

# Taster Day Setup





# **OVERVIEW**

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Our Taster Day feature gives you the tools to schedule your Taster Day sessions, including setting mandatory periods and a minimum number of sessions for students to select.

Set the sessions based on your school day; schedule taster lessons with available staff and set maximum class sizes so no groups become too large to accommodate.

Students log in and select their sessions, and you can email them a copy of their timetable ahead of the day!

# Accessing the Taster Day Wizard

## SETTINGS

### Application Form

Subject Options ▾

Subjects

Specific Requirements

Pathways

Taster Day

Form Settings >

School Settings >

Enrolment Settings

Properties >

Navigate to **Settings > Subject Options > Taster Day**.

This will take you to the beginning of the wizard if it is your first time accessing the area, or you can also click on the section you want to revisit if you have already commenced setup.

## Subject Options

Subjects

Specific Requirements

Pathways

**Taster Day**



Start



Sessions



Subjects



Timetable



Settings



Publish

### Welcome the Taster Day Manager!

This wizard will help you to create your taster day timetable and make it available to applicants for them to select the subjects they would like to try. Later you will be able to share Taster Day timetables with the applicants and generate registers for each class.

Start Creating

These breadcrumb menu items are hyperlinked, so you can jump to the section you want to access

# Sessions

You can add up to 10 Taster Days, and schedule the individual sessions per day to fit your timetable.

Activity	Start time & End time	Session Type	
Registration	08:30 to 09:00	Applied For All Applicants	
Period 1	09:00 to 10:00	Applicants Choose A Subject	
Period 2	10:00 to 11:00	Applicants Choose A Subject	
Lunch Break	11:00 to 12:00	Applied For All Applicants	
Period 3	12:00 to 13:00	Applicants Choose A Subject	
Period 4	13:00 to 14:00	Applicants Choose A Subject	

Filter students

2 out of 10 days maximum available

Use the **filter students** function if you need to ensure only specific candidates can attend on certain days (example - one day for internals, and another for externals).

## Subject Options

Subjects Specific Requirements Pathways **Taster Day**[← Back](#)

Set your session parameters:  
Is it a session that is mandatory for all?  
Is this a subject-based session where students make their own choice?  
Which session is it and when will it take place?

## Sessions

Activity	Start time
Registration	08:30 to 09:00
Period 1	09:00 to 10:00
Period 2	10:00 to 11:00
Period 3	11:00 to 12:00
Lunch	12:00 to 13:00
Period 4	13:00 to 14:00
Period 5	14:00 to 15:00

[+ Add new session](#)

Create your sessions here

## Add new session



Type of activity

- Applied for All Applicants (e.g. Registration or Break)
- Applicants Choose A Subject

Session name (e.g. Registration, Period 1,...)

Period 1

Start time

09

00

End time

10















00

Save

When you have added all sessions and set them up as you wish, review them in the table (click to edit or remove anything as necessary) then click **Confirm and Continue**.



#### Sessions

Activity	Start time & End time	Session Type	
Registration	08:30 to 09:00	Applied For All Applicants	 
Period 1	09:00 to 10:00	Applicants Choose A Subject	 
Period 2	10:00 to 11:00	Applicants Choose A Subject	 
Period 3	11:00 to 12:00	Applicants Choose A Subject	 
Lunch	12:00 to 13:00	Applied For All Applicants	 
Period 4	13:00 to 14:00	Applicants Choose A Subject	 
Period 5	14:00 to 15:00	Applicants Choose A Subject	 

# Subjects

## Subjects

We've loaded a list of your existing subjects on offer below.

Tell us whether the subject is available for taster days and any rules that need to be in place (e.g. subjects that must be or must not be chosen together)

Subject name	Short name	Subject based rule	Available for Taster day	
			17 February 2025	18 February 2025
A Level Art and Design 		<b>Dependent courses</b> None 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A Level Biology 		<b>Dependent courses</b> None 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A Level Chemistry 		<b>Minimum Point Score Requirement: 2.0</b> <b>Dependent courses</b> None 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>





Further Maths

Set your dependent subjects here - for example, perhaps they must first select Maths in order to choose Further Maths

**Dependent courses**

- A Level Mathematics

# Top Tip

ID	Qualification Title	Level	Learning Hours	Compulsory	Entry Test Required	Course Id	Provider Course ID	Entry Requirements	Assessment Method	Available on Application Form	Available on Enrolment Form	
16803	Lunch 1 (hidden) ⓘ		1	No	No					<input type="checkbox"/>	<input type="checkbox"/>	 
16804	Lunch 2 (hidden) ⓘ		1	No	No					<input type="checkbox"/>	<input type="checkbox"/>	 

You can now add “subjects” into your system and disable them on the application/enrolment forms, making them available in your Taster Day area only!

