



WA
**digital
inclusion**
project

Digital Skills Training – Online Forms Community Champions Program

2025



Trainer Notes: Completing Online Forms

- Print this handout for participants:
 - [Online Forms](#)
- Print a single copy of these slides with the notes section for you to use when presenting
- Read:
 - through the slides, and make sure you are familiar with the content.
 - the handout for participants.
- Get in touch with Elliot Elliot@wacoss.org.au before the session if you have any questions.
- Remove/hide this slide before presenting and update the time/date of the next session on the final slide.
- You can replace any of the pictures with images you have of your community using computers or phones.

Acknowledgement of Country

We know we are on Aboriginal land. We respect Aboriginal people from this land.

Aboriginal people have lived on this land for many years.

We respect all Aboriginal people and their Elders.

We can learn a lot from their stories.

This land always was and always will be Aboriginal land.

Online forms

WA Digital Inclusion Project

Session overview

By the end of this session you will be able to understand:

- What online forms are,
- Where you might find an online form, and
- How to complete an online form.

Introductions

- Introduce yourself to the group
- Share your experience with online forms – where have you seen them used before and what have you used them for?



Online forms



- Digital versions of paper forms
- Apply for or use services
- Shop online
- Fill in surveys
- Provide information for subscriptions

Parts of online forms

Textboxes:

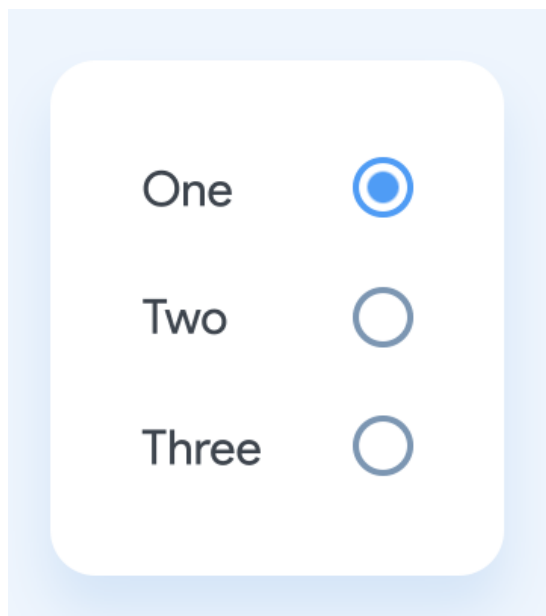
First name:

Last name:

For information like names, addresses etc.

Radio Buttons and Check Boxes

Radio Buttons



One

Two

Three

When you can only select one item in a list

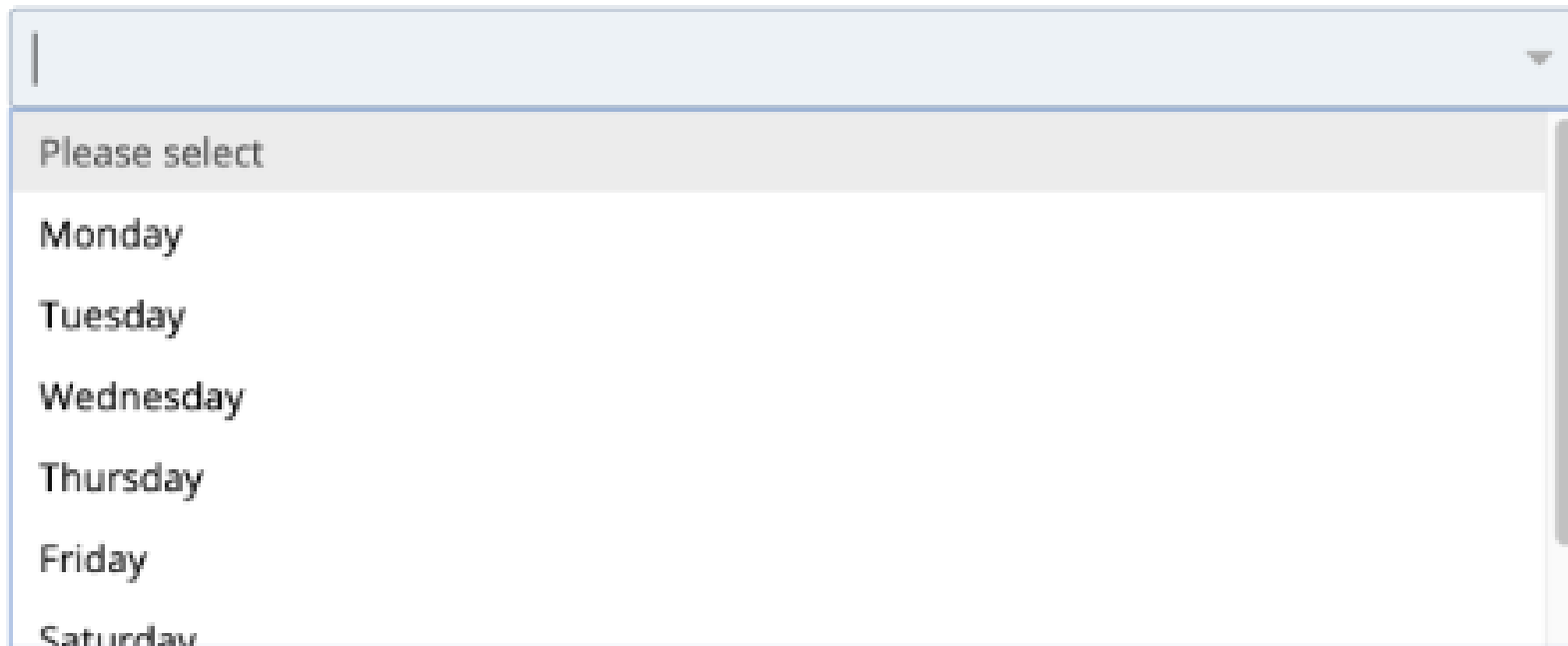
Check boxes

What shifts are you available to work? (Select all that apply)

	9am - 5pm	5pm - 1am	1am - 9am
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When you can select more than one option

Drop-down lists

A screenshot of a web browser showing a single-select drop-down menu. The menu is open, displaying a list of days of the week. The first item, "Please select", is highlighted in a light grey background. Below it are "Monday", "Tuesday", "Wednesday", "Thursday", "Friday", and "Saturday". A vertical scrollbar is visible on the right side of the list. A blue horizontal line is positioned below the "Saturday" option.

Please select

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

When you can only select one item from a drop-down list

Handy Hints



- Asterisk (*) = compulsory
- Suggested text and auto-complete
- Some forms have a time limit
- Uploading documents

Completing and submitting

- **Submit and Confirm:** Don't forget to click the Submit and Confirm buttons when you've finished the form.
- **Saving a Copy:** Some forms allow you to print or save a copy for your records.
- **Corrections:** If you make a mistake, many forms will highlight the error and ask you to correct it before submitting again.
- **Back Button:** Use the form's Back button to return to a previous page, not your browser's back button.



Useful resources

Refer to the handout or go to

<https://goodthingsaustralia.org/learn-resource/smith-family-online-forms/>

For more information about how to complete online forms



Session reflection

Have you got any questions?

- Do you have an understanding of what online forms are?
- Where might you find an online form?
- Do you know how to complete an online form?

Thank you!

Next session time:



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