

# New Cycle Nursery



# OVERVIEW

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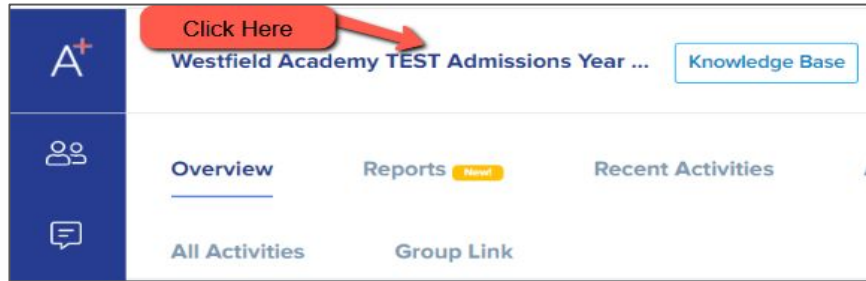
You can design your Nursery form to capture initial interest, make offers to parents and then collect full data for those who are offered a place.

Our default Nursery template is designed to run as follows:

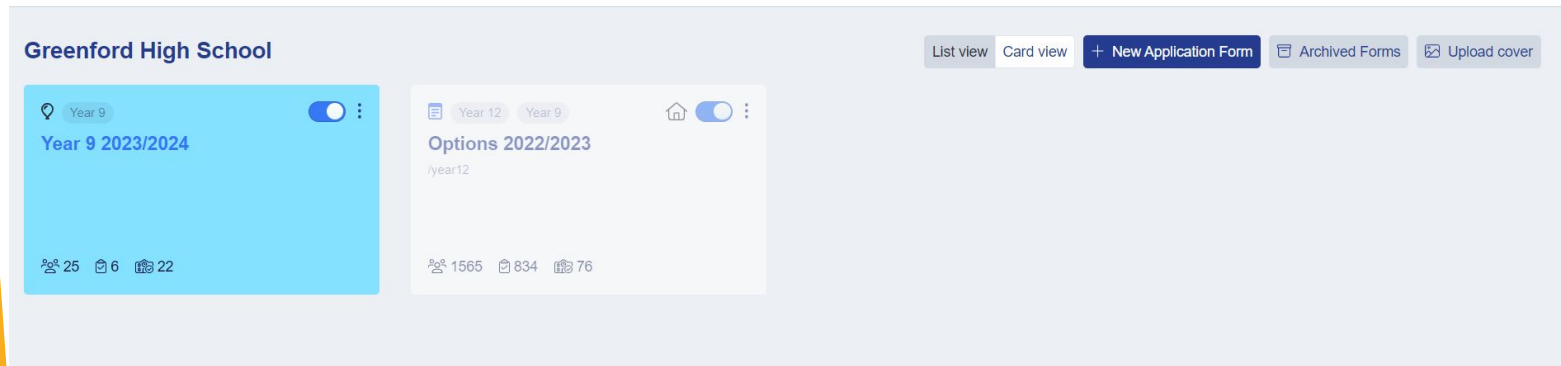
- Parents self-register
- Parents complete their verification and log in to complete your initial enquiry form
- You assess the sessions they have applied for, and use the Offers function to make offers to parents
- Parents who have been made an offer log in, respond to the offer and complete your full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

# How to see your new form

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



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



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

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

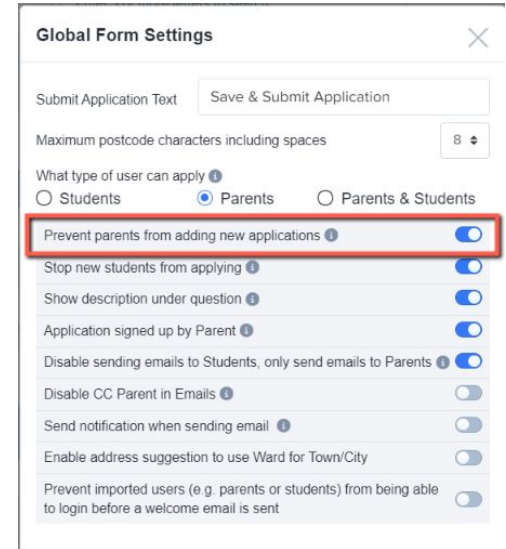
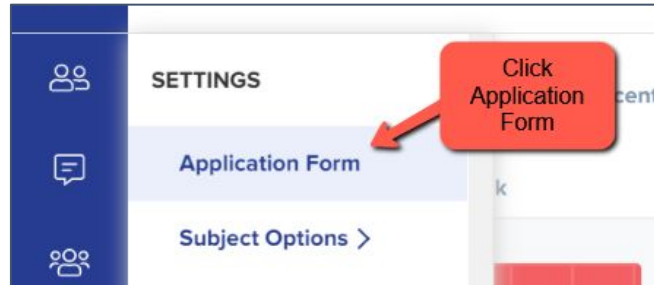
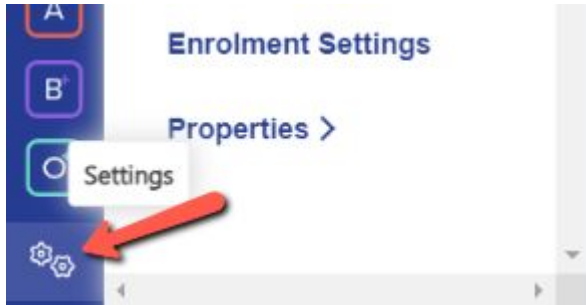


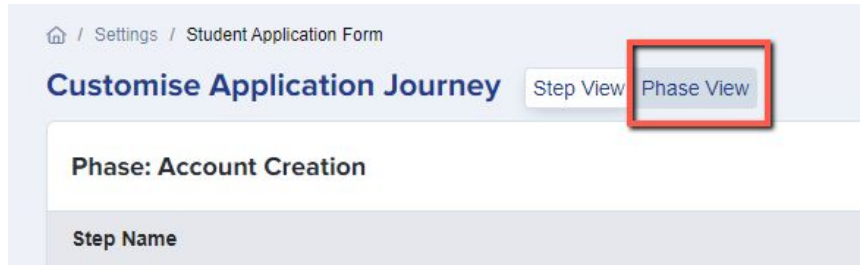
# How to close your old form

Now that the previous cycle has finished, you don't want parents completing anything more 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 "prevent parents from adding new applications".

