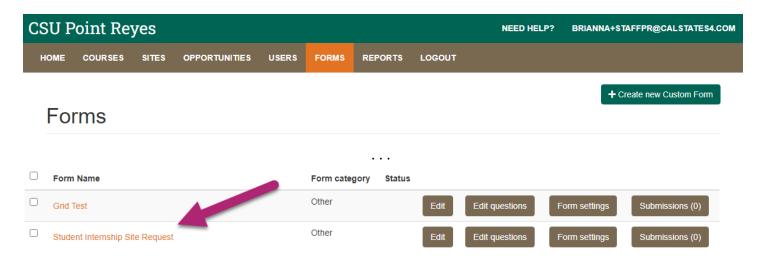
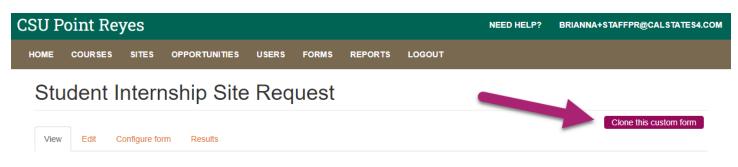
## How to Clone a Custom Form



Step 1: Access the form by going to the Forms tab and then click on the name of the form you wish to clone.



Step 2: On the form's view tab, Program Staff will have a Clone this custom form button in the upper right of the screen.

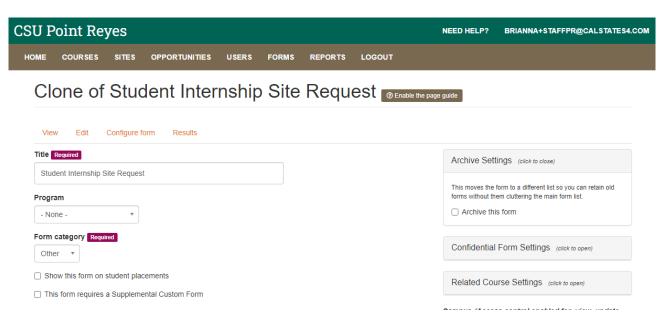


STUDENTS SHOULD ONLY SUBMIT THIS FORM AFTER MEETING WITH AND CONFIRMING PLACEMENT WITH THE AGENCY OR ORGANIZATION.





Step 3: You will be redirected to the add/edit page with all the details already filled in. You can change anything you wish to on this page. Make sure to remember to click Save at the bottom of the page to create the new form.



Step 4: Your form is ready for use. You can now edit any other pieces of the form including components, emails, and advanced settings.

