

# [VIDEO] Work with eForms for Sponsored Centers

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CST

This article provides instructions for **sponsored centers** who use eForms to complete re-enrollment. Your sponsor must enable this feature for you. Click the links below to jump to a specific topic. We also recommend you watch the overview video under the **eForms Overview for Sponsored Centers** heading, below.

## eForms Overview for Sponsored Centers

Watch the video below for a quick overview of the eForms feature for sponsored centers. It covers the basic topics included in this article, including filtering invitations, manually completing forms, and more.

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## Filter Invitations

The eForms page provides a central place for you to view enrollment status for all participants at your center. Click [here](#) to print a guide for using eForms at your center. You can also click [here](#) to download a printable checklist.

**Note:** Your food program sponsor must enable this feature.


1. From the menu to the left, click **eForms**. The eForms page opens.
2. Use the **From** and **To** boxes to select a date range to view.
  - To view forms from a specific date to the current date, select a date in the **From** box and leave the **To** box blank.
  - To view forms up to a specific date, leave the **From** box blank and select a date in the **To** box.
  - To view forms for a single day, select the same date in the **From** and **To** boxes.
3. Click the **Filter** drop-down menu and select the form status to view. You can select multiple statuses, if needed.

4. To filter to a specific child, click the **Participant Name** box, and begin typing the participant's name.

**Note:** According to your display settings, this box may be called something else, such as Child Name. For more information, see [Set Display Settings](#).

5. You can sort information in ascending or descending order by the following columns:

- Participant ID
- Participant Name
- Participant Status
- Invitation Status
- Invitation Sent Date
- Last Updated


**Note:** Some of the columns listed above may not display. To customize which columns display, click  and click each column to select it. You can also change the default sort options.

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## Resending Invitations

You can resend invitations to those guardians who did not receive the initial email. There are two ways you can do this:

- Click **Resend Invitations** to resend invitations to every participant listed on the page. Click **Yes** at the confirmation prompt.
- Click  on the row for the participant to whom to send an invitation.


If the guardian still does not receive the email, instruct them to check their spam/junk folders and confirm that you have the correct email address on-file. Click the link in the **Participant Name** column to open a pop-up and enter/correct the guardian's email address.

If the guardian does not have an email address, you can open the form for them to complete onsite. See below.

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## Completing eForms Onsite


1. Click  on the row for the appropriate participant. The form opens.
2. Have the participant use the computer/device to complete the forms, beginning with the participant's date of birth.
3. Once the guardian has completed the form, you are returned to the eForms page. The form has a status of

Submitted (Parent). For more information about invitation statuses, see the **Invitation Statuses** heading at the end of this article.

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## Marking Forms as Manually Completed


If a guardian completes a paper form and turns it in to you, click  on the appropriate row to mark that form as manually completed. You must then mail the completed and signed forms to your food program sponsor.

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## Canceling Invitations

You can cancel enrollment invitations, if needed. For example, a guardian may decide to withdraw their participant before completing the enrollment forms. To do so:

1. Click  on the appropriate row.
2. Click **Delete** at the confirmation prompt.

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