Single Submission Forms

There may be sites shared with you within Frog that contain forms to gather information. To complete a form in a site, users must have at least **Contribute** rights to the site and this level of access can be set by an administrator or whoever built the site. If users only have **View** access, they can view the site but cannot interact with the form and are unable to submit any information.

If you're having any trouble interacting with the form, please contact your school and notify them of the issue.

All forms by default are set to allow multiple submissions, that is any individual user can submit a form as many times as they wish. You can override this ability using a setting with the Forms widget's **Advanced Settings**.

When set to **Single Submission Only**, each user can only add one entry to the form. After that, when that person views the page, they will see their entry displayed with a message telling them when they submitted it.

If you wish to allow individuals to be able to **edit their submission**, then you can check the box "**Allow user to edit the form**". This is a feature schools requested for forms such as Staff Personal Contact Information on the HR Portal, staff can then keep their personal information up to date by seeing their information directly.

For more information on a form's Advanced Settings, please see the video in this series.