



# GUIDELINE FOR PUBLIC FORM

<https://contesthub.my/register>



# Teacher Side

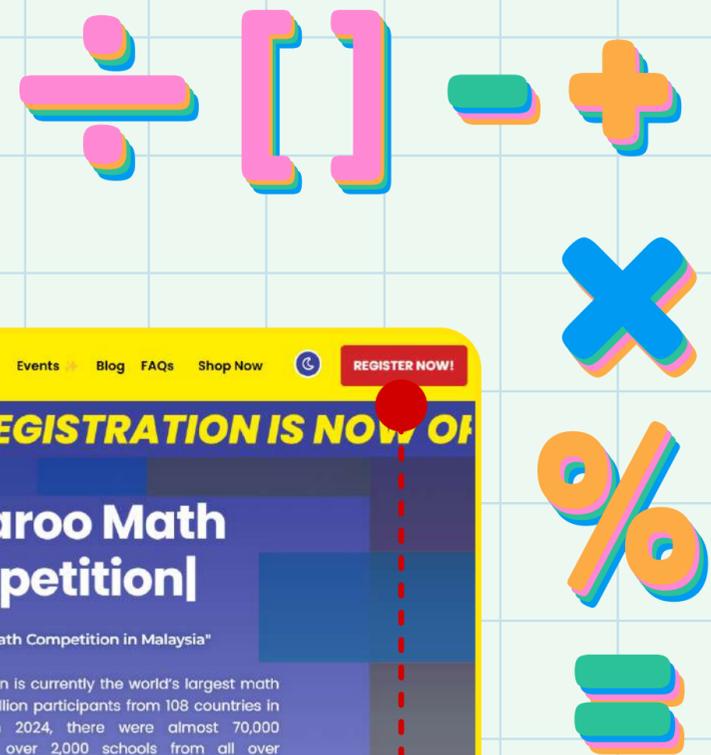
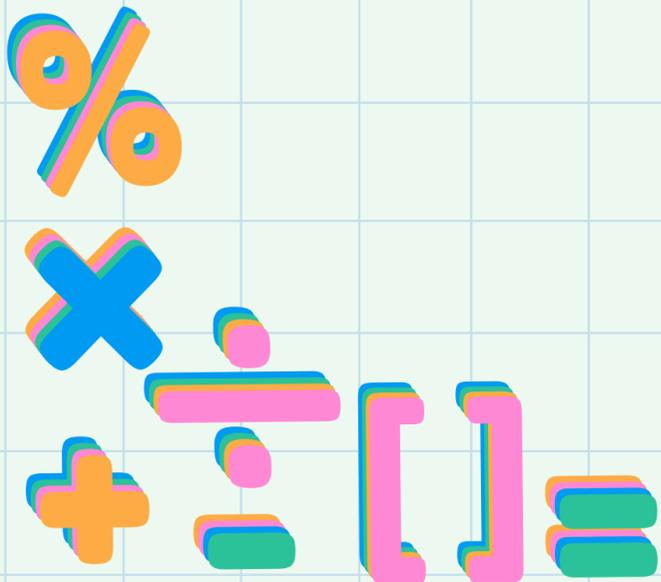
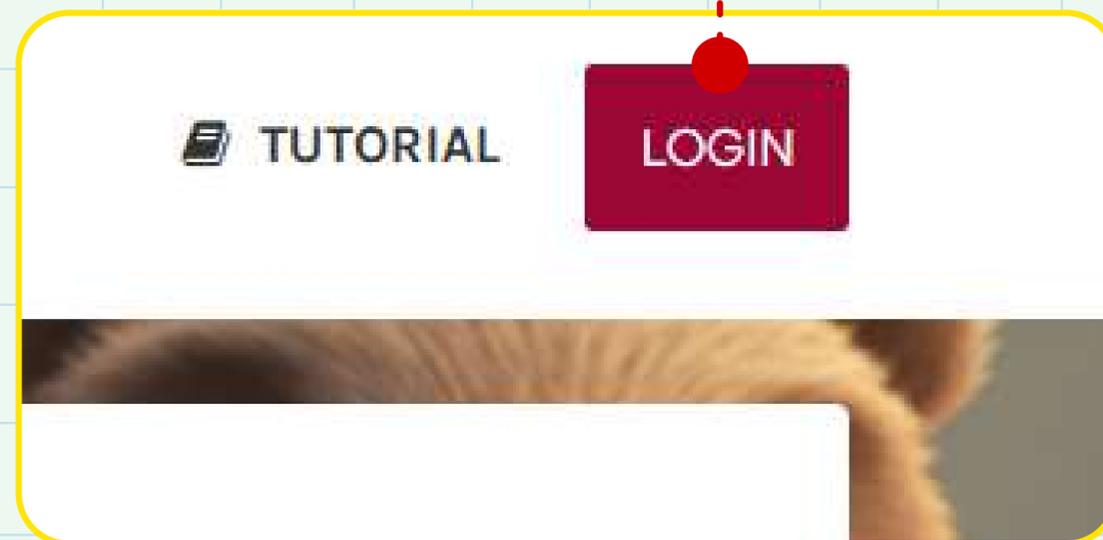
## Step 1 : Access the Kangaroo Math Website

