Submitting a Reflection

1. Go to https://pfe.sffcfoundation.org/
2. Using your email and password, log in
    a. If you cannot remember your password, choose "forgot password"
    b. You will receive an email prompting you to set up a new password
3. On your dashboard, choose "submit new reflection"
4. Attach photos from your visit, if any
5. Choose the date of your visit
6. Select the visit setting(s)
7. Fill in the details from your visit
    a. K-8: 1 sentence per grade level
    b. 9-12: 100 words per question
8. Did your parent/guardian attend this visit with you?
    a. For K-8, parent/guardian attendance is mandatory
    b. For 9-12, parent/guardian attendance is optional
9. Optional: What did your parent/guardian do during your visit?
10. Choose "submit"
11. You will get an email confirming reflection approval or rejection