Example - you offer a staggered lunch on your Taster Day and need applicants to select a lunch period to attend.

Navigate to **settings > subject options > subjects** to add in the additional “subjects”.

Subject name	Short name	Subject based rule	Available for Taster day	
			17 February 2025	18 February 2025
Lunch 1 		<b>Dependent courses</b> None 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lunch 2 		<b>Dependent courses</b> None 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



# Timetable

This is the step which enables you to construct the timetable for each day.

Click the + icon for the relevant cell to add a class; each class that you add will have a suggested name pre-filled for you.

**Timetable**

Use the interactive timetable below to create classes. If a class goes over two periods, you can tick multiple periods when creating the class.

17 February 2025 18 February 2025

This is how an "apply for all" session will appear - students will all auto-allocated to this

Subject Name	Registration 08:30 to 09:00	Period 1 09:00 to 10:00	Period 2 10:00 to 11:00	Lunch Break 11:00 to 12:00	Period 3 12:00 to 13:00	Period 4 13:00 to 14:00
A Level Art and Design		A Level Art and Design 4	A Level Art and Design 3		A Level Art and Design 3	A Level Art and Design 3
A Level Biology		A Level Biology 1	+		+	+
A Level Chemistry		A Level Chemistry 1	+		+	+
A Level Drama		A Level Drama 1	A Level Drama 1		+	+

## Geography: Add new class



This will auto-populate to save you time

Name

Maximum number of students

Geography 1

Room

Teacher

Sessions

- 09:00 to 10:00
- 10:00 to 11:00
- 11:00 to 12:00
- 13:00 to 14:00
- 14:00 to 15:00

Save

Add the information for each lesson taking place - consider **how many students** you can fit into the classroom, **which room** will be used and **who will be leading** the session.

**Note:** if you tick more than one time slot on this screen, it will create the class as a double/triple session in their timetable (only tick multiple slots if the subject is a double/triple)!

# Settings

## Settings

Review the following settings before publishing your taster day timetable!

17 February 2025

18 February 2025

Which subjects can applicants select?

- Any subjects
- Only subjects they have applied for on the application form
- Only subjects they have been offered

Would you like to enable entry requirements on taster day subject selection?

- Enable for Internal
- Enable for External

- Activate the caps on the number of students that can select subjects
- Show how many students have selected a subjects on the taster day selection page
- Hide class size on the taster day selection page
- Hide class tutor name on the taster day selection page
- Limit number of subjects students can select

Maximum number of subjects that the student can select

2

Minimum number of subjects that the student can select

1

- Limit number of sessions students can select

### Reserve Subjects

- Get students to submit a reserve subject

- Prevent a student from selecting the same subjects across different days

Instructions to students when selecting their Taster Day Options.

 Edit

This will appear just about the timetable options.


↓ Show more

You can choose to specify a minimum and maximum number of **subjects**, or a minimum and maximum number of **sessions**.

If all of your subjects are singles, you can use **subjects**.

If you offer some doubles and triples, use **sessions** - it ensures they fill their timetable, but don't have to choose a different subject per period.

# Publish

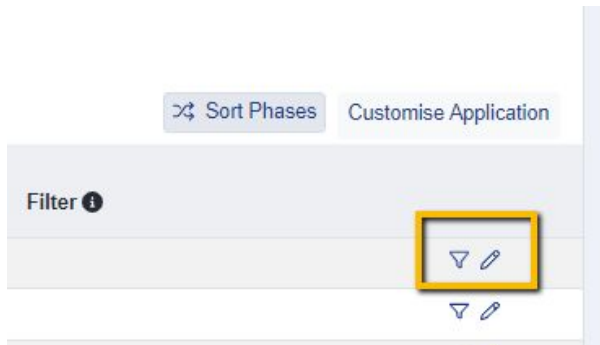
All Application Phases  [Sort Phases](#) [Customise Application](#)

