

Enrolment Guide 1

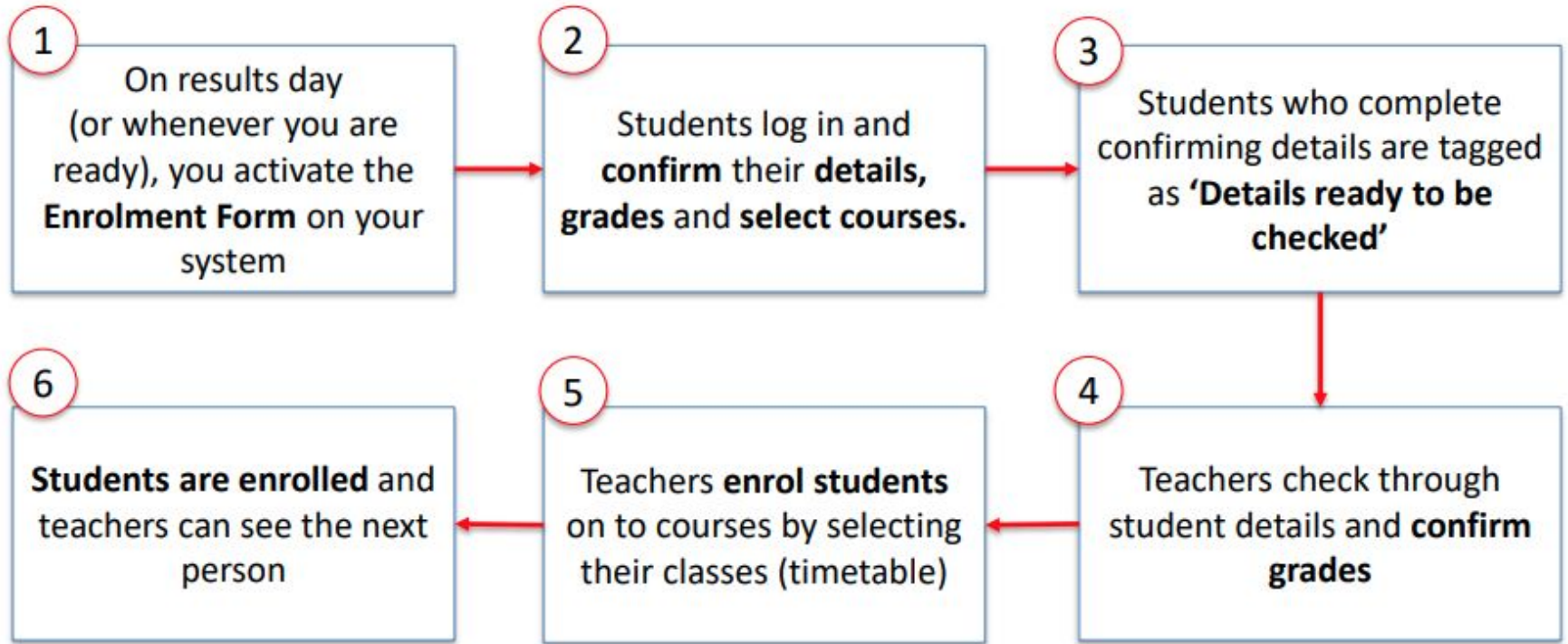




OVERVIEW

- Enrolment Day Overview
- Enrolment Settings
- Customising your Enrolment Form
- Reviewing Option Blocks, Grade Requirements and Class Sizes
- Writing your Enrolment Day email template
- Accessing your Test Enrolment System
- Installing & Setting up Enrolment App
- FAQ and Troubleshooting

Enrolment Overview



Enrolment Settings

Access your Enrolment Settings via Settings > Enrolment Settings

You can control all key Enrolment Settings here, including your embargo, general requirements, internal and external requirements and messages for all students.

***The embargo period allows you to lock your system so you can import internal students' grades and ensure they cannot log in and view them prior to results day. ***

When the embargo is in place, only Super Admin users will be able to log into the system by default. Go to settings > school settings > users to see who your Super Admin users are.

You can specify additional users as needed, if you need someone who is not a Super Admin to have access during the embargo.

Other staff and applicants will see the message displayed, notifying them of the inability to login.

System Embargo Time

Prevent all applicants from all application forms from logging into the system during the following period. This is used to prevent applicants from logging in too early and seeing grades you have imported.

Message to show to applicants on the login page during the embargo period.

Please note, In preparation for enrolment day, student accounts have been deactivated and will be reactivated on Thursday 25th August until 8.30am.
Please refer to the school for the specific time.

Embargo Start Time

2022 January 1 07 00

Embargo End Time

2022 January 1 08 45

Please select which staff members can access the system during embargo time.

- All staff users
- Specific staff users

admin@aplicaa.com



Save

You can then set the **Student Grade** settings:

Student grades ⓘ

Prevent internal students from editing and adding grades on the education step (applies to the enrolment form)	<input type="checkbox"/>
Minimum number of qualifications	<input type="text" value="5"/>
Allow exam results upload button	Internal <input checked="" type="checkbox"/> External <input checked="" type="checkbox"/>
Exam Result attachment is required when on Enrolment form	Internal <input type="checkbox"/> External <input type="checkbox"/>

If you are importing the **achieved results** of your **internal students**, you can then prevent them from editing their own grades by locking them on the enrolment form (you will know their grades are correct if you import them in, so you don't want students being able to alter them!)

Set the **minimum number of qualifications** a student must have achieved and listed on their form, as well as allowing them to upload a copy of their results slip. **You can enforce an upload for your external applicants** (and internal if you like!) so you can cross-reference what they say they have achieved versus what is written on their statement of results.