Start by visiting the Kangaroo Math website and clicking on "Register Now"



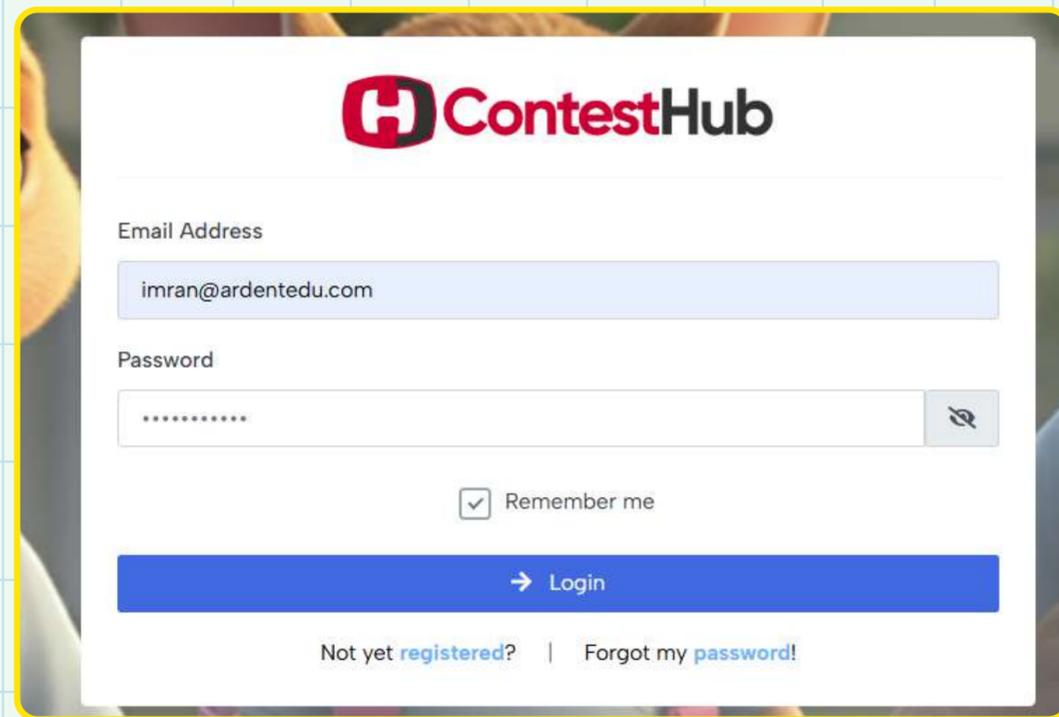
## Step 2 : Log in to Your Account

Click the Login button at the top right corner of the page. Enter your email address and password, then click Login to access your dashboard.



