

## 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.



*[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:

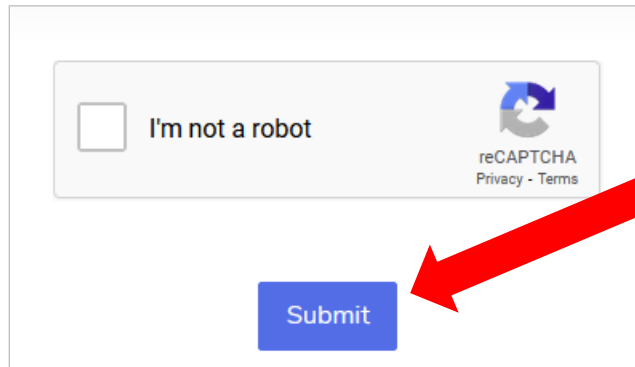
The screenshot shows a web page titled "Create Your School Account". At the top left is a "Home" button. The main heading is "Create Your School Account". Below it, a paragraph states: "To create the account for your pharmacy school/college, please complete the fields below using the contact information for your school's student Competition Coordinator. Required information is marked with an asterisk." Another paragraph follows: "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 form has two sections: "Registration Details" and "Login Profile". The "Login Profile" section is expanded, showing a label "Email (must be a .EDU domain)\*" and an input field. To the right, a "CONTACT US" sidebar lists the Academy of Managed Care Pharmacy Foundation, AMCP Foundation, address (675 North Washington Street, Suite 220, Alexandria, Virginia 22314), phone (703-684-2600), technical support email (support@rhythmq.com), and competition info email (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.

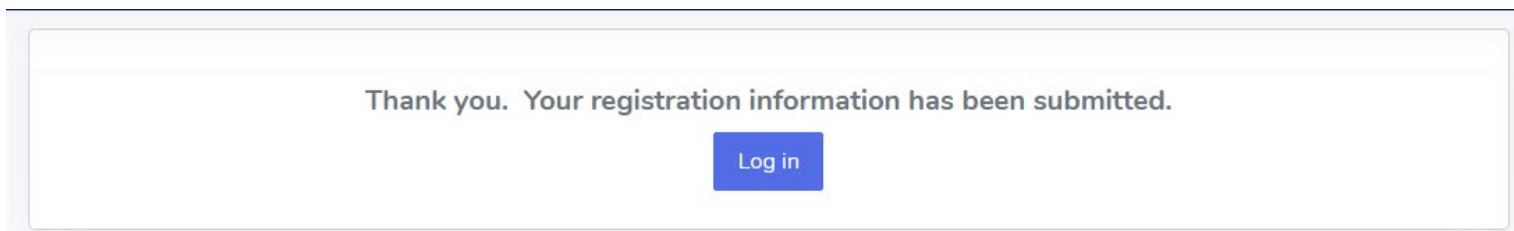
This is a close-up of the "Login Profile" section of the form. It contains three fields: "Email (must be a .EDU domain)\*", "Password\*", and "Confirm Password\*". The "Email" field label is circled in red. Each field has a corresponding input box with placeholder text: "Enter email", "Enter password", and "Enter password".

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



The image shows a reCAPTCHA form. At the top left is a checkbox with the text "I'm not a robot". To its right is the reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms". Below these elements is a blue button labeled "Submit". 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 box. It has a light gray border and a white background. Inside, the text "Thank you. Your registration information has been submitted." is centered. Below the text is a blue button labeled "Log in".

## 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.

The screenshot shows the AMCP Foundation 2026 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, instructions for creating an account, and details about the competition entry process. On the right side, there is a 'HOW TO ENTER' section with 'Register' and 'Log In' buttons. A red arrow points to the 'Log In' button.

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

**AMCP Foundation**

**AMCP Foundation 2026 National Student Pharmacist P&T Competition**

Welcome to the 2026 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 19, 2026.

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

**Thank You to Our Partners!**

Genentech, a member of the Roche Group, is the Executive Sponsor of the National Student Pharmacist P&T 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.

