

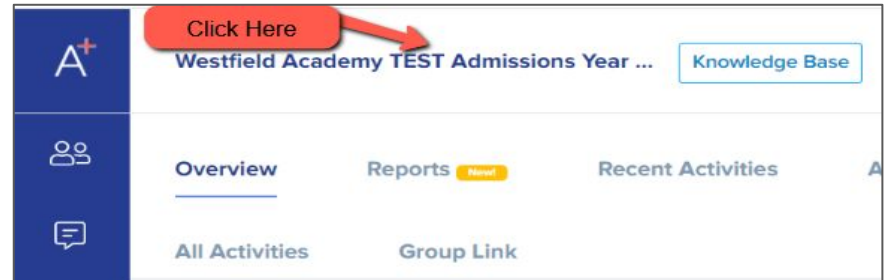
Setting up your new cycle

In Year

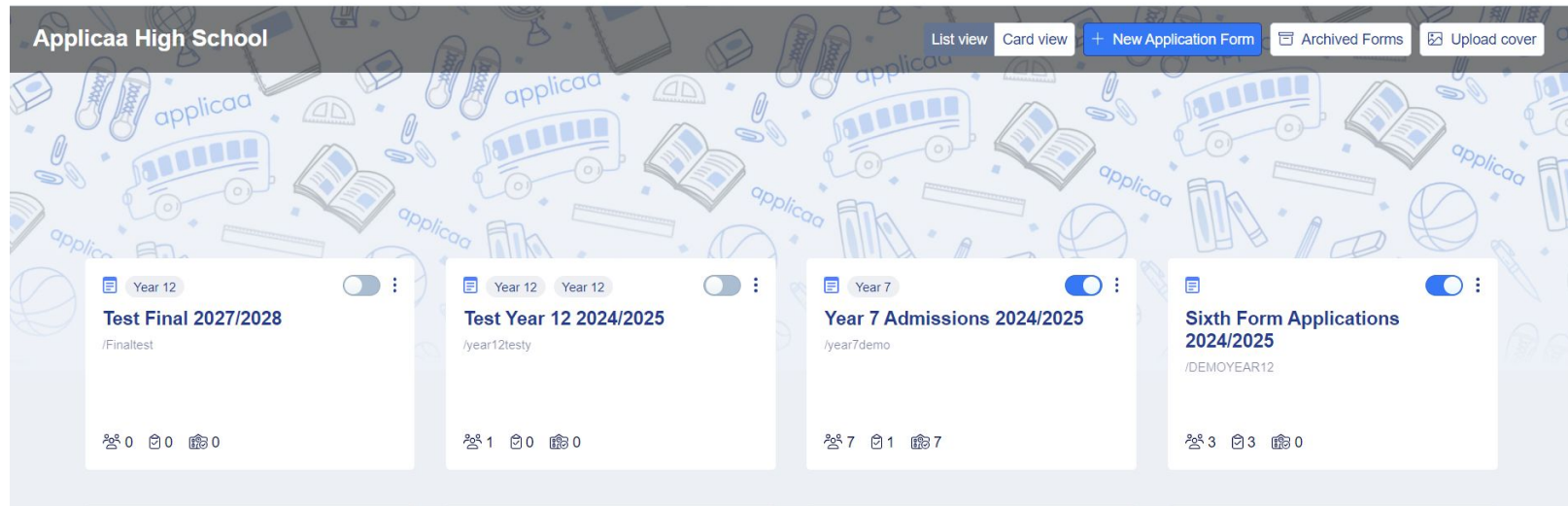


1 How to create your new form

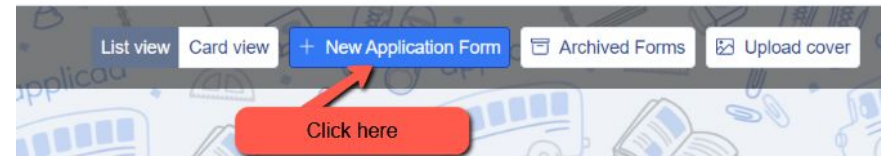
Click on the blue wording in the upper left of your dashboard and then click “forms area/multiple forms”



Your tiles area will appear and will look something like this:



Click “new application form” and set it up with the right information for your intake



New Application Form

No need to type the dates here - they are added when you save

Form Name* In Year Admissions External Form Name* (to parents & students) In Year Admissions

What type of form are you creating?
In Year Admissions

System Template (includes Email Templates, Application Groups & Courses)* In year Application 2023/2024 TIN (2022/20... Application Form Template (included application steps, questions and phases)* In year Application 2023/2024 TIN (2022/20...