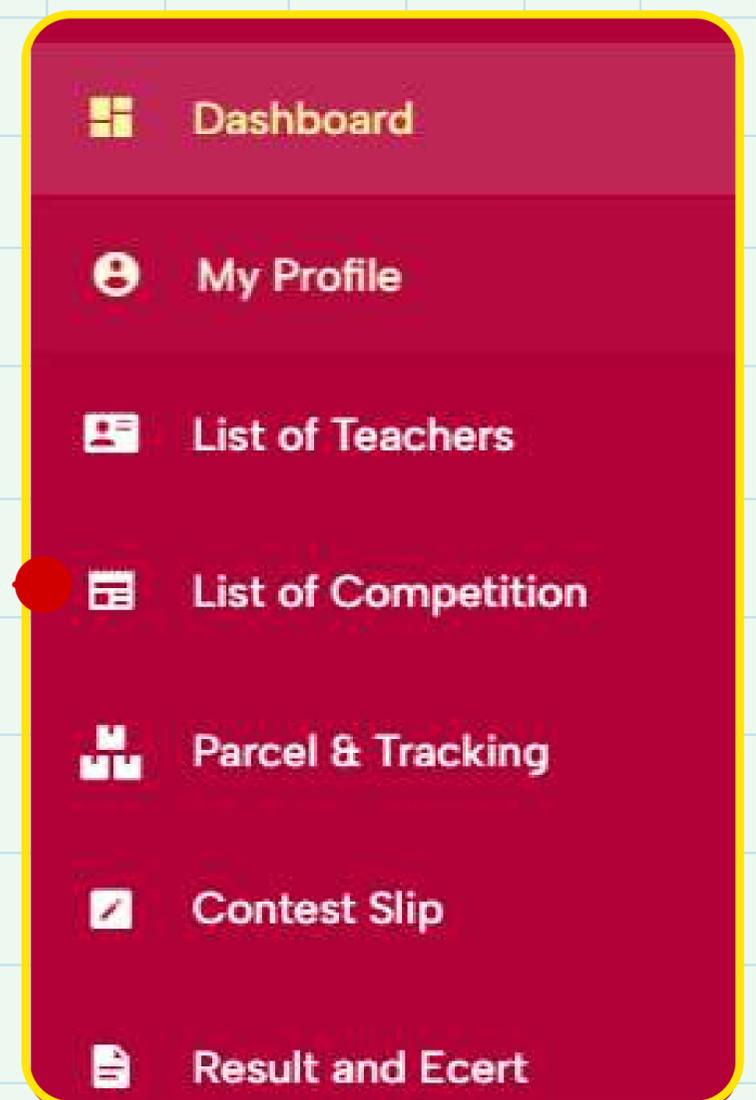
### Step 3 : Enter to Your Account

Enter your email address and password, then click Login to access your dashboard



### Step 4 : Navigate to the Competition List

Once logged in, locate the "List of Competition" on the left side menu. Click it and select the competition you want to create a public form for. For this demo, we'll use Kangaroo Math 2025.

- 
- Dashboard
  - My Profile
  - List of Teachers
  - List of Competition
  - Parcel & Tracking
  - Contest Slip
  - Result and Ecert

## Step 5 :

### Activate the Public Form Feature

In the competition dashboard, click the new feature "Public Form". The status will be set to OFF by default. Toggle it to ON and confirm by clicking OK.

 Public Form

Current Status : OFF

Switch

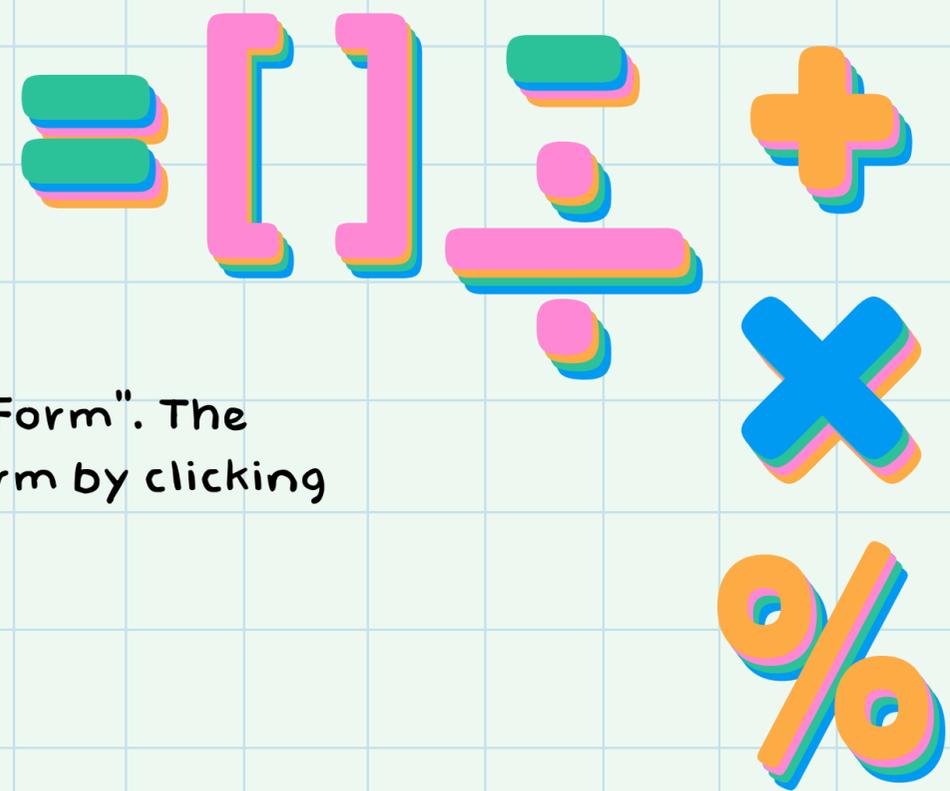
Click 'Switch' to change the public form status



