

**New Cycle
Year 7 form
with SIF**



OVERVIEW

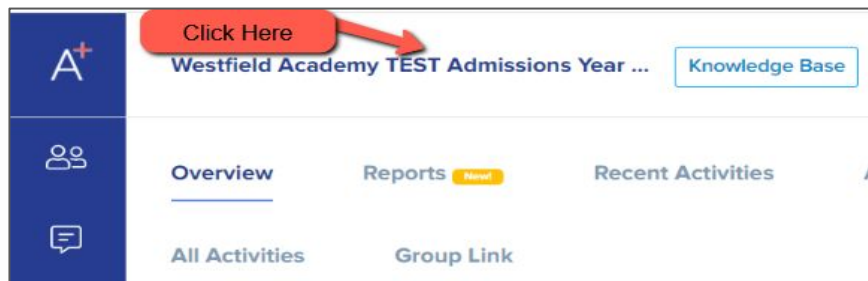
You can design your form to capture Supplementary Information, make offers to parents and then collect full data for those who are offered a place.

Our default template is designed to run as follows:

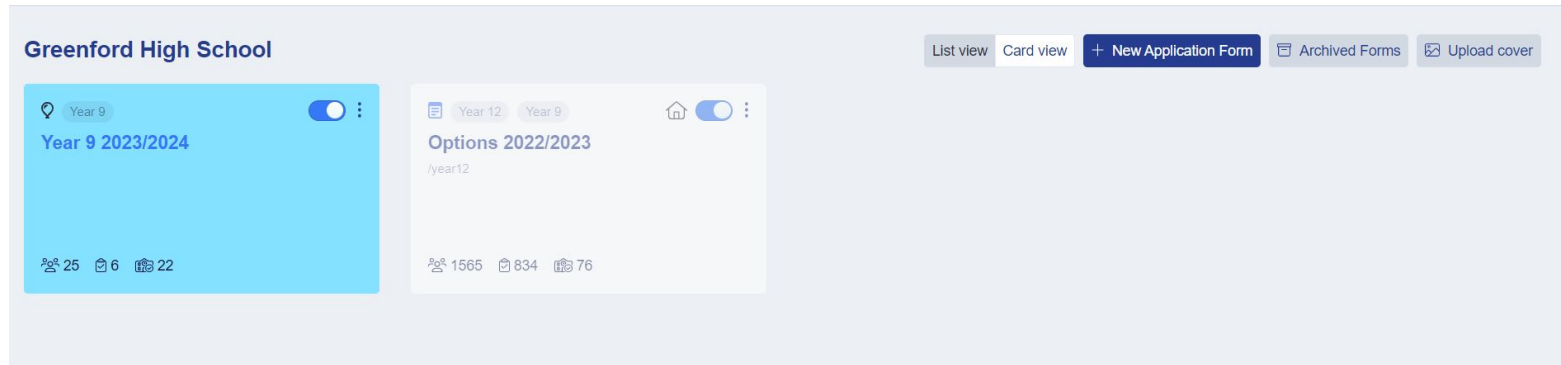
- Parents self-register (September to October)
- Parents complete their verification and log in to complete your SIF
- You review the submissions, commence the ranking process and submit these to the LA (November to January)
- You receive your offer list and import it, then use the Offers function to make offers to parents (March)
- 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 tiles 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.

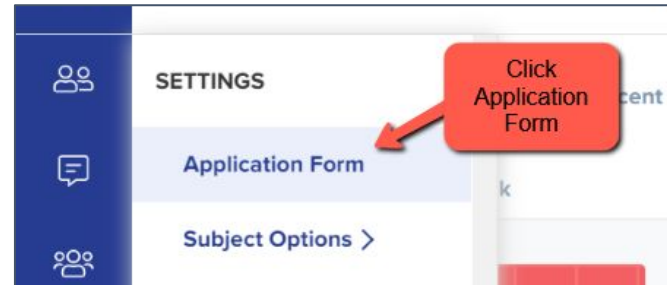
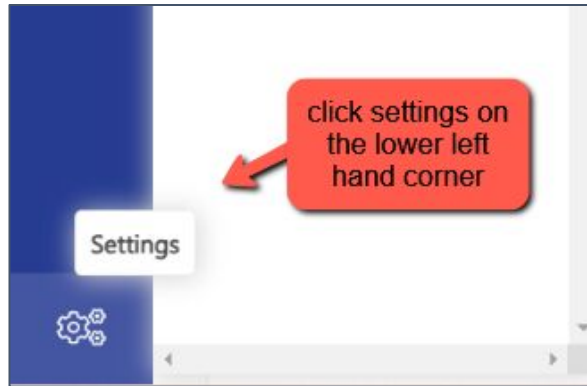
Turn the toggle switch on to make it active - it needs to be active to enable importing/exporting with your MIS.

