

# Setting up your new cycle

## Sixth Form



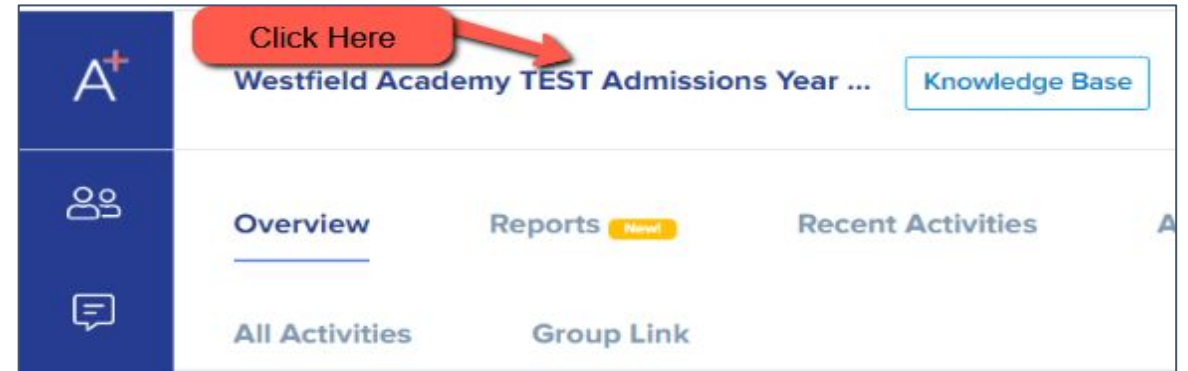


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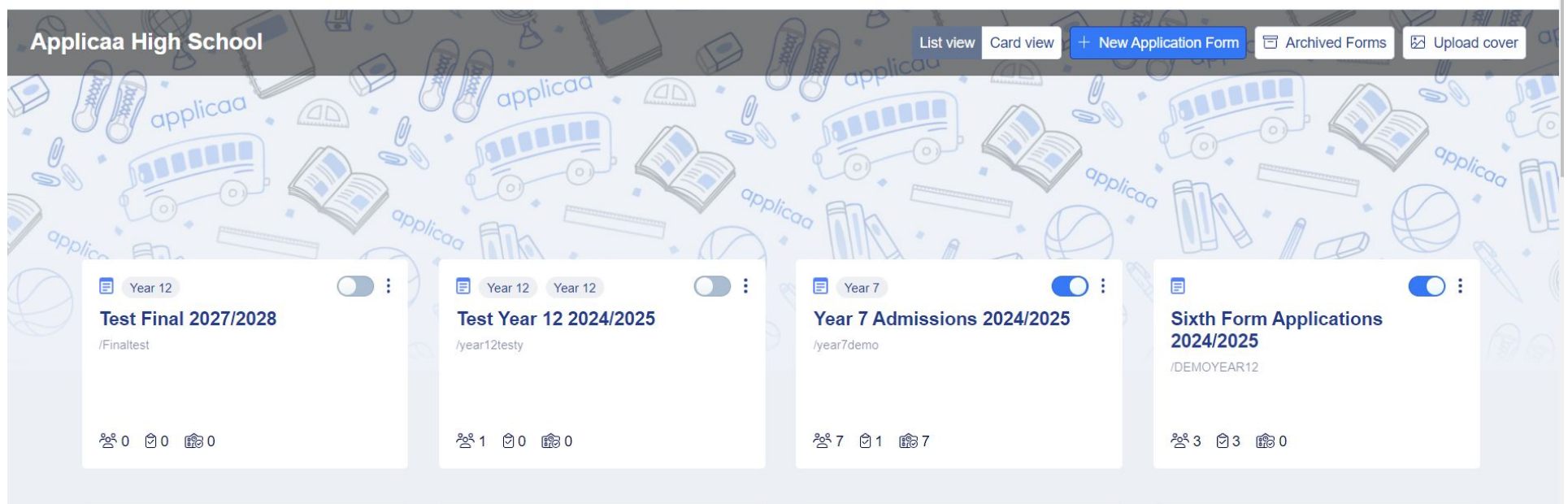
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# 1 How to create your new form

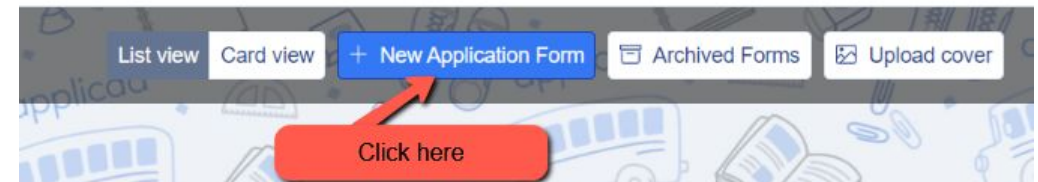
Click on the blue wording in the upper left of your dashboard and then click “forms area/multiple forms”



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

Form Name\* Year 12 Application

External Form Name (to parents & students) Year 12 Application

What type of form are you creating? Sixth Form Application

System Template (includes Email Templates, Application Groups & Courses)\* Year 12 Admissions a (2023/2024)

Application Form Template (included application steps, questions and phases)\* Year 12 Admissions a (2023/2024)

Message users see on the login page of this form

Paragraph B U I [List] [Link] [Text Color] [Background Color] [Undo] [Redo]

Set this as my default application form

Admissions Year\* 2024/2025

Set your new form up with the correct configuration for your intake - clone last year's form 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

