

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 2025 National Student Pharmacist P&T Competition

Welcome to the 2025 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 20, 2025.

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

Thank You to Our Sponsor!

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?](#)

[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:

← 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

Login Profile

Email (must be a .EDU domain)*

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

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.

Login Profile

Email (must be a .EDU domain)*

Enter email

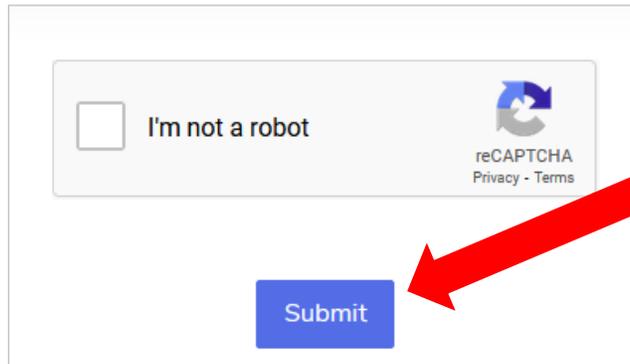
Password*

Enter password

Confirm Password*

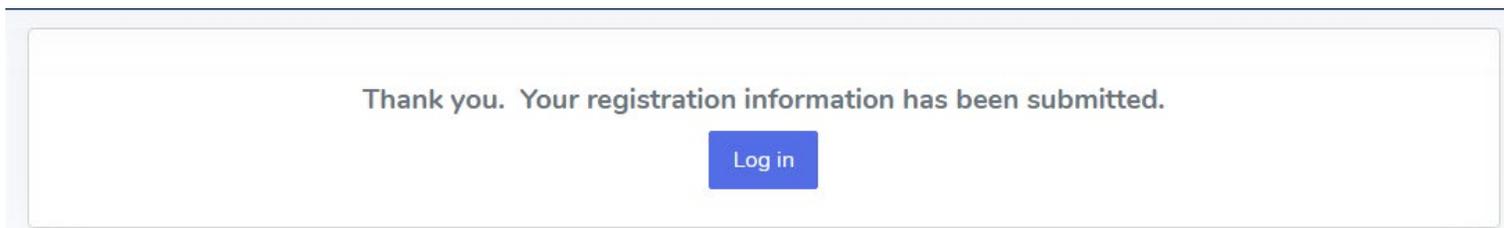
Enter password

D. Check the reCAPTCHA box and click “Submit.”



The image shows a registration form with a reCAPTCHA box. The reCAPTCHA box contains a checkbox labeled "I'm not a robot" and the reCAPTCHA logo with links for "Privacy" and "Terms". Below the reCAPTCHA box is a blue "Submit" button. A large red arrow points from the top right towards the "Submit" button.

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



The image shows a confirmation message in a light blue box. The message reads: "Thank you. Your registration information has been submitted." Below the message is a blue "Log in" button.

How to Register Your School's Intention to Compete

1. Log in by using the button on the registration confirmation screen (see "E" on page 3) or returning to the main portal (<https://pt.amcpfoundation.org>) and clicking on the "Log in" button on the right.

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AMCP Foundation

AMCP Foundation 2025 National Student Pharmacist P&T Competition

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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.

