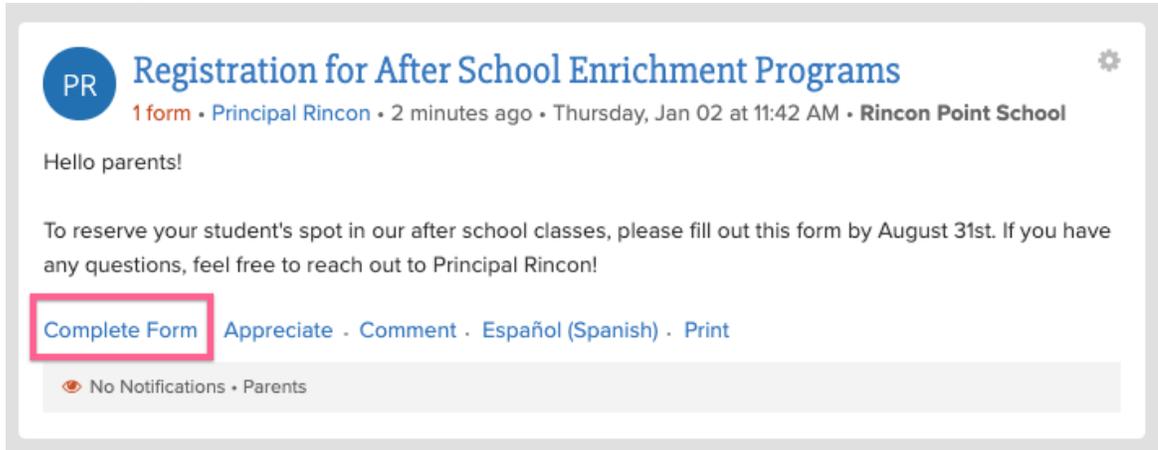


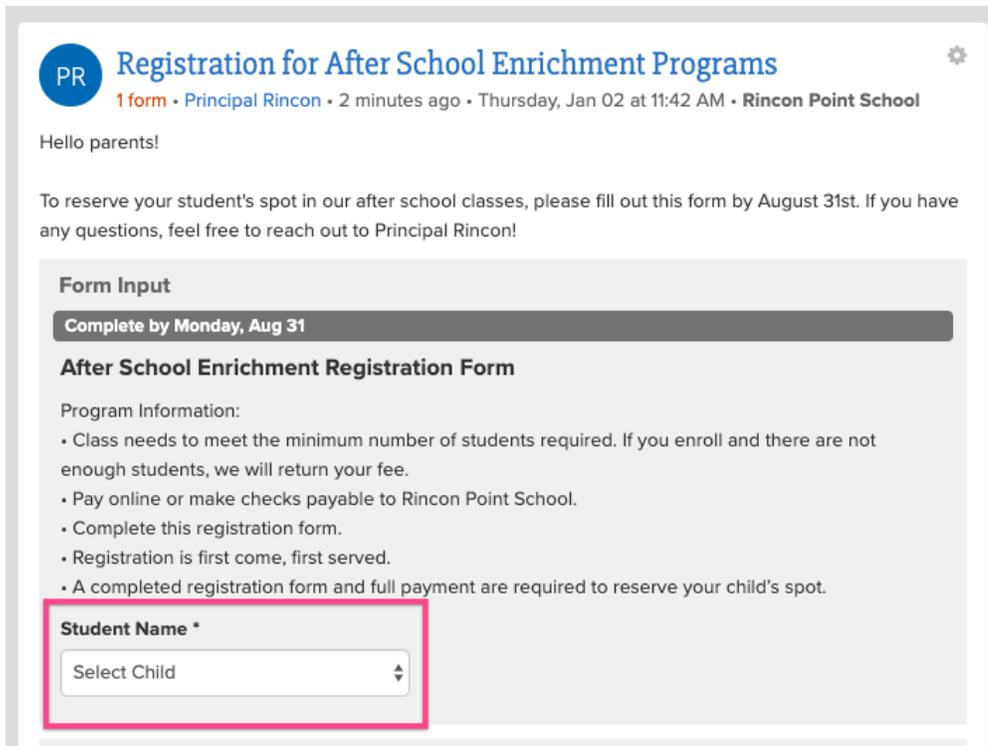
## How to Complete a Form on Desktop Browser