Year 12 Application 2024/2025

/year12

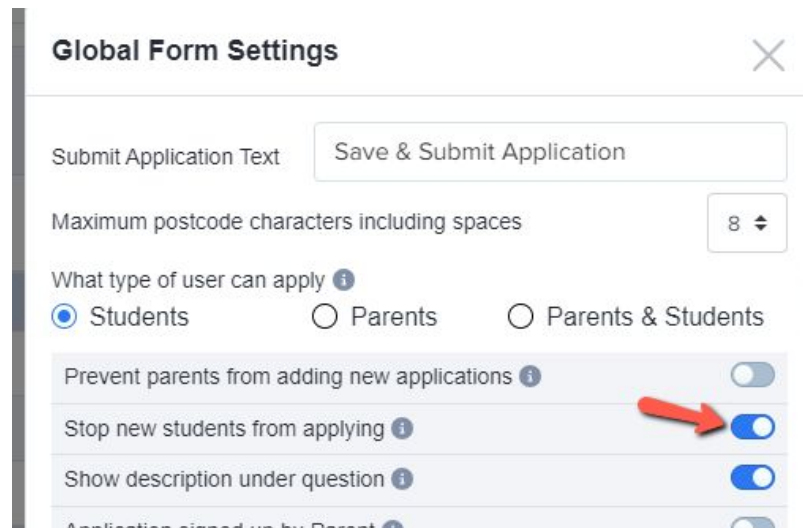
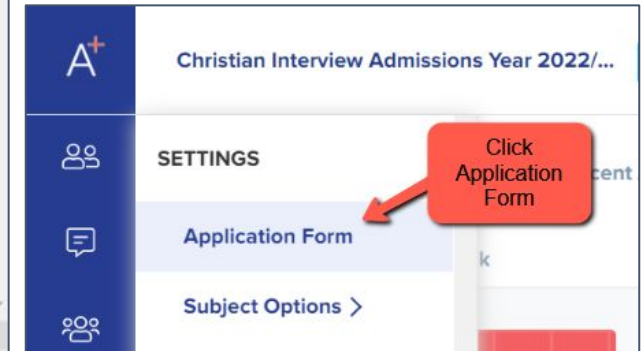
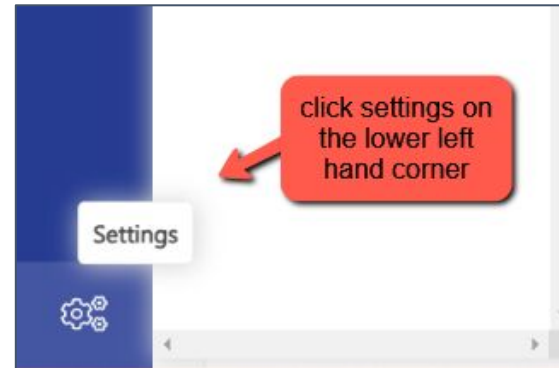
Year added automatically

0 0 0

# 2 How to close your old form

Now that the 2023 cycle has finished, you don't want applicants completing anything on that form

Navigate to settings > application form > global form settings and turn on "stop new students from applying"











Then go to “phase view” and turn on “disable submissions”

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 ⓘ	Visible to staff on Applicant Profile ⓘ	Filter ⓘ	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"/>		 



This will ensure no new applications can be started, and no existing ones can be edited

**Internal Applicants**

Lock form after submission ⓘ

**Disable submissions ⓘ**

**External Applicants**

Lock form after submission ⓘ

**Disable submissions ⓘ**

Stand alone ⓘ

Trigger by condition

Save



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 Test Year 12 2024/2025

Year 7 Year 7 Admissions 2024/2025

Sixth Form Applications 2024/2025



If any applicants for 2024 have registered on your 2023 form before you had the chance to close it, you can **move them to the correct form** instead.

**Test Cyril Test Larkin #NQWY**

Phone  
School St Mary's Kilburn Church Of England Primary  
School  
Email

more ▾

- Reset Password
- Send SMS
- Send notification
- Convert to Parent Account
- Confirm This Account
- Merge
- Change Application Form**
- Delete

**Student Info (External)**

Student Code	NQWY
Application Reference Number	823-2019-08
Sims Admission Number	
First Name	Test Cyril

**Change Application Form**

Select the form you wish to move them to

Year 12 Application Admissions Year 2024/2025

Changing the application form will have these changes:

- \*If students have courses, the courses will be removed
- \*The application status will change to incomplete

OK Cancel

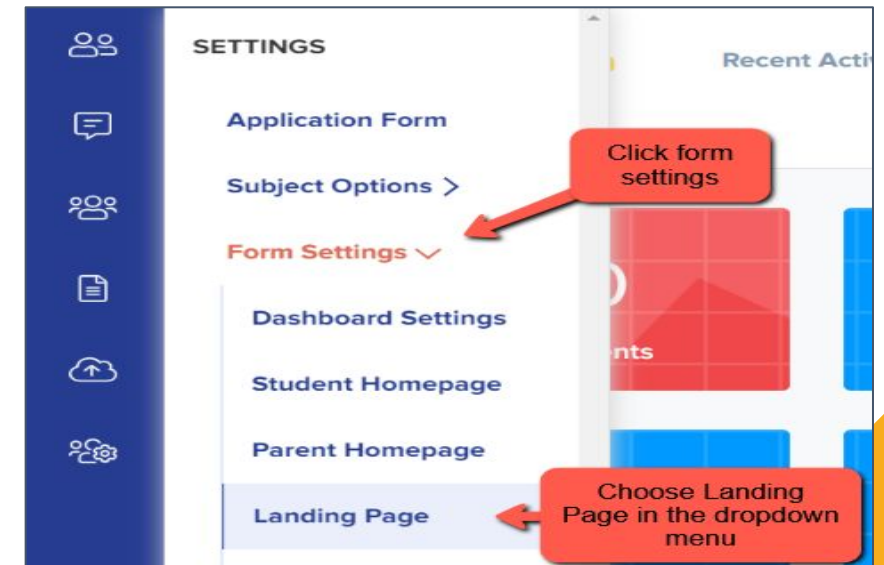
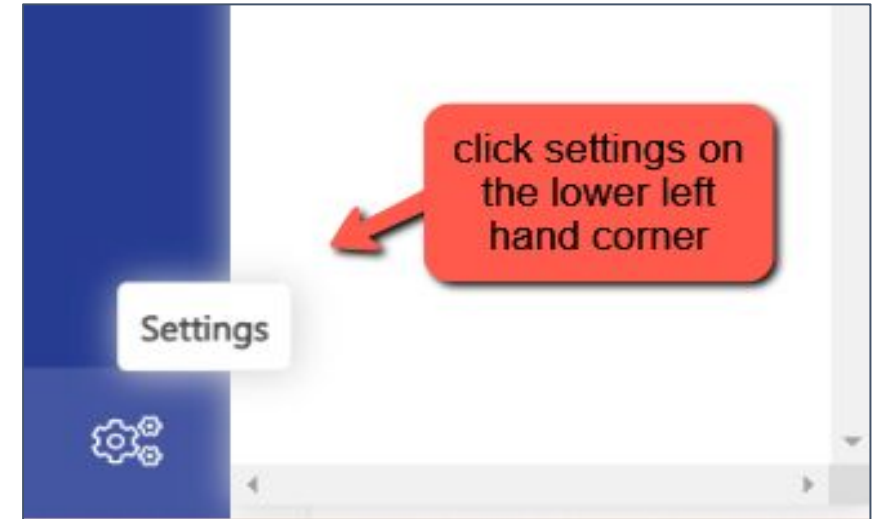
### 3 Editing your landing page and other messages

Navigate to settings > form settings > landing page

Here you can edit your initial message to students

You can also add a pop-up notification - perhaps to tell them when the new cycle will open?

You can also update any images here as needed



Navigate to “student homepage” to edit those messages, update your settings and change any images - this is what they will see when they first log in!