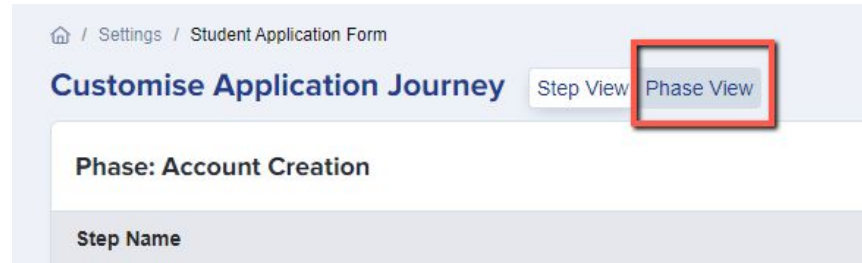


How to close your old form

Now that the previous cycle has finished, you don't want parents completing anything on that form.

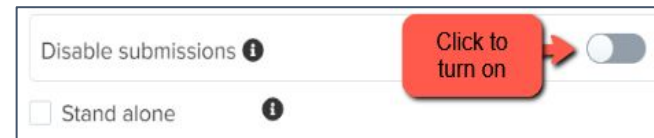
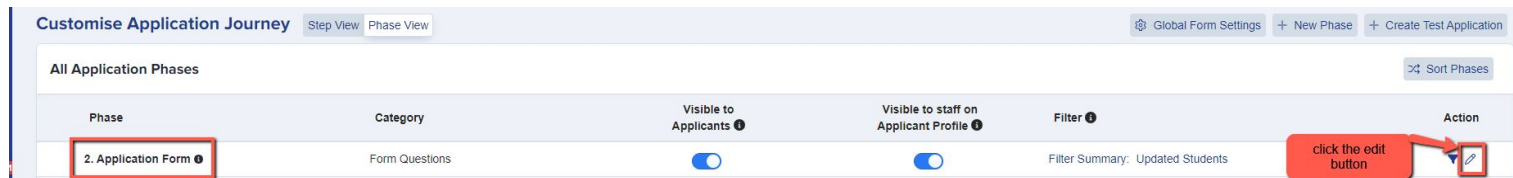
On last year's form:





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

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



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

Greenford High School

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

Year 9
Year 9 2023/2024
/year9

👤 25 📁 6 🏠 22

- Set as default
- Open
- Edit
- Archive Form
- Change color
- Change icon

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

Year 12 Year 9
Options 2022/2023
/year12

👤 1565 📁 834 🏠 76

Archived forms will be stored here

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

Editing your Landing Page

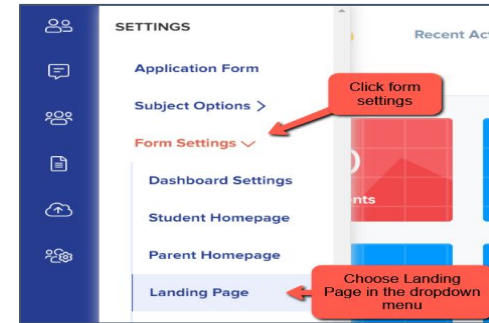
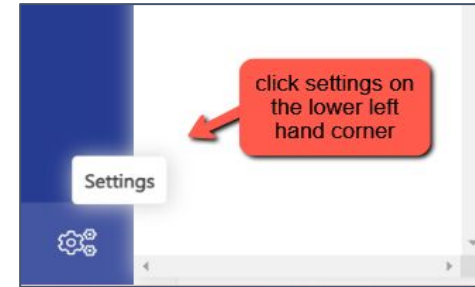
Navigate to settings > form settings > landing page

Click the **“edit”** button to make changes

Here you can edit your initial message to parents by clicking “customise texts and buttons”

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

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



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

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

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. It features two main sections for editing messages. The first section is titled 'General Welcome Message' and includes a yellow callout box stating 'Seen by all intakes - parents of children completing your in-year form would also see this message'. The second section is titled 'Year 7 With Supplementary Information Form (2023/2024) Welcome Message' and includes a yellow callout box stating 'Seen only by parents who are logging into your Year 7 form'. Both sections have 'Preview' and 'Edit' buttons. The interface also shows 'Messages on parent's homepage' and 'Parent Homepage Image' options for each section, along with a 'Show more' link at the bottom of each section.

General Welcome Message ← Seen by all intakes - parents of children completing your in-year form would also see this message

Messages on parent's homepage Parent Homepage Image

Welcome to our application process.

Making the right choice of secondary school for your child is an extremely important decision. If you recognise in us a place where your child could thrive and grow, then I would encourage you to apply.

If there is any further help or information you need then please do not hesitate to contact us.

↓ Show more

Year 7 With Supplementary Information Form (2023/2024) Welcome Message ← Seen only by parents who are logging into your Year 7 form

Messages on parent's homepage Parent Homepage Image

Please complete all steps of your child's application.

Just a reminder that you must also name us as one of your choices on your Common Application Form and submit this to your local authority by 31 October.

