

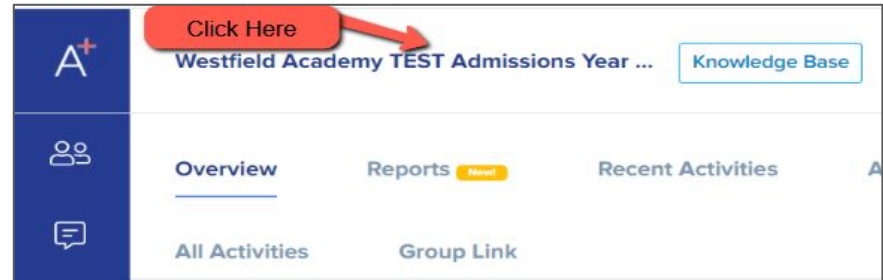
# Setting up your new cycle

In Year

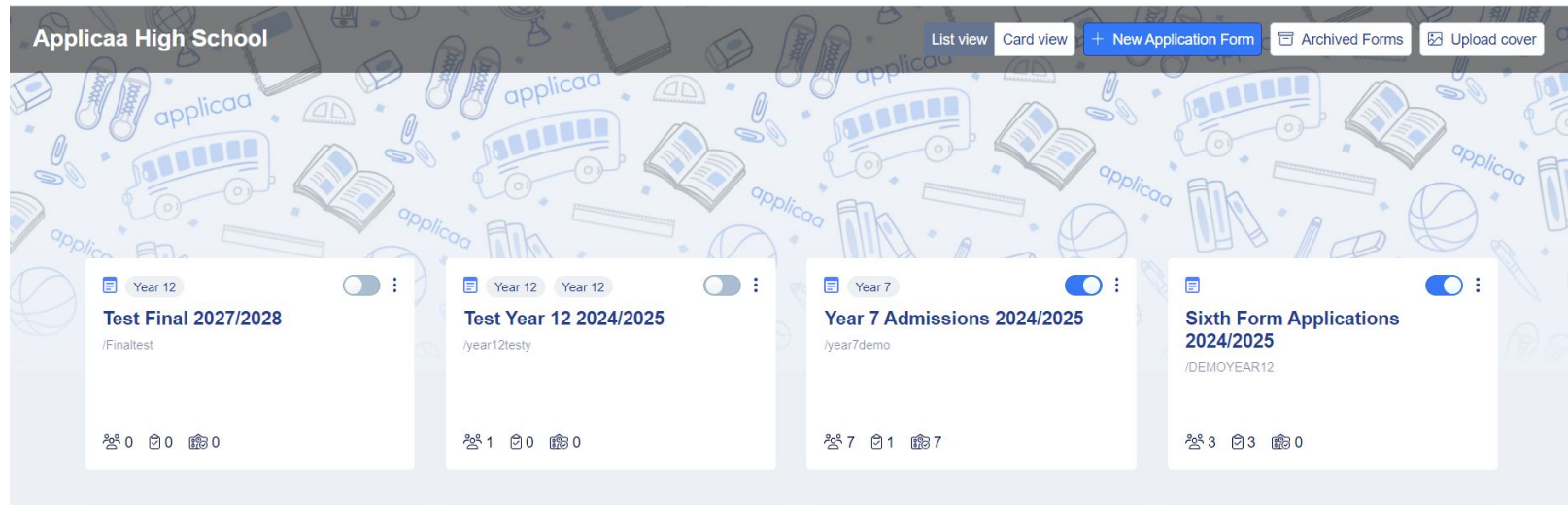


# How to see your new form

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



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



Your new form will already have been created for you (cloned from your previous cycle) and you will see it in this area.

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

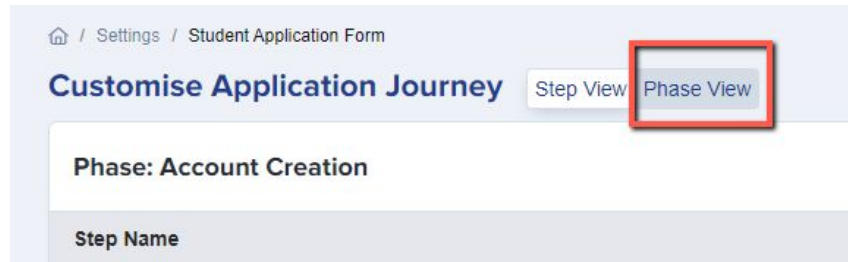
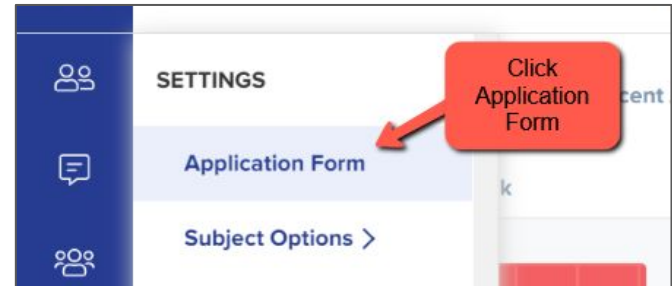
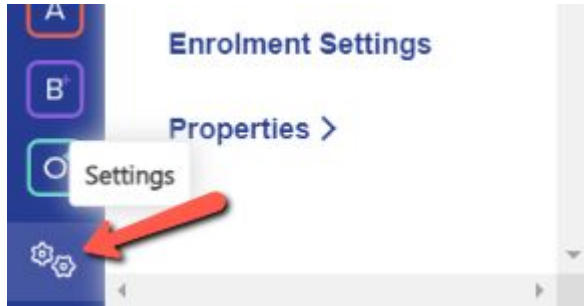


# How to close your old form

Now that the previous cycle has finished, you don't want parents completing anything on that form.

