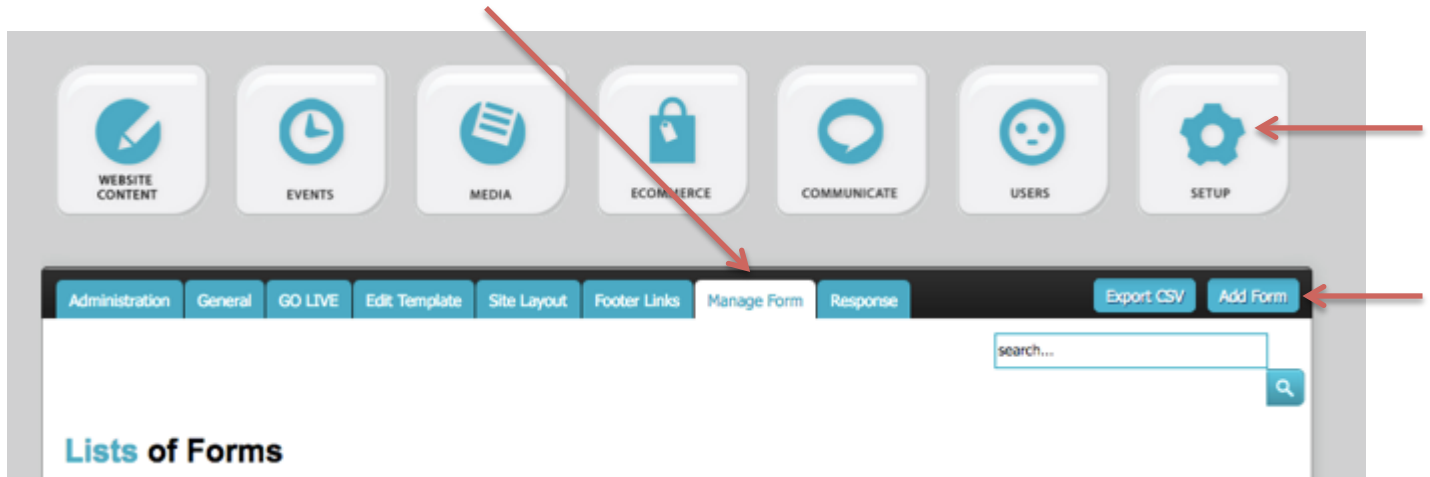


Creating a form on your site

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With the 2018 Upgrade comes a new feature – a built in form creator! You can create as many forms as you like and the responses can be emailed to you as well as an archive kept on your site and/or exported to an excel spreadsheet!

Go to SET UP – Manage Forms – 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.

Add Form

Name	Report an Absence
Description	Please fill out this form to document a student absence.
Email To	helpdesk@sponsor-ed.com.au,info@sponsor-ed.com.au Please Use comma(,) to multiple email address
Email Subject	New absence response
Submit Message	Thank you, we have received your notification.
Select Status	Select Status
Save Cancel	

Creating a form on your site

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Select status to ACTIVE and hit SAVE.

Select Status

✓ Select Status
Active
Inactive
Save Cancel

Click on the COG icon to populate your form.

Administration General GO LIVE Edit Template Site Layout Footer Links Manage Form Response Export CSV Add Form

search...

Lists of Forms

Data Successfully Saved

☐	Name	Short Code	Responses	Actions
☐	Report an Absence	@@form-15@@	0	

Text Box Tool

Paragraph Tool

Password (probably not needed)

Email Tool

Drop Down Menu Tool

Radio Button Tool

Check Box Tool

Image Tool

Date Box Tool

Captcha Code Tool (to avoid spammers)

Administration General GO LIVE Edit Template Site Layout Footer Links Manage Form Response Management