↓ Show more

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

Children Status Config

Button text for new application button	Rename these to wording that is appropriate to your setting	Start New Form
Button text for continue application button		Continue Form

Show Application Status	Tells parents whether or not they have submitted their SIF	<input checked="" type="checkbox"/>
Show Offer Status	Tells parents whether or not an offer has been made to them	<input checked="" type="checkbox"/>
Show Courses You Wish To Study		<input type="checkbox"/>
Show Reference Status		<input type="checkbox"/>
Show Add New Application Button	Enables them to create a new SIF for their child/children	<input checked="" type="checkbox"/>

What parents will see:



HOME



MESSAGES



CALENDAR

Hello Eloyed61b595936cbda8 Stantoned61b595936cbda8,

[+ Start New Form](#)



Test Cristal Test Rice Student Code: U-EAB6
Edith Cadbury Nursery School



School Message

Please complete all steps of your child's application.

[Show full message](#)

Form Status

Completed

Offer status

Offer Made

APPLICATION OFFER

You received an offer on 19/05/2023. Please respond below:

[Decline Offer](#)

[Accept Offer](#)

Supplementary Information Form Admissions Year 2023/2024



School Message

Welcome to our application process.

Making the right choice of secondary school for your child is an extremely important decision. If you recognise in us a place where your child could thrive and grow, then I would encourage you to apply.

If there is any further help or information you need then please do not hesitate to contact us.

[Show full message](#)

Upcoming Events

2
JUL

Event

Taster Day

🕒 Meet at Reception at 9am



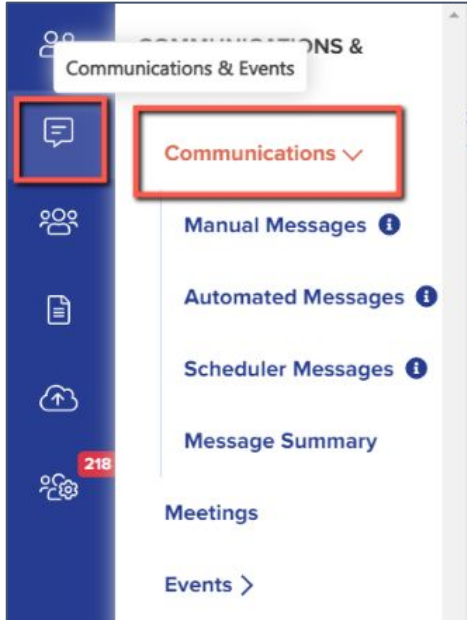
2 Jul, 2021 09:00 AM-27 Jun, 2029 15:00 PM

Open Day












[See more](#)

Checking your email templates

The email templates area is really useful and can automate a lot of your processes!



There are several automated emails you will need to check - you can preview and edit them by scrolling right on the table

Created when	Repeat	Enable	Actions
			  
			  
to interview	N/A		   

You can edit, move to folder and delete using these icons

Priorities for checking ahead of launch:

Year 7 with Supplementary Informati... Knowledge Base

Communications

Manual Messages Automated Messages Scheduled Messages Message

All Automated Messages

- Application Form
- Email Subscription
- Enrolment
- Meetings
- Reference
- Registration

Search in table

Showing 1 to 39 of 39 entries

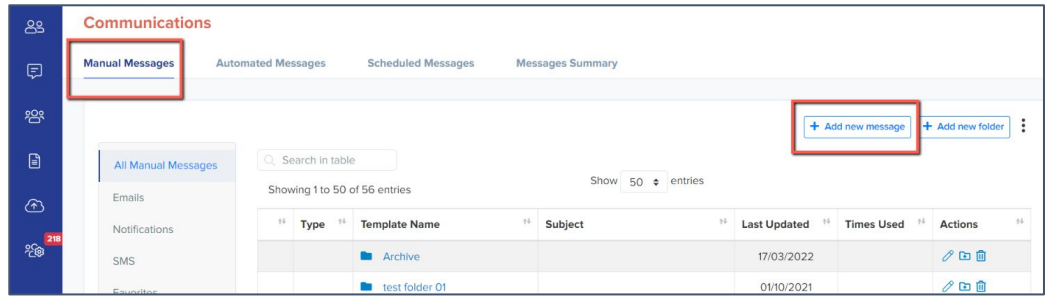
Type	Template Name	Subject
	<input type="text" value="Search Template I"/>	<input type="text" value="Search Subject"/>
✉	Admission Form Submitted	Admission Form received for {{STUDENT_FIRST_N AME}} {{STUDENT_LAST_N AME}}
✉	Parent Welcome	Welcome to our school
✉	Make offer to student	Your Offer
✉	Parent Confirmation Instructions	Welcome to our Online Application Form
✉	Notify Teacher Student Has	You have submissi

Year 7 with SIF

Type	Template Name	Subject
	<input type="text" value="Search Template I"/>	<input type="text" value="Search Subject"/>
✉	Admission Form Submitted	Admission Form received for {{STUDENT_FIRST_N AME}} {{STUDENT_LAST_N AME}}
✉	Parent Welcome	Welcome to our school
✉	Make offer to student	Your Offer
✉	Parent Confirmation Instructions	Welcome to our Online Application Form
✉	Notify Parent SIF Complete	Supplementary Information Form received for {{STUDENT_FIRST_N AME}} {{STUDENT_LAST_N AME}}
✉	New Password	Your New Password