Phases	Category	Visible to Applicants ⓘ	Visible to staff on Student Profile ⓘ	Filter ⓘ
2. Application Form	Form Questions	<input type="checkbox"/>	<input type="checkbox"/>	▼ ✎
4. Offer	Offer	<input type="checkbox"/>	<input type="checkbox"/>	▼ ✎
11. Taster Day	Taster	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	▼ ✎
5. Enrolment Form	Enrolment	<input type="checkbox"/>	<input type="checkbox"/>	▼ ✎

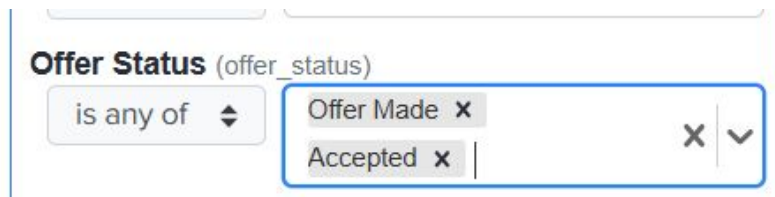
In this final step, you can choose where in your process to set your Taster Day phase by clicking **“Sort Phases”** and moving the Taster Day phase to the right place in your process (most commonly, this would be after Offers, and before Enrolment).

You can also choose which settings to have in place...

Use filtering to determine which applicants can access the Taster Day phase: should it only be those who have had an offer made, and/or have accepted an offer, for example?



Click the pencil icon to decide whether the Taster Day form should be locked to students once submitted, or whether they are allowed to go back in and make changes.



**Edit Step: Taster Day** ✕

Name

Description

**Internal Applicants**

Lock form after submission

Disable submissions

**External Applicants**

Lock form after submission

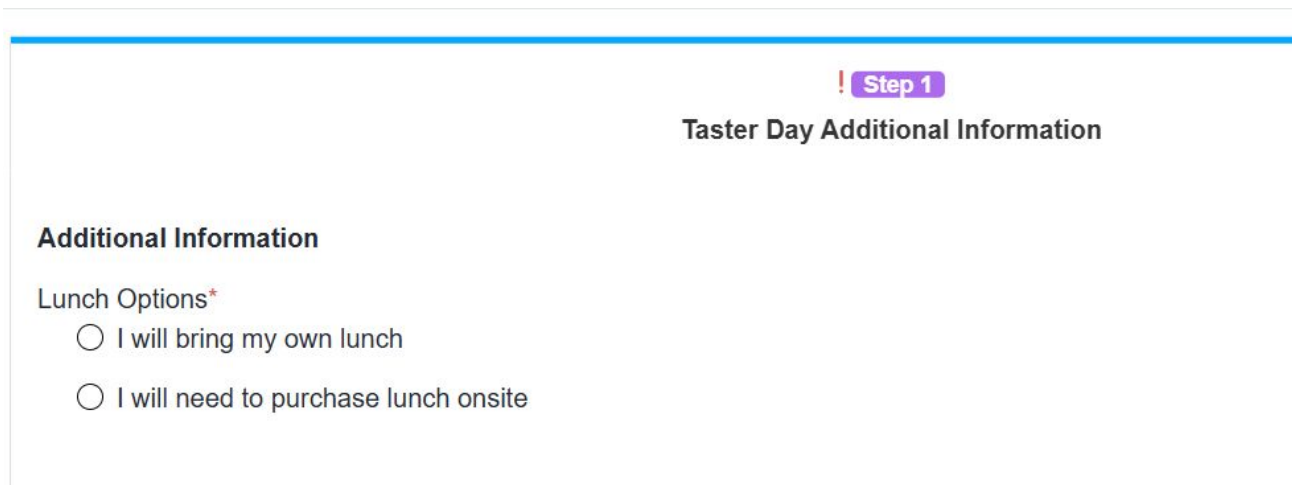
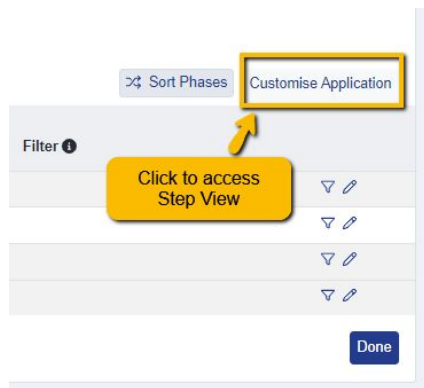
Disable submissions

