

Fill in and sign a form

Find your community's forms, fill them in for yourself or your children, sign them and check whether you still need to hand in the signed sheet.

5 min · Available · 2026-09-26

Before you begin

- ✓ The community you follow must use forms and have published the form.
- ✓ Sign in to the app: details the community already holds in its register can appear prefilled.

1

STEP 1 OF 4 · 30 S

Find the form

Open **My forms** from the menu (Family section). The **Mine** tab lists the forms you've sent with their status, such as **Paper received** or **Paper missing**; if you still owe signed sheets, a panel at the top reminds you.

Select **Available** to see the open forms in the communities you follow. The form link can also reach you through a notice on the Noticeboard or a message.

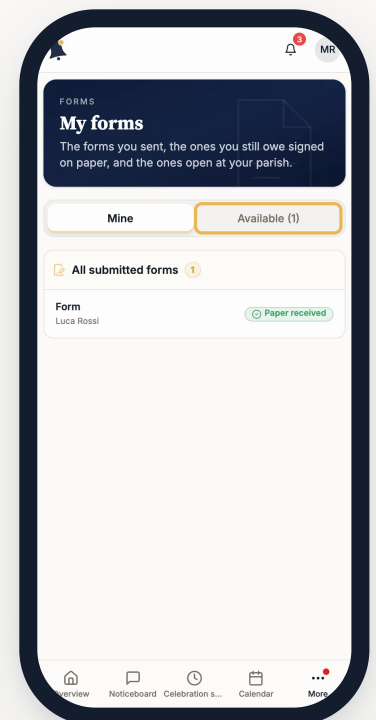


Fig. 1 Available lists the forms you can still fill in.

2

STEP 2 OF 4 · 30 S

Open the form to fill in

In **Forms you can fill in** each row shows the title, the community and, if set, the deadline (**closes on ...**). The **already sent** label means you've already sent it: you can fill it in again, for example for another child.

Select the form to open it.

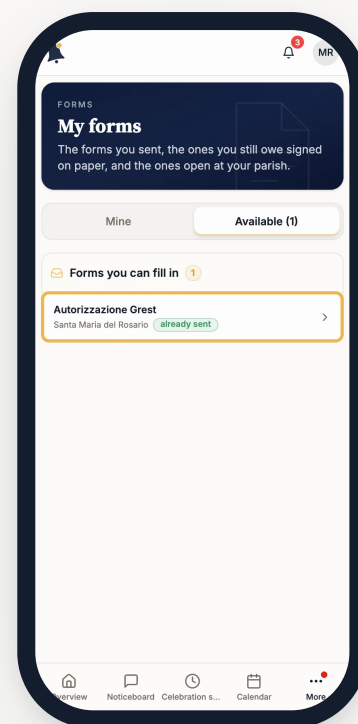


Fig. 2 A form you've sent stays listed for further submissions.

3

STEP 3 OF 4 · 2 MIN

Choose who it's for and complete the steps

The form guides you step by step: **Who**, **Details**, **Declarations**, **Consents** and **Signature** (plus **Confidential** if the form has a confidential sheet). In **Who are you completing this for?** select one or more children, or add a person with **First name**, **Last name** and **Add**.

Select **Next** to continue: it stays disabled while required fields are missing. In consents nothing is preselected: the choice is yours.

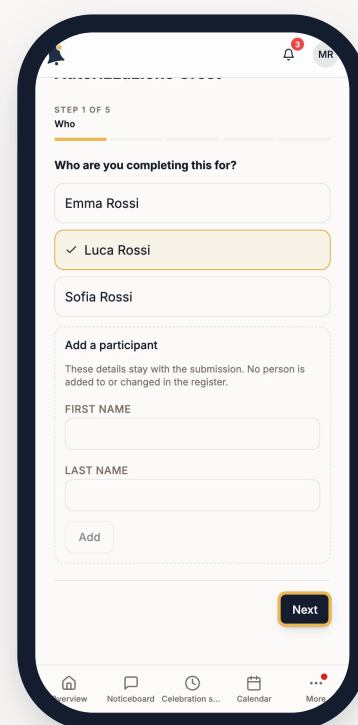


Fig. 3 You can fill in one form for several children.

4

STEP 4 OF 4 · 2 MIN

Sign and submit

The last step depends on how the community collects signatures. With paper signatures use **Download the filled form**, print it and sign it; type your full name and select **Submit**. If you're already in the register you sign for yourself only: the other parent signs the printed sheet.

After submitting, **Received — but you're not done** appears until the office receives the signed sheet, or **Enrolment submitted** if no paper is needed. With online signature tick the declaration; with a drawn signature sign in the box.

Handing in the sheet

Until the signed sheet reaches the community, the submission stays "Paper missing" in My forms.

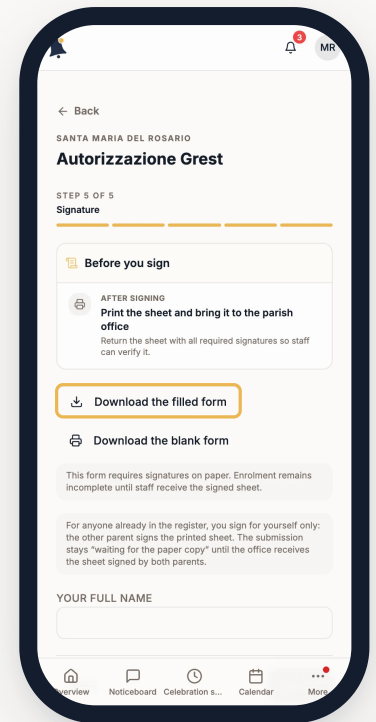


Fig. 4 With paper signatures you download the prefilled PDF to print.

What you have achieved

✓ The form is sent to the community and shows up in My forms.

✓ You know whether you still need to hand in the signed sheet.

Troubleshooting

I see "Fill in the required fields to continue: ..."



Fill in the fields listed in the message, then select Next.

I see "Pick one of the two options to continue."



In Consents pick an option for each consent: none is preselected.

I see "This form was updated while you were filling it in. Reload the page — the text to sign has changed."



Reload the page and fill it in again: the community published a new version of the form.

I see "Enrolment is closed."



The form no longer accepts responses: contact the community office.