

# **Enrolment Guide 1**



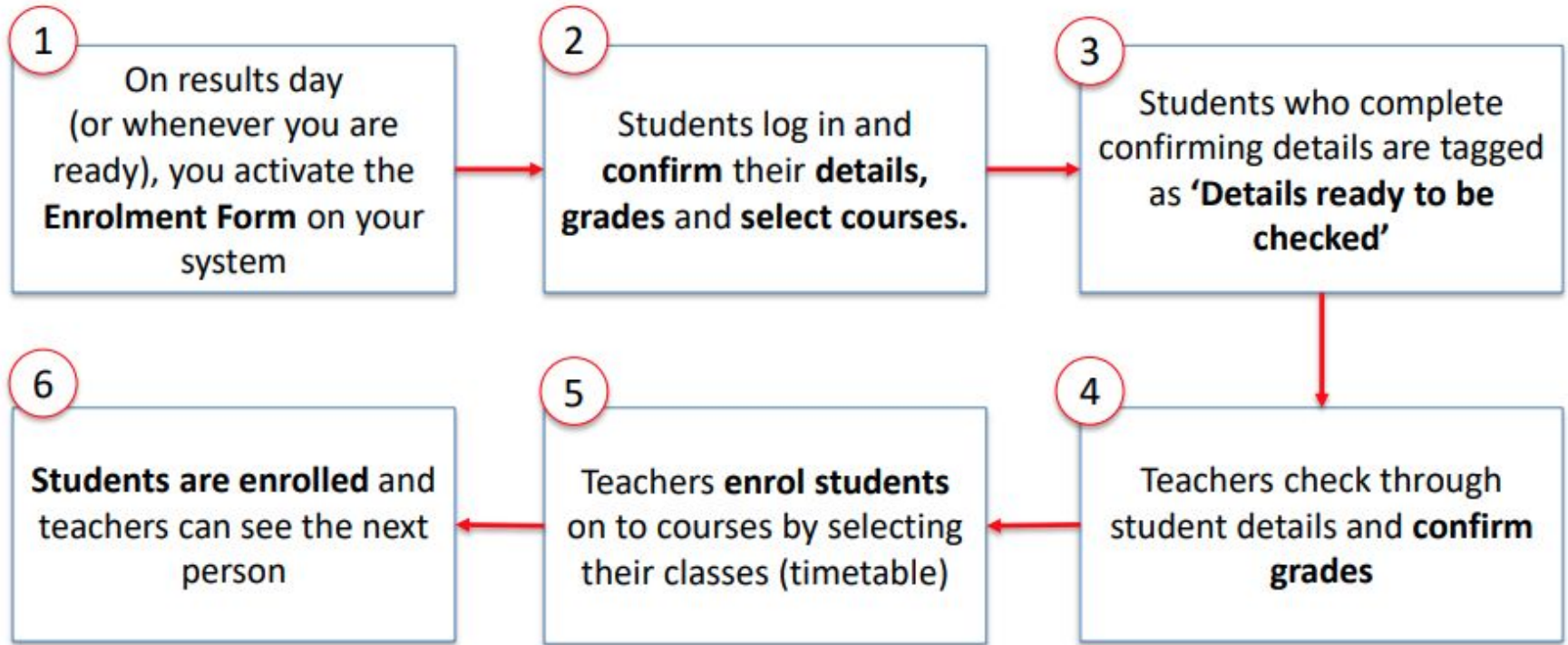


# OVERVIEW

---

- 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
- Installing & Setting up Enrolment App
- FAQ and Troubleshooting

# 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.

Embargo Start Time

2022 ▾ January ▾ 1 ▾ — 07 ▾ : 00 ▾

Embargo End Time

2022 ▾ January ▾ 1 ▾ — 08 ▾ : 45 ▾

Please select which staff members can access the system during embargo time.

- ☐ All staff users  
☒ Specific staff users

admin@aplica.com

Save

You can then set the **Student Grade** settings:

**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

Internal External

☒ ☒

Exam Result attachment is required when on Enrolment form

Internal External

☐ ☐

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:

#### Instruction box

This will show as a pop-up when they log in on results day

 Edit note

#### Message on student's enrolment page

This will be displayed in place of the normal welcome message on the student homepage

 Edit note

#### Message after enrolment finished

This will show as a pop-up once a student has clicked to submit their completed enrolment form

 Edit note

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

Course	Block A
BTEC Science	<div>BTEC Science</div> <div></div>
Mathe	

BTEC Science

- Chemistry: 6 OR Combined Science: 6-6

Application Form Subjects

Spanish A Level (Block A)

Not qualified

Sociology A Level (Block B)

Maths (Block C)

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.