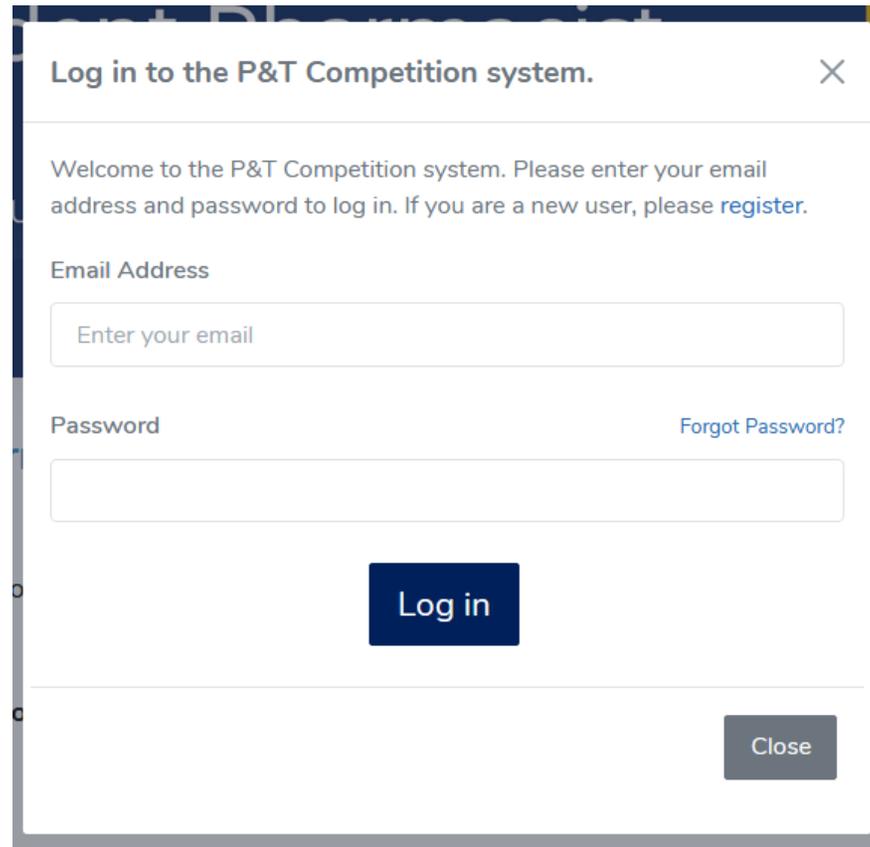
Returning visitor? Use the "Log in" button and start your online application.

[Register](#)

[Log In](#)

[Forgot Password?](#)

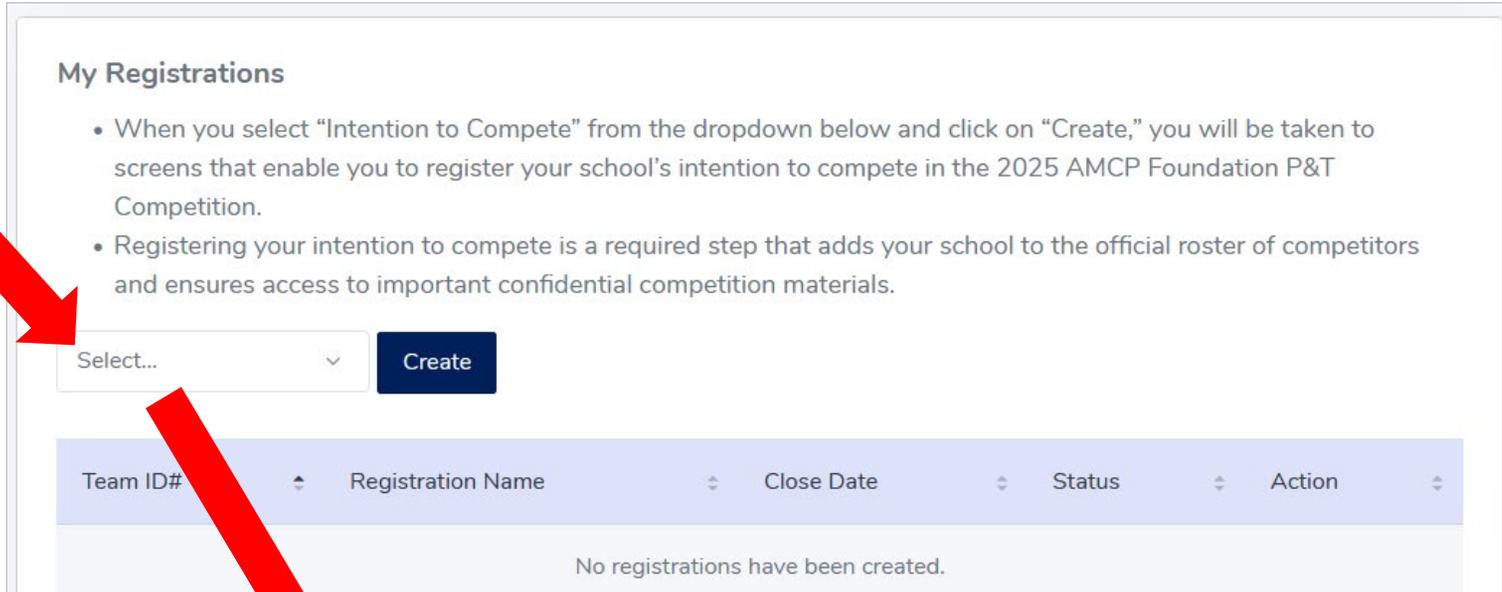
2. You should see the following pop-up screen:



The image shows a login pop-up window titled "Log in to the P&T Competition system." with a close button (X) in the top right corner. Below the title 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](#)." There are two input fields: "Email Address" with a placeholder "Enter your email" and "Password" with a "Forgot Password?" link to its right. A dark blue "Log in" button is centered below the fields. A "Close" button is located in the bottom right corner of the pop-up.

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.”

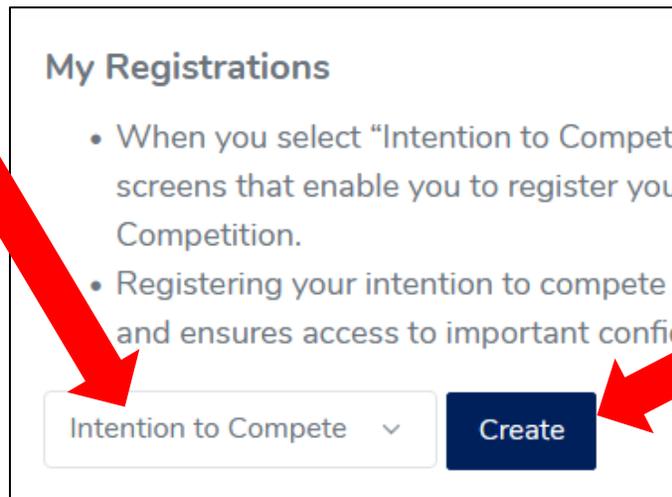


My Registrations

- 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 2025 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	Action
No registrations have been created.				



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 2025 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.

Provide Information for Key Contacts

For your school to be recognized as an official competitor in the 2025 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.

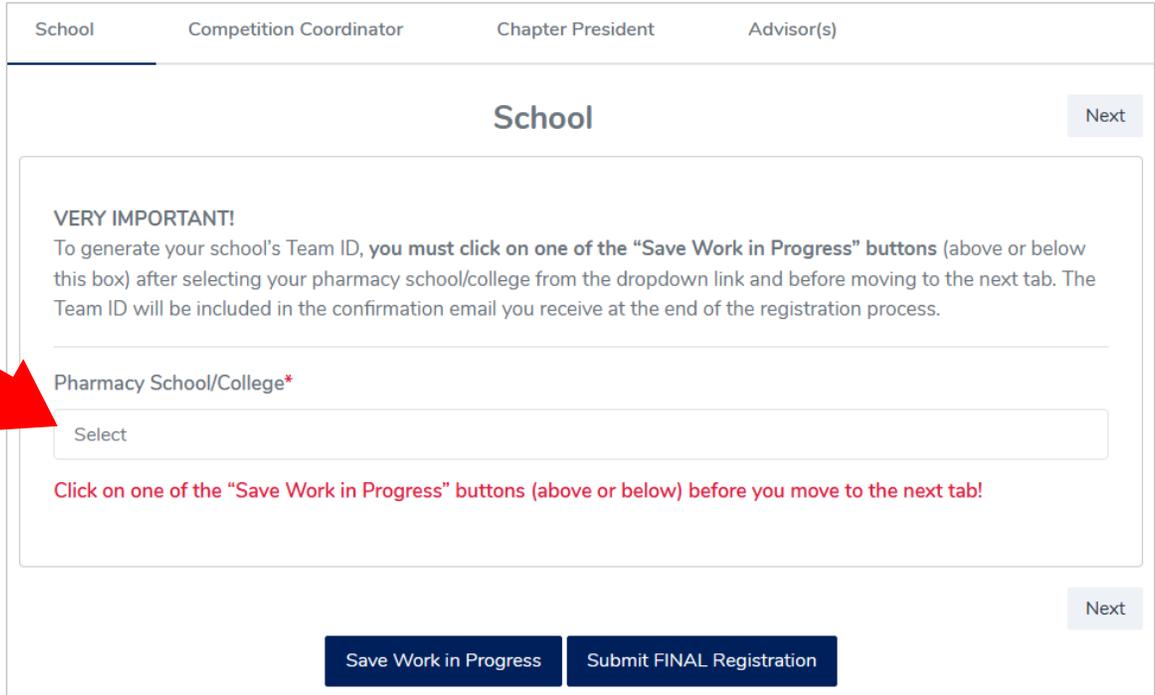
We ask that you also provide contact information for your AMCP Student Pharmacist Chapter President (if applicable) and any additional faculty advisors or P&T Competition advisors.