Edit Form

Tool Box

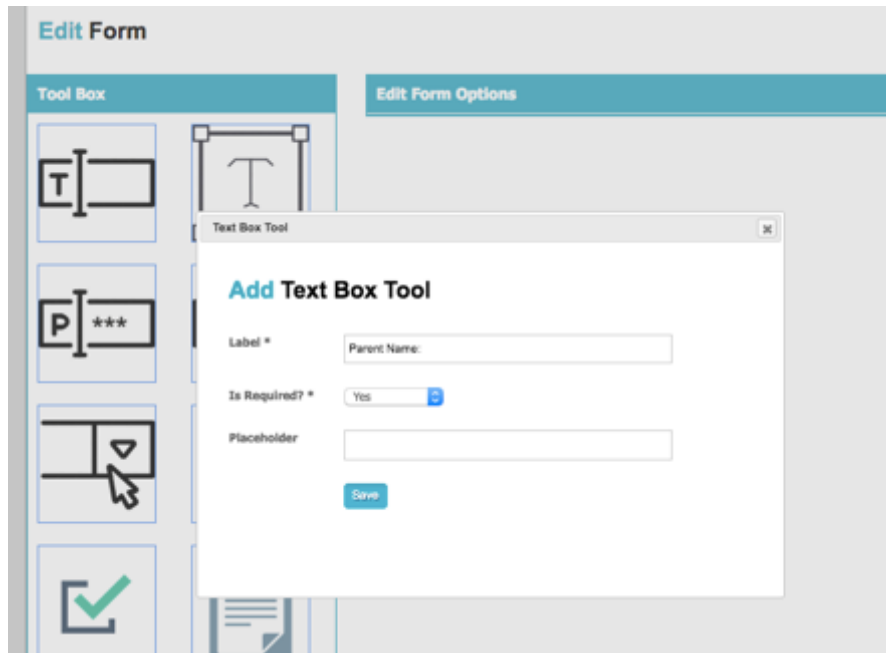
- Text Box Tool
- Paragraph Tool
- Password (probably not needed)
- Email Tool
- Drop Down Menu Tool
- Radio Button Tool
- Check Box Tool
- Image Tool
- Date Box Tool
- Captcha Code Tool (to avoid spammers)

Edit Form Options

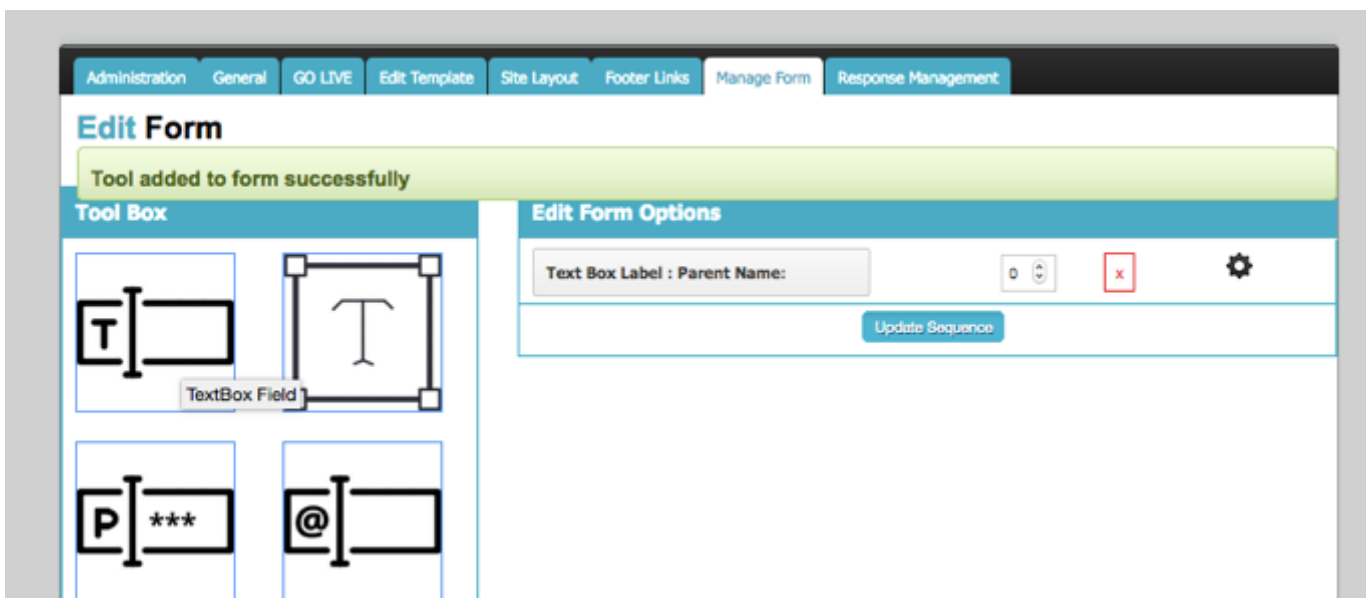
Creating a form on your site

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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.



