

Setting up your new cycle

Sixth Form



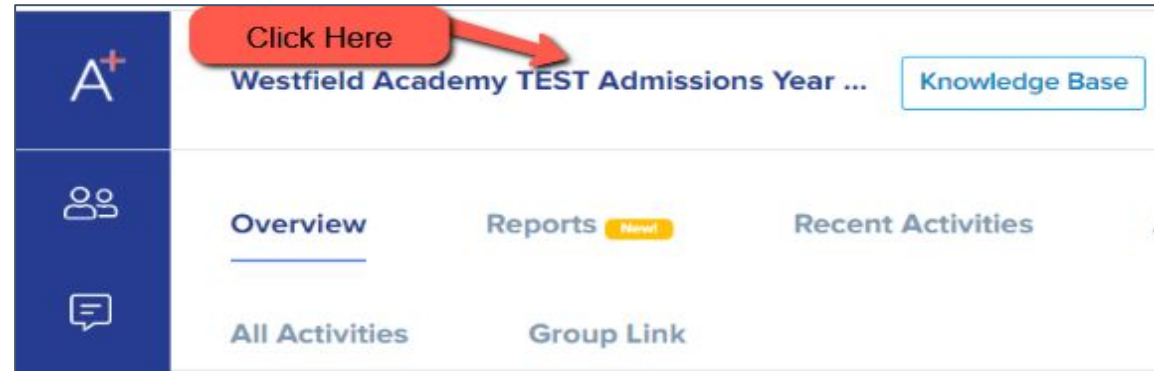


CONTENTS

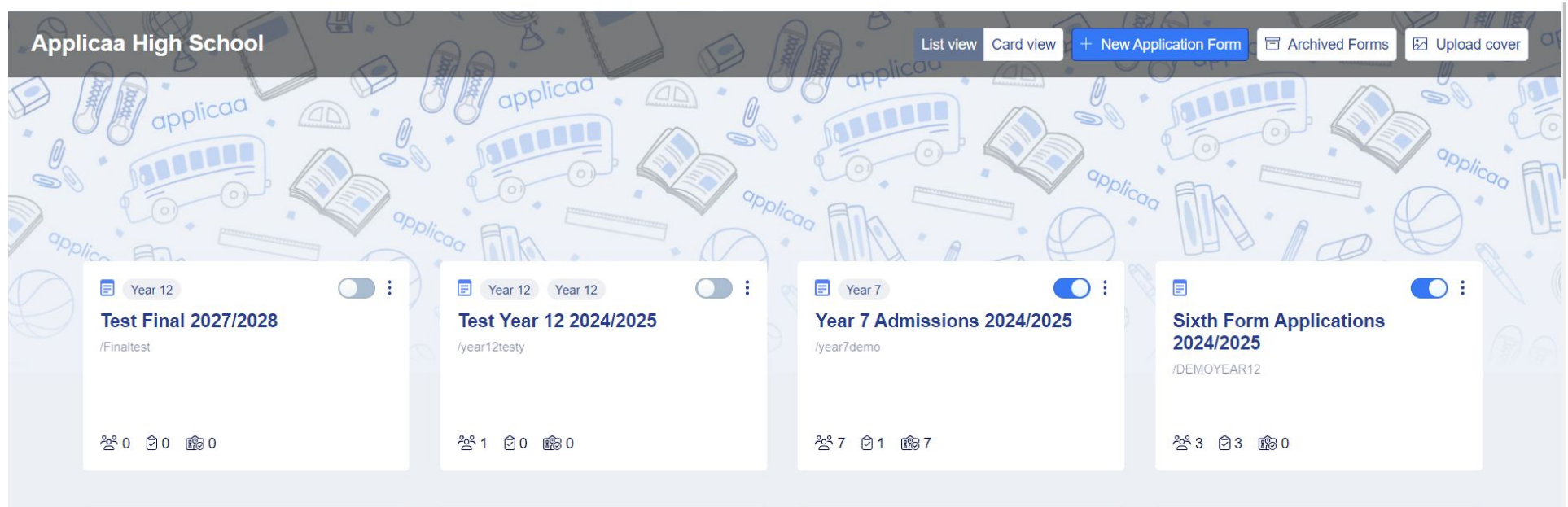
1. How to check your new form has been created
2. How to close the old form
3. Editing your landing page, welcome messages etc
4. Checking your email templates
5. Your application phases and settings
6. Setting up Open Evenings/Events
7. Adding the new link to your website
8. Turning off enrolment settings in the new form
9. Reviewing your courses, classes and blocks
10. Importing your internal applicants

How to see your new form

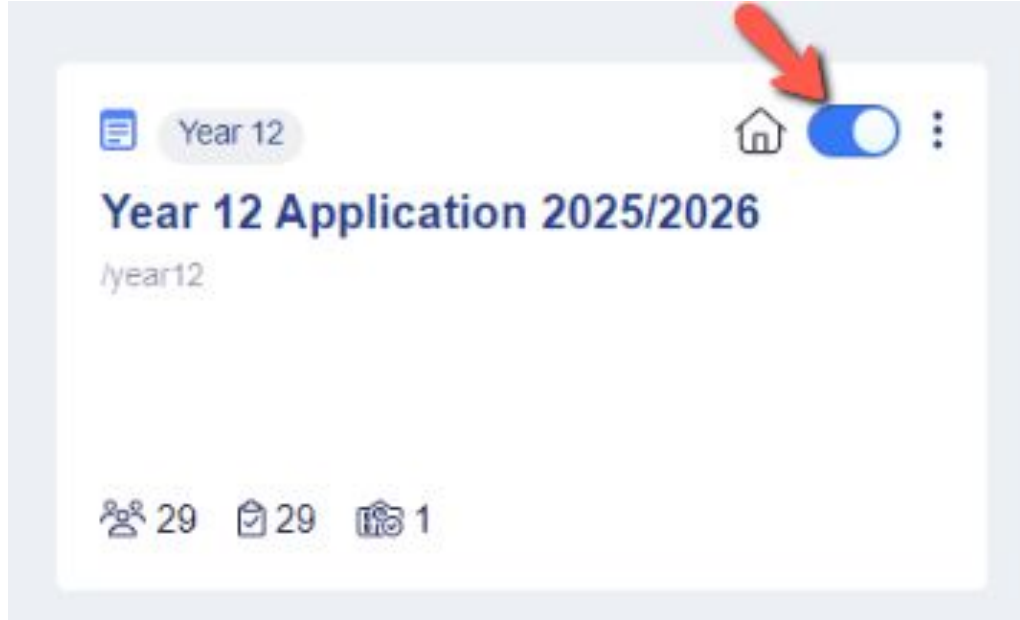
Click on the blue wording in the upper left of your dashboard and then click “forms area/multiple forms”



Your tiles 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.