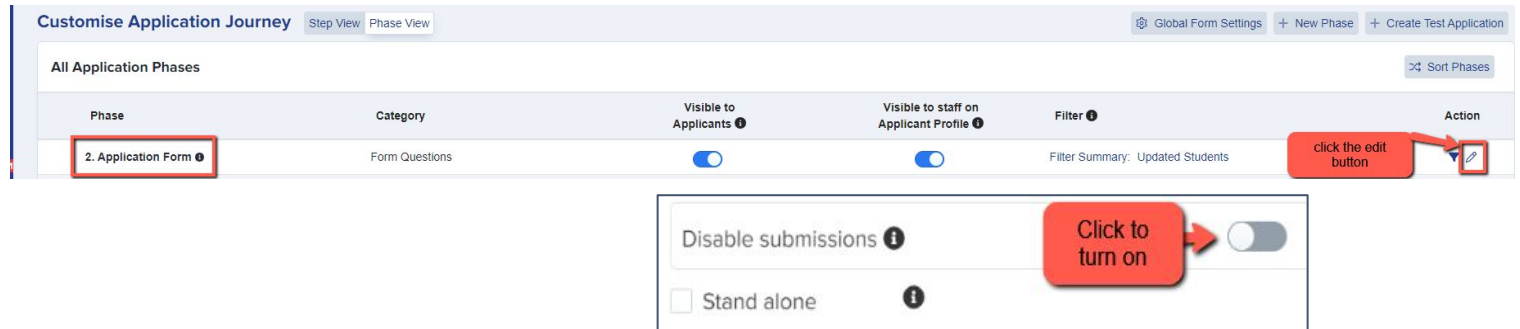




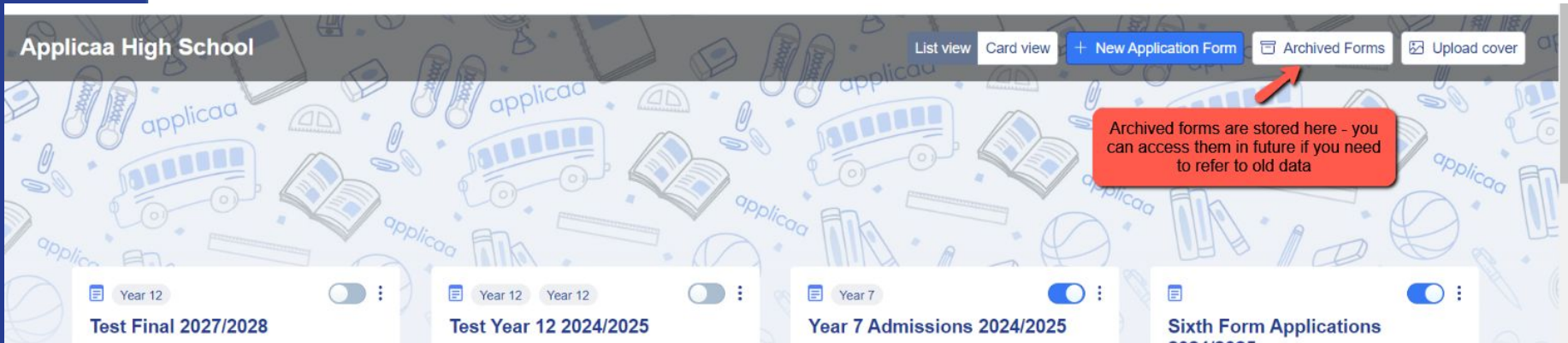
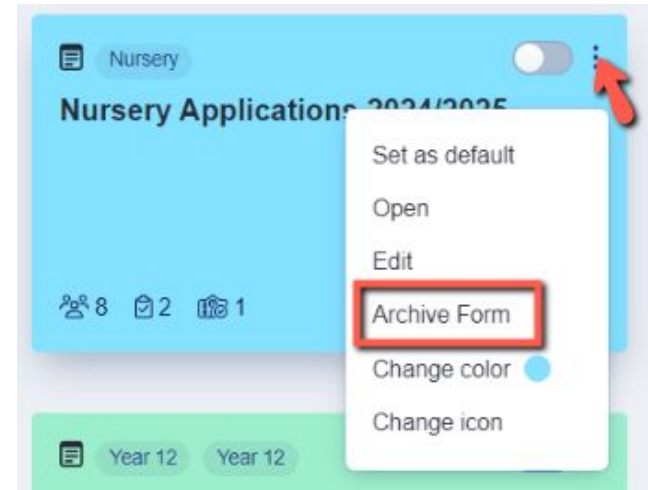
Within phase view, click the pencil icon for your application form; turn on “disable submissions”.

