

Setting up a Nursery form





OVERVIEW

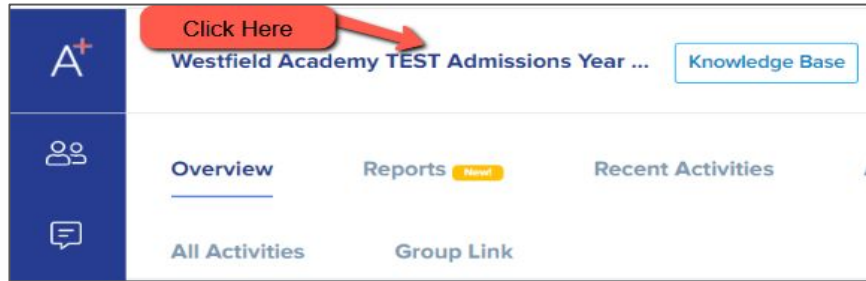
You can design your Nursery form to capture initial interest, make offers to parents and then collect full data for those who are offered a place.

Our default Nursery template is designed to run as follows:

- Parents self-register
- Parents complete their verification and log in to complete your initial enquiry form
- You assess the sessions they have applied for, and use the Offers function to make offers to parents
- Parents who have been made an offer log in, respond to the offer and complete your full admission form
- You transfer the completed data to your MIS

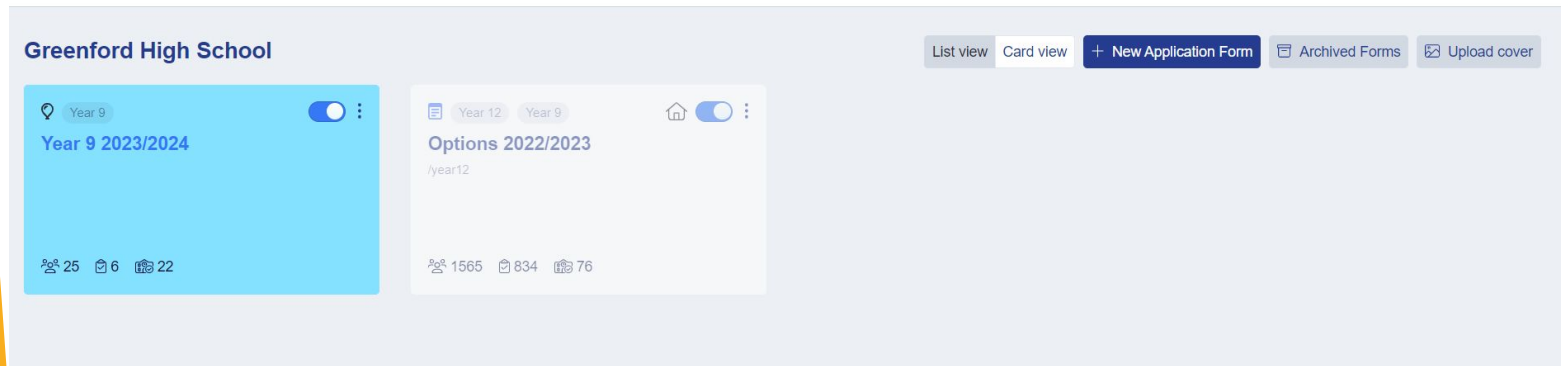
How to create your new form (if this is not your first cycle)

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

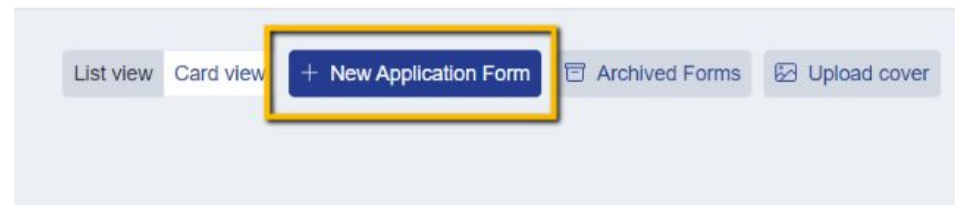


If this is your first time setting up, skip to slide 10!

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



Form Name * External Form Name (to parents & students)

What type of form are you creating?

System Template (includes Email Templates, Application Groups & Courses)* Application Form Template (included application steps, questions and phases)*

Message users see on the login page of this form

Paragraph **B** U *I* [List Icons] [Link Icon] [Text Color Icon] [Background Color Icon] [AI Icon] [Table Icon] [Table Icon] [More Icon]

Add a message here, to be seen by parents when they first log in

Set this as my default application form Admissions Year*

Customise the ending of the URL for this form e.g. demo.applicaa.com/Year12 (to add a new URL, start typing and hit enter) Years of Form

Create Application Form

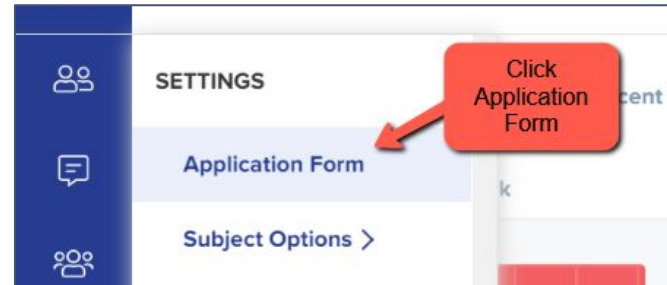
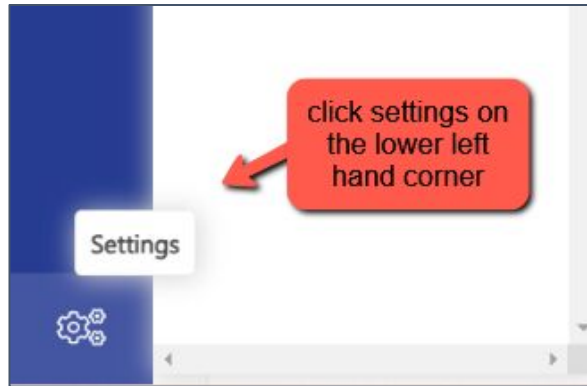
Set your new form up with the correct configuration for your intake - clone last year's form to carry over all settings, email templates and questions!

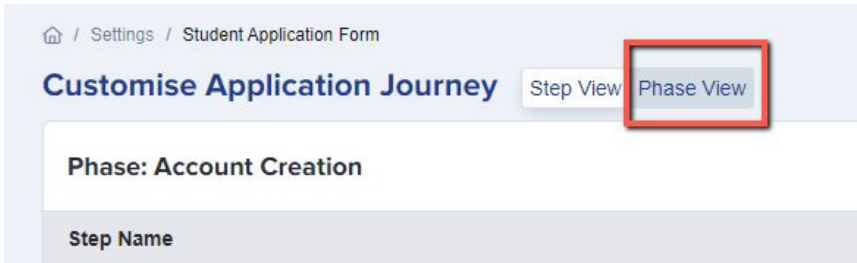
Turn the toggle switch on to make it active - it needs to be active to enable importing/exporting with your MIS



How to close your old form

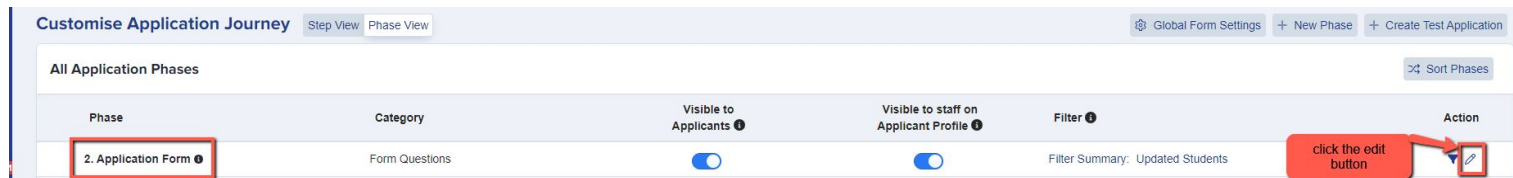
Now that the previous cycle has finished, you don't want parents completing anything on that form (if you had a Nursery form previously)





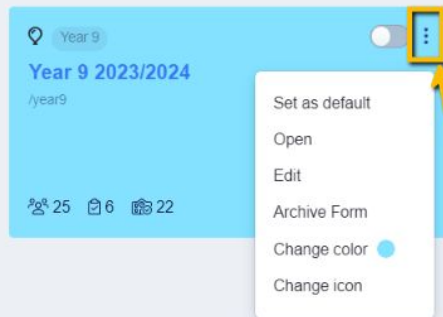
Then go to “phase view” and click the pencil icon for your application form; turn on “disable submissions”

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



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

Greenford High School



A screenshot of a form card for 'Year 9 2023/2024'. The card is light blue and has a kebab menu (three vertical dots) in the top right corner, which is highlighted with a yellow box. A yellow arrow points from this box to a yellow callout box below. The menu is open, showing options: 'Set as default', 'Open', 'Edit', 'Archive Form', 'Change color', and 'Change icon'. At the bottom of the card, there are statistics: '25' people, '6' forms, and '22' icons.

Click the kebab menu to view your options; archive old forms, assign each form a colour and an icon

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

Archived forms will be stored here

Add an image to your forms area if you wish (to replace the grey background)

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

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

New Nursery Template Admissions Year 2023/2024

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

Editing your Landing Page

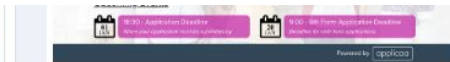
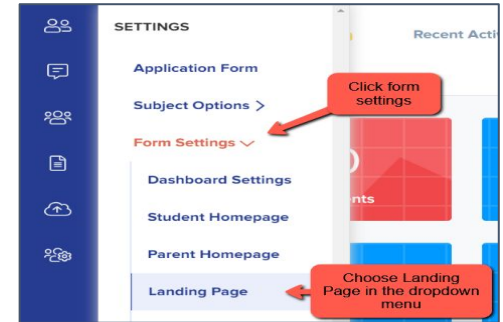
Navigate to settings > form settings > landing page

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 add a pop-up notification - perhaps to tell them when the new cycle will open or give them information about forthcoming events?

You can also update any images here as needed, under **“general settings”**



On your landing page, you should also ensure the form is set to allow parents to register, so they can create their own accounts and log in to register their interest!

Form Settings

Dashboard Student Homepage Parent Homepage Landing Page Application Groups

Configuration Mode

Choose your landing page configuration mode:

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

Editing your Parent Homepage


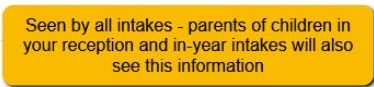
Home / Settings / Form Settings / Parent Homepage

Form Settings

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

(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.

General Welcome Message   Preview Edit


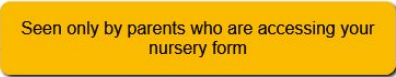
Messages on parent's homepage Parent Homepage Image

It gives us immense pleasure to welcome you to our school community!

Whether your child is going to be attending Seedlings Nursery or Langley Park Primary Academy, we believe in - and celebrate - achievement and success in all areas of the early years foundation stage (EYFS) and national curriculum.

Opened in September 2016, Langley Park has grown in so many ways and is the hub of this new community. We believe in, and celebrate, achievement and success in all areas of the curriculum. We want our children to learn within a culture of curiosity, enjoyment and positive approaches to new experiences and skills to enable them to become successful learners. Through enrichment opportunities we aim to explore the creative arts and PE as often as possible in the academy day; building on existing strengths as well as helping children develop new skills.

[↓ Show more](#)

New Nursery Template (2023/2024) Welcome Message   Preview Edit

Messages on parent's homepage Parent Homepage Image

Welcome to our Nursery!

We offer an outstanding start to your child's early education. Nursery sessions are delivered by our team of highly skilled practitioners who scaffold children's play through high quality interactions and learning opportunities.

We cover all areas of the Early Years Curriculum, which are carefully crafted to be entwined with our Primary Years Programme (PYP). Through doing so we help to nurture our children and encourage them to develop key attributes, which we feel are fundamental to creating lifelong learners.

[↓ Show more](#)

You should also ensure your settings are as follows, at the bottom of the page:

Children Status Config

Button text for new application button	You can rename these to whatever wording is appropriate for your setting	Start New Enquiry
Button text for continue application button		Continue Form
Show Application Status	Tells parents whether or not they have submitted their form	<input checked="" type="checkbox"/>
Show Offer Status	Tells parents whether or not an offer has been made to them	<input checked="" type="checkbox"/>
Show Courses You Wish To Study		<input type="checkbox"/>
Show Reference Status		<input type="checkbox"/>
Show Add New Application Button	Enables them to create a new enquiry for their child/children	<input checked="" type="checkbox"/>

What parents will see:

HOME

MESSAGES

CALENDAR

Hello Mrs Hyatte9ab97d101ee644c,

+ Start New Enquiry

 **Test Brant Test Orn** Student Code: U-DA48 
Cardinal Newman Catholic School



School Message
Welcome to our Nursery!

[Show full message](#)

Form Status

Completed

Offer status

Offer Made

APPLICATION OFFER

You received an offer on 18/05/2023. Please respond below:

[Decline Offer](#)

[Accept Offer](#)

Nursery Admissions 2023/2024 Admissions Year 2023/2024



School Message

It gives us immense pleasure to welcome you to our school community!

We focus not only on the academic development of our children but also their personal development as well. Providing a nurturing environment, within which children feel safe and happy, is essential in supporting them to achieve their potential. We promote kindness, understanding and tolerance with the children through actions and words so that they can successfully navigate through their school life forging positive and healthy relationships. This, ultimately, will establish firm foundations on which they can build character and attributes to be successful in all of their future endeavours....

[Show full message](#)

Upcoming Events

2

JUL

Event

Taster Day

Meet at Reception at 9am

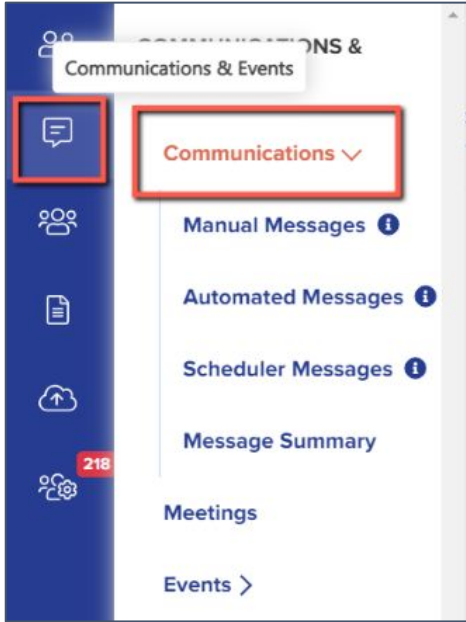


2 Jul, 2021 09:00 AM-27 Jun, 2029 15:00 PM












Open Day
[See more](#)

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		   

Priorities for checking ahead of launch: all stored within the “Nursery” folder on your Automated Messages screen:

Template Name [↕]	Subject [↕]
<input type="text" value="Search Template I"/>	<input type="text" value="Search Subject"/>
Admission form submitted	Your completed admission form has been received
Make offer to student	Your Offer for our Nursery
Parent Confirmation Instructions	Welcome to Nursery Enquiries form
Staff Welcome	Green Abbey School Staff Account
Notify Parent Initial Enquiry Complete	Your Initial Enquiry for a Nursery place for {{STUDENT_FIRST_NAME}} {{STUDENT_LAST_NAME}} has been received
New Password	Your New Password

Communications

Manual Messages **Automated Messages** Scheduled Messages Message

Showing 1 to 39 of 39 entries

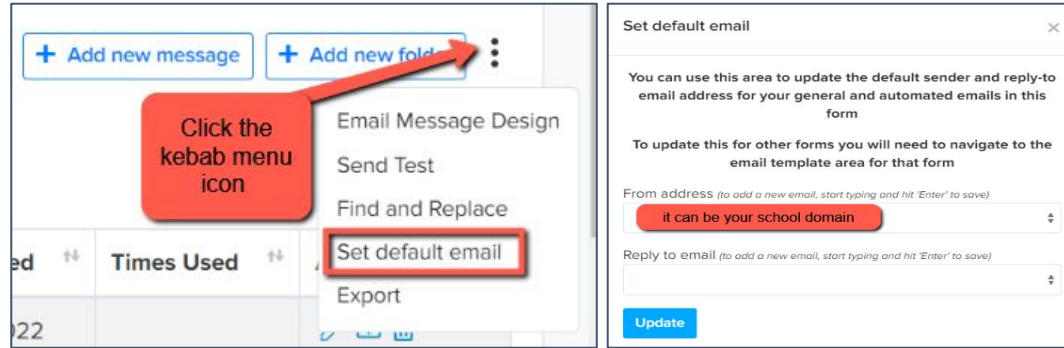
- All Automated Messages
- Application Form
- Email Subscription
- Enrolment
- Meetings
- Reference
- Registration

Type [↕]	Template Name [↕]	Subject
	<input type="text" value="Search Template I"/>	<input type="text" value="Search Subject"/>
	Nursery	
✉	Notify Teacher Student Has	You have had a submission on

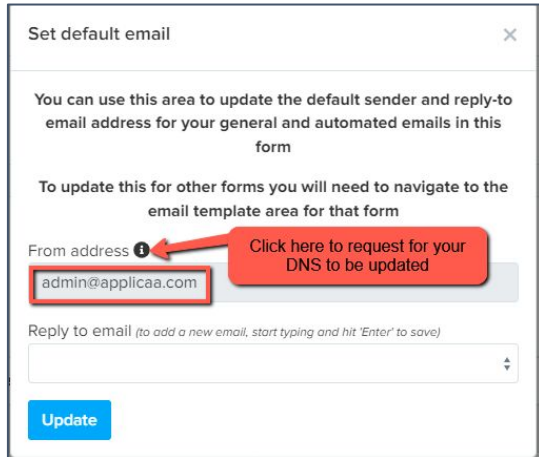
Manual Messages:

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@appliance.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] [Text Color] [List Icons] [Image Icon] [Quote Icon] [Table Icon] [Undo] [Redo] [Search] [Source] [Preview]

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

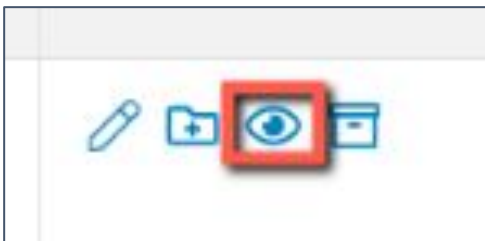
Attachments + Add Attachment

you can also add attachments if any

+ Back

Save

You can also preview the email template if you want to see 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}}**

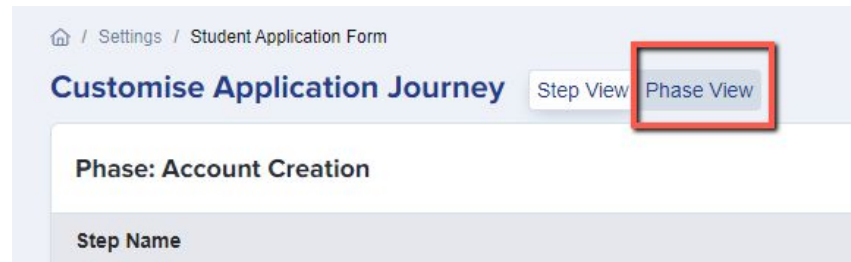
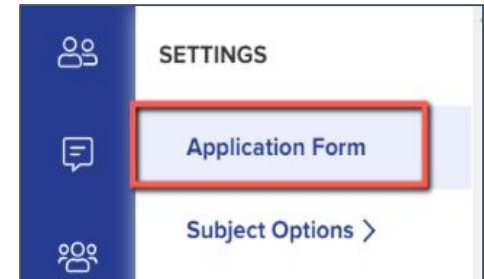
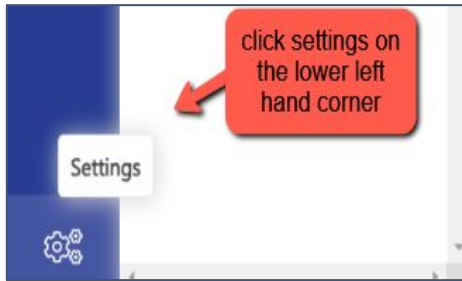
We look forward to hearing from you.

Kind regards

Your application phases and settings

Navigate to settings > application form > phase view and turn on all three phases:

- Application Form
- Offers
- Enrolment



You should also check the names of your phases to ensure they are appropriate to your intake. If you are using our default form, these will already be customised for you, or 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 Admission Form

Description

Internal Applicants

Lock form after submission

Disable submissions

External Applicants

Lock form after submission

Disable submissions



Stand alone

Trigger by condition

Save

- We recommend:
- Application Form > Nursery Enquiry
 - Offer (same)
 - Enrolment Form > Admission Form

All Application Phases

Phases	Category	Visible to Applicants 	Visible to staff on Applicant Profile 
2. Nursery Enquiry	Form Questions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3. Offer	Offer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4. Admission Form	Enrolment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

What parents will see:



Test Brant Test Orn Student Code: U-DA48 

Form Status

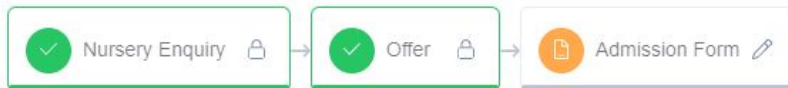
Completed

Offer status

Accepted

APPLICATION OFFER

Offer was accepted on 18/05/2023.



Application Form Area

Settings > Application Form

Our default Nursery template is already customised based on recommended best practice, but of course you can customise each phase to suit your own needs.

The default setup is:

- Parents complete Parent Registration step - this creates their account
- Parents log in and complete your Nursery Enquiry phase - completing Child's Basic Details and Initial Enquiry only
- You review the enquiries, populate the office-use fields to confirm which sessions you can offer, and then send the "make offer" template to parents
- Parents who receive an offer log in, respond to the offer and then complete Child's Basic Details; Parent/Carer; Welfare and Support Information; Sibling Information; Security, Parental Consents and Bursary Policies; Fees and Uniform

Phase: Account Creation

Step Name

Step 1: Enquiry (not in use) [↗](#)

Step 2: Student Registration (not in use)

Step 3: Parent Registration

Phase: Nursery Enquiry

Sort Steps [+ New Step](#) [⋮](#)

Step Name	Internal	External	Visible on Student Profile ¹	Actions
Step 1: Child's Basic Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✎ ⚙️
Step 2: Initial Enquiry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	✎ ⚙️ 🗑️
Step 3: Medical, Dietary and Special Educational Needs and/or Disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✎ ⚙️
Step 4: Setting History and Sibling Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✎ ⚙️
Step 5: Courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✎ ⚙️
Step 6: Security, Parental Consents and Nursery Policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✎ ⚙️
Step 7: Parent/Carer/Emergency Contact Details Please list parent or carers in order of priority, starting with the person that should be contacted first in the event of an emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✎ ⚙️
Step 8: Setting Information, Fees and Uniform	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✎ ⚙️
Step 9: Religion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✎ ⚙️
Step 10: Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✎ ⚙️

Always on, cannot be disabled

Phase: Offer

Sort Steps [+ New Step](#) [⋮](#)






















Step Name	Internal	External	Visible on Student Profile ¹	Actions
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Phase: Admission Form

Last synced with Application Form: 17/05/2023 12:59PM

Sort Steps

+ New Step

Step Name	Internal	External	Visible on Student Profile	Actions
Step 1: Child's Basic Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
Step 2: Parent/Carer/Emergency Contact Details Please list parent or carers in order of priority, starting with the person that should be contacted first in the event of an emergency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 
Step 3: Welfare and Support Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 
Step 4: Sibling Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 
Step 5: Courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
Step 6: Security, Parental Consents and Nursery Policies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 
Step 7: Fees and Uniform	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 
Step 8: Initial Enquiry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	  
Step 9: Religion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
Step 10: Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 

Any data completed in your Nursery Enquiry phase will auto-populate into your Admission Form phase, so parents can see the answers previously given and make any amendments as necessary.

Office Use Fields

We have added some fields which you can use for making offers to parents. You can see them, but the parent cannot.

The screenshot displays two forms in a management interface. The top form, 'Initial Enquiry', contains several questions with columns for 'MIS export', 'Internal', 'External', 'Visible on Profile', and 'Actions'. A yellow callout box points to the 'Internal' and 'External' columns for the first question, stating 'Parents select which sessions they would like their child to attend'. The bottom form, 'Office Use - Offers', contains a question about sessions with similar columns. A yellow callout box points to the 'Internal' and 'External' columns, stating 'Parents CANNOT see this because these switches are off'. Another yellow callout box points to the 'Visible on Profile' column, stating 'You can see it, because this switch is on'. A third yellow callout box points to the 'Sessions we can offer' text, stating 'You can then assign each child to the sessions you are able to offer'. The interface includes navigation buttons like 'Sort Questions' and '+ New Question'.

Question	MIS export	Internal	External	Visible on Profile	Actions
Completing the Nursery Enquiry Form:		<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please state which sessions you will require each week (please tick all that apply): Monday Fu... Monday PM... Monday AM... Tuesday A... Tuesday P... 15 answers		<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your child already attend another setting? If yes, please state name and location.		<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide your 30-Hour Funding Code, if applicable		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I understand this form represents an expression of interest only and places are not guaranteed.		<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thank you		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Question	MIS export	Internal	External	Visible on Profile	Actions
Sessions we can offer Tuesday AM Tuesday PM Thursday PM Thursday ... Wednesday... 15 answers		<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

What parents see:

! Step 1

Child's Basic Details

! Step 2

Initial Enquiry

Initial Enquiry

Thank you for your interest in a place for your child at our Nursery and for registering with our online admissions system.

Completing this form will enter your child on the **waiting list** for a place. We admit children to the nursery each September and January.

Please do wait to hear from us. We will be in touch as soon as we know whether or not we are able to offer your child a place. Thank you.

Please state which sessions you will require each week (please tick all that apply):*

Monday Full Day

Monday PM (12.10-3.10)

Monday AM (8.40-11.40)

Tuesday AM (8.40-11.40)

Tuesday PM (12.10-3.10)

Tuesday Full Day

Wednesday AM (8.40-11.40)

Wednesday PM (12.10-3.10)

Wednesday Full Day

Thursday AM (8.40-11.40)

Thursday PM (12.10-3.10)

Thursday Full Day

Friday AM (8.40-11.40)

Friday PM (12.10-3.10)

Friday Full Day

Does your child already attend another setting? If yes, please state name and location.*

Please type "none" if not applicable

Please provide your 30-Hour Funding Code, if applicable

I understand this form represents an expression of interest only and places are not guaranteed.*

Add Signature

Thank you for your interest in a place at our Nursery for your child. A member of the nursery team will contact you regarding your application, and to confirm whether or not your child has been successful in gaining a place. Please do wait to hear from us.

What you see, when accessing a child's profile:

Test Brant Test Orn #U-DA48



Phone 26767705266
School Cardinal Newman Catholic School
Email



APPLICATION STATUS
Completed

2/2

ENROLMENT STATUS
Enrolled

OFFER STATUS
Accepted

Overview **Nursery Enquiry** Activities Interview Courses Selection Family Visas Concessions

Child's Basic Details

Initial Enquiry

Answers provided by parent

Initial Enquiry

Please state which sessions you will require each week (please tick all that apply):

Monday AM (8.40-11.40)
 Wednesday Full Day
 Friday AM (8.40-11.40)

Does your child already attend another setting? If yes, please state name and location.

None

Please provide your 30-Hour Funding Code, if applicable

Code 3

I understand this form represents an expression of interest only and places are not guaranteed.

 Staff

For your use

Office Use - Offers

Sessions we can offer

- Tuesday AM
- Tuesday PM
- Thursday PM
- Thursday Full Day
- Wednesday Full Day
- Monday PM
- Tuesday Full Day
- Friday Full Day
- Friday PM
- Monday AM
- Wednesday PM

How the “make offer” email works, using the office use fields:

Dear {{CONTACT_TITLE}} {{CONTACT_LAST_NAME}},

Thank you for your initial enquiry for a place in our Nursery for
{{STUDENT_FIRST_NAME}} {{STUDENT_LAST_NAME}}.

I am pleased to confirm that we can offer a place for the following sessions:

[[SESSIONS_WE_CAN_OFFER]]

← This is the correct mail merge token

Please use the following link to log into your profile, to review and respond to your offer.

[[LINK]]

Please note that you must respond to your offer by **00/00/0000** or your offer may be withdrawn. We look forward to hearing from you.

Kind regards,

[[TEACHER_NAME]]

Dear Mrs Hyatte9ab97d101ee644c,

Thank you for your initial enquiry for a place in our Nursery for Test
Brant Test Orn.

I am pleased to confirm that we can offer a place for the following sessions:

Friday AM, Monday AM, Wednesday Full Day

Please use the following link to log into your profile, to review and respond to your offer.

<https://demo.applicaa.com/nursery>

Please note that you must respond to your offer by **00/00/0000** or your offer may be withdrawn. We look forward to hearing from you.

Kind regards,

Applicaa Admin

Within your phases, 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!

Click “+ New” and you will see your UDFs on the left of the window. UDFs can write back to your MIS, so they are great for capturing extra data that you don't have to manually input.

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

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

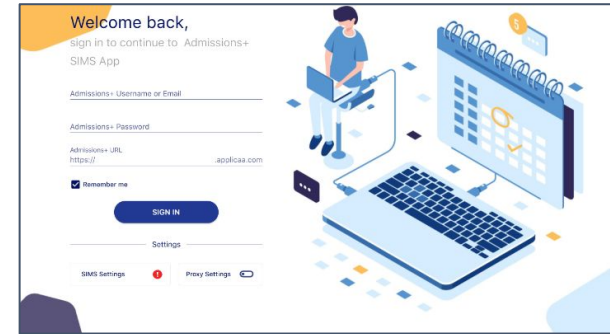
The image shows two screenshots from a software interface. The left screenshot is a dialog box titled "Add New Field" with a close button (X) in the top right. It has two main sections: "Existing Properties" on the left and "New Properties" on the right. A search bar is located between them with the text "Search existing fields" and a "Show long text" toggle switch. A red callout box with arrows pointing to both sections contains the text: "Search to see if it already exists in your system; if not, add it as a new property". The "Existing Properties" list includes items like "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 >", "Telephones and Email Addresses >", "Addresses >", "Basic Details >", "School History >", "Student Education Info >", "Application Form 1 - Child's Information >", "Additional Support Need >", "Event >", "Religious Reference >", "CloudSchool User Defined Fields >" (highlighted with a red box), "Parent/Carer address >", "Qualification related questions >", "Widening Participation >", "Do you have any of the following? >", "State exam results >", "Additional Contact Basic Details >", "Sims User Defined Fields >" (highlighted with a red box), and "Parent's Details >". The "New Properties" section has a text area containing the message: "Please note you will NOT be able to transfer the answers for custom questions to your MIS. If you need help, please contact your CSM or 0208 762 0882". Below this is a "Text Input >" field, a "Choosing Options >" dropdown, a "Value >" field, and a "File Upload >" section. At the bottom of the "New Properties" section is a "Paragraph" button. The right screenshot shows a "Preview Application Form" screen. At the top right, there are buttons for "Customise Sections" and "Preview Application Forms". Below these is a "Sort Questions" button and a "+ New Question" button (highlighted with a red box). The main area is a table with columns: "External" (checkbox and toggle), "Visible on Profile" (checkbox and toggle), and "Actions" (edit and delete icons). The table contains several rows of form elements, including "Text Input", "Choosing Options", "Value", and "File Upload". The "Paragraph" element is highlighted with a blue background.

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



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

Bromcom credentials are valid.

Authorized READ permissions: Students YearGroups StudentContacts People Emails PersonAddresses Classes PreAdmission SurgeryDoctors UserDefinedFields UserDefinedFieldInstanceOptions CollectionAssociates YearGroupSubjecticalConditions 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](#)

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

MIS Setting

Integration Platform

Arbor

Import new MIS lookups as visible

Enable saving to MIS School Names typed by applicants


MIS Credentials Validation

Arbor credentials are valid.


[Download Lookup Values](#) [Import UDFs](#)


Check the links to any policies in your **Security, Parental Consents and Nursery Policies** 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  **Check your links are working**

IT Policy  **Remove broken links**

Policy title * No file chosen

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!

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	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 *

Test Year 12 (2024/2025) ✕

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

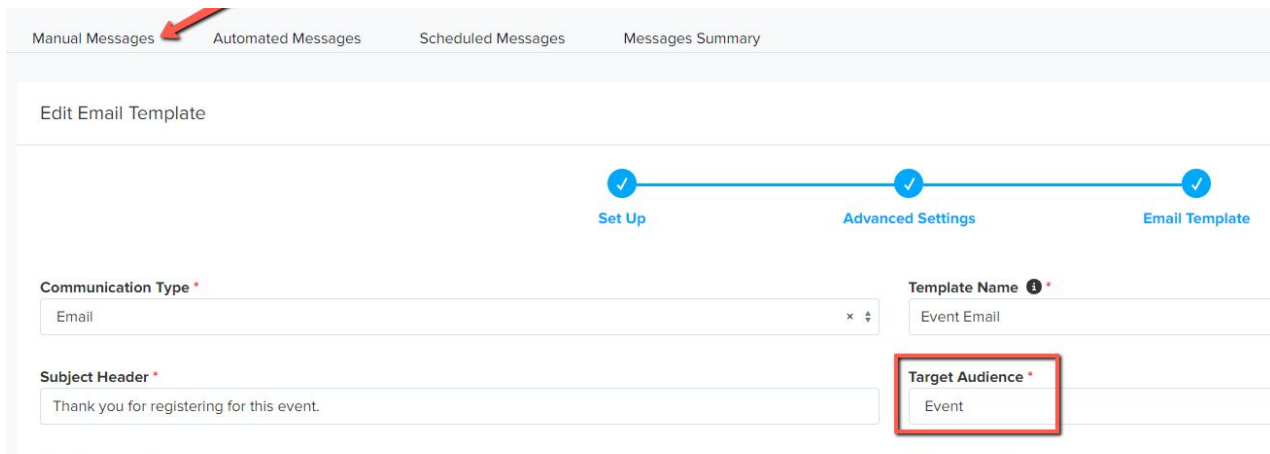
[\(Click here to see example\)](#)

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

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

Sessions in details
Application Form

- Incomplete** 7
- Awaiting Reference 1
- Completed 0
- Declined 0
- Withdrawn 0
- Deadline Missed 0
- Waiting List 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	School
<input checked="" type="checkbox"/>	22	852X	Deesha	Assani	05/07/2010	Female	kalpna.assani@gmail.com	Mount Stewart Junior School

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

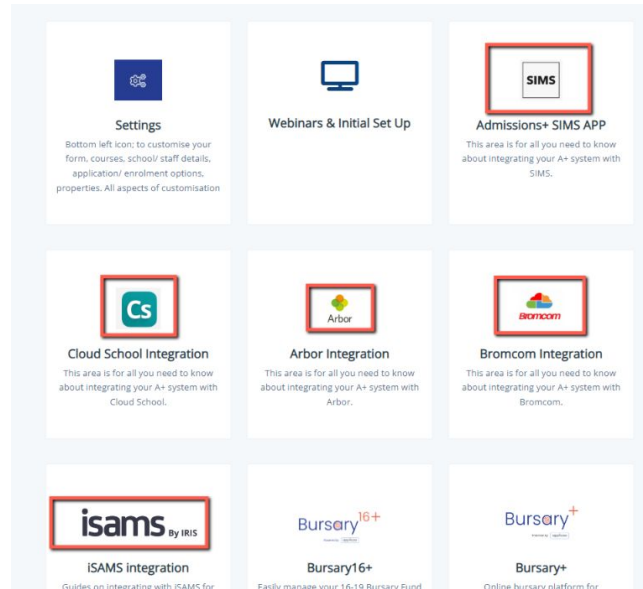
Next →

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



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