

Setting up a 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.

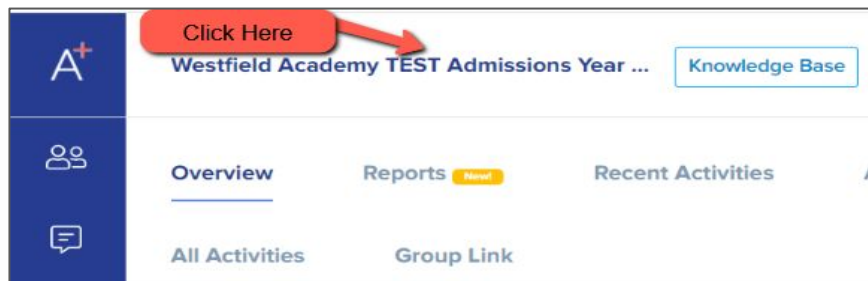
Our default template is designed to run as follows:

- Parents self-register (September to October)
- Parents complete their verification and log in to complete your SIF
- You receive the preferences list from your Local Authority, commence the ranking process and submit these to the council (November to January)
- You receive the offer list and import it, then use the Offers function to make offers to parents
- Parents who have been made an offer log in, respond to the offer and complete your full admission form
- You transfer the completed data to your MIS

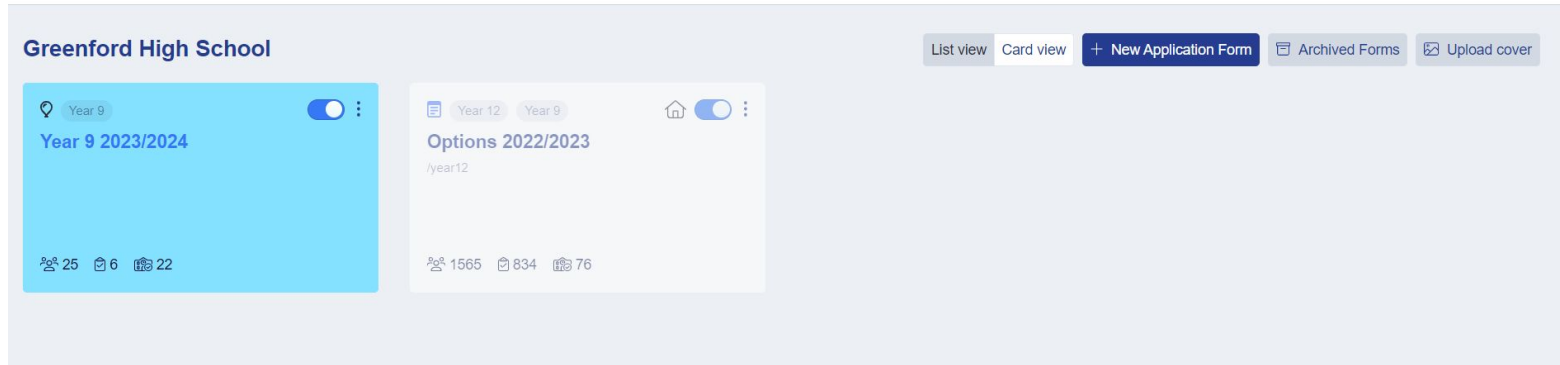
How to create your new form (if this is not your first cycle)

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

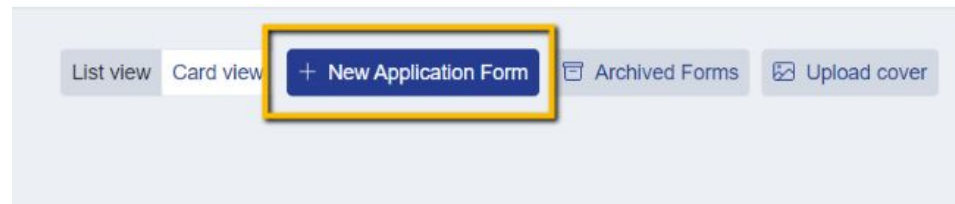
If this is your first time setting up, skip to slide 9!



