

## 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**

Welcome

**AMCP Foundation 2021 National Student Pharmacist P&T Competition**  
Welcome to the 2021 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 25, 2021.

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

Thank you to **lead sponsor Genentech, Inc.** and partners Supernus Pharmaceuticals, Sanofi US Services Inc., and FormularyDecisions/AMCP eDossiers.

**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?](#)

*[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:

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

**AMCP Foundation**

**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](#)

**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)

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.

**Login Profile**

Email\* PT@amcpfoundation.org

Password\* .....

Confirm Password\* .....

**Contact Information**

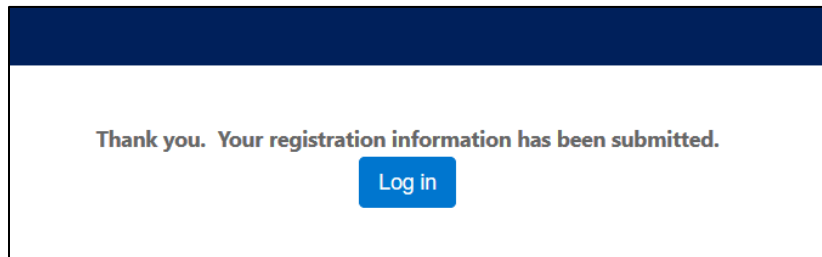
First Name\* Cynthia

Last Name\* Knapp Dlugosz

**Submit**

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



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

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://pt.amcpfoundation.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.

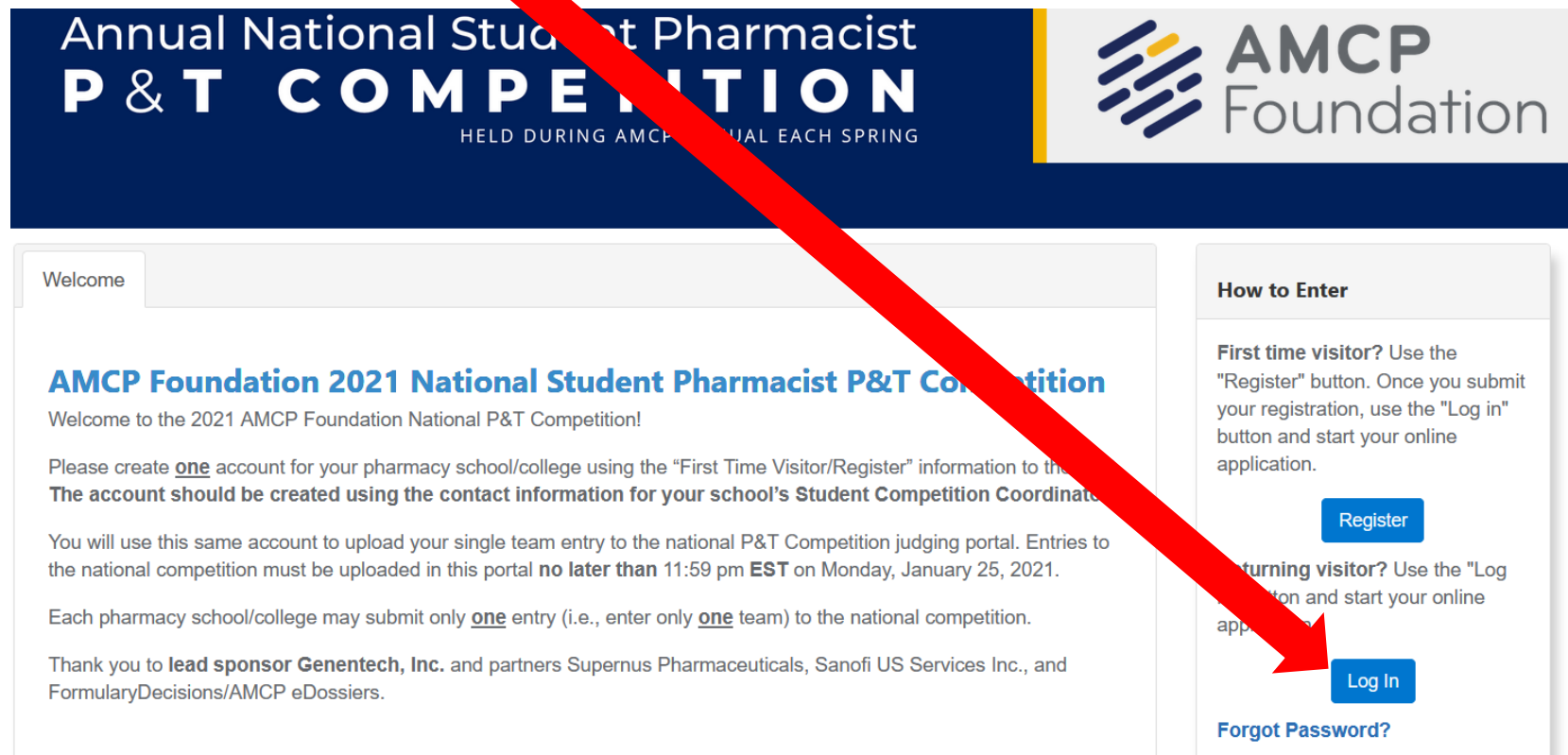
Thank you again for your interest in the P&T Competition – and best of luck to your team!

