

# Taster Day Setup





# OVERVIEW

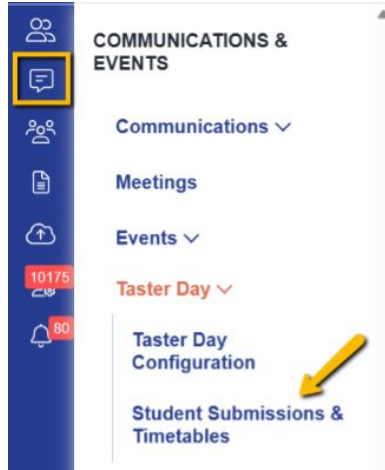
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Our Taster Day feature gives you the tools to schedule your Taster Day sessions, including setting mandatory periods and a minimum number of sessions for students to select.

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.

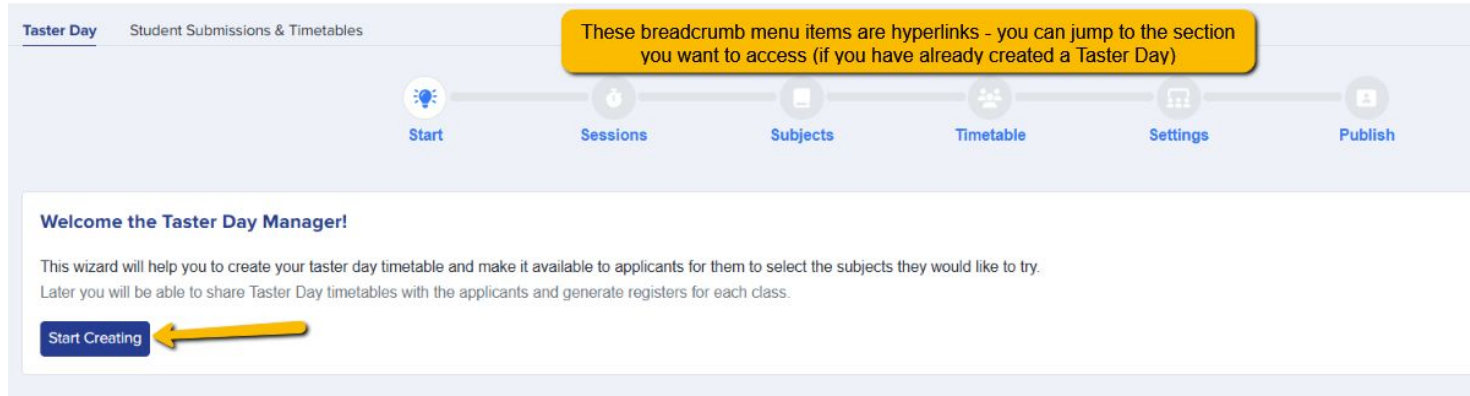
Students log in and select their sessions, and you can email them a copy of their timetable ahead of the day!

# Accessing the Taster Day Wizard



Navigate to **Communications & Events > Taster Day > Taster Day Configuration**

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.




# Sessions

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



17 February 2025 			 Filter students
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	 
 Add new session			

 Add a new day 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).

← 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
Period 1	09:00
Period 2	10:00
Period 3	11:00
Lunch	12:00
Period 4	13:00
Period 5	14:00

+ 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		Dependent courses None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A Level Biology		Dependent courses None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A Level Chemistry		Mininum Point Score Requirement: 2.0 Dependent courses 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	
168 03	Lunch 1 (hidden) ⓘ		1	No	No					<input type="checkbox"/>	<input type="checkbox"/>	 
168 04	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 		Dependent courses None 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lunch 2 		Dependent courses 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 class

17 February 2025

18 February 2025

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

If a class goes over two periods, you can tick multiple periods when creating the class.

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 ✕

Name This will auto-populate to save you time 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

Leave blank if you don't want students to see the name of the teacher leading the session

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

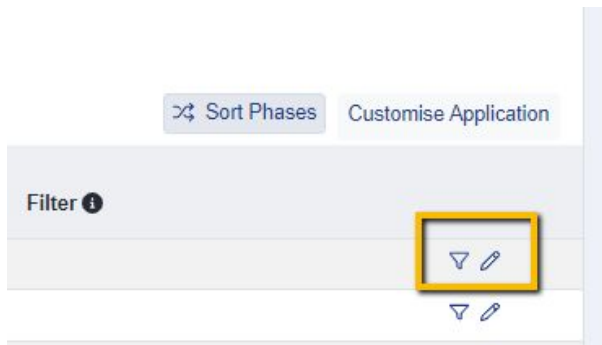
 [Sort Phases](#) [Customise Application](#)

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.

