

How to Create Your School Account and Register Your School's Intention to Compete

Step 1: Gather Required Information

To create an account for your pharmacy school/college in the P&T Competition online portal and register your school's intention to compete (Steps 2 and 3), you will be asked to provide names and contact information for the student Competition Coordinator, the AMCP Student Pharmacist Chapter President (if applicable), and your competition Advisor(s).

Be sure to have the following information for each of these individuals available before attempting to create an account:

- Correct spelling of first and last names.
- Mobile phone number.
- Email address. For the Competition Coordinator, **this *must* be a school-issued email address with a ".EDU" domain** (i.e., name@school.edu).

Step 2: Create Your Single School Account

Visit <https://pt.amcpfoundation.org> to create **one** account for your pharmacy school/college in the P&T Competition online portal.

The account should be created using the contact information for the student Competition Coordinator.

The email address for the student Competition Coordinator ***must*** be a **school-issued email address with a ".EDU" domain** (i.e., name@school.edu).



**See the step-by-step instructions (with screenshots)
on pages 4–6.**



Step 3

Register Your School's Intention to Compete

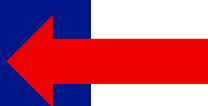
After you successfully create an account in the P&T Competition portal, log back in to register your school's intention to compete and provide information for your key contacts. You will need the information gathered in Step 1 to complete this step.



EXTREMELY IMPORTANT: On the “School” tab, 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.

To ensure early access to important confidential competition materials and eventual eDossier access by all individual competitors at your pharmacy school/college, be sure to complete this step **by October 23, 2026**.

You still will be able to register your school's intention to compete after October 23 (the final registration deadline is November 20, 2026). However, you will not gain access to important P&T Competition materials until the week of November 30.



See the step-by-step instructions (with screenshots)
on pages 7–16.

Step 4

Save Your Team ID and Keep It Safe

After you successfully register your school's intention to compete, a confirmation email (titled “SAVE THIS MESSAGE: P&T Competition – Intention to Compete Confirmation and Team ID”) will be sent to the Competition Coordinator's email address as entered. **Be sure to save this email message** and/or record your Team ID number and keep it safe!

This email includes a 5-digit Team ID that begins with 27 (i.e., 27XXX). **This will be your school's unique identifier for the 2027 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 school's single entry to the National P&T Competition.

Step 5

Check Your Work

See pages 15–16 to learn how to access a copy of your registration information and make any needed edits.

Please access this information and check it carefully — especially email addresses. We use this information to create email lists for sending important P&T Competition materials and communications. If any email addresses are entered incorrectly, you risk not receiving these messages.

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.

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 a new account, and a 'HOW TO ENTER' section with 'Register' and 'Log In' buttons. A red arrow points to the 'Register' 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.

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:

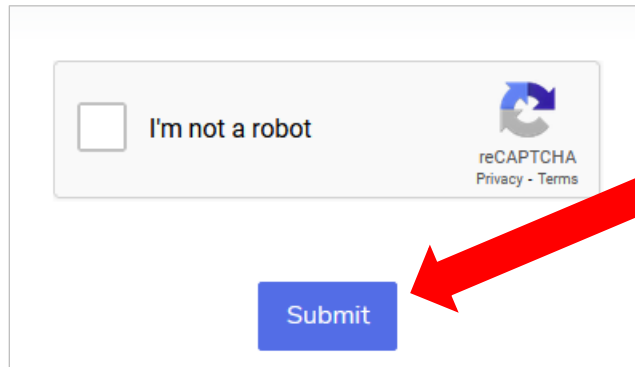
The screenshot shows a web page titled "Create Your School Account". At the top left is a "Home" button. The main heading is "Create Your School Account". Below it, a paragraph states: "To create the account for your pharmacy school/college, please complete the fields below using the contact information 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 currently visible and contains a label "Email (must be a .EDU domain)*" with a corresponding input field. To the right of the form is a "CONTACT US" sidebar with the following text: "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.

