# Enrolment

# Guide 1



## **OVERVIEW**

- Enrolment Day Overview
- Enrolment Settings
- Accessing your Test Enrolment System
- Customising your Enrolment Form
- Reviewing Option Blocks, Grade Requirements and Class Sizes
- Writing your Enrolment Day email template
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## **Enrolment Overview**



# **Enrolment Settings**

Access your Enrolment Settings via Settings > Enrolment Settings

You can control all key Enrolment Settings here, including your embargo, general requirements, internal and external requirements and messages for all students.

\*The embargo period allows you to lock your system so you can import internal students' grades and ensure they cannot log in and view them prior to results day. \*

When the embargo is in place, only Super Admin users will be able to log into the system by default. Go to **settings** > **school settings** > **users** to see who your Super Admin users are.

You can specify additional users as needed, if you need someone who is not a Super Admin to have access during the embargo.

Other staff and applicants will see the message displayed, notifying them of the inability to login.

#### 8am onwards - all internal students across all regions can access their home school platform

10am onwards - all external students across all regions can access platforms of schools they do not attend

#### System Embargo Time

Prevent all applicants from all application forms from logging into the system during the following period. This is used to prevent applicants from logging in too early and seeing grades you have imported.

Message to show to applicants on the login page during the embargo period.

Please note, In preparation for enrolment day, student accounts have been deactivated and will be reactivated on Thursday 25th August until 8.30am. Please refer to the school for the specific time.



# Student grades Prevent internal students from editing and adding grades on the education step (applies to the enrolment form) Minimum number of qualifications Allow exam results upload button Exam Result attachment is required when on Enrolment form

If you are importing the **achieved results** of your **internal students**, you can then prevent them from editing their own grades by locking them on the enrolment form (you will know their grades are correct if you import them in, so you don't want students being able to alter them!)

Set the **minimum number of qualifications** a student must have achieved and listed on their form, as well as allowing them to upload a copy of their results slip. **You can enforce an upload for your external applicants** (and internal if you like!) so you can cross-reference what they say they have achieved versus what is written on their statement of results.

You can activate this setting to change the messaging a student sees when they log in, from the standard welcome message to enrolment-specific information:

Student Home page 🚯	
Change messages on the homepage to enrolment message:	

#### You can set the messaging at the bottom of the page, like so:



#### You can restrict the courses a student is able to select, based on the requirements you have set in your specific

requirements area and you can also prevent teachers from enrolling students into courses for which they do not qualify.

Entry Requirements Settings			
Restrict student course selection by entry requirements			Internal External
Restrict enrolment by teachers by entry requirements			Internal External
		RTEC Science	
Course	Block A	© €	
BTEC Science	BTEC Science	Chemistry: 6 OR Combined Science:     6-6	
Mathe			



Staff will see a "Not Qualified" message next to the courses which a student does not meet the entry requirements for.

#### **Entry Requirements Settings**

Restrict student course selection by entry requirements

To use requirements to **colour-code students** in the Details to be Checked area, the above setting needs to be **OFF**. In details to be checked, you will then see the students in a list format, and their **tiles will be coloured according to their subject choices and achieved grades.** This is useful if you will be making case-by-case decisions about whether or not to allow someone onto a course.

Here is a guide to the colour settings.



**Enrolment Red Flag Settings** 

Specific General



Set your Red Flag settings here; these will apply a red flag to any students who fail to meet the criteria you set.

There is a separate guide to Red Flag settings, which you can access <u>here</u>.





If enabled, the "**confirm**" buttons will show on a student's **profile** and will enable staff to click each section and mark it as confirmed once they have checked the student's details.