Click on the name of your 2023 form in your forms area to access the dashboard.

Navigate to settings > application form > phase view.



Within phase view, click the pencil icon for your application form; turn on “disable submissions”.

This will ensure no existing forms can be edited on your old form - that data is now all managed within your MIS.

You could also turn all phases off if you wish, using the toggle switches.

The screenshot shows the 'Customise Application Journey' interface. At the top, there are tabs for 'Step View' and 'Phase View', along with links for 'Global Form Settings', '+ New Phase', and '+ Create Test Application'. Below this is a table titled 'All Application Phases' with columns for 'Phase', 'Category', 'Visible to Applicants', 'Visible to staff on Applicant Profile', 'Filter', and 'Action'. The first row in the table is '2. Application Form' under the 'Form Questions' category, with both 'Visible to Applicants' and 'Visible to staff on Applicant Profile' toggles turned on. A red box highlights the '2. Application Form' phase name, and a red arrow points from a 'click the edit button' label to the pencil icon in the 'Action' column. Below the table, a detailed view of the '2. Application Form' phase is shown, featuring a 'Disable submissions' toggle (currently off) and a 'Stand alone' checkbox (unchecked). A red box highlights the 'Disable submissions' toggle, and a red arrow points from a 'Click to turn on' label to the toggle switch.

Phase	Category	Visible to Applicants	Visible to staff on Applicant Profile	Filter	Action
2. Application Form	Form Questions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Filter Summary: Updated Students	

Disable submissions

Stand alone

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

The screenshot shows the top navigation bar of the Appicaa High School forms area. On the left, it says "Appicaa High School". On the right, there are buttons for "List view", "Card view", "+ New Application Form", "Archived Forms", and "Upload cover". Below the navigation bar, there is a grid of application form cards. Each card has a title, a year level, and a toggle switch. A red arrow points from a text box to the "Archived Forms" button.

Appicaa 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

Sixth Form Applications

This is a close-up of the context menu for an application form card. The card title is "In Year Admissions 2023/2024". The context menu is open, showing several options. The "Archive Form" option is highlighted with a red box. A red arrow points to the three-dot menu icon that triggered the context menu.

In Year Application

In Year Admissions 2023/2024

- Set as default
- Open
- Edit
- Archive Form
- Change color
- Change icon

60 8 15

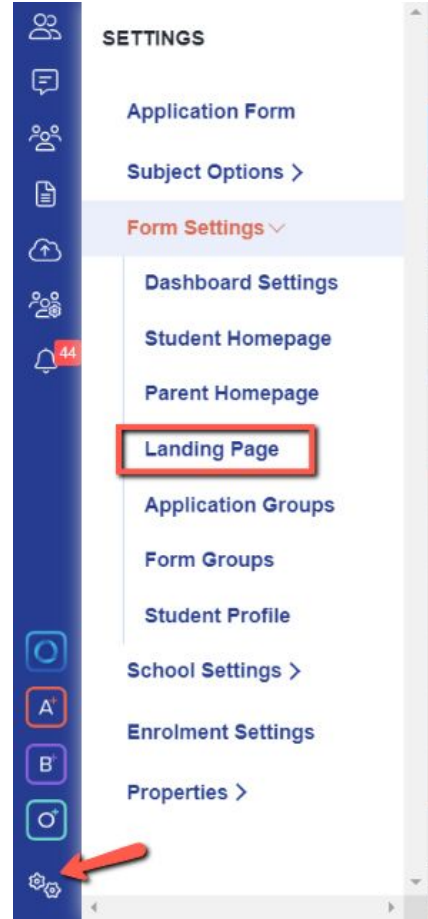
# Editing your landing page and other messages

Navigate to settings > form settings > landing page.

Click the **“edit”** button to make changes.

Here you can edit your initial message to parents by clicking **“customise texts and buttons”**.

You can also update any images here as needed, under **“general settings”** - ensure your logos and images are up-to-date.





