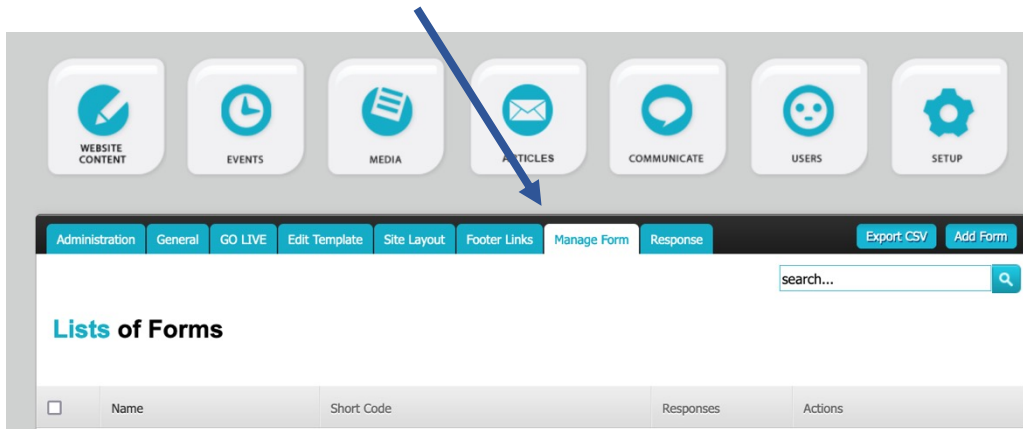


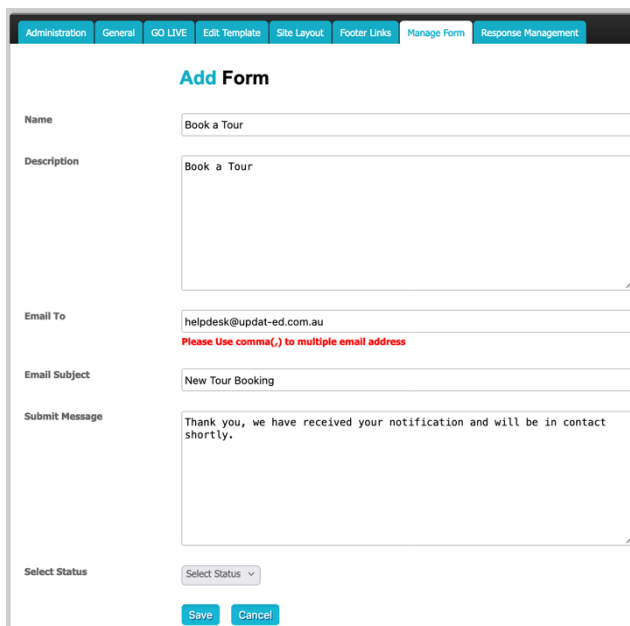
Working with Forms

Your Updat-ed website comes with a built in form creator. You can create simple forms and the responses can be emailed to your school, as well as an archive kept in your website CMS that you can view or export to an excel spreadsheet.

- Go to **SET UP** – Manage Form – Add Form



- Fill out the required fields. If you wish to get email notifications to more than one email address, put a comma between addresses.

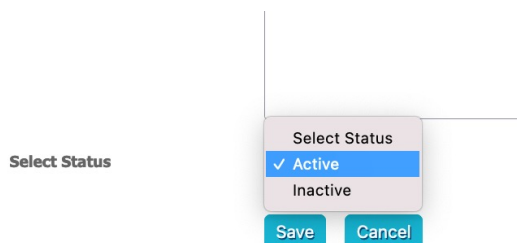


The screenshot shows the 'Add Form' form in the Updat-ed CMS. The form has the following fields:

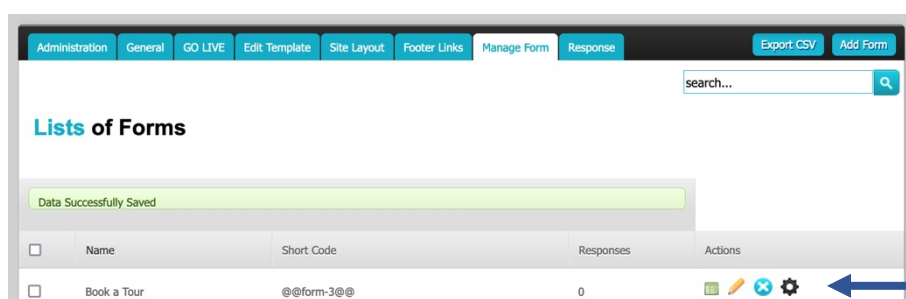
- Name:** Book a Tour
- Description:** Book a Tour
- Email To:** helpdesk@updat-ed.com.au
Please Use comma(,) to multiple email address
- Email Subject:** New Tour Booking
- Submit Message:** Thank you, we have received your notification and will be in contact shortly.
- Select Status:** Select Status (dropdown menu)

At the bottom of the form are 'Save' and 'Cancel' buttons.