You can activate this setting to change the messaging a student sees when they log in, from the standard welcome message to enrolment-specific information:

Student Home page ⓘ

Change messages on the homepage to enrolment message:

You can set the messaging at the bottom of the page, like so:

Instruction box	This will show as a pop-up when they log in on results day	Edit note
Message on student's enrolment page	This will be displayed in place of the normal welcome message on the student homepage	Edit note
Message after enrolment finished	This will show as a pop-up once a student has clicked to submit their completed enrolment form	Edit note

You can restrict the courses a student is able to select, based on the requirements you have set in your specific requirements area and you can also prevent teachers from enrolling students into courses for which they do not qualify.



Entry Requirements Settings

Restrict student course selection by entry requirements Internal External

Restrict enrolment by teachers by entry requirements Internal External



Application Form Subjects

Spanish A Level (Block A) **Not qualified**

Sociology A Level (Block B)

Maths (Block C)

Staff will see a “Not Qualified” message next to the courses which a student does not meet the entry requirements for.

Set your Red Flag settings here; these will apply a red flag to any students who fail to meet the criteria you set.


There is a separate guide to Red Flag settings, which you can access [here](#).



Mon Mon (submitted at 25/05/2022 09:53) profile

external **0.0**

If you have specific requirements for your subjects and you want to enforce these at Enrolment, ensure you turn on "**restrict student course selection by entry requirements**". This will block students from selecting any courses they don't meet the grades for.

Course	Block A
BTEC Science	BTEC Science 
Mathe	

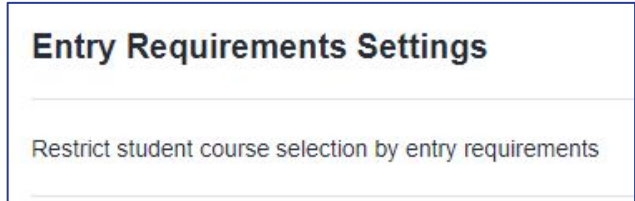
[BTEC Science](#)

- Chemistry: 6 OR Combined Science: 6-6

You can also restrict teachers in the same way and prevent them from enrolling students into courses for which they do not qualify.

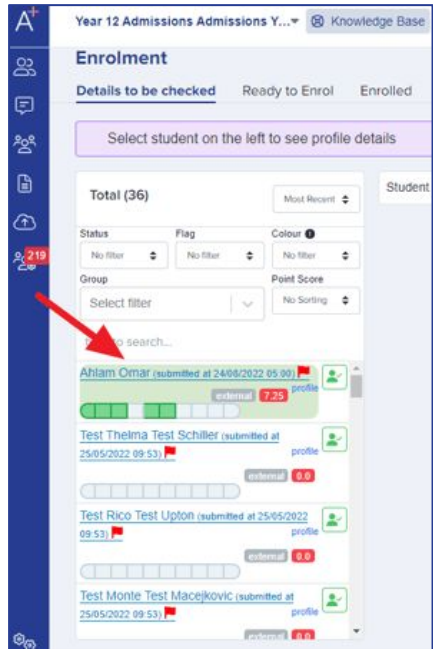
Courses	Internal	External
Restrict student course selection by entry requirements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Restrict enrolment by teachers by entry requirements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

To use requirements to **prevent students from selecting courses for which they do not qualify**, ensure this setting is turned on in your Enrolment Settings area:



To use requirements to **colour-code students** in the Details to be Checked area, the above setting needs to be **OFF**. In details to be checked, you will then see the students in a list format, and their **tiles will be coloured according to their subject choices and achieved grades**. This is useful if you will be making case-by-case decisions about whether or not to allow someone onto a course.

Here is a [guide](#) to the colour settings.



If enabled, the "**confirm**" buttons will show on a student's **profile** and will enable staff to click each section and mark it as confirmed once they have checked the student's details.

Settings for staff enrolling students

Enable confirm buttons



Enable caps on the number of student that can enrol for subjects. This will use the caps set in the classes section of each subject in the [Subject Options Area](#).



Registered students / Student profile

Mini Mouse #Y6QV

Phone 0755555555
School Thomas Alleyne's High School
Email 1311kats@gmail.com

APPLICATION STATUS **Completed** 7/7

ENROLMENT STATUS **Details to be checked**

OFFER STATUS **Pending**

Overview **Enrolment Form** Activities Interview Courses Selection Family Visas Concessions

Student Basic Details

- Parent/Carer Details
- Support Information
- Agreement
- Additional Information
- Education
- Reference

More info

(Preferred) First Name	Empty	Confirm these details
Middle Name(s)	Empty	
Year group applied for	Nursery	
Form Group Name	Empty	
Are you an internal applicant?	No	

Contact

Postcode	S42 6L G	Confirm these details
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You can click to mark each section of data as confirmed

You can **cap the number of places** available on a course or in a class; once the threshold is met, no more applicants can be enrolled into that class.

Add a class

Title	Class code	Color code	Max number student can apply	Max number student teacher can enroll	Min number of students required to support class	Option Block
<input type="text" value="BTEC Sci"/>	<input type="text" value="BTEC Sci"/>	<input type="text" value=""/>	<input type="text" value="30"/>	<input type="text" value="25"/>	<input type="text" value="10"/>	<input type="text" value="A X E X *"/>

Course	Waiting	Block A
BTEC Science ✓	<input type="text" value="2"/>	<input checked="" type="checkbox"/> <input type="text" value="1 / 25"/> BTEC Sci
Maths ✓	<input type="text" value="2"/>	

You can have a **cap on the number of places available** in each class and choose to have the subject capacity displayed at enrolment. Once capacity is reached, staff will be unable to enrol anyone else into that class.