Manual Messages:

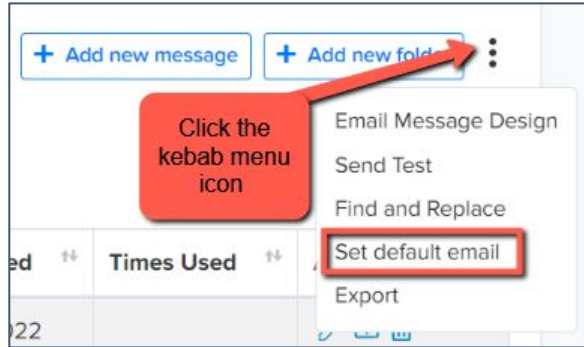
Create any manual templates now so they are set and ready to use later on in the cycle - future you will be grateful!



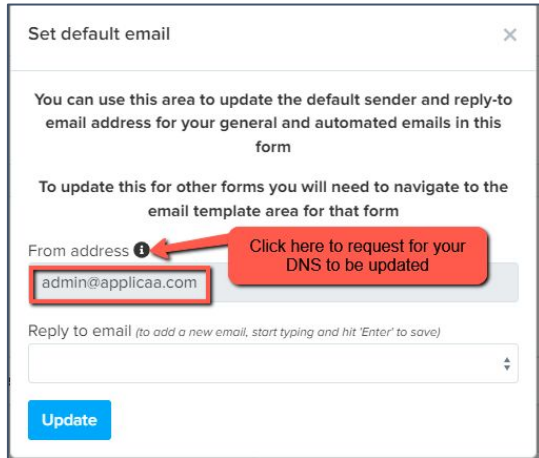
The screenshot shows the 'Communications' dashboard with the 'Manual Messages' tab selected. A table lists manual messages with columns for Type, Template Name, Subject, Last Updated, Times Used, and Actions. A red box highlights the '+ Add new message' button in the top right corner.

Type	Template Name	Subject	Last Updated	Times Used	Actions
	Archive		17/03/2022		📄 🗑️
	test folder 01		01/10/2021		📄 🗑️

Check who the emails are being sent from and who the replies will come to - set your defaults here:



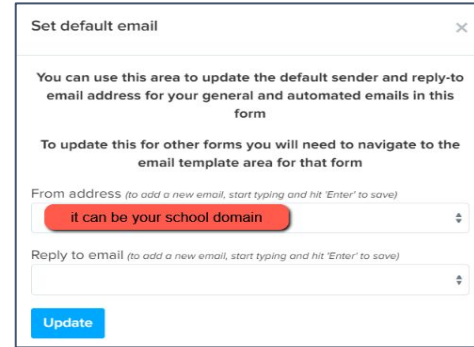
A red callout box points to the kebab menu icon on the '+ Add new message' button. The dropdown menu is open, showing options: Email Message Design, Send Test, Find and Replace, Set default email (highlighted with a red box), and Export.



The 'Set default email' form contains instructions and input fields. A red callout box points to an information icon next to the 'From address' field, which contains 'admin@applicaa.com'. Another red callout box points to the 'From address' field with the text 'Click here to request for your DNS to be updated'.

From address ⓘ Click here to request for your DNS to be updated
admin@applicaa.com

Reply to email (to add a new email, start typing and hit 'Enter' to save)



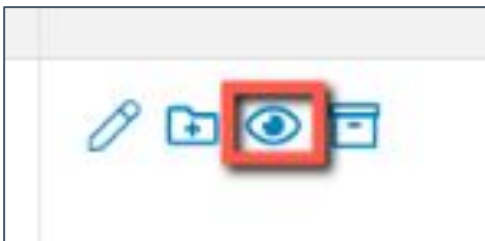
The 'Set default email' form contains instructions and input fields. The 'From address' field contains 'it can be your school domain'.

From address (to add a new email, start typing and hit 'Enter' to save)
it can be your school domain

Reply to email (to add a new email, start typing and hit 'Enter' to save)

If you are seeing “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!