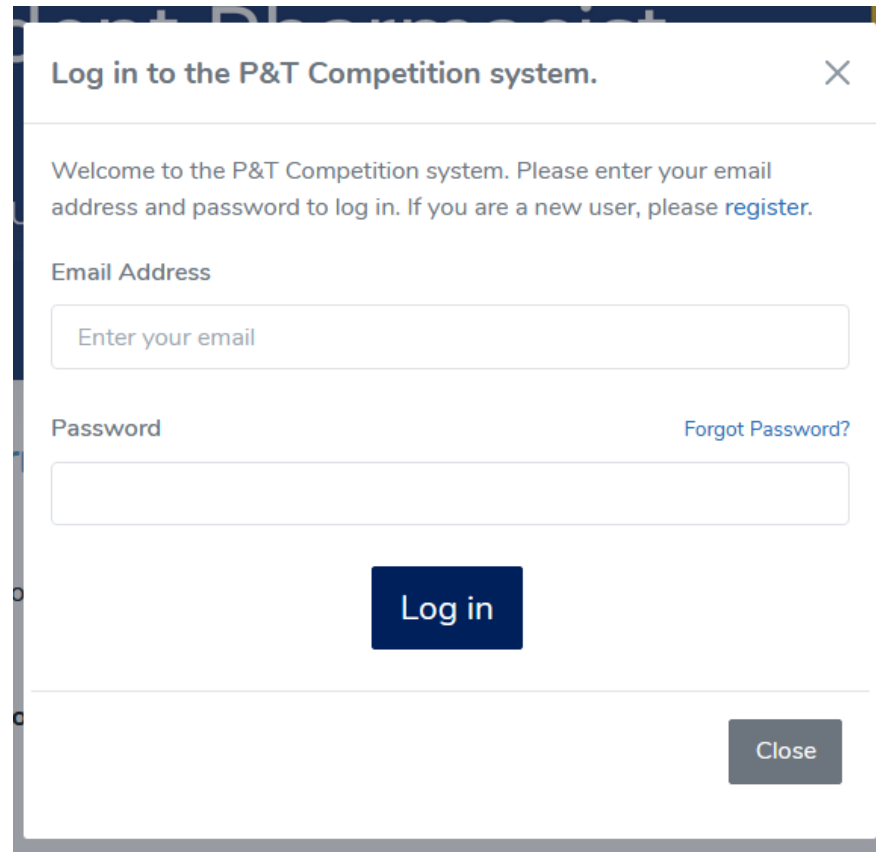
**Returning visitor?** Use the “Log in” button and start your online application.

**Register**

**Log In**

[Forgot Password?](#)

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



The image shows a login pop-up window for the P&T Competition system. The window has a title bar with the text "Log in to the P&T Competition system." and a close button (X) in the top right corner. Below the title bar, 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](#)." Below this message, there are two input fields. The first is labeled "Email Address" and contains the placeholder text "Enter your email". The second is labeled "Password" and is empty. To the right of the password field is a link that says "Forgot Password?". Below the input fields is a large blue button labeled "Log in". At the bottom right of the pop-up is a grey button labeled "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).

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.”

The screenshot shows the "My Registrations" screen. It includes a heading "My Registrations", two bullet points explaining the registration process, a "Select..." dropdown menu, and a "Create" button. Below these is a table with columns: Team ID#, Registration Name, Close Date, Status, and Action. The table is currently empty, with the text "No registrations have been created" at the bottom. A red arrow points from the "Select..." dropdown to a zoomed-in view of the dropdown menu. In this zoomed view, the "Intention to Compete" option is selected, and a red arrow points to the "Create" button.

**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 2026 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	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 2026 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**

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 2026 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.

