

# Journey







### Set up Open Evenings Add the link to your website Families register Set registration questions & maximum attendees

vents Event Guests				
Zvent Guests				
Event Calendar				
Date	Туре	Event	Public URL	Send email to newly registered account
Friday 19 February, 2021 15:00 - 15:30	Interview	Test event	https://demo.applicaa.com/events/62	✓ Edit Template

Location	A <sup>+</sup>	Sixth For	Applica	tions Admi 🛞 Know	todas Basa	Referrals Farn 6	50 Amazon Voucher 💼	* 0 • F	• •
Main School Site	$\sim$	Sixtin on	Abbuca	W KNOW	leuge base	Neterials, Latrix	So Anazon voucher		· • •
Number of attendees	8	Events	6						
Unlimited Set maximum number 300		Events		Event Guests					
Maximum number per registration	Ę		ᄂ						
4 number of additional people they can bring with them	<u>ک</u>								
Message to show when the event is fully booked	1. Sec. 1.	Ser Ser	id Email						
This event is fully booked								earch in table	
File	Æ						[u ·	ieai ch in table	🕒 Export
Choose file No file chosen		Show	10 ¢	entries Showing 1 to	2 of 2 ontrios			Previous	
Entry exam for Course	දු			Showing ru	2 of 2 entities			Previous	1 Next
	•								
Which forms does this event relate to?	Ϋ́,	_	ld 🕫	Name	++ Email ++	Are You Parent Or Student	Current School	Phone	++ Registe
Apply for			116	Anna Green	agreen@gmail.com	Student	Greenford High School	12345678930	Sixth Fc
Year 7 Data Collection Admissions Form 2021/2022 (2021/2022, 2023/2024) X	¢								
In year Application 2023/2024 TIN (2022/2023)			117	Robert Brown	rbrown@gmail.com	Parent	Woodlands Academy of	52896301485	Sixth Fc
Year 7 Data Collection Admissions Form 2021/2022 (2021/2022, 2023/2024)							Learning		
Display on Application form home page(login page) of related forms     Display of related forms	in	-				-			+
Display on student home page									
✓ Display on parent home page based on the child's application form ●		Show	10 🕈	entries Showing 1 to 2	of 2 entries			Previous	1 Next
Display on parent home page for all parents 0									
Display on enquiry form									

### **Invite parents to apply**

Add a link to your website for parents, directing them to your form

Parents self-register and complete your initial enquiry form Dear {{CONTACT\_FIRST\_NAME}} {{CONTACT\_LAST\_NAME}},

Thank you for registering your parent account.

Your profile has been created successfully.

Please confirm your email address by clicking on the following link:  $\{\!\{URL\}\!\}$ 

Once your email has been validated, you can continue to complete our Initial Enquiry form for Nursery.

Please note, you will now need to login as a registered parent.

Do not start another registration.

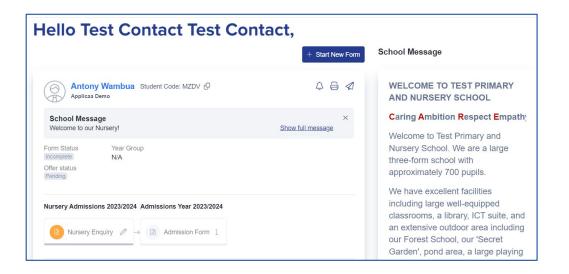
Best wishes,

{{SCHOOL\_NAME}}

### **Parent Homepage**

Parents are then taken to your homepage when they log in.

You can display the form for them to complete, as well as events, useful documents and a personalised welcome message about your institution.



## **Form & Confirmation**

### Add and edit questions

Trigger follow up questions Make questions mandatory Include UDFs

☆ / Settings / Student Application Form	/ Nursery Enquiry / Child's Basic Details					
← Child's Basic Details				② Customise S	ections Preview	Application Forms
Child's Basic Details	Child's Basic Details 🥖			≫ 5	Sort Questions +	New Question
Child's Current Home Address	Question	MIS export	Internal	External	Visible on Profile (1)	Actions
Child's Ethnicity and Background	Please upload a recent passport-style photograph of the child					00
Proficiency in English	Child's Forename					ØŌ
Phones	Child's Preferred Forename					00
Other Settings	Child's Surname					00
	Child's Preferred Surname					00
	Child's Middle Name					Ø Û

review			
(Step.1) Child's Basic Details		! Step 2 Initial Enquiry	
Child's Basic Details Please upload a recent passport-style photograph of the child' Choose file No file chosen Child's Porename'	Child's Prefe	red Forename	
Antony	Tony		
Child's Surname*	Child's Prefe	red Surname	
Wambua	Wambua		
Child's Middle Name	Child's Gend	er*	
	Male	×	
	Wald		÷
Child's Date of Birth*	Year group a		÷