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}}**

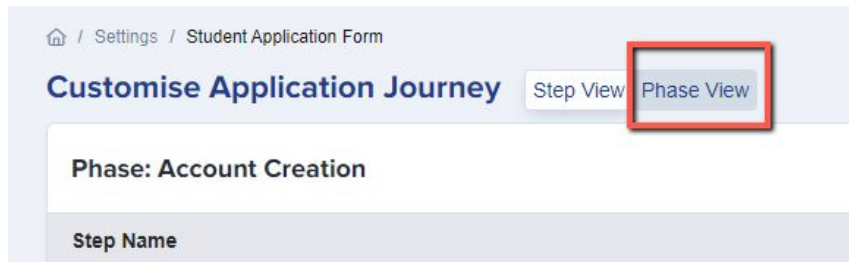
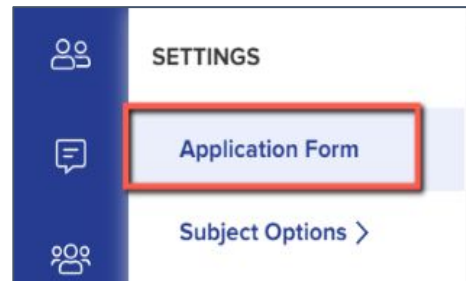
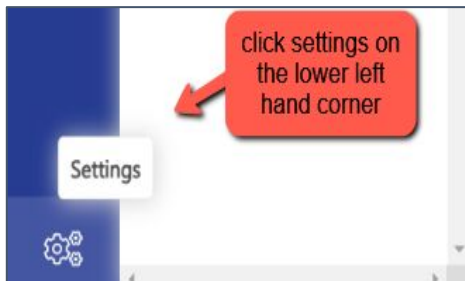
Website: **{{LINK}}**

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 (visible to applicants)



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	Visible to Applicants ⁱ	Visible to staff on Applicant Profile ⁱ	Filter ⁱ	Actions
2. Application Form	Form Questions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		▽ ✎
3. Offer	Offer	<input type="checkbox"/>	<input checked="" type="checkbox"/>		▽ ✎
4. Enrolment Form	Enrolment	<input type="checkbox"/>	<input checked="" type="checkbox"/>		▽ ✎

Edit Step: Application Form ✕

Name

Description

Internal Applicants

Lock form after submission

Disable submissions

External Applicants

Lock form after submission

Disable submissions

Stand alone ⁱ

Trigger by condition

Save

We recommend:

- Application Form > Supplementary Information Form
- Offer (same)
- Enrolment Form > Admissions Form

All Application Phases

Phases	Category	Visible to Applicants ¹	Visible to staff on Applicant Profile ¹	Filter ¹
2. Supplementary Information Form	Form Questions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3. Offer	Offer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
4. Admissions Form	Enrolment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

What parents will see:

Hello Eloyed61b595936cbda8 Stantoned61b595936cbda8,

[+ Start New Form](#)

Test Cristal Test Rice Student Code: U-EAB6 
Edith Cadbury Nursery School

School Message

Please complete all steps of your child's application.

[Show full message](#)

Form Status

Completed

Offer status

Offer Made

APPLICATION OFFER

You received an offer on 19/05/2023. Please respond below:

[Decline Offer](#)

[Accept Offer](#)

School Message

Welcome to our application process.

Making the right choice of secondary school for your child is an extremely important decision. If you recognise in us a place where your child could thrive and grow, then I would encourage you to apply.

If there is any further help or information you need then please do not hesitate to contact us.

[Show full message](#)

Upcoming Events

2

JUL

Event

Taster Day

 Meet at Reception at 9am



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

Open Day

[See more](#)

Supplementary Information Form Admissions Year 2023/2024



HOME



MESSAGES



CALENDAR

Application Form Area

Settings > Application Form

Our default 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 SIF phase - completing Child's Basic Details, Parent/Carer and Admissions Criteria only
- You review the forms and complete and submit your rankings
- You receive the offer list in March and can import this into Admissions+
- Work through your offer list and make offers to the correct parents, using the "make offer" template
- Parents who receive an offer log in, respond to the offer and then complete all of the steps on your Admissions Form
- Once data has been collected, you transfer that data to your MIS

Customise Application Journey

Step View Phase View

Global Form Settings

+ Create Test Application

Phase: Account Creation

Step Name

Actions

Step 1: Enquiry

✎ ⚙️

Step 2: Student Registration

✎ ⚙️

Step 3: Parent Registration

✎ ⚙️

Phase: Supplementary Information Form

Sort Steps

+ New Step

Step Name

Internal

External

Visible on Student Profile

Actions

Step 1: Child's Basic Details

Always on, cannot be disabled

✎ ⚙️

Step 2: Parent/Carer

Please list parent or carers in order of priority, starting with the contact that should be contacted first in the event of an emergency

✎ ⚙️

Step 3: Religion

✎ ⚙️

Step 4: Courses

✎ ⚙️

Step 5: Payment

✎ ⚙️

Step 6: Admissions Criteria

Please tick the admissions category which applies to your child.