Current Status : ON

Switch

Click 'Switch' to change the public form status



## Step 6 :

### Share the Public Form

Scroll down and click Public Form Registration. There are two methods to share the form with parents or students:

- Method 1: Click Copy Link 1 or Copy Link 2. You can choose either link to share based on your preference. Both links will direct parents or students to the same registration form.

If you would like to share this form, please copy the link below.

[https://contesthub.my/competition/45462/public\\_form](https://contesthub.my/competition/45462/public_form)

Copy Link 1

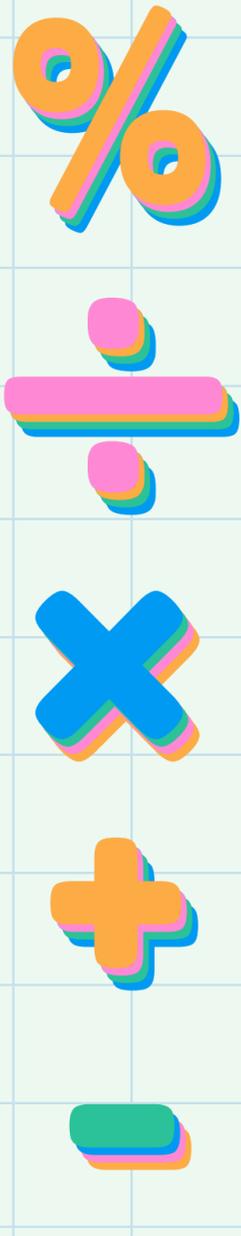
[https://contesthub.my/competition/KMC2025/public\\_form/45462](https://contesthub.my/competition/KMC2025/public_form/45462)

Copy Link 2

- Method 1: Click Copy Link 1 or Copy Link 2. You can choose either link to share based on your preference. Both links will direct parents or students to the same registration form.

Share on WhatsApp

Share on Telegram



## Step 7:

### Monitor Registrations and Payment

To monitor registrations and payments, return to the Contesthub Dashboard and click Public Form Registration. A list of students who have registered using the public form will be displayed.

Public Form Registration 

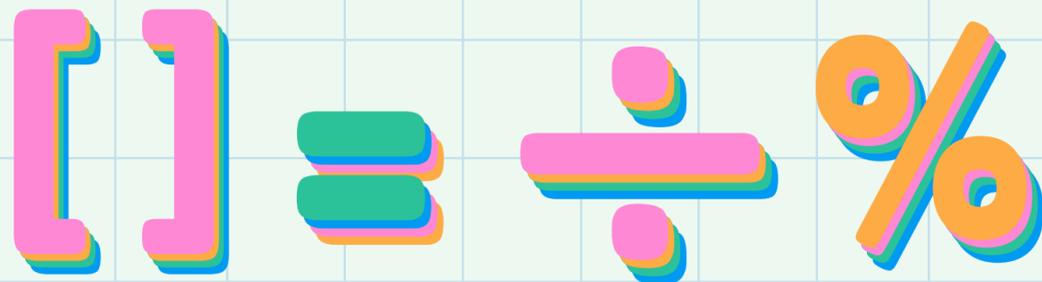
Click Invoiced to check the payment status. If a parent's payment is still pending, teachers can track and remind the students regarding the payment.