# 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

# 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:**

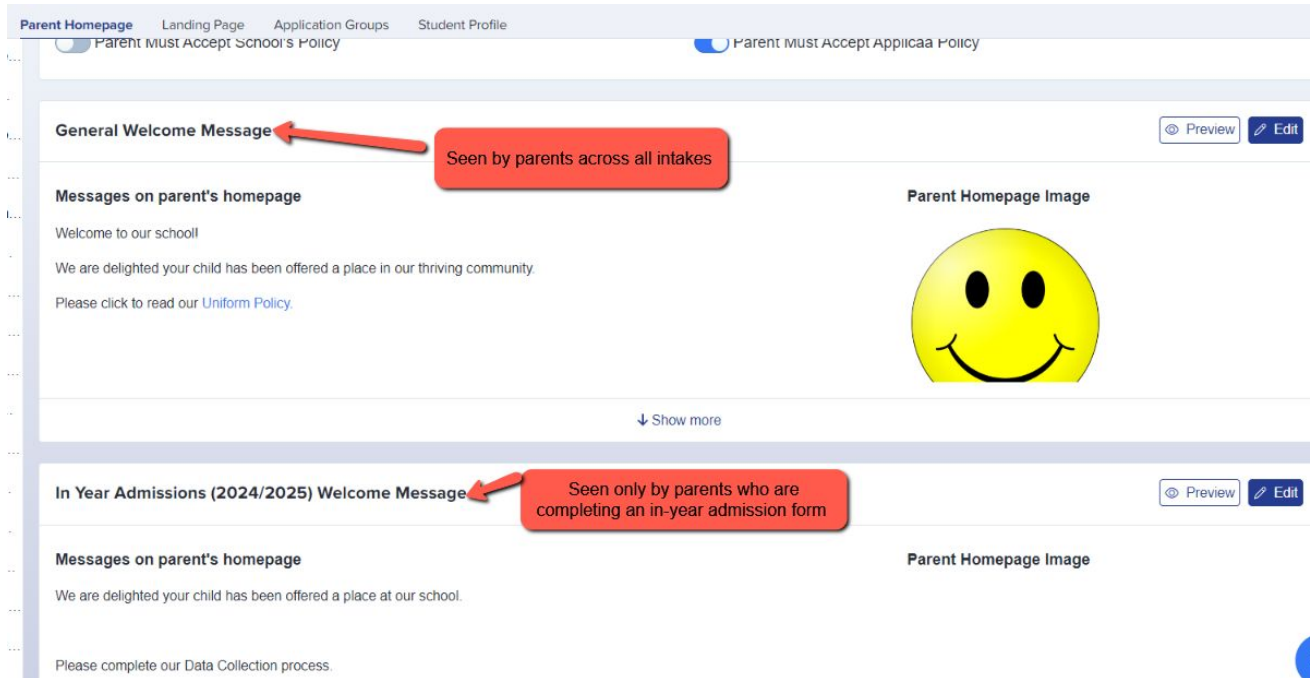
- Only students can register ?
- Students & Parents can register ?
- Students and parents cannot self register, they must be imported by staff ?
- Only parents can register ?
- New Application area hidden completely

# Editing your Parent Homepage



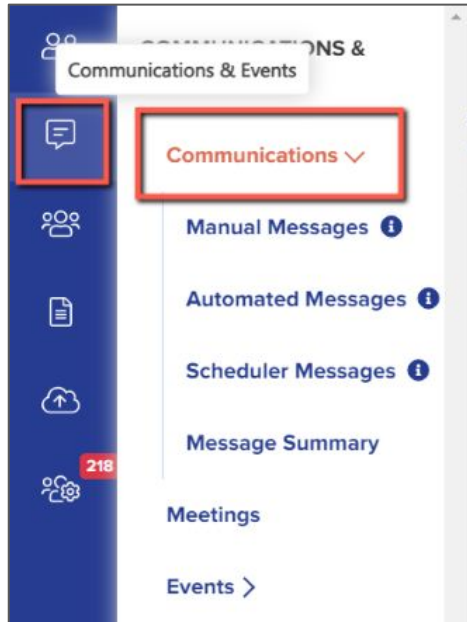
(settings > form settings > parent homepage)

On the Parent Homepage you can add a general message, and a welcome message specific to the intake you are currently working on.














# 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.

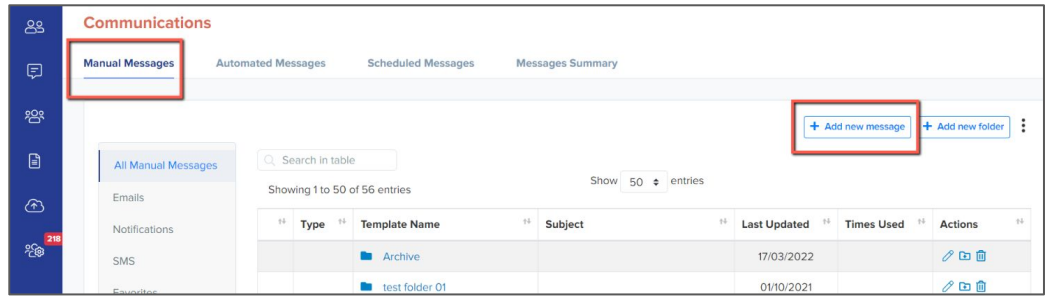
## Priorities for checking ahead of launch:

✉	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_NAME}} {{STUDENT_LAST_NAME}} has completed their application to Green Abbey School	admin@applicaa.com	Parent	Parent, Applicant	Application Form	Notify parent application complete