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.

Save Work in Progress Commit FINAL Registration

School Competition Coordinator Chapter President Advisor(s)

5. On the “School” tab, select the name of your pharmacy school/college from the dropdown list that will appear when you click in the box.



The screenshot shows a registration form with tabs for 'School', 'Competition Coordinator', 'Chapter President', and 'Advisor(s)'. The 'School' tab is active. A red arrow points to a dropdown menu labeled 'Pharmacy School/College*' which currently shows 'Select'. The form includes a 'Next' button in the top right, a 'VERY IMPORTANT!' warning, and 'Save Work in Progress' and 'Submit FINAL Registration' buttons at the bottom.

School Competition Coordinator Chapter President Advisor(s)

School Next

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.

Pharmacy School/College*
Select

Click on one of the “Save Work in Progress” buttons (above or below) before you move to the next tab!

Next

Save Work in Progress Submit FINAL Registration



**The next 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.

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.

Save Work in Progress | **Submit FINAL Registration**

School Competition Coordinator Chapter President Advisor(s)

School Next

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.

Pharmacy School/College*

Select

Click on one of the “Save Work in Progress” buttons (above or below) before you move to the next tab!

Save Work in Progress | **Submit FINAL Registration** Next

The Team ID generated by the portal will be included in the confirmation email you receive at the end of the registration process

7. 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 Advisor(s)

Previous **Competition Coordinator** Next

Student Competition Coordinator

First name*
Cynthia

Last name*
Knapp Dlugosz

Phone (including area code)*
703-684-2600

Email address*
PT@amcpfoundation.org

Previous Next

Save Work in Progress Submit FINAL Registration

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

School ✓ Competition Coordinator ✓ Chapter President Advisor(s)

Previous Chapter President Next

AMCP Student Pharmacist Chapter President

Does this school have an AMCP Student Pharmacist Chapter?*

Yes No

If you answer “No,” you will move on to 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:

AMCP Student Pharmacist Chapter President

Does this school have an AMCP Student Pharmacist Chapter?

Yes No

Is the AMCP Student Pharmacist Chapter President the same as the Competition Coordinator?*

Yes No

9. 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.

AMCP Student Pharmacist Chapter President

Does this school have an AMCP Student Pharmacist Chapter?*

Yes No

Is the AMCP Student Pharmacist Chapter President the same as the Competition Coordinator?*