✎ ⚙️ 🗑️

Phase: Offer

Sort Steps

+ New Step

Step Name

Internal

External

Visible on Student Profile




















Actions

Phase: Admissions Form

Last synced with Application Form: 25/05/2022 03:12PM

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 Please list parent or carers in order of priority, starting with the contact 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: Child's Welfare and Support Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 
Step 4: Parental Agreement and Consent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 
Step 5: Child's Education	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 
Step 6: Additional Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
Step 7: Religion	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 
Step 8: Courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
Step 9: Admissions Criteria Please tick the admissions category which applies to your son:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	  

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

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

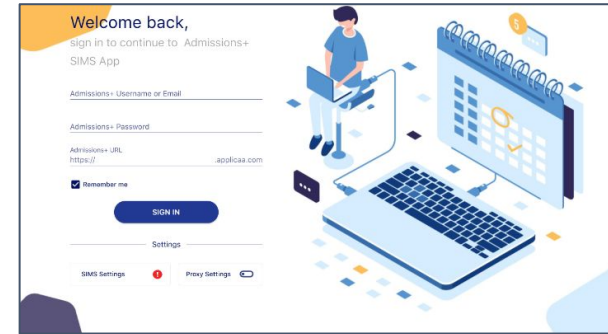
<input type="checkbox"/> student date	sims_udf_45	Date Picker	SIMS
<input type="checkbox"/> Test UDF	sims_udf_4018	Dropdown Single Select	SIMS

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



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

Bromcom credentials are valid.

Authorized READ permissions: Students YearGroups StudentContacts People Emails PersonAddresses Classes PreAdmission SurgeryDoctors UserDefinedFields UserDefinedFieldInstanceOptions CollectionAssociates YearGroupSubjecticalConditions PreAdmissionStudents Languages StudentSchoolTransportInformation SENStudentNeeds SEN

Please make sure you also granted WRITE permissions:
Third Party Write Back - Pre-Admission Students
Third Party Write Back - Student Groups
Third Party Write Back - User Defined Fields Data

The instructions can be found in this document:
[View Document](#)

[Download Lookup Values](#) [Verify Bromcom Credentials/Permissions Again](#)

Bromcom User Defined Fields

[Import UDFs](#)

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

MIS Setting

Integration Platform

Arbor

Import new MIS lookups as visible

Enable saving to MIS School Names typed by applicants


MIS Credentials Validation

Arbor credentials are valid.


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


Check the links to any policies in your **Parental Agreement and Consent** step - sometimes it is necessary to remove old policies and add new ones to ensure the links are accurate

Agreement

Policies 

Policies that student must read

Test Policy 

IT Policy 

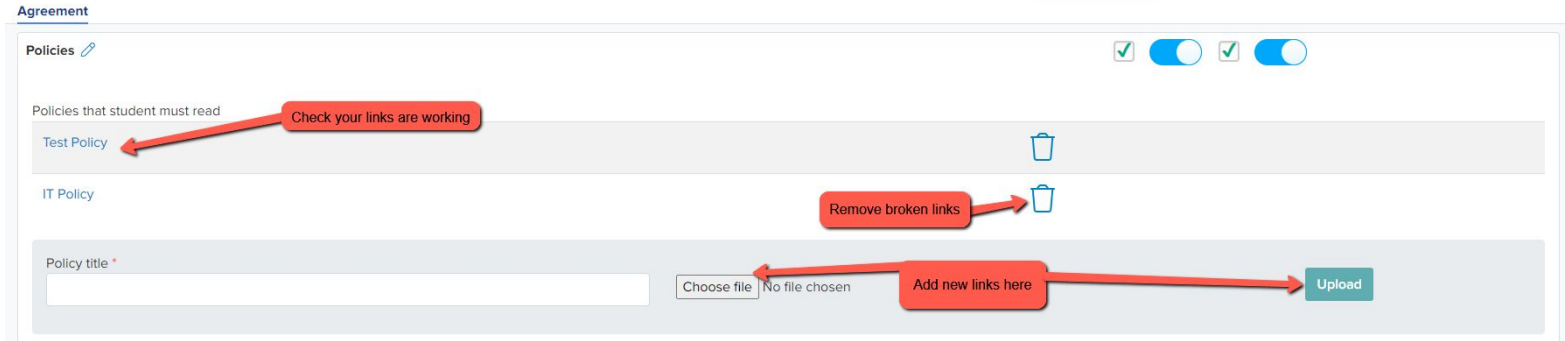
Remove broken links

Policy title *

Choose file No file chosen

Add new links here

Upload



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

There is the option to configure your **address settings** so they migrate correctly into your MIS as per your school's setup

Address Block Configuration ⓘ

Apply to Existing Addresses Report

Address 1 <line 1>

Address 2 <line 2>

Address 3 <line 3>

Town/City <post_town>

ALL CAPS ⓘ Normal Case

County/State <postalcounty>

Country <country>

Postcode <postcode>

Enter a postcode to test:

2 Westfield Road, Wigginton, YORK, YO32

Test

Preview

Address 1 2 Westfield Road

Address 2 Wigginton

Address 3

Town/City York

County/State North Yorkshire

Country United Kingdom

Postcode YO32 2JF

Navigate to settings > school settings > address mapping

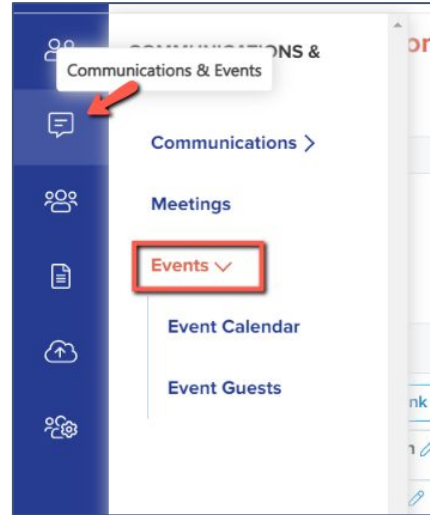
Here is a link to our [guide](#)

You will see the option to configure your address format, test how it appears and apply it to all addresses already in your system to ensure they are formatted correctly ahead of your import!