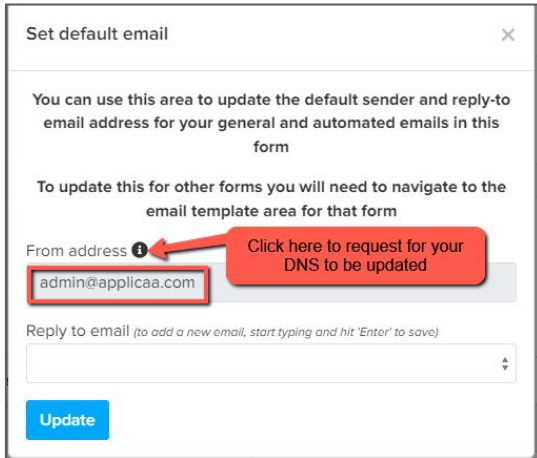
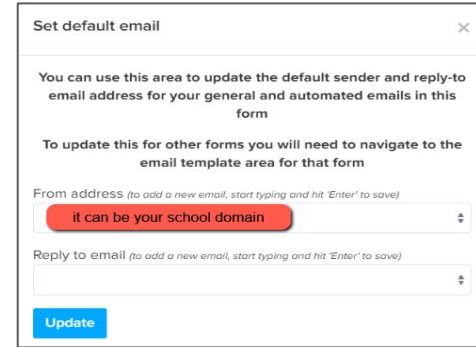
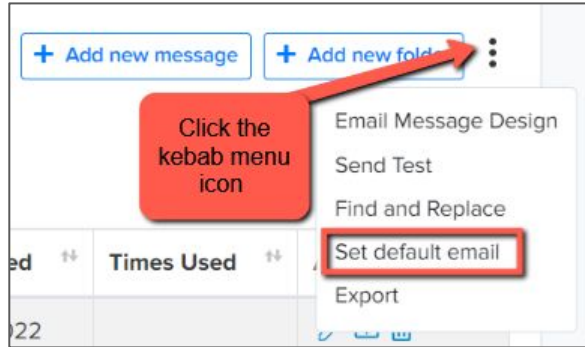
**Parent Confirmation Instructions** would be sent to a parent if your setup is that they apply directly to you; they would self-register and verify their account.

**Parent Welcome** would be sent to a parent if your setup is that parents apply via the Local Authority and would only be given access to your system once a place has been confirmed. You would create their account for them and send them this email, which contains their login credentials.

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

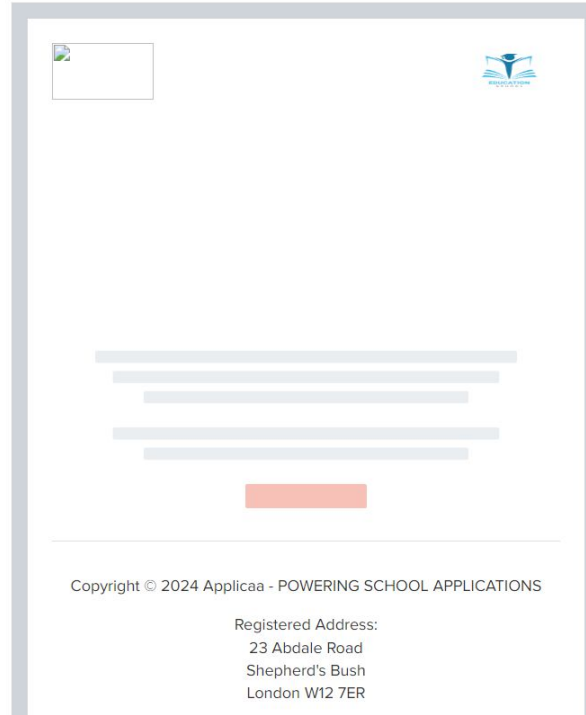
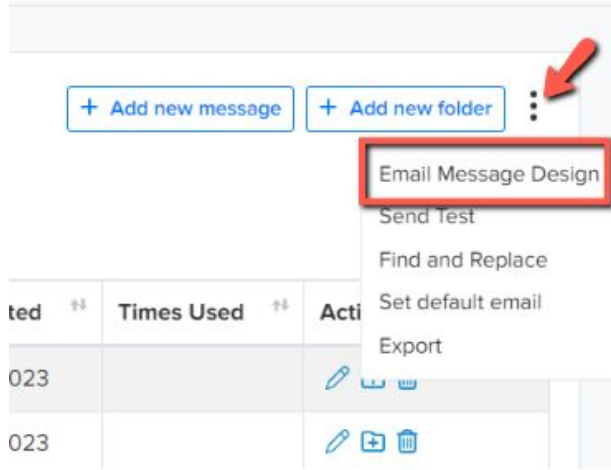


Check who the emails are being sent from and who the replies will come to - set your defaults here:



If you are seeing "[admin@applicaa.com](mailto: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!

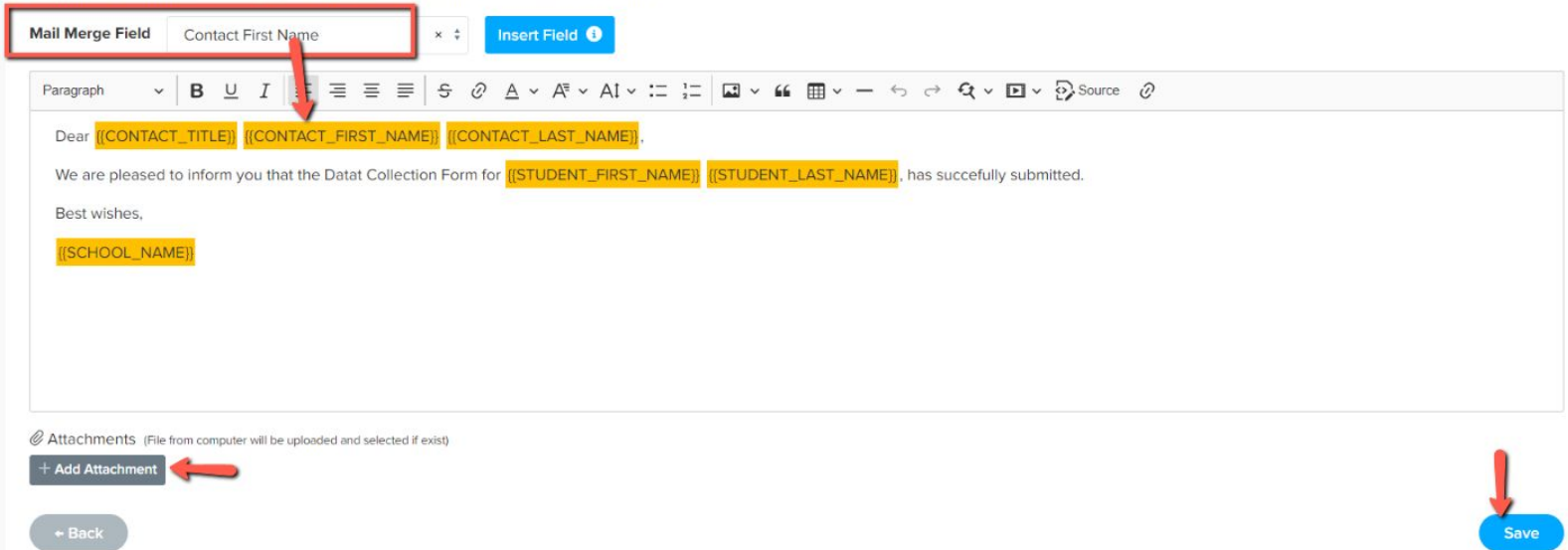
## Customise your email templates in bulk - add a header and footer, and your school logos.



