

# Taster Day Setup



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**



Timetables

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.

Taster Day	Student Submissions & Timetables		These breadcr you war	umb menu items are It to access (if you ha	hyperlinks - you can ju ve already created a T	mp to the section aster Day)	
	9			_0_			
	Sta	art	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.





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

17 February 2025 0			→ V Filter students
Activity	Start time & End time	Session Type	
Registration	08:30 to 09:00	Applied For All Applicants	18
Period 1	09:00 to 10:00	Applicants Choose A Subject	1.1
Period 2	10:00 to 11:00	Applicants Choose A Subject	2 R
Lunch Break	11:00 to 12:00	Applied For All Applicants	18
Period 3	12:00 to 13:00	Applicants Choose A Subject	2.8
Period 4	13:00 to 14:00	Applicants Choose A Subject	1.1
+ 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 Which session is it and when will it take place?	n choice?
Session	s	
Activity		Start t
Registration	a (	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 no	ew session Create your sessions here	



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	00
Period 1	09:00 to 10:00	Applicants Choose A Subject	00
Period 2	10:00 to 11:00	Applicants Choose A Subject	ØÛ
Period 3	11:00 to 12:00	Applicants Choose A Subject	ØŪ
Lunch	12:00 to 13:00	Applied For All Applicants	00
Period 4	13:00 to 14:00	Applicants Choose A Subject	00
Period 5	14:00 to 15:00	Applicants Choose A Subject	00



#### 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)

						Available for Taster day	
Subject name		Short name	Subject based rule		17 February 2026	18 February 2026	19 February 2026
A Level Art and Design	1		Dependent courses None	1			
A Level Art and Design 2	1	ART2					
A Level Biology	1		Dependent courses None	1			
A Level Chemistry	1		Mininum Point Score Requirement: 2.0 Dependent courses None	1			
					_	_	

Further Maths	Set your dependent subjects here - for example, perhaps they must first select	Dependent course • A Level Mathe
	Maths in order to choose Further Maths	

S

matics

+ Additional Session 0

Use this button to add nonsubject subjects like enrichment activities, school tours, or staggered lunch breaks.

0

+ Additional Session

ID **	Qualification Title	t+ Level	Learning ++ Hours	Compulsory	Entry Test ++ Required	t+ Course Id	Provider ++ Course ID	Entry ++ Requirements	Assessment N Method	Available on MApplication Form	Available on Enrolment Form	14
168 03	Lunch 1 (hidden) 🜒		1	No	No							00
168 04	Lunch 2 (hidden)		1	No	No							00
4												•

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.

Use the **+ Additional Session** button, or navigate to **settings > subject options > subjects** to add in the additional "subjects".

				Available fo	r Taster day
Subject name	Short name	Subject based rule		17 February 2025	18 February 2025
Lunch 1		Dependent courses None	-		
Lunch 2		Dependent courses None	-		

### 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 be	elow to create clas This is appear	how an "apply for all" session - students will all auto-allocat this	ed to	s, you can tick multiple perio	ods 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	1	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		+	+



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

Review the following settings before publishing your taster day timetable!

17 Fe	bruary 2025	18 February 2025		
Which si	ubjects can app ny subjects only subjects th	plicants select? ey have applied for on	the application form	
00	only subjects th	ey have been offered		
Would ye	ou like to enabl ble for Internal	e entry requirements o	on taster day subject selection? al	
Activ	ate the caps o	n the number of studer	nts that can select subjects	
Show	w how many st	udents have selected a	a subjects on the taster day selection page	
Hide	class size on t	he taster day selection	n page	
🗌 Hide	class tutor nar	ne on the taster day se	election page	

You control which subjects will be available for your applicants to choose from, and what restrictions and other information will be in place.

Add **instructions** to guide your students in making their selections.

Instructions to students when selecting their Taster Day Options.

0 Edit

This will appear just about the timetable options.

↓ Show more

#### **Daily Limits Configuration**

Set daily limits on the number of subjects and sessions students can select. Note that the overall limit will take precedence over the daily limit

Limit number of subjects students can select

Maximum number of subjects that the student can select

Minimum number of subjects that the student can select

Limit number of sessions students can select

Maximum number of sessions that the student can select

3

2

Minimum number of sessions that the student can select

#### **Reserve Subjects**

Get students to submit a reserve subject

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.