nable confirm buttons	5			
nable caps on the nur	mber of student that can enrol for	subjects. This will use the	e caps set in the classes section of each	subject in the Subject Options Area.
/ Registered students / Student profile				
ini Mouse #Y6QV 🛛				< Select student
		*		
Phone 07555555555 School Thomas Alleyne's Email 1311kats@gmail.co	High School om	APPLICATION STATUS	7/7 Details to be checked	offer status ଞୋ <b>Pending</b>
Phone 0755555555 School Thomas Alleyne's Email 1311kats@gmail.co	High School m 6∂ more ▼	APPLICATION STATUS  Completed	7/7	offere status জেন <b>Pending</b>
Phone 0755555555 School Thomas Alleyne's Enail 1311kats@gmail.co Image: Content Port Overview Enrolment Form	High School am 6∂ more ▼ Activities Interview Courses Selection Family	Visas Concessions	7/7 Details to be checked	offer status েন্থে <b>Pending</b>
Overview Enrolment Form	High School om 6∂ more ▼ Activities Interview Courses Selection Family More info	Visas Concessions	7/7 Details to be checked	offer status তের Pending © Confirm these deta
Phone 075555555 School Thomas Alleyne's Email 1311kats@gmail.co Image: School Thomas Alleyne's Email 1311kats@gmail.co Image: School Thomas Alleyne's Coverview Enrolment Form Student Basic Details	High School m 6∂ more ▼ Activities Interview Courses Selection Family More info (Preferred) First Name	Visas Concessions	7/7 Details to be checked	OFFER STATUS ISI Pending Confirm these deta confirmed
Phone 0755555555 School Thomas Alleyne's Email 1311kats@gmail.co Overview Enrolment Form Student Basic Details arent/Carer Details	High School more  Activities Interview Courses Selection Family More info (Preferred) First Name Middle Name(s)	Completed      Visas Concessions      Empty Empty Empty	7/7 Details to be checked You can click to m as t	offere status ISI Pending Confirm these deta confirmed
Phone 0755555555 School Thomas Alleyne's Enail 1311kats@gmail.co Overview Enrolment Form Overview Enrolment Form Student Basic Details Parent/Carer Details	High School more ▼ Activities Interview Courses Selection Family More info (Preferred) First Name Middle Name(s) Year group applied for	Completed  Visas Concessions  Empty Empty Nursery	7/7 Details to be checked You can click to m as t	OFFER STATUS ISI Pending Confirm these deta confirmed
Phone 075555555 School Thomas Alleyne's Email 1311kats@gmail.co Derview Enrolment Form Overview Enrolment Form Student Basic Details arent/Carer Details upport Information greement	High School more ▼ Activities Interview Courses Selection Family More info (Preferred) First Name Middle Name(s) Year group applied for Form Group Name	Visas Concessions      Empty Em	7/7 Details to be checked You can click to m as o	each section of data
Phone 075555555 School Thomas Alleyne's Email 1311kats@gmail.co Image: School Thomas Alleyne's Email 1311kats@gmail.co Image: School Thomas Alleyne's Email 1311kats@gmail.co Image: School Thomas Alleyne's Coverview Enrolment Form Student Basic Details Parent/Carer Details Support Information Agreement Additional Information	High School more  Activities Interview Courses Selection Family More info (Preferred) First Name Middle Name(s) Year group applied for Form Group Name Are you an internal applicant?	APPLICATION STATUS Completed  Visas Concessions  Empty Empty Empty Empty Empty Nursery Empty No No No	7/7 Details to be checked You can click to m as r	offer status ISI Pending Arrik each section of data confirmed

You can **cap the number of places** available on a course or in a class; once the threshold is met, no more applicants can be enrolled into that class.

Add a class						
Title	Class code	Color code	Max number student can apply	Max number student teacher can enroll	Min number of students required to support class	Option Block
BTEC Sci	BTEC Sci		30	25	10	A X E X * ;

Course	Waiting	Block	
BTEC Science 🗸	2	~	1/25
		BTEC	Sci
Maths 🗸	2		

Form Group selection is compulsory during enrolment	
Enrolment Realtime Area Settings	
Enable requirements key in Enrolment Realtime Area	
Display average point score in Enrolment Realtime Area	

You can set **form groups** up in your system by navigating to **settings > form settings > form groups**. Here, you can list the available groups. By turning the "**form group selection is compulsory**" setting on as shown above, teachers will have to manually allocate each student to a form group at the point of enrolling them.

				况 Auto A
✓ Learning hours: 717	Select Form Group	~	<b>i</b>	
Class Select for Mini	Mouse, Thomas Alleyne's Hig	h School		
Course	Waiting	Block A		Block B

Many schools are now making use of the **Sorting Hat** function, which will sort applicants into form groups for you - there is a guide to this feature <u>here</u>.