Message users see on the login page of this form

Paragraph B U I [List Icons] [Link Icon] [Image Icon] [Text Color Icon] [Background Color Icon] [Text Color Icon] [Text Color Icon] [List Icons] [List Icons] [List Icons]

Set your new form up with the correct configuration for your intake - clone one of your other admission forms to carry over all settings, email templates and questions!

Turn the toggle switch on to make it active - it needs to be active to enable importing/exporting with your MIS

In Year Admission Form 2022/2023

8 8 0

You can also archive old application forms in your forms area if you wish to keep your main forms area tidy

Applicaa High School

List view Card view + New Application Form Archived Forms Upload cover

Archived forms are stored here - you can access them in future if you need to refer to old data

Year 12 Test Final 2027/2028

Year 12 Year 12 Test Year 12 2024/2025

Year 7 Year 7 Admissions 2024/2025

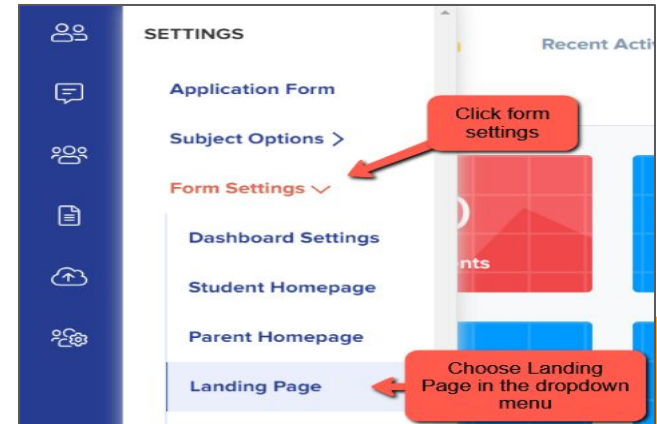
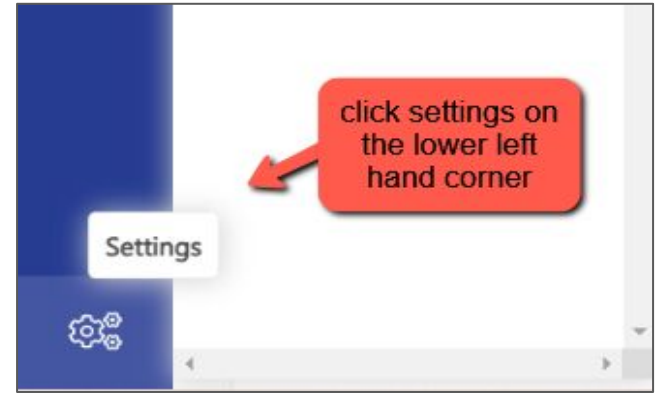
Year 7 Sixth Form Applications 2024/2025

3 Editing your landing page and other messages

Navigate to settings > form settings > landing page

Here you can edit your initial message to parents

You can also update any images here as needed



There is the option to configure your **address settings** so they migrate correctly into your MIS as per your school's setup

Address Block Configuration ⓘ

Apply to Existing Addresses Report

Address 1 <line 1>

Address 2 <line 2>

Address 3 <line 3>

Town/City <post_town>

County/State <postalcounty>

Country <country>

Postcode <postcode>

ALL CAPS ⓘ Normal Case

Enter a postcode to test:

2 Westfield Road, Wigginton, YORK, YO32

Test

Preview

Address 1 2 Westfield Road

Address 2 Wigginton

Address 3

Town/City York

County/State North Yorkshire

Country United Kingdom

Postcode YO32 2JF

Navigate to settings > school settings > address mapping

Here is a link to our [guide](#)

You will see the option to configure your address format, test how it appears and apply it to all addresses already in your system to ensure they are formatted correctly ahead of your import!