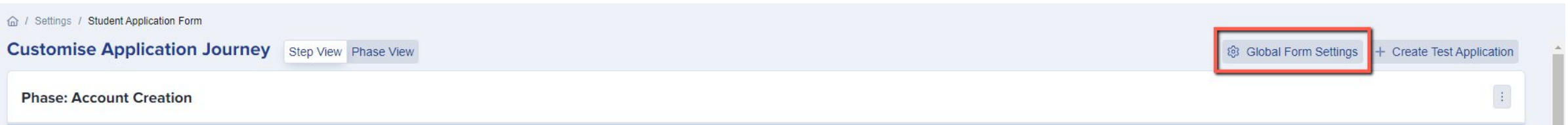
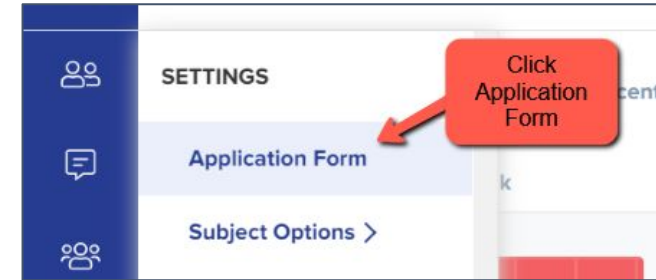


Turn the toggle switch on to make it active - it needs to be active to enable importing/exporting with your MIS

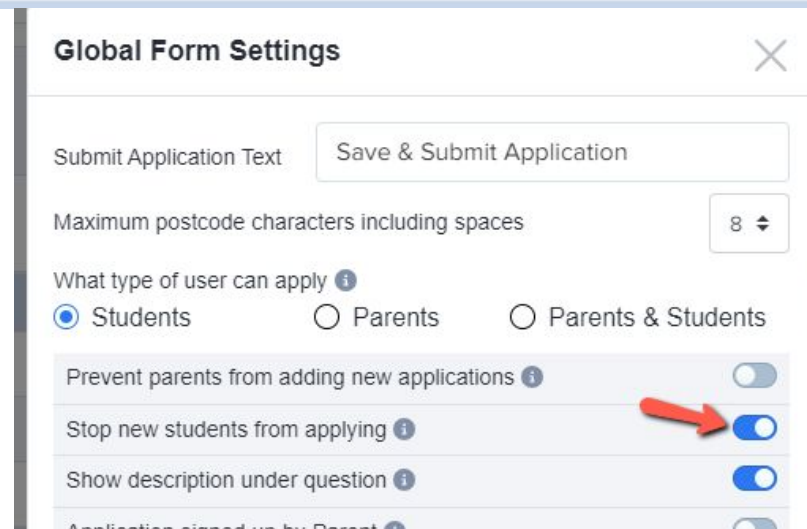
How to close your old form

Now that the 2024 cycle has finished, you don't want applicants completing anything further on that form.

Click on the name of your 2024 form in your forms area to access the dashboard.









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



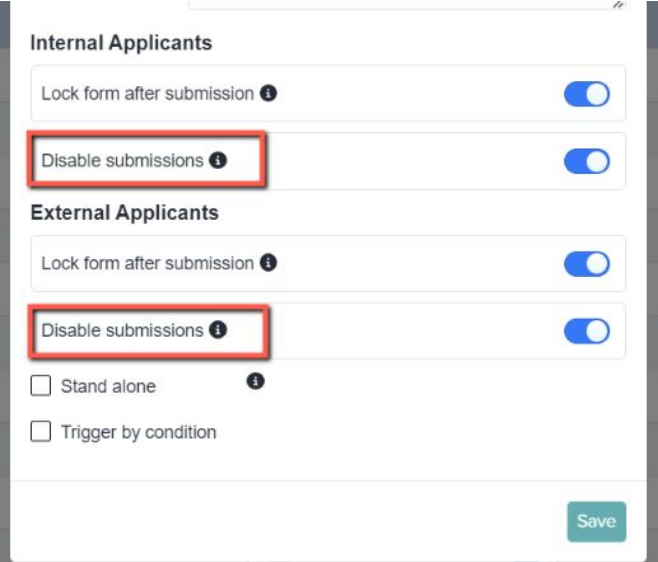


Then go to “phase view” and turn on “disable submissions”.

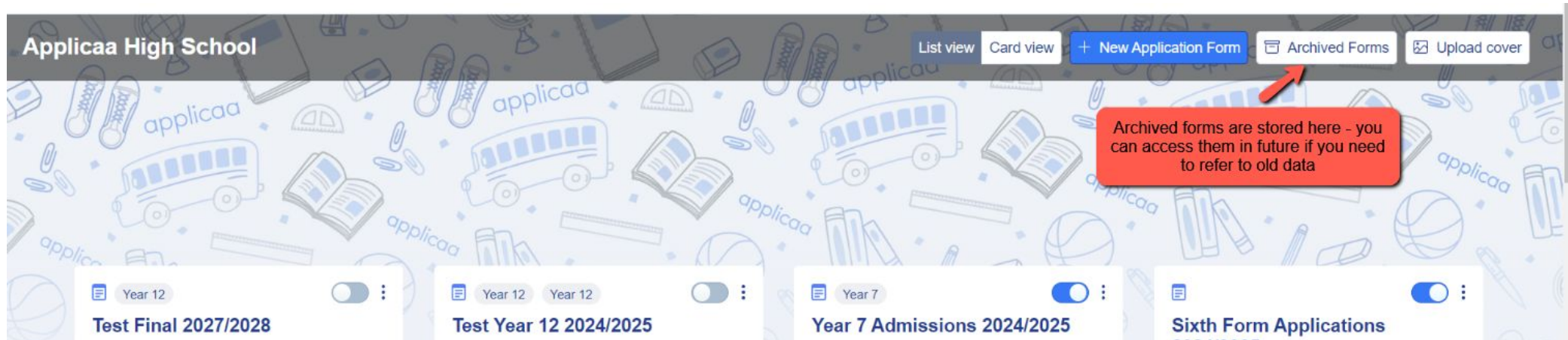
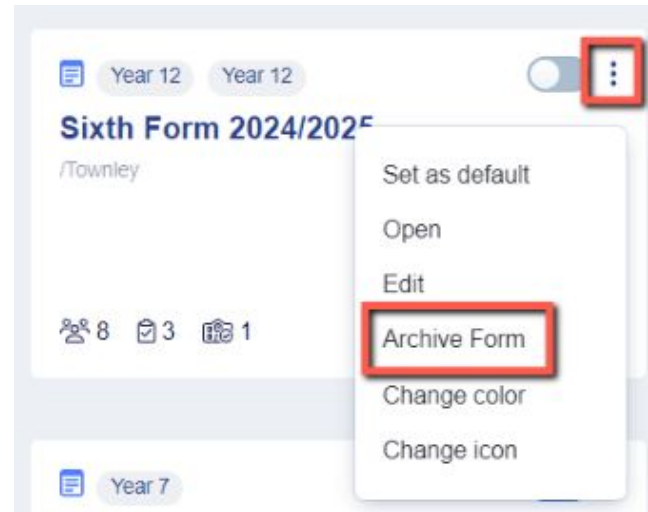
Phases	Category	Visible to Applicants	Visible to staff on Applicant Profile	Filter	Actions
2. Application Form	Form Questions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		 
3. Offer	Offer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		 
4. Enrolment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