You can use the “preview” function to see it from their perspective

🏠 / Settings / Form Settings / Student Homepage

## Form Settings

Dashboard Student Homepage Parent Homepage Landing Page Application Groups Form Groups Student Profile

Welcome Message

Message on student's homepage (not visible to parents when they log in)

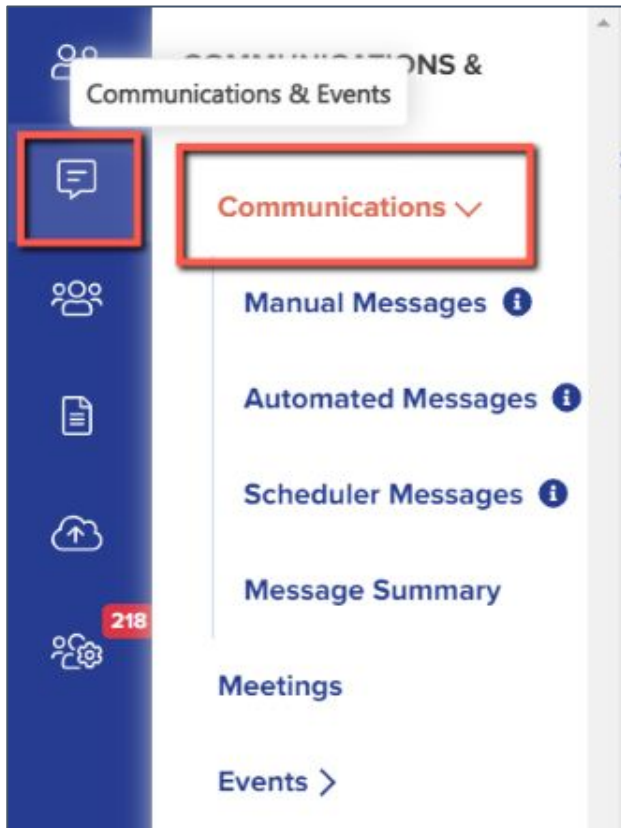
👁️ Preview

✎ Edit












# 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 and cycle - especially if you used any date-specific wording last time!

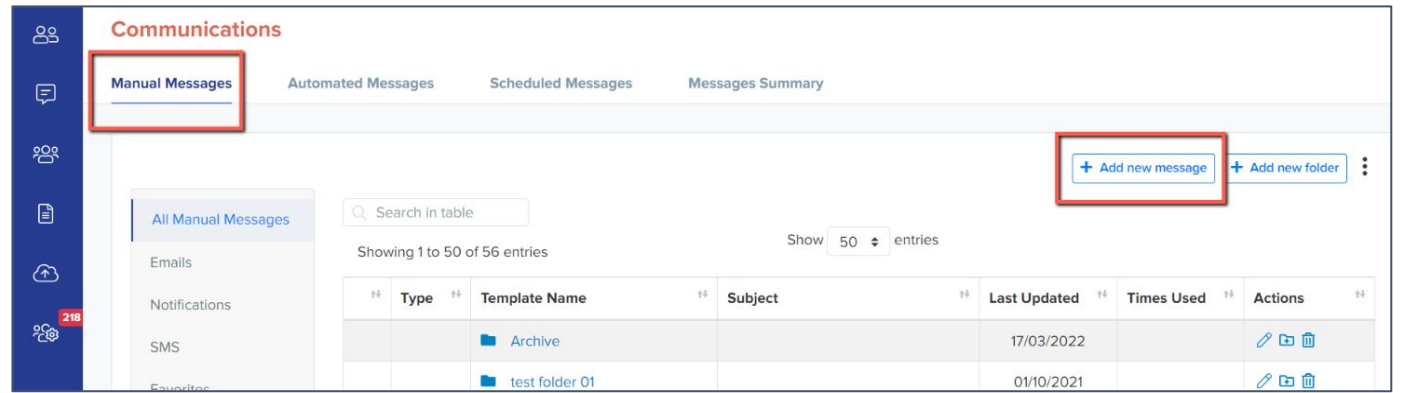
## Priorities for checking ahead of launch:

✉	Student Welcome	Welcome to Green Abbey School	admin@applicaa.com	Student	Staff	Registration
✉	New Password	Post 16 Green Abbey School Your New Password	admin@applicaa.com	Student		
✉	Student Confirmation Instructions	Welcome to Putney High School's Online Application Form	admin@applicaa.com	Student	Applicant	Registration

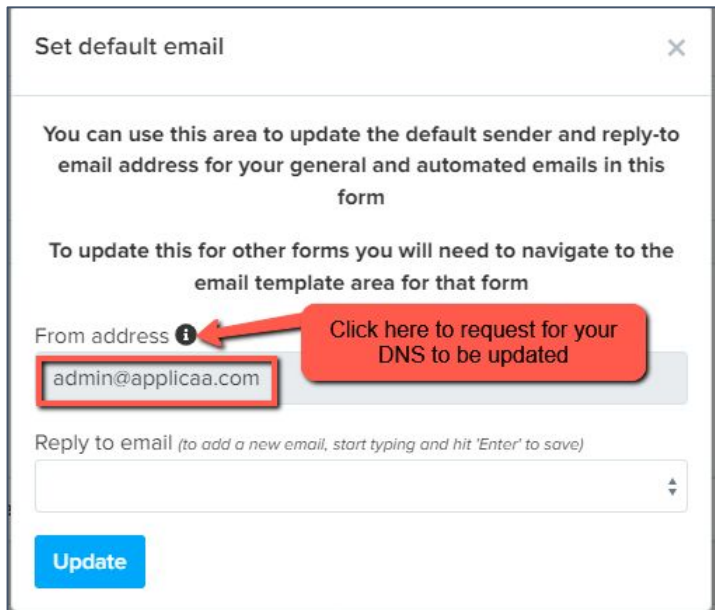
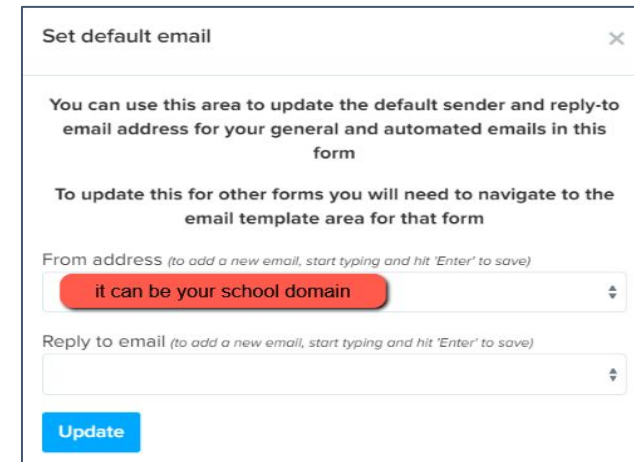
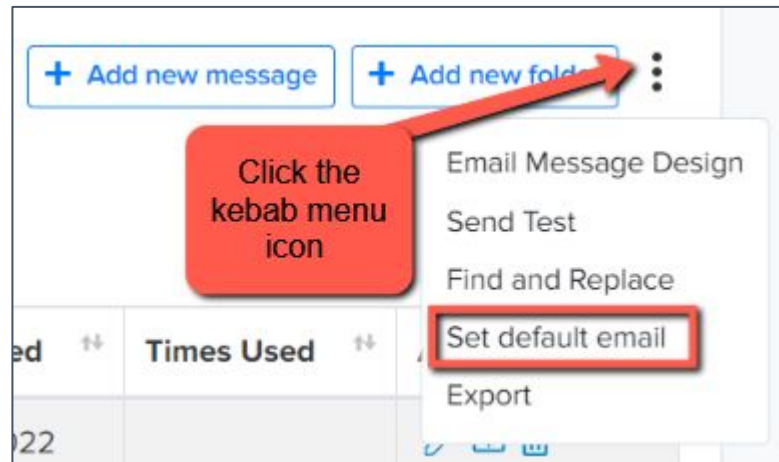
**Student Welcome** is the email sent to INTERNAL applicants; it contains their username and password which have been generated when you import them into A+ from your MIS.