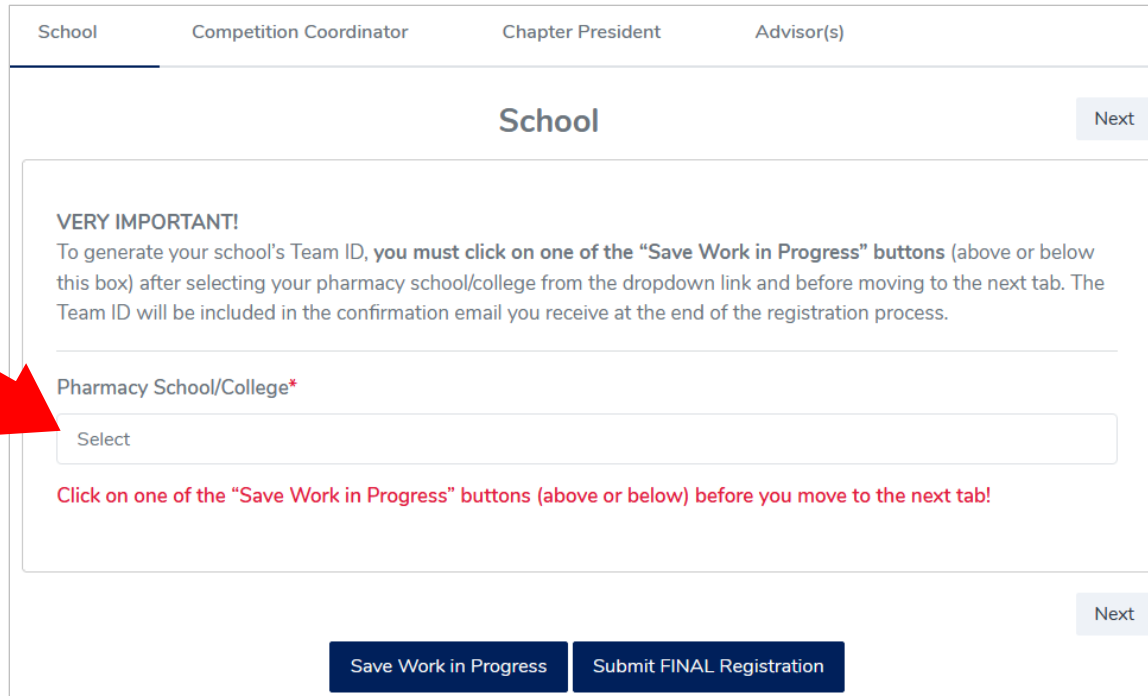
We ask that you also provide contact information for your AMCP Student Pharmacist Chapter President (if applicable) and any additional faculty advisors or P&T Competition advisors.

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](#) [Submit 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 web form with four tabs at the top: "School", "Competition Coordinator", "Chapter President", and "Advisor(s)". The "School" tab is selected and highlighted with a blue underline. The title "School" is centered at the top of the tab content, with a "Next" button to its right. Below the title is a large rectangular box 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 label "Pharmacy School/College\*" followed by a dropdown menu with the word "Select" inside. A large red arrow points from the left side of the page to this dropdown menu. Below the dropdown menu, the text "Click on one of the “Save Work in Progress” buttons (above or below) before you move to the next tab!" is displayed in red. At the bottom of the form, there are two dark blue buttons: "Save Work in Progress" and "Submit FINAL Registration". A second "Next" button is located at the bottom right of the form.