Yes No

Contact Information

First name*

Last name*

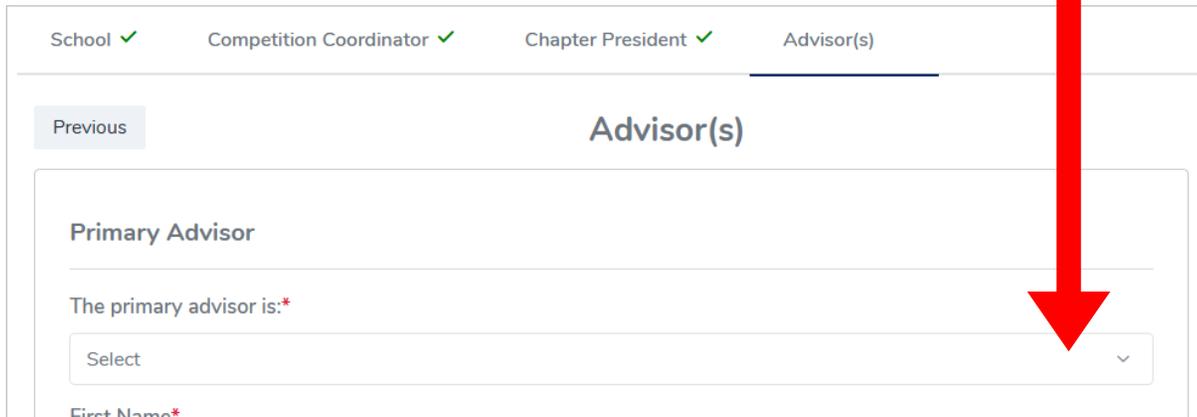
Phone (including area code)*

Email address*

10. 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 four tabs: "School" (checked), "Competition Coordinator" (checked), "Chapter President" (checked), and "Advisor(s)". The "Advisor(s)" tab is active. Below the tabs is a "Previous" button and the heading "Advisor(s)". The form contains a section for "Primary Advisor" with a label "The primary advisor is:*" and a dropdown menu with the text "Select" and a downward arrow. A red arrow points from the text above to the dropdown arrow. Below the dropdown is a label "First Name*" with a red asterisk.

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

12. Indicate the total number of competition advisors at the bottom of this tab (select “0” if you have only one advisor).

