

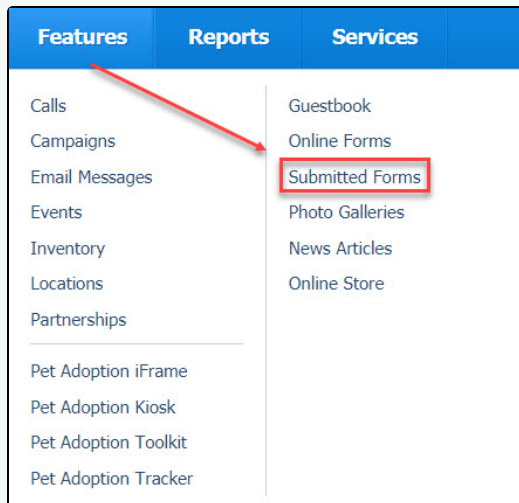
# Submitting an online form for someone else

You may find yourself in need of having to submit a form for someone else. This often happens when a potential adopter doesn't have access to a computer or is unable to access the online forms, for whatever reason. You can easily submit a form for them from your RescueGroups.org account.



## Where do I find it?

You can submit an online form for someone else by clicking the **Submit a Form** button the [Submitted Online Forms](#) page.



## On this page:

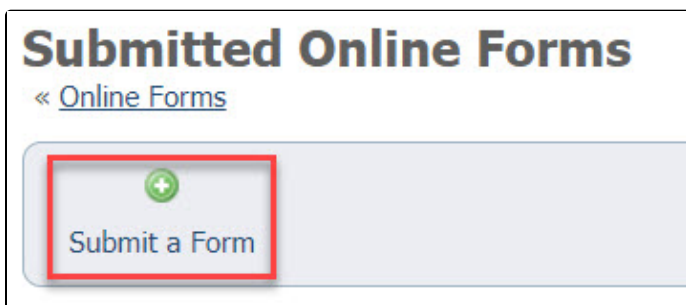
- [Selecting the contact or entering a new contact for the form](#)
- [Editing the details for the newly submitted form](#)
- [Editing the answers for a submitted form](#)



**Do NOT** submit the form from your RescueGroups.org Website Service logged in as yourself!

## Selecting the contact or entering a new contact for the form

1. Go to RescueGroups.org, click **Login**.
2. Go to **Contacts > Submitted Forms**.
3. Click **Submit a Form** button at the top of the page.



4. Select a **Contact** from the **Contacts** drop-down list of your contacts, or click the **Add a Contact** button to the right of the drop-down list to create a new contact.

The screenshot shows a web form titled "Complete a Form for a Contact". At the top, there are two links: "« Online Forms" and "« Submitted Forms". The form contains two dropdown menus: "Contact \*" with a value of "Choose One..." and "Online Form" with a value of "Choose One...". To the right of the "Contact" dropdown is a small icon of a person with a plus sign. At the bottom of the form are two buttons: "Cancel" and "Submit Form".

5. Select an **Online Form** from the drop-down list of your online forms.
6. Fill out the form.
7. Click **Submit Form**. The form is submitted with the status of Incomplete, and a new form opens to continue the process.

## Editing the details for the newly submitted form

The screenshot shows a web form titled "Edit Submitted Form from (no name)". At the top, there are three links: "« Online Forms", "« Submitted Forms", and "« Submitted Form from (no name)". The form is divided into a section titled "Administrative Info". Inside this section, there are several fields: "Contact" (empty), "Animal" (dropdown menu with "Choose One..." selected), "Online Form" (empty), "Assigned To" (dropdown menu with "Choose One..." selected), "Status \*" (dropdown menu with "Incomplete" selected), and "Add a Comment" (text area). To the right of the "Animal" and "Assigned To" dropdowns are small icons of a person with a plus sign. At the bottom of the form are three buttons: "Cancel", "Save", and "Save and Edit Form Answers".

Follow these instructions to edit the information about your newly submitted form:

1. The **Contact** field should already be filled out with the name of the **Contact** you just selected or added.
2. Select an animal from the drop-down list of your organization's list of available animals.
3. The Online Form field should be filled in with the name of the **Online Form** you just selected and submitted for the **Contact**.
4. The Status is set to Incomplete because you have simply submitted a blank form.
5. You can use the **Add a Comment** field to add a comment about why you are submitting this form, or can simply leave it blank.
6. Click **Save** to stop there or click **Save and Edit Form Answers**.

## Editing the answers for a submitted form

The screenshot shows a message box with a light blue background and a dark blue border. The text inside reads: "Since you are a volunteer with **Your organization**, you will not be forced to complete the 'Required' fields. This is to make it easier for you to edit applications that are not your own, for which you may not know the answers." The text "Your organization" is highlighted with a yellow background.

Note that when you fill out a form for someone else, you do not have to complete the required fields, since you may not know all the answers.

Complete the form as best you can.

Save the completed form.



See [Using the Submitted Online Forms feature](#) chapter for more information about managing your submitted online forms.

## Popular Questions

Topics:

- [animals](#)
- [form](#)
- [forms](#)
- [animal](#)

1. 0  
votes

### [Linking support for an animal to payment](#)

- 0 answers
- [Andrea Homan](#)
- Apr 24, 2024
- [animals](#)

2. 0  
votes

### [How do I get my listings to automatically feed to Facebook?](#)

- 2 answers
- [Jennifer Myers](#)
- Mar 20, 2024
- [animals](#)
- [website](#)
- [exports](#)
- [facebook](#)
- [iframe](#)

3. 0  
votes

### [How can we embed our available or adopted animal data stored in RescueGroups.org for display on an external website service?](#)

- 4 answers
- [Whiskers & Tails Rescue Foundation](#)
- Sept 21, 2023
- Space: [Website Service Guide](#)
- [website](#)
- [exports](#)
- [animals](#)
- [toolkit](#)

4. 0  
votes

### [Requests](#)

- 0 answers
- [Anita Lowman](#)
- Feb 19, 2024
- [requests](#)
- [animals](#)

5. 0  
votes

### [My Animal List is empty](#)

- 2 answers
- [Tammy Mullins](#)
- Feb 06, 2024
- [animals](#)

6. 0  
votes

### [Add a mixed breed choice for dogs](#)

- 1 answer
- [Richard \[RG\]](#)
- Feb 27, 2014
- [requests](#)
- [animals](#)
- [breeds](#)

- [exports](#)

7. 0

votes

**Change default location to "no"**

- 1 answer
- [Alana Woodbury](#)
- Jan 22, 2024
- [animals](#)
- [exports](#)

8. 0

votes

**What fields is the Asilomar Advanced Animal Statistics report pulling from**

- 0 answers
- [Alana Woodbury](#)
- Jan 20, 2024
- [animals](#)

9. 0

votes

status

**Is there a way to view relationship from the Animal List page?**

- 1 answer
- [Michelle Caylor](#)
- Dec 08, 2023
- [animals](#)

10. 0

votes

status

**Can we increase the information exported to Adopt-A-Pet to include relationships?**

- 1 answer
- [Michelle Caylor](#)
- Dec 08, 2023
- [animals](#)
- [exports](#)

**Have a question about this topic?**