**Student Confirmation Instructions** is the email sent to EXTERNAL applicants; it contains their verification link so they can confirm their details once they have registered to create an account.

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!



## 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 Icon] [Image Icon] [Quote Icon] [Table Icon] [Undo] [Redo] [Search] [Source] [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**

You can also preview the email template if you want to see how it looks



Preview Communication

Dear {{STUDENT\_FIRST\_NAME}} {{STUDENT\_LAST\_NAME}}

Below is your login details for {{SCHOOL\_NAME}}  
Email: {{STUDENT\_EMAIL}}  
Password: {{PASSWORD}}


[[LINK]]

Merged Fields/  
Token that  
system  
automatically  
populates

[Log in to your account](#) · [Visit School Website](#)

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Registered Address:  
23 Abdale Road  
Shepherd's Bush  
London W12 7ER

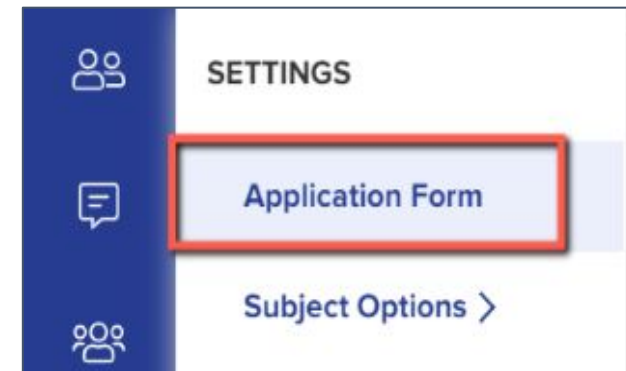
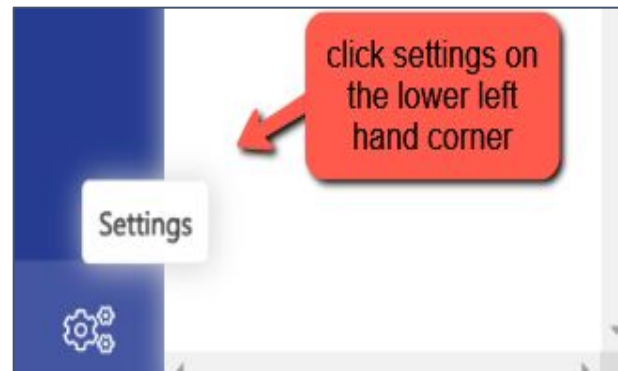
Powered by 

Close

# 5

## Your application phases and settings

Navigate to settings > application form > phase view and turn off any phases not in use at this point in your cycle (enrolment, offers, taster days, bursary)



Within your application form, make any changes to questions/fields - have you got new UDFs 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 open whichever step you wish to add questions to. Click “+ New” and you will see your UDFs on the left of the window

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

The screenshot displays the 'Existing Properties' and 'New Properties' sections of the application form customization interface. The 'Existing Properties' list includes various categories such as 'Additional Questions', 'Your Aspirations', 'Applicant's Religion', 'Medical information', 'Siblings', 'Parent/Carer contact details', 'Others', 'Application Form 1 - Empty Form', 'Parish where candidate lives', 'Your welfare and additional information', 'Religion', 'Ethnicity', 'Additional Support Need', 'Telephones and Email Addresses', 'Addresses', 'Basic Details', 'School History', 'Student Education Info', 'Application Form 1 - Child's Information', 'Event', 'Religious Reference', 'CloudSchool User Defined Fields', 'Parent/Carer address', 'Qualification related questions', 'Widening Participation', 'Do you have any of the following?', 'State exam results', 'Additional Contact Basic Details', and 'Sims User Defined Fields'. A search bar is provided to search for existing fields, with a red callout box stating 'Search to see if it already exists in your system'. The 'New Properties' section includes a note: 'Please note you will NOT be able to transfer the answers for custom questions to SIMS. If you need help, please contact your CSM or 0208 762 0882'. Below this, there are sections for 'Text Input', 'Choosing Options', 'Value', and 'File Upload', with a 'Paragraph' button. A '+ New' button is visible in the top right corner, with a red callout box stating 'Click the + New button on the section you want to add your question to'. The bottom part of the screenshot shows a table with columns for 'Internal', 'External', 'Visible on Student Profile', and 'Actions'.