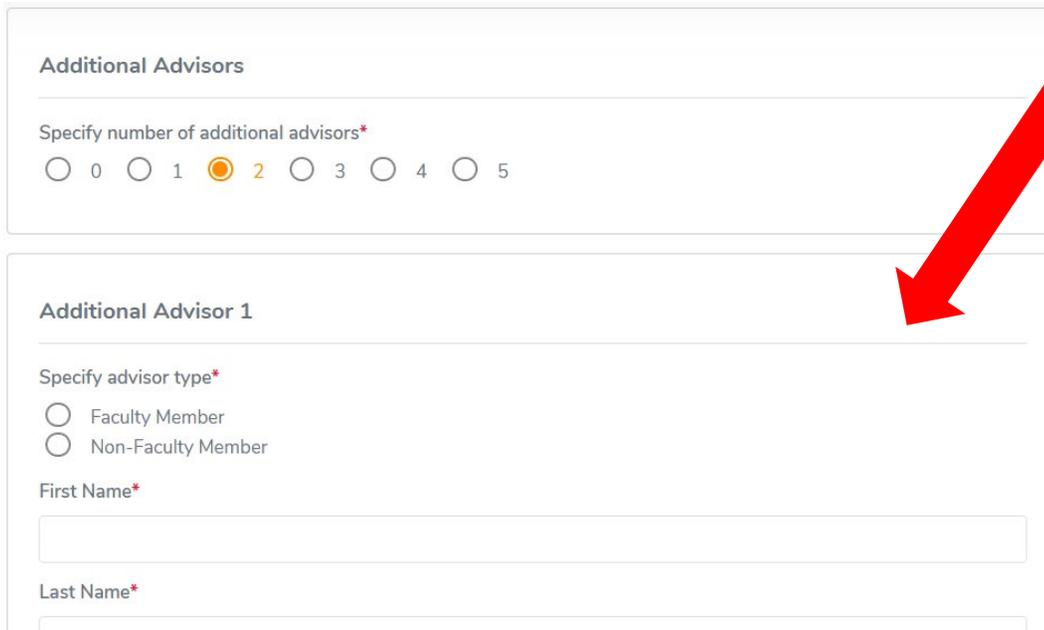


Additional Advisors

Specify number of additional advisors*

0 1 2 3 4 5

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

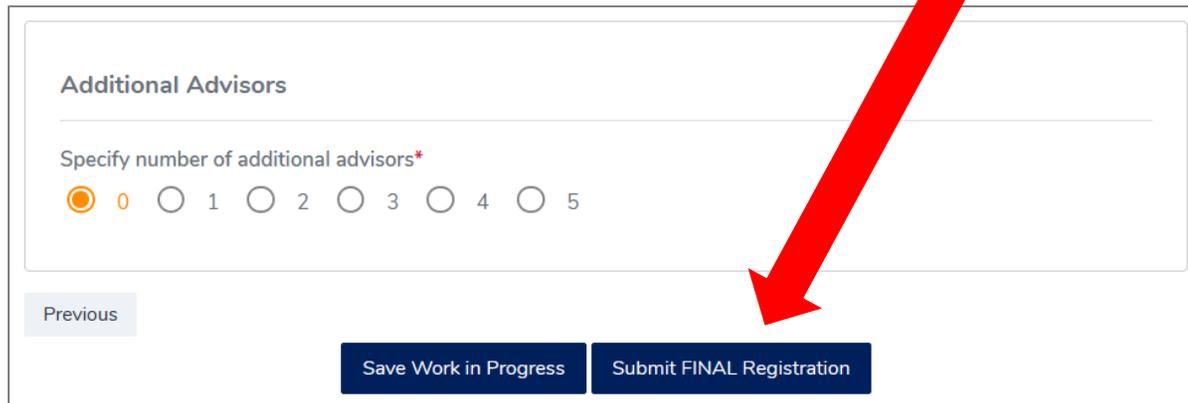
Specify advisor type*

Faculty Member
 Non-Faculty Member

First Name*

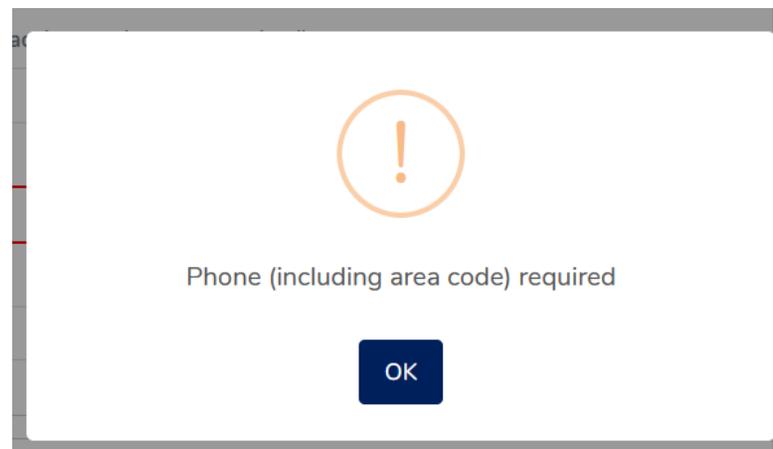
Last Name*

13. 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.”**

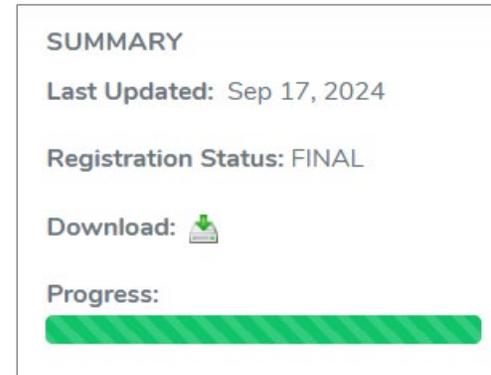
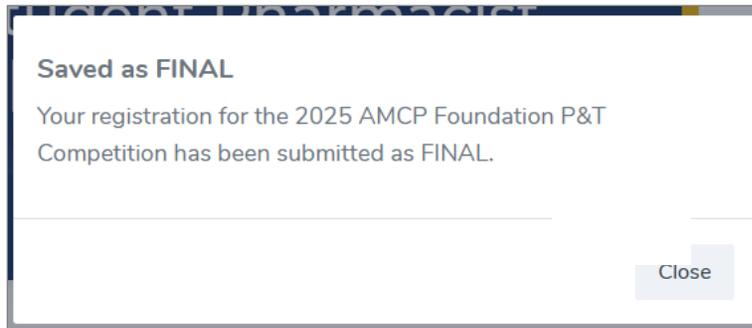


The screenshot shows a form titled "Additional Advisors". Below the title is a horizontal line. Underneath, it says "Specify number of additional advisors*" followed by radio button options for 0, 1, 2, 3, 4, and 5. The "0" option is selected. At the bottom left is a "Previous" button. At the bottom right are two buttons: "Save Work in Progress" and "Submit FINAL Registration". A large red arrow points from the top right towards the "Submit FINAL Registration" button.

