



YouTestMe

Students should register and buy the Exam Session(s) they want

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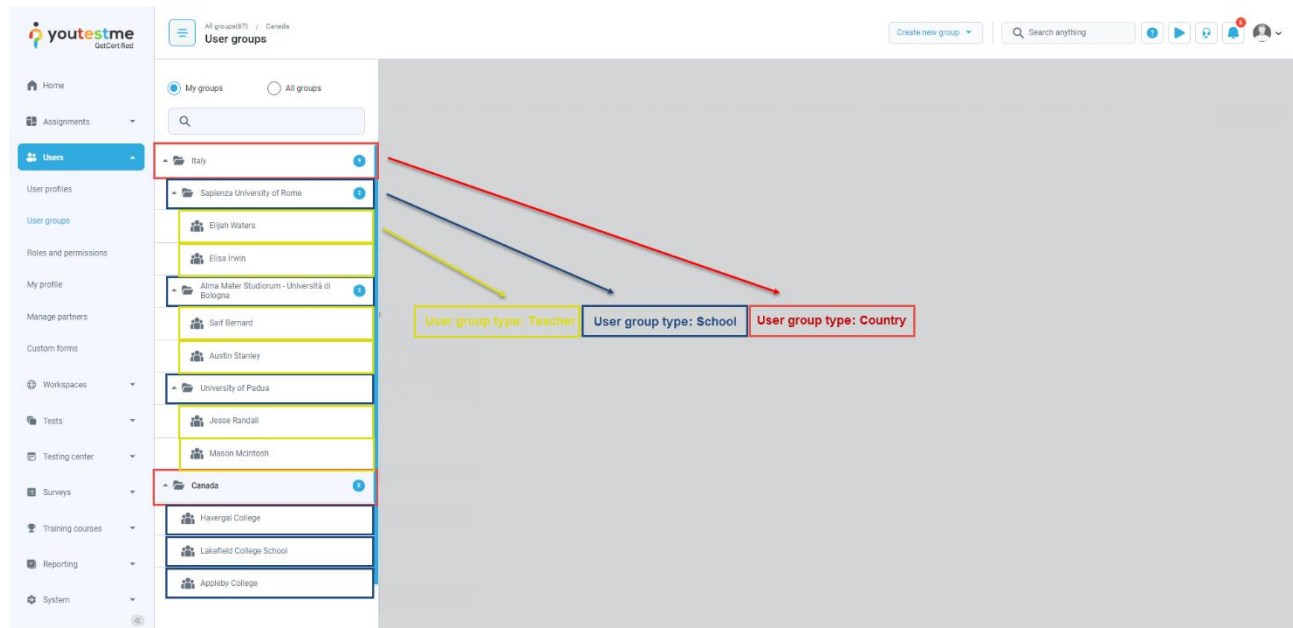
1 Introduction

This article demonstrates the submission of predefined forms during the registration and booking processes.

2 Creating user groups

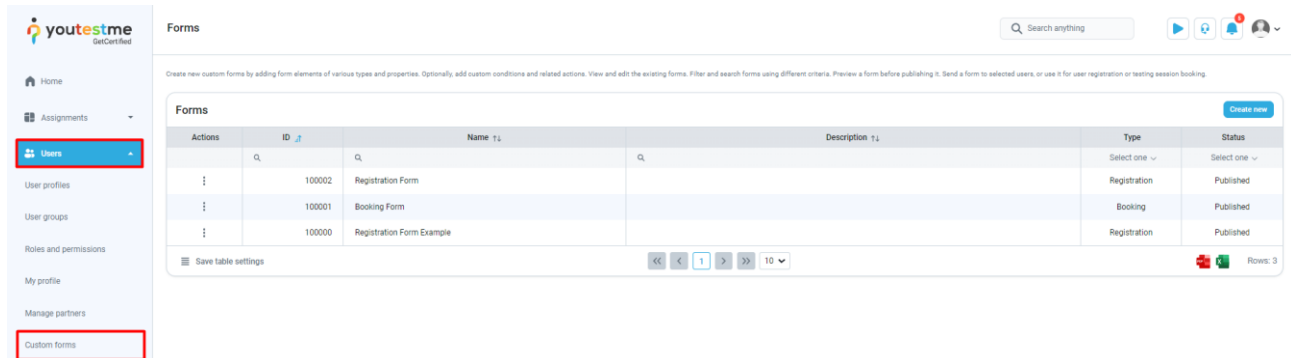
There are the following types of user groups:

- **General:** This is the default type for all user groups. If a group falls under this type, its sub-groups must also belong to the general category.
- **Country:** In addition to the general type, we have another top-level user group known as "Country." Sub-groups of this type can only be user groups of the "School" type. In practice, we may have country-based user groups like Canada, Turkey, and Italy. For instance, the Canada group may have sub-groups representing specific schools within Canada, such as Havergal College, Lakefield College School, and Appleby College. This pattern applies to Turkey and Italy as well.
- **School:** These are sub-groups of the country group. User groups of this type can also have their own sub-groups, typically of the "Teacher" type.
- **Teacher:** Teacher groups are sub-groups of the school group. In practice, these would encompass all the teachers within a specific school.



3 Custom forms

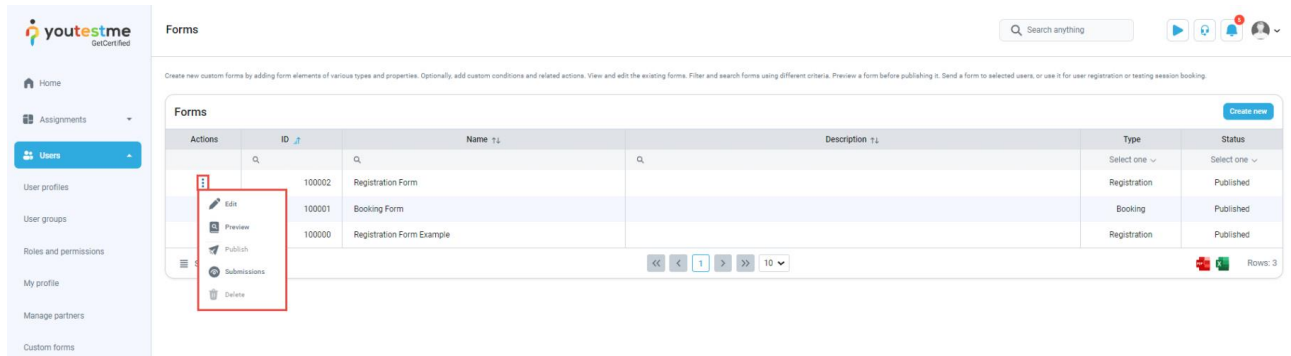
Custom forms can be configured under the Users module.



A form can be of type registration or booking and can have a draft or published status. When a form is initially created, it is in a draft state and cannot be used until you publish it.

The actions allowed on forms are as follows:

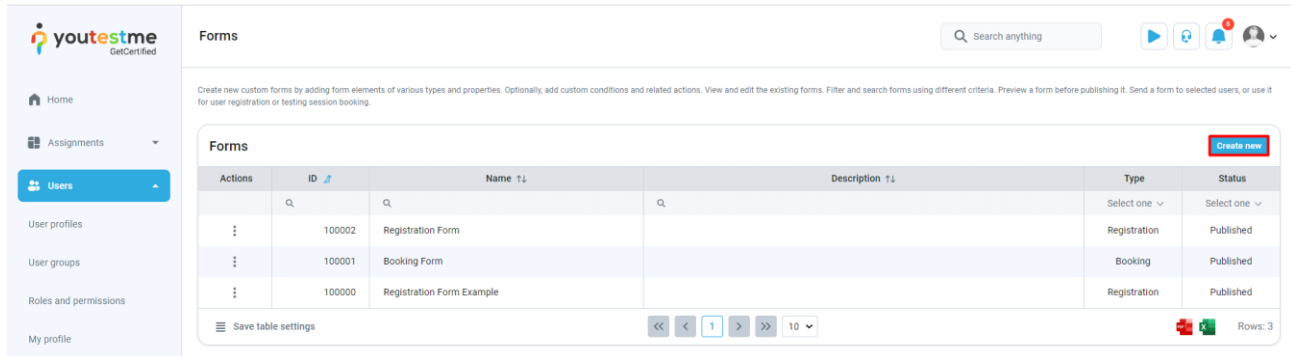
- Edit** - You can edit a form by adding new elements, deleting old ones, or modifying them.
- Preview** - By clicking on this option, you can see how the form you have created will appear to users who will use it.
- Publish** - To start using a draft form, you must publish it.
- Submission** - These forms are mainly displayed during registration and booking, but the submission option allows all users you add to fill out the form (My profile -> My form submissions) even if they are not on the registration or booking page.
- Delete** - Delete the form you have created.