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://pt.amcpfoundation.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

### AMCP Foundation 2021 National Student Pharmacist P&T Competition

Welcome to the 2021 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 25, 2021.

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

Thank you to **lead sponsor Genentech, Inc.** and partners Supernus Pharmaceuticals, Sanofi US Services Inc., and FormularyDecisions/AMCP eDossiers.

#### 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.

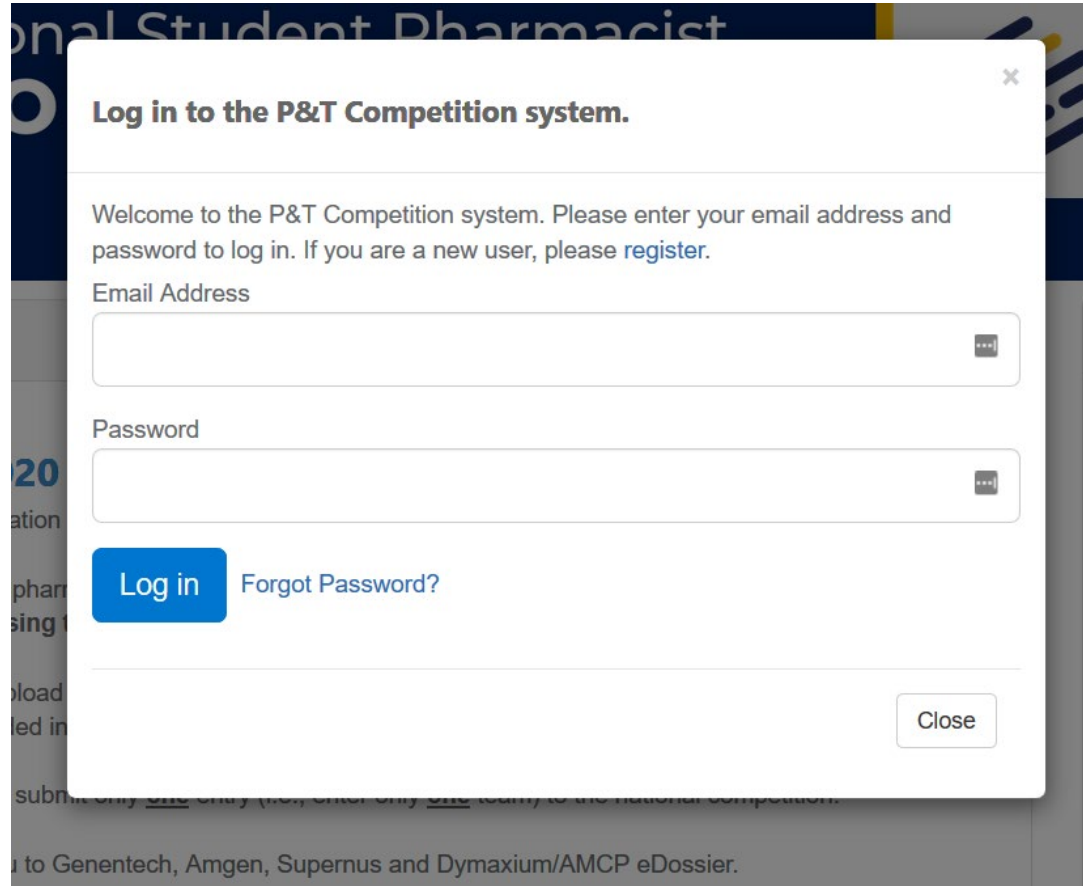
**Returning visitor?** Use the "Log in" button and start your online application.