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



Click “new application form” and set it up with the right information for your intake



New Application Form ✕

Form Name* External Form Name (to parents & students)

What type of form are you creating?

System Template (includes Email Templates, Application Groups & Courses)* Application Form Template (included application steps, questions and phases)*

Message users see on the login page of this form

Paragraph **B** U *I*

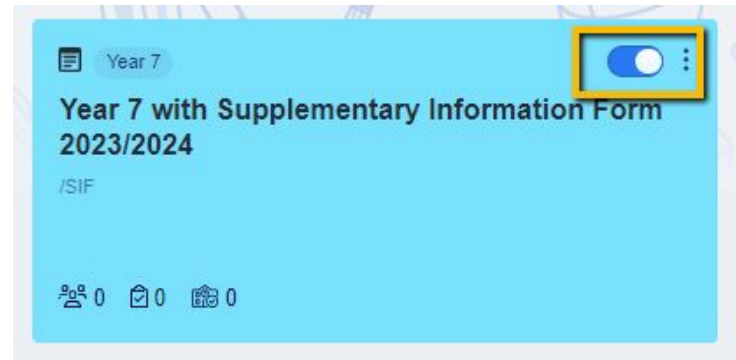
Set this as my default application form Admissions Year*

Customise the ending of the URL for this form e.g. demo.applicaa.com/Year12 (to add a new URL, start typing and hit enter) Years of Form

Create Application Form

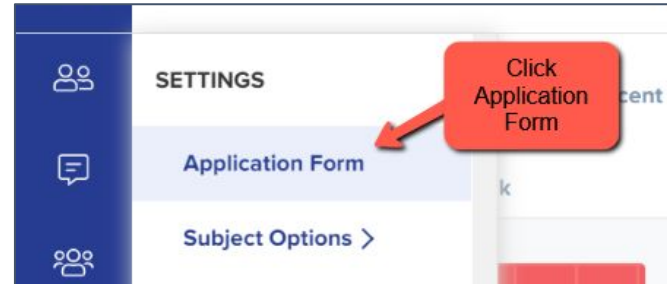
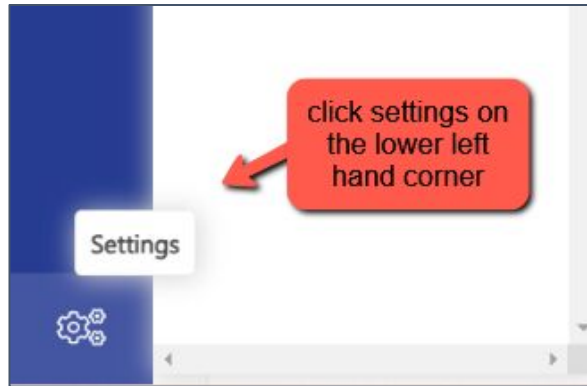
Set your new form up with the correct configuration for your intake - clone last year's form to carry over all settings, email templates and questions!

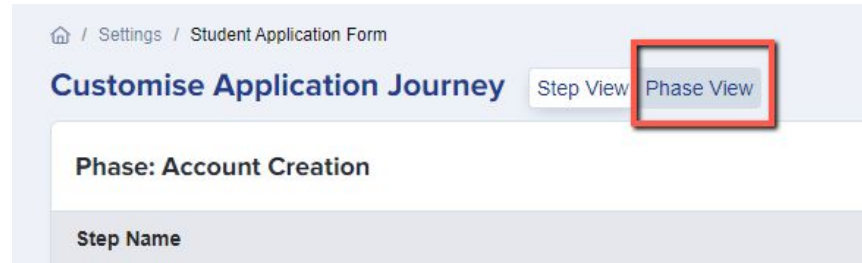
Turn the toggle switch on to make it active - it needs to be active to enable importing/exporting with your MIS