### **Overall Session Limits & Preferences**

Set OVERALL limits on the number of days students can select, as well as the maximum sessions.

1

Limit number of days students can select I

Maximum number of days that the student can select 1

Minimum number of days that the student can select

- Limit OVERALL number of sessions students can select across all Taster Days
- Limit OVERALL number of subjects students can select
- Prevent a student from selecting the same subjects across different days.

You can set overall limits, which are used in cases where you offer multiple taster days.

Overall limits will override any daily limits you have already put in place.

## Publish



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?

	⊃¢ Sort Phases	Customise Application
ilter ()		_
		70

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.

is a	any of 💲	Offer Made × Accepted ×	×
	Edit Step: Tas	ter Day	*
	Name	Taster Day	
	Description		
	Internal Applic	cants	11
	Lock form after		
	Disable submis	sions ()	
<	External Appli	cants	
•	Lock form after	submission ()	
	Disable submis	sions 🚯	
	Stand alone	6	
	Trigger by co	ndition	

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		Contract Download Blank For	rm 🔀 Sort Steps 🕂 New	/ Step 🗄 🗸
Step Name	Internal	External	Visible on Student Profile	Actions
Step 1: 17 February 2025 Taster Day: 17 February 2025				0 ®
Step 2: 18 February 2025 Taster Day: 18 February 2025				0 @
Step 3: Taster Day Additional Information				1 章 🖻

### **Student View**

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



If you offer multiple taster days, the first step for the applicant will be to select which day(s) they wish to attend.

They then see the rules which have been set,

and make their selection(s).



✓ Step 1 Taster Days Selection	✓ Step 2 17 February 2025	✓ Step 3 Taster Day Additional Information
Please select at least 1 taster day and at most 1 taster day		
17 February 2026         Image: A Level Art and Design	Level Biology 🐘 A Level Chemistry 🐘 A Level Drama duct Design 🐘 A Level Psychology 🐘 A Level Sociology	既 A Level English Language (説 A Level English Literature) (説 A Level French) (説 A Level Law) (説 Ancient History) (説 Further Maths) (説 Lunch 1) (説 Lunch 2)
18 February 2026 A Level Art and Design A Level Art and Design 2 A A Level Art and Design 2 A Level Provided	Level Biology 📖 A Level Chemistry 🛄 A Level Drama duct Design 📖 A Level Psychology 📖 A Level Sociology	取 A Level English Language 回 A Level English Literature 回 A Level French 回 A Level Law 回 Ancient History 回 Further Maths 回 Lunch 1 回 Lunch 2
19 February 2026		
		Save & Nex

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



# **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.

A+	Year 12 Admissions Year 2022/2023	<ul> <li>Knowledge</li> </ul>	Base					Up	grades 🚀	2	•		r
c F	COMMUNICATIONS & EVENTS	mated Messages	Sche	eduled Messages Messages Summary									
ිසි	Communications V												
	Manual Messages 🚯							+ Ad	d new message	+	Add net	v folder	:
Ռ	Automated Messages 🚯	Q 5	earch in tabl	e		Show EQ + entries							
200	Scheduled Messages ()	Sho	wing 1 to 25	of 25 entries									
	Message Summary	14	Type 👎	Template Name	†4	Subject	14	Last Updated	Times Used	14	Action	s	++
	Meetings			Taster Day Options		Taster Day Options		10/01/2023	3		1	0 5	1
	Events >			CONGRATULATIONS - GHS POST 16 FAST-T	RACK	CONGRATULATIONS - GHS POST 16 FAST-TRACK ENROLMENT		23/06/2022	0		0 🕀	0 2	