[Register](#)

[Log In](#)

[Forgot Password?](#)

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



The image shows a white 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 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).

4. You will be taken to a “My Registrations” screen.

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

### 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 2021 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

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” box at the right.

### 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)

### 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 2021 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

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).

Intention To Compete

HomeMy DashboardCynthia

## Provide Information for Key Contacts

For your school to be recognized as an official competitor in the 2021 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.

Competition CoordinatorChapter PresidentFaculty Advisor(s)

Save Work in ProgressSubmit FINAL Registration


Next Tab >>

### Summary

**Registration Deadline:** Dec 31, 2020

**Last Updated:** N/A

**Registration Status:**

**Download Registration:** 

### Key Dates

Registration Open:	Sep 8, 2020
Registration Close:	Dec 31, 2020

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.

The screenshot shows a web form for the Competition Coordinator tab. At the top, there are three tabs: "Competition Coordinator" (active), "Chapter President", and "Faculty Advisor(s)". Below the tabs are two blue buttons: "Save Work in Progress" and "Submit FINAL Registration". A link "Next Tab >>" is also present. The form is divided into two main sections: "School" and "Student Competition Coordinator". The "School" section contains a dropdown menu labeled "Pharmacy School/College\*" with a red arrow pointing to it. The dropdown menu is open, showing a list of schools with "Select" at the top. A second red arrow points to the dropdown list. The "Student Competition Coordinator" section contains fields for "First name\*", "Last name\*", and "Address1\*", each with a corresponding text input box.

School	
Pharmacy School/College*	<div>Select</div> <div>Albany College of Pharmacy and Health Sciences School of Pharmacy and Pharmaceutical Sciences</div> <div>Appalachian College of Pharmacy</div> <div>Auburn University Harrison School of Pharmacy</div> <div>Belmont University College of Pharmacy</div> <div>Butler University College of Pharmacy and Health Sciences</div> <div>California Northstate University College of Pharmacy</div>

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*	Cynthia
Last name*	Knapp Dlugosz
Address1*	
Address2	
City*	
State*	Select
Zip Code*	
Phone (including area code)*	
Email address*	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 at the top: "Competition Coordinator", "Chapter President" (which is active), and "Faculty Advisor". Below the tabs are two blue buttons: "Save Work in Progress" and "Submit FINAL Registration". In the center, there are navigation links: "<< Previous Tab | Next Tab >>". Below this is a grey header bar for the "AMCP Student Pharmacist Chapter President" section. Underneath, a question is displayed: "Does this school have an AMCP Student Pharmacist Chapter?\*" with two radio button options: "Yes" and "No". At the bottom, there are another set of navigation links: "<< Previous Tab | Next Tab >>" and two more blue buttons: "Save Work in Progress" and "Submit FINAL Registration". A large red arrow points from the top right towards the question text.

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 section titled "AMCP Student Pharmacist Chapter President". 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?\*", and the "Yes" option is selected. The second question is "Is the AMCP Student Pharmacist Chapter President the same as the Competition Coordinator?\*", with both "Yes" and "No" options unselected. A large red arrow points from the top right towards 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*	<div>Select ▼</div>
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 form 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'. Below these buttons is a link '<< Previous Tab |'. The main section is titled 'Primary Advisor'. It contains three rows of input fields. The first row is 'The primary advisor is:\*', followed by a dropdown menu with 'Select' and a downward arrow. A red arrow points to this dropdown menu. The second row is 'First Name\*', followed by a text input field. The third row is 'Last Name\*', followed by a text input field.

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\*

**Additional Advisors**

Specify number of additional advisors\* ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

[<< Previous Tab |](#)