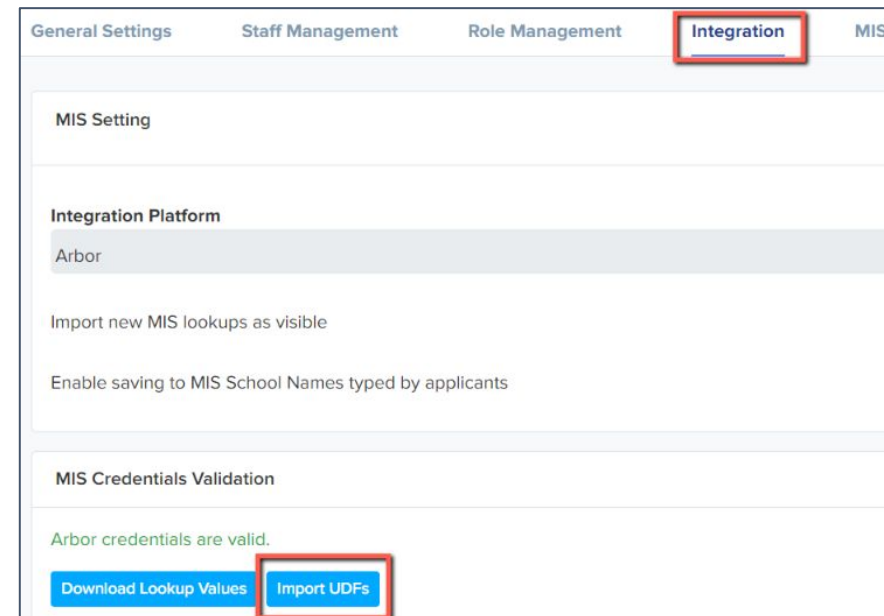
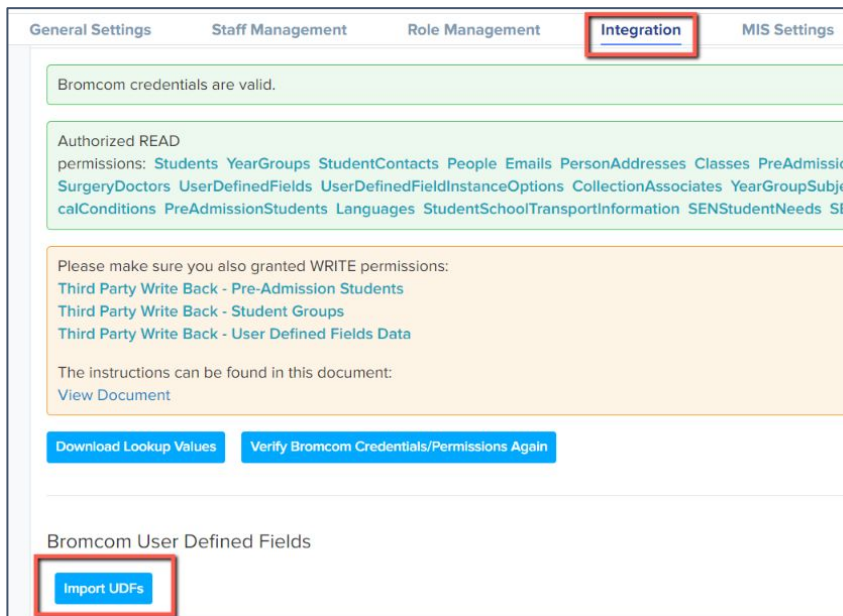
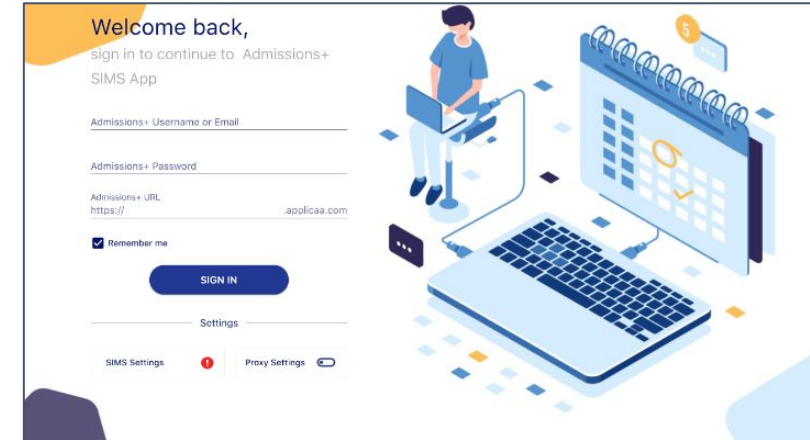
	Internal	External	Visible on Student Profile	Actions
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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+

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/carers contact details and select the In Touch question to add it to your form

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

### Add New Field

Existing Properties Show long text

Search existing fields

**Addresses >**  
**Parent/Carer contact details v**

- 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

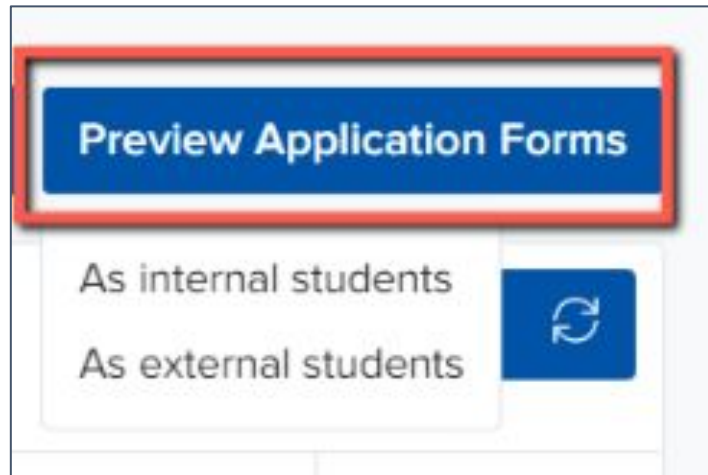
New Property

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>	




Preview the whole application and check if it is all working as expected




A screenshot of a "Preview" application form. The form is titled "Preview" and has a blue header bar. Below the header, there is a progress bar with eight steps: "Step 1", "Step 2", "Step 3", "Step 4", "Step 5", "Step 6", "Step 7", and "Step 8". Each step has a red exclamation mark icon. The "Step 1" button is highlighted in purple. Below the progress bar, the form is divided into sections. The first section is "Student Basic Details". It contains a text input field for "Legal First Name\*" with the value "Test Internal FN", a text input field for "Legal Last Name\*" with the value "Test External FN", a text input field for "(Preferred) First Name\*", a text input field for "Middle Name(s)", a text input field for "Family Surname\*", a dropdown menu for "Gender\*" with the value "Male", a text input field for "Date of Birth\*" with the value "12/12/2004", and a dropdown menu for "Year group applied for\*". At the bottom of the form, there are two buttons: "Close" and "Next".


Check the links to any policies in your Agreement and Consent step - **sometimes it is necessary to remove old policies and add new ones to ensure the links are accurate**


**Agreement**

Policies 

Policies that student must read

Test Policy 

IT Policy 

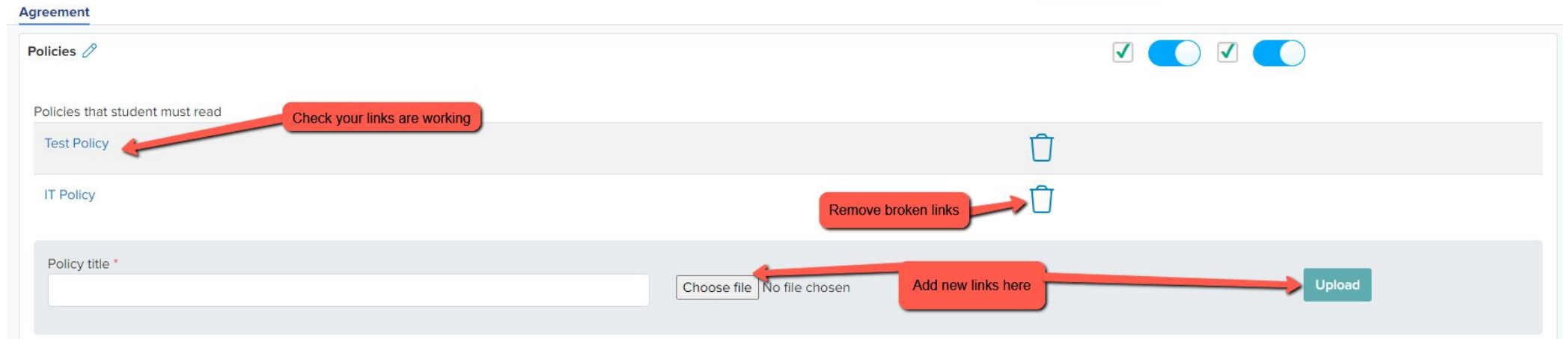
Remove broken links 

Policy title \*

Choose file No file chosen

Add new links here

Upload



# 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!

# 6 **Setting up open evenings and events**

We have updated the Events area significantly and the new functionality is now available.