**Offer Status** (offer\_status)

is any of

Offer Made x

Accepted x

**Edit Step: Taster Day**

Name: Taster Day

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:

Sort Phases

Customise Application

Filter

Click to access Step View

Done

Step 1

Taster Day Additional Information

Additional Information

Lunch Options\*

☐ I will bring my own lunch

☐ I will need to purchase lunch onsite

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,

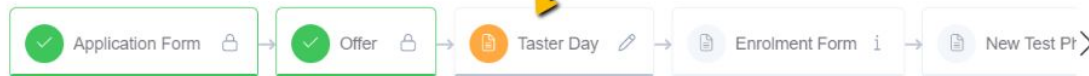


**Andrea Marino** Student Code: U-0686

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 <div>Select</div>	<a href="#">A Level Art and Design 3</a> 0 <div>Select</div>		<a href="#">A Level Art and Design 3</a> 0 <div>Select</div>	<a href="#">A Level Art and Design 3</a> 0 <div>Select</div>
A Level Biology		<a href="#">A Level Biology 1</a> 0 <div>Select</div> <div>📍 Room B</div>				
A Level Chemistry		<a href="#">A Level Chemistry 1</a> 1 <div>Select</div> <div>📍 Room C</div>				

# 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.

Year 12 Admissions Year 2022/2023 Knowledge Base

Upgrades

COMMUNICATIONS & EVENTS

Automated Messages Scheduled Messages Messages Summary

Communications

Manual Messages

Automated Messages

Scheduled Messages

Message Summary









Meetings

Events

+ Add new message + Add new folder

Search in table

Showing 1 to 25 of 25 entries Show 50 entries

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

Advanced Settings

Email Template

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** ⓘ

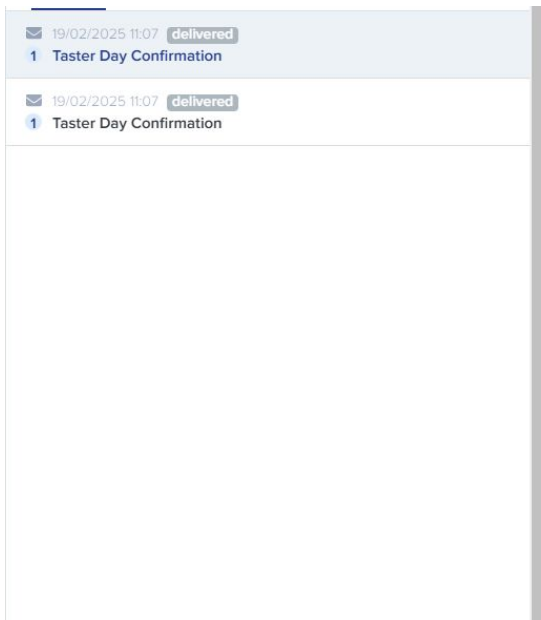
Paragraph ▼**B** U *I*       A ▼ A<sup>≡</sup> ▼ A<sub>↓</sub> ▼ := <sup>1</sup>/<sub>2</sub> =  ▼ “ ”  ▼

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		0	1
3	Biology	32	290	0	3	1	0	0		0	31
4	BTEC Applied Science (Triple)	0	29	0	1	0	0	0		0	0
5	BTEC Business (Double)	5	28	0	2	0	0	0		0	0
6	BTEC Business (Triple)	2	16	0	0	0	0	0		0	0
7	BTEC H&SC (Triple)	4	34	0	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).

Subjects Summary **Timetables** Options Tasks Calendar All Activities

Controlled Classes Management Enrolment Report Page **Student Submissions & Timetables**

[Lesson \(explore another lesson\)](#)

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	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 > Student Submissions & Timetables** 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 1/25 Room A	A Level Drama 1 1/25 Room A	All Applicants		
Lunch 2					Lunch 2 1/100	

Edit

The background features a collection of geometric shapes. A large, light blue hexagon is centered. To its top-left is a medium grey hexagon. To its top-right is an orange parallelogram. To its bottom-left is a dark blue hexagon. To its bottom-right is a small light blue hexagon. Below the large hexagon is another small light blue hexagon. The text "Do you have any questions?" is centered over the large hexagon in a dark blue, bold font.

**Do you have any questions?**



**THANK YOU**

Contact our Support Team 020 8762 0882