Course	Block A	Block B	Block C
A Level Mathematics			Maths 2 Deselect
BTEC Science	BTEC Sci 0 Deselect		

Choose how the name of the subject is displayed to students

The student is able to see how many other students have already enrolled into the class

A Level Mathematics ✕

Course title * Learning Hours * Compulsory

Students will see this title if the setting is turned OFF

Add a class

Title	Class code	Color code	Max number student can apply	Max number student teacher can enroll	Min number of students required to support class	Option Block
<input type="text" value="Maths"/>	<input type="text" value="Ma"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="30"/>	<input type="text"/>	<input type="text" value="c x"/> <input type="text" value="x"/>

Students will see this title if the setting is turned ON

Add Class

Turn on **Use class title for class name display** if you have different course names and class names set up on your timetable.

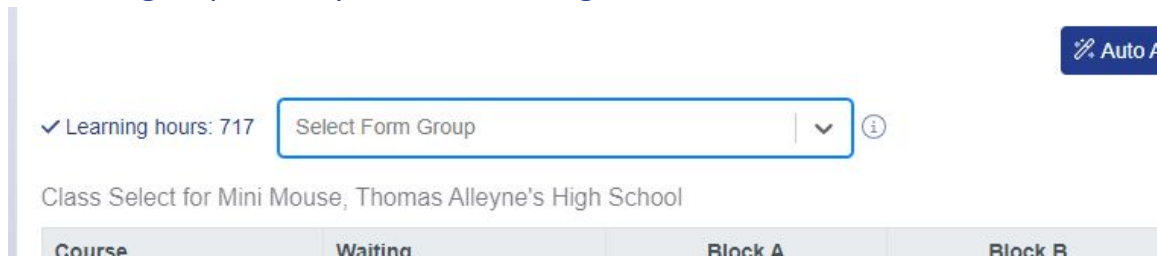
Form Group selection is compulsory during enrolment


Enrolment Realtime Area Settings

Enable requirements key in Enrolment Realtime Area

Display average point score in Enrolment Realtime Area

You can set **form groups** up in your system by navigating to settings > form settings > form groups. Here, you can list the available groups. By turning the "**form group selection is compulsory**" setting on as shown above, teachers will have to allocate each student to a form group at the point of enrolling them.



✓ Learning hours: 717 

Class Select for Mini Mouse, Thomas Alleyne's High School

Course	Waiting	Block A	Block B
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Many schools are now making use of the **Sorting Hat** function, which will sort applicants into form groups for you - there is a guide to this feature [here](#)

You can enable the **requirements key** and **APS display** in the enrolment area of the system so teachers can see the APS of each student and can see what the colour coding and flags refer to for each student.

The screenshot displays the 'Enrolment' interface. On the left, a student named 'Mini MOUSE' is listed with a profile icon and an external APS of 6.4. A yellow callout box points to the APS value with the text 'Student's APS'. Another yellow callout box points to a 'Colour' column header with the text 'Click to view the key'. On the right, a modal window titled 'Enrolment Real-Time Key' provides a legend for the color coding:

- For students who do not meet specific or general school requirements
[*To make changes to the Schools specific requirements click here](#)
- For students who do not qualify for ANY of their selected courses
- For students who qualify for SOME of their selected courses
- For students who qualify for ALL of their selected courses
[*To make changes to the courses specific requirements click here](#)

The background interface shows filter options for Status, Flag, Colour, Group, and Point Score. Below the legend, a table lists subjects and their enrollment status:

Enrolment Form Subjects	Status	Subjects
Spanish A Level (Block A)	Not qualified	BTEC Science
Sociology A Level (Block B)		+ Maths
Maths (Block C)		+ Politics A Level
		Sociology A Level

The **Waiting List Management** tool lets you control who can **accept or decline students who are on the waiting list.**

Application Form Subjects	Confirm Subjects	Add to Waiting List
Spanish A Level (Block A) Not qualified	BTEC Science	Spanish A Level
Sociology A Level (Block B)	+ Maths	<input type="text" value="Select a Course"/>
Maths (Block C)	+ Politics A Level	<input type="text" value="Select a Course"/>
Enrolment Form Subjects	Sociology A Level	Accepted
	<input type="text" value="Select a Course"/>	<input type="text" value="BTEC Science"/>

Requirements

- Spanish: 6

You may choose that all staff can have this power, or might choose to restrict access to this. If the latter, you can set a list of staff who will have the permission to do so.

All staff can add students to the waiting list; this setting controls who can then make the decisions about whether to approve or decline their places.

Waiting list management

Decide who is able to approve or decline a waiting list request. Please note regardless of the setting here, all staff users are able to add students to a waiting list.

- All Staff users
- Specific Staff users

Subjects Summary Ranking

[Export](#)

The Applicaa High School Test/External number include students that have either selected this course when applying and those that have been enrolled

#	Course	Application Form Interested Subjects		Enrolment Form Interested Subjects		Taster Day	Passed Entry Test	Waiting List	Enrolled
		Internal Interested	External Interested	Internal Interested	External Interested				
1	A Level Art and Design		2	1	0	4		0	2
2	A Level Biology		2	5	0	0	3	1	1
3	A Level Chemistry		3	1	0	0	5	0	2
4	A Level Drama		4	2	0	0	0	1	3
5	A Level English Language		2	2	0	0	0	0	2

Subject Summary: A Level Drama

General Requirements

Specific Requirements

Approved and can now be enrolled

Number of students: 0

Name	School	Date & Time	Status	Action
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Pending approval

Number of students: 1

Name	School	Date	Actions
Jane Jane	Greenford High School	25-4-2024 15:2	<input type="button" value="Accept"/> <input type="button" value="Decline"/>