If parents apply via the Local Authority:

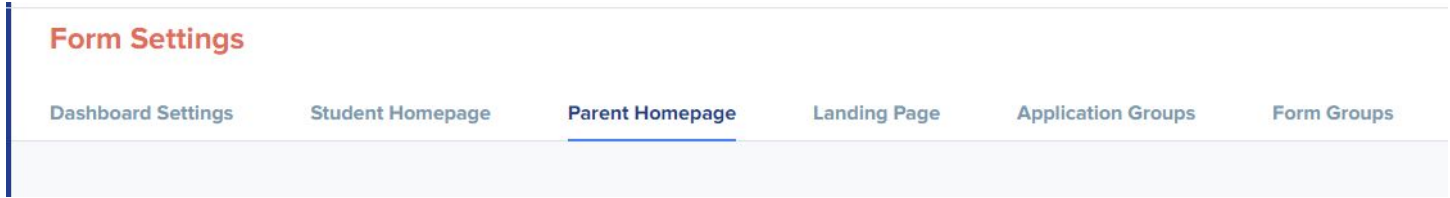
Choose the setting shown here on your landing page - it should already be selected if you have cloned from a Year 7 or Reception form, or from last year's In Year form

Landing Page Settings

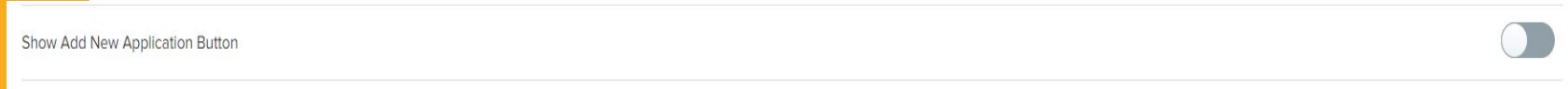
First of all, choose your landing page configuration mode:

- Only students can register ?
- Students & Parents can register ?
- Students and parents cannot self register, they must be imported by staff ?
- Only parents can register ?
- New Application area hidden completely

Navigate to “parent homepage” to edit those messages, update your settings and change any images relating to your In Year form



Ensure the “show add new application button” setting is turned OFF on the parent homepage (the exception is if you have a Nursery intake - leave ON if so)



If parents apply directly to your school:

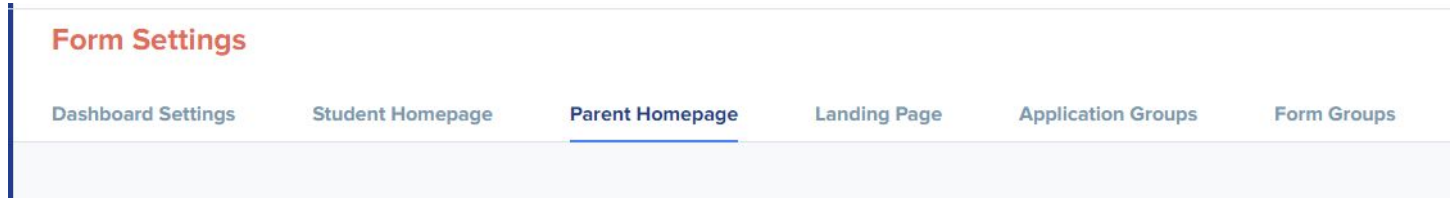
Choose the setting shown here on your landing page

Landing Page Settings

First of all, choose your landing page configuration mode:

- Only students can register ?
- Students & Parents can register ?
- Students and parents cannot self register, they must be imported by staff ?
- Only parents can register ?
- New Application area hidden completely

Navigate to “parent homepage” to edit those messages, update your settings and change any images