3.1 Registration

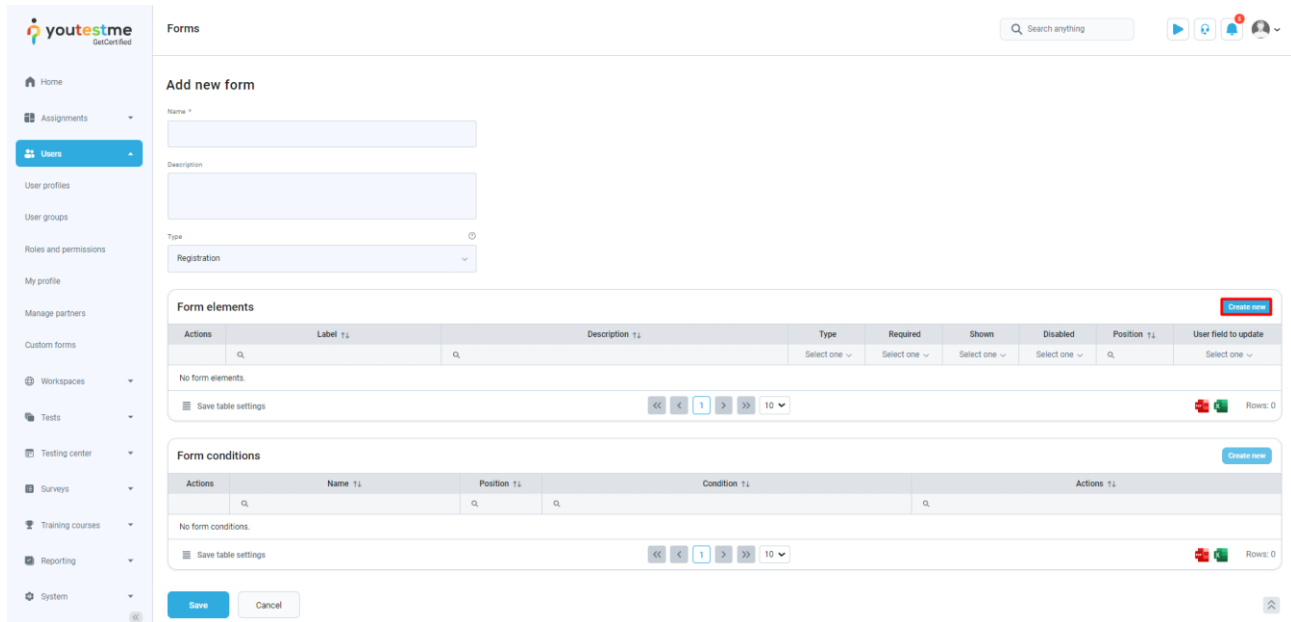
3.1.1 Creating a registration form

To create a registration form, click on the "Create New" button.



Every form contains elements, and you need to add and define all the elements you want in your form.