The screenshot shows the 'Year 12 Admissions Admissions Y...' interface. The 'Enrolment' section is active, with the 'Details to be checked' tab selected. The interface displays a list of students with their names, submission dates, and external scores. A red arrow points to the '219' student count indicator in the left sidebar.

Status	Flag	Colour
No filter	No filter	No filter

Group	Point Score
Select filter	No Sorting

Student	Score
Ahiam Omar (submitted at 24/05/2022 05:00)	7.25
Test Thelma Test Schiller (submitted at 25/05/2022 09:53)	9.0
Test Rico Test Upton (submitted at 25/05/2022 09:53)	9.0
Test Monte Test Macejkovic (submitted at 25/05/2022 09:53)	9.0

## 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 [here](#).

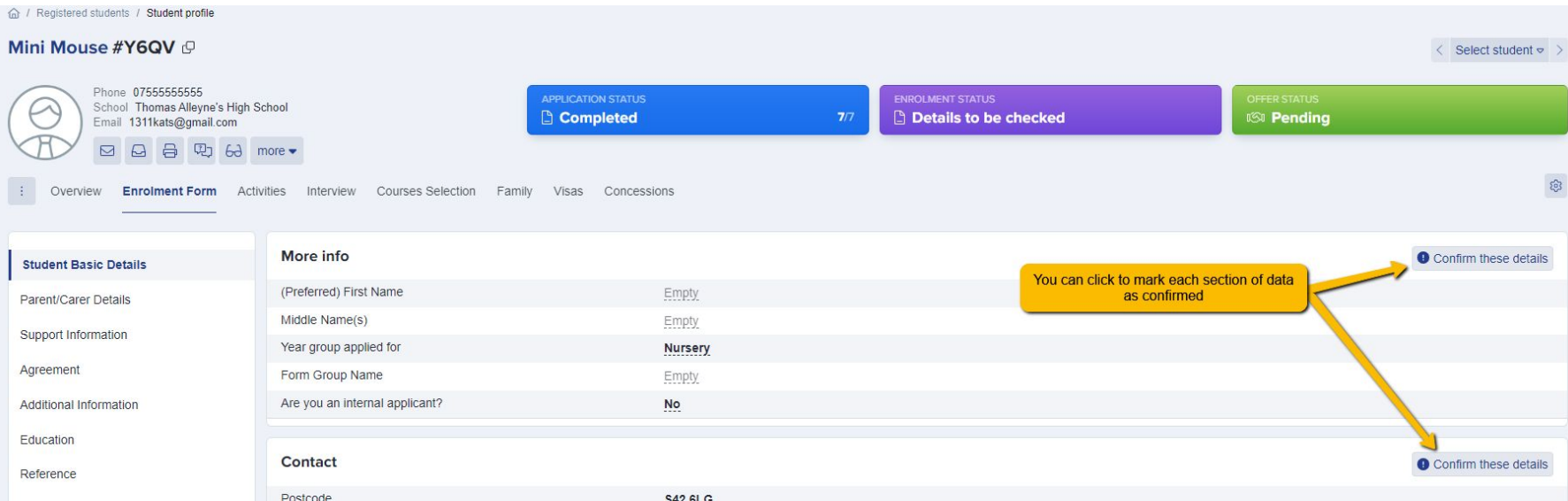


If enabled, the "**confirm**" buttons will show on a student's **profile** and will enable staff to click each section and mark it as confirmed once they have checked the student's details.

## Settings for staff enrolling students

### Enable confirm buttons

Enable caps on the number of student that can enrol for subjects. This will use the caps set in the classes section of each subject in the [Subject Options Area](#).