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



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



If any applicants for your new cycle have registered on your old 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

Overview Application Form Courses Selection Family Visa

Student Info (External)

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

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

Change Application Form

Select the form you wish to move them to

Year 12 Application Admissions Year 2024/2025

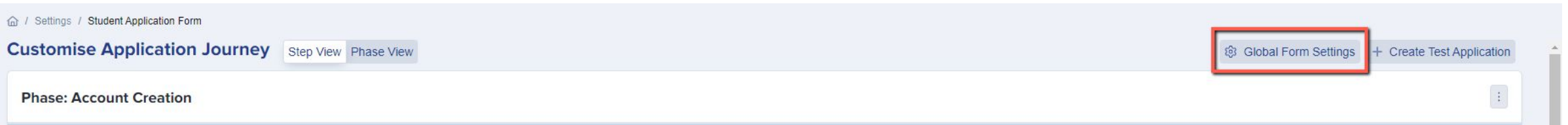
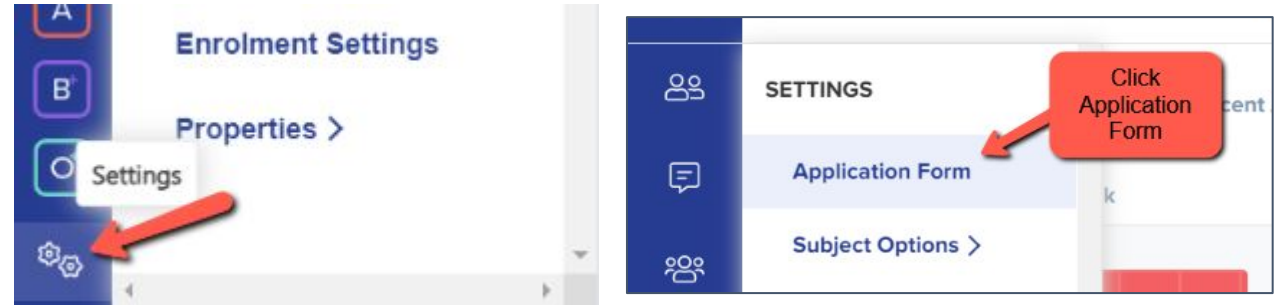
Changing the application form will have these changes:
*If students have courses, the courses will be removed
*The application status will change to incomplete

OK Cancel

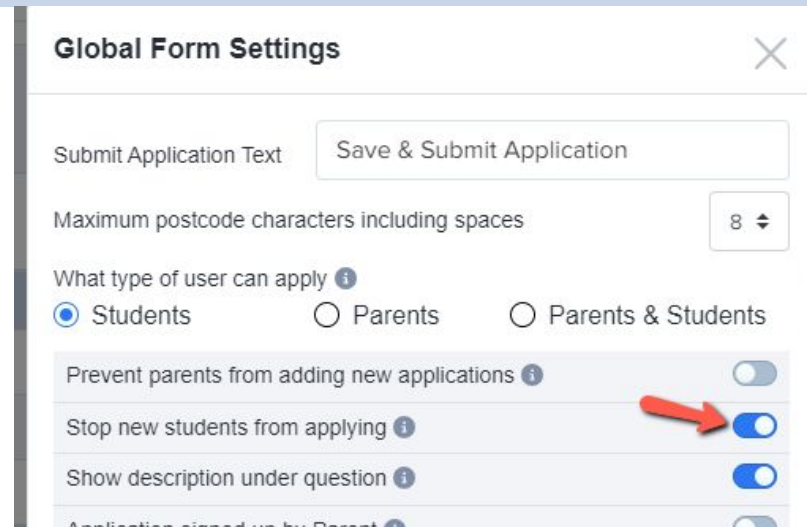
How to open your new form

When you are ready to launch your new cycle, you will need to ensure new applicants can apply, and that your internal applicants' accounts have been created so they can log in (we will cover this later on).

Click on the name of your 2025 form in your forms area to access the dashboard.



Navigate to settings > application form > global form settings and turn off “stop new students from applying”.



Navigate to **settings > application form > phase view** to ensure your application phase is visible to students, and that submissions are enabled.

Edit Step: Application Form ✕

Name

Description

Internal Applicants

Lock form after submission i

Disable submissions i

External Applicants

Lock form after submission i

Disable submissions i

Customise Application Journey

Step View **Phase View**



All Application Phases

Phases	Category	Visible to Students i	Visible to staff on Student Profile i	Filter i
2. Application Form	Form Questions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	



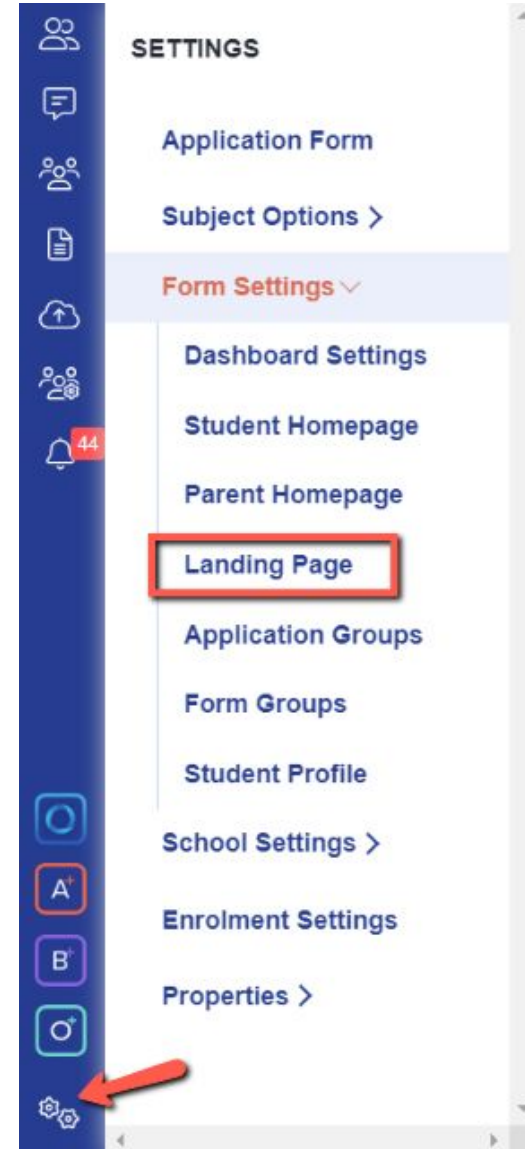
Editing your landing page and other messages

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 - check they are still accurate and up-to-date.