Stand alone

Trigger by condition

Save

You can add extra steps into your Taster Day phase if you need to collect extra data from your applicants, for example:



Phase: Taster Day				Disable this phase	Download Blank Form	Sort Steps	+ New Step		
Step Name	Internal	External	Visible on Student Profile	Actions					
Step 1: 17 February 2025 Taster Day: 17 February 2025	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	✎ ⚙					
Step 2: 18 February 2025 Taster Day: 18 February 2025	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	✎ ⚙					
Step 3: Taster Day Additional Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	✎ ⚙ 🗑					

# Student View

When students log in to complete their Taster Day phase, they will see it displayed like this in their homepage.

Hello Andrea,

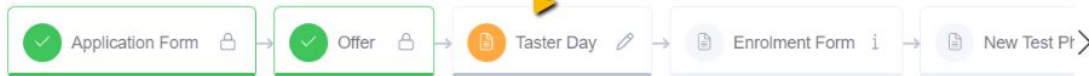


**Andrea Marino** Student Code: U-0686

Form Status	Year of Entry	Reserve Subjects
Completed	N/A	
Offer status	Term of Entry	
Accepted	N/A	
Reference Status	Year Group	
Not Sent	N/A	

**APPLICATION OFFER**  
Offer was accepted on 28/11/2024.

Year 12 Admissions Admissions Year 2025/2026



## Progress

- [Step 1: 17 February 2025](#)
- [Step 2: 18 February 2025](#)
- [Step 3: Taster Day Additional Information](#)

Continue Form

## The Taster Day choices steps will appear to the student like so:

**! Step 1**  
17 February 2025

**! Step 2**  
18 February 2025

**! Step 3**  
Taster Day Additional Information

Taster Day: 17 February 2025

Next


✓ Maximum subjects to be selected: **2**

✓ Maximum sessions to be selected: **unlimited**

! **Minimum subjects to be selected: 1**

! **Minimum sessions to be selected: 1**

Select the course you are interested in:

 SEARCH COURSES HERE

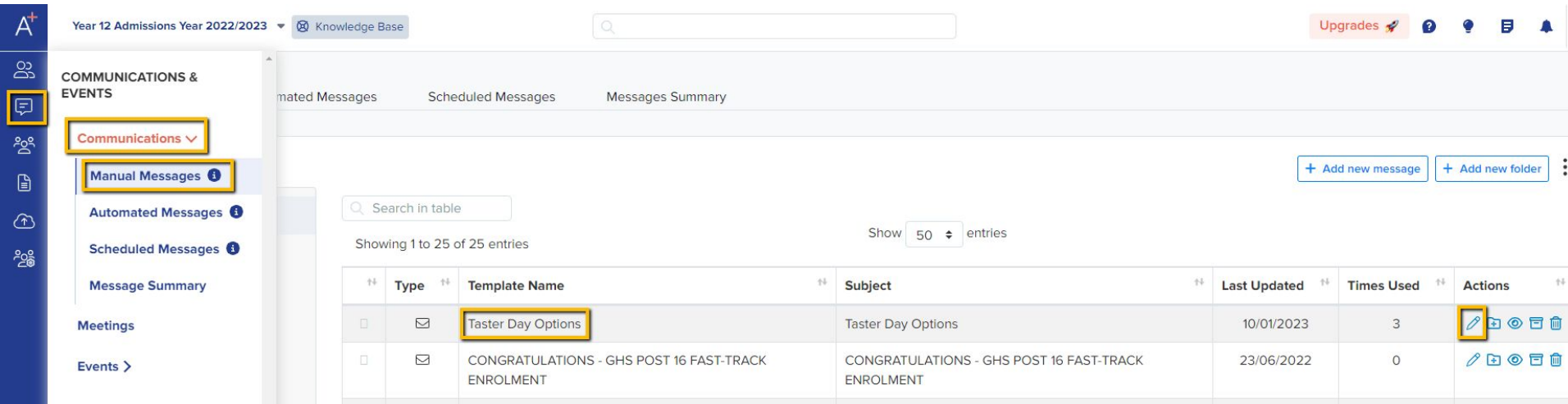
Search subjects here

Course	Registration 08:30 to 09:00	Period 1 09:00 to 10:00	Period 2 10:00 to 11:00	Lunch Break 11:00 to 12:00	Period 3 12:00 to 13:00	Period 4 13:00 to 14:00
A Level Art and Design		<a href="#">A Level Art and Design 4</a> 1 <b>Select</b>	<a href="#">A Level Art and Design 3</a> 0 <b>Select</b>		<a href="#">A Level Art and Design 3</a> 0 <b>Select</b>	<a href="#">A Level Art and Design 3</a> 0 <b>Select</b>
A Level Biology		<a href="#">A Level Biology 1</a> 0 <b>Select</b> 📍 Room B 🗑️				
A Level Chemistry		<a href="#">A Level Chemistry 1</a> 1 <b>Select</b> 📍 Room C 🗑️				



# Confirming with Students

There is a **Mail Merge Token** you can use to send an email out to your Taster Day registrants prior to the event, to confirm their timetable with them.



The screenshot displays a user interface for managing communications. On the left, a navigation menu is open, showing 'Communications & EVENTS' with sub-items: 'Communications', 'Manual Messages', 'Automated Messages', 'Scheduled Messages', 'Message Summary', 'Meetings', and 'Events'. The 'Manual Messages' item is highlighted. The main content area shows a table of message templates. The table has columns for 'Type', 'Template Name', 'Subject', 'Last Updated', 'Times Used', and 'Actions'. The first row is highlighted, showing a message template named 'Taster Day Options' with a subject of 'Taster Day Options', last updated on 10/01/2023, and used 3 times. The 'Actions' column for this row contains a pencil icon, indicating it can be edited.

Type	Template Name	Subject	Last Updated	Times Used	Actions
✉	Taster Day Options	Taster Day Options	10/01/2023	3	✎ 📧 🗑️
✉	CONGRATULATIONS - GHS POST 16 FAST-TRACK ENROLMENT	CONGRATULATIONS - GHS POST 16 FAST-TRACK ENROLMENT	23/06/2022	0	✎ 📧 🗑️

Create your template in the **Manual Messages** area, as above.

On the **Advanced Settings** page, set your email to be sent automatically when an applicant submits their Taster Day form to you.



Set up how would like to send this email here

**When applicant does what? \***

Automatically when an applicant does something

**When applicant does what? \***


Submits Form

















**Select phase applied to \***

Taster Day

Send immediately

The **Taster Day Timetable** token shown below is the correct one to use:

Mail Merge Field  Insert Field 

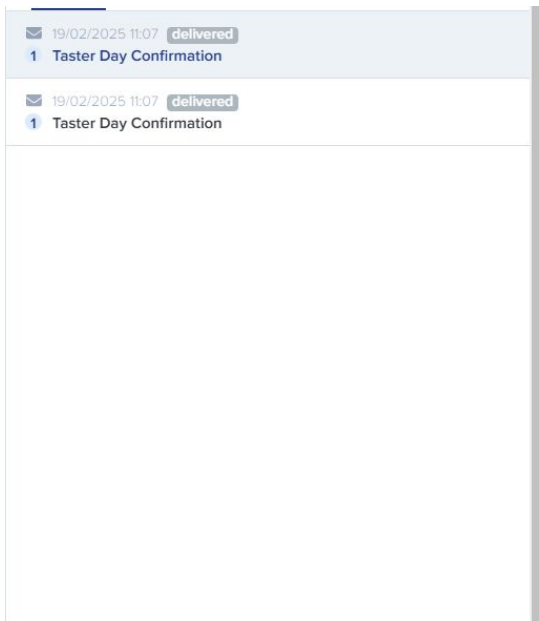
Paragraph  **B** U *I*       A  A<sup>≡</sup>  A<sub>≡</sub>  :=  ½=     

Hi **[[STUDENT\_FIRST\_NAME]]** **[[STUDENT\_LAST\_NAME]]**

We are looking forward to seeing you at our Taster Day! Here is a copy of your taster day timetable:

**[[TASTERDAY\_TIMETABLE]]**

The Mail Merge will produce a copy of their Taster Day timetable and this will be displayed in their email, for each of the Taster Days you are offering/they have registered to attend.