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



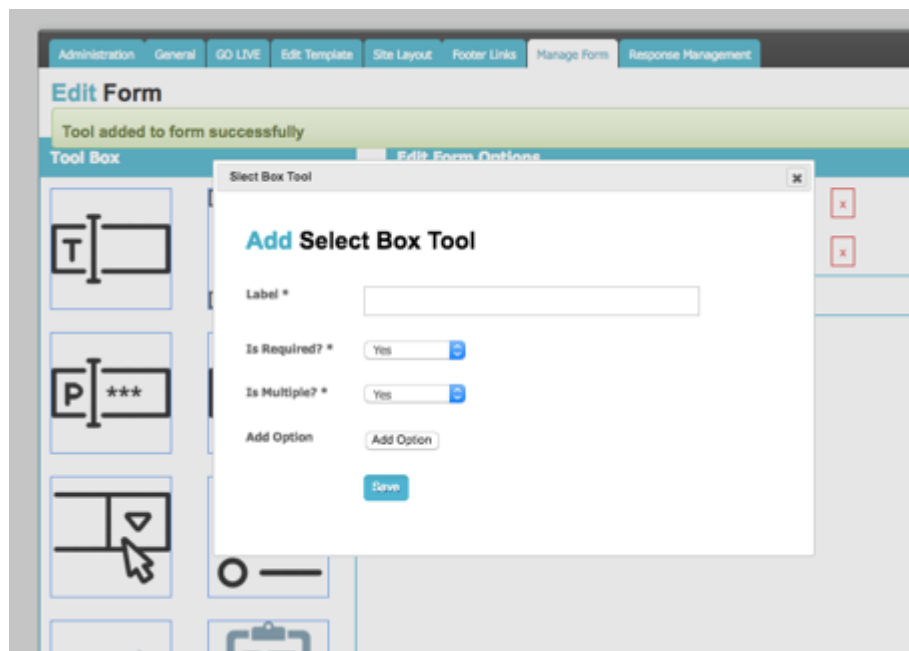
Creating a form on your site

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Click on Text Box Tool again – repeat process for **Student name**.

Now we are going to add a select Box Tool – which will give the parents a drop down menu to choose student's class.

Give it a name in "Label" and then click on "Add Option" to add as menu options as you need.



Select Box Tool

Add Select Box Tool

Label *

Is Required? *

Is Multiple? *

Add Option

Creating a form on your site

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Slect Box Tool

Option

Foundation

X

Option

Year 1

X

Option

Year 2

X

Option

Year 3

X

Option

Year 4

X

Option

Year 5

X

Save

Once all your options are in, click on SAVE. It will now appear on the right with the rest of your form.

Administration

General

GO LIVE

Edit Template

Site Layout

Footer Links

Manage Form

Response Management

Edit Form

Tool added to form successfully

T

P

@

Edit Form Options

Text Box Label : Parent Name:

0

X

Text Box Label : Student Name:

0

X

Select Box Label : Student Class:

