[VIDEO] Send New Enrollments with eForms

Sending enrollment forms to new participants can be completed at the sponsor level, or at the site level as long as permissions are set. Note that at **Step 3**, these are the same steps a center would follow to send an enrollment form to a new participant.

1. From the menu to the left, click **Observer Mode**.
2. Select the Center in which you are wanting to enroll the new participant.
3. From the menu to the left, click **Children.**
4. Click **List Children**
5. Click ▫and select **Send eForms**. Note that the **Add** button defaults to this selection upon page revisit.▫
6. Complete the **Participant Details** section.
   a. Click the **First Name** and Last Name boxes and enter the participant's first and last name.
   b. Click the **Birth Date** box and enter the participant's birth date.
   c. Click the **Classroom** drop-down menu and select the classroom to which to assign the participant. You can select **Unassigned** to assign the participant to a classroom later. You can also click ▢ to add a new classroom.
   d. If you need to enroll a sibling at the same time, click **Add Participant**. Repeat **Steps 3a - 3c** for the additional child. You can add as many siblings, as needed. Adding children this way ensures that the parent only needs to complete one income eligibility form for the household.
7. Complete the **Guardian Details** section.
   a. Click **Existing** to select an existing parent/guardian. Then, select the contact.
   b. Click **New** to add a new parent/guardian and enter their information.
8. Click **Send Invitation**.

What Do I Do if the Guardian Does Not Have an Email Address?

If the guardian does not have an email address, they can complete the form on-site.

1. From the menu to the left, click **eForms**.
2. Click **View Status**.
3. Locate the appropriate record. For instructions, see **View Status**. If you are a sponsored center, see **Work with eForms for Sponsored Centers**.
4. Click ▫ in the column to the far right. This opens the form on the device you are using.
5. Have the guardian complete and sign the form.

Next Steps

Once parents complete the necessary enrollment and income eligibility forms, you must approve and renew participants on the Approve & Renew page. For more information, see **Approve & Renew**. You can also monitor

enrollment status on the View Status page. For more information, see **View Status**.