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

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**

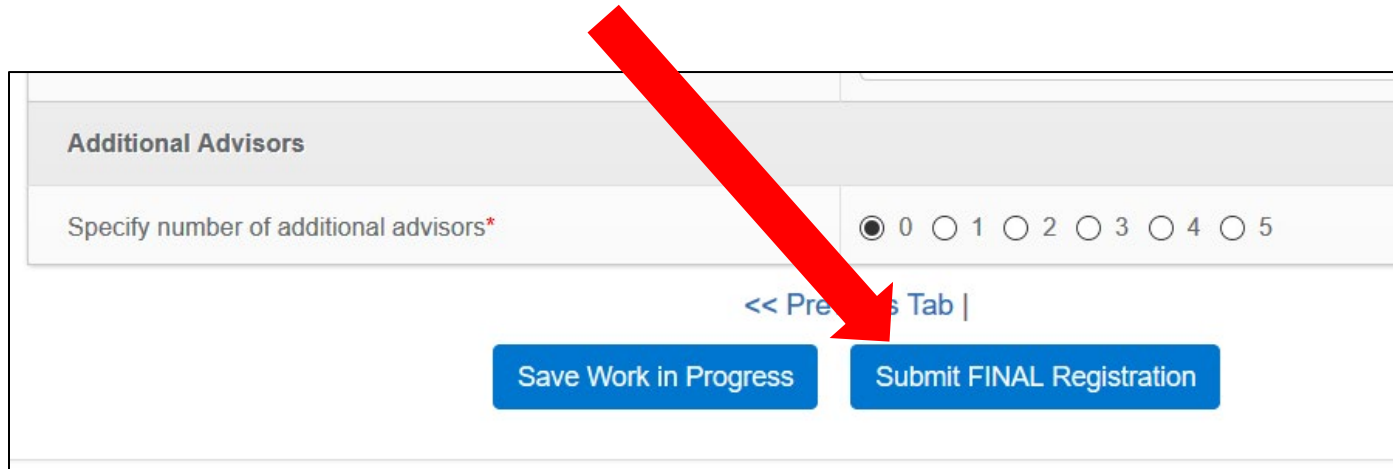
Specify advisor type\* ☐ Faculty Member ☐ Non-Faculty Member