0

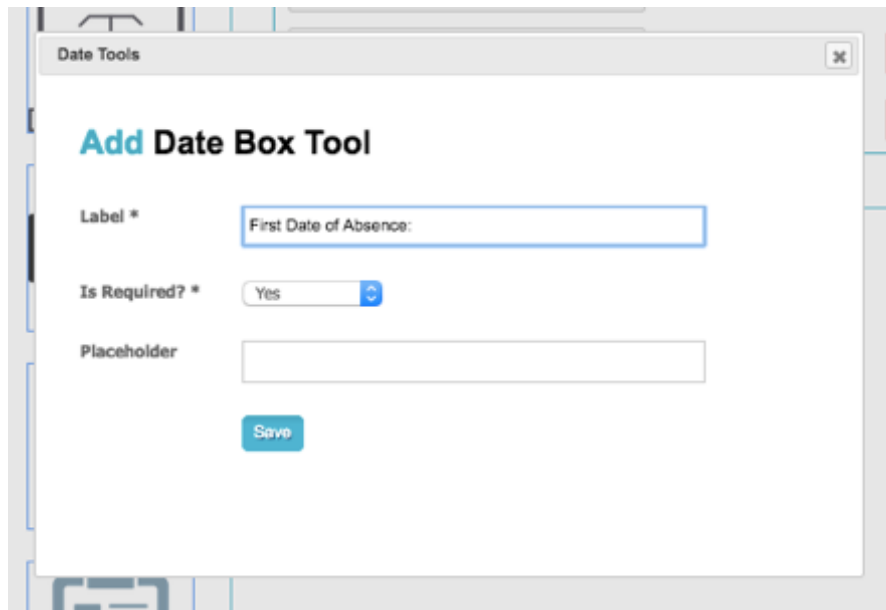
X

Update Sequence

Creating a form on your site

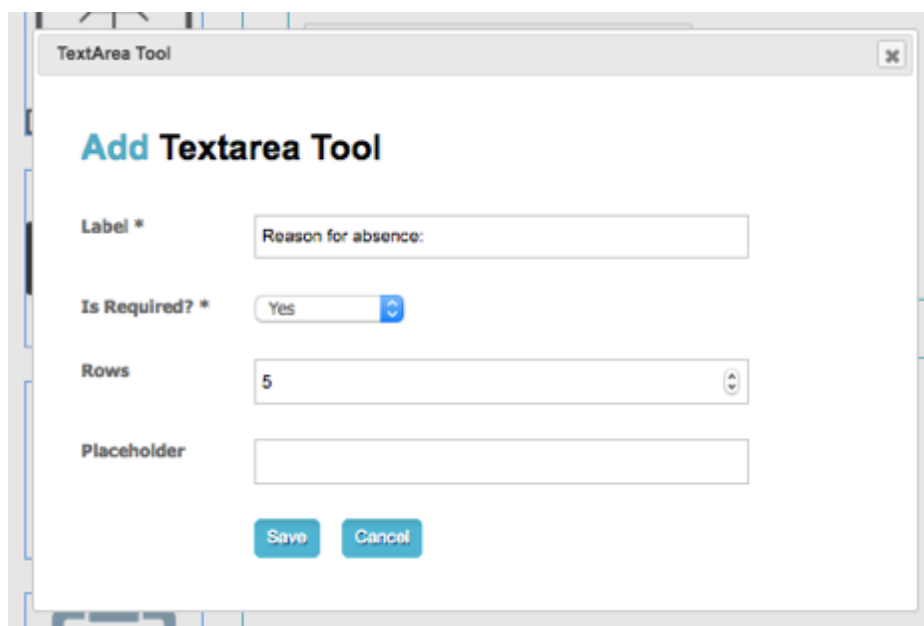
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Add a Date Box – this will be a small calendar for the parents to choose date of absence.



The screenshot shows a dialog box titled "Date Tools" with a close button (X) in the top right corner. Inside the dialog, the title "Add Date Box Tool" is displayed in blue. Below the title, there are three fields: "Label *" with the text "First Date of Absence:" entered, "Is Required? *" with a dropdown menu set to "Yes", and "Placeholder" which is empty. At the bottom of the dialog is a blue "Save" button.

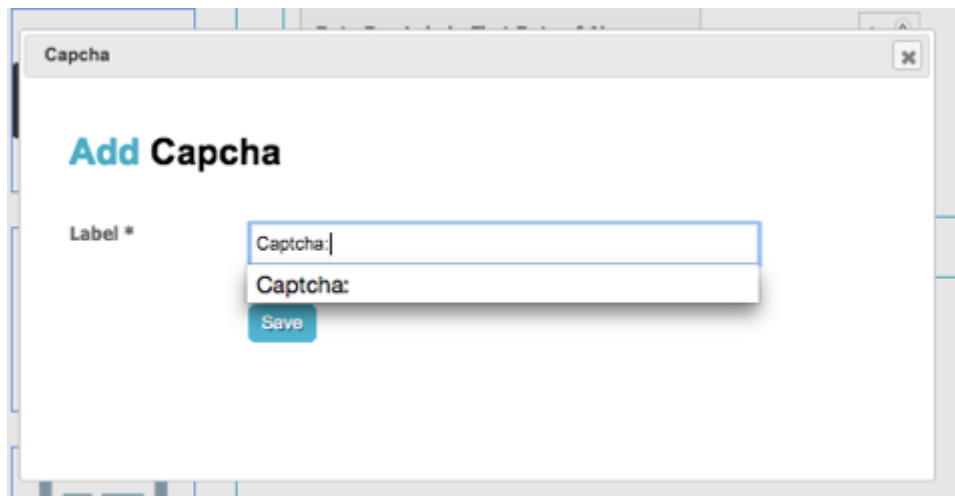
Add a text area tool for parents to write a comment about student absence. It asks for number of rows – 5 is enough for a brief description.