- ▼ **School logo(s)**
  - Logo Left
    - Choose file No file chosen
    - Remove?
  - Logo Right
    - Choose file No file chosen
    - Remove?
- ^ **Email Header**
- ^ **Email Footer**

## 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.



The screenshot displays an email editor interface. At the top, a red-bordered box highlights a 'Mail Merge Field' dropdown menu with 'Contact First Name' selected and an 'Insert Field' button. A red arrow points from the dropdown to the text editor. The text editor contains the following content:

Dear **[[CONTACT\_TITLE]]** **[[CONTACT\_FIRST\_NAME]]** **[[CONTACT\_LAST\_NAME]]**,

We are pleased to inform you that the Data Collection Form for **[[STUDENT\_FIRST\_NAME]]** **[[STUDENT\_LAST\_NAME]]**, has successfully submitted.

Best wishes,

**[[SCHOOL\_NAME]]**

Below the text editor, there is an 'Attachments' section with the text '(File from computer will be uploaded and selected if exist)'. It includes a '+ Add Attachment' button with a red arrow pointing to it, and a '- Back' button. On the right side of the interface, there is a blue 'Save' button with a red arrow pointing to it.



You can also preview the email template if you want to see the layout.



#### Preview Communication



Dear {{CONTACT\_FIRST\_NAME}} {{CONTACT\_LAST\_NAME}},

I am pleased to learn from the Local Education Authority that your child has been allocated a place at {{SCHOOL\_NAME}} from September.

The next step now is for you to complete our online data collection form. This provides the school with all the information required ahead of your child joining the school.

Please use the log in details and link below:

Below is your login details for {{SCHOOL\_NAME}}

Email: **{{CONTACT\_EMAIL}}**

Password: **{{CONTACT\_PASSWORD}}**

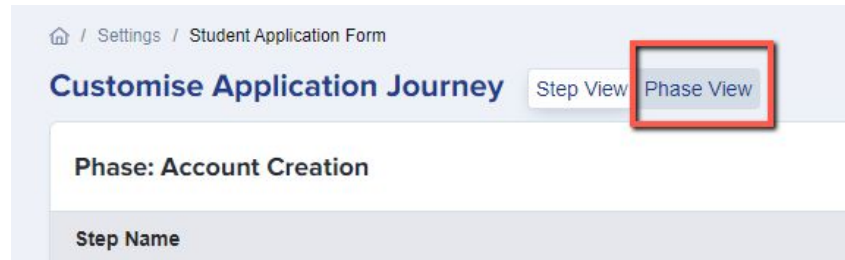
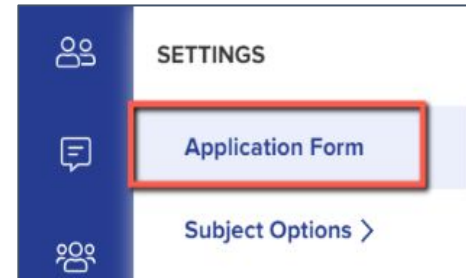
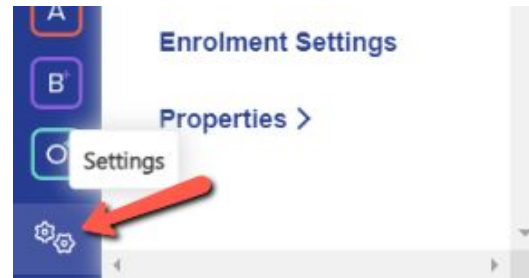
Website: **{{LINK}}**

We look forward to hearing from you.

Kind regards

# Your application phases and settings




Navigate to settings > application form > phase view and turn on the phases appropriate for your process (could be all three if parents apply to you directly, or just the admission form).



You should also check the names of your phases to ensure they are appropriate to your intake. You can customise them yourself by clicking the pencil icons:

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

All Application Phases Sort Phases + New Phase

Phases	Category	Actions
2. Application Form	Form Questions	
3. Offer	Offer	
4. Enrolment Form	Enrolment	

**Edit Step: Application Form**

Name

Description

**Internal Applicants**

Lock form after submission

Disable submissions

**External Applicants**

Lock form after submission

Disable submissions

Stand alone

Trigger by condition

Within step view, make any changes to questions/fields - have you got new User Defined Fields to add in? Are there questions you wish you'd asked applicants last cycle? Now is the time to add those in!