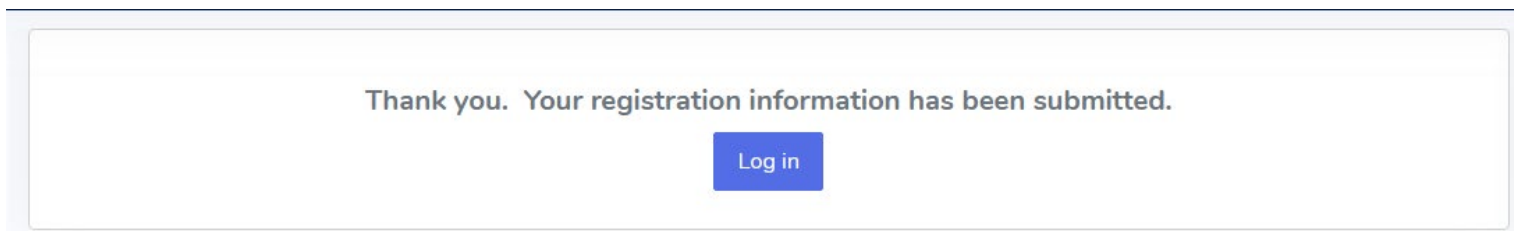
This is a close-up of the "Login Profile" section of the form. It contains three input fields. The first field is labeled "Email (must be a .EDU domain)*" and is circled in red. Below it is a text input field with the placeholder "Enter email". The second field is labeled "Password*" and has a text input field with the placeholder "Enter password". The third field is labeled "Confirm Password*" and also has a text input field with the placeholder "Enter password".

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



The image shows a reCAPTCHA form. At the top left, there is a checkbox with the text "I'm not a robot". To the right of the checkbox is the reCAPTCHA logo, which consists of a circular arrow icon and the text "reCAPTCHA Privacy - Terms". Below the checkbox and logo is a blue button with the text "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 success message box. It has a light blue border and a white background. Inside the box, the text "Thank you. Your registration information has been submitted." is centered. Below the text is a blue button with the text "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 deadline and rules. 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.

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AMCP Foundation

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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. After you log in, 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' interface. At the top, there's a heading 'My Registrations' followed by two bullet points explaining the registration process. Below the text is a dropdown menu labeled 'Select...' and a blue 'Create' button. A red arrow points to the 'Select...' dropdown. Below this is a table with columns: Team ID#, Registration Name, Close Date, Status, and Action. The table is currently empty, with a message 'No registrations have been created.' below it. A second red arrow points to the 'Intention to Compete' option in the expanded dropdown menu, which is highlighted in blue. The 'Create' button is also visible next to the dropdown.

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
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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**

3. 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.

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 interface for providing information for key contacts. At the top, there are four tabs: 'School', 'Competition Coordinator', 'Chapter President', and 'Advisor(s)'. The 'School' tab is selected and highlighted with a red circle. Below the tabs, the title 'School' is centered, and a 'Next' button is in the top right corner. A large text box contains a 'VERY IMPORTANT!' notice: '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 notice is a dropdown menu labeled 'Pharmacy School/College*' with the word 'Select' inside. A red arrow points to this dropdown menu. Below the dropdown menu, a red text instruction reads: 'Click on one of the “Save Work in Progress” buttons (above or below) before you move to the next tab!'. At the bottom of the form, there are two buttons: 'Save Work in Progress' and 'Submit FINAL Registration'. A 'Next' button is also present in the bottom right corner.



**The next step is
extremely important**

4. **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**

5. Click over to the “Competition Coordinator” tab. **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

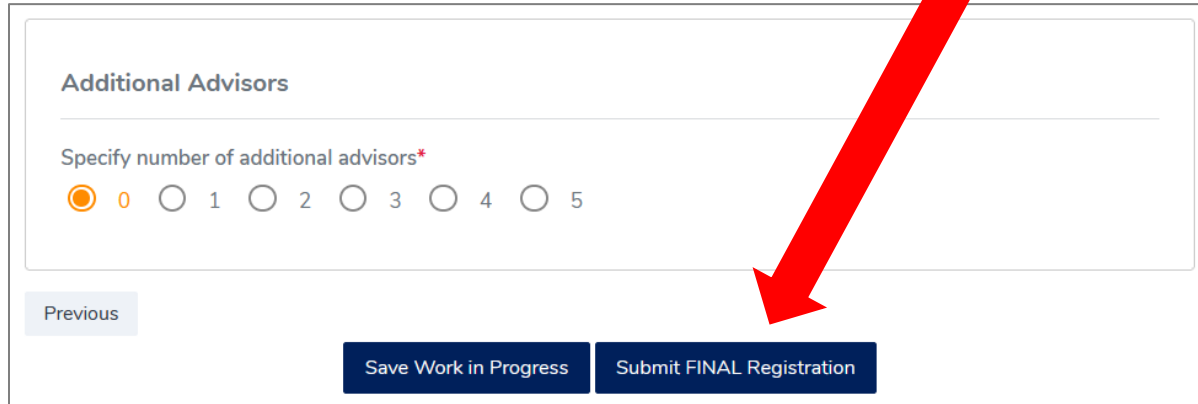
Phone (including area code)*
703-684-2600