The screenshot shows a dialog box titled "TextArea Tool" with a close button (X) in the top right corner. Inside the dialog, the title "Add Textarea Tool" is displayed in blue. Below the title, there are four fields: "Label *" with the text "Reason for absence:" entered, "Is Required? *" with a dropdown menu set to "Yes", "Rows" with a numeric input field set to "5", and "Placeholder" which is empty. At the bottom of the dialog are two buttons: "Save" and "Cancel".

Creating a form on your site

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Adding Capcha tool will stop robot spammers filling out your form.
Your form is now ready – see below.

Edit Form Options

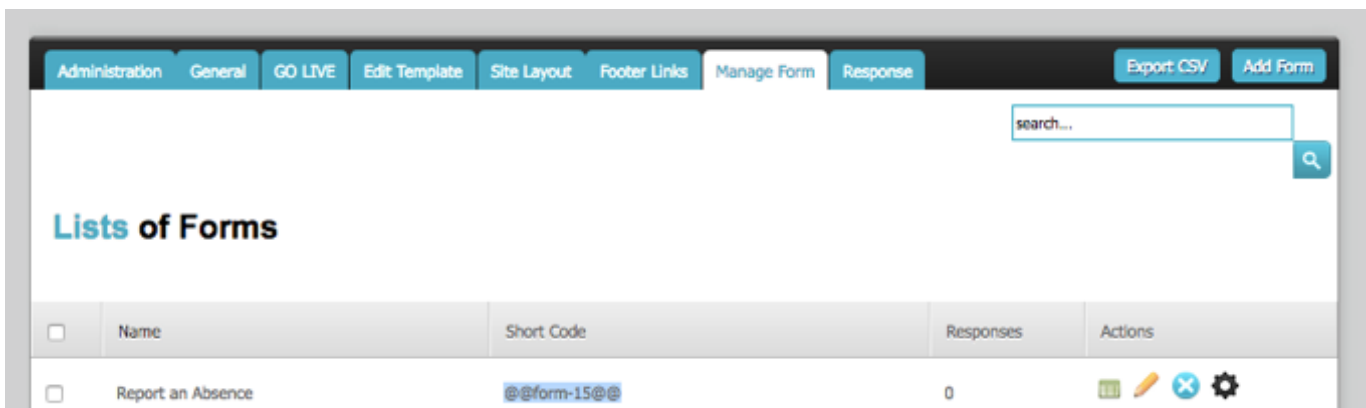
Text Box Label : Parent Name:	0 ▲▼	x	
Text Box Label : Student Name:	0 ▲▼	x	
Select Box Label : Student Class:	0 ▲▼	x	
Date Box Label : First Date of Absence:	0 ▲▼	x	
Date Box Label : Last date of absence:	0 ▲▼	x	
Text Area Label : Reason for absence:	0 ▲▼	x	
Capcha Label : Capcha:	0 ▲▼	x	

Update Sequence

Creating a form on your site

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Refresh your page – or go back to “Manage Form” to see your list of forms. Each form is given a unique code – copy this code.



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 and UPDATE your page. Visit your site to view your form!

Add/Edit a Webpage

Type: Normal Page

Page Title: Absences
Type the name of the Webpage here.

Meta Description:

Meta Keywords:
Keywords are used for search engine optimisation, please

Content

File Edit View Insert Format Tools Table Help

✂️ 📄 ↶️ ↷️ A A 📄 📄 🔗 B I U ☰ ☷ ☷ Paragraph Font Sizes Formats <>

@@form-15@@

Creating a form on your site

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ABSENCES

Report an Absence

Parent Name:

Student Name:

Student Class:

Foundation
Year 1
Year 2
Year 3
Year 4

First Date of Absence:

Last date of absence:

Reason for absence:

Captcha:

☐ I'm not a robot  reCAPTCHA
Privacy Policy

Submit

Creating a form on your site

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Fill out the form to test it out!

