Finding Forms

Finding Forms in the OrgSync community is easy! You can search for forms in the Explore View from your community home page. To get to the Explore View, click on the Switchboard Icon (seen as the 9 black squares in the sample community below) in the upper right hand corner of your site:

... and then click Explore.

Next, click on Forms:

Once there, you will see the ability to search for any form using the search bar in the upper left hand corner. You can search directly using the name of the form, or by the organization that created or shared the form.
The Forms list will first show you any submissions you already have in progress, allowing you to quickly find the forms you have already started and need to complete.

Next, you will see any forms that have been featured by Student Activities. These **featured forms** will appear towards the top of the Forms list with a star to the left of the form. After featured forms, you will see forms shared by organizations you belong to, allowing you to quickly locate the forms that might be most relevant to you.

Resume or start a new submission for the form you are looking for, or visit a comprehensive list of your submissions by clicking "View Submissions" at the top of the directory.