**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

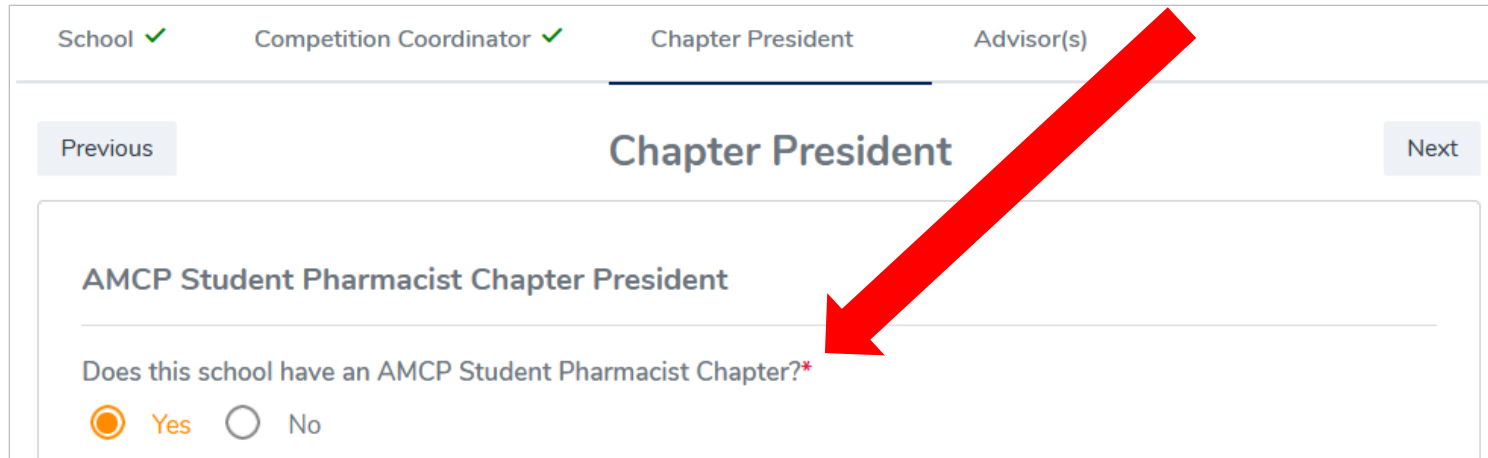
Phone (including area code)\*  
703-684-2600

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

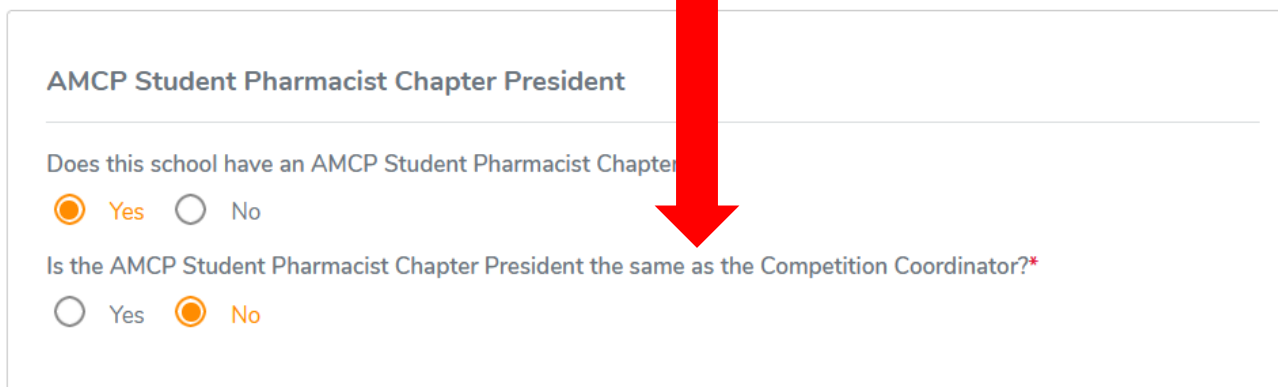
AMCP Student Pharmacist Chapter President

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**.