Report an Absence

Parent Name:

Student Name:

Student Class:

Foundation

Year 1

Year 2

Year 3

Year 4

First Date of Absence:

Last date of absence:

Reason for absence:

My child is unwell

Captcha:

 I'm not a robot


reCAPTCHA
Privacy · Terms

Submit

Creating a form on your site

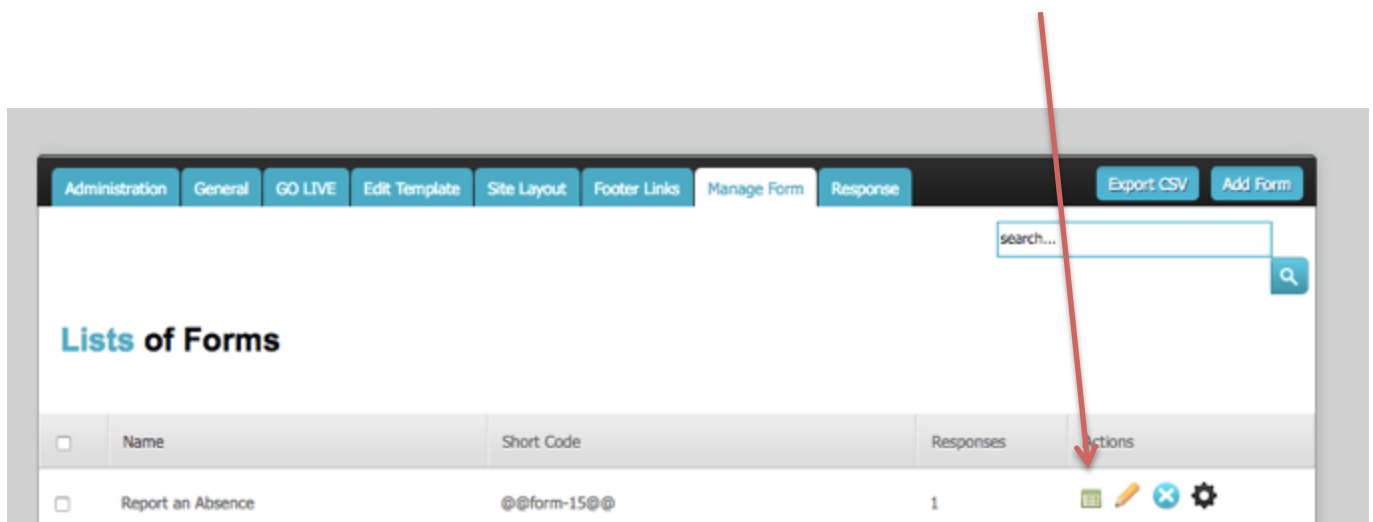
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Parents will receive this message (or whichever message you decide when first building the form).

Thank you, we have received your notification.

[CONTINUE TO HOME PAGE](#)

You will receive an email from the system with the absence information – but it is also housed on your website. Go to Manage From and then click on VIEW to see your responses to this form:



The screenshot shows the 'Lists of Forms' management interface. At the top, there is a navigation bar with tabs: Administration, General, GO LIVE, Edit Template, Site Layout, Footer Links, Manage Form, and Response. On the right of the navigation bar are buttons for 'Export CSV' and 'Add Form'. Below the navigation bar is a search bar with the placeholder text 'search...'. The main content area is titled 'Lists of Forms' and contains a table with the following columns: Name, Short Code, Responses, and Actions. The table has one row with the following data: Name: Report an Absence, Short Code: @@form-15@@, Responses: 1, and Actions: [VIEW] [EDIT] [DELETE] [SETTINGS]. A red arrow points to the 'VIEW' icon in the Actions column.

	Name	Short Code	Responses	Actions
☐	Report an Absence	@@form-15@@	1	   

Creating a form on your site

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Administration	General	GO LIVE	Edit Template	Site Layout	Footer Links	Manage Form	Response Management	Export CSV
Lists of Forms Response								
Date	Title	Form Content					Actions	
2018-10-26	Report an Absence	Parent Name: : Testing Student Name: : Testing Student Class: : Year 3 First Date of Absence: : 11/09/2018 Last date of absence: : 11/09/2018 Reason for absence: : My child is unwell						