



ASCENDER GUIDES





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# Form Group Management

**txConnect Admin > Administrator Options > Settings > Forms Management > Form Groups**

This page allows you to create and edit form group headings so you can group related forms.

A form must be added to a group (or to the [Online Registration](#) template) in order to be accessible to parents.

Some groups are included automatically.

## View groups:

<b>existing groups (right)</b>	Groups fall into one of three categories: <ul style="list-style-type: none"> <li>• New Student Enrollment</li> <li>• External (Public Documents)</li> <li>• Student Data Editing</li> </ul>
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Scroll down to view instructions for default groups, new groups, and existing groups.


**NOTE:** Standard forms must be added to a group in order for parents to see them in txConnect. You can create a new group for standard forms, or you can add them to an existing group.

## Update a default group:

For groups that are included by default, you can only modify the **Special instructions** field and add forms to the group.

- External groups only allow you to add static forms.
- The *New Student Enrollment Forms* group allows you to add static and standard forms.

You cannot change the name of a default group.

Click the spyglass icon  under **Available Groups** (right) to edit the New Student Enrollment Forms group or other default group.

The group details are displayed on the left side of the page under **Form Group Detail** (left side).

**Form Group Detail (left)**

## **Add a new group:**

**Form Group Detail (left)**

## **Edit or delete an existing group:**

**existing groups (right)**



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