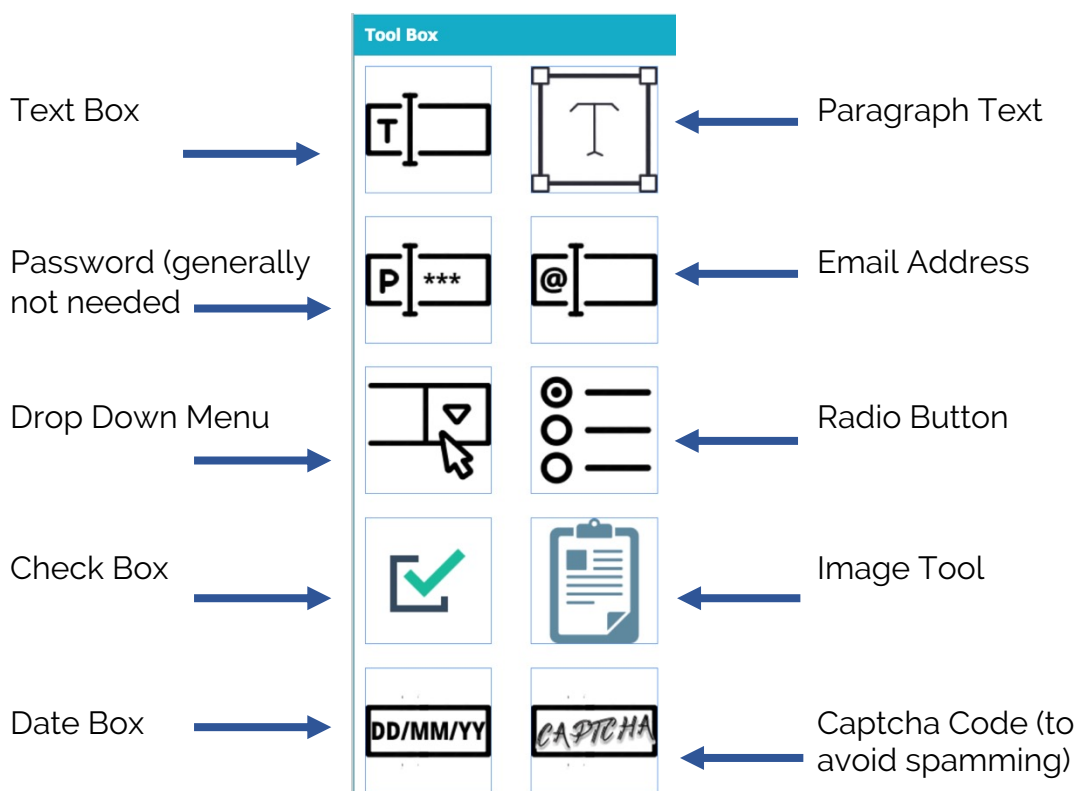
- Select **ACTIVE** as status, then click on Save.



- Click on the **COG** icon to populate your form.



FORM TOOLS



- Click on **Text Box Tool**. Add a label – in this instance it is Parent Name. If you select Yes for “Is Required” then it must be filled out each time the form is submitted. Ignore Placeholder, then hit SAVE.

Add Text Box Tool

Label *

Is Required? *

Placeholder

- It will then add that field to the right hand side of your form builder.

Edit Form

Tool added to form successfully

Tool Box

Edit Form Options

Text Box Label : Parent/Guardian Name:

- Click on the Email Tool, fill out the label and click Save.

Edit Email Tool

Label *

Is Required? *

Placeholder

- Continue building your form with the fields that you require
- If you would like a Drop Down Menu – use the **Select BoxTool** – which will give the parents options to choose from.
- Fill out the label and then click on “Add Option” to add as menu options as you need. Then click **Save**.

Add Select Box Tool

Label *

Is Required? *

Is Multiple? *

Add Option

Option

Option

Option

Option

Option

- If you would like your Parents to type a comment or query, you can add a Paragraph box for them to fill in. We can make this field optional by Unchecking the Required box.

Add Textarea Tool

Label *

Is Required? * ✓ Yes No ←

Rows

Placeholder

- Choose the amount of rows you think you will need for your parents to respond. In this instance we have chosen 4 rows. Then click Save.