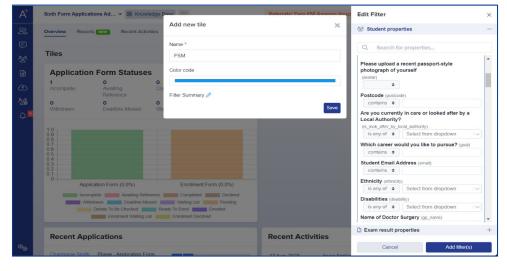
Parents receive customised email confirmation upon completion

### **Reports & Filters**

Create filters based on your preferences Make dashboard cards to easily view lists Create reports within the platform Save reports & filters to re-run later

Free	School Meals	
Tiee		
elect	a property to display	
		\$
free		
App	lication Form Response	-
	are you on free school meal? is_on_free_school_meal)	
n	Date when your child had their free school neal voucher date_when_your_child_had_their_free_school_u	
E	o you feel your child might be eligible for ree school meals?	
4	do vou feel vour child might be eligible for	-





### **Create meetings & invite parents**

Assign staff Dear {(CONTACT_TITLE)} {(CONTACT_FIRST_NAME)} {(CONTACT_LAST_NAME}), Getting to know you Template: Test 1 42 0 Internal students/3 external students 3 added 0 Invitations sent 0 complete 0 accepted 3 pending 0 declined automatical accepted 3 pending 0 declined	o meetings		Meetings
Dear {{CONTACT_TITLE}} {{CONTACT_FIRST_NAME}}	n staff		Template: Test 1
	parents		0 internal students/3 external students
Keep notes       This email is in relation to the initial enquiry for         {[STUDENT_FIRST_NAME]} [[STUDENT_LAST_NAME]]       Hello Mr Laparra,	notes	and a second	Hello Mr Laparra
Offer places     Thank you for your interest in a place for them at {[SCHOOL_NAME]}.	places		
You are invited to attend our {{INTERVIEW_TITLE}} meeting at {{SCHOOL_NAME}}			Freddie Curtis Student Code: U-DA82
Your meeting details are as follows: School Message Welcome		Your meeting details are as follows:	
Meeting: {{INTERVIEW_TITLE}}		fleeting: {{INTERVIEW_TITLE}}	
Time: {{START_TIME}}		Time: {{START_TIME}}	
Date: {{START_DATE}}		Date: {{START_DATE}}	test

## Make your offers

### Send individual or group offers Track parent responses

Change	Application	Status Make Offer	Change Offer Status	Change Enrolment Status	C
	unications	Reset P With sending Without send	email	Add to interview	Sho
	-				
	ID	Student Code	1. First Name	Last Name	
	1914	90KX	Alexa	Bodey	
	7468	HKAF	Alexander	Lawley	
	1706	DXTO	Alexander UP	N Stanton	
	7943	CUAV	Alexia	Montana	
	7464	ЗАЕК	Alexis SAN	Roumpou	
	8381	G8ZR	Alf8381	Yost8381	
	1790	QVTD	Ali	Sedighi	
	7469	06SB	Ali	Miah	

#### Hello Mr Laparra, - Start New Form 004 Freddie Curtis Student Code: U-DA82 🖓 Ø School Message X Welcome Show full message Form Status Year Group APPLICATION OFFER N/A You received an offer on 22/08/2023. Offer status Please respond below: Offer Made Decline Offer Accept Offer

Dear {{CONTACT_TITLE}} {{CONTACT_LAST_NAME}}
Thank you for your initial enquiry regarding a place in our nursery.
I am pleased to confirm that we can offer a place for the following sessions:
Monday (full day)
Tuesday (AM only)
Please use the following link to log into your account to review and respond to your offer.
{{QUICK_ACCESS_LINK}}
Please note that you must respond to your offer by 31/01/2024 or your offer may be withdrawn. We look forward to hearing from you.
Kind regards,

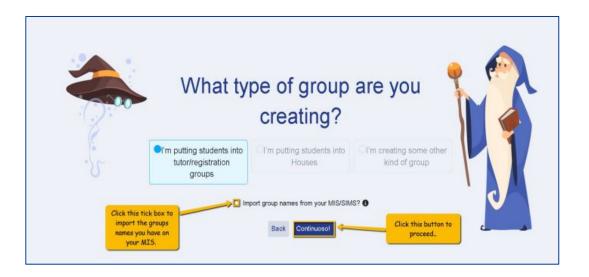
### **Admission Form**

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Collect all required of Have parents agree			GETTING TO KNOW YOU test t t t t t t t t t t t t t t t t t	iission Form Progress ep.1: Child's Basic Details ep.2: Parent/Carer ep.3: Child's Welfare and Support Information ep.4: Parental Agreement and Consent Update
Istep 1         Child's Basic Details         Parental Consent         Please select the parental consent given         Local Trips/ Educational Visits         Yes       No         Medical Consent         Yes       No         Jewellery and Watches         Yes       No         Copyright Permission         Yes       No         Head Lice and Sun Cream         Yes       No	! Step 2 Parent/Carer	I Step 3 Child's Welfare and Support Information	Listep 4} Parental Agreement and Consent	

### **Allocate Students**

Use the Sorting Hat feature to allocate students to form groups and houses Email parents to inform them



## **Taster Day**

# Set up meetings or use Taster Days tool Assign staff and create a timetable

### Send invitations and track attendance

← Back		•	28	
- Data	Start Sessions	Subjects Ti	쑴 (R) netable Settings	Publish
Timetable	w to create classes for the subjects where a s			
Subject Name	Registration 07:19 to 08:19	Period 1 08:45 to 09:45	Period 2 10:25 to 11:25	Period 3 11:25 to 12:25
Level Art and Design		A Level Art and Design 1	+	+
Level Dance		A Level Dance 1	A Level Dance 1	+
Level Economics		+	A Level Economics 1	A Level Economics 1
Level Geography		A Level Geography 1	A Level Geography 1	A Level Geography 1
Level History		+	A Level History 1	+
Level Media Studies		+	+	A Level Media Studies 1
iology		Biology 1	+	Biology 1

Registration Period 1 Period 2 Period 3 Course 07:19 to 08:19 08:45 to 09:45 10:25 to 11:25 11:25 to 12:25 A Level Media Studies A Level Media All Applicants Studies 1 A Level Dance A Level Dance 1 A Level Dance 1 Best of luck in your remaining GSCE exams. We look forward to seeing you soon. All the best. The Sixth Form Team Sixth Form Applications Admissio...... 🔞 Knowledge Base 🔍 1 9 0 9 F 8 Visit School Website Unsubscribe ts New Recent Activities Application Groups Subjects Summa All Activities Group Link a - POWERING SCHOOL APPLICATIONS Taster Day Classes Managemen V No classes are over their canacity Export Filter Course All students meet their learning hours req Filter Student Filter Student Allocatio Block Period Block Period 3 Block Registratio

Dear Charmaine,

Taster Day: Monday 27 June 2023

We hope your GCSEs are going smoothly now that they're underway.

The next event at Applicaa, timed to occur after your GCSEs have finished, is our 'Taster Day'.

Our 2022 Taster Day take place on Monday 27 June 2022. It starts at 08:40 and conclude at 15:00.

It runs like a real, timetabled day and is aimed to give you a better understanding of what it will be like to study with us in September.

Please see the attached Timetable. Each subject runs several times so you should be able to fit in what you need.

#### Taster Reserve Courses: None

### **Transfer the Data**

Transfer data to pre-admission group in your MIS Complete any routines in your MIS once data has been added Confirm first day arrangements by email to parents

Communications Reset Pa	asswor
Send Email	
Send SMS	al
Send Reference Requests	
Send Custom Email to Referee	t Co
Send Notification	
Send Student Welcome Email	AF
Send Parent Welcome Email	

Manual Messages	Automated Messages	Scheduled Messages	Messages Summary	
				+ Add new message
All Manual Messages	Search in table		Chaire an antidas	
Emails	Showing 1 to 8 of	8 entries	Show 50 ♦ entries	

# Do you have any questions?

Your CSM will be delighted to answer any questions you have, and will guide you throughout your first year to make sure you utilise all the benefits of Admissions+