1. Log into ParentSquare.
2. Find the post with the form.
3. Click **Complete Form** and fill out the form.



The screenshot shows a social media-style post on ParentSquare. At the top left is a circular profile picture with the initials 'PR'. To its right is the title 'Registration for After School Enrichment Programs' in blue, followed by a gear icon. Below the title is the text '1 form • Principal Rincon • 2 minutes ago • Thursday, Jan 02 at 11:42 AM • Rincon Point School'. The main body of the post starts with 'Hello parents!' and a paragraph: 'To reserve your student's spot in our after school classes, please fill out this form by August 31st. If you have any questions, feel free to reach out to Principal Rincon!'. Below this is a row of action buttons: 'Complete Form' (highlighted with a red box), 'Appreciate', 'Comment', 'Español (Spanish)', and 'Print'. At the bottom of the post is a notification bar that says 'No Notifications • Parents'.

4. If your form has the option to select your child, select your child from the drop-down menu under **Student Name**.



The screenshot shows the registration form itself. It has the same header as the previous screenshot. Below the introductory text is a section titled 'Form Input' with a dark grey bar that says 'Complete by Monday, Aug 31'. The main title of the form is 'After School Enrichment Registration Form'. Underneath is 'Program Information:' followed by a bulleted list: '• Class needs to meet the minimum number of students required. If you enroll and there are not enough students, we will return your fee.', '• Pay online or make checks payable to Rincon Point School.', '• Complete this registration form.', '• Registration is first come, first served.', and '• A completed registration form and full payment are required to reserve your child's spot.' Below the list is a form field labeled 'Student Name \*' with a dropdown menu that currently shows 'Select Child' and a small arrow icon. This dropdown menu is highlighted with a red box.

5. Answer any additional questions. \*The screenshot below is just an example. You may not see this wording on your form.\*

Pick-up/Drop-off Authorization (other than parent)

**Name**

**Phone #:**

6. Click **Save**, unless your form requires a signature.
7. If your form requires a signature, click **Review and Sign**. \*Not all forms have this.\*

ParentSquare Home Search Posts

**Student Name \***

Katrice Brown

**Student Grade Level**

Kindergarten

**If lunch will be provided for this event, does your child need a lunch from the school cafeteria? \***

Yes

No

**Provide any notes regarding your student that is needed for this event.(ie: allergies, etc.) \***

**Parent/ Guardian Name**      **Parent/ Guardian Email**      **Parent/ Guardian Phone**

Tomeka Brown      tomeka.61706.brown@mailinat      137-981-4311

Information entered on this form will be visible to the post admins and ParentSquare admins

**Review and Sign**

You will be prompted to sign the form and either approve or decline the terms.

8. The consent form opens; review and click **Sign Document**.

**SCROLL**  
↓

This document requires a signature. [Back to Form](#) **Sign Document**

9. Type your full name under **Electronic Signature**. Your name MUST be typed exactly as it appears in ParentSquare. Click **I Approve**.

40b56a77259aeb9e4ce0ca7b739... 1 / 1 125%

### Electronic Signature Consent

By clicking the 'I Approve' button below, I give my permission for my child to participate in the above mentioned activity.

By clicking the 'I Do Not Approve' button below, I deny permission for my child to participate in the above mentioned activity.

**Electronic Signature \***

Please type your full name

*Full name must match exactly as provided to ParentSquare*

Cancel I Do Not Approve I Approve

10. If you need to complete another form or permission slip for another child, click **Complete another form**.

### Form Input

#### Completed Forms

Filled On	Student	Approved	Signed By	
Jan 02	Mckenzie Rincon	Yes	Principal Rincon	<a href="#">View</a>

[Complete another form](#) ▾