

How to complete the registration form...

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How do you fill in the registration form?

The form is designed to be completed on a computer using Word.
 You have to fill in both pages for COVID “Test-to-Release”.
 When you open the document there are several text fields for you to fill in.
 The field to fill in should show in grey on your computer:



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Registration Form

Client Details:		GP Details: (needed for consultations only)	
Title:	click here	Title:	Dr
First Name:		GP name:	
Surname:		GP address 1:	
Gender:	click here	GP address 2:	
Date of birth:		GP Post code:	

if > 18 y address only		Payment Details:	
Name (Parent/Carer):			(if not prepaid)
Address 1:			

What types of fields are there to fill in?

There are different types of fields:

Free Text input:

First Name:	<input type="text"/>
Surname:	<input type="text"/>

Enter your text in the grey shaded fields.

Free Text input with a default text:

Country:	<input type="text" value="UK"/>
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If needed – delete text and enter your new text in the grey shaded fields.

Drop down menus:

Title:	<input type="text" value="click here"/>
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Click on the text field with your mouse and select the text needed. If no option is suitable select the blank line at the end of the list and enter free text in the next field.

Title:	<input type="text" value="click here"/>
First Name:	<input type="text"/>
Surname:	<input type="text"/>
Gender:	<input type="text"/>
Date of birth:	<input type="text"/>

click here ↓

Mrs

Miss

Ms

Mr

Dr

Prof

Sir

Dame

Lord

Lady

Date input fields:

Date of birth:	<input type="text"/>
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Enter a date using a DD/MM/YYYY format. Please use the UK date format with day before month!

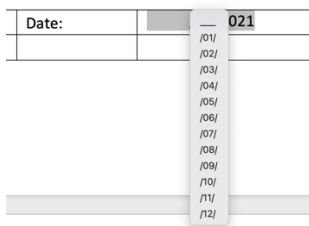
Date with dropdown options:

Put the day in the first field:

Date:	<input type="text" value="/02/2021"/>
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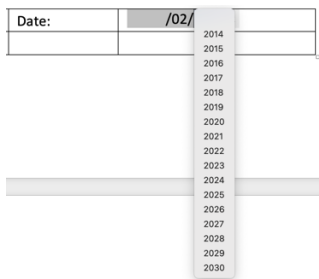
These date fields are pre-set to a month and year and you only need to enter the day in the first grey box.

If you need to change the month click on (in this example) “/02/” and a drop-down list of months appears – choose a different month.



The image shows a date input field with the label "Date:". The field is divided into three sections: a grey box for the day, a dropdown menu for the month, and a text box for the year. The month dropdown is currently open, displaying a list of months from /01/ to /12/. The year "2021" is visible in the year text box.

These date fields are pre-set to a month and year and you only need to enter the day in the first grey box. If you need to change the year click on (in this example) “2021” and a drop-down list of other years appears – choose a different year if it is needed.



The image shows the same date input field as above, but now the year "2021" is selected in the year text box. The month dropdown is closed, and a new dropdown menu for the year is open, displaying a list of years from 2014 to 2030. The day field remains empty.