Setting up open evenings and events

You may want to set these up in one of two ways: for attendees to register for a place, or just to show on a calendar for applicants to be aware of the event taking place

Navigate to **communications and events > events > event calendar**



Events

[Events](#) [Event Guests](#) [Event forms](#)



Search for events...

+ Add New

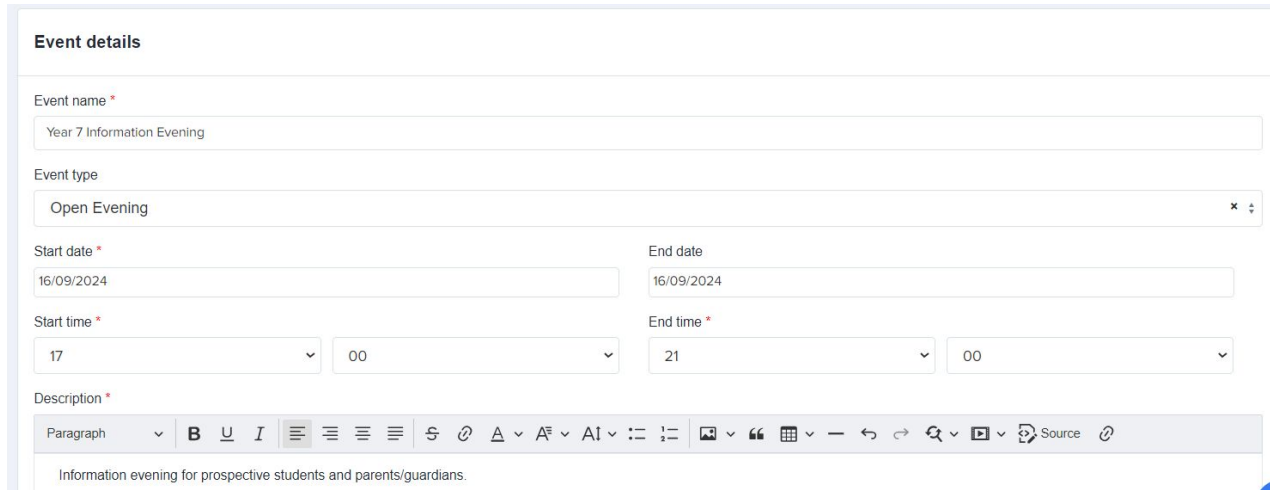
No events found

Show/Hide Event Calendar

Show event calendar on landing page



Click to create a new event and set your parameters:



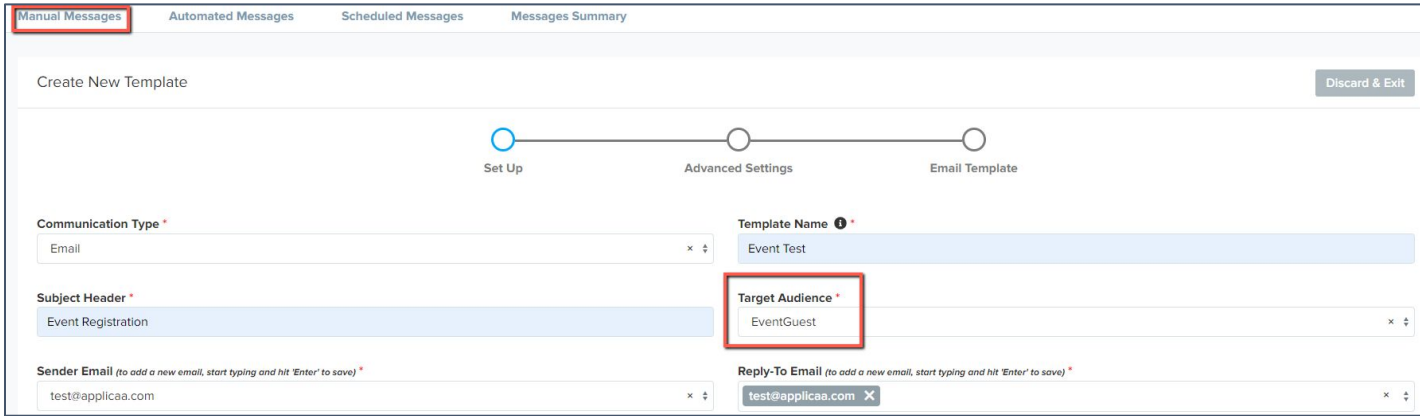
The screenshot shows a web form for creating an event. The form is titled "Event details" and contains the following fields:

- Event name ***: A text input field containing "Year 7 Information Evening".
- Event type**: A dropdown menu with "Open Evening" selected.
- Start date ***: A date input field containing "16/09/2024".
- End date**: A date input field containing "16/09/2024".
- Start time ***: A dropdown menu with "17" selected.
- End time ***: A dropdown menu with "21" selected.
- Description ***: A rich text editor with a toolbar and a text area containing "Information evening for prospective students and parents/guardians."