Click **edit** to check your settings, and ensure your new application block and new application button are both visible.


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

- Students and parents must be imported by staff ⓘ
- Only parents can register ⓘ
- New Application area hidden completely



Landing Page [Edit](#)

- Customise Texts & Buttons >
- Popup Message on landing page >
- General Settings >



Landing Page

Customise Texts & Buttons

Show New Application block



Show New Application button



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

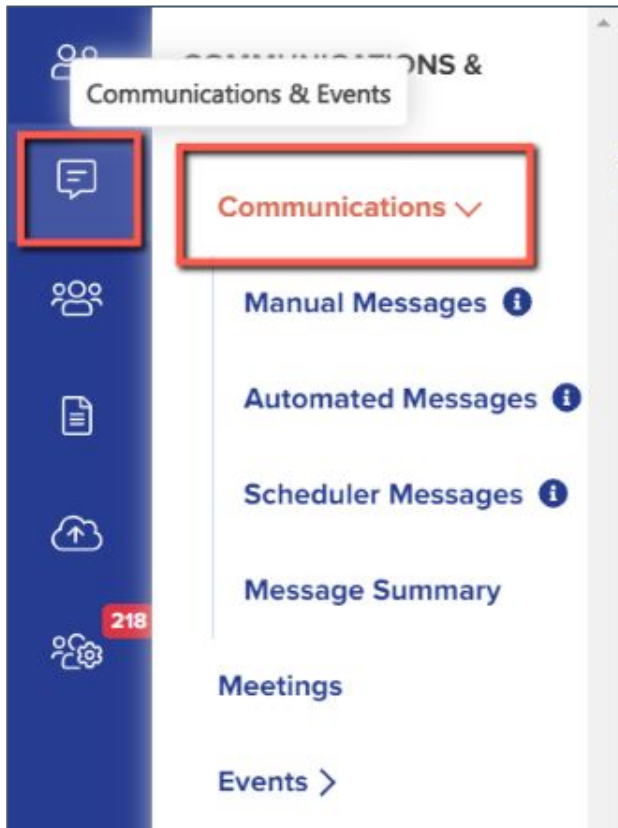
Message on student's homepage (not visible to parents when they log in)

👁️ Preview












✎ Edit

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!

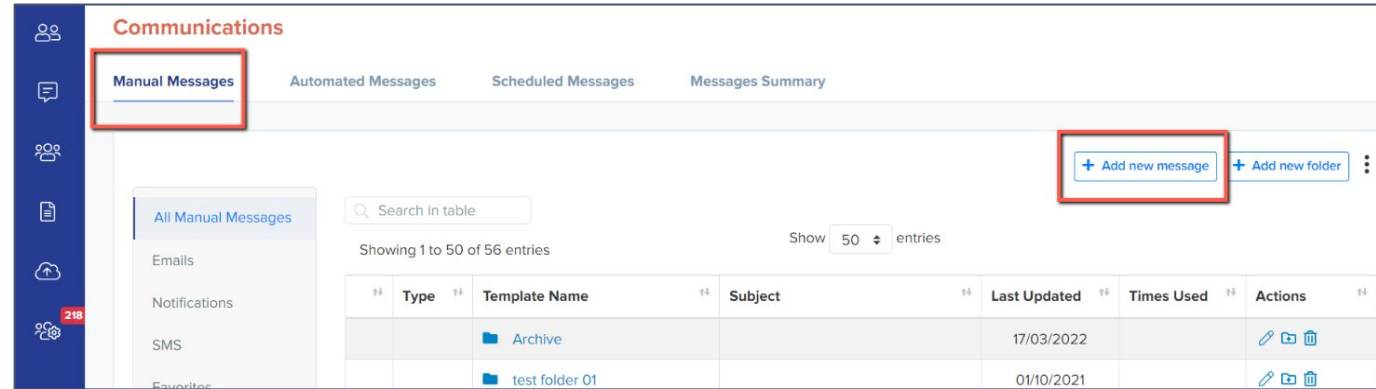
Priorities for checking ahead of launch:

✉	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

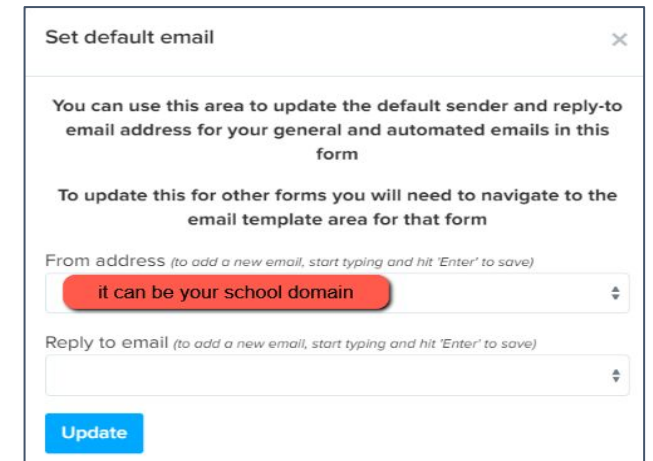
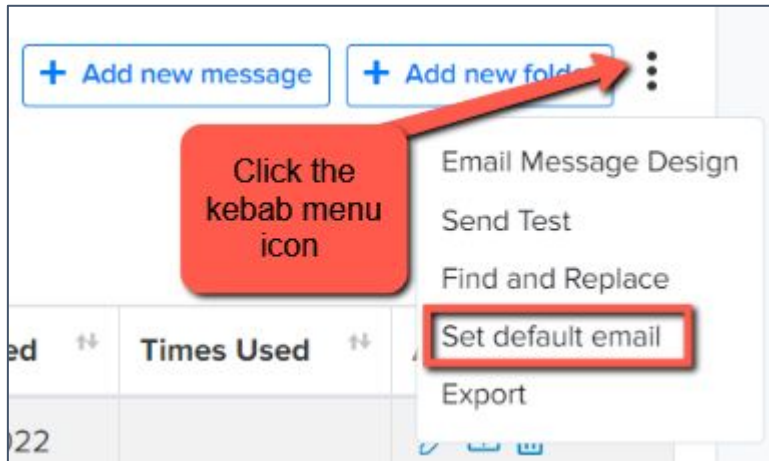
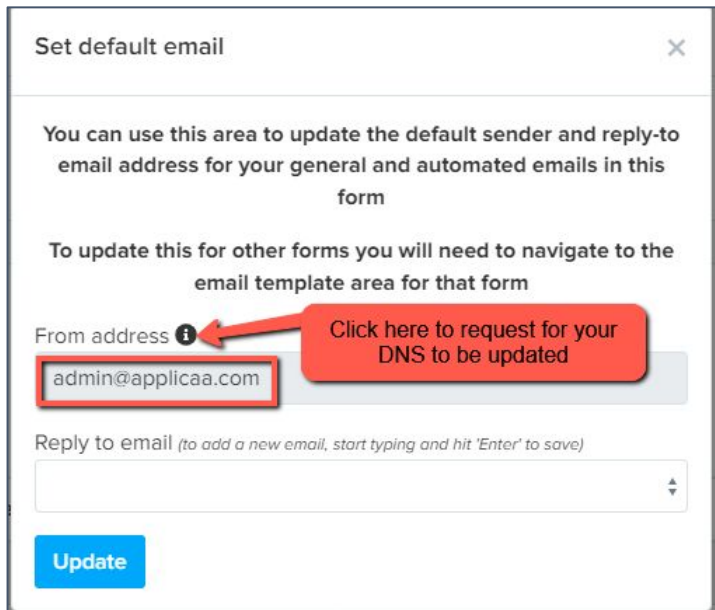
Student Welcome is the email sent to INTERNAL applicants; it contains their username and password which have been generated when you import them into A+ from your MIS.

