

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.

- 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.

Parent Message Centre Noticeboard Weblinks -		Sign In √
Noticeboard		
Welcome to the Parent	Forms	Calendar
Message Centre	Newsletters	Documents
Announcements		
26/04/17 Year 9 PGL France Trip 2017 12 - 17 June 2017 View more	Contacts	Sport Events
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3. A list of forms will display. Click the 'submit' icon next to the appropriate form.

Form		
Title	Description	
GCSE Drama Trip Permission Form	GCSE Drama Trip Permission Form	C

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.

opulate the fields in the form a	nd when complete, submit the form for processing.
* Submitted by First Name	John
* Submitted by Last Name	Simmons
(ear 10 and 11 drama pupils wi	I be visiting the famous Globe Theatre on 31 str May. Pupils will take part in a workshop designed to dt then watch a performance of Much Ado About Nothing.
fear 10 and 11 drama pupils wi support GCSE drama studies, ar * Do you give your child permission to go on this trip?	II be visiting the famous Globe Theatre on 31 st May. Pupils will take part in a workshop designed to d then watch a performance of Much Ado About Nothing.
rear 10 and 11 drama pupils wi pupport GCSE drama studies, ar * Do you give your child permission to go on this trip? Pupil's Name	I be visiting the famous Globe Theatre on 31 str May. Pupils will take part in a workshop designed to d then watch a performance of Much Ado About Nothing. Ves No David Simmons
rear 10 and 11 drama pupils with support GCSE drama studies, an * Do you give your child permission to go on this trip? Pupil's Name Summary	Il be visiting the famous Globe Theatre on 31 st May. Pupils will take part in a workshop designed to d then watch a performance of Much Ado About Nothing. Yes No David Simmons Yes No cuber to download a summary of the data entered into the form upon submitting



5. Click 'Submit & Close' to submit your form response. If selected, you will be prompted to save your form summary upon submission.