Specify settings - where would you like to display the information about this event? Are there limited places?

If you would like to email registrants to confirm their booking you can do so - this is covered on the next slides.

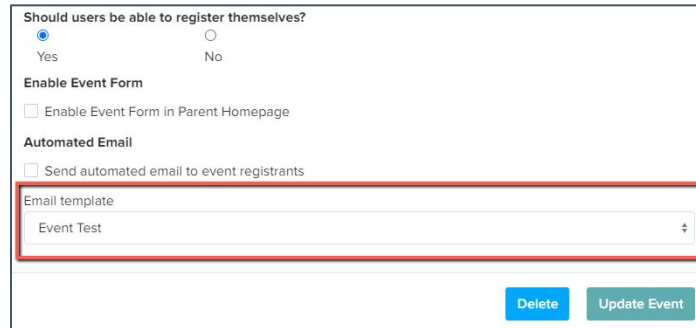
To link an email to your event, navigate to your email templates area and go to “manual messages”. Create a new message and ensure the recipient is “event guest”



The screenshot shows the 'Manual Messages' interface with the following details:

- Navigation tabs: Manual Messages (highlighted), Automated Messages, Scheduled Messages, Messages Summary.
- Section: Create New Template (with a 'Discard & Exit' button).
- Progress bar: Set Up (active), Advanced Settings, Email Template.
- Form fields:
 - Communication Type: Email
 - Subject Header: Event Registration
 - Sender Email: test@aplicaa.com
 - Template Name: Event Test
 - Target Audience: EventGuest (highlighted with a red box)
 - Reply-To Email: test@aplicaa.com

Then, go back into your events area and you will be able to link the email template to your event



The screenshot shows an event configuration form with the following details:

- Section: Should users be able to register themselves?
 - Yes (selected)
 - No
- Section: Enable Event Form
 - Enable Event Form in Parent Homepage (checkbox)
- Section: Automated Email
 - Send automated email to event registrants (checkbox)
 - Email template dropdown: Event Test (highlighted with a red box)
- Buttons: Delete, Update Event

Chasing Incompletes

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

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.

The dashboard shows a navigation menu on the left with icons for users, messages, groups, documents, and a notification bell with 38 alerts. The main content area has a 'Titles' section with two cards: a red one for 'SAMPLE' with 23 items and a blue one for 'Registered Students' with 23 items. Below this is a 'Supplementary Information Form Statuses' section with a table:

Status	Count	Status	Count
Incomplete	20	Awaiting Reference	0
Completed	3	Declined	0
Withdrawn	0	Deadline Missed	0
Waiting List	0		

A bar chart below the table shows a bar for 'Incomplete' (orange) and a bar for 'Completed' (purple).

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

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

Showing 1 to 7 of 7 entries 7 rows selected

Show 10 entries

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

- 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

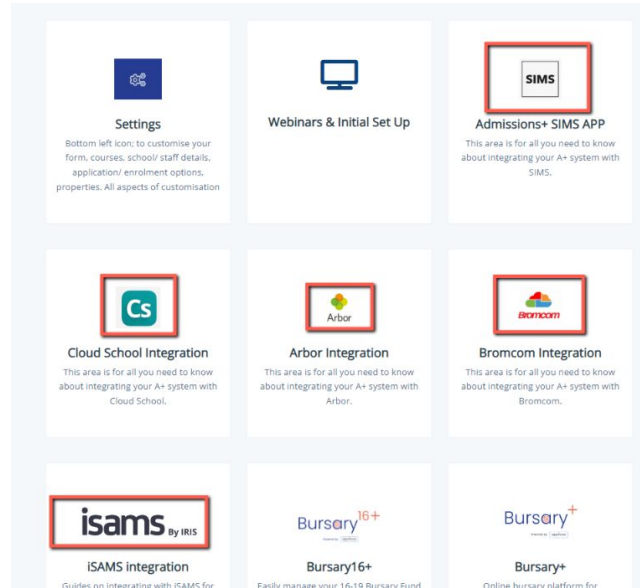
Next →

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



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@applicaa.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

Year 12 Admissions Admissions Y

A+

SETTINGS

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

56

B

A+

O+

Settings icon

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:' in an input field, 'Your code has been used: 0 time', and 'Personal rewards: x0 £50 Amazon Voucher', with a red box around the reward text. A 'See your recent referrals' link is at the bottom.

Sixth Form Admissions 2025/2026... Knowledge Base

Referrals! Earn £50 Amazon Voucher

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