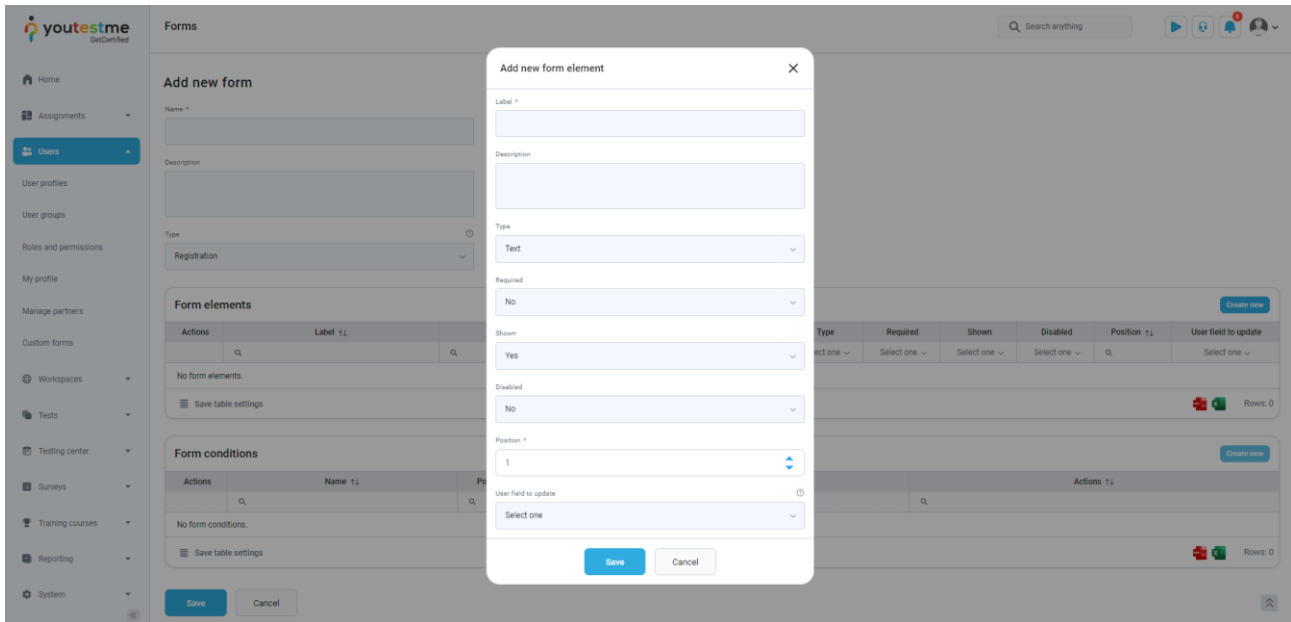
An element is added by clicking the "Create New" button.



When creating an element, you need to define the following:

1. **Label:** The name of your element in the form.
2. **Description:** You can optionally enter a description of that field.
3. **Type:** Define the type of element you want it to be. Possible values are:
 - a. **Text:** Users can enter any text when filling out the form.
 - b. **Number:** Users can only enter a number when filling out the form.
 - c. **Date:** Users can select a date when filling out the form.
 - d. **Datetime:** Users can select a date and time when filling out the form.
 - e. **Time:** Users can select a time when filling out the form.
 - f. **Select_One:** Candidates will have a dropdown and can choose one of the offered values.

4. **Required:** If an element is marked as required, the candidate cannot submit the form without providing an answer.
5. **Shown:** If marked as "Yes," this form element will be displayed on the form by default. If marked as "No," it will only appear under specific conditions defined.
6. **Disabled:** Whether the field is editable. If set to "Yes," candidates will not be able to enter data into this field.
7. **Position:** Where this form element will be positioned on the form.
8. **User Field to Update:** Which field on the profile this element will update.

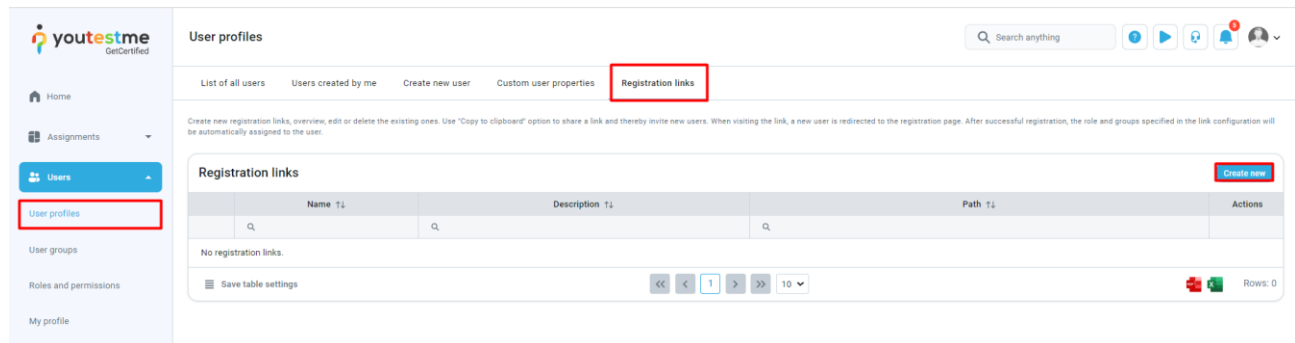


To see an example of created form, watch this [video](#).