See our updated guides [here](#)

## **Key features include**

Set sessions within Events

Cover multiple times and days

View registrants

View total attendees

Track which events are published/ unpublished

Customisable question on registration

Filter based on question responses

Email templates & automated emails

# Accessing the Events module




Navigate to communications and events > events



Click to create a new event and set your parameters: are you ready to publish the event and share the URL?

### Events

Events Event Guests Event forms

Actions	Date	Event	URL	Location	Visibility	Limit	Registrants	Invitees	Attended
 	> Friday 22 September, 2023 09:00 - 17:00	Parent's Evening test	<b>Public URL</b>  <a href="https://demo.applicaa.com/events/181">https://demo.applicaa.com/events/181</a>		<b>Unpublished</b> Test Year 12	Unlimited	2	4	1

Show 10 entries      Displaying 1 entries      < Prev 1 Next >

You can show events on your landing page, on student and parent homepages and can also share the link on your website or email it to people directly!

#### Visibility

##### Which forms does this event relate to?

Apply for \*

Test Year 12 (2024/2025) x

Message to show when the event is fully booked

This event is fully booked!

Display number of tickets remaining

##### Show the event form

[\(Click here to see example\)](#)

Login page for related forms

Student homepage

Parent's homepage for all parents

Parent's homepage based on application form

Parent's homepage based on the child's application form ⓘ

Parent's homepage based on enquiry child's suggested form ⓘ

##### Show popup for the event on

[\(Click here to see example\)](#)


Login page

Student homepage

Parent homepage



To link an email to your event, navigate to your email templates area and go to “manual messages”. Create a new message and ensure the target audience is “Event”

Manual Messages  Automated Messages Scheduled Messages Messages Summary

Edit Email Template Discard & Exit

Set Up Advanced Settings Email Template

Communication Type \*  
Email

Template Name ⓘ \*  
Event Email

Subject Header \*  
Thank you for registering for this event.

Target Audience \*  
Event

Then, go back into your events area and you will be able to link the email template to your event

## Email & questions

### Enable prospective pupil question when parent apply

Mandatory

### Automated Email

Send automated event confirmation email to event registrants ⓘ

Thank you for your registration to our Open Evening

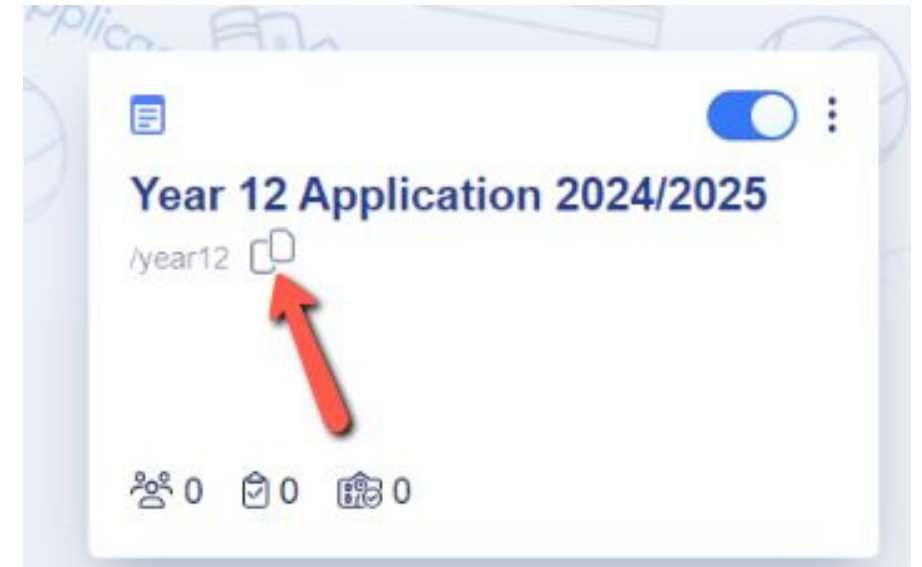
# 7 Adding the new link to your website

You can obtain the link to your new form and add it to your school website - this will be particularly helpful for EXTERNAL applicants

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



Here, you can click to copy the link and share as needed



# 8

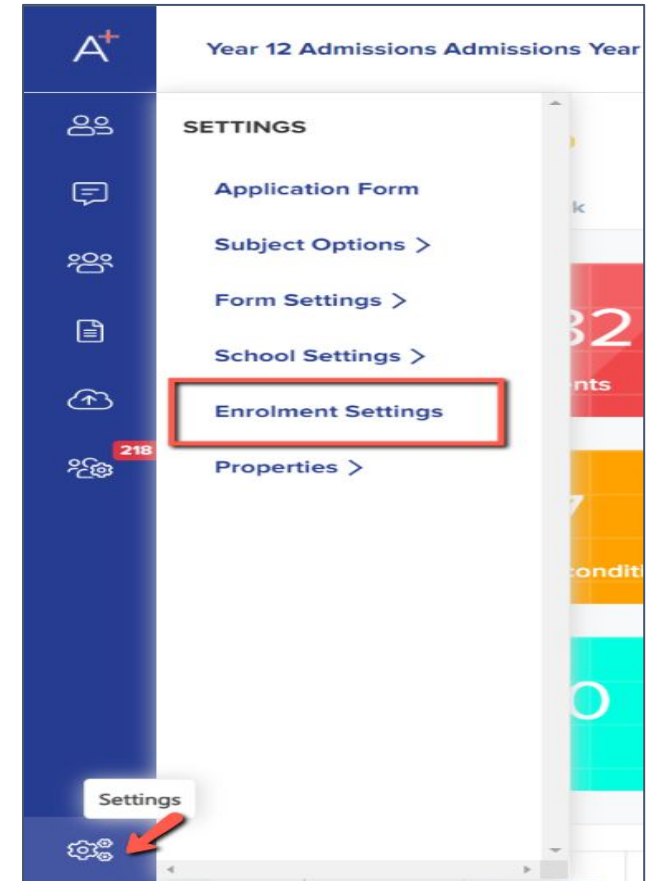
## Turning off enrolment settings in your new form