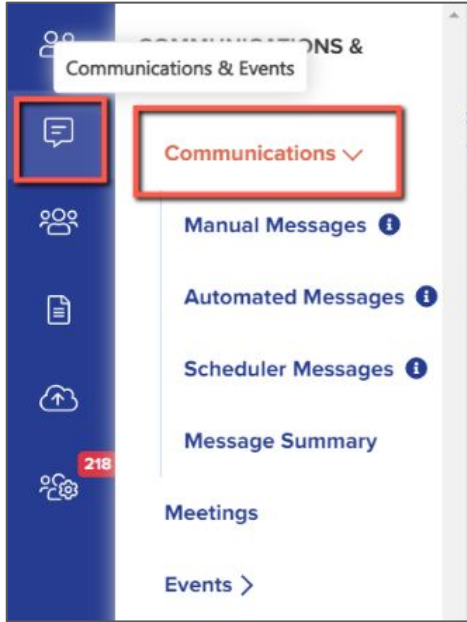
Ensure the “show add new application button” setting is turned ON on the parent homepage














4

Checking your email templates

The email templates area is really useful and can automate a lot of your processes!



There are several automated emails you will need to check - you can preview and edit them by scrolling right on the table

Created when	Repeat	Enable	Actions
			  
			  
to interview	N/A		   

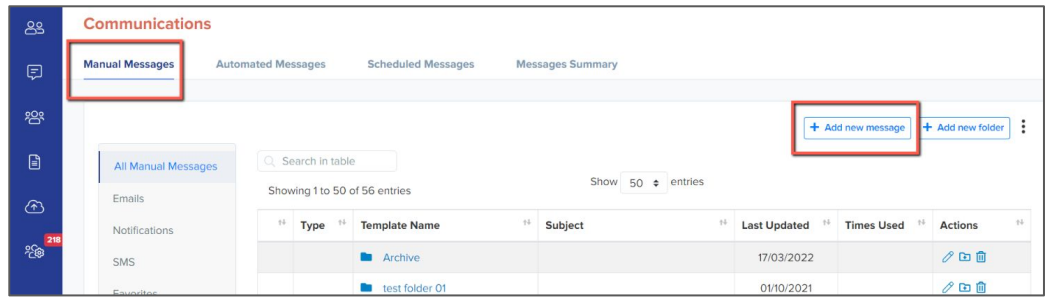
You can edit, move to folder and delete using these icons

Top Tip: check all active emails to make sure the wording is appropriate for your setting - ensure there is no “Post 16” wording in your templates and that emails are being sent from an appropriate address

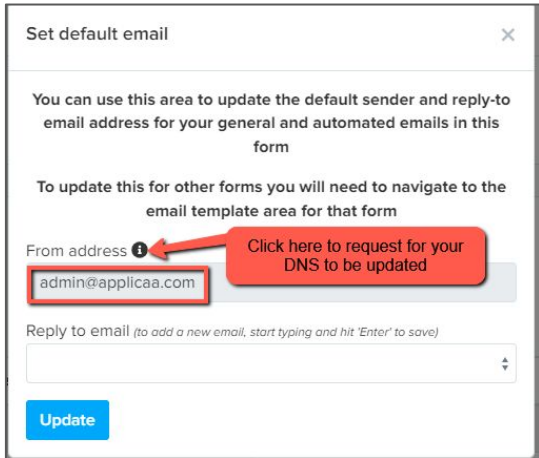
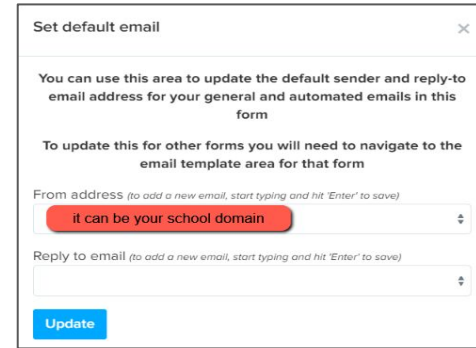
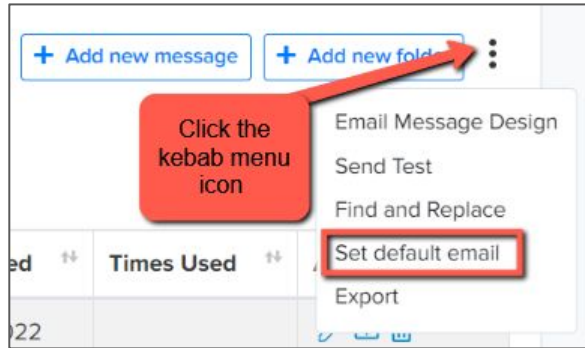
Priorities for checking ahead of launch:

☑	Parent Confirmation Instructions	Welcome to Green Abbey School's Online Application Form	admin@applicaa.com	Parent	Parent	Registration	Parent confirmation instructions
☑	Parent Welcome	Welcome to Putney High School	test@applicaa.com	Parent	Staff	Registration	Parent welcome
☑	Notify Parent Application Complete	{{STUDENT_FIRST_N AME}} {{STUDENT_LAST_N AME}} has completed their application to Green Abbey School	admin@applicaa.com	Parent	Parent, Applicant	Application Form	Notify parent application complete

Create any manual templates now so they are set and ready to use later on in the cycle - future you will be grateful!



Check who the emails are being sent from and who the replies will come to - set your defaults here:



If you are seeing “admin@applicaa.com” in the From address, this means you have not requested a DNS update. You can request this by clicking this icon and adding the details for your IT Manager - it will then mean you can send emails from your own school domain!

Insert mail merge fields and add attachments as required to personalise your messages.

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

Mail Merge Field Student First Name x ▾ **Insert Field** ⓘ please remember to click "Insert Field"

Paragraph ▾ **B** U *I* [List Icons] [Link Icon] [Text Color] [Background Color] [AI] [Table Icon] [Table Size] [Table Style] [Table Border] [Table Grid] [Table Row] [Table Column] [Table Cell] [Table Merge] [Table Split] [Table Undo] [Table Redo] [Table Refresh] [Table Source] [Table View]

Hi ;{{STUDENT_FIRST_NAME}};

Congratulations,

Thank you for completing your application for 6th form.

We would like to invite you to enroll on {{DATE}}.

On this day you must be here in person and you will be asked to select your subjects. You will only be able to enroll on courses where you have meet the entry requirements.

You will need to on that day:

1. Check your personal details.
2. Select your subjects
3. Meet with our senior member of staff on your enrolment will start on {{TIME}} and it will take place in {{ROOM}} If you have any questions please contact Mr Brown.

This can be done by phone on 5555 5555 55 ext: 555 or you can email on admin@demoschool.com

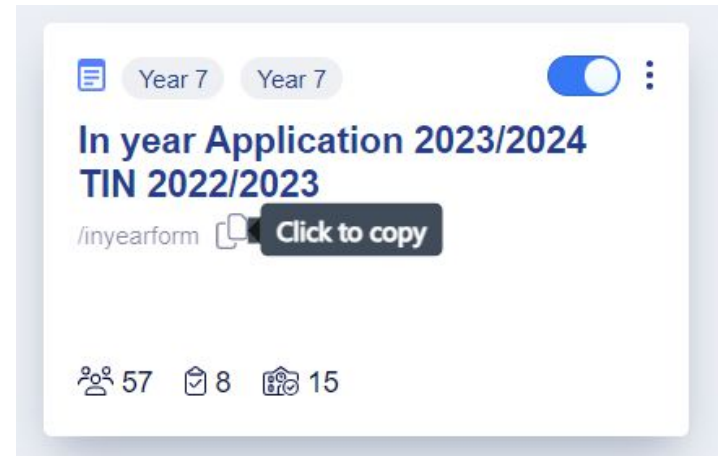
Attachments
+ Add Attachment you can also add attachments if any

← Back Save

7 Adding the new link to your website

You can obtain the link to your new form and add it to your website - this will be particularly helpful if parents apply directly to you

Navigate to the blue wording in the upper left hand corner and click to access your forms area



Here, you can “click to copy” and share as needed

The background features a central light blue hexagon. To its top-left is a grey hexagon, and to its top-right is an orange parallelogram. Below the central hexagon are three smaller hexagons: a dark blue one on the left, a light blue one on the right, and a very small light blue one at the bottom center.

Do you have any questions?



THANK YOU