You can enable the **requirements key** and **APS display** in the enrolment area of the system so teachers can see the APS of each student and can see what the colour coding and flags refer to for each student.



# The Waiting List Management tool lets you control who can accept or decline students who are on the waiting list for specific subjects.

Application Form Subjects		Confirm Subjects		Add to Waiting List	Accept
Spanish A Level (Block A) Not qualified		BTEC Science	Û	Spanish A Level	000
Sociology A Level (Block B)	+	Maths	Û	(	Requirements
Maths (Block C)	+	Politics A Level	Û	Select a Course	• Spanish. 0
Enrolment Form Subjects		Sociology A Level	Û	Accepted	
		Select a Course	· +	BTEC Science	

You may choose that all staff can have this power, or might choose to restrict access to this. If the latter, you can set a list of staff who will have the permission to do so.

\*All staff can add students to the waiting list; this setting controls who can then make the decisions about whether to approve or decline their places.\*

Waiting list management

Decide who is able to approve or decline a waiting list request. Please note regardless of the setting here, all staff users are able to add students to a waiting list.

O All Staff users

Specific Staff users

# **Accessing your Test System**

At the bottom of the page, you will see the option to create your **Enrolment Test System**:

Create your Enrolment Test System

The test enrolment system is a powerful tool to help you prepare for enrolment day and experiment with different configurations.

When you create your test system, it will be an exact replica of your actual system at the time it was copied. It can take upto 10 minutes for the copy system to be created.

When logging in, the test enrolment system will be clearly identified as a test system, and all email sending will be disabled to prevent accidental contact with students and parents.

Copy direction: Live System → Enrolment Test System

Create test enrolment system

You can use your test system to try out different settings and configurations, and then transfer the changes back to your live system once you are happy with the setup - <u>here</u>'s the guide to creating your test system.

<u>These</u> are some common uses of the Test System and things you can try - we encourage you to do as much testing as possible!

Once you have completed your testing, you can sync settings back to your live site. <u>Here</u> is the guide to that process.

Here's a video on the process of setting up and syncing your test system!



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m

#### Subjects Summary Ranking

Search in table

B Export

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

<u> </u>			Application Form I	nterested Subjects	Enrolment Form In	nterested Subjects	11	Passed	Mairian	
2	#	Course	Internal 11	External 1. Interested	Internal 11	External 11	Day	Entry Test	List	Enrolled
<u> </u>	1	A Level Art and Design	2	1	0	0	4		0	2
	2	A Level Biology	2	5	0	0	3		1	1
	3	A Level Chemistry	3	1	0	0	5		0	2
	4	A Level Drama	-4	2	0	0	0			3
ര	5	A Level English Language	2	2	0	0	0		0	2

						Subj	ect Summa	ary: A Level [	Drama						
eneral Require	ements														
necific Require	ements														
pproved an	d can now be enry	bllod													
pproved an	a can now be entry	Jileu													
umber of students	:0														
Jame	School	Date & Time				Status		Action							
	_														
ending appr	oval														
mber of students	:1														
ame	School	Date									Act	ions			
ane Jane	Greenford High School	25-4-2024 15:2							Accept				D	ecline	
													-		
nrolled															
ame	School	Enrolled by	Enrolled date	A	в	Break	с	D	E	Lunch	Period 1	Period 2	Period 3	Registration	Actions
st Ericka Test	Greenford High School	Lucy Applicaa	7-3-2024 11:0						12E/Dr						Remove
andt		Customer													
est Raven Test	Greenford High School	Lucy Applicaa	7-3-2024 11:0						12E/Dr						
idberg		Customer							1.000						Remove
		Success													

You can use your subject summary to view all students on the waiting list and enrolled, per subject. You'll see your subject summary table on your main dashboard.

# **Customising your Enrolment Form**



Access your Enrolment Form via Settings > Application Form.

The Enrolment Form begins as a clone of your Application Form, or as a clone of last year's Enrolment Form, but it is **distinct** - you can have different fields, sections and steps active in one and not the other.