Add Textarea Tool

Label *

Is Required? * No ▼

Rows ←

Placeholder

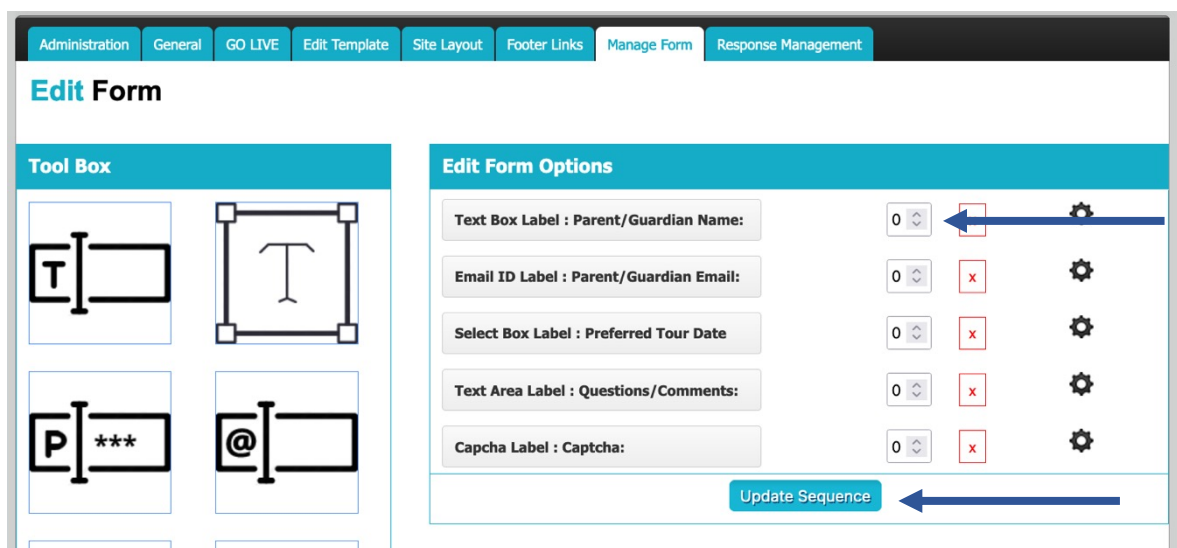
- Add Captcha at the end of your form to reduce spamming. (Please note if the captcha box does not appear on your live form please contact helpdesk@update-ed.com.au so that we can fix this for you.

Add Capcha

Label *

[Save](#) 

- Your form is now complete. If you need to sequence them in a different order from how the questions are displayed, you can use the sequence box to choose the order., then click **Update Sequence**. If you are happy with the order, you can leave the sequence boxes blank.




Edit Form

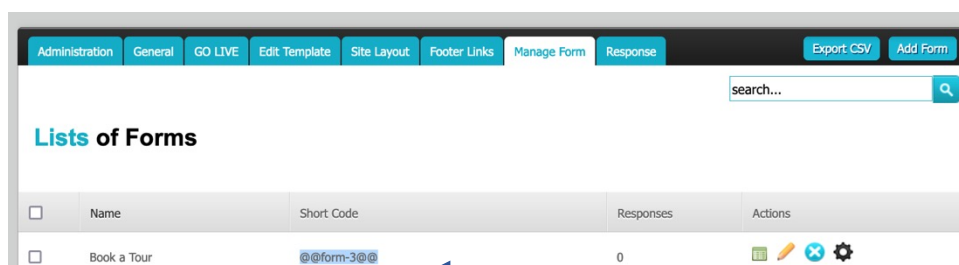
Tool Box

Edit Form Options

Field Label	Sequence	Action
Text Box Label : Parent/Guardian Name:	0	
Email ID Label : Parent/Guardian Email:	0	
Select Box Label : Preferred Tour Date	0	
Text Area Label : Questions/Comments:	0	
Captcha Label : Captcha:	0	

[Update Sequence](#) 

- Click on SET UP – Manage Form or Refresh your page. Each form will be given a unique code, copy this code.



Lists of Forms

Name	Short Code	Responses	Actions
Book a Tour	@@form-3@@	0	

- Go to the page where you want the form to appear and edit the page. Paste the code in the position you want your form to appear and update your page.

If you are transferring from another government school within Victoria, you will need to arrange for your existing school to send a transfer form to us.

BPPS has a 1:1 Bring Your Own Device iPad program from Grade 3-6. Please click [here](#) for further information.

If you are looking to enrol at BPPS during 2021 please contact our office staff on (03) 9857 5157 or e-mail (boroondara.park.ps@education.vic.gov.au) to make an appointment.

@@form-3@@



- Go to your website to view your form!

BPPS has a 1:1 Bring Your Own Device iPad program from Grade 3-6. Please click [here](#) for further information.

If you are looking to enrol at BPPS during 2021 please contact our office staff on (03) 9857 5157 or e-mail (boroondara.park.ps@education.vic.gov.au) to make an appointment.