Dear Andrea Marino,

Thank you for confirming your attendance at our Taster Day - we are really excited to meet you!

Here is a confirmation of your timetable for the day:

## 17 February 2025

Taster Reserve Courses: None

Course	Registration 08:30 to 09:00	Period 1 09:00 to 10:00	Period 2 10:00 to 11:00	Lunch Break 11:00 to 12:00	Period 3 12:00 to 13:00	Period 4 13:00 to 14:00
A Level Drama	All Applicants	A Level Drama 1 📍 Room A 🗺	A Level Drama 1 📍 Room A 🗺	All Applicants		
Lunch 2					Lunch 2 📍 🗺	

## 18 February 2025

# Tracking and Lists

## Subjects Summary (Ranking)

The Greenford High School/External number include students that have either selected this course when applying and those that have been enrolled

[Export](#)

Showing 1 to 30 of 30 entries

Show  entries

#	Course	Application Form Interested Subjects				Enrolment Form Interested Subjects		Taster Day	Passed Entry Test	Waiting List	Enrolled
		Internal Interested	External Interested	Internal Reserve	External Reserve	Internal Interested	External Interested				
1	oanh	0	0	0	0	0	0		0	0	
2	Art and Design	5	46	0	0	1	0	0		1	
3	Biology	32	290	0	3	1	0	0		31	
4	BTEC Applied Science (Triple)	0	29	0	1	0	0	0		0	
5	BTEC Business (Double)	5	28	0	2	0	0	0		0	
6	BTEC Business (Triple)	2	16	0	0	0	0	0		0	
7	BTEC H&SC (Triple)	4	34	0	0	0	0	0		4	

Click on a number to view the list of students who have registered for the subject

From your main dashboard, scroll to view your **Subject Summary** to see the number of students booked to attend each subject as a total, across all of your Taster Day(s).

Timetable

Enrolled Classes Management

Enrolment Report Page

**Taster Day Classes Management**

17 February 2025

18 February 2025

Filter Course

Filter Student

Filter Student Allocation

- ✓ No classes are over their capacity
- ✓ All students meet their learning hours requirements

 **Export**

Forename	Surname	Gender	APS	Internal / External	Date & Time Enrolled	Subject Enrolled	Block Registr	Block Period	Block Period	Block Lunch I	Block Period	Block Period
Andrea	Marino	Female	0.0	Int		<ul style="list-style-type: none"><li>Lunch 2</li><li>A Level Drama</li></ul>		A Level Drama A Level Drama 1 - 1/25	A Level Drama A Level Drama 1 - 1/25		Lunch 2 Lunch 2 - 1/100	

From your main dashboard, navigate to **Timetables > Taster Day Classes Management** and click “Export” to generate class lists for each session so you can ask staff to complete registers on the day.

Click on the name of a student within the table to amend their choices if needed.

**Andrea Marino**

Selected learning hours: 201

APS	Subject Enrolled	Block Registration	Block Period 1	Block Period 2	Block Lunch Break	Block Period 3	Block Period 4	Subject to be added
	Pending							
0.0	<ul style="list-style-type: none"><li>Lunch 2</li><li>A Level Drama</li></ul>		A Level Drama A Level Drama 1 - 1/25	A Level Drama A Level Drama 1 - 1/25		Lunch 2 Lunch 2 - 1/100		Select...   v

Deregister

Back To Student Table

You can also update or amend a student's choices for Taster Days directly on their profile - the edit function lets you make changes, without the need to impersonate.

Overview Application Form Offer **Taster Day** Activities Interview Courses Selection Family

17 February 2025

18 February 2025

Taster Day Additional Information

17 February 2025

Taster Reserve Courses: None

Course	Registration 08:30 to 09:00	Period 1 09:00 to 10:00	Period 2 10:00 to 11:00	Lunch Break 11:00 to 12:00	Period 3 12:00 to 13:00	Period 4 13:00 to 14:00
A Level Drama	All Applicants	A Level Drama 1 <b>1/23</b> Room A	A Level Drama 1 <b>1/25</b> Room A	All Applicants		
Lunch 2					Lunch 2 <b>1/100</b>	

Edit

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**

Contact our Support Team 020 8762 0882