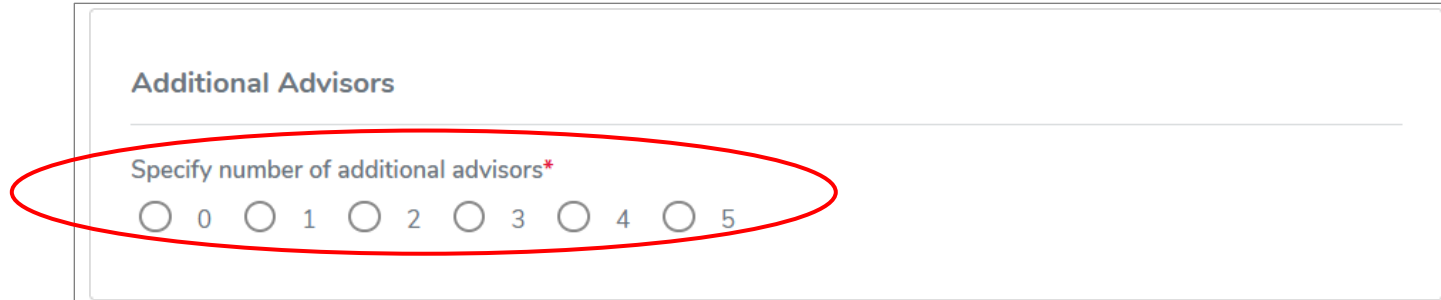
In the dropdown, indicate whether your primary advisor is:

- 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 at the top: 'School' (with a green checkmark), 'Competition Coordinator' (with a green checkmark), 'Chapter President' (with a green checkmark), and 'Advisor(s)' (which is the active tab, indicated by a blue underline). Below the tabs is a 'Previous' button on the left and the title 'Advisor(s)' in the center. The main content area is titled 'Primary Advisor' and contains a text input field with the placeholder 'The primary advisor is:'. Below this is a dropdown menu with the word 'Select' and a downward arrow. At the bottom of the form, the text 'First Name\*' is visible, indicating a required field.

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).