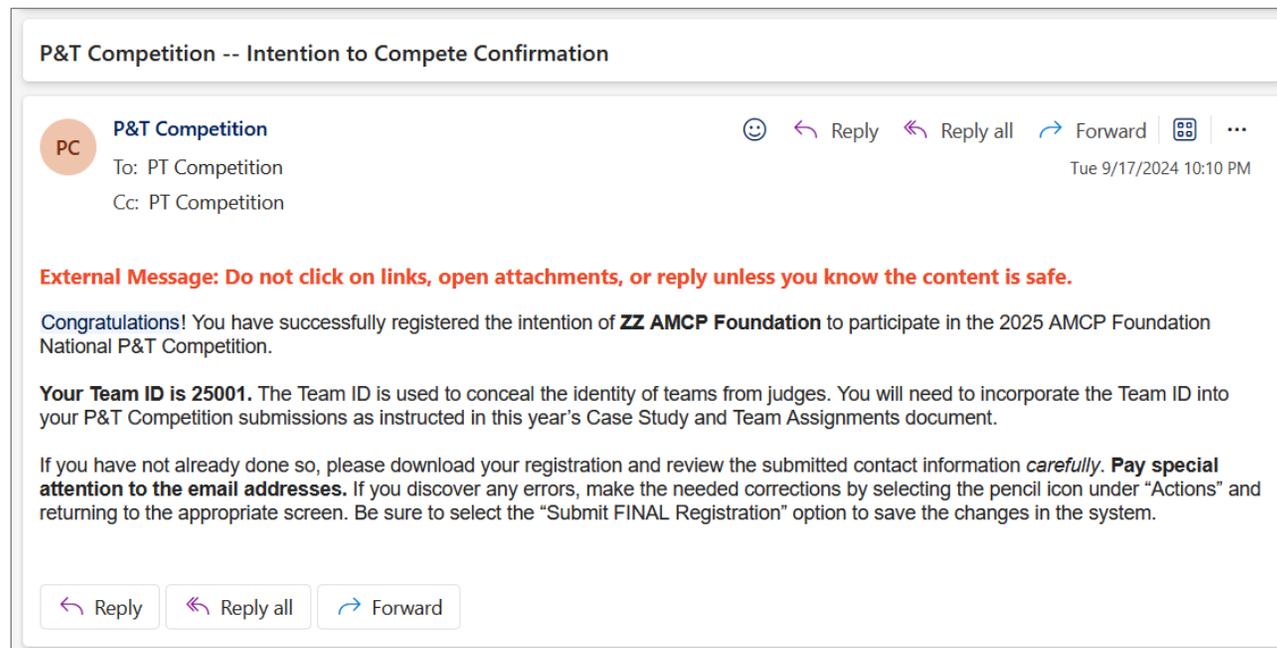
14. If you neglected to provide any required information, the system will let you know. You will see a notice like this and be taken to the screen with the missing information.



