
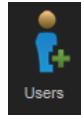


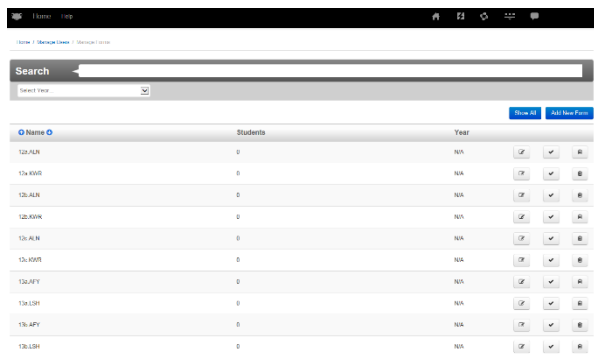
Generally 'Forms' (registration groups) will be pre-setup when you come to use Frog Play. If we haven't discussed it already, call the support team to ask us about our data extractor.

However if you would like to create or edit your forms, this section will provide you with the tools.

From the navigation bar, click on  and then




Now Click on Manage Forms





Name	Students	Year			
12-ALN	0	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12-KKK	0	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12-JAN	0	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12-KKK	0	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12-ALN	0	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12-KKK	0	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12-RFY	0	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12-LDP	0	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12-RFY	0	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12-LDP	0	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

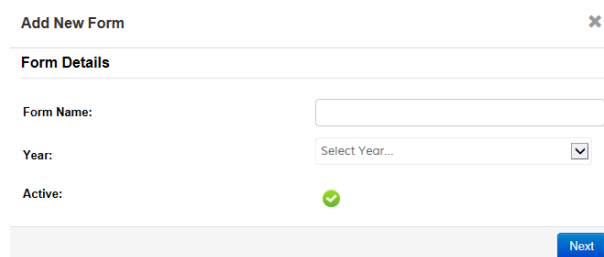
This is the Forms list. From here you can add new forms or edit the details of existing Forms.

You can search for a Form by typing the Form name in the search box, or change the filters to help refine your search.

To add a new Form, click 

To edit a Form click on the edit icon 

### Stage 1: Form details



Add New Form ✕

**Form Details**

Form Name:


Year:

Active:

**NOTE:** if you are editing, the Form will show the existing details which you can overwrite.

- Give the new Form a name
- Select the year group from the drop down menu.

Click the tick box in order to make the Form Active or Inactive within your school.

- When you have entered all of the details, click  to go to the next stage.

## Stage 2: Who is in the Form?

The screenshot shows the 'Add New Form' interface. At the top, there are four dropdown menus for 'Group', 'Form', 'Class', and 'Year 10'. Below these is a 'Users' section with a search bar (highlighted with a red box), an 'Add all' button, and a 'Remove all' button. A list of names is shown on the left, including Allen, Emma; Allen, Lauren; Allen, Niamh; Allen, Rowan; Allen, Shannon; Allen, Zac; Baker, Anya; and Baker, Kristian. An arrow points from this list to an empty box on the right. At the bottom, there are 'Back' and 'Finish' buttons.

NOTE: if you are only editing the details, click **Finish** to save the changes.

- a) Use the drop down filters to narrow down the learners in the list shown on the left.

e.g. you could choose year, then an existing class or a form or a user defined group.

- b) To select all learners click **Add all** or choose individuals by clicking on their names in the left hand box.

You can also search for an individual using the text search.

The names of selected learners will be shown on the right. To remove them, click on their names again.

- c) When you have finished selecting users, click **Finish**