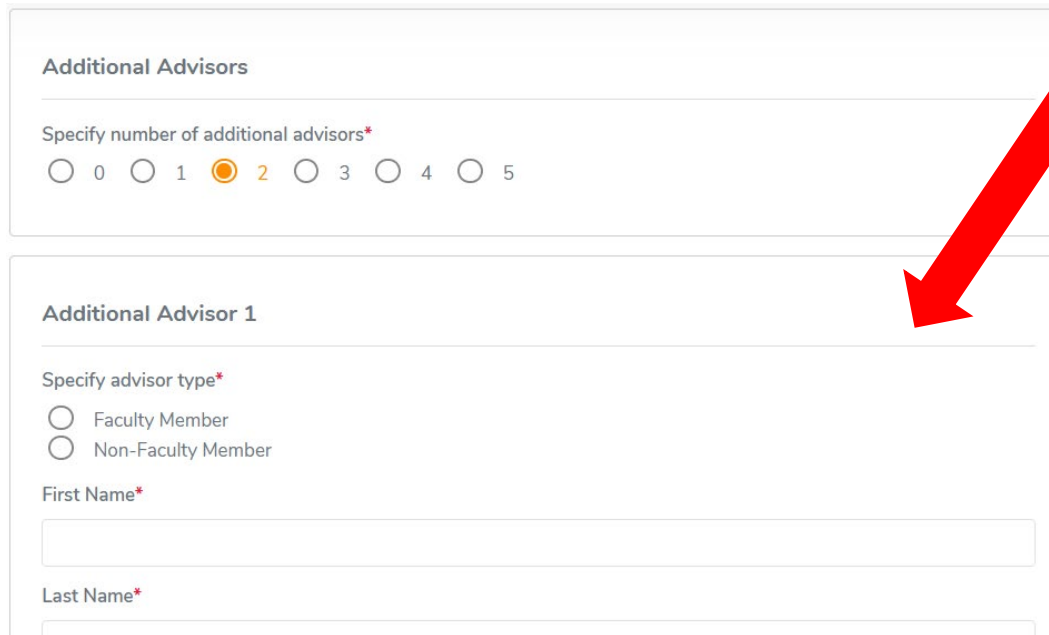


**Additional Advisors**

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**

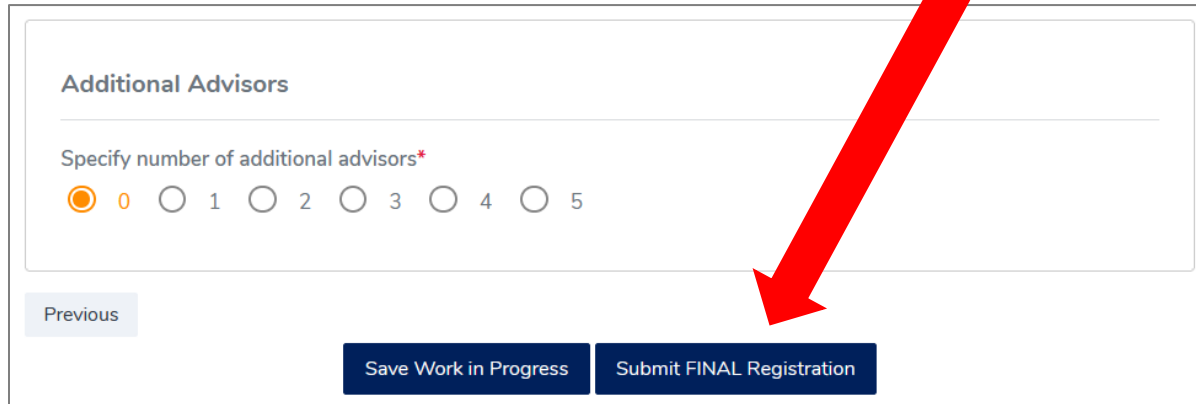
Specify advisor type\*

☐ Faculty Member  
☐ Non-Faculty Member

First Name\*

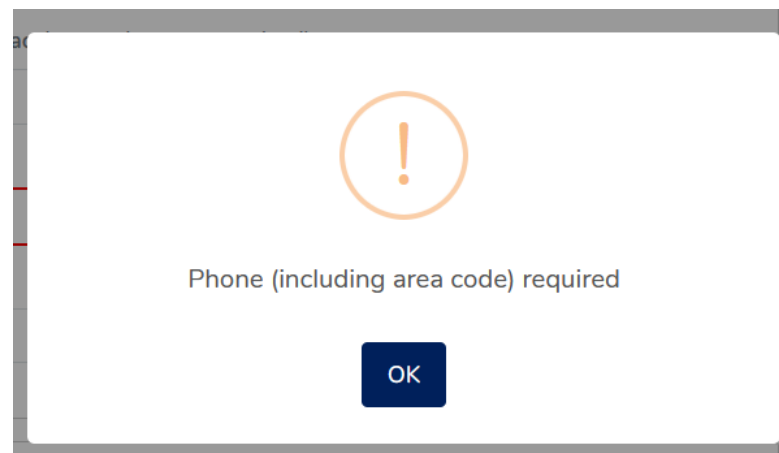
Last Name\*

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.”**

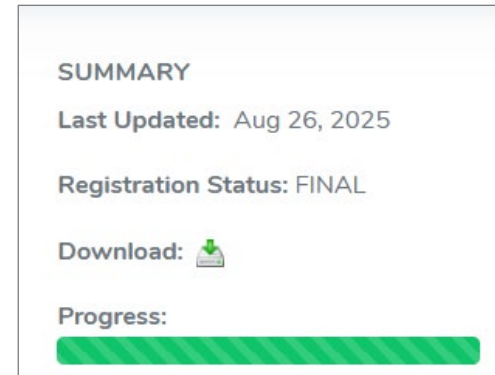
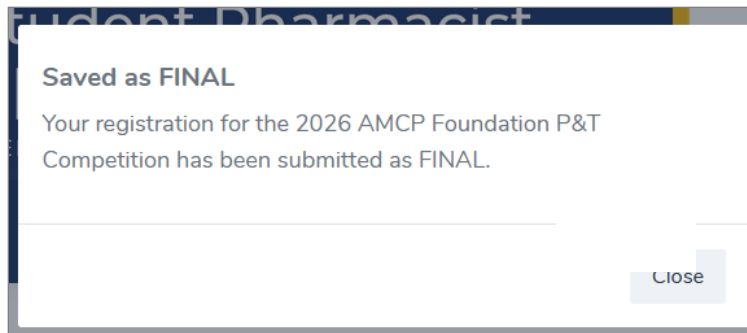