To ensure applicants can fill everything in as desired on their applications, you'll want to turn OFF some of the things you had active for enrolment last cycle

Navigate to settings > enrolment settings and turn off "prevent internals from editing grades" - this will enable them to add their predicted grades during their application

Turn off your enrolment messages

You may wish to disable entry requirements at the application stage - sometimes it is good to get an idea of what they would like to study, and then discuss it with them at interview before making them an offer

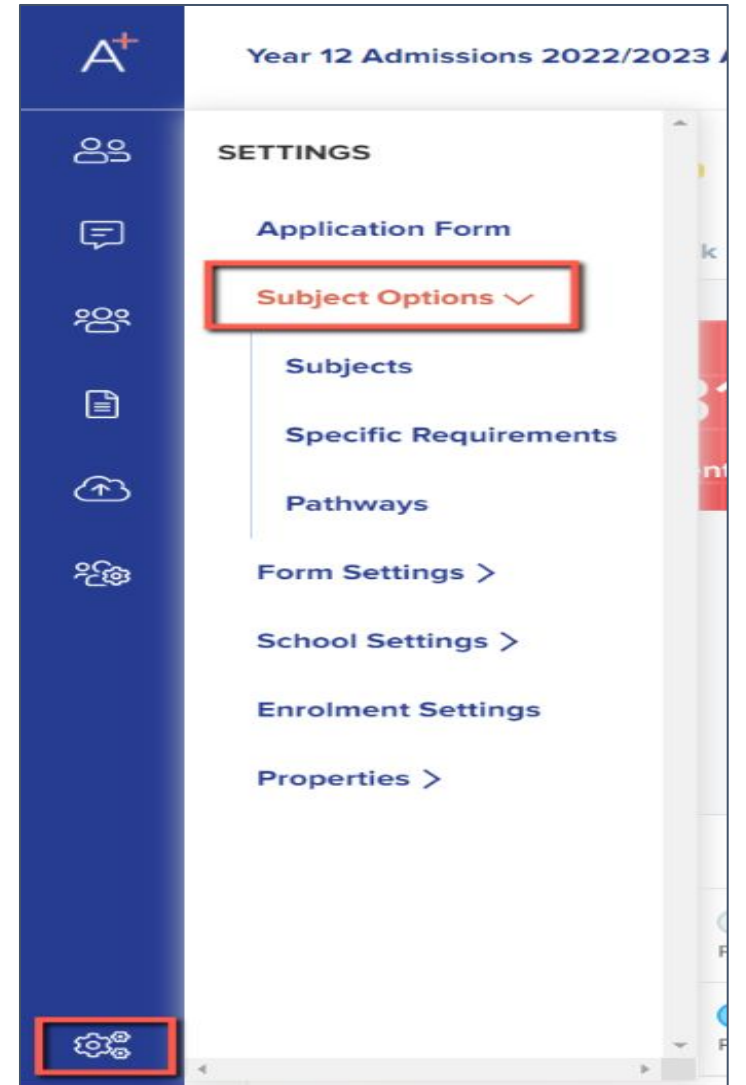
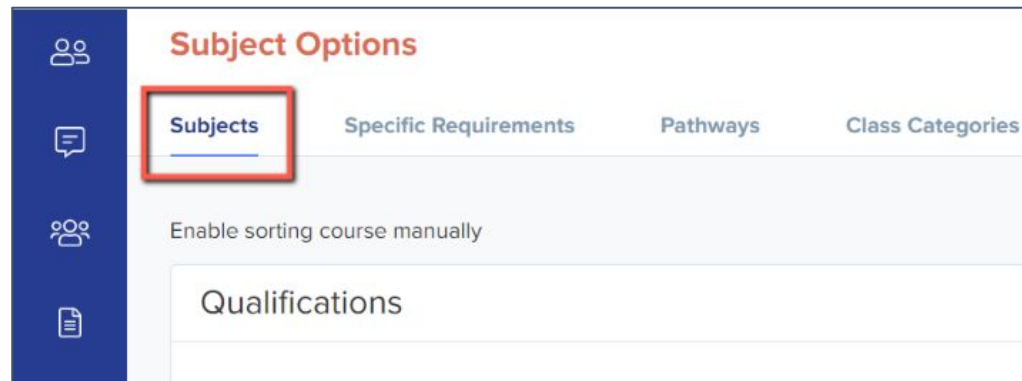


# 9

## Reviewing your courses, classes and blocks






Are you offering any new courses this year? Do you need to remove any which won't be running?

Navigate to settings > subject options > subjects



Here, you can edit existing courses, delete and add new ones - have you got links on your school website which you can direct your applicants to?

Year 12 Admissions Admissions Year 2021/2022, 2022/2023 Knowledge Base

Refer & Earn!      Lucy Appliaa Customer Suc

### Subject Options

**Subjects** Specific Requirements Pathways Class Categories





Enable sorting course manually

#### Qualifications

+ Add new Go to courses step

Search in table

Showing 1 to 50 of 63 entries Show 50 entries

ID	Qualification	Level	Subject Leader	Learning Hours	Compulsory	Entry Test Required	Entry Requirements	Assessment Method	Info last updated	
9093	Maths			200	No	No			11/07/2022	 
9871	Biology	LV3		175	No	No			15/06/2022	 

Click the name of a course to get to the "edit" function

Click the bin icon to delete any courses which will not be running

#### Edit Maths

Course's Images  No file chosen

Course title \* Maths Learning Hours \* 200 Compulsory No

Course summary

Course url  Assessment method

Equipment required

Qualification title  Qualification level

Awarding org name

Requirements Descriptions

Add the link to your school website if you have course information displayed there

Navigate to settings > application form > courses

You can set the minimum and maximum number of courses and learning hours required for an application, and decide whether to have your option block view turned on at this stage

**Courses**

**Step 8: Courses**  
Subject selection for applications

Restrict student course selection by entry requirements Internal  External

Restrict enrolment by teachers by entry requirements Internal  External

Have a cap on the number of people that can apply for subjects

Display subject capacity when student enrol

Prevent internal students from editing and adding grades on the education step (applies to the application form and the enrolment form)

Maximum number of subjects that the student can select

Minimum number of subjects that the student can select

Get students to rank their subject choices

Display learning hours

Maximum learning hours

Minimum learning hours

Prevent subject clashing

Activate Option Block view on courses step



Some schools will have the option blocks in place from the outset, which can make things more straightforward if your blocks do not tend to change much each year. Alternatively, you can leave them inactive and then use our Options module to work out the best fit of classes and create the option blocks for you later in the year.

