

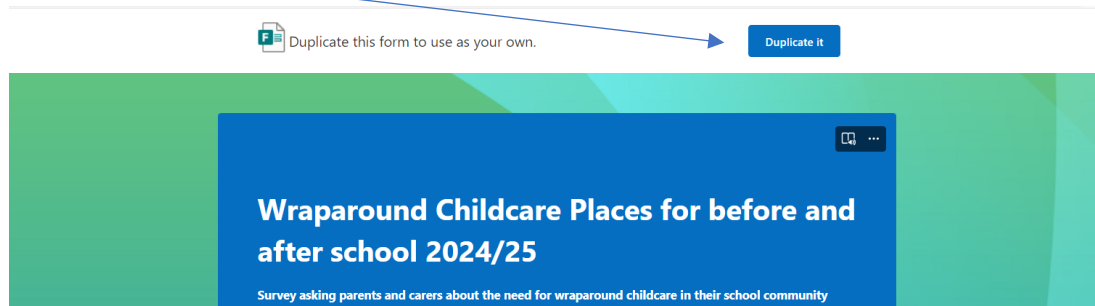
Using the MS forms template – Wraparound Childcare Places

This form has been created on MS forms. You will need a MS forms account to be able to open this.

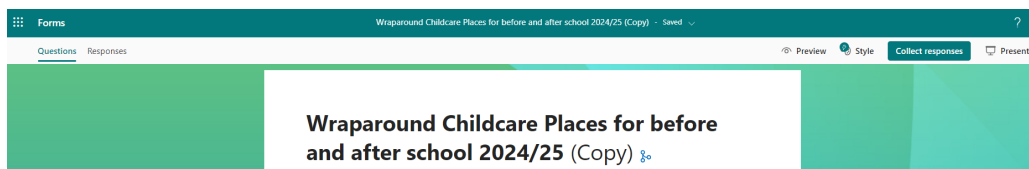
- Open the template link:

<https://forms.office.com/Pages/ShareFormPage.aspx?id=cdYz4ZCnbUan9UtTXt75TzYaZP0E7ERAh2NK1LQEqyIUQIIKUFhTUVI0SjVKMEIUTFo5N05PR1FFOC4u&sharetoken=5p30g4bmi6jTgiDoJyJr>

- Press Duplicate it



- This will open the MS form into a version that you can edit. Remember to remove (Copy) from the header.

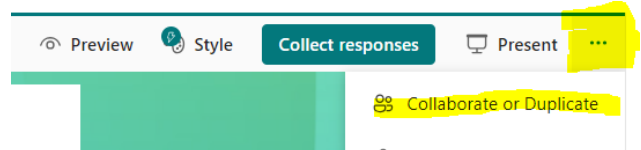


- It is recommended that you keep the set of questions as they are. If any additional questions are required, please add to the end of the form.

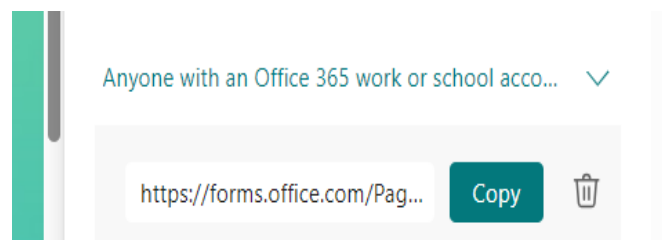
Good practice suggestion

It is recommended that more than one person in your school has access to the editable form and submitted data. To do this on MS forms:

- press the 3 dots ...
- Select Collaborate or Duplicate



- Add the email addresses of the collaborators who require back office access to the form.



Need support?

Explore the help section within MS forms:

- [New to Forms? Start here!](#)
- [Check your form or survey results](#)