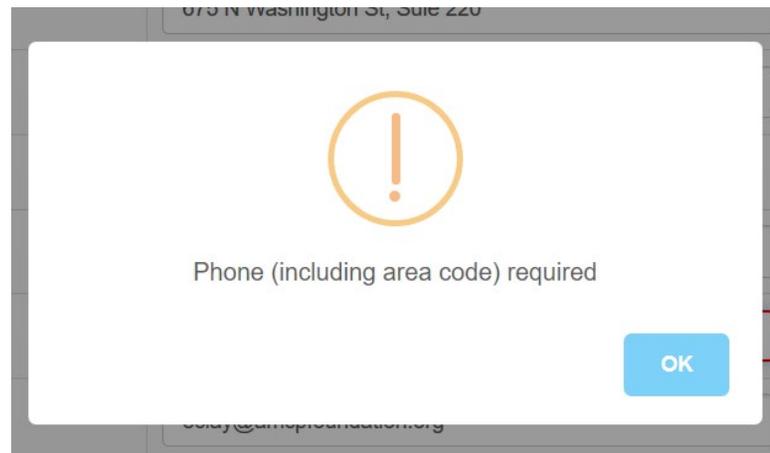
Specify number of additional advisors\*

0  1  2  3  4  5

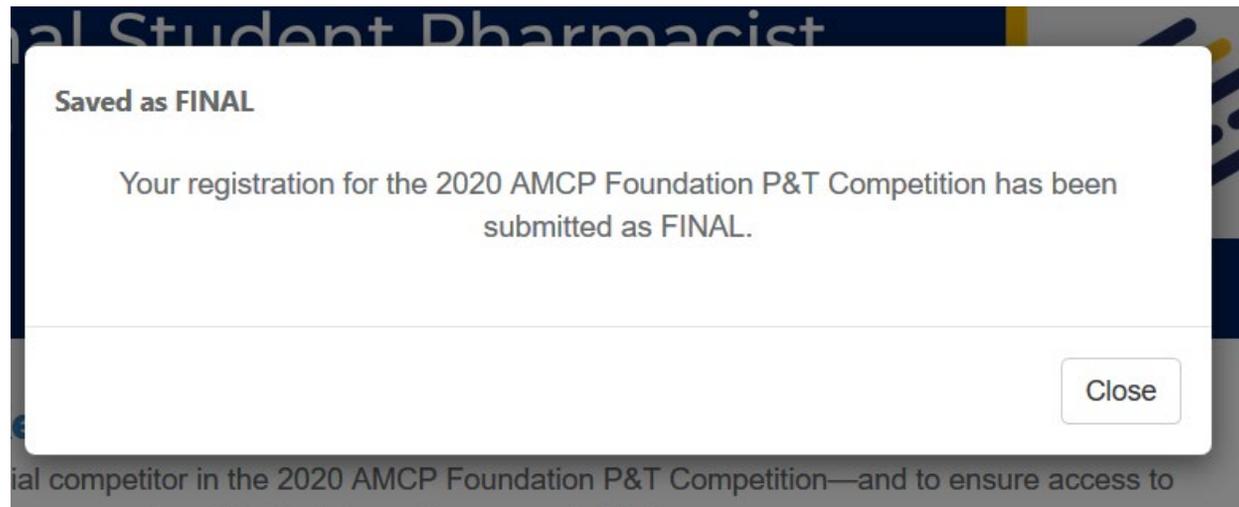
<< Previous Tab |

Save Work in Progress Submit FINAL Registration

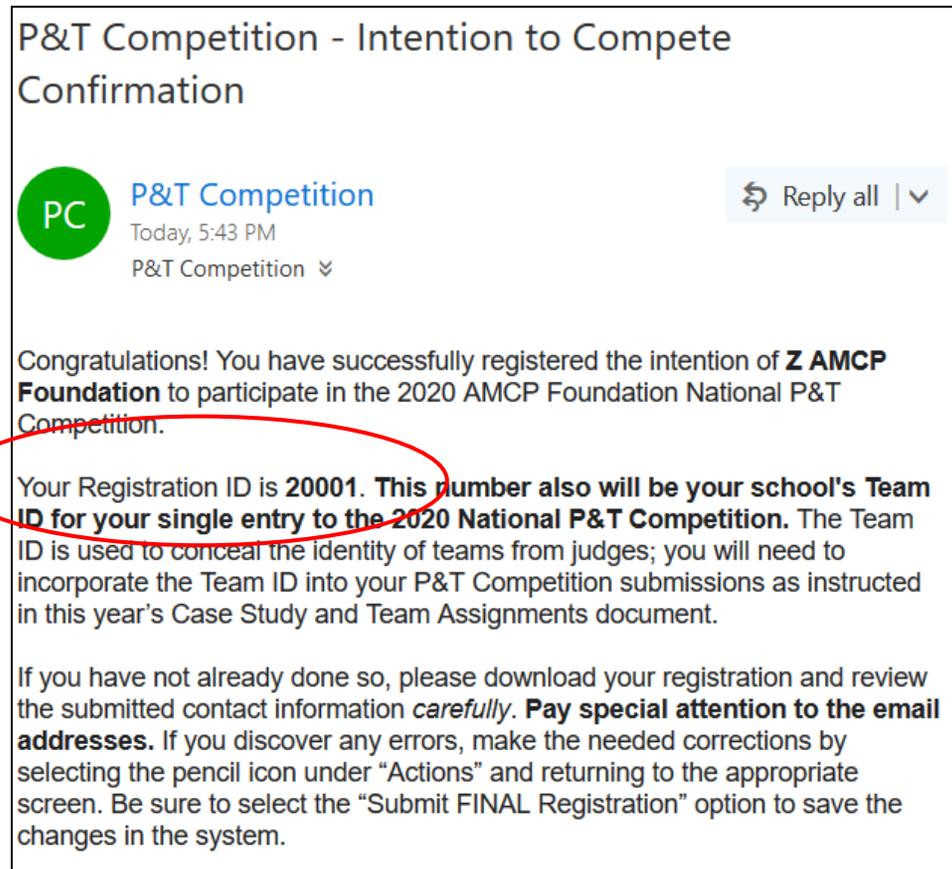
19. If you neglected to provide any required information, the system will let you know. You will see a notice like this and be taken to the screen with the missing information.