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" 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.

+ Add new message + Add new folder ⋮

Email Message Design

- Send Test
- Find and Replace
- Set default email
- Export

ted	Times Used	Acti
023		
023		

Logo Left: No file chosen

Remove?

Logo Right: No file chosen

Remove?

^ **Email Header**

^ **Email Footer**

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

You can also preview the email template if you want to see how it looks and check the layout.



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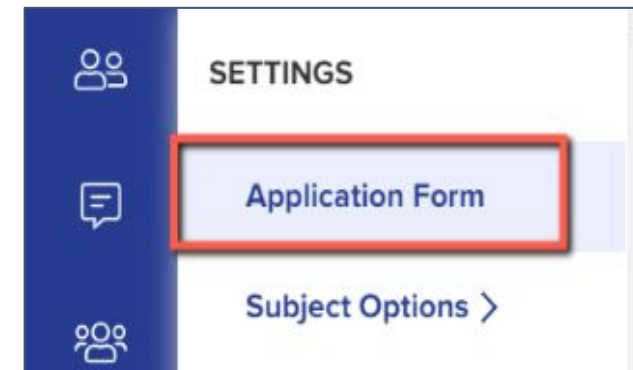
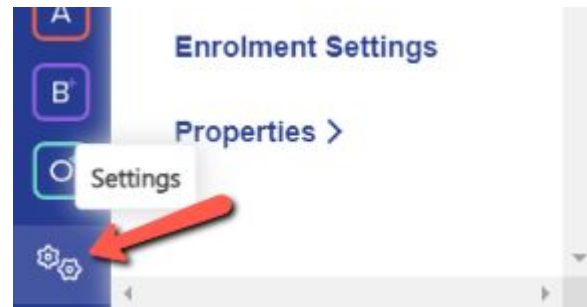
Registered Address:
23 Abdale Road
Shepherd's Bush
London W12 7ER

Powered by 

Close

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 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	
<input type="checkbox"/>	Test UDF	sims_udf_4018	Dropdown Single Select	

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 and ensure they are active, 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.

General Settings Staff Management Role Management **Integration** MIS Settings

Bromcom credentials are valid.

Authorized READ permissions: [Students](#) [YearGroups](#) [StudentContacts](#) [People](#) [Emails](#) [PersonAddresses](#) [Classes](#) [PreAdmissionSurgeryDoctors](#) [UserDefinedFields](#) [UserDefinedFieldInstanceOptions](#) [CollectionAssociates](#) [YearGroupSubjectalConditions](#) [PreAdmissionStudents](#) [Languages](#) [StudentSchoolTransportInformation](#) [SENStudentNeeds](#) [SEN](#)

Please make sure you also granted WRITE permissions:
[Third Party Write Back - Pre-Admission Students](#)
[Third Party Write Back - Student Groups](#)
[Third Party Write Back - User Defined Fields Data](#)

The instructions can be found in this document:
[View Document](#)

[Download Lookup Values](#) [Verify Bromcom Credentials/Permissions Again](#)

Bromcom User Defined Fields

[Import UDFs](#)

Welcome back,
sign in to continue to Admissions+ SIMS App

Admissions+ Username or Email

Admissions+ Password

Admissions+ URL
<https://> [.applicaa.com](#)

Remember me

[SIGN IN](#)

Settings

[SIMS Settings](#) ! [Proxy Settings](#) ☐

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

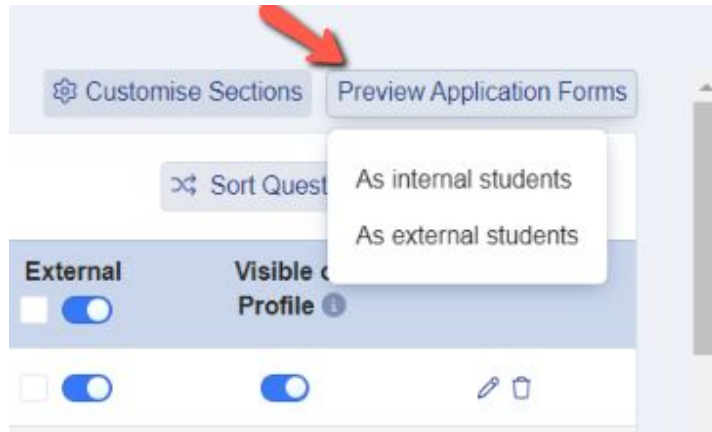
New Property

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)	in_touch_communication	SIMS	Yes	0	

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

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



Preview

! Step 1 Student Basic Details

! Step 2 Parent/Carer Details

! Step 3 Education

! Step 4 Courses

Student Basic Details

Please upload a recent passport-style photograph of yourself

No file chosen

Legal First Name*

Test External FN

Legal Last Name*

Test External LN


(Preferred) First Name

Middle Name(s)

Gender*

Male

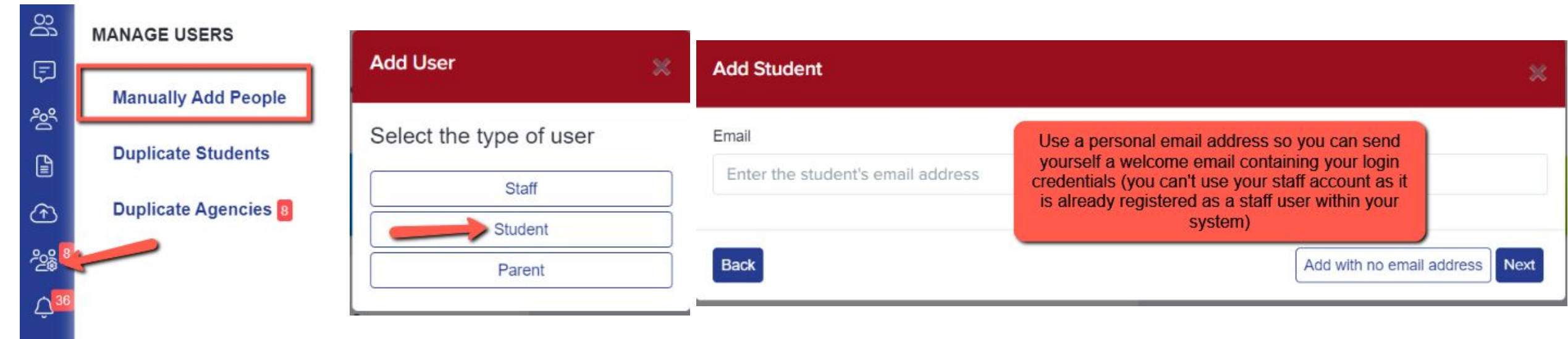
Generate a test student to practice with (settings > application form > create test application):