How to close your old form

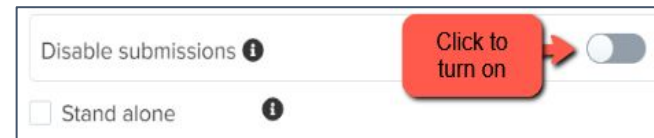
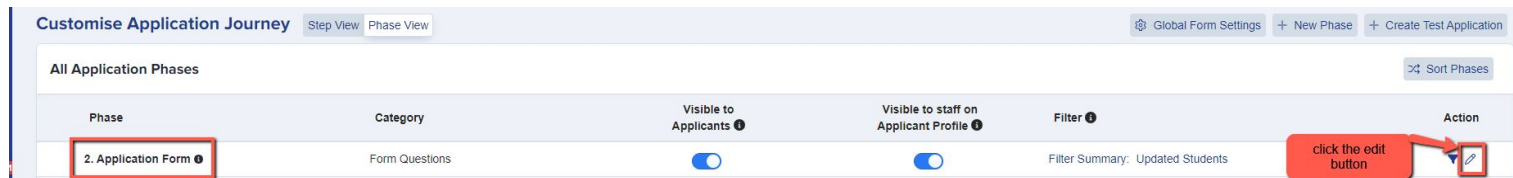
Now that the previous cycle has finished, you don't want parents completing anything on that form (if you had a Year 7 form previously)





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

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)

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

Editing your Landing Page

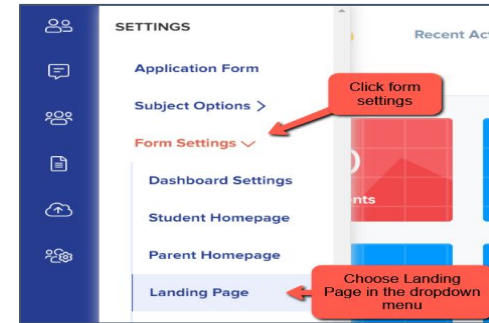
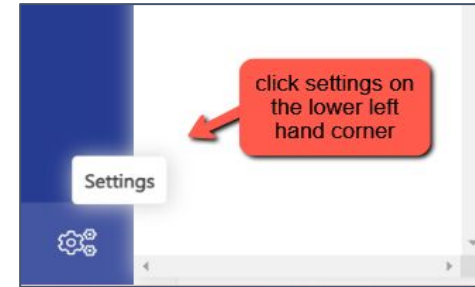
Navigate to settings > form settings > landing page

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

Home / Settings / Form Settings / Parent Homepage

Form Settings

[Dashboard](#) [Student Homepage](#) [Parent Homepage](#) [Landing Page](#) [Application Groups](#) [Form Groups](#) [Student Profile](#)

(settings > form settings > parent homepage)

On the Parent Homepage you can add a general message, and a welcome message specific to the intake you are currently working on.

The screenshot displays two sections for editing messages on the parent homepage. Each section includes a title, a 'Messages on parent's homepage' area with text, a 'Parent Homepage Image' placeholder, and a 'Show more' link. The top section is for a 'General Welcome Message' and the bottom for a 'Year 7 With Supplementary Information Form (2023/2024) Welcome Message'. Both sections have 'Preview' and 'Edit' buttons in the top right corner. Yellow callout boxes provide additional context: one for the general message stating it is seen by all intakes, and another for the year 7 message stating it is seen only by parents logging into that specific form.

General Welcome Message Preview Edit

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 Preview Edit

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	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

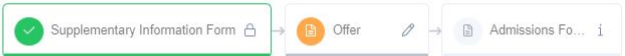


School Message
Please complete all steps of your child's application. [Show full message](#) ×

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

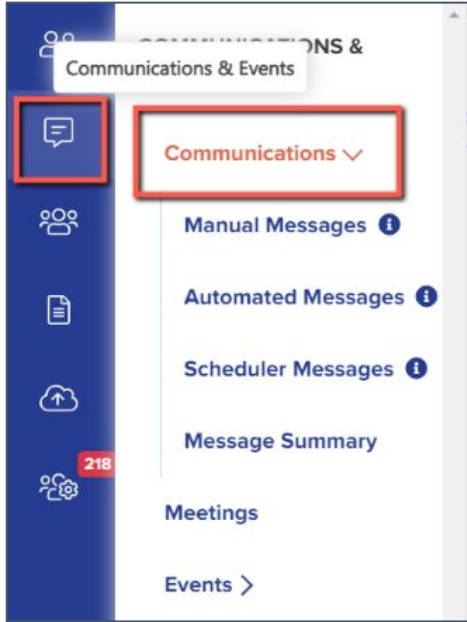
2 JUL Event

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: all stored within the “Year 7 with SIF” folder on your Automated Messages screen:

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

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 'Manual Messages' section of the 'Communications' interface. The 'Manual Messages' tab is highlighted. Below it, there are buttons for '+ Add new message' and '+ Add new folder'. A table lists manual messages with columns for Type, Template Name, Subject, Last Updated, Times Used, and Actions. The table contains two entries: 'Archive' (last updated 17/03/2022) and 'test folder 01' (last updated 01/10/2021).

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

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

This close-up shows the kebab menu (three vertical dots) next to the '+ Add new message' button. A red arrow points to the kebab menu icon with the text 'Click the kebab menu icon'. The 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' dialog box contains instructions: 'You can use this area to update the default sender and reply-to email address for your general and automated emails in this form' and 'To update this for other forms you will need to navigate to the email template area for that form'. It has two input fields: 'From address (to add a new email, start typing and hit 'Enter' to save)' with the value 'admin@applicaa.com' and a red callout 'it can be your school domain'; and 'Reply to email (to add a new email, start typing and hit 'Enter' to save)'. An 'Update' button is at the bottom.

This screenshot shows the 'Set default email' dialog box with a red callout box pointing to the 'From address' field. The callout contains the text 'Click here to request for your DNS to be updated'. The 'From address' field contains 'admin@applicaa.com'.

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!

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

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

Mail Merge Field Student First Name x ▾ **Insert Field** ⓘ please remember to click "Insert Field"

Paragraph ▾ **B** U *I* [List Icons] [Link Icon] [Text Color Icon] [Background Color Icon] [AI Icon] [Table Icon] [Image Icon] [Quote Icon] [Table Icon] [Undo Icon] [Redo Icon] [Source Icon]

Hi ;{{STUDENT_FIRST_NAME}};

Congratulations,

Thank you for completing your application for 6th form.

We would like to invite you to enroll on {{DATE}}.

On this day you must be here in person and you will be asked to select your subjects. You will only be able to enroll on courses where you have meet the entry requirements.

You will need to on that day:

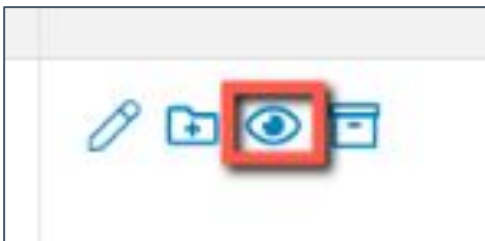
1. Check your personal details.
2. Select your subjects
3. Meet with our senior member of staff on your enrolment will start on {{TIME}} and it will take place in {{ROOM}} If you have any questions please contact Mr Brown.

This can be done by phone on 5555 5555 55 ext: 555 or you can email on admin@demoschool.com

Attachments
+ Add Attachment you can also add attachments if any

← Back Save

You can also preview the email template if you want to see the layout



Preview Communication



Dear `{{CONTACT_FIRST_NAME}}` `{{CONTACT_LAST_NAME}}`,

I am pleased to learn from the Local Education Authority that your child has been allocated a place at `{{SCHOOL_NAME}}` from September.

The next step now is for you to complete our online data collection form. This provides the school with all the information required ahead of your child joining the school.

Please use the log in details and link below:

Below is your login details for `{{SCHOOL_NAME}}`

Email: `{{CONTACT_EMAIL}}`

Password: `{{CONTACT_PASSWORD}}`

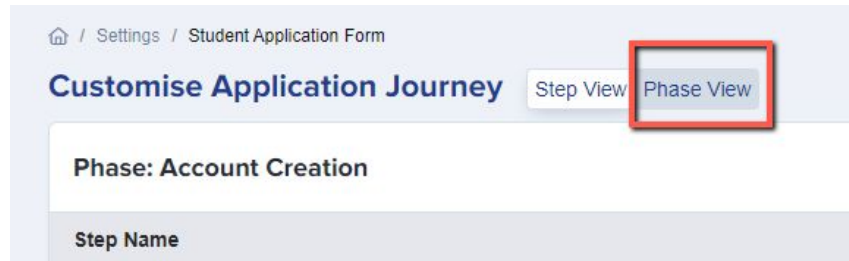
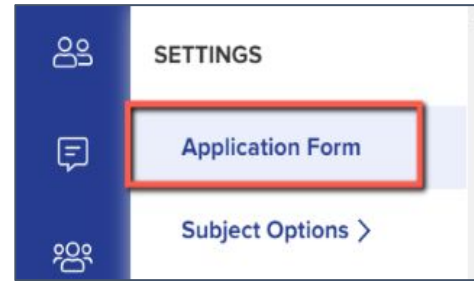
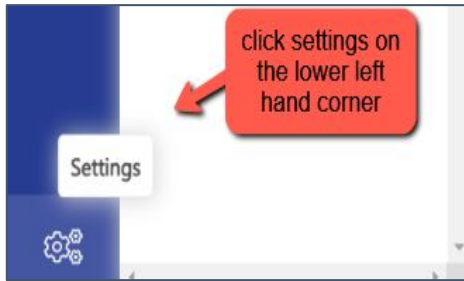
Website: `{{LINK}}`

We look forward to hearing from you.

Kind regards

Your application phases and settings




Navigate to settings > application form > phase view and turn on all three phases (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	Visible to staff on Applicant Profile	Filter
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](#)

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](#)



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

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 ¹	Actions
Step 1: Child's Basic Details	<input checked="" type="checkbox"/>	<input checked="" 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: Religion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
Step 4: Courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
Step 5: Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
Step 6: Admissions Criteria Please tick the admissions category which applies to your child.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	  

Phase: Offer Sort Steps + New Step ⋮

Step Name	Internal	External	Visible on Student Profile ¹	Actions
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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 your phases, 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!

Click “+ New” and you will see your UDFs on the left of the window. UDFs can write back to your MIS, so they are great for capturing extra data that you don't have to manually input.

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

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

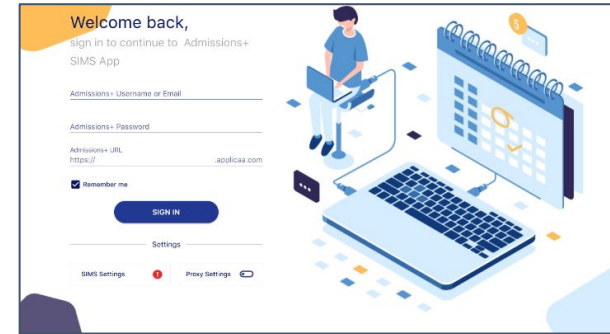
The screenshot shows the 'Add New Field' interface. On the left, a list of 'Existing Properties' includes categories like 'Additional Questions', 'Your Aspirations', 'Applicant's Religion', 'Medical Information', 'Siblings', 'Parent/Carer contact details', 'Others', 'Application Form 1 - Empty Form', 'Parish where candidate lives', 'Your welfare and additional information', 'Religion', 'Ethnicity', 'Telephones and Email Addresses', 'Addresses', 'Basic Details', 'School History', 'Student Education Info', 'Application Form 1 - Child's Information', 'Additional Support Need', 'Event', 'Religious Reference', 'CloudSchool User Defined Fields', 'Parent/Carer address', 'Qualification related questions', 'Widening Participation', 'Do you have any of the following?', 'State exam results', 'Additional Contact Basic Details', 'Sims User Defined Fields', and 'Parent's Details'. The 'CloudSchool User Defined Fields' and 'Sims User Defined Fields' items are highlighted with red boxes. On the right, the 'New Properties' section contains a note: 'Please note you will NOT be able to transfer the answers for custom questions to your MIS. If you need help, please contact your CSM or 0208 762 0882'. Below this, there are options for 'Text Input', 'Choosing Options', 'Value', and 'File Upload', with a 'Paragraph' button at the bottom. A red box highlights the '+ New Question' button in the top right corner of the interface.