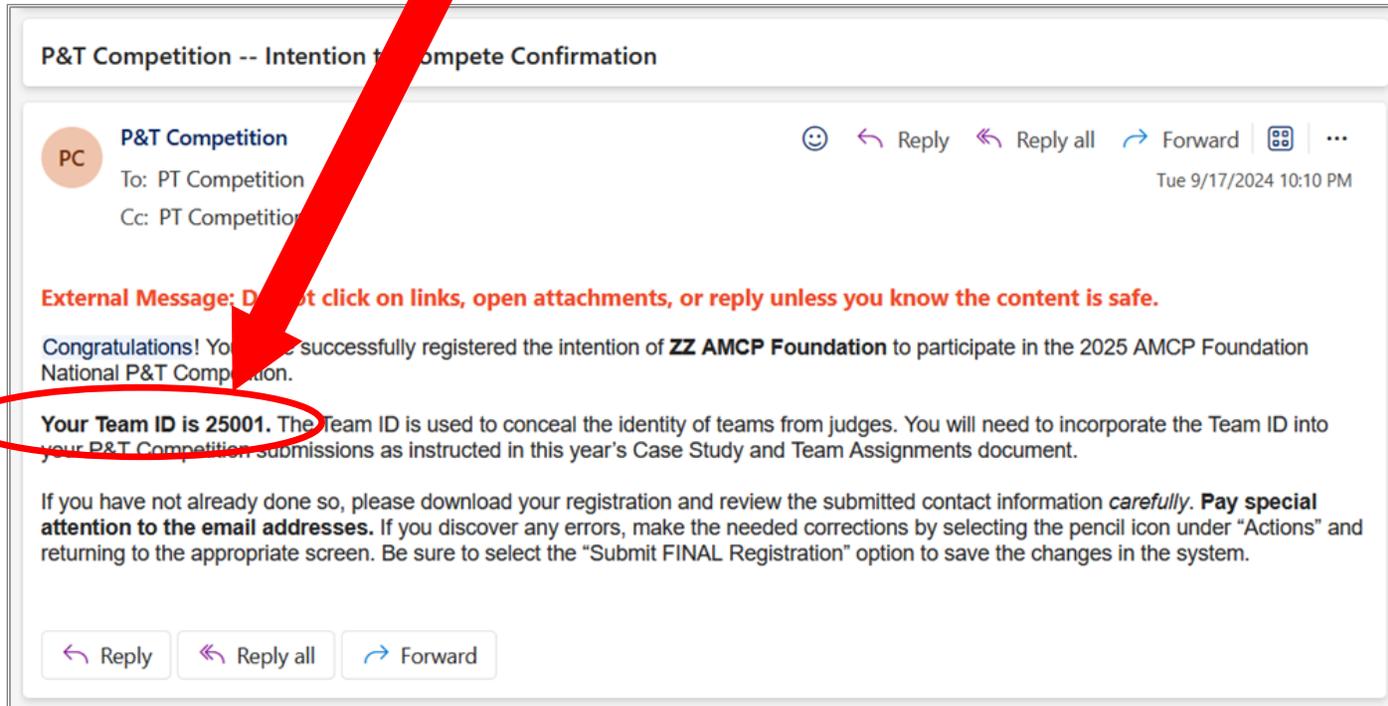
15. If you have successfully entered all required information, you will see a confirmation pop-up, and the “Progress” bar in the Summary box on the right-hand side of the screen will turn green :



16. 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 2025 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 2025 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, you risk not receiving 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.

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AMCP Foundation

Dashboard C Cynthia Knapp Dlugosz

My Registrations

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Select... Create

Team ID#	Registration Name	Close Date	Status	Action
25001	Intention to Compete	Nov 22, 2024	FINAL	Edit Download Withdraw

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 interface. At the top, there is a header with the text "Annual National Student Pharmacist P & T COMPETITION HELD DURING AMCP ANNUAL MEETING EACH SPRING" and the AMCP Foundation logo. Below the header, there is a navigation bar with a home icon, "Dashboard", and a user profile for "Cynthia Knapp Dlugosz". The main content area is titled "My Registrations" and contains two bullet points explaining the registration process. Below the text, there is a "Select..." dropdown menu and a "Create" button. A table lists the registrations with columns for Team ID#, Registration Name, Close Date, Status, and Actions. The first row shows a registration with ID 25001, name "Intention to Compete", close date "Nov 22, 2024", and status "FINAL". The actions for this registration are "Edit", "Download", and "Withdraw". A red arrow points to the "Edit" button.

Team ID#	Registration Name	Close Date	Status	Actions
25001	Intention to Compete	Nov 22, 2024	FINAL	Edit Download Withdraw

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