

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.

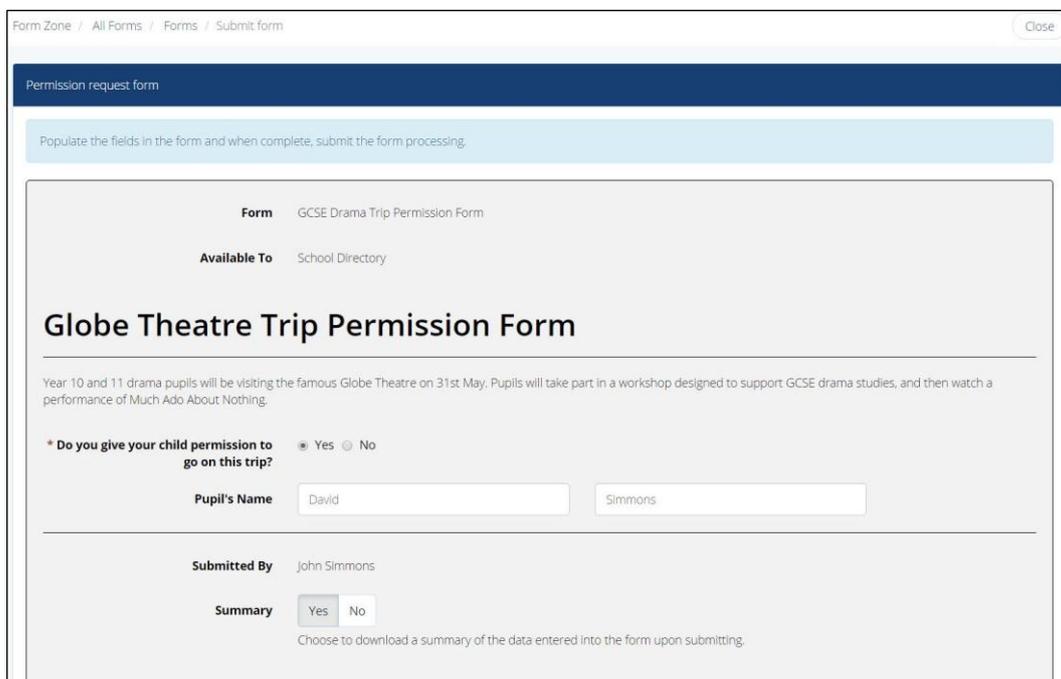
1. Sign-in to your Parent Message Centre.



The screenshot shows the 'Sign in' page of the Parent Message Centre. The page has a dark blue header with 'Parent Message Centre', 'Noticeboard', and 'Weblinks' on the left, and 'Sign In' on the right. The main content area is light blue and contains the following elements:

- A 'Sign in' heading.
- A 'Username' field with the text 'JSimmons' entered.
- A 'Password' field with masked characters '*****'.
- A green 'Sign in' button.
- A link at the bottom: 'Forgotten your password? Reset it'.

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.



The screenshot shows a 'Permission request form' titled 'Globe Theatre Trip Permission Form'. The form is displayed in a 'Form Zone' with a breadcrumb trail: 'Form Zone / All Forms / Forms / Submit form'. The form content includes:

- A header bar with the text 'Permission request form' and a 'Close' button.
- A light blue instruction box: 'Populate the fields in the form and when complete, submit the form processing.'
- Form details: 'Form: GCSE Drama Trip Permission Form' and 'Available To: School Directory'.
- The main title: 'Globe Theatre Trip Permission Form'.
- Introductory text: 'Year 10 and 11 drama pupils will be visiting the famous Globe Theatre on 31st May. Pupils will take part in a workshop designed to support GCSE drama studies, and then watch a performance of Much Ado About Nothing.'
- A question: '* Do you give your child permission to go on this trip?' with radio buttons for 'Yes' (selected) and 'No'.
- 'Pupil's Name' fields: 'David' and 'Simmons'.
- 'Submitted By' field: 'John Simmons'.
- 'Summary' section with 'Yes' and 'No' buttons. Below the buttons is the text: 'Choose to download a summary of the data entered into the form upon submitting.'

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.