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

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



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 2025 have registered on your 2024 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

AP

more

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**

Nursery Applications Admissions Year 2025/2026

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

# Editing your Landing Page

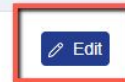
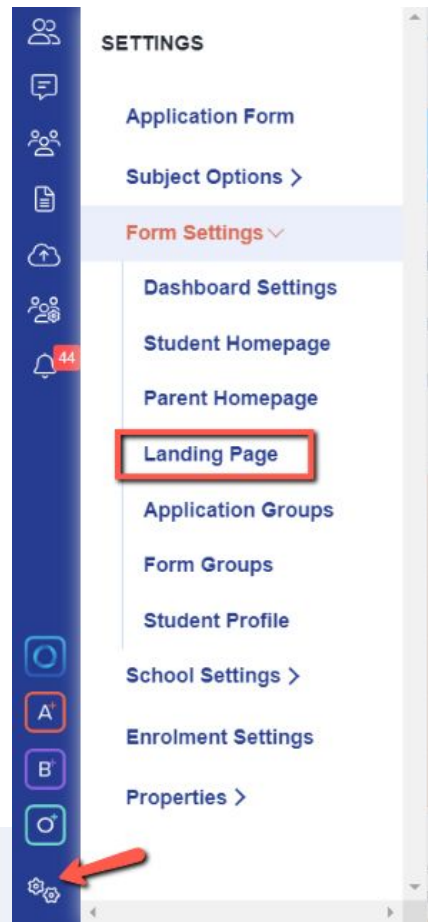
Navigate to settings > form settings > landing page.

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”** - ensure your logos and images are up-to-date.



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 in a place for their child/children!

## 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.

The screenshot displays the 'Parent Homepage' settings page. At the top, there are navigation tabs: 'Parent Homepage', 'Landing Page', 'Application Groups', and 'Student Profile'. Below this is a 'General Settings' section with two toggle switches: 'Parent Must Accept School's Policy' (disabled) and 'Parent Must Accept Applica Policy' (enabled). The main content area is divided into two sections, each with a 'Parent Homepage Image' placeholder (a yellow smiley face) and a 'Messages on parent's homepage' section. The first section is titled 'General Welcome Message' and has a red callout box pointing to it with the text: 'Seen by parents across all intakes - parents of children on your reception and in year forms would also see this'. The second section is titled 'Nursery Applications (2025/2026) Welcome Message' and has a red callout box pointing to it with the text: 'Seen only by parents who are applying to Nursery - you can make this one intake-specific'. Both sections have 'Preview' and 'Edit' buttons. A 'Show more' link is visible between the two sections. On the left side of the page, there is a vertical list of message titles, including 'Welcome Me...', 'ne Message', 'elcome Me...', 'Message', 'essage', 'ne Message', 'elcome ...', '5, 2025/2...', 'e Message', 'elcome ...', 'Message', 'essage', '4/2025) W...', 'message', 'ome Mess...', 'Welcome ...', 'Welcome ...', and 'a Message'.

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

Parent Homepage   Landing Page   Application Groups   Student Profile

↓ Show i

### Children Status Config

Button text for new application button   Start New Application

Button text for continue application button   Continue Application

Show Application Status	<input checked="" type="checkbox"/>
Show Offer Status	<input checked="" type="checkbox"/>
Show Courses You Wish To Study	<input type="checkbox"/>
Show Reference Status	<input type="checkbox"/>
Show Add New Application Button	<input checked="" type="checkbox"/>
Show Envelope Icon (Invitation Popup)	<input type="checkbox"/>
Show documents in homepage	<input checked="" type="checkbox"/>

[🔗](#)

## What parents will see:

# Hello Mrs Mccullough,

[+ Start New Application](#)



**Keaton Mccullough** Student Code: U-B475



### School Message

Welcome to our Nursery!

[Show full message](#)

Form Status

Completed

Year Group

N/A

Offer status

Offer Made

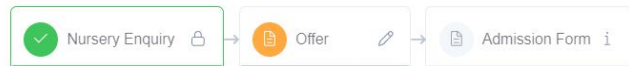
### APPLICATION OFFER

You received an offer on 30/07/2024. Please respond below:

[Decline Offer](#)

[Accept Offer](#)

### Nursery Applications



### School Message

Welcome to our school!

We are delighted your child has been offered a place in our thriving community.

Please click to read our [Uniform Policy](#).

[Show full message](#)



### Upcoming Events

28

JUN

Event

**Taster Day**

Meet at Reception at 9am

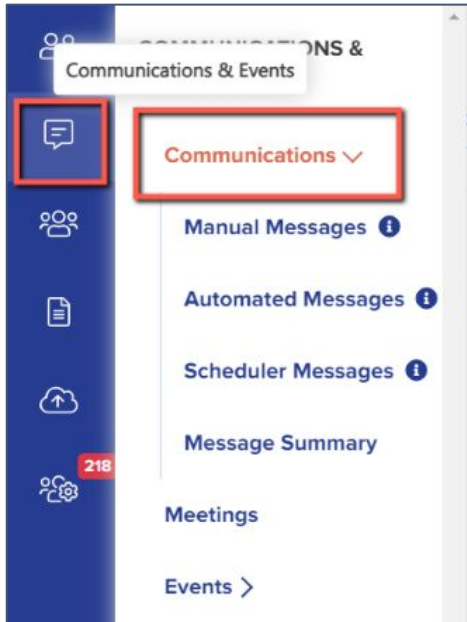
28 Jun 2028 | 09:00 - 15:00

Open Day












[Register](#)

# 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		   

Template Name <sup>††</sup>	Subject <sup>††</sup>
<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

Priorities for checking ahead of launch: all stored within the “Nursery” folder on your Automated Messages screen if using our default template.