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

Phase: Account Creation

Make yourself an account and complete the whole application process to try it out from the perspective of an applicant:



MANAGE USERS

- Manually Add People
- Duplicate Students
- Duplicate Agencies 8

8

36

Add User ×

Select the type of user

- Staff
- Student
- Parent

Add Student ×

Email

Enter the student's email address

Use a personal email address so you can send yourself a welcome email containing your login credentials (you can't use your staff account as it is already registered as a staff user within your system)


Back

Add with no email address


Next


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 

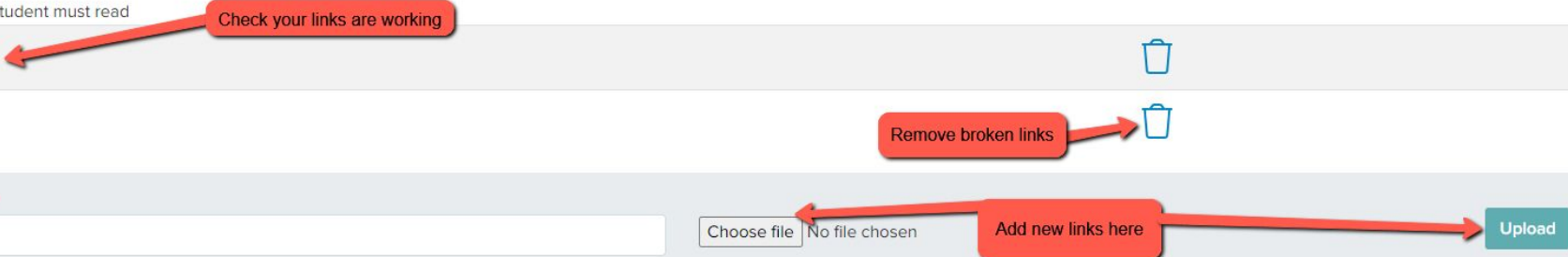
Remove broken links 

Policy title *

Choose file | No file chosen

Add new links here 

Upload



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!

Setting up open evenings and events

See our event guides [here](#)

Key features include

Set sessions within Events

Cover multiple times and days

View registrants

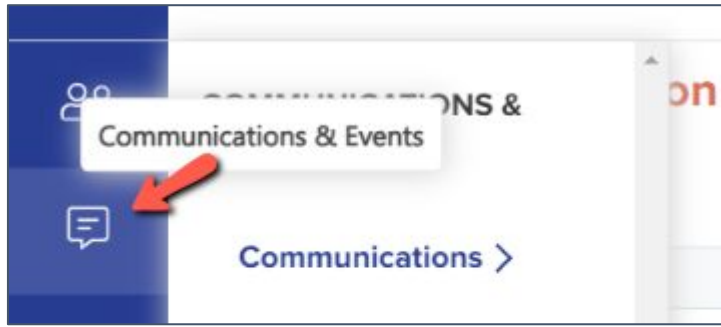
View total attendees

Track which events are published/ unpublished

Customisable question on registration

Filter based on question responses

Email templates & automated emails



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?

If your event has ticketed events within it (like school tours or talks with the Head) you can schedule those and set a limited number of places.

You can also publish events to ApplicaaOne to increase your reach!

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	Public URL  https://demo.applicaa.com/events/181		Unpublished 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 *

Lucy's Year 12 (2025/2026, Sixth Form Application) ✕

This is a public event, publish this event to [ApplicaaOne](#) ⓘ

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

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

Adding the new application 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.

Click Here

Westfield Academy TEST Admissions Year ... Knowledge Base

Overview Reports More Recent Activities

All Activities Group Link

In year Application 2023/2024 TIN Admissions Year 2022/2023

Year 7 Data Collection Admissions Form 2021/2022 Admissions Year 2021/2022, 2023/2024

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

Forms Area Click Forms Area

Year 12 Year 12

Year 12 2025/2026

/year12 Click to copy

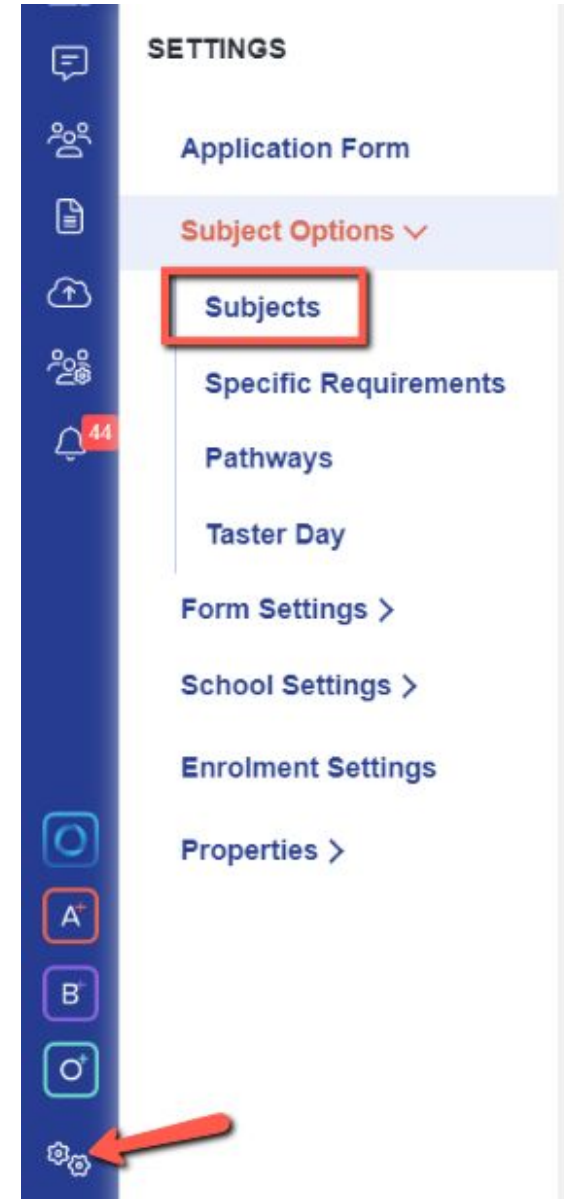
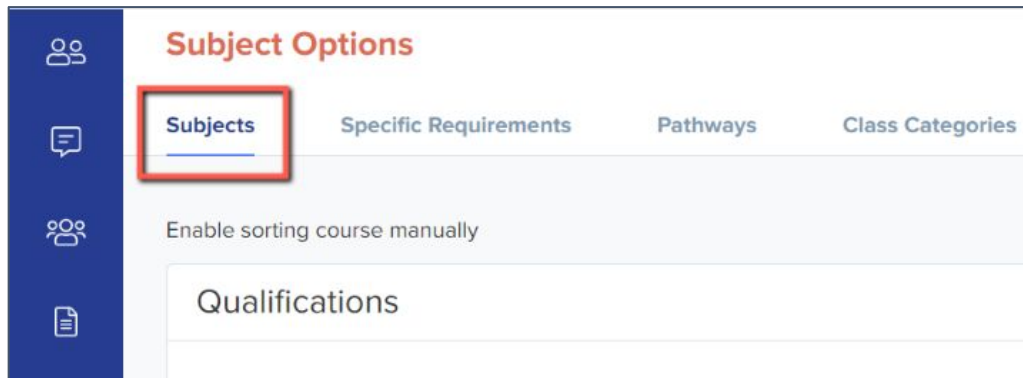
29 29 1