First Name\*

Last Name\*

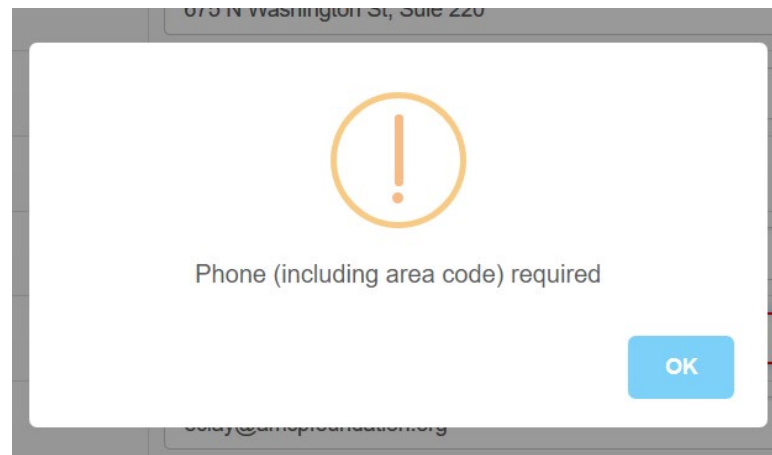
Address1\*

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."**

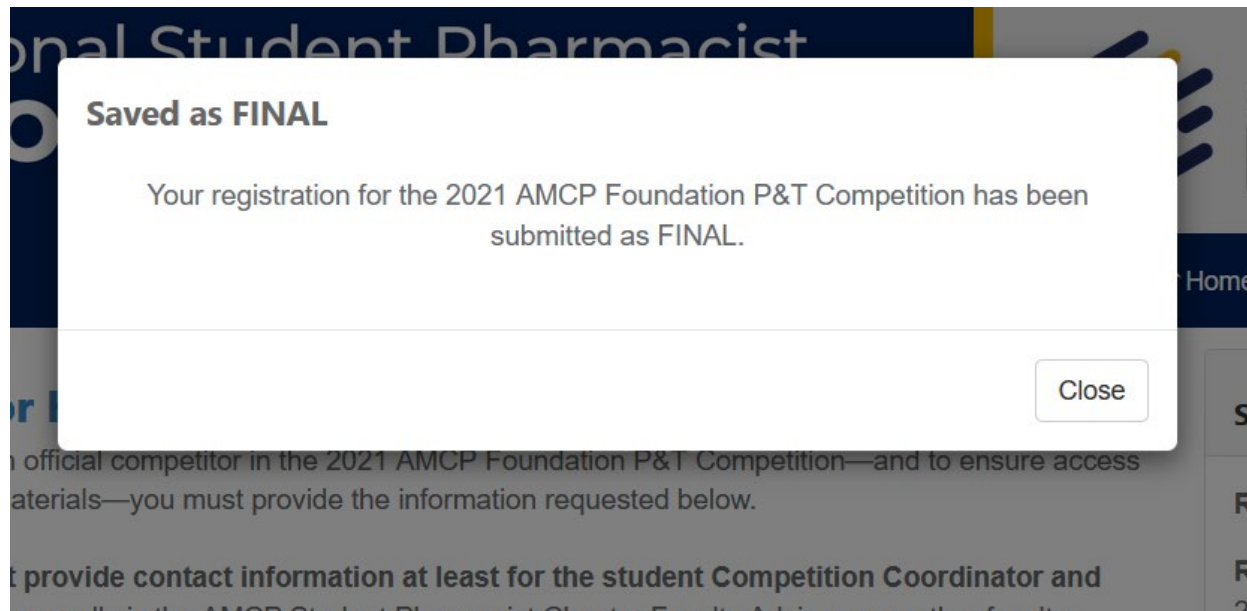


The screenshot shows a form titled "Additional Advisors". Below the title is a section labeled "Specify number of additional advisors\*" with a row of radio buttons numbered 0 through 5. The radio button for "0" is selected. Below this is a navigation link "<< Previous Tab |". At the bottom of the form are two blue buttons: "Save Work in Progress" and "Submit FINAL Registration". A large red arrow points from the top right towards the "Submit FINAL Registration" button.

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

**From:** P&T Competition <PT@amcpfoundation.org>  
**Sent:** Wednesday, September 9, 2020 9:12 PM  
**To:** PT Competition <PT@amcpfoundation.org>  
**Cc:** PT Competition <PT@amcpfoundation.org>  
**Subject:** P&T Competition - Intention to Compete Confirmation

Congratulations! You have successfully registered the intention of **ZZ AMCP Foundation** to participate in the 2021 AMCP Foundation National P&T Competition.

Your Registration ID is **21XXX**. **This number also will be your school's Team ID for your single entry to the 2021 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.

[Reply](#) | [Forward](#)

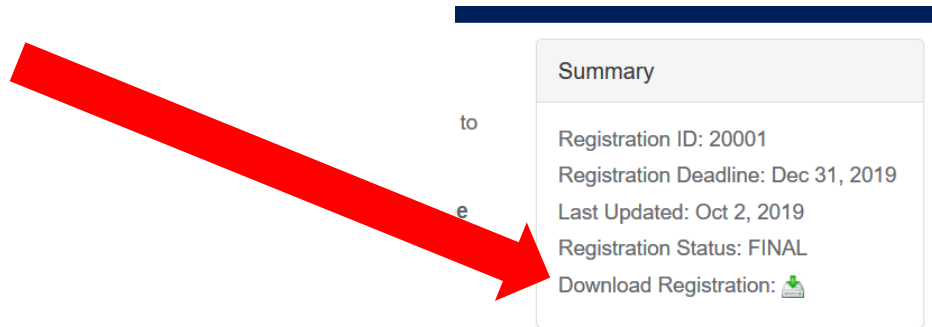
**\*\*IMPORTANT! This email assigns your 5-digit Team ID for the 2021 National P&T Competition\*\***

**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.**

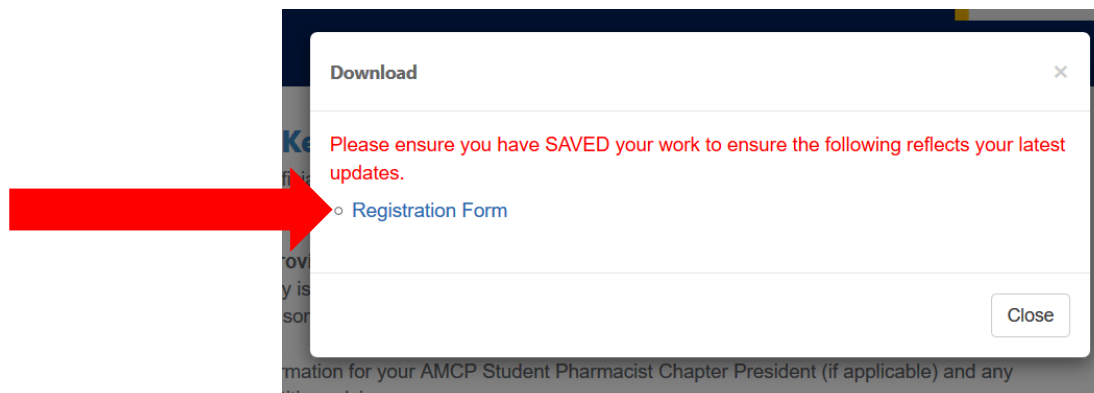
## Please Check Your Work!