Enrolled

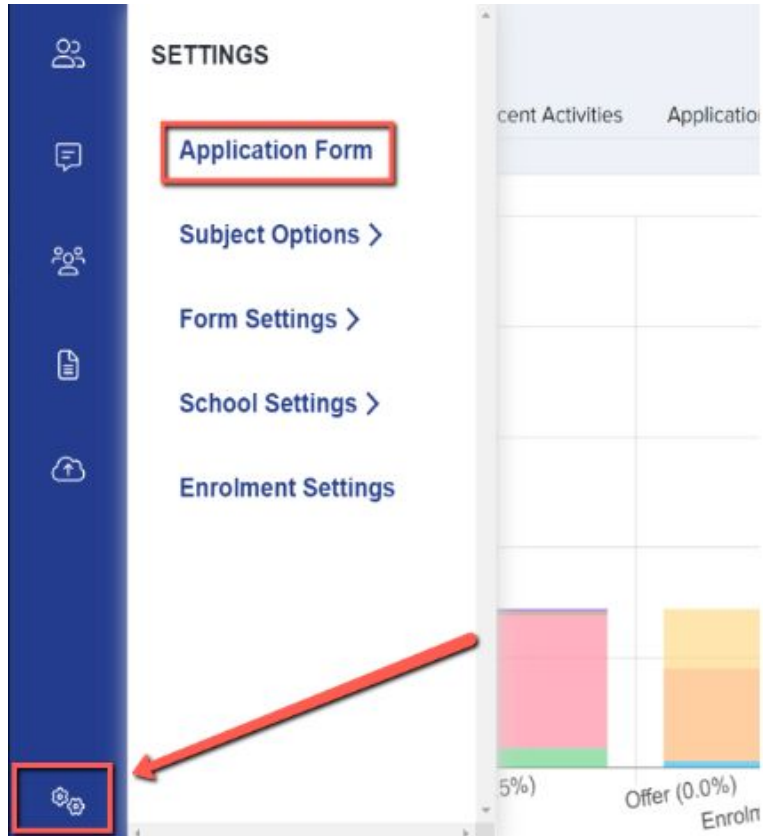
Name	School	Enrolled by	Enrolled date	A	B	Break	C	D	E	Lunch	Period 1	Period 2	Period 3	Registration	Actions
Test Erica Test Yundt	Greenford High School	Lucy Applicaa Customer Success	7-3-2024 11:0						12E/Dr						<input type="button" value="Remove"/>
Test Raven Test Padberg	Greenford High School	Lucy Applicaa Customer Success	7-3-2024 11:0						12E/Dr						<input type="button" value="Remove"/>

12E/Dr (maximum 2)

Number of students: 2

You can use your **subject summary** to view all students on the waiting list and enrolled, per subject.

Customising your Enrolment Form



The image shows a user interface with a dark blue sidebar on the left containing several icons. The main area is titled 'SETTINGS' and lists several options: 'Application Form' (highlighted with a red box), 'Subject Options >', 'Form Settings >', 'School Settings >', and 'Enrolment Settings'. At the bottom of the sidebar, a gear icon is highlighted with a red box, and a red arrow points from this box to the 'Application Form' option in the settings list. To the right of the settings list, there is a partial view of a chart with two bars. The first bar is labeled '5%' and the second bar is labeled 'Offer (0.0%)' and 'Enroln'.

Access your Enrolment Form via
Settings > Application Form

The Enrolment Form begins as a clone
of your Application Form, but it is
distinct - you can have different fields,
sections and steps active in one and
not the other.

You can click to sync the form, if you want the questions and settings to match one another.

Phase: Application Form Sort Steps + New Step

Step Name	Internal	External	Visible on Student Profile	Actions
Step 1: Student Basic Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Step 2: Parent/Carer Details Please list parent or carers in order of priority, starting with the contact that should be contacted first in the event of an emergency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Step 3: Support Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Step 4: Agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Step 5: Religion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Step 6: Additional Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Step 7: Education	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Step 8: Courses	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Step 9: Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	















Phase: Offer Sort Steps + New Step

Step Name	Internal	External	Visible on Student Profile	Actions
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Phase: Enrolment Form Last synced with Application Form: 25/05/2022 02:14PM **The date of your last sync will be recorded here** Sort Steps + New Step

Step Name	Internal	External	Visible on Student Profile	Actions
Step 1: Student Basic Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Step 2: Parent/Carer Details Please list parent or carers in order of priority, starting with the contact that should be contacted first in the event of an emergency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Step 3: Support Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Step 4: Agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

You may choose to turn some steps off at enrolment - some schools like to make enrolment as quick and easy as possible for students, so turn off steps that don't need reconfirming on results day (things like parent/carer details, additional information and support information are unlikely to have changed since the students applied).

Step Name	Internal	External	Visible on Student Profile ¹	Actions
Step 1: Student Basic Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 
Step 2: Parent/Carer Details Please list parent or carers in order of priority, starting with the contact that should be contacted first in the event of an emergency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 
Step 3: Support Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 
Step 4: Religion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
Step 5: Additional Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 
Step 6: Education	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 
Step 7: Courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 

To make enrolment as efficient as possible, the minimum requirements we would suggest having active are: **Basic Details, Education and Courses**. *Please note that the **Basic Details step is always switched on by default***

You can customise your form by following the guidance [here](#)

Check you are happy with how the form looks by using your Preview Application Forms button within any step of the Enrolment Form:

The screenshot displays the 'Student Basic Details' configuration page. At the top right, there are three buttons: 'Pop-up (OFF)', 'Customise Sections', and 'Preview Application Forms'. A red arrow points to the 'Preview Application Forms' button, which is also enclosed in a red rectangular box. Below these buttons, there are 'Sort Questions' and '+ New Question' options. The main content area is a table of questions with the following columns: Question, MIS export, Internal, External, Visible on Profile, and Actions.

