Forms for Public Websites

Forms are not limited to logged in users and can be used by people visiting your public websites. You might want to use public forms to allow people to request more information regarding a school trip or to allow members of the public to apply for a job role within the school.

This site I've navigated to here has been built so that members of the public can apply for a job role using the forms added to the pages. As you can see, the form on this page is made of multiple fields although I'd like to make you aware that the user picker and file upload are not available when public on the web, so these haven't been included here. It's also worth noting that if you have selected to send an email to the user submitting the form, this won't work as they are not a frog user and their email information will not be stored in the platform. Once I'm happy with the site and form, I can make it public.

For any form to be accessible publicly, the site where the form sits will need to be made public on the web. This is done by sharing the site so as I quick re-cap, I'll go through how to do this. Here is my site with the form I want to share, and if I select the share button, I can choose the share option and in this instance I don't want to add any tags or keywords so I'll select next and at the top of this page, you can see that this site is currently set to private. If I select this change option, I can now share this site by choosing the public on the web.

When looking at public submissions in the Data Viewer, you'll notice that the username and name of the submissions are set to 'anonymous'. This is default name for public users who submit a form. For more information on the Data Viewer, please visit the Data Viewer tutorials in this series.