Navigate to **settings > application form** and click on the name of a step to open it.

Click “+ New Question” and you will be prompted to choose what you would like to add.

UDFs can write back to your MIS, so they are great for capturing extra data that you don't have to manually input - you'll find them under “Pre-defined questions and fields”.

You can also add questions in as “Custom Questions” - these will NOT write back to your MIS.

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

Add a new question



Pre-defined Question & Fields

MIS Compatible



Custom Question

Non-MIS Compatible

Explanation Text Block

Add paragraphs to the form so you can explain more details to applicants.

▼ Sims User Defined Fields

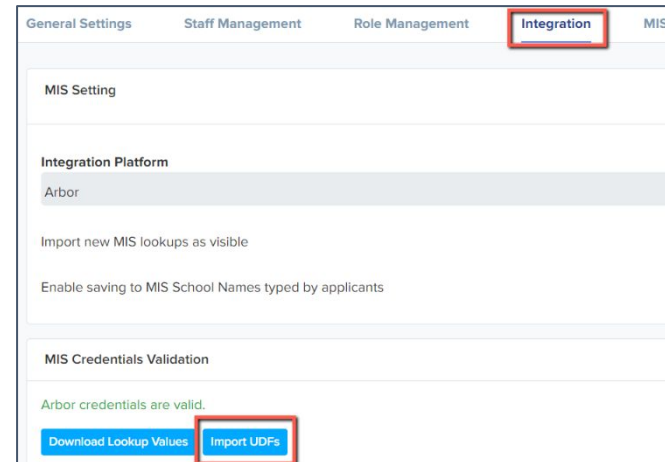
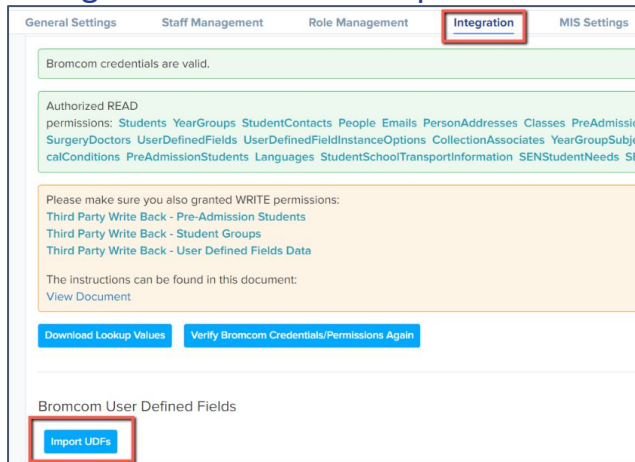
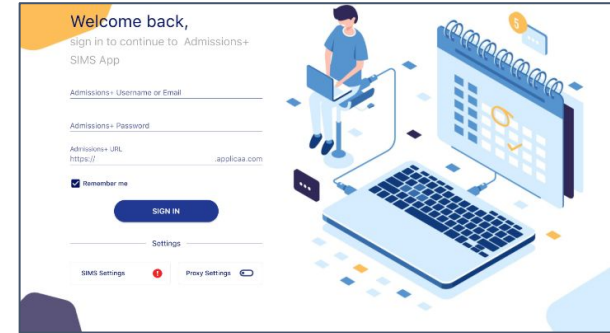
<input type="checkbox"/> student date	sims_udf_45	Date Picker	SIMS
<input type="checkbox"/> Test UDF	sims_udf_4018	Dropdown Single Select	SIMS

Not seeing your **User Defined Fields**? This will mean you need to make an update in your MIS first and then refresh!

Add your UDFs in your MIS, then:

For SIMS, log into the A+ SIMS App - it will scan for updates and ask you to carry the updates over into A+.

For cloud-based MIS, go to settings > school settings > integration and click to Import UDFs.



## SIMS In Touch:

This field is NOT active by default on Admissions+ but if you use it, it is available to add into your application form - once you have added it once, it will remain there year after year.

If you use In Touch and would like to activate that field so it writes back to SIMS:

- go to the Parent/Carer step of your application form
- Click + New Question
- Click parent/carer contact details and select the In Touch question to add it to your form

**Add New Field**

Existing Properties Show long text

Search existing fields

**Addresses >**

**Parent/Carer contact details**

- Please specify your relationship (...)
- Phone Work
- Should this contact be provided w...
- Translator required
- After the child starts school, this c...**
- Contact first language
- Priority
- Relationship
- Work Phone Number
- Should this contact be provided w...
- Contact priority source
- Place of work
- Job title
- National Insurance number
- Does this contact have legal pare...
- Authorized to Collect student fro...

**Parent/Carer address >**

**Telephones and Email Addresses >**

**Additional Contact Address >**

**Properties** Calculated Properties Property Groups

Showing 1 to 1 of 1 entries (filtered from 322 total entries) Show 50 entries

Category	Apply For	Name	Code	MIS	Lookups imported?	Used in number of fields	Actions
Parent/Carer contact details	Guardian, OtherGuardian, Parent	After the child starts school, this contact should receive school communications via our parent mail system ie. emails and SMS text messages (for example absence messages, trip notifications, general information emails etc)	<b>in_touch_communication</b>	SIMS	Yes	<b>0</b>	


**New Property**

in touch


Check in settings > properties > properties to see what the name of your In Touch field is, and whether it is already active in your form


Check the links to any policies in your Agreement and Consent step - **policies do not copy over from your previous form.** This is to encourage you to ensure the newest versions of your policies are shared with applicants each cycle.