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 

Policy title *

No file chosen

Check your links are working (arrow pointing to Test Policy)

Remove broken links (arrow pointing to IT Policy trash icon)

Add new links here (arrow pointing to Choose file button)

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 now 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>

County/State <postalcounty>

Country <country>

Postcode <postcode>

Ⓐ ALL CAPS ⓘ ● Normal Case

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

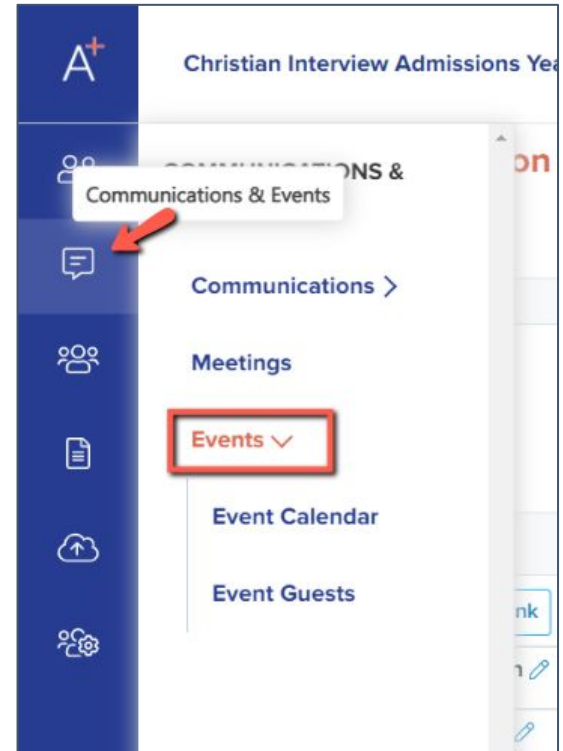
Here is a link to our [guide](#)

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**



Click to create a new event and set your parameters: is there a limit on places?

- Do people need to register?
- Do registrants need to receive an email once registered?

Events

Events Event Guests

Event Calendar

Date	Type	Event	Public URL	Send email to newly registered account
Friday 19 February, 2021 15:00 - 15:30	Interview	Test event ♀ Test event	https://demo.applicaa.com/events/62	<input checked="" type="checkbox"/> Edit Template

You can show these on your landing page, on the parent homepage and can also share the link on your website or email it to people directly!

Edit Event

Name *
New event

Event type
Open Evening

Start date *
31/03/2021

End date
31/03/2021

Start time *
12 : 00

End time *
12 : 30

Description *
Paragraph
Year 12 Open Evening - please register to attend.

Location
Main School Site

Number of attendees **Set your limits**
 Unlimited Set maximum number 300

Maximum number per registration **For every registrant, you can limit the number of additional people they can bring with them**
4

Message to show when the event is fully booked
This event is fully booked

File
Choose file No file chosen

Entry exam for Course

Which forms does this event relate to?
Apply for
Year 7 Data Collection Admissions Form 2021/2022 (2021/2022, 2023/2024) X
In year Application 2023/2024 TIN (2022/2023)
Year 7 Data Collection Admissions Form 2021/2022 (2021/2022, 2023/2024)

Display on Application form home page(login page) of related forms Add Pop up to Application form home page(login page) of related forms
 Display on student home page Add popup to student home page
 Display on parent home page based on the child's application form Add popup to parent home page
 Display on parent home page for all parents
 Display on enquiry form

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 indicator: 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: Event Test (dropdown, highlighted with a red box)
- Buttons: Delete, Update Event

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

Sessions in details
Application Form

Incomplete	7
Awaiting Reference	1
Completed	0
Declined	0
Withdrawn	0
Deadline Missed	0
Waiting List	0

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

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

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

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

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

Showing 1 to 7 of 7 entries 7 rows selected Show 10 entries

<input checked="" type="checkbox"/>	ID	Student Code	First Name	Last Name	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
<input checked="" type="checkbox"/>	22	852X	Deesha	Assani	05/07/2010	Female	kalpna.assani@gmail.com

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

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

Create New Template Discard & Exit

Progress: 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