Book a Tour

Parent/Guardian Name:


Parent/Guardian Email:

Preferred Tour Date

Tuesday May 2nd
Thursday May 4th
Monday May 15th
Wednesday May 17th
Friday May 19th

Questions/Comments:

Captcha:

☐ I'm not a robot  reCAPTCHA
Privacy - Terms

Submit

- Fill out the form to test it out.

Book a Tour

Parent/Guardian Name:

Parent/Guardian Email:

Preferred Tour Date

Tuesday May 2nd

Thursday May 4th

Monday May 15th


Wednesday May 17th


Friday May 19th

Questions/Comments:

I am a prospective parent and would like to see what your school has to offer.

Captcha:

 I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

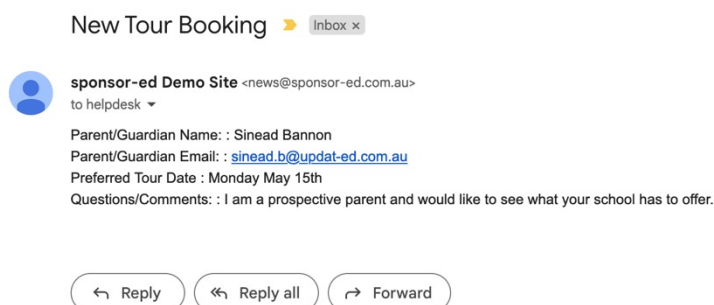
Submit

- Once filled out, parents will receive the notification you typed when you first created your form.

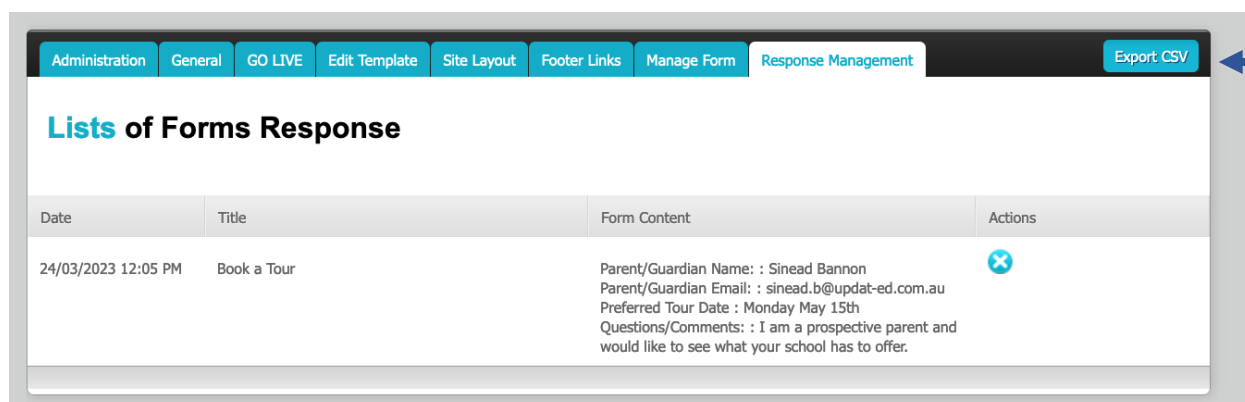
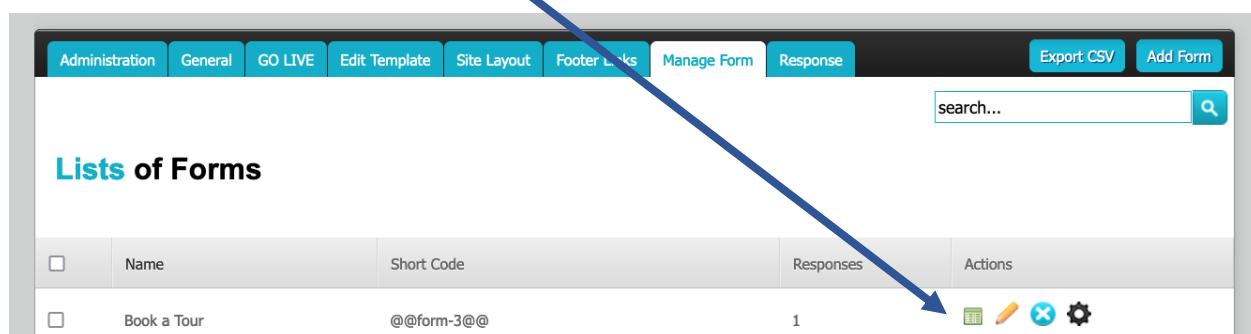
Thank you, we have received your notification and will be in contact shortly.

[CONTINUE TO HOME PAGE](#)

- You will receive an email from the system with the form information.



- The responses are also housed on your website. Go to **Manage Form** and then click on **VIEW** to see your responses to this form.



- You can export all responses to a spreadsheet at any stage!