**Agreement**

Policies 

Policies that student must read

Test Policy 

IT Policy 

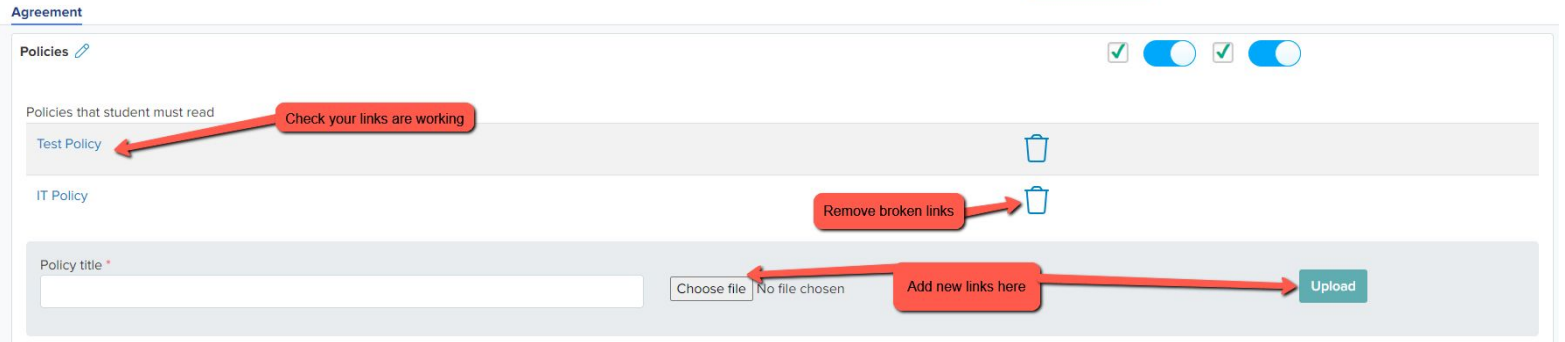
Remove broken links 

Policy title \*

Choose file No file chosen

Add new links here

Upload



# Preview the whole form and check if it is all working as expected!

Phase: Admission Form

Step Name

Step 1: Child's Basic Details

Step 2: Parent/Carer

Click the wording

Customise Sections

Sort Questions

Visible on Profile

Preview Application Forms

As internal students

As external students

Preview the application form as **external students** (students who are not currently on your school roll) to see the whole form from the perspective of a parent.

Preview

Step 1 Child's Basic Details Step 2 Parent/Carer Step 3 Child's Welfare and Support Information Step 4 Parental Agreement and Consent Step 5 Child's Education

**Child's Basic Details**

Please upload a recent passport-style photograph of the child

Choose file | No file chosen

Child's Forename\*

Test External FN

Child's Preferred Forename

Child's Surname\*

Test External LN

Child's Preferred Surname

Child's Middle Name

Child's Gender\*

Female

Child's Date of Birth\*

12/12/2004

Year group applied for\*

**Child's Current Home Address**

Postcode\*

Type here to search your postcode

Flat name and or number

Close Next



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>

ALL CAPS ⓘ  Normal Case

County/State <postalcounty>

Country <country>

Postcode <postcode>

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.

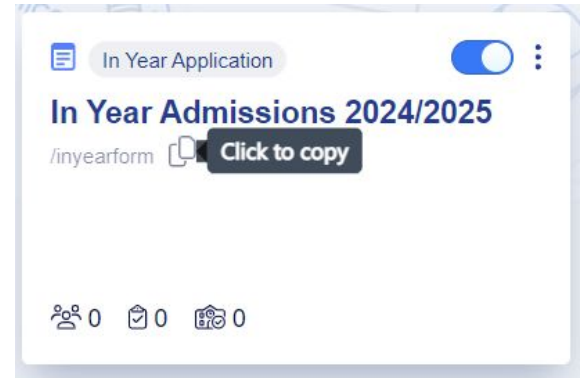
Here is a link to our [guide](#).

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!

# 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.

You can chase **incomplete** forms by sending reminders to parents - either manually, or by scheduling an email to go to them every few days.

Nursery Applications Admissions ... Knowledge Base

Overview Reports Recent Activities Application Groups Tasks Calendar All Activities Group Link

Phase status details

Application Offers Enrolments

Status	Internal	External
Incomplete (6)	0	6
Awaiting Reference (0)	0	0
Completed (3)	0	3
Declined (0)	0	0

Click on the word “incomplete” to view the list of students in this status.

Select them all and click “communications” > “send email”.

This will enable you to send an email the parents of the selected students.