After you have submitted your registration for the 2021 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:

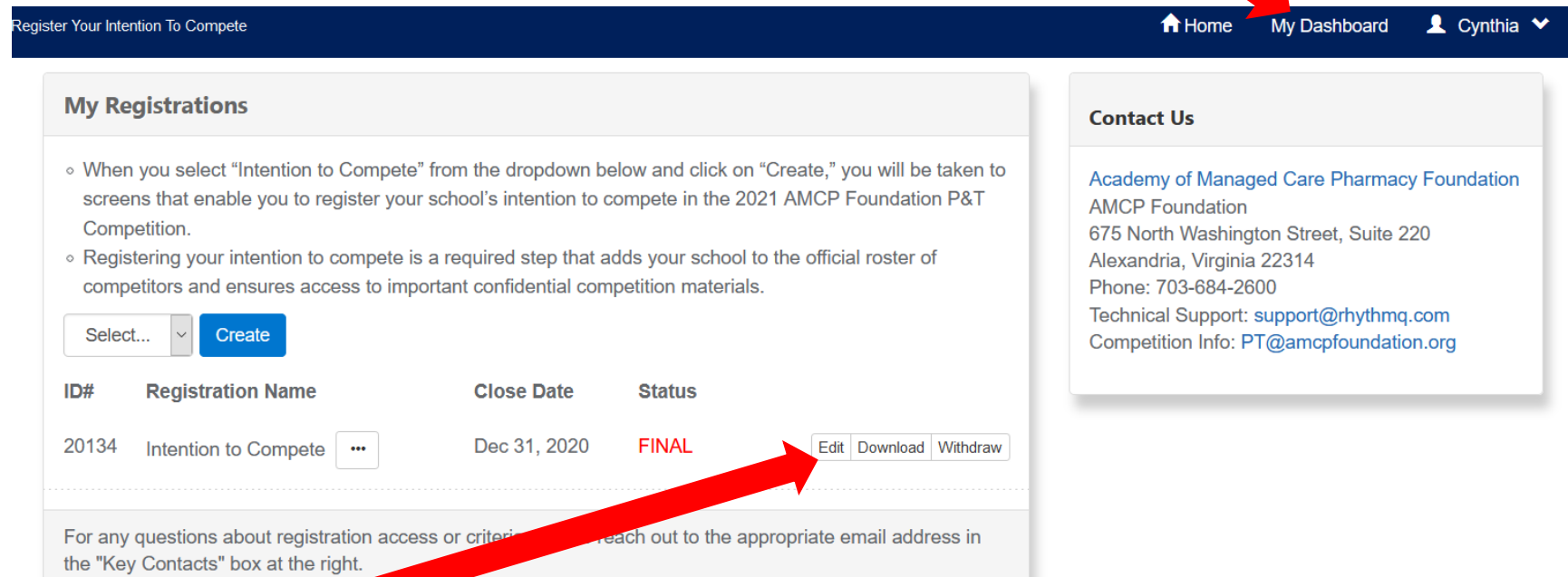


You should see the following pop-up screen. Click on “Registration Form” to open a PDF document with your information.



If you discover any errors, you can fix them by selecting “My Dashboard” from the menu bar.

You will be taken to this screen:



The screenshot shows a web application interface. At the top is a dark blue navigation bar with the text "Register Your Intention To Compete" on the left and "Home", "My Dashboard", and "Cynthia" on the right. A red arrow points from the text above to the "My Dashboard" link. Below the navigation bar is a section titled "My Registrations". It contains two bullet points explaining the registration process. Below the text is a dropdown menu labeled "Select..." and a blue "Create" button. Underneath is a table with the following data:

ID#	Registration Name	Close Date	Status
20134	Intention to Compete	Dec 31, 2020	FINAL

Below the table, there are three buttons: "Edit", "Download", and "Withdraw". A red arrow points from the text below to the "Edit" button. To the right of the "My Registrations" section is a "Contact Us" section with contact information for the Academy of Managed Care Pharmacy Foundation.

Select the “Edit” option to be taken to editable screens.

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