#### You can click to sync the form, if you want the questions and settings to match one another.

Phase: Application Form			24 Sort Steps	+ New Step
Step Name	Internal	External	Visible on Student Profile	Actions
Step 1: Student Basic Details				1 🕸
Step 2: Parent/Carer Details Please list parent or carers in order of priority, starting with the contact that should be contacted first in the event of an emergency				0 ®
Step 3: Support Information				1 @
Step 4: Agreement				1 🕸
Step 5: Religion				1 🕸
Step 6: Additional Information				1 1
Step 7: Education				1 1
Step 8: Courses				1 1
Step 9: Payment				1 1
Phase: Offer			≍\$ Sort Steps	+ New Step
Step Name	Internal	External	Visible on Student Profile ()	Actions
Phase: Enrolment Form C Last synced with Application Form: 25/05/2022 02:14PM	will be recorded here		≍ Sort Steps	+ New Step :
Step Name	Internal	External	Visible on Student Profile 🚯	Actions
Step 1: Student Basic Details				1 @
Step 2: Parent/Carer Details Please list parent or carers in order of priority, starting with the contact that should be contacted first in the event of an emergency				18
Step 3: Support Information				0 @
Step 4: Agreement				1 🕸

You may choose to turn some steps off at enrolment - some schools like to make enrolment as quick and easy as possible for students, so turn off steps that don't need reconfirming on results day (things like parent/carer details, additional information and support information are unlikely to have changed since the students applied).

Step Name	Internal	External	Visible on Student Profile 🗊	Actions
Step 1: Student Basic Details	Blue mea	ns it is on		1 10
Step 2: Parent/Carer Details Please list parent or carers in order of priority, starting with the contact that should be contacted first in the event of an emergency	•			0 🕸
Step 3: Support Information				J @
Step 4: Religion				10
Step 5: Additional Information				18
Step 6: Education	grey mean	ns it is off		1 @
Step 7: Courses				1 13

To make enrolment as efficient as possible, the key steps we would suggest having active are: **Basic Details, Education and Courses.** \*Please note that the **Basic Details step is always switched on by default**\*

You can customise your form by following the guidance <u>here</u>

Check you are happy with how the form looks by using your **Preview Application Forms** button within any step of the Enrolment Form:

ŝ	<ul> <li>ᢙ / Settings / Student Applicat</li> <li>← Student Basic De</li> </ul>	ion Form / Student Basic Details etails	Pop-up (OFF)  Customise Sections Preview Application Forms						
Ę	Student Basic Details	Student Basic Details 🖉			>\$ Sort	Questions	<ul> <li>New Question</li> </ul>		
绺	Student Current Address Student Contact Details	Question	MIS export	Internal	External	Visible on Profile 📵	Actions		
	Student Background	Please upload a recent passport-style photograph of yourself	Bromcom	•	•		10		
	Information	First name	Bromcom	•	•		00		
Æ	Fields	(Preferred) First Name	Bromcom	0	0		00		

Pay special attention to your **courses step**; you need to ensure you have the right settings in place to ensure a smooth enrolment process.

Some of these settings will already have been covered in your **Enrolment Settings** area, but please do check the next slides.

You can choose to have the subject capacity displayed at enrolment. Once capacity is reached, staff will be unable to enrol anyone else into that class.

Have a cap on the number of people that can apply for subjects	
Display subject capacity when student enrol	

Course	Block A	Block B	Block C
A Level Mathematics	Choos	e how the name of the subject is displayed to students	Maths 2 Deselect
BTEC Science	BTEC Sci		The student is able to see how many other students have already enrolled into the class

#### Use class title for class name display

Enable Offer Courses Listing





Turn on **Use class title for** class name display if you have different course names and class names set up on your timetable.

#### You MUST have your subjects in option block format at enrolment.

# Turn on the setting which says "activate option block view on courses step" and also the "prevent subject clashing" option, to stop students choosing more than one class per block.

Have a cap on the number of people that can apply for subjects	
Display subject capacity when student enrol	
Prevent internal students from editing and adding grades on the education step (applies to the enrolment form)	
Get students to rank their subject choices	
Display learning hours	
Prevent subject clashing	
Activate Option Block view on courses step	
Use class title for class name display	
Enable Offer Courses Listing	

When you are ready, ensure your Enrolment Form phase is visible to applicants. We recommend doing this on your embargo day, in preparation for Enrolment Day.