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

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?

Subject Options

Subjects Specific Requirements Pathways Class Categories





Enable sorting course manually Add new courses here

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	 

Edit Maths

Course's Images
 No file chosen

Course title * Learning Hours * Compulsory

Course summary

Course url Assessment method

Equipment required

Qualification title Qualification level

Awarding org name

Requirements Descriptions

Navigate to settings > application form > courses.

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

← Courses Customise Sections Preview Application Forms

Qualification related questions

- Course
- Instructions to Student
- Reserve Subjects

Courses

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

Maximum number of subjects that the student can select

Minimum number of subjects that the student can select

Maximum learning hours

Minimum learning hours

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)

Get students to rank their subject choices

Display learning hours

Prevent subject clashing

Activate Option Block view on courses step

Use class title for class name display

Enable Offer Courses Listing

If you have different pathways students can opt for, you can set these up and specify which courses will be available to them based on the pathway they select.

You can also set restrictions/requirements per pathway to ensure students can only select pathways which are appropriate for their level of ability, or their career aspirations.

Navigate to settings > subject options > pathways.

#	Name	Qualifications	Active Internal	Active External	Actions
↕	A Level Route	A Level Art and Design A Level Biology A Level Chemistry A Level Drama A Level English Language A Level English Literature A Level French A Level Law A Level Mathematics A Level PE A Level Physics A Level Product Design A Level Psychology A Level Sociology A Level Spanish	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
↕	Enrichment Pathway	Enrichment Option 1 Enrichment Option 2 Enrichment Option 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

+ Add New

Pathway Name
A Level Route

Apply to these qualifications

- A Level Art and Design
- A Level Biology
- A Level Chemistry
- A Level Drama
- A Level English Language
- A Level English Literature
- A Level French
- A Level Law
- A Level Mathematics
- A Level PE
- A Level Physics
- A Level Product Design
- A Level Psychology
- A Level Sociology
- A Level Spanish

Minimum Average Point Score Requirement
0.0

Minimum Total Point Score Requirement
0.0

General requirements

Criteria	Type	Grade/Average grade score required	Number/Number of student's top grades used	
All Grades	BTEC	5.0	5	
All Grades	GCSE	5.0	5	

Read more about Pathway setup in our [Knowledge Base](#) guide.

SETTINGS

- Application Form
- Subject Options ▼
 - Subjects
 - Specific Requirements
 - Pathways**
 - Taster Day
- Form Settings >
- School Settings >
- Enrolment Settings
- Properties >

44

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 shows a dashboard with a navigation bar at the top containing: Overview, Reports, Recent Activities, Application Groups, Subjects Summary, **Timetables**, **Options**, Tasks, Calendar, All Activities, and Group Link. Below the navigation bar are four tabs: **Timetable**, Enrolled Classes Management, Enrolment Report Page, and Taster Day Classes Management. Under the 'Timetable' tab, there are three sub-tabs: **Timetable Overview**, Forecasting, and Unallocated Applicants. The main section is titled 'Class Timetable' and includes an 'Export' button and a '+ Add New' button. There are two filter fields: 'Filter Timetable:' and 'Subject Filter:'. Below the filters, it says 'Showing 1 to 10 of 21 entries' and 'Show 10 entries'. The main table has the following structure:

Course	Interested	Enrolled	Waiting List	Offered	Block A	Block B	Block C	Block D	Block E
A Level Art and Design Edit	4	3	0	3	12A/Ad (2 max) 2 interested 3 enrolled				
A Level Biology Edit	8	3	0	3		12B/Bi (10 max) 2 interested 2 enrolled		12E/Bi (10 max) 0 interested 1 enrolled	

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

Importing your internal Year 11 students from MIS

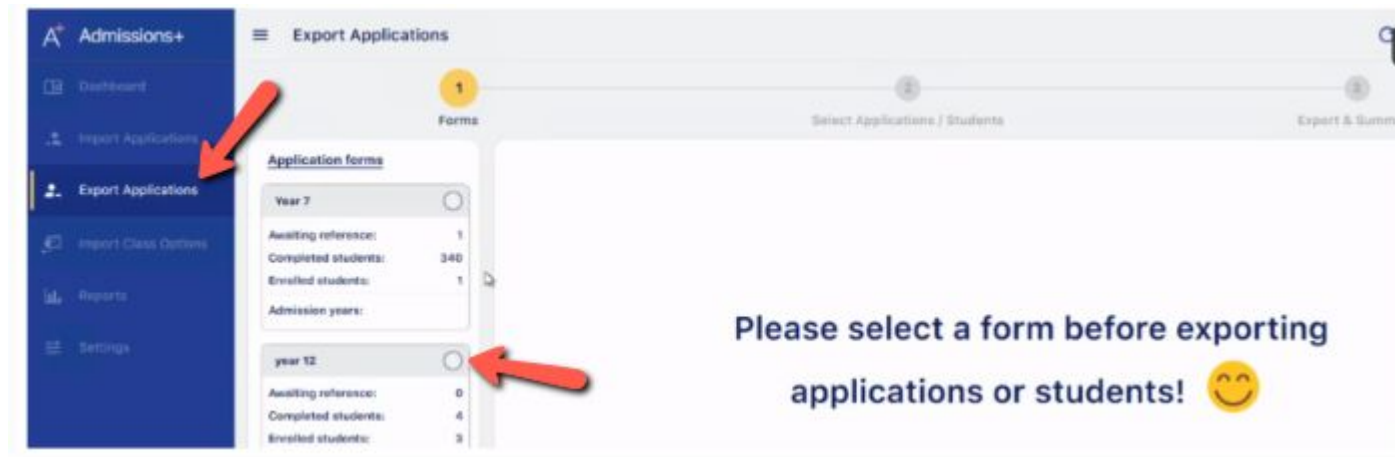
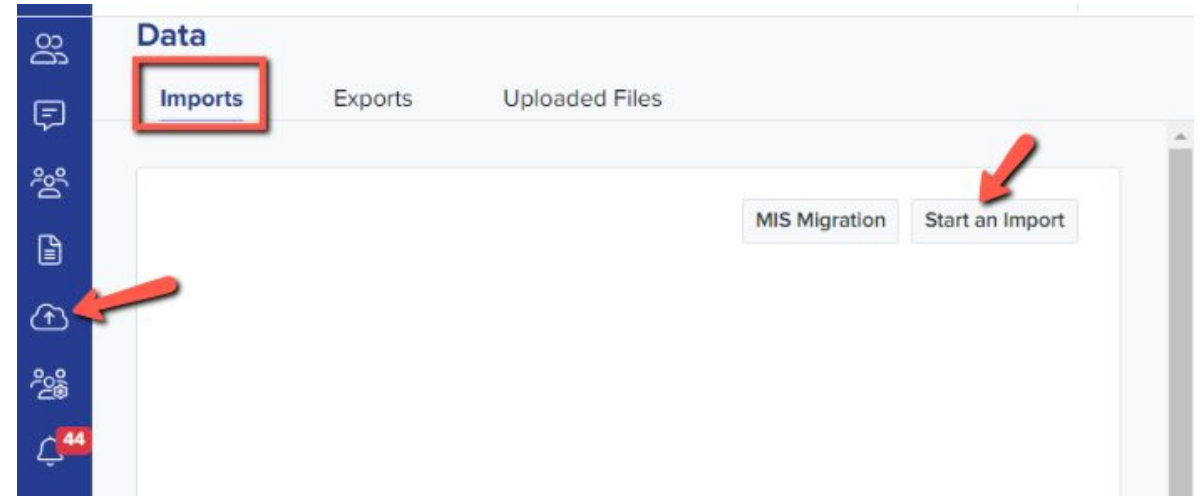
You should import your internal Year 11 students into Admissions+ from your MIS rather than allowing them to self-register.

