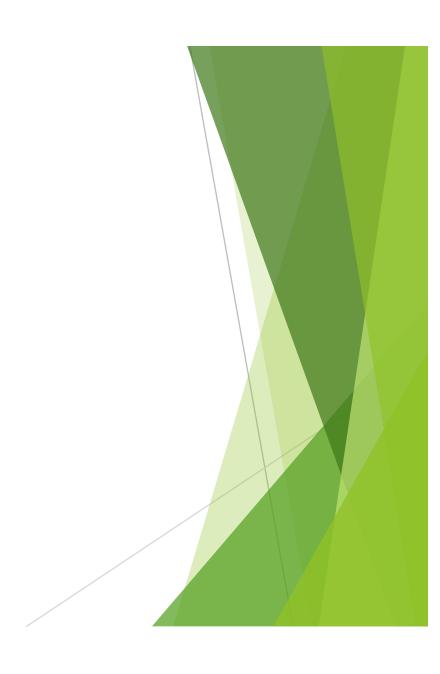


Let's Build a Form

- Quick Recap (Parent view/Admin view)
- ▶ Add a new forms resource to a group
 - Permissions Conversation
- Setting Up a Form
- ► Sections...sections
- Adding and Editing fields
- Questions



Recap of Parent and Administrator View



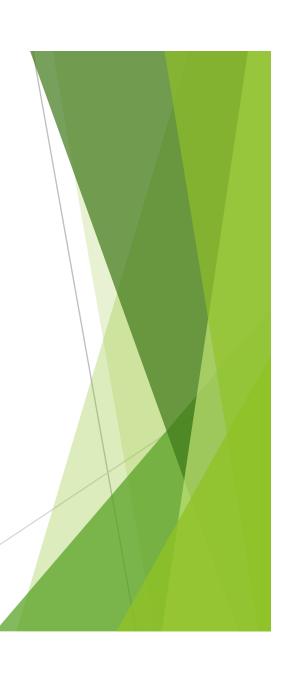
Example - School Summer Program Registration

- Must capture
 - ▶ Name of Student
 - ► Grade in fall
 - Parent Contact information
 - Program Choice (picklist)
 - Mornings
 - Afternoons
 - ▶ Fee \$100



Resource Permissions

- View Groups or members that may complete a form
- ▶ Edit Members who have the ability to work with a form
 - Note: Members with edit permission may do the following:
 - Modify the fields on the form
 - ▶ Delete the fields
 - ► Change the settings
 - View all information submitted
 - Delete Records
 - ► Mark payments if applicable
- Admin Members inherit the above permissions plus the ability to change the member/groups listed in the above permissions
 - ▶ *Not necessary to provide a member with Admin permission for day to day operations



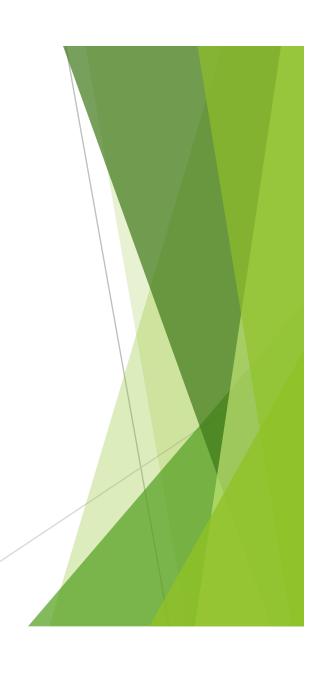
Building a Form

- Build a blueprint
 - What fields are looking for?
 - Organized
 - Payment involved
 - Instructions
 - Extra information



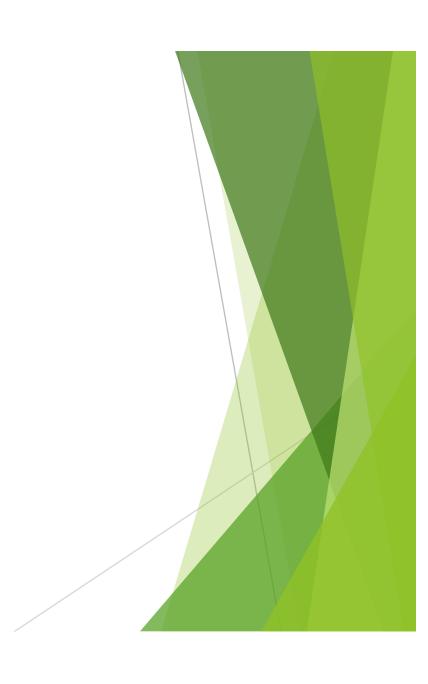
Example - School Summer Program Registration

- Part 1
 - Name of Student
 - ▶ Name of Parent
 - Parent Contact information
 - Address
 - Phone
 - ▶ Email
 - ► Grade in fall
 - Member of school
- Part 2
 - ▶ Program Choice Afternoons
 - ► Agreement to pay fee \$100



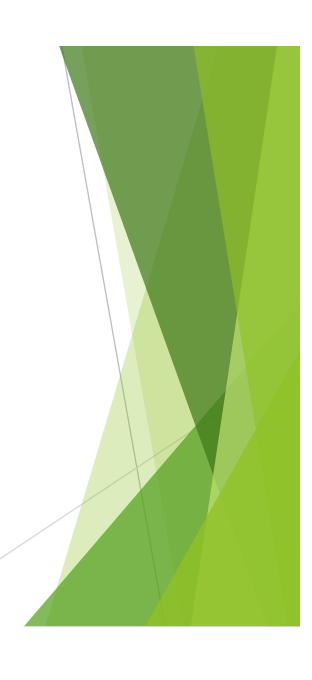
What are Sections?

- Help to organize your form
 - ▶ Put "like" information fields in the same section
- Not required to use
 - Default section
- Great for applications
 - Student information
 - Parent Information (Parents names, addresses)
 - ▶ Past educational experience
 - ► Tuition information



Quick Reminders

- Forms can be fun!!!
- Make a blueprint of the form
 - ▶ Work to the blueprint
- ► Have two browsers open one as an administrator and one as a parent
- ► Test, Test, Test!!
 - ▶ Have another person try out your form
 - "I know what I meant when I put it on there"
- ► Make changes to improve how your form works



Questions? Support@schoolspeak.com

Forms resource center is available