Change Application Status Make Offer Change Offer Status Change Enrolment Status Change Internal Status Change Phase Status Add to group Remove from group Communications Reset Passw

Change Colour Bulk Update Add to interview Export To PDF Confirm Account

Showing 1 to 7 of 7 entries 7 rows selected Show 10 entries

<input checked="" type="checkbox"/>	ID	Student Code	First Name	Last Name	Birthday	Gender	Email/Username
<input checked="" type="checkbox"/>	20	NU7M	Deesha	Assani	05/07/2010	Female	kalpnabhudia@yahoo
<input checked="" type="checkbox"/>	21	JQNX	Deesha	Assani	05/07/2010	Female	mitesh.assani@gmail
<input checked="" type="checkbox"/>	22	852X	Deesha	Assani	05/07/2010	Female	kalpna.assani@gmail.com

Send Email  
Send SMS  
Send Reference Requests  
Send Custom Email to Referee  
Send Notification  
Send Student Welcome Email  
Send Parent Welcome Email

To schedule an email to go to them every few days, navigate to **communications and events > communications > manual messages** and click **+ New Message**:

Create New Template Discard & Exit

○ ——— ○ ——— ○  
Set Up                      Advanced Settings                      Email Template

**Communication Type \***  
Email

**Template Name \***  
Incomplete

**Subject Header \***  
Please complete admission form

**Target Audience \***  
Parent

**Sender Email \***  
admin@applicaa.com

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

**Template Description**  
Enter a description here to help you remember what this for

**Next →**

Set your parameters and move through the wizard to create the email you would like to send.

The system will then send it for you to anyone who fulfils the criteria.

Set up how would like to send this email here

**When applicant does what? \***  
Automatically when an applicant does something

**When applicant does what? \***  
Has been incomplete for certain amount of time

**Select phase applied to \***  
Application Form This may say "admission form" depending on your settings from earlier

Send after 5 day(s) 0 hour(s) 0 minute(s)

Repeat email after every 5 day(s) until they submit

**← Back**

**Next →**

# IMPORTING DATA TO YOUR MIS

The process of importing your completed data into your MIS varies, depending which MIS you use.

Check the relevant guide on our [Knowledge Base](#) to follow the steps specific to your MIS.

If you have any difficulties please call us on 0208 762 0882.

applicaa Applicaa Knowledge Base

Search for answers

Course 1 - First Impressions >	<b>Transferring data to and from your MIS</b>
Course 2 - Profiles >	Importing internal students from Bromcom to Admissions+
Course 3 - Application process in detail >	Data Transfer - Cloud School (Progresso)
Sixth Form Only >	How to import incomplete applications to your MIS
Course 4 - Events >	How to import student and contact data into your MIS from Admissions+
Course 5 - Checks, Troubleshooting & Go-Live! >	Adding UDF's and Documents to Admissions+ SIMS Integration (7mins)
<b>Data &amp; Integrations (IT &amp; Data Managers) v</b>	Data Transfer - SIMS
Connect to your MIS	Which fields go to which places in SIMS? (PDF)
Transferring data to and from your MIS	Importing students & data from SIMS App into Admissions+ (5mins)
Properties & useful info	Bromcom Training Webinar Recording (1 hr)
Course 6 - Timetable & Options (Yr 9 & 12) >	Bromcom MIS Admissions+ Export Guide (1min) + PDF Guide
Course 7 - Interviews & Offers >	Cloud School Training Webinar
	Cloud School Enrolment Integration Webinar
	Should I import my ATF into MIS first?
	How to tag students with their MIS number - for SIMS, Bromcom & Cloud School (9 mins)

# Update Staff Users

Check your list of staff users, particularly if you have had a change in personnel over the summer.

Ensure any staff who no longer work there are removed, and that new colleagues are added.

Set your Key Contacts - anyone set as a Key Contact will receive information from us such as important system updates, invitations to events etc (we send these by email).

## Users

[Permission](#) [Reset password](#) [Send Welcome Email](#) [Disable](#) [Enable](#) [Delete](#) [Import users](#) [+ Add User Manually](#)

Search in table

Show 50 entries 1 to 45 of 45 entries

Prev 1 Next

	Name	Email Address	Job Role	Role	Key Contact	Status	Welcome Email
<input checked="" type="checkbox"/>	Test: A1	oanh+1staffa@applicaa.com	Admissions Manager / Director	View All		Deactivated	Not sent

Job Role: Admissions Manager / Director

Permission: Admissions

Key contact

Enable staff

Form types they can access

all  specific

Cancel Update

Year 12 Admissions Admissions Y

### SETTINGS

- Application Form
- Subject Options >
- Form Settings >
- School Settings ▾
- General Settings
- Users**
- Permissions
- Integration
- Payment & Fees
- Unsubscriptions
- FAQs
- Address Mapping
- Enrolment Settings

# Earn Rewards

Use your Referrals button to introduce us to other schools, and we will reward you!

For every school you refer, who then joins us:

Your school will receive 10% discount on their next renewal, and the school you refer will receive a 10% sign-up discount.

You will personally receive a £50 Amazon voucher

The screenshot shows a software interface with a navigation bar at the top containing 'Sixth Form Admissions 2025/2026...', 'Knowledge Base', and a search icon. A red arrow points to a notification banner that reads 'Referrals! Earn £50 Amazon Voucher' with a gift icon. Below the navigation bar is a 'Referrals & Billing' section with a sub-menu for 'Referrals & Billing' and 'Invoices'. A large blue banner displays 'Saving made for renewal' with a '0%' and '-£0.0' indicator, and a 'Make referral' button. A red arrow points to this button. To the right, a white box shows 'Your personal referral code:' in an input field, 'Your code has been used: 0 time', and 'Personal rewards: x0 £50 Amazon Voucher', with a red box around the reward text. A 'See your recent referrals' link is at the bottom.

Sixth Form Admissions 2025/2026... Knowledge Base

**Referrals! Earn £50 Amazon Voucher**

**Referrals & Billing** Invoices

**Saving made for renewal**

0%  
-£0.0

**Make referral**

Your personal referral code:

Your code has been used: 0 time

**Personal rewards: x0 £50 Amazon Voucher**

[See your recent referrals](#)

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**