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

It also means students have an easier job - their data is imported in for them, 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).

See our [Knowledge Base](#) guide here.

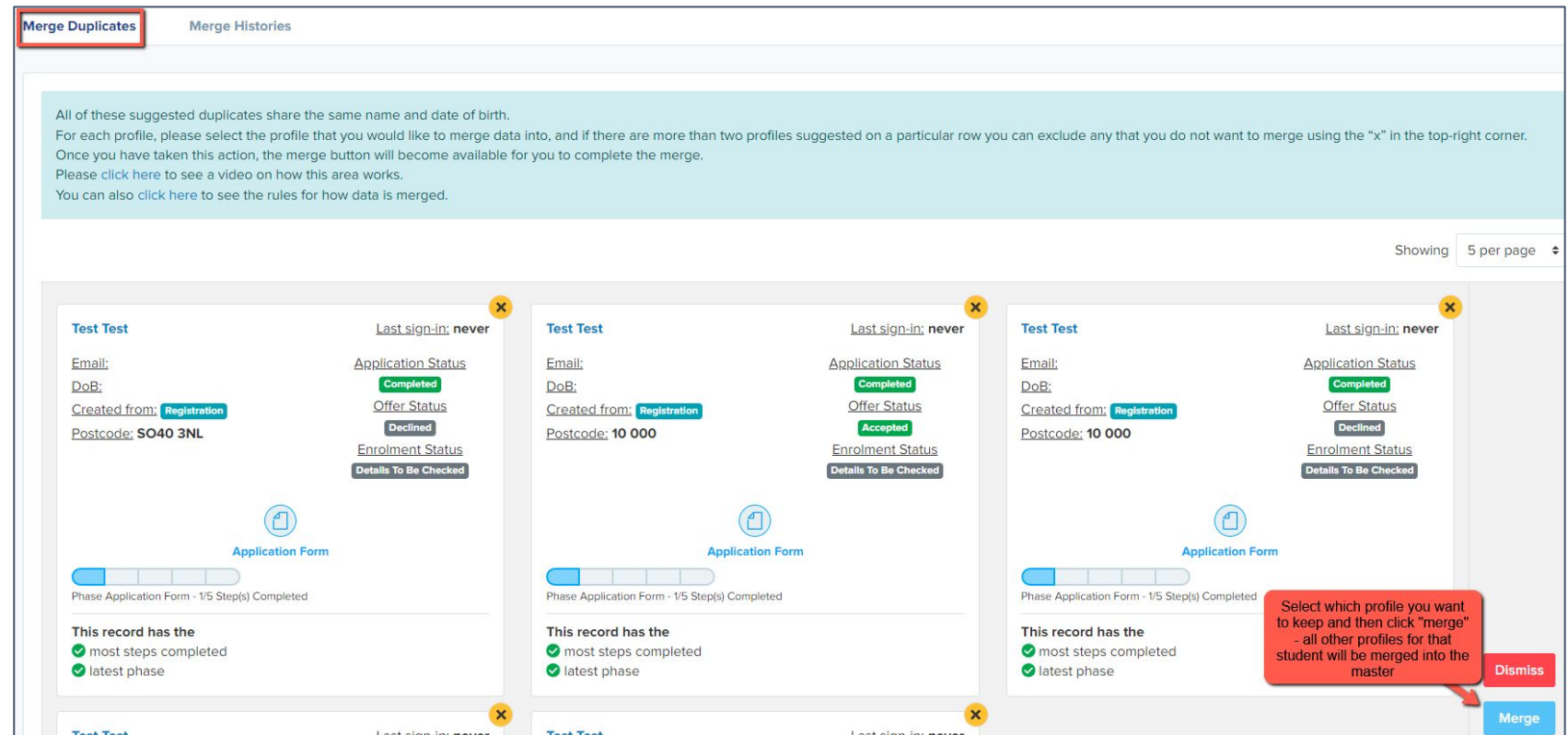
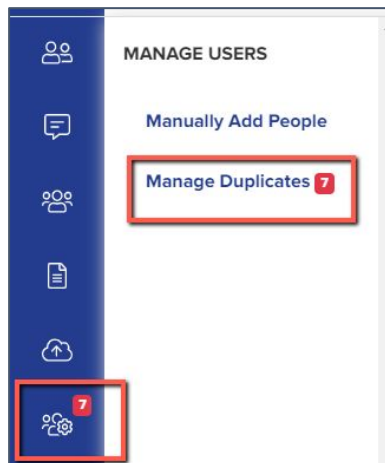


You can prevent your internal applicants from making a new application by turning on this setting in settings > application form > student registration



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.



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).

Settings > School Settings > Users

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
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

A+

Year 12 Admissions Admissions Y

SETTINGS

Application Form

Subject Options >

Form Settings >

School Settings v

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

Sixth Form Admissions 2025/2026... Knowledge Base

Referrals! Earn £50 Amazon Voucher

Referrals & Billing

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 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