40.00

 Invoiced

 Edit

 Delete



# Parent Side

## Step 1:

### Access and Fill out the Form

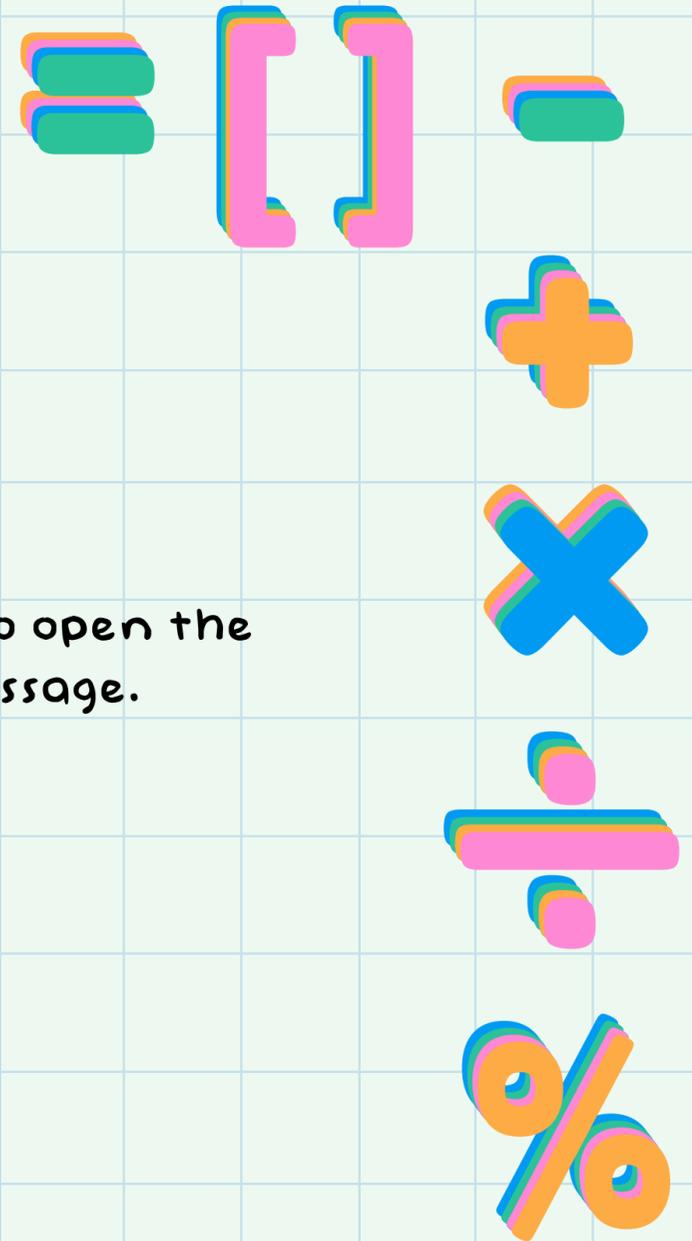
Once parents receive the link from the teacher, they can click on it to open the form in their browser. The public form will appear with a welcome message. Click okay, I Understand to proceed.