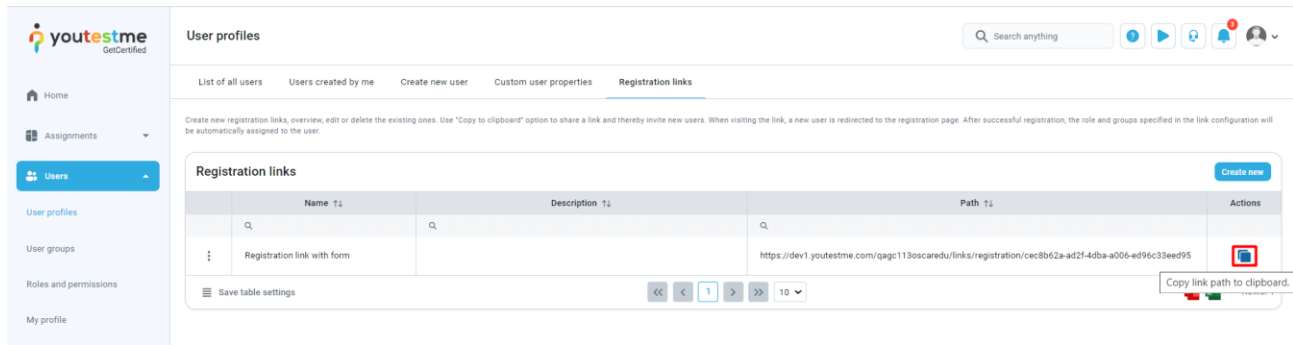
3.1.2 Creating a registration link

Once you've created a form, you need to create a registration link that will contain that form.

To create a registration link, go to User Profiles and select the Registration Links tab. Click on "Create New" and fill in all the information, making sure to select the form you previously created for the Form option.

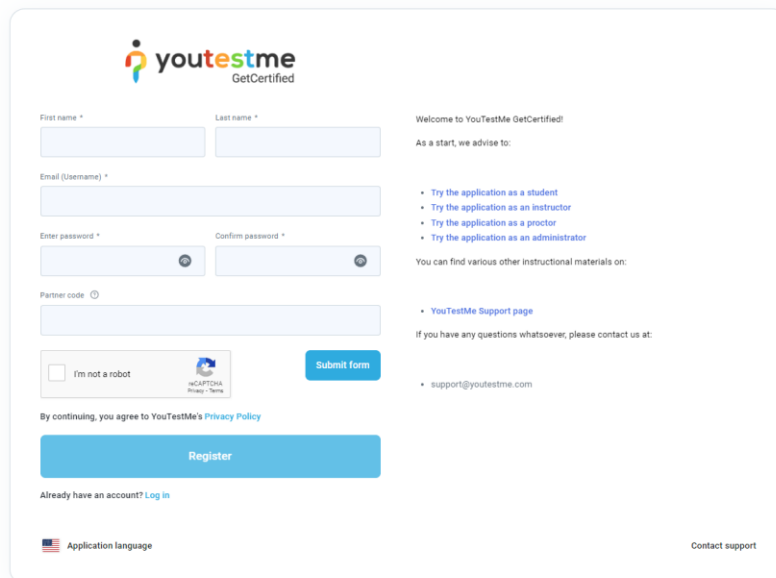


Once you've created a registration link, send it to your candidates.

