

## Playgroup Contact Form

Each playgroup has its own online Contact Form housed on the Playgroup WA website, for families who want to enquire, trial or join your playgroup. This form is found on the [Find a Playgroup](#) search page, and entries are sent to your playgroup contact email and also entered into the Playgroup WA membership system.

Playgroups can send a direct link to this Contact Form to families. When a family completes this form, it ensures their information is accurate and assists the enrolments officer in their role.

For a customised, direct URL link for your playgroup's contact form, follow the instructions below.

All playgroups enter the below text at the beginning of their link:

[https://pgwamembership.com.au/session-enquiry/?playgroup\\_name=](https://pgwamembership.com.au/session-enquiry/?playgroup_name=)

Followed by:

*Name of your playgroup.*

**Important:** Ensure the playgroup name matches exactly as it appears on the [Find a Playgroup](#) search page, which is how it is entered in the membership system.

Example:

For Canning Vale PG Inc, you would enter:

[https://pgwamembership.com.au/session-enquiry/?playgroup\\_name=CANNING VALE PG INC](https://pgwamembership.com.au/session-enquiry/?playgroup_name=CANNING VALE PG INC)

 **Note:** You can type spaces normally (e.g. CANNING VALE PG INC), and the system will automatically convert them to %20. For example:

This would create this URL link:

[https://pgwamembership.com.au/session-enquiry/?playgroup\\_name=CANNING%20VALE%20PG%20INC](https://pgwamembership.com.au/session-enquiry/?playgroup_name=CANNING%20VALE%20PG%20INC)

A QR code is an easy way for families to access your enquiry form by scanning it with their phone. You can generate a free QR code for your custom URL using these websites:

- [QR Code Monkey](#)
- [QR Stuff](#)

Places to share your customised URL link:

- Your playgroup's website and/or Facebook page
- Send directly to families who are interested in trialling or joining your playgroup.
- Print and display a QR code and include it in your playgroup's promotions.
- Include it in your playgroup's email and social media autoreply.

If you need assistance with any of these, please contact: [marketing@playgroupwa.com.au](mailto:marketing@playgroupwa.com.au)