How to submit a private WebForm

A private WebForm is one that requires you to sign-in to the Parent Message Centre in order to submit a response. Once you have completed the form, a summary download can be saved, providing you with a copy of your response.
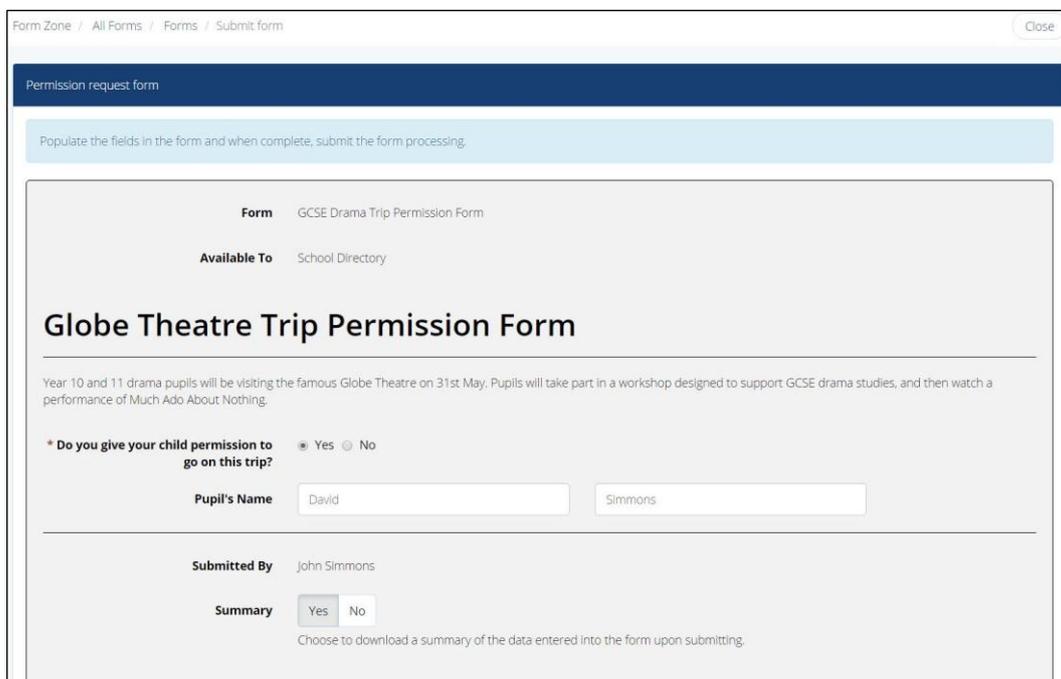
1. Sign-in to your Parent Message Centre.

2. Click 'All Forms' in the Form Zone.

3. Locate the appropriate form; click 'Options' and click 'Submit Form'.

4. The form will load in a new page. As this is a private WebForm and you are already logged-in, the system will automatically know who is submitting a response. Fill the form in as appropriate, and select whether you require a summary download of your response.

5. Click 'Submit' to send your response. If selected, you will be prompted to save your form summary upon submission. An archive of your submitted response can be found in the 'Submissions' page.