Question	MIS export	Internal	External	Visible on Profile	Actions
Please upload a recent passport-style photograph of yourself	Bromcom	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
First name	Bromcom	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
(Preferred) First Name	Bromcom	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Pay special attention to your **courses step**; you need to ensure you have the right settings in place to ensure a smooth enrolment process.

Some of these settings will already have been covered in your **Enrolment Settings** area, but please do check the next slides.

You MUST have your subjects in option block format at enrolment.

Turn on the setting which says "**activate option block view on courses step**" and also the "**prevent subject clashing**" option, to stop students choosing more than one class per block.

Have a cap on the number of people that can apply for subjects	<input type="checkbox"/>
Display subject capacity when student enrol	<input type="checkbox"/>
Prevent internal students from editing and adding grades on the education step (applies to the enrolment form)	<input type="checkbox"/>
Get students to rank their subject choices	<input type="checkbox"/>
Display learning hours	<input checked="" type="checkbox"/>
Prevent subject clashing	<input checked="" type="checkbox"/>
Activate Option Block view on courses step	<input checked="" type="checkbox"/>
Use class title for class name display	<input type="checkbox"/>
Enable Offer Courses Listing	<input type="checkbox"/>

When you are ready, ensure your Enrolment Form phase is visible to applicants.

We recommend doing this on your embargo day, in preparation for Enrolment Day.

Click on **Phase View** and ensure the switch is on:

Customise Application Journey Step View **Phase View** Global Form Settings + Create Test Application

All Application Phases Sort Phases + New Phase

Phases	Category	Visible to Applicants ¹	Visible to staff on Applicant Profile ¹	Filter ¹	Actions
2. Application Form	Form Questions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		▼ ✎
3. Offer	Offer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		▼ ✎
4. Enrolment Form	Enrolment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		▼ ✎

If your Offer Phase is ON, only students who have been made (and have accepted) an offer will have access to the Enrolment Form

Activate your Enrolment Form on or near to GCSE Results Day

Add filters to control which applicants can access each phase

Option Blocks and Requirements

*For Enrolment Day, it is **required** that your courses are set up in blocks - failing to do so will mean you are unable to enrol students into courses and build their timetables.*

Prevent subject clashing



Activate Option Block view on courses step



Check your option blocks are activated by navigating to Settings > Application Form > Enrolment Form > Courses

OR

Settings > Subject Options > Pathways (if you have used pathways in your form)

Subjects Specific Requirements **Pathways** Taster Day

← Back Pathway Mix's configuration

Maximum number of subjects that the student can select

Minimum number of subjects that the student can select

Maximum learning hours

Minimum learning hours

Prevent subject clashing

Activate Option Block view on courses step

Preview your Option Blocks via the **Timetables** area; check all classes are assigned correctly and click to make any amendments - add any caps to the number of places, as per your Enrolment Settings.

Overview Reports **NEW** Recent Activities Application Groups Offers Subjects Summary **Timetables** Tasks Calendar All Activities Group Link

Filter for subjects [] Export

Showing 1 to 5 of 5 entries Show 10 entries

Course	Interested	Enrolled	Waiting List	Offered	Block A	Block B	Block C	Block D	Block E
BTEC Science	0	0	0	0	BTEC Sci (= max) 0 interested 0 enrolled				BTEC Sci (= max) 0 interested 0 enrolled
Maths	1	0	0	0	0	Ma (= max) 1 interested 0 enrolled		Po1 0 interested	
Politics A Level	0	0	0	0	0				
Sociology A Level	1	0	0	0	0				
Spanish A Level	1	0	0	0	SP (= max) 1 interested 0 enrolled				

Click to edit and make any changes as needed

BTEC Science

Course title * BTEC Science Learning Hours * 179 Compulsory No

Add a class

Title	Class code	Color code	Max number student can apply	Max number student teacher can enroll	Min number of students required to support class	Option Block
BTEC Sci	BTEC Sci	[]		20		[A] [X] [E] [X] []

Add Class

Cancel Update Course

Check your **Specific Requirements** if applicable. You need to ensure these are set correctly if you are relying upon them to either prevent applicants from choosing certain courses, or accurately colour-code students who do not meet the requirements.

You can set requirements to be general (for example, the need to have a Grade 5 in Maths and English Language in order to study any course) as well as specific (for example, the need to have a Grade 7 in Maths in order to study A Level Further Maths).

Requirements can be found in Settings > Subject Options > Specific Requirements.

Here is a detailed [guide](#) to setting requirements, with examples.

New Specific Requirement

Category: Further Maths

Name: Further Maths

Applies	Category	Title	Grade
Always	GCSE	Mathematics	7

Remove Condition

+ Or

Apply to these qualification:
Further Maths

When you activate your entry requirements in your courses and/or enrolment settings, any applicant with lower than 7 at GCSE Maths will be unable to select this course

Create

You can filter to see students who do/do not qualify for their chosen or offered courses. This can be really useful on your embargo day, to easily identify the internal students who have or have not met the grades.

Filter: Select a filter

View: Select a view

Display: [Empty input field]

No results found

+ Add New See All

	Code	First Name	
<input type="checkbox"/>	22067	U-7704	Test
<input type="checkbox"/>	21135	U-3B40	Jane
<input type="checkbox"/>	21119	U-87D1	Vvv
<input type="checkbox"/>	20991	U-DC15	Test

New Filter

Student properties

Search for properties...