The screenshot shows a form titled "Additional Advisors". Below the title is a label "Specify number of additional advisors\*" followed by radio buttons for numbers 0 through 5. The radio button for "0" is selected. At the bottom of the form, there are three buttons: "Previous" (light blue), "Save Work in Progress" (dark blue), and "Submit FINAL Registration" (dark blue). A large red arrow points from the top right towards the "Submit FINAL Registration" button.

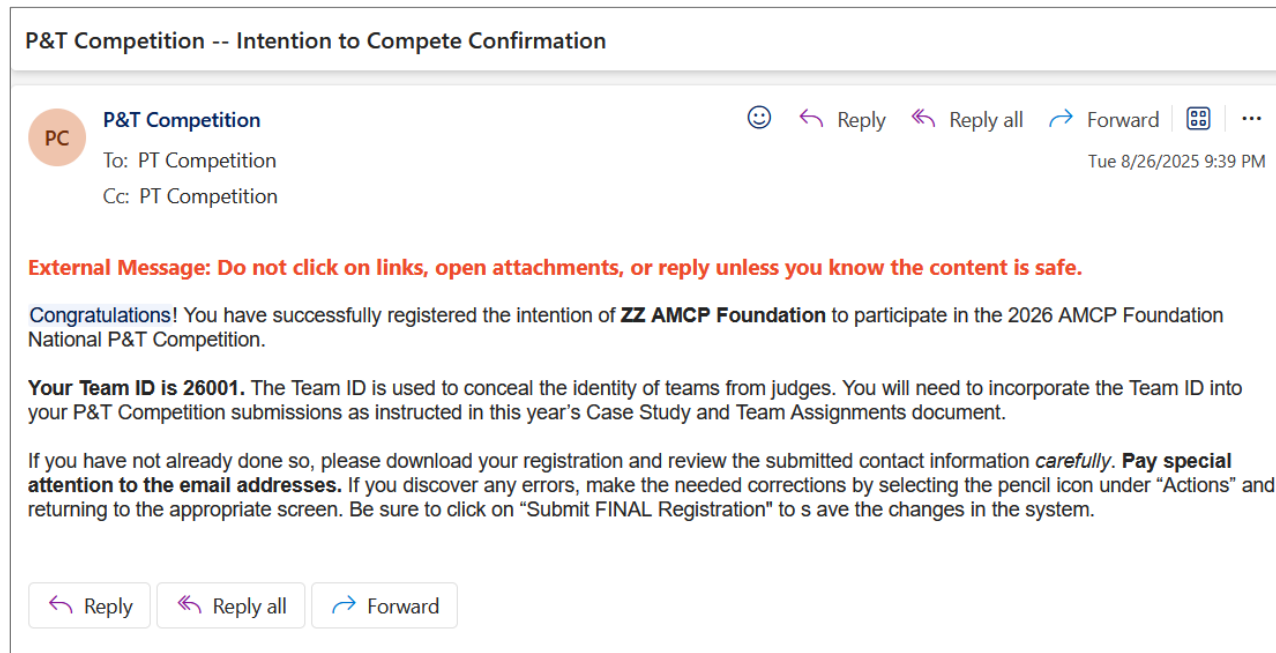
14. If you neglected to provide any required information, the system will let you know. You will see a notice like this and be taken to the screen with the missing information.