### 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.



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

										1											
Paragraph	~	в	<u>U</u>	Ι	≣	≡	Ξ	≣	£	Ø	<u>A</u>	~	Aª ∨	, A	~1 ~	:=	1 <u>-</u> 2 <u>-</u>		~	"	•
		-																			
Hi ((STUD	ENT_F	IRST_	NAM	1E)}	[[STU	DENT	LAS	ST_N		))											
Hi <mark>((STUD</mark>	ENT_F	IRST_	NAM	1E)} (	((STU	DENT	LAS	ST_N	AME	D											
Hi <mark>((STUD</mark>	ENT_F	IRST_	NAM	1E)) (	((STU	DENT	LA:	ST_N	AME	))											
Hi <mark>((STUD</mark> We are loo	ENT_F	IRST_	NAM	eein	( <mark>STU</mark>	DENT	LAS	ST_N	AME	)) lere i	sac	opy	y of ye	our	taste	er da	y time	etabl	e:		
Hi <mark>((STUD</mark> We are loo	ENT_F	IRST_	NAM	iE)) eein	( <mark>STU</mark> g you	DENT	LAS	<mark>ST_N</mark> ster D	IAME Day! H	)) lere i	s a c	opy	y of yo	our	taste	er da	y time	etabl	e:		

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.

1 19/0 1 Tas	)2/2025 11:07 de ster Day Confirm	alivered ation			
<ul> <li>19/0</li> <li>19/0</li> <li>19/0</li> </ul>	12/2025 11:07 de ster Day Confirm	elivered ation			
				- 1	
				- 1	
				- 1	
				- 1	
				- 1	
				- 1	
				- 1	

#### 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 P Room A 40	A Level Drama 1  Room A	All Applicants		
Lunch 2					Lunch 2	
					<b>♀</b> 4□	
18 Febru	ary 2025					

# **Tracking and Lists**

Subje	cts Summary (Ranking)										
The Gree	nford High School/External number include st	tudents that have either selected th	is course when applying and those that h	ave been enrolled					Q s	earch in table	± Export
Show	ring 1 to 30 of 30 entries				Show 50 ¢ entries						
#	Course	Internal Interested	Application Form Inte	rested Subjects Internal Reserve	External Reserve	Enrolment Form I	Interested Subjects	Taster Day	Passed Entry Test	14 Waiting List	Enrolled
1	oanh	Ő	0	0	0	0	0			0	0
2	Art and Design	5	46	0	0	1	0	0 Click	on a number to	0	1
3	Biology	32	290	0	3	1	0	0 view th	e list of students	0	31
4	BTEC Applied Science (Triple)	0	29	0	1	0	0	0 fo	r the subject	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

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).



†. Forename	11 Surname	14 Gender	APS	Internal 11 / External	Date & 11 Time Enrolled	Subject Enrolled	Block Registr	Block Period	Block Period	11 Block Lunch I	Block Period	11 Block Period
Andrea	Marino	Female	0.0	Int		Lunch 2     A Level Drama		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.

Update their attendance status on each of your taster days, to track who did/did not attend. You can update this one by

one, or as a bulk action by selecting multiple tick boxes.

17 F

bruary 2026 18 Feb	ruary 2026 19	February 2	026										
Filter Course						~							
Filter Student						2							
Filter Student Allocati	on					~							
Change Attendance St	tatus						Forename	11 11 Surname	Gender	APS	Internal / External	Date & Time Enrolled	Status
Attended Did Not Attend	11 11 Surname	Gender	APS	Internal 11 / External	Date & Time Enrolled		Elliot	Myers	Male	7.29	Int		Attended
e Elliot	Myers	Male	7.29	Int									
							Melinda	Gordon	Female	5.0	Int		Registered
							Andrea	Marino	Female	0.0	Int		Registered

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

Andr	ea Marino							
Select	ed 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><li>Lunch 2</li><li>A Level</li><li>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 Fo	orm Offer Taster Day	Activities Interview	Courses Selection Family	y			
<b>17 February 2025</b> 18 February 2025	17 February 2025 Taster Reserve Courses	s: None					Edit
Taster Day Additional	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
momaton	A Level Drama	All Applicants	A Level Drama 1 1/25 ♥ Room A 1/25	A Level Drama 1 1/25 Room A 1	All Applicants		
	Lunch 2					Lunch 2 1/100 • i	

# Do you have any questions?



Contact our Support Team 020 8762 0882