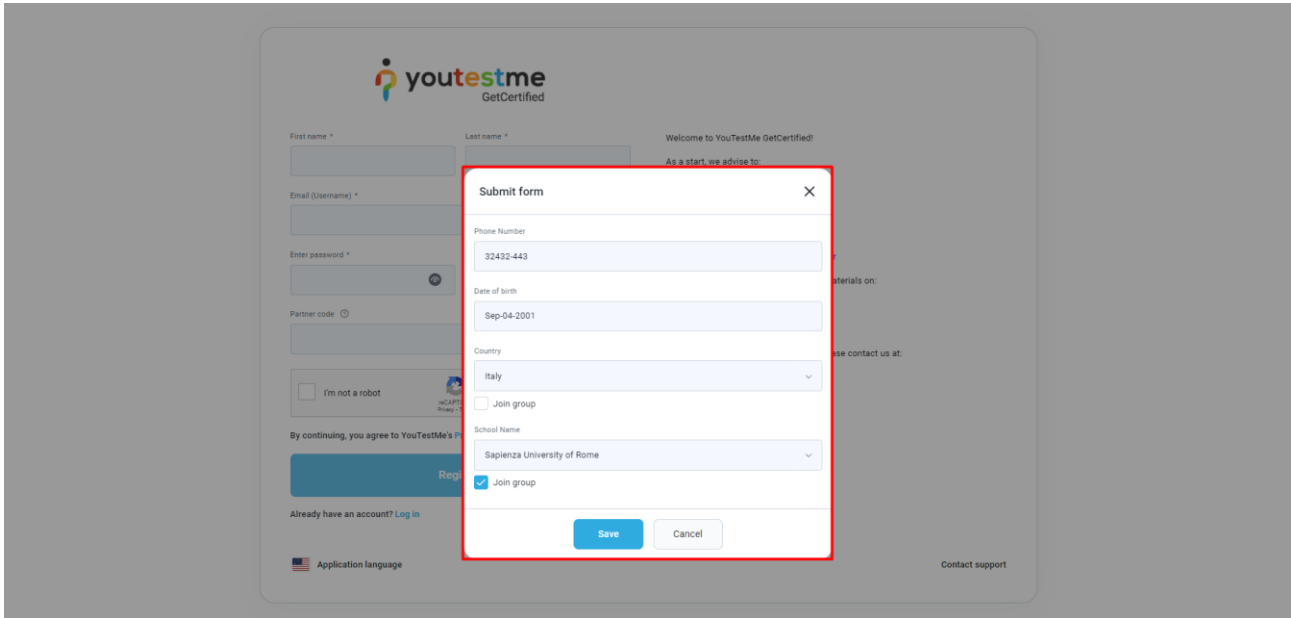


3.1.3 Candidate's perspective

When a candidate clicks on the registration link, they will be redirected to a screen with a "Submit Form" button.



Clicking on this button will display the created form.



3.2 Booking

3.2.1 Creating a booking form

Similar to registration, creating a booking form involves designing its elements and necessary conditions. As an example, we have created a form with the following elements:

1. Teacher Full Name (a dropdown list)
2. Teacher Email Address
3. Parent Full Name
4. Parent Email Address

Forms

Type: Booking

Search anything

Form elements Create new

Actions	Label	Description	Type	Required	Shown	Disabled	Position	User field to update
⋮	Teacher Full Name		Select one	No	Yes	No	1	Select one
⋮	Teacher Email Address		Text	No	No	No	2	
⋮	Parent Full Name		Select one	No	Yes	No	3	
⋮	Parent Email Address		Text	No	No	No	4	

ROWS: 4

Form conditions Create new

Actions	Name	Position	Condition	Actions
⋮	Teacher	1	Teacher Full Name SET	SET_SHOWN Teacher Email Address
⋮	Parent	2	Parent Full Name SET	SET_SHOWN Parent Email Address

