Here are the links to be used for addition onto your website/intranet for access to the Branch and Member claim forms

Branch - https://form.libertyriskreduce.com/forms/ponyclub-incident-report-branches

Member - https://form.libertyriskreduce.com/forms/pony-club-members

Branch/Member form

Once a form has been completed the selected Risk Reduce users (PC admin and branch admin) will receive an email to advise of a new form submission. (see below example)

Click on the link within the email to be taken to the form (you will be taken to your log in page first)

You can check that the form has been completed correctly and then click Verify

You can see a list of Public Forms waiting to be verified or have been verified (see below)
If the form has been completed in error, you can click on delete. This will delete the form so no further action can be taken and it will be removed from the view.

Once the form has been verified it will move to the completed form view (see below).

An Email will be sent to all Risk Reduce users to show the form has been verified. A daily submission email will also be sent to all Risk Reduce users identified showing all forms submitted and approved for that day.

**Reporting**

There is the ability to export a list of all forms to an excel document. This excel report will show all fields populated in the forms enabling you to filter as you wish (see below).