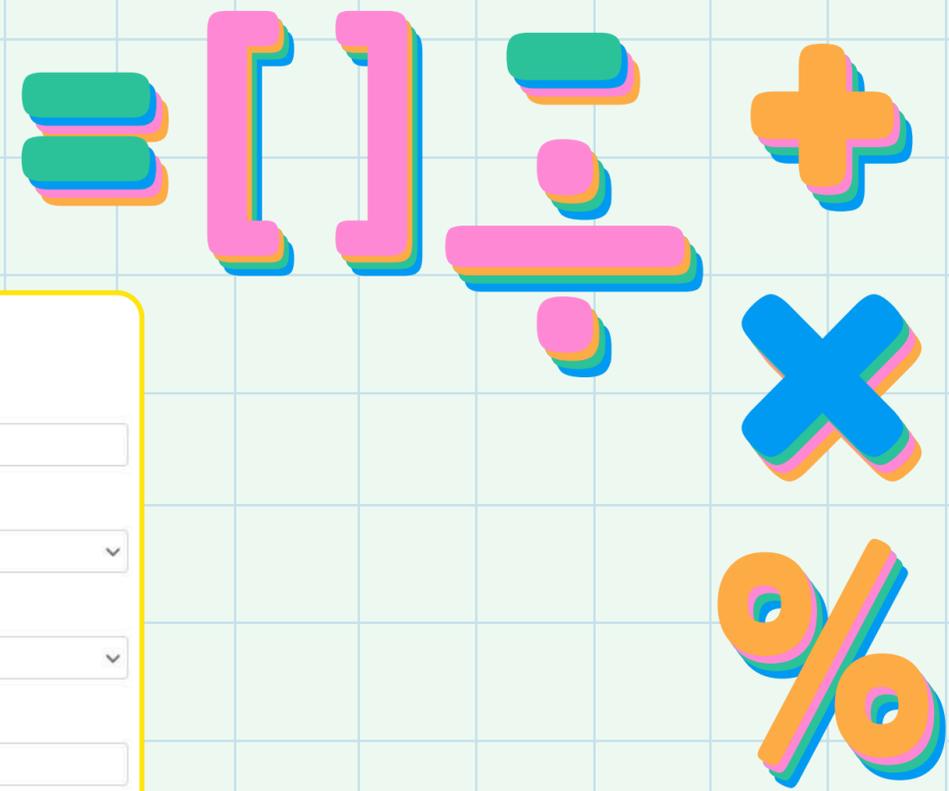
Next, parents should fill out the required details including: Parent's name, mobile number, relationship to student

Fill in parent/guardian details.

Parent/Guardian Name	Relationship
<input type="text" value="Parent/Guardian Name"/>	<input type="text" value="Please Select"/>
Mobile Number	
<input type="text" value="Mobile Number"/>	



Student's name, IC, age, grade, class, gender, email, and race

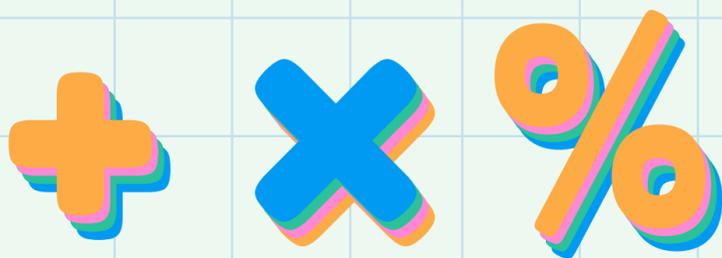
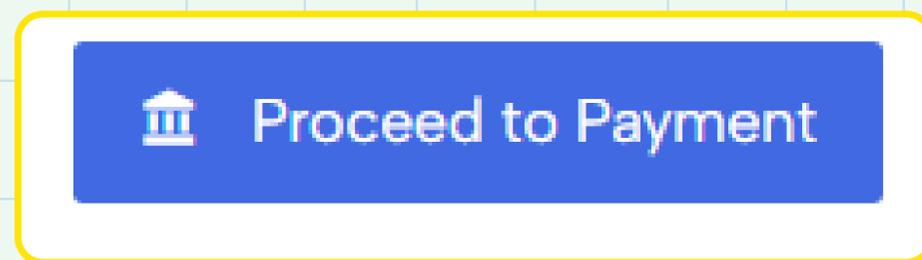


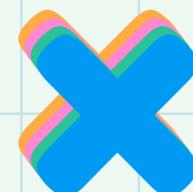
Fill in your student details.

Student Name	Student IC/Passport Number
<input type="text" value="Student Name"/>	<input type="text" value="IC/Passport Number"/>
Student Age	Student Grade in School – 2025/2026 session
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>
Category	
<input type="text" value="Please Select Grade/Year"/>	
Student Class Name	
<input type="text" value="Student Class Name"/>	
Student Gender	Student Race
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>
Student / Parent Email	
<input type="text" value="Email"/>	
Promo Code (Optional)	
<input type="text" value="Enter Promotion Code"/>	

## Step 2 : Complete the Payment

After completing the form, parents can click Proceed to Payment and follow the payment instructions.





### Step 3 :

#### Registration Confirmation

Once the payment is completed, the student's name will be automatically added to the school's registration list. For any updates or further information, parents can contact the teacher directly.