- Application Form Response
- Phase Status
- Concession
- Calculated Properties
- Subject Eligibility**

Offered Subjects Eligibility (offered_subjects_eligibility)

is any of: Select from dropdown

- Qualified For All
- Not Qualified For Any

Enrolment Subjects Eligibility (enrolment_subjects_eligibility)

is any of: Select from dropdown

You can also export the status of each course for every applicant (qualified or not qualified) as a CSV via Data > Export

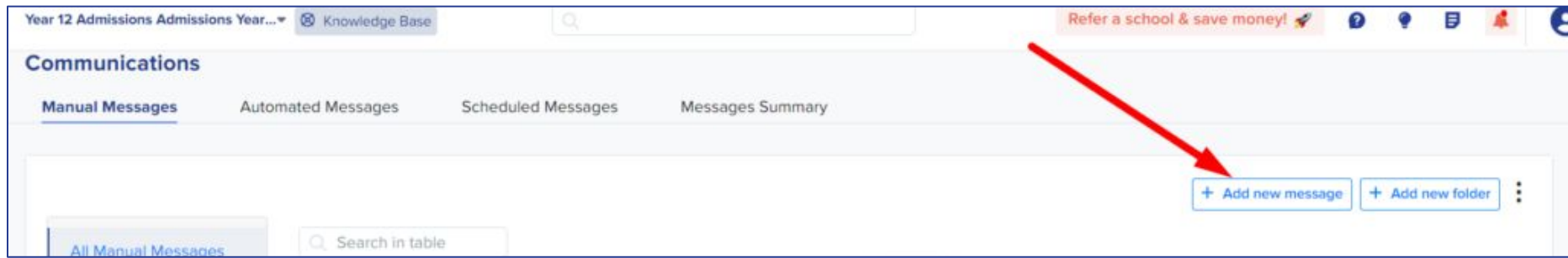
Bursary	0/7
Calculated Properties	0/6
<u>Course Choices & Enrolment</u>	0/132
Course Selection	0/1
Education	0/20

<input type="checkbox"/>	Enrolment Form Subject 1
<input type="checkbox"/>	Enrolment Form Subject 1 status
<input type="checkbox"/>	Enrolment Form Subject 2
<input type="checkbox"/>	Enrolment Form Subject 2 status
<input type="checkbox"/>	Enrolment Form Subject 3
<input type="checkbox"/>	Enrolment Form Subject 3 status
<input type="checkbox"/>	Enrolment Form Subject 4
<input type="checkbox"/>	Enrolment Form Subject 4 status

Enrolment Day Email Template

The screenshot displays a web application interface for 'Year 12 Admissions'. The left sidebar is titled 'COMMUNICATIONS & EVENTS' and contains a list of options: 'Manual Messages', 'Automated Messages', 'Scheduled Messages', 'Message Summary', 'Meetings', and 'Events'. A red arrow points from the 'Manual Messages' option to the main content area. The main content area features a grid of 12 blue cards, each representing a different category of messages or actions. The cards are arranged in three rows and four columns. The top row contains: '9' (red card), '686 Awaiting Reference' (blue card with paper plane icon), '70 Applications Completed' (blue card with document icon), and '43 References Completed' (blue card with envelope icon). The middle row contains: 'Conditions' (orange card), '46 SEN - EHCP' (blue card with list icon), '7 Offers Accepted' (blue card with list icon), and '0 Custom phase' (blue card with list icon). The bottom row contains: '0' (cyan card), '10' (blue card with list icon), '74' (blue card with list icon), and '70' (blue card with list icon). The top navigation bar includes 'Year 12 Admissions Admissions Y...', 'Knowledge Base', a search bar, and a promotional banner 'Refer a school & save money!'. The top menu bar includes 'Recent Activities', 'Application Groups', 'Offers', 'Subjects Summary', 'Timetables', 'Options', 'Tasks', 'Calendar', 'All Activities', and 'Group Link'.

Access your templates area via Communications and Events > Communications > Manual Messages.



Click **Add New Message** to create your enrolment email, or click to amend your template from last cycle if applicable.

Year 12 Admissions Admissions Year... Knowledge Base Refer a school & save money!

Communications

Manual Messages Automated Messages Scheduled Messages Messages Summary

Create New Template Discard & Exit

Set Up Advanced Settings Email Template

Communication Type * Email

Template Name * Enrolment Day Invitation

Subject Header * Enrolment Day Invitation

Target Audience * Student

Sender Email * admin@appliance.com

Reply-To Email (to add a new email, start typing and hit 'Enter' to save) admin@appliance.com

Template Description

Enter a description here to help you remember what this for

Next -

Create New Template Discard & Exit

Set Up Advanced Settings Email Template

Set up how would like to send this email here

When staff does what? *

Manually x ⌵

Manually

Automatically when an applicant does something

When a staff user does something

At a particular time (e.g Wednesday at 4.00PM)

Next →

Set the trigger above to “**manually**” and then proceed to populate the content of the email; use mail merge tokens to personalise your messages like so:

Create New Template

Set Up Advanced Settings Email Template

By using personalisation tokens, you can mail merge personalised content to your recipients.

Mail Merge Field Student Last Name x Insert Field

Paragraph

Dear {STUDEN

Student Basic Details

- Student Last Name
- Student First Name
- Student Date of Birth
- Student Gender
- Student Email Address

Here is a sample message you could use to build your own:

Dear {{STUDENT_FIRST_NAME}} {{STUDENT_LAST_NAME}}

Thank you for applying to our Sixth Form and good luck for your GCSE Results!

We would like to invite you to log into your application on Thursday 12 August from 9.00AM to complete our enrolment process. You will need to follow the enrolment form through to completion, making sure to do the following:

1. Check your application form information and update anything which is incorrect
2. Update your grades from Predicted to Achieved
3. Upload evidence of your Achieved Grades (take a picture with your phone and upload it onto the enrolment form)
4. Confirm the courses you wish to study

Please note: your place will not be confirmed until you have submitted your form and we have emailed you to confirm your enrolment status.