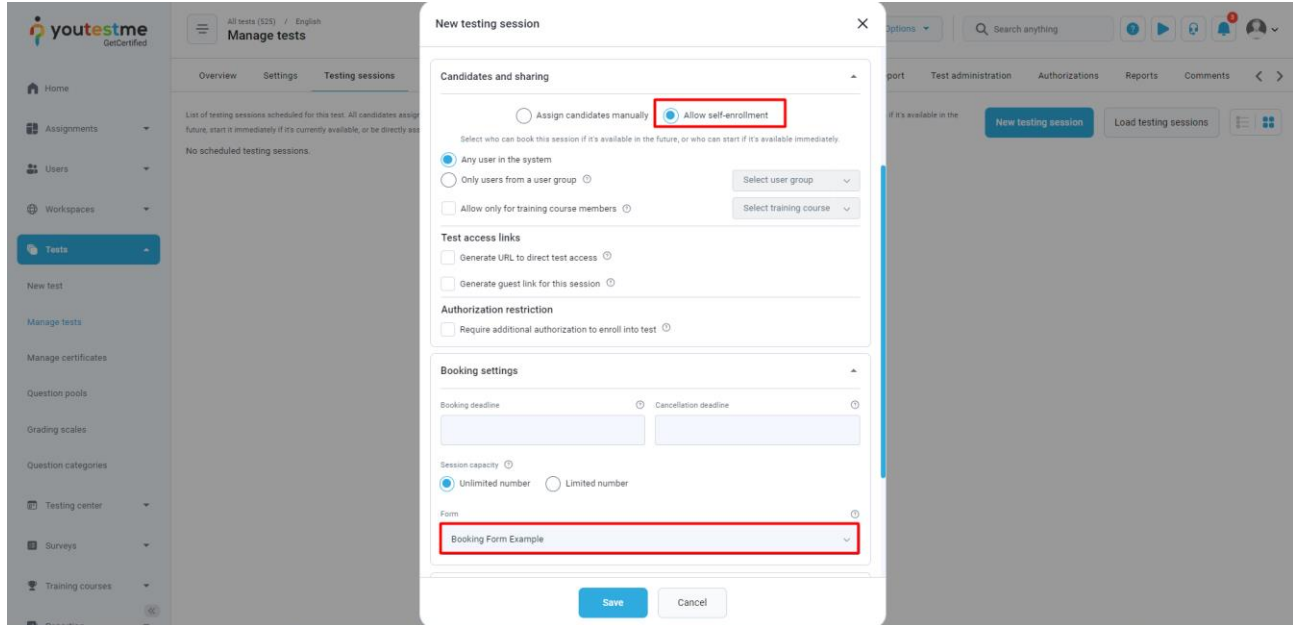
ROWS: 2

Save
Cancel

3.2.2 Creating a testing session

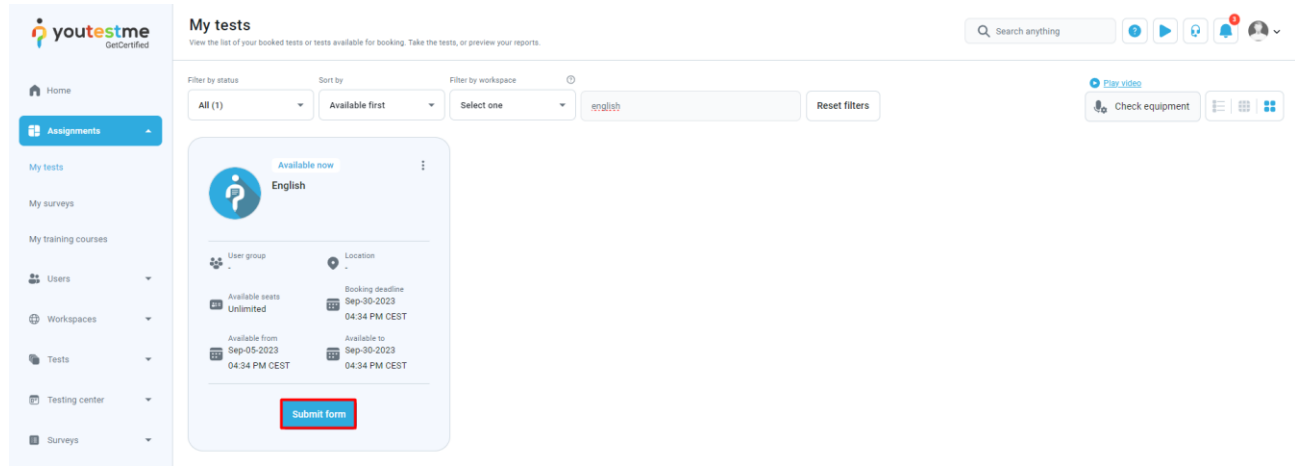
When creating a testing session, you need to:

1. Enable the self-enrollment option.
2. Choose the form under the booking settings.



3.2.3 Candidate's perspective

When a candidate navigates to the "My Assignment" page, they need to click the "Submit Form" button to display the "Start" button.



Clicking on the "Submit Form" button will show the form you have defined.