Email address*
PT@amcpfoundation.org

Previous Next

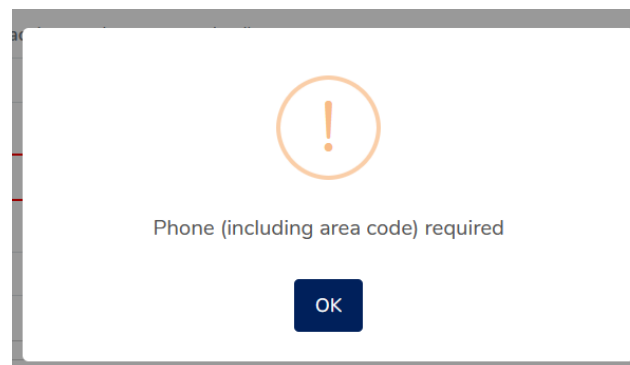
Save Work in Progress Submit FINAL Registration

6. Continue entering the requested/required information on the “Chapter President” and “Advisor(s)” tabs.
7. 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.”**

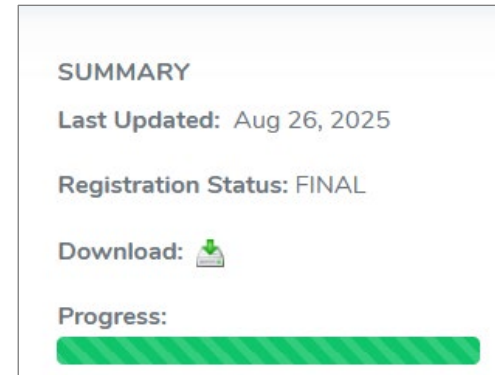
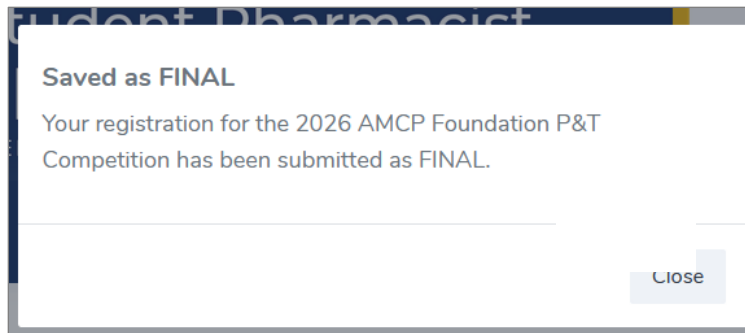


The screenshot shows a form titled "Additional Advisors". Below the title is a horizontal line. Underneath the line, the text "Specify number of additional advisors*" is followed by a row of radio buttons labeled 0, 1, 2, 3, 4, and 5. The radio button for "0" is selected. At the bottom left of the form 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.