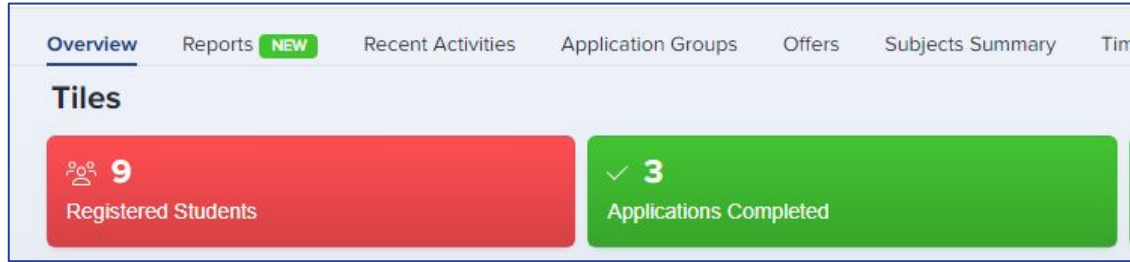
Good luck!

Key information to include in your email:

- the dates and times of your embargo (students won't be able to log in when the embargo is in place)
- the procedure for your day - do you need to see students in person? At what time and where? Do they need to bring anything with them?
- what they need to complete on their Admissions+ profile. Do you need them to upload a copy of their results? Will they need to answer any additional questions?
- what to do post-enrolment. When is their first day in school and what do they need to have with them?

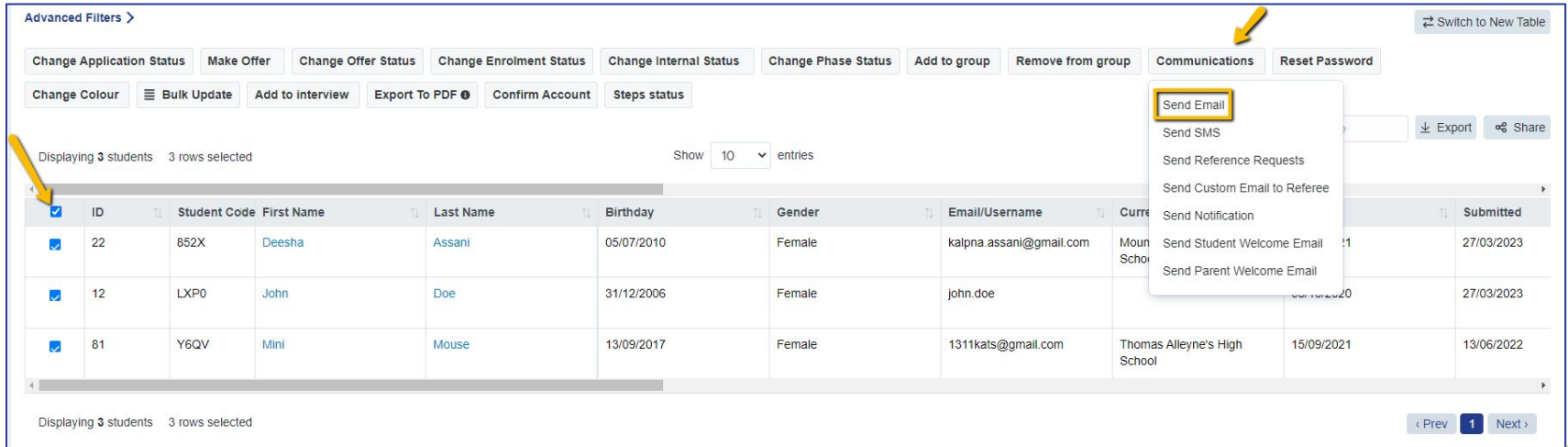
Save your template and then navigate to your main dashboard in order to send it.

1. Select the group you want to send it to: Completed Applications? Offer Accepted? Interview Completed?



The screenshot shows a dashboard with a navigation bar at the top containing 'Overview', 'Reports', 'Recent Activities', 'Application Groups', 'Offers', 'Subjects Summary', and 'Tim'. Below the navigation bar is a 'Titles' section with two prominent tiles: a red tile for 'Registered Students' with a count of 9, and a green tile for 'Applications Completed' with a count of 3. The green tile also features a checkmark icon.

2. Select the students using the checkbox on the top left of the table and then click **communications > send email**



The screenshot displays a table of student records. At the top, there are several action buttons: 'Change Application Status', 'Make Offer', 'Change Offer Status', 'Change Enrolment Status', 'Change Internal Status', 'Change Phase Status', 'Add to group', 'Remove from group', 'Communications', and 'Reset Password'. Below these are more buttons: 'Change Colour', 'Bulk Update', 'Add to interview', 'Export To PDF', 'Confirm Account', and 'Steps status'. The table shows 3 rows selected, with columns for ID, Student Code, First Name, Last Name, Birthday, Gender, Email/Username, and Submitted. A dropdown menu is open under the 'Communications' button, with 'Send Email' highlighted. A yellow arrow points to the 'Send Email' option in the dropdown, and another yellow arrow points to the 'Communications' button. A third yellow arrow points to the checkbox in the first row of the table.

ID	Student Code	First Name	Last Name	Birthday	Gender	Email/Username	Submitted
22	852X	Deesha	Assani	05/07/2010	Female	kalpna.assani@gmail.com	27/03/2023
12	LXP0	John	Doe	31/12/2006	Female	john.doe	27/03/2023
81	Y6QV	Mini	Mouse	13/09/2017	Female	1311kats@gmail.com	13/06/2022

3. Search for your template and click to add it

4. Decide whether to send to just students, or students and parents, and then click to send!

Email Processor

To optionally import text from an email template, please choose a template from the list below and click on 'Add Template':

Template

Enrolment Day info Add Template

Search for your template and click "Add Template"

From *

admin@applicaa.com

Reply to email (to add a new email, start typing and hit 'Enter' to save)

Default to admin@applicaa.com

admin@applicaa.com X

To

Student(s) Parent(s) Student(s) & Parent(s) **!**

Please note, you have selected multiple users to receive this email. Ensure not to include sensitive personal data that is not represented by email tokens.