#### Click on Phase View and ensure the switch is on (or click to Enable this phase on your Advanced Step View):

Customise Application Journey	Step View Phase View					③ Global Form Settings + C	reate Test Application
All Application Phases						≍; Sort Phase	B + New Phase
Phases	Category		Visible to Applicants 🚯	Visible to staff on Applicant Profile ()	Filter 🚯		Actions
2. Application Form	Form Questions	If your Offer Phase is ON, only students who have been made					$\nabla \mathcal{O}$
3. Offer	Offer	(and have accepted) an offer will have access to the Enrolment Form				Add filters to control which	h VØ
4. Enrolment Form	Enrolment					applicants can access ea phase	
		Activate your Enrolment near to GCSE Resu	Form on or lits Day				



# **Option Blocks and Requirements**

\*For Enrolment Day, it is **required** that your courses are set up in blocks - failing to do so will mean you are unable to enrol students into courses and build their timetables.\*

Prevent subject clashing	
Activate Option Block view on courses step	

Check your option blocks are activated by navigating to **Settings > Application Form > Enrolment Form > Courses.** 

#### OR

Settings > Application Form > Enrolment Form > Pathway (if you have used pathways in your form).

Subjects	Specific Requirements	Pathways	Taster Day				
🛧 Back	Pathway Mix's conf	iguration					
Maximum	number of subjects that the stud	ent can select				0	
Minimum	number of subjects that the stude	ent can select					1
Maximum	learning hours						700
Minimum	learning hours						540
Prevent su	ubject clashing						
Activate C	Option Block view on courses step	)					

Preview your Option Blocks via the Timetables area; check all classes are assigned correctly and click to make any

amendments - add any caps to the number of places, as per your Enrolment Settings.

Overview	Reports NEW	Recent Activities	Application Groups	Offers Subjects Sun	nmary <b>Timetables</b>	Tasks Calenc	dar All Activit	ties Group Link							
	Showing 1 to 5 of 5	entries	ick to edit and make a changes as needed	ny		Show 10 + ent	ries			Filter for subjects	‡ ि∋ Export				
	Course	Interested	Enrolled	Waiting L	ist Offere	ed	Block A	Block B	Block C	Block D	Block E				
	BTEC Science	1	0	٥	۵	٥	BTEC Sci (* max) 0 inte 0 er	terested mrolled			BTEC Sci (∞ max) 0 interested 0 enrolled				
	Maths	1	1	٥	۵	٥			Ma <u>1 interested</u> ( <sup>∞</sup> max) <u>0 enrolled</u>						
	Politics A Level	0	0	٥	0	0				Po1 0 interested					
								BTEC Science							
	Sociology A Level	1	3	0	٥	0		Course title *			Learnir	g Hours *		Compulsory	
	Spanish A Level	1	8	٥	٥	٥	SP 1 in	BTEC Science			179			No	
	1						max)	Add a class							
								Title	Class code	Color code	Max number student can apply	Max number student teacher can enroll	Min number of students required to support class	Option Block	
								BTEC Sci Add Class	BTEC Sci	T		20	]	A X E X X .	Ū
														Cancol	ate Course

Check your **Specific Requirements** if applicable. You need to ensure these are set correctly if you are relying upon them to either prevent applicants from choosing certain courses, or accurately colour-code students who do not meet the requirements.

You can set requirements to be **general** (for example, the need to have a Grade 5 in Maths and English Language in order to study any course) as well as **specific** (for example, the need to have a Grade 7 in Maths in order to study A Level Further Maths).

#### Requirements can be found in **Settings > Subject Options > Specific Requirements**.

Here is a detailed <u>guide</u> to setting requirements, with examples.



You can filter to see students who do/do not qualify for their chosen or offered courses. This can be really useful on your embargo day, to easily identify the internal students who have or have not met the grades.

Filter	Select a filter	*	View	Select a
Displa	No results fou	ind		
C	+ Add New	See All co	de First Na	me
	22067	U-7704	Test	
	21135	U-3B40	Jane	
	21119	U-87D1	Vvv	
	20991	U-DC15	Test	

Student proper	ties
Q Search for	properties
Application Form	Response 🔻
Phase Status	
Concession	
Calculated Prope	rties 🔹
Subject Eligibility	•
Subject Eligibility Offered Subjects	Eligibility (offered_subjects_eligibility)
Subject Eligibility Offered Subjects is any of \$	Eligibility (offered_subjects_eligibility) Select from dropdown
Subject Eligibility Offered Subjects is any of \$ Application Subjects (application_subjects)	Eligibility (offered_subjects_eligibility) Select from dropdown
Subject Eligibility Offered Subjects is any of \$ Application Subjects (application_subjects is any of \$	Eligibility (offered_subjects_eligibility) Select from dropdown
Subject Eligibility Offered Subjects is any of \$ Application Subjects is any of \$ Enrolment Subjects (enrolment_subjects.	Eligibility (offered_subjects_eligibility) Select from dropdown

#### You can also export the status of each course for every applicant (qualified or not qualified) as a CSV via **Data > Export**.

Burnana and		Enrolment Form Subject 1
Bursary		Enrolment Form Subject 1 status
Calculated Properties	xe 🗆	Enrolment Form Subject 2
		Enrolment Form Subject 2 status
Course Choices & Enrolment	132	Enrolment Form Subject 3
Course Selection	V1	Enrolment Form Subject 3 status
		Enrolment Form Subject 4
Education		Enclosent Form Oublest 4 status

# **Enrolment Day Email Template**



Access your templates area via **Communications and Events > Communications > Manual Messages**.

Year 12 Admissions Admissio	ons Year 🕲 Knowledge Base	Q		Refer a school & save money! 🚀 😰 🍷 📮 🤹 🥊
Communications				
Manual Messages	Automated Messages	Scheduled Messages	Messages Summary	
				+ Add new message + Add new folder
All Manual Message	Q. Search in table			

Click Add New Message to create your enrolment email, or click to amend your template from last cycle if applicable.

fear 12 Admissions Admissions Year* 🛞 Knowledge Base			Refer a school & save money!	0 9 1	8
Communications					
Manual Messages Automated Messages Schedule	d Messages Messages Summary				
Create New Template				D	Iscard & Exit
	0	-00			
	Set Up	Advanced Settings Email Tem	splate		
Email		*      Enrolment Day Invitation			
Subject Header *		Target Audience *			
Enrolment Day Invitation		Student			×
Sender Email () '		Reply-To Email (to add a new email, start typing and i	hit Enter' to save! *		
admin@applicaa.com		admin@applicaa.com 🗙			н
Template Description					
Enter a description here to help you remember what this for					
* * **					
					Next+

Create New Template				Discard & Exit
	Set Up	Advanced Settings	Email Template	
Set up how would like to send this email here				
When staff does what? *				
Manually		× ¢		
1				
Manually				Next +
Automatically when an applicant does something				
When a staff user does something				

Set the trigger above to "manually" and then proceed to populate the content of the email; use mail merge tokens to

personalise your messages like so:



Dear {{STUDENT\_FIRST\_NAME}} {{STUDENT\_LAST\_NAME}}

Thank you for applying to our Sixth Form and good luck for your GCSE Results!

We would like to invite you to log into your application on Thursday 12 August from 9.00AM to complete our enrolment process. You will need to follow the enrolment form through to completion, making sure to do the following:

- Check your application form information and update anything which is incorrect
- 2. Update your grades from Predicted to Achieved
- Upload evidence of your Achieved Grades (take a picture with your phone and upload it onto the enrolment form)
- 4. Confirm the courses you wish to study

Please note: your place will not be confirmed until you have submitted your form and we have emailed you to confirm your enrolment status.

Good luck!

#### Key information to include in your email:

- The dates and times of your embargo (students won't be able to log in when the embargo is in place)
- The procedure for your day do you need to see students in person? At what time and where? Do they need to bring anything with them?
- What they need to complete on their Admissions+ profile. Do you need them to upload a copy of their results? Will they need to answer any additional questions?
- What to do post-enrolment. When is their first day in school and what do they need to have with them?

Save your template and then navigate to your main dashboard in order to send it.

1. Select the group you want to send it to: Completed Applications? Offer Accepted? Interview Completed?



2. Select the students using the checkbox on the top left of the table and then click **communications** > **send email.** 

hange A	pplication	Status	Make Of	er Change Of	fer Status	Change	Enrolment Status	Change Interr	al Status	Ch	hange Phase Status	Add	to group	Remove from gr	oup	Communications	Reset Passw	ord	
ange C	olour	≣ Bulk	Update	Add to interview	Export To	PDF 0	Confirm Account	Steps status								Send Email		↓ E	knort 📽 Shi
isplayin	g 3 studen	ts 3 ro	ws selected					St	iow 10 ·	• •	entries					Send SMS Send Reference Ref Send Custom Email	quests to Referee		
	ID	1) St	udent Code	First Name		Last Nar	ne 🏦	Birthday			Gender		Email/Use	rname 🏦	Curre	Send Notification			Submitted
	22	85	2X	Deesha		Assani		05/07/2010		Female		kalpna.ass		Ilpna.assani@gmail.com		Send Student Welcome Email Send Parent Welcome Email			27/03/2023
	12	D	:P0	John		Doe		31/12/2006		F	Female		john.doe				00/10/2020		27/03/2023
	81	Ye	QV	Mini		Mouse		13/09/2017		Female		1311kats@gmail.com Thor Scho		Thom	as Alleyne's High I	15/09/2021	5/09/2021		

#### 3. Search for your template and click to add it.

#### 4. Decide whether to send to just students, or students and parents, and then click to send!

Email Processor	×
To optionally import text from an email template, please choose a template from the list below and click on 'Add Template':	Content *
Template	Paragraph $\checkmark$ <b>B</b> $\cup$ <i>I</i> $\equiv$ $\equiv$ $\equiv$ $\equiv$ $\equiv$ $\bigcirc$ $\bigcirc$ $\vdots$
Enrolment Day info	Dear ({STUDENT_FIRST_NAME})
From * Search for your template and click "Add Template"	Diagon bring your results with you so we can confirm your place!
admin@applicaa.com	Please bring your results with you so we can commit your place.
Reply to email (to add a new email, start typing and hit 'Enter' to save)	
Default to admin@applicaa.com	
admin@applicaa.com 🗙	
To Student(s) Parent(s) Student(s) & Parent(s)	
Please note, you have selected multiple users to receive this email. Ensure not to include sensitive personal data that is not represented by email tokens.	
Number of recipients: 2 Subject *	Please press Shift + Enter for new line
What to do on enrolment day	
Ø Attachments	
+ Add Attachment	
	Send email Manage template & send test

# **Installing & Setting Up your Enrolment App**

To ensure we have a robust Plan B in place for Results Day, you will have access to an **Enrolment App** which works **offline** - note, this **only works on Windows OS**.

You can access the Enrolment App guide here.



# **FAQs and Troubleshooting**

Each year, we encounter questions from schools and try to address them for the next cycle!

Here are the **Frequently Asked Questions** we encountered.

These are some tips for **troubleshooting** things you encounter within your system.

We hope these are helpful - don't forget you can always call us for any support: 020 8762 0882

# **Bursary Applications**

Enrolment means the beginning of a new cycle, and a new round of Bursary applications - how do you manage yours?

#### What's included?

Administering the post-16 bursary for 6th Form and College students is very time-consuming. Does your school need help with the following?

- Anaging applications for bursaries
- Checking eligibility
- Processing multiple receipts
- Having to authorise bursary payments
- Communicating with the finance team
- Keeping track of payments

This can all be a huge task! Allow Applicaa to help by signing up for Bursary16+.



#### Not got B16+ yet but you're interested?

View Demo

**Book a Meeting** 

### Admissions, Onboarding and Marketing Annual Conference 2025

Join us for a **must-attend event designed specifically for school admissions teams**! This is your opportunity to explore the latest trends, challenges, and innovations in **admissions, onboarding, and marketing** — helping you streamline your processes and enhance student recruitment.



# **Book Here!**

# Do you have any questions?