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 :

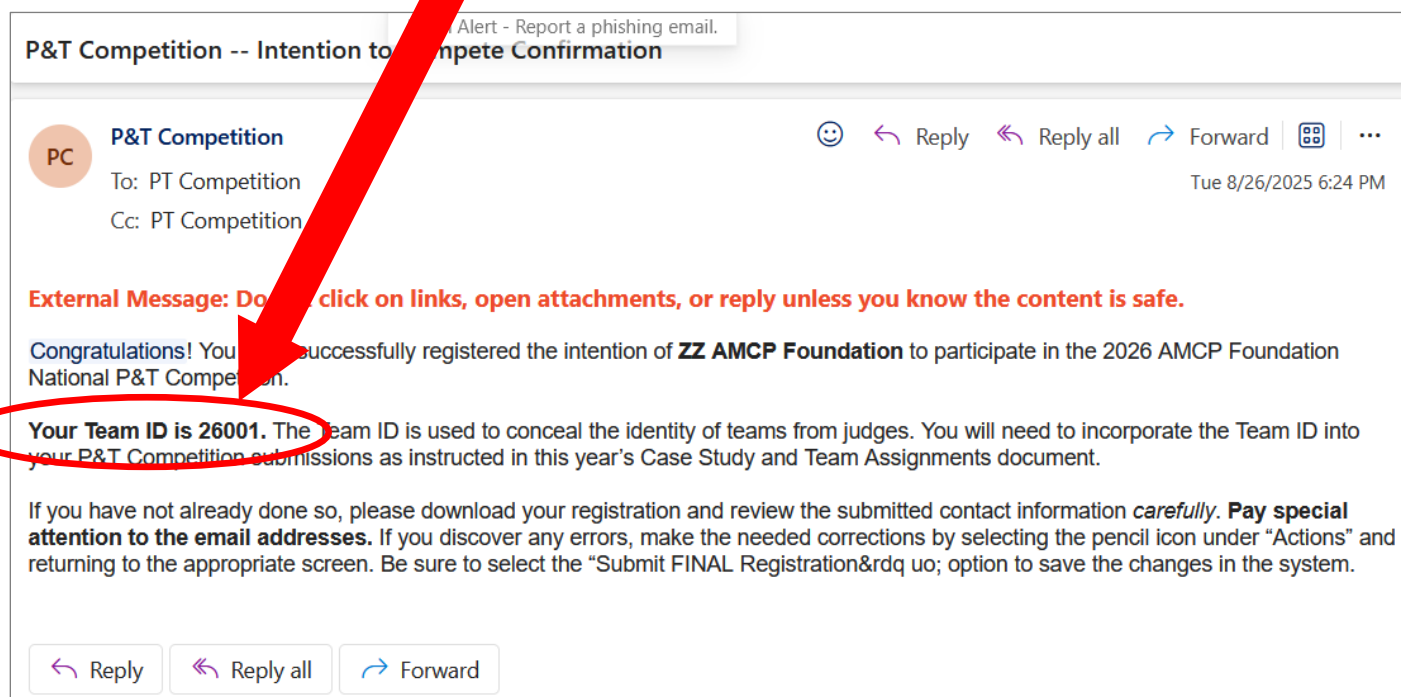


16. The Competition Coordinator also should receive an email confirmation with text similar to this:





**\*\*IMPORTANT! This email assigns your 5-digit Team ID for the 2026 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 2026 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 “Dashboard” option near the top of the screen. You will be taken to “My Registrations”; select the “Download” button.

The screenshot shows the AMCP Foundation P&T Competition website. The header includes the competition name and the AMCP Foundation logo. The navigation bar has a 'Dashboard' link circled in red. The main content area is titled 'My Registrations' and contains a list of registrations. A red arrow points to the 'Download' button in the 'My Registrations' table.

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

**AMCP Foundation**

Dashboard Cynthia Knapp Dlugosz

**My Registrations**

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- 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	Action
26001	Intention to Compete	Nov 21, 2025	FINAL	Edit Download Withdraw



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  
Competition Info: PT@amcpfoundation.org

If you discover any errors, you can fix them by selecting the “Edit” button.



Annual National Student Pharmacist  
**P & T COMPETITION**  
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


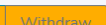
 **AMCP**  
Foundation

 Dashboard  Cynthia Knapp Dlugosz

### 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 2026 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	Actions
26001	Intention to Compete	Nov 21, 2025		  

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)

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