### Communications

Manual Messages    **Automated Messages**    Scheduled Messages    Message

[All Automated Messages](#)

Application Form

Email Subscription

Enrolment

Meetings

Reference

Registration

Showing 1 to 39 of 39 entries

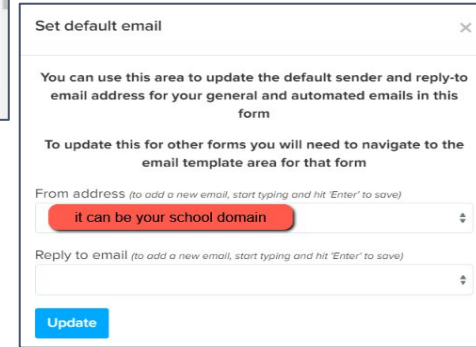
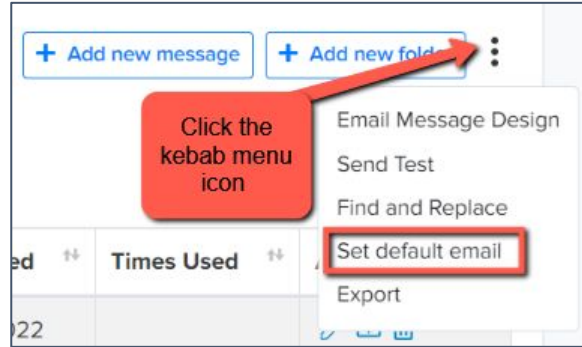
Type <sup>††</sup>	Template Name <sup>††</sup>	Subject
	<input type="text" value="Search Template I"/>	<input type="text" value="Search Subject"/>
	<b>Nursery</b>	
	Notify Teacher Student Has	You have had a submission on



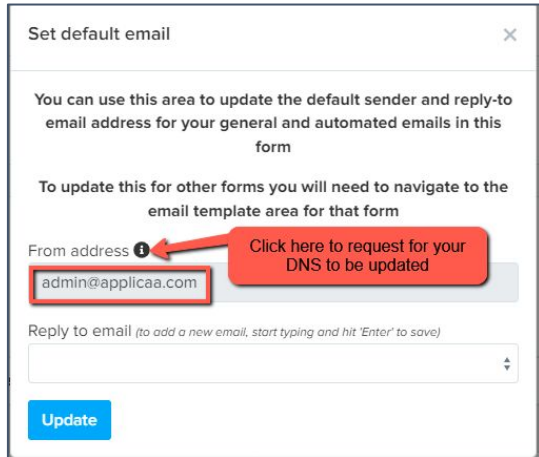
## Manual Messages:

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:



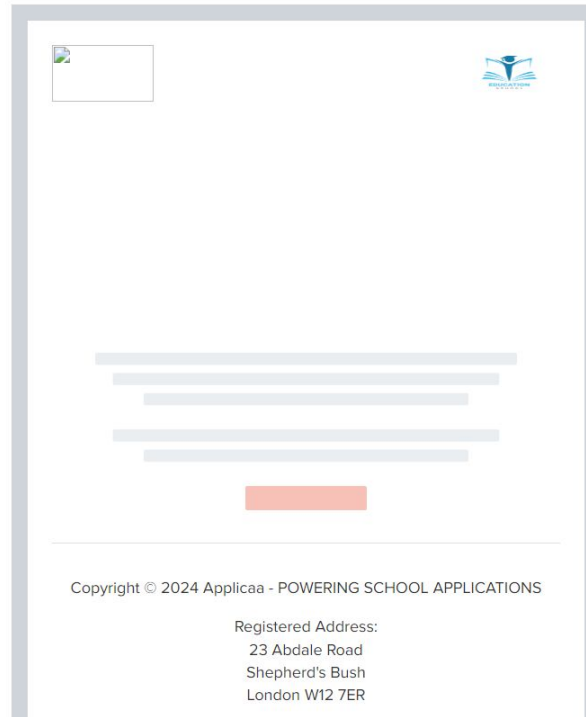
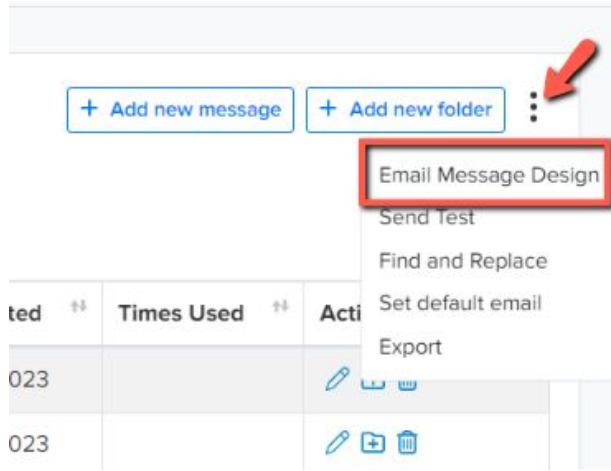
A screenshot of the 'Set default email' form. The form has a title bar with a close button (X). Below the title bar, there is a paragraph of text: 'You can use this area to update the default sender and reply-to email address for your general and automated emails in this form'. Below this, another paragraph: 'To update this for other forms you will need to navigate to the email template area for that form'. There are two input fields: 'From address (to add a new email, start typing and hit 'Enter' to save)' and 'Reply to email (to add a new email, start typing and hit 'Enter' to save)'. The 'From address' field contains the text 'it can be your school domain'. At the bottom of the form is a blue 'Update' button.



A screenshot of the 'Set default email' form. The form has a title bar with a close button (X). Below the title bar, there is a paragraph of text: 'You can use this area to update the default sender and reply-to email address for your general and automated emails in this form'. Below this, another paragraph: 'To update this for other forms you will need to navigate to the email template area for that form'. There are two input fields: 'From address' and 'Reply to email (to add a new email, start typing and hit 'Enter' to save)'. The 'From address' field contains the text 'admin@applicaa.com'. A red callout box with an arrow points to the information icon (i) next to the 'From address' label. The callout box contains the text 'Click here to request for your DNS to be updated'. At the bottom of the form is a blue 'Update' button.

If you are seeing "[admin@applicaa.com](mailto:admin@applicaa.com)" in the From address, this means you have not requested a DNS update. You can request this by clicking this icon and adding the details for your IT Manager - it will then mean you can send emails from your own school domain!

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



### ▼ School logo(s)

Logo Left

No file chosen

Remove?