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:



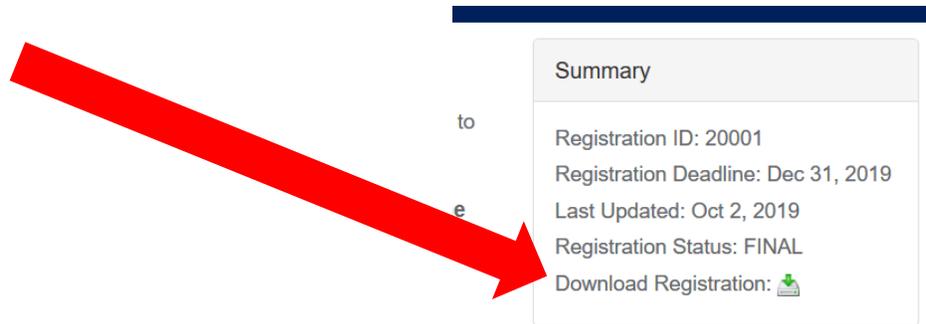
**IMPORTANT! This email assigns your 5-digit Team ID for the 2020 National P&T Competition.**

**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.**

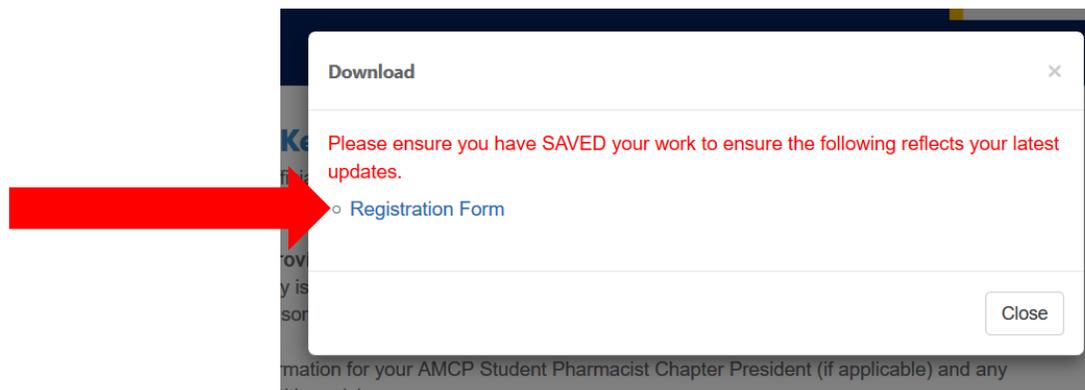
## Please Check Your Work!

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.

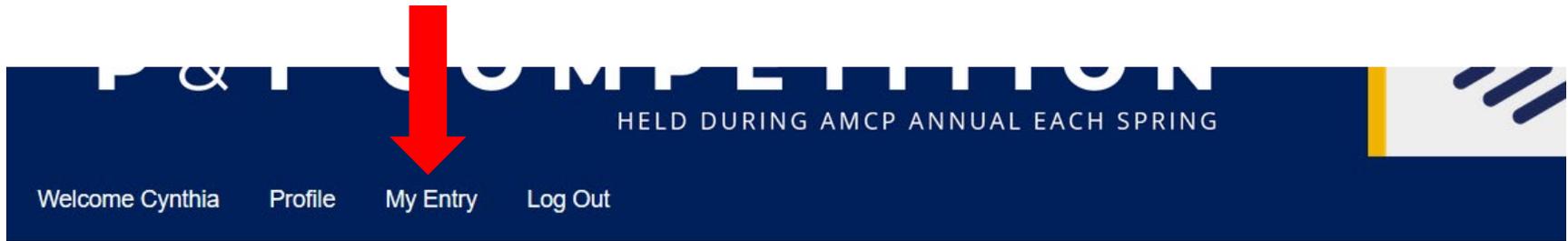
To access a copy of your registration information, find this box to the right on the main portal screen and click on the “Download Registration” icon:



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:



## Register Your Intention to Compete

This registration informs the AMCP Foundaton which pharmacy schools/colleges intend to participate in the 2020 P&T Competition.

Your Registration Options

Select...

Registration Name	Close Date	Applicant	Last Modified	Status	Action
Intention to Compete	Dec 31, 2019	Cynthia Knapp Dlugosz	Oct 02, 2019	FINAL	

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.**