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
<input type="text" value="BTEC Sci"/>	<input type="text" value="BTEC Sci"/>	<div><div></div><div></div></div>	<input type="text" value="30"/>	<div><div>25</div></div>	<input type="text" value="10"/>	<div><div>A</div><div>X</div><div>E</div><div>X</div><div>X</div><div></div><div></div></div> <div><div></div></div>

Course	Waiting	Block A
BTEC Science ✓	2	<div><div>✓</div><div>1 / 25</div><div>BTEC Sci</div></div>
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.

✓ Learning hours: 717

Select Form Group ▼ ⓘ

Class Select for Mini Mouse, Thomas Alleyne's High 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 [here](#).

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.

### Enrolment

Details to be checked   **Ready to Enrol**   Enrolled   Enrolment Waiting

Select student on the left to see courses details

Total (1)

Click to view the key

Most Recent

Status

No filter

Flag

No filter

Colour

No filter

Group

Select filter

Point Score

No Sorting

type to search...


Mini Mouse (submitted at 11/04/2023 14:43)


profile


external 6.4


Student's APS

### Enrolment Real-Time Key

 For students who do not meet specific or general school requirements  
[\\*To make changes to the Schools specific requirements click here](#)

 For students who do not qualify for ANY of their selected courses

 For students who qualify for SOME of their selected courses

 For students who qualify for ALL of their selected courses  
[\\*To make changes to the courses specific requirements click here](#)

Close

Spanish A Level (Block A)	Not qualified	BTEC Science
Sociology A Level (Block B)		+ Maths
Maths (Block C)		+ Politics A Level
Enrolment Form Subjects		Sociology A Level

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
Spanish A Level (Block A) <span>Not qualified</span>	BTEC Science	<div><div>Spanish A Level</div><div>Accept</div><div><div>Requirements</div><div><ul style="list-style-type: none"><li>Spanish: 6</li></ul></div></div></div>
Sociology A Level (Block B)	+ Maths	<div><div>Select a Course</div></div>
Maths (Block C)	+ Politics A Level	<div><div>Select a Course</div></div>
Enrolment Form Subjects	Sociology A Level	<div><div>Accepted</div></div>
	<div><div>Select a Course</div></div>	<div><div>+ BTEC Science</div></div>

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.

☐ 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 - [here's](#) the guide to creating your test system.



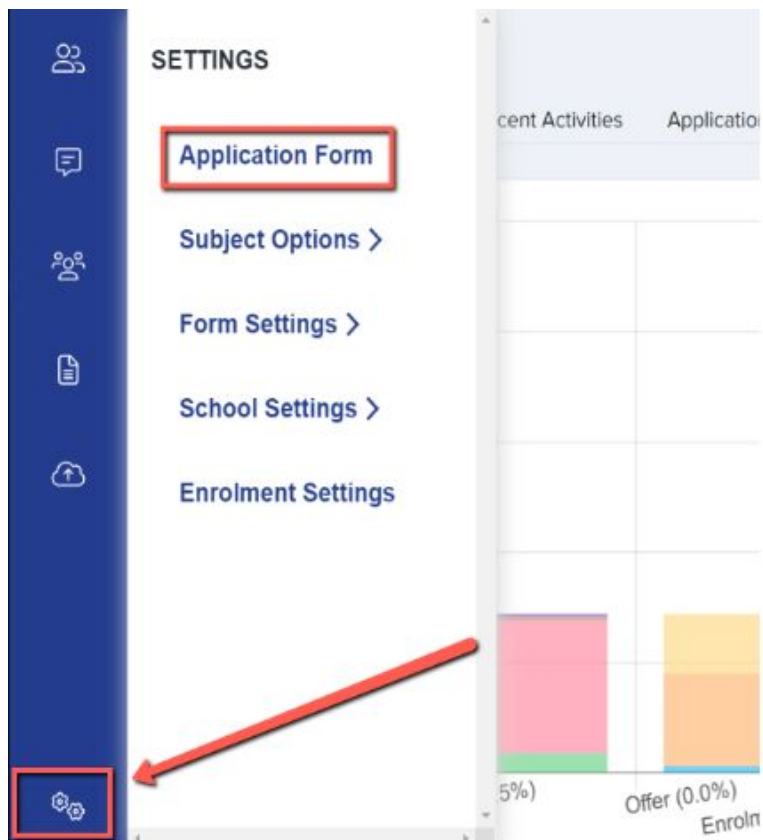
[These](#) are some common uses of the Test System and things you can try - we encourage you to do as much testing as possible!