Logo Right

No file chosen

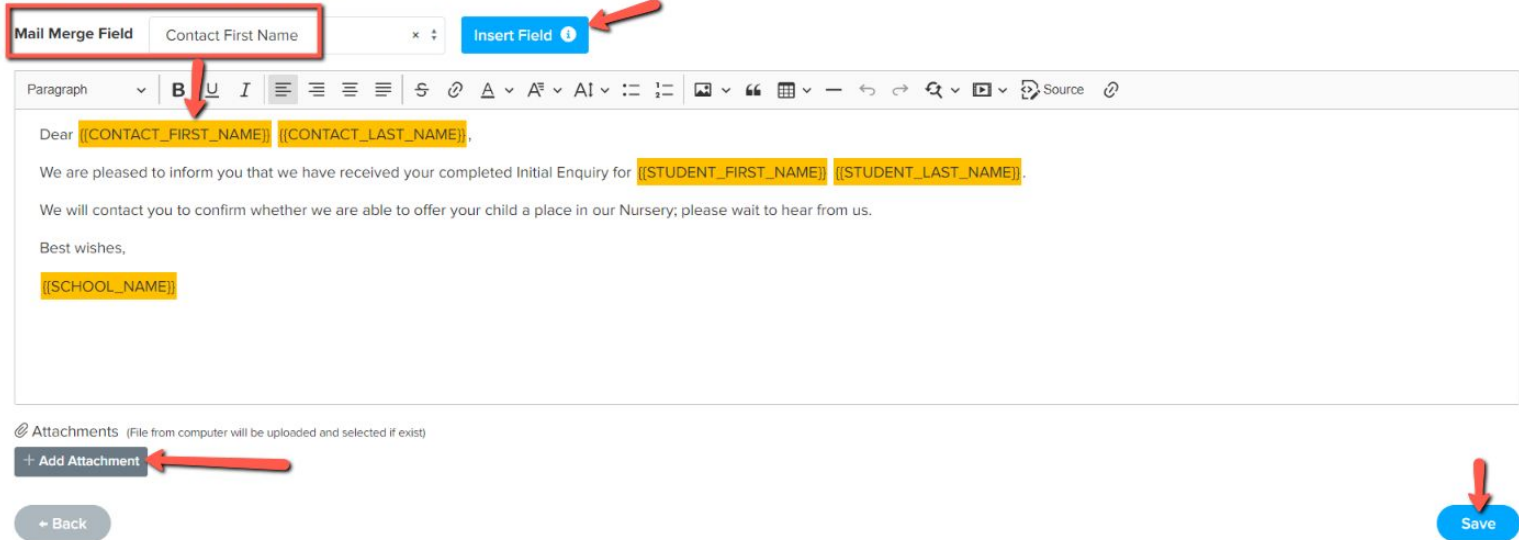
Remove?

### ^ Email Header

### ^ Email Footer

## Insert mail merge fields and add attachments as required to personalise your messages.

By using personalisation tokens, you can mail merge personalised content to your recipients.



The screenshot shows an email editor interface. At the top, a 'Mail Merge Field' dropdown menu is open, showing 'Contact First Name' selected. A red box highlights this dropdown, and a red arrow points to the 'Insert Field' button. Below the dropdown is a rich text editor with a toolbar containing options like Paragraph, Bold, Underline, Italic, Bulleted List, Numbered List, Link, Unlink, Text Color, Background Color, Text Color, Bulleted List, Numbered List, Image, Quote, Table, and Undo/Redo. The email body contains the following text: 'Dear {{CONTACT\_FIRST\_NAME}} {{CONTACT\_LAST\_NAME}},', 'We are pleased to inform you that we have received your completed Initial Enquiry for {{STUDENT\_FIRST\_NAME}} {{STUDENT\_LAST\_NAME}}.', 'We will contact you to confirm whether we are able to offer your child a place in our Nursery; please wait to hear from us.', 'Best wishes,', and '{{SCHOOL\_NAME}}'. Below the editor, there is an 'Attachments' section with a '+ Add Attachment' button (highlighted with a red arrow) and a 'Back' button. A 'Save' button is located in the bottom right corner, also highlighted with a red arrow.

Mail Merge Field Contact First Name x ↕ Insert Field

Paragraph B U I [List Icons] [Link Icons] [Color Icons] [Table Icon] [Undo/Redo Icons] Source

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

We are pleased to inform you that we have received your completed Initial Enquiry for {{STUDENT\_FIRST\_NAME}} {{STUDENT\_LAST\_NAME}}.

We will contact you to confirm whether we are able to offer your child a place in our Nursery; please wait to hear from us.

Best wishes,

{{SCHOOL\_NAME}}

Attachments (File from computer will be uploaded and selected if exist)

+ Add Attachment

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}}`

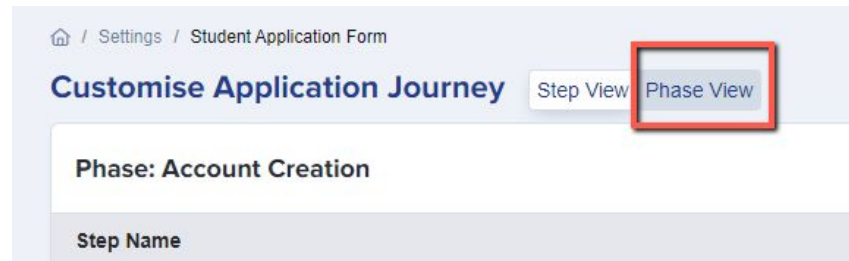
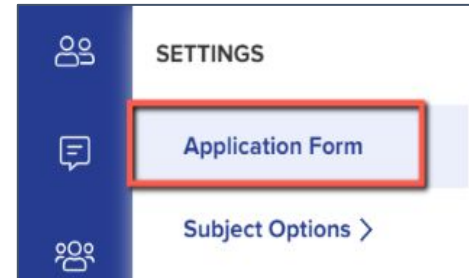
We look forward to hearing from you.

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:

 **Keaton Mccullough** Student Code: U-B475 

**School Message** 







Welcome to our Nursery! [Show full message](#)

Form Status **Completed** Year Group N/A

Offer status **Accepted**

**APPLICATION OFFER**  
Offer was accepted on 30/07/2024.

**Nursery Applications**

 Nursery Enquiry  →  Offer  →  Admission Form 

# 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
- You transfer the completed data to your MIS for the children joining your Nursery



## 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 <sup>1</sup>	Actions
Step 1: Child's Basic Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">✎</a> <a href="#">⚙️</a>
Step 2: Initial Enquiry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">✎</a> <a href="#">⚙️</a> <a href="#">🗑️</a>
Step 3: Medical, Dietary and Special Educational Needs and/or Disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">✎</a> <a href="#">⚙️</a>
Step 4: Setting History and Sibling Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">✎</a> <a href="#">⚙️</a>
Step 5: Courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">✎</a> <a href="#">⚙️</a>
Step 6: Security, Parental Consents and Nursery Policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">✎</a> <a href="#">⚙️</a>
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"/>	<a href="#">✎</a> <a href="#">⚙️</a>
Step 8: Setting Information, Fees and Uniform	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">✎</a> <a href="#">⚙️</a>
Step 9: Religion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">✎</a> <a href="#">⚙️</a>
Step 10: Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">✎</a> <a href="#">⚙️</a>

Always on, cannot be disabled

## Phase: Offer

Sort Steps [+ New Step](#) ⋮






















Step Name	Internal	External	Visible on Student Profile <sup>1</sup>	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.

← Initial Enquiry Customise Sections Preview Application Forms

Initial Enquiry Sort Questions + New Question

Office Use - Offers

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"/>	<a href="#">✎</a> <a href="#">🗑️</a>
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"/>	<a href="#">✎</a> <a href="#">🗑️</a>
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"/>	<a href="#">✎</a> <a href="#">🗑️</a>
Please provide your 30-Hour Funding Code, if applicable		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<a href="#">✎</a> <a href="#">🗑️</a>
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"/>	<a href="#">✎</a> <a href="#">🗑️</a>
Thank you		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<a href="#">✎</a> <a href="#">🗑️</a>

Initial Enquiry Sort Questions + New Question

Office Use - Offers

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 type="checkbox"/>	<a href="#">✎</a> <a href="#">🗑️</a>

Annotations:

- Parents select which sessions they would like their child to attend
- Parents CANNOT see this because these switches are off
- You can then assign each child to the sessions you are able to offer
- You can see it, because this switch is on

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

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

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

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

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

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

Add a new question



Pre-defined Question & Fields

MIS Compatible



Custom Question

Non-MIS Compatible

Explanation Text Block

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

▼ Sims User Defined Fields

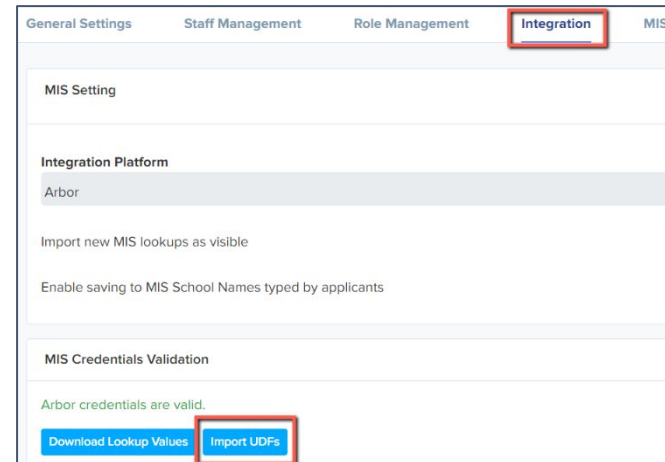
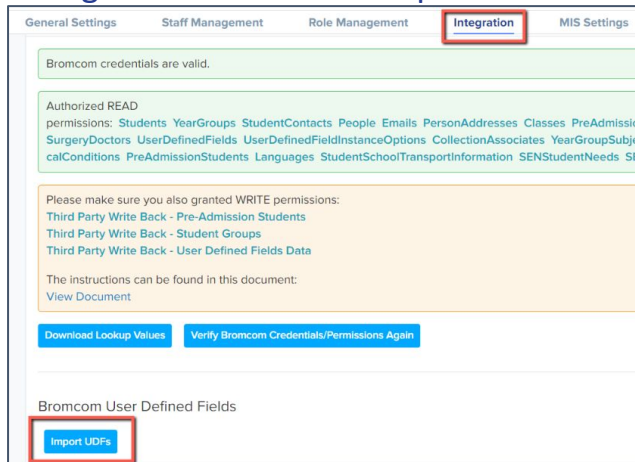
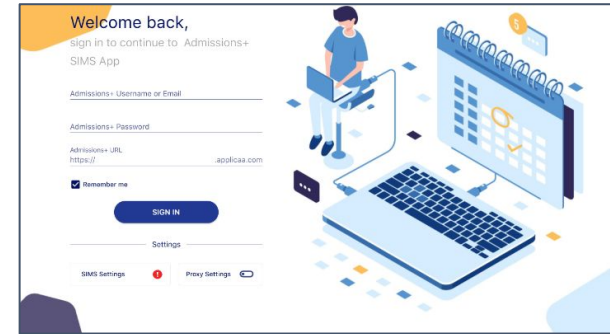
<input type="checkbox"/> student date	sims_udf_45	Date Picker	SIMS
<input type="checkbox"/> Test UDF	sims_udf_4018	Dropdown Single Select	SIMS

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

Add your UDFs in your MIS, then:

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

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





## SIMS In Touch:

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

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

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

**Add New Field**

Existing Properties Show long text

Search existing fields

**Addresses >**

**Parent/Carer contact details**

Please specify your relationship (...)

Work Phone Number +

Phone Work +

Should this contact be provided w...

Contact priority source +

Translator required +

Place of work +

After the child starts school, this c...

Job title +

Contact first language +

National Insurance number +

Priority +

Does this contact have legal pare...

Relationship +

Authorized to Collect student fro...

Parent/Carer address >

Telephones and Email Addresses >

Additional Contact Address >

**Properties** Calculated Properties Property Groups

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

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


**New Property**

in touch


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


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

**Agreement**

Policies 

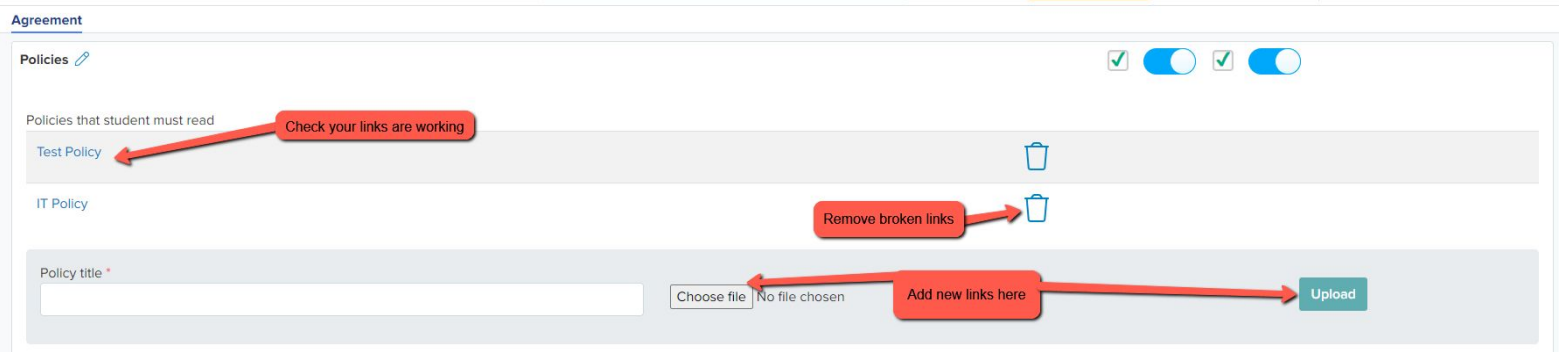
Policies that student must read

Test Policy 

IT Policy 

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

Click the wording

Customise Sections

Preview Application Forms

Sort Questions

As internal students

As external students

Visible on Profile

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

## 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

*Set to the format that works best for you by selecting the options shown and then click "test"*

Navigate to settings > school settings > address mapping.

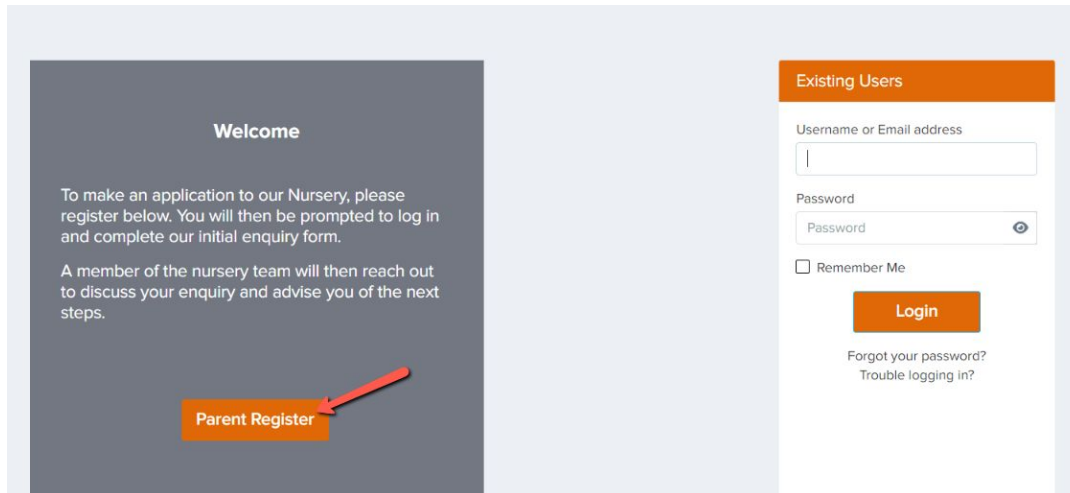
Here is a link to our [guide](#).

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!

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



You could also try applying from the perspective of a parent - try it all out as though you are applying for a place for your child!



# 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

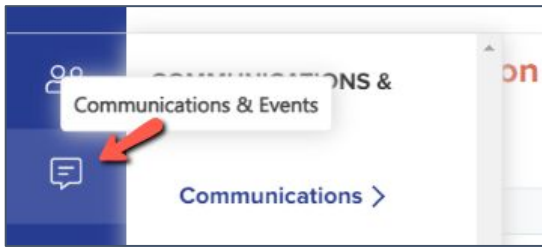
View total attendees

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.

### Events

Events   Event Guests   Event forms

[+ Add New](#)

Actions	Date	Event	URL	Location	Visibility	Limit	Registrants	Invitees	Attendees
	Friday 6 September, 2024 09:00 - 17:00	<b>Nursery Tours</b> Tour our facilities, speak to our team.	<b>Public URL</b> <a href="https://demo.applicaa.com/events/249">https://demo.applicaa.com/events/249</a>		<b>Unpublished</b> Nursery Applications	Unlimited	0	0	0

Show  entries   Displaying 1 entries

[< Prev](#) **1** [Next >](#)

You can show events on your landing page, on 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 \*

Nursery Applications (2025/2026, Nursery Admissions) X

---

Message to show when the event is fully booked

This event is fully booked!

---

Display number of tickets remaining

**Show the event form**  
[\(Click here to see example\)](#)

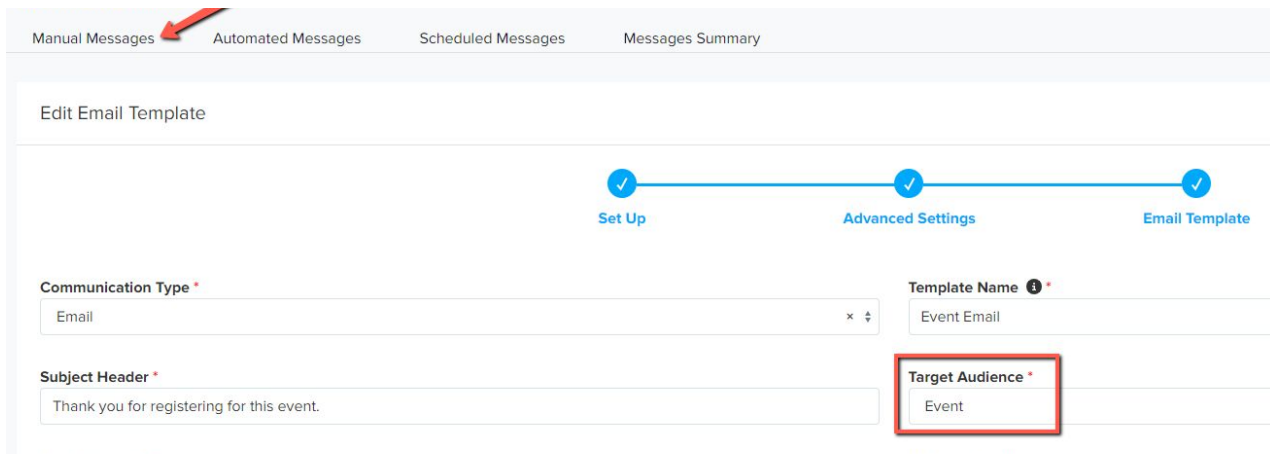
<input checked="" type="checkbox"/> Login page for related forms	<input type="radio"/> Parent's homepage for all parents
<input type="checkbox"/> Student homepage	<input checked="" type="radio"/> Parent's homepage based on application form
	<input checked="" type="checkbox"/> Parent's homepage based on the child's application form ⓘ
	<input type="checkbox"/> Parent's homepage based on enquiry child's suggested form ⓘ

**Show popup for the event on**  
[\(Click here to see example\)](#)

<input checked="" type="checkbox"/> Login page
<input type="checkbox"/> Student homepage
<input checked="" type="checkbox"/> 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.

Nursery Applications Admissions ... Knowledge Base

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

Phase status details

Application Offers Enrolments

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

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

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

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

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

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

Showing 1 to 7 of 7 entries 7 rows selected

Show 10 entries

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

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

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

Create New Template Discard & Exit

Set Up — Advanced Settings — Email Template

**Communication Type \***  
Email

**Template Name \***  
Incomplete

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

**Target Audience \***  
Parent

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

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

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

Next →

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

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

Set up how would like to send this email here

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

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

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

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

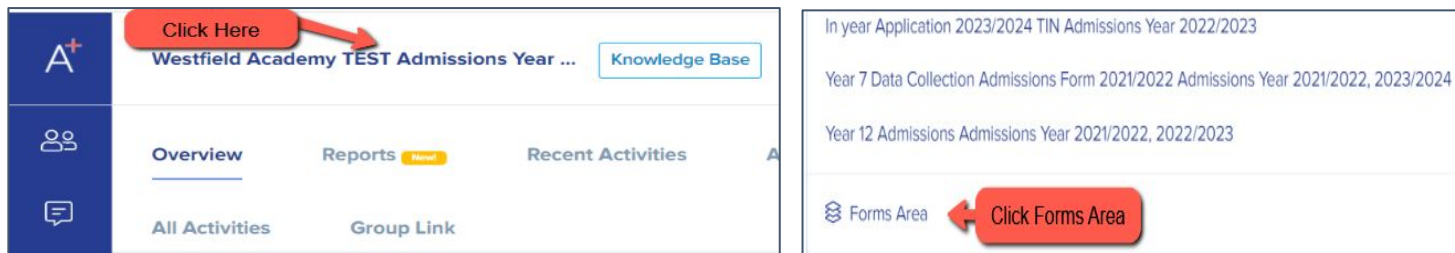
Repeat email after every 5 day(s) until they submit

← Back Next →

# 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 the link parents need to follow in order to create an account and apply.

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 Recent Activities

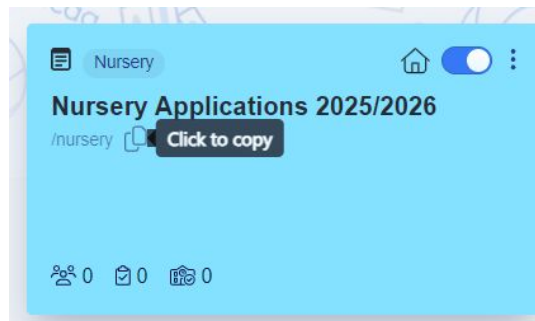
All Activities Group Link

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



Nursery

Nursery Applications 2025/2026

/nursery Click to copy

0 0 0

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

# IMPORTING DATA TO YOUR MIS

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

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

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

applicaa Applicaa Knowledge Base

Search for answers

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

# Update Staff Users

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

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

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

Users

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

Search in table

Show 50 entries 1 to 45 of 45 entries

Prev 1 Next

	Name	Email Address	Job Role	Role	Key Contact	Status	Welcome Email
<input checked="" type="checkbox"/>	Test: A1	oanh+1staffa@aplica.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

SETTINGS

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

# Earn Rewards

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

For every school you refer, who then joins us:

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

You will personally receive a £50 Amazon voucher

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

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 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**