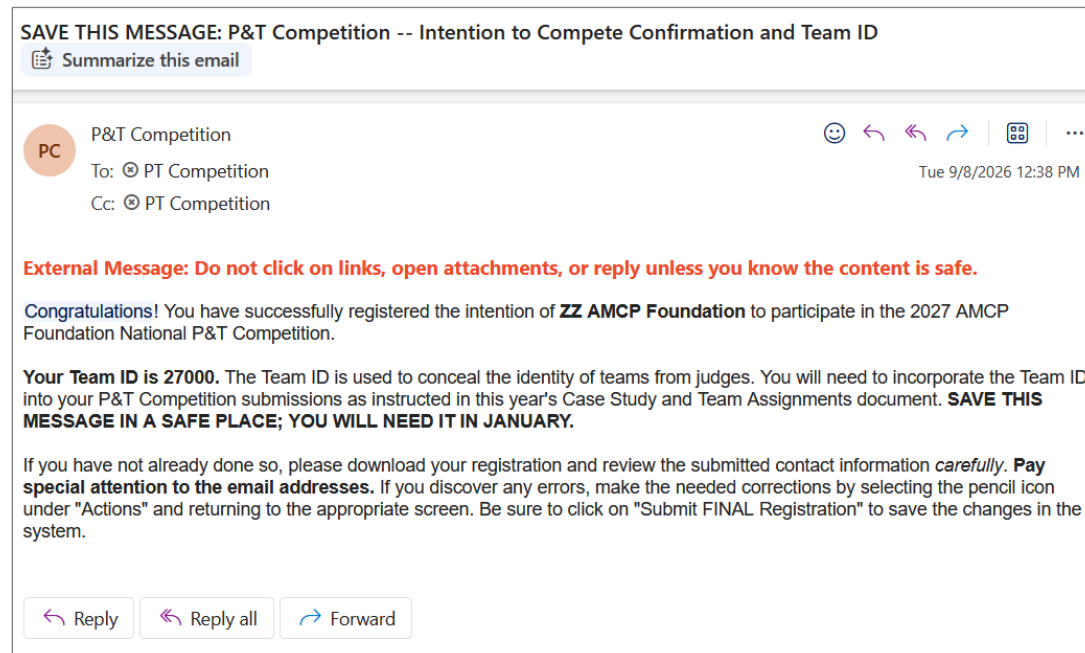
8. If you neglected to provide any required information, the system will let you know. You will see a notice like this and be taken to the screen with the missing information.



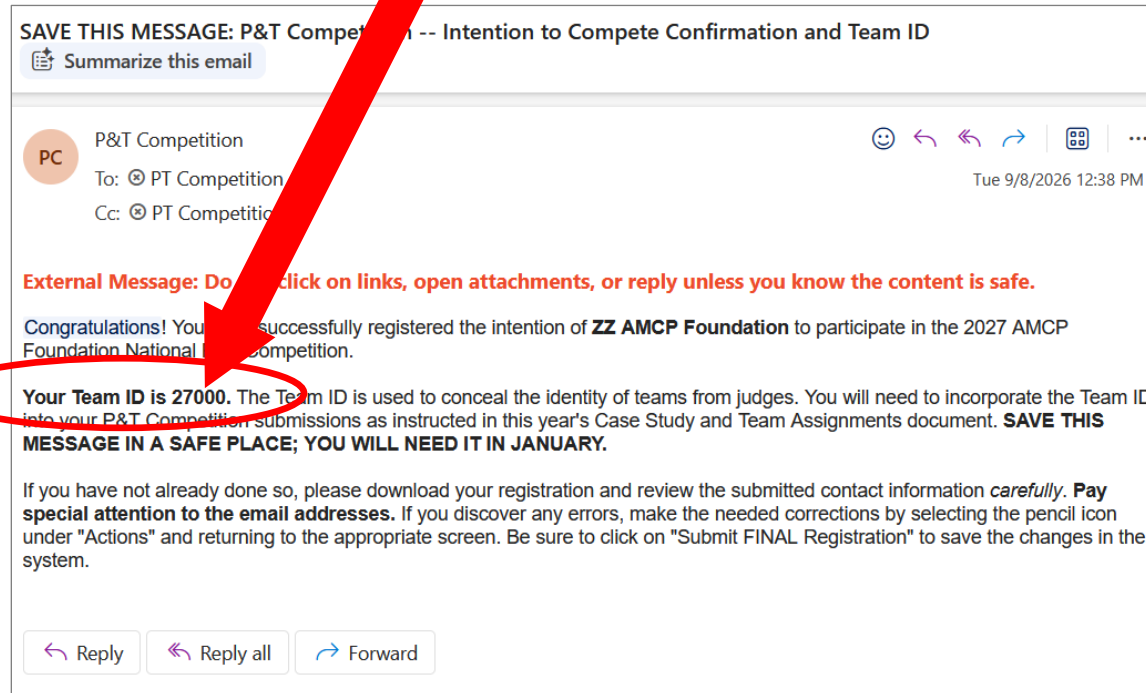
9. If you have successfully entered all required information, you will see a confirmation pop-up, and the “Progress” bar in the Summary box on the right-hand side of the screen will turn green:



10. 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 2027 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 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.

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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... 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.

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 **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	Actions
26001	Intention to Compete	Nov 21, 2025	FINAL	Edit Download Withdraw

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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

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