Number of recipients: 2

Subject *

What to do on enrolment day

Attachments

+ Add Attachment

Content *

Paragraph

Dear {{STUDENT_FIRST_NAME}}

Please bring your results with you so we can confirm your place!

Please press Shift + Enter for new line

Send email Manage template & send test

Accessing your Test System

To access your Enrolment Test Site, please navigate to settings > enrolment settings and scroll to the bottom of the page, where you will see the option to create your Enrolment Test System:

Create your Enrolment Test System

The test enrolment system is a powerful tool to help you prepare for enrolment day and experiment with different configurations.

When you create your test system, it will be an exact replica of your actual system at the time it was copied.
It can take upto 10 minutes for the copy system to be created.

When logging in, the test enrolment system will be clearly identified as a test system, and all email sending will be disabled to prevent accidental contact with students and parents.

Copy direction:

Live System → Enrolment Test System

Create test enrolment system

You can use your test system to try out different settings and configurations, and then transfer the changes back to your live system once you are happy with the setup - [here's](#) the guide to creating your test system.

[These](#) are some common uses of the Test System and things you can try - we encourage you to do as much testing as possible!

Once you have completed your testing, you can sync settings back to your live site. [Here](#) is the guide to that process.

Here's a [video](#) on the process of setting up and syncing your test system!

Installing & Setting Up your Enrolment App

To ensure we have a robust Plan B in place for Results Day, you will have access to an Enrolment App which works **offline** - note, this only works on Windows OS

You will be able to download and install this App [here](#)

The App will contain all of your applicants' data so you and your colleagues can continue to enrol students offline, in the event of any issues accessing your main A+ system on the day

Every member of staff involved in enrolling students will need to have the App installed on their machine

Plan A is to use your normal A+ system, online - the App is a backup

Enrolment App training took place on 2 May - the recording and slides can be located on our Knowledge Base, [here](#)

FAQs and Troubleshooting

Each year, we encounter questions from schools and try to address them for the next cycle!

Here are the [Frequently Asked Questions](#) we encountered

These are some tips for [troubleshooting](#) things you encounter within your system

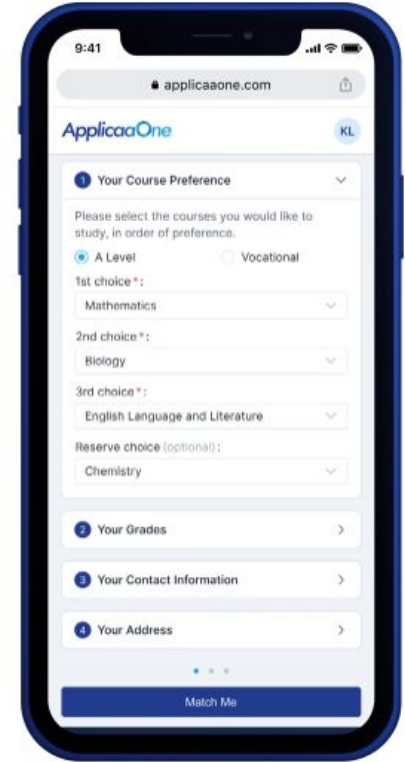
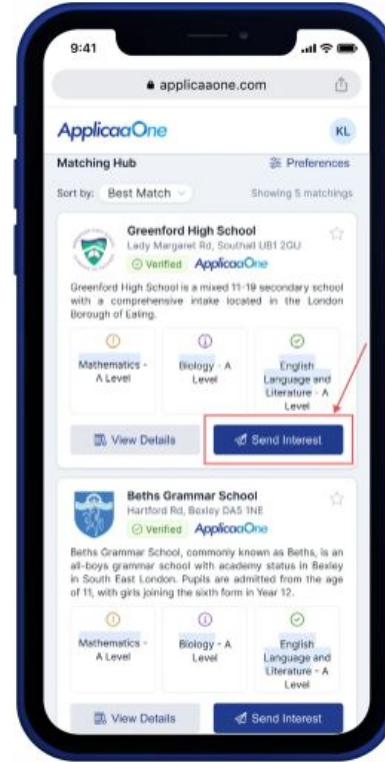
We hope these are helpful - don't forget you can always call us for any support: **020 8762 0882**

Think “University Clearing”, but for Sixth Form

? What if there was a system, where as soon as a student was declined, they appeared in a pool?

? What if after GCSE Results Day you were able to see a list of Year 11 students nearby who were looking for the courses you still had spaces for (and you could see they met your entry requirements)?

? What if you could then contact them, interview them, and offer them a place on the spot?



Register here to find out more

[24 May 9.30am](#)

Applicaa Road Show 2024

Events in this collection



Applicaa's Admissions, Marketing and Enrolment Event - Leeds

Today • 9:00 AM

Horizon Leeds

Free



Applicaa's Admissions, Marketing and Enrolment Event - Manchester

Tomorrow • 9:00 AM

Pendulum Hotel

Free



Applicaa's Admissions, Marketing and Enrolment Event - London

Wed, Jun 12 • 9:00 AM

Queen Mary University of London

Free



Applicaa Admissions, Marketing and Enrolment Event - Bristol

Thu, Jun 20 • 9:00 AM

University of Bristol School of Chemistry

Free



Applicaa's Admissions, Marketing and Enrolment Event - Birmingham

Wed, Jun 26 • 9:00 AM

Library of Birmingham Venue Hire

Free

Join us to meet the Applicaa Team, discover our latest developments and network with other schools

[Book Here!](#)



Do you have any questions?