The screenshot displays the 'Timetables' interface. The top navigation bar includes 'Overview', 'Reports', 'Recent Activities', 'Application Groups', 'Offers', 'Subjects Summary', 'Timetables', 'Tasks', and 'Calendar'. The 'Timetables' tab is highlighted. Below this, there are sub-tabs: 'All Activities', 'Group Link', 'Timetable Manager', 'Enrolled Classes Management', and 'Enrolment Report Page'. The 'Timetable Manager' sub-tab is active, and within it, 'Timetable Overview' is highlighted. The main content area features a search bar, 'Filter Timetable', '+ Add New', 'Filter for subjects', and 'Export' buttons. Below these is a table with the following data:

Course	Interested	Enrolled	Waiting List	Block A	Block B	Block C	Block D	Block E	Block F	Block dsqd	Block E	Block F	Block Off
MATHS A (30 max)	0 interested	1 enrolled	1										
MATHS B (30 max)	0 interested	1 enrolled											

You can update the blocks and class codes from the main dashboard if you click “timetables”

# 10

## Importing your internal applicants

You MUST import your internal Year 11 students into Admissions+

It means they are tagged with their MIS number (makes importing results in summer much easier)

It also means students have an easier job - their data is imported in, so they don't have to fill it all out from scratch - they just check and update it as they work through!

You import them into Admissions+ and then send them the welcome email (which will contain a system-generated password)

Each MIS has slightly different rules for re-importing internal data. In Bromcom, you can't update data for existing internal students.

The screenshot displays the Admissions+ Data Import interface. The sidebar on the left contains navigation icons, with the 'Data' icon highlighted. The main content area features a 'Data' header, 'Imports' and 'Exports' buttons, and a 'Uploaded Files' section. A central area contains a document icon and the text 'How to prepare your data' and 'Admissions+ Import Guides'. Below this are three links: 'User guide for importing LA Offers for Year 7 Data Collection', 'General video guide - updating existing applications via CSV', and 'General video guide - Importing new applicants (e.g. external Sixth Form Applicants)'. A 'Show all' button is located in the bottom right. At the bottom, a table displays import records.

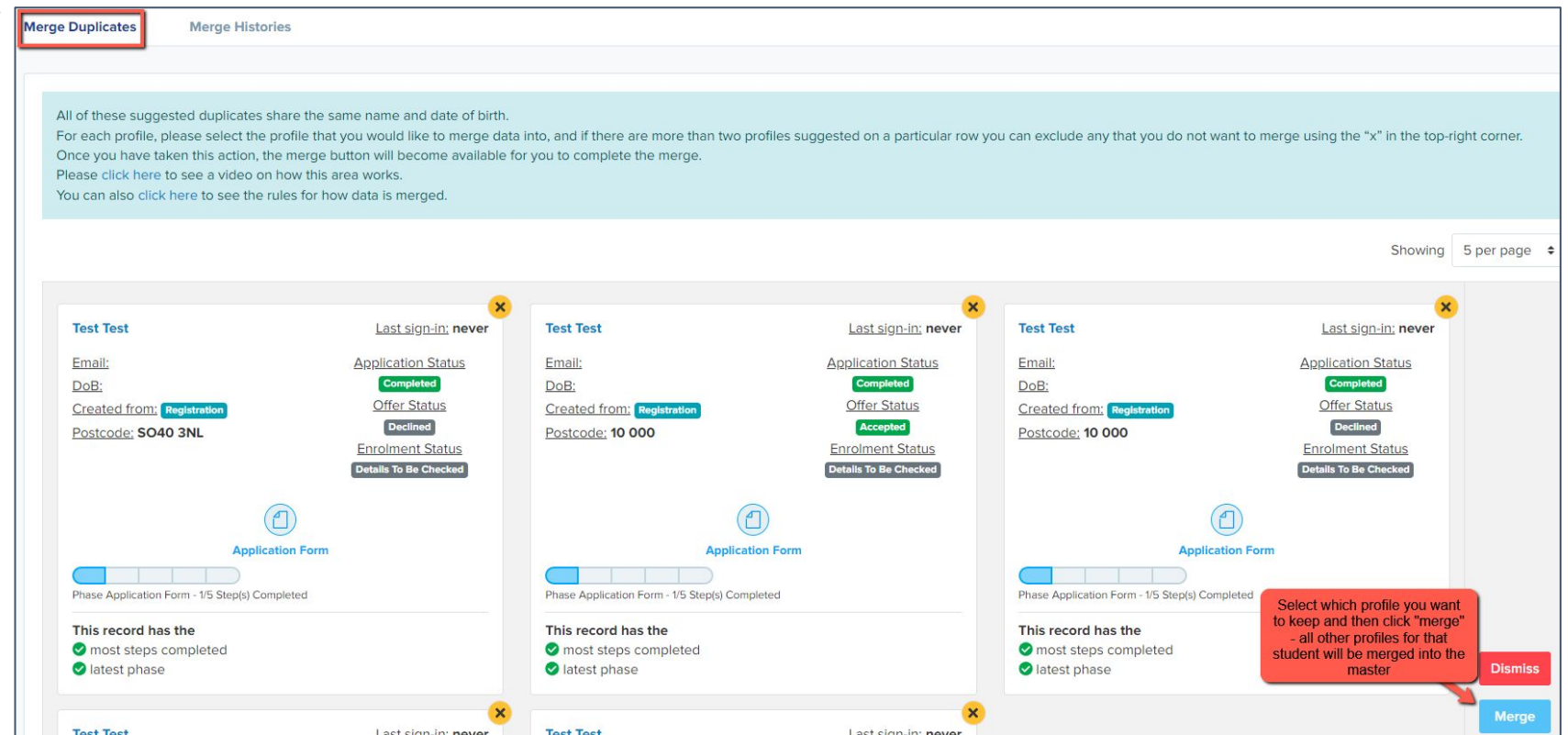
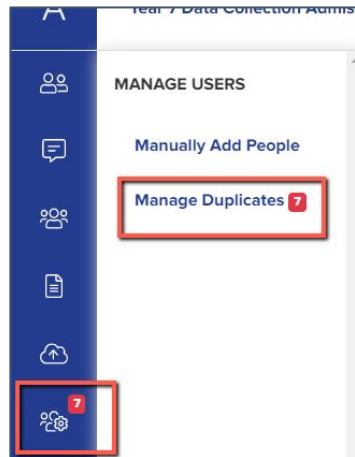
Name	New Object	Updated Objects	Error	Source	User	Created	Status	Report
import grade Exams	7	0	0	csv	Applicaa Admin	25 Aug, 2022	completed	

You can prevent your internal applicants from making a new application by turning on this setting in settings > application form > student registration



If they do manage to create a new account, or if your external applicants register multiple times, the system will detect this as a duplicate!

You can manage duplicates by clicking on manage users > manage duplicates



The background features a central light blue hexagon. To its top-left is a grey hexagon, and to its bottom-left is a dark blue hexagon. To the right of the central hexagon is an orange parallelogram. Below the central hexagon are two smaller light blue hexagons, one to the right and one centered below it.

**Do you have any questions?**



**THANK YOU**