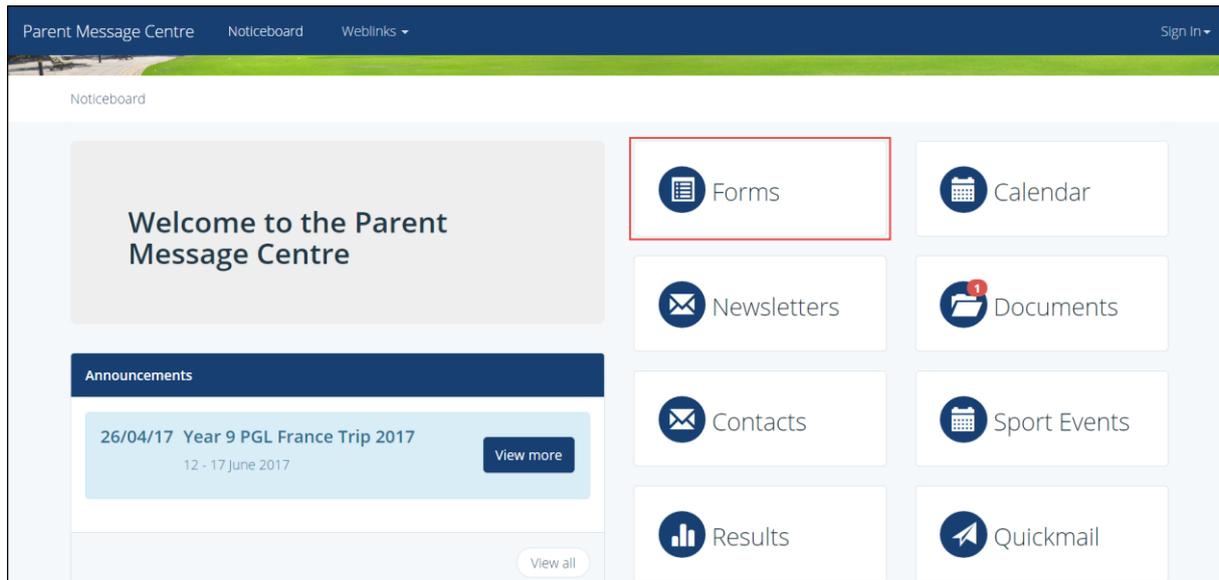# How to submit a public WebForm

A public Webform is one that displays, and is submitted, before you log-in to the Parent Message Centre. Once you have completed the form, a summary download can be saved, providing you with a copy of your response.

1. Browse to your Parent Message Centre url – e.g.
   https://exampleschool.myclarioncall.co.uk/parent

2. Click the 'Forms' widget, on the right-hand side.

3. A list of forms will display. Click the 'submit' icon next to the appropriate form.

4. The form will load in a modal window. As this is a public WebForm, you will be required to enter your name, so that the school can correctly identify your response. Fill the form in as appropriate, and select whether you require a summary download of your response.
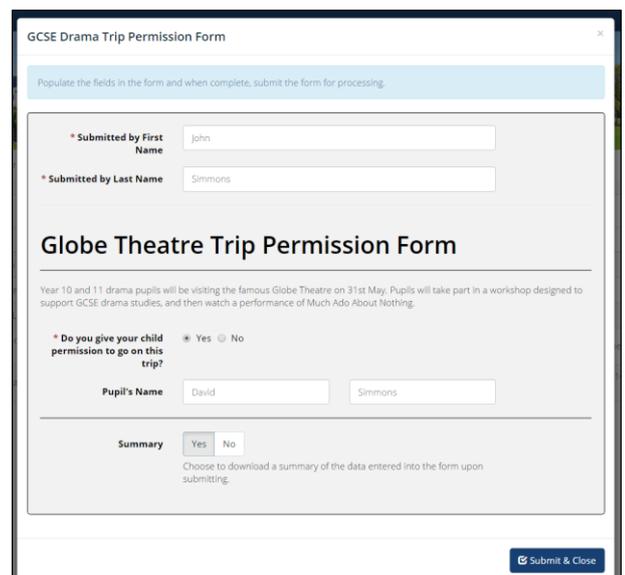
5. Click 'Submit & Close' to submit your form response. If selected, you will be prompted to save your form summary upon submission.