Once you have completed your testing, you can sync settings back to your live site. [Here](#) is the guide to that process.

Here's a [video](#) on the process of setting up and syncing your test system!

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

Sort Steps

+ New Step

Step Name	Internal	External	Visible on Student Profile ⓘ	Actions
Step 1: Student Basic Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">✎</a> <a href="#">⚙</a>
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">✎</a> <a href="#">⚙</a>
Step 3: Support Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">✎</a> <a href="#">⚙</a>
Step 4: Agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">✎</a> <a href="#">⚙</a>
Step 5: Religion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">✎</a> <a href="#">⚙</a>
Step 6: Additional Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">✎</a> <a href="#">⚙</a>
Step 7: Education	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">✎</a> <a href="#">⚙</a>
Step 8: Courses	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">✎</a> <a href="#">⚙</a>
Step 9: Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">✎</a> <a href="#">⚙</a>

Phase: Offer

Sort Steps

+ New Step

Step Name	Internal	External	Visible on Student Profile ⓘ	Actions
-----------	----------	----------	------------------------------	---------

Phase: Enrolment Form ⓘ

Last synced with Application Form: 25/05/2022 02:14PM















The date of your last sync will be recorded here

Sort Steps

+ New Step

Step Name	Internal	External	Visible on Student Profile ⓘ	Actions
Step 1: Student Basic Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">✎</a> <a href="#">⚙</a>
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">✎</a> <a href="#">⚙</a>
Step 3: Support Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">✎</a> <a href="#">⚙</a>
Step 4: Agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">✎</a> <a href="#">⚙</a>

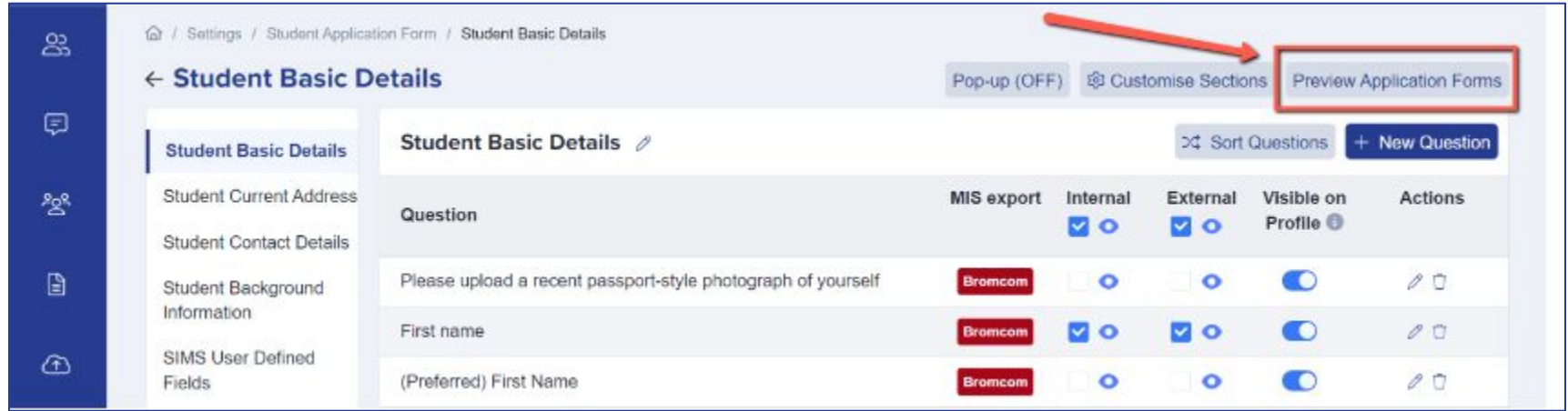
You may choose to turn some steps off at enrolment - some schools like to make enrolment as quick and easy as possible for students, so turn off steps that don't need reconfirming on results day (things like parent/carer details, additional information and support information are unlikely to have changed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

Step Name	Internal	External	Visible on Student Profile ⓘ	Actions
Step 1: Student Basic Details	Blue means it is on		<input type="checkbox"/>	 
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 
Step 3: Support Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 
Step 4: Religion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
Step 5: Additional Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 
Step 6: Education	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 
Step 7: Courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 

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 [here](#)

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



The screenshot shows the 'Student Basic Details' configuration page. The breadcrumb trail at the top is 'Settings / Student Application Form / Student Basic Details'. The page title is 'Student Basic Details'. In the top right, there are three buttons: 'Pop-up (OFF)', 'Customise Sections', and 'Preview Application Forms'. A red arrow points to the 'Preview Application Forms' button, which is also highlighted with a red rectangle. Below the title, there is a sidebar with a list of sections: 'Student Basic Details', 'Student Current Address', 'Student Contact Details', 'Student Background Information', and 'SIMS User Defined Fields'. The main content area shows a table of questions with columns for 'Question', 'MIS export', 'Internal', 'External', 'Visible on Profile', and 'Actions'. The table contains three rows of questions.

Question	MIS export	Internal	External	Visible on Profile	Actions
Please upload a recent passport-style photograph of yourself	Bromcom	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
First name	Bromcom	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
(Preferred) First Name	Bromcom	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



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			<div>Choose how the name of the subject is displayed to students</div> <div><a href="#">Maths</a> <span>2</span> <div>Deselect</div></div>
BTEC Science	<div><a href="#">BTEC Sci</a> <span>0</span> <div> </div></div>		<div>The student is able to see how many other students have already enrolled into the class</div>

Use class title for class name display

Enable Offer Courses Listing



## A Level Mathematics

Course title \*

A Level Mathematics

Learning Hours \*

179

Compulsory

No



### 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

Maths

Ma



30

C X

X



Add Class

Cancel

Update Course

Students will see this title if the setting is turned OFF

Students will see this title if the setting is turned ON

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	<input type="checkbox"/>
Display subject capacity when student enrol	<input checked="" type="checkbox"/>
Prevent internal students from editing and adding grades on the education step (applies to the enrolment form)	<input type="checkbox"/>
Get students to rank their subject choices	<input checked="" type="checkbox"/>
Display learning hours	<input checked="" type="checkbox"/>
Prevent subject clashing	<input checked="" type="checkbox"/>
Activate Option Block view on courses step	<input checked="" type="checkbox"/>
Use class title for class name display	<input checked="" type="checkbox"/>
Enable Offer Courses Listing	<input checked="" type="checkbox"/>

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 ViewPhase View

Global Form Settings+ Create Test Application

All Application Phases

Sort Phases+ New Phase

Phases	Category	Visible to Applicants ⓘ	Visible to staff on Applicant Profile ⓘ	Filter ⓘ	Actions
2. Application Form	Form Questions	<div><div>If your Offer Phase is ON, only students who have been made (and have accepted) an offer will have access to the Enrolment Form</div><input checked="" type="checkbox"/></div>	<input checked="" type="checkbox"/>		<div><div></div><div></div></div>
3. Offer	Offer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<div><div></div><div></div></div>
4. Enrolment Form	Enrolment	<div><div>Activate your Enrolment Form on or near to GCSE Results Day</div><input checked="" type="checkbox"/></div>	<input checked="" type="checkbox"/>		<div><div></div><div></div></div>

Phase disabled

Phase: Enrolment Form

Last synced with Application Form: 01/12/2023 08:31AM

Enable this phase

# 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



Pathway Mix's configuration

Maximum number of subjects that the student can select

0



Minimum number of subjects that the student can select

1

Maximum learning hours

700

Minimum learning hours

540

Prevent subject clashing



Activate 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 Summary **Timetables** Tasks Calendar All Activities Group Link

Filter for subjects  [Export](#)

Showing 1 to 5 of 5 entries

Show  entries


Course	Interested	Enrolled	Waiting List	Offered	Block A	Block B	Block C	Block D	Block E
BTEC Science 	<div>0 interested</div>	<div>0 enrolled</div>	<div>0</div>	<div>0</div>	<div>BTEC Sci (= max) <div>0 interested</div><div>0 enrolled</div></div>				<div>BTEC Sci (= max) <div>0 interested</div><div>0 enrolled</div></div>
Maths 	<div>1 interested</div>	<div>0 enrolled</div>	<div>0</div>	<div>0</div>	<div>0</div>		<div>Ma (= max) <div>1 interested</div><div>0 enrolled</div></div>		
Politics A Level 	<div>0 interested</div>	<div>0 enrolled</div>	<div>0</div>	<div>0</div>	<div>0</div>			<div>Po1 <div>0 interested</div></div>	
Sociology A Level 	<div>1 interested</div>	<div>0 enrolled</div>	<div>0</div>	<div>0</div>	<div>0</div>				
Spanish A Level 	<div>1 interested</div>	<div>0 enrolled</div>	<div>0</div>	<div>0</div>	<div>SP (= max) <div>1 interested</div><div>0 enrolled</div></div>				

Click to edit and make any changes as needed

**BTEC Science**

Course title \*  Learning Hours \*  Compulsory

**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
<input type="text" value="BTEC Sci"/>	<input type="text" value="BTEC Sci"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="20"/>	<input type="text" value=""/>	<div><div>A X E X</div><div></div></div>

Add Class

Cancel Update 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 [guide](#) to setting requirements, with examples.

New Specific Requirement

Category

Further Maths

Name

Further Maths

Applies

Always

Category

GCSE

Title

Mathematics

Grade

7

Remove Condition

+ And

+ Or

Apply to these qualification:

Further Maths

Create

When you activate your entry requirements in your courses and/or enrolment settings, any applicant with lower than 7 at GCSE Maths will be unable to select this course

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  View

Display

No results found

[+ Add New](#) [See All](#)

	Code	First Name
<input type="checkbox"/>	22067	U-7704
<input type="checkbox"/>	21135	U-3B40
<input type="checkbox"/>	21119	U-87D1
<input type="checkbox"/>	20991	U-DC15

**New Filter** ×

**Student properties** —

**Application Form Response** ▼

**Phase Status** ▼

**Concession** ▼

**Calculated Properties** ▼

**Subject Eligibility** ▲

**Offered Subjects Eligibility** (offered\_subjects\_eligibility)

Is any of ▼

**Application Subject** (application\_subjects)

Is any of ▼

**Enrolment Subject** (enrolment\_subjects)

Is any of ▼

Is any of ▼

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

Bursary	0/7
Calculated Properties	0/6
<u>Course Choices &amp; Enrolment</u>	0/132
Course Selection	0/1
Education	0/20

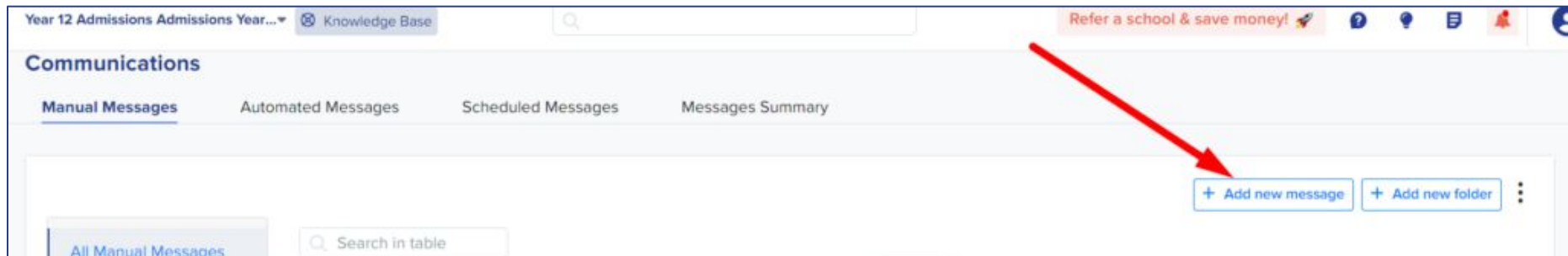
<input type="checkbox"/>	Enrolment Form Subject 1
<input type="checkbox"/>	Enrolment Form Subject 1 status
<input type="checkbox"/>	Enrolment Form Subject 2
<input type="checkbox"/>	Enrolment Form Subject 2 status
<input type="checkbox"/>	Enrolment Form Subject 3
<input type="checkbox"/>	Enrolment Form Subject 3 status
<input type="checkbox"/>	Enrolment Form Subject 4
<input type="checkbox"/>	Enrolment Form Subject 4 status

# Enrolment Day Email Template



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





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

Year 12 Admissions Admissions Year... Knowledge Base

## Communications

Manual Messages Automated Messages Scheduled Messages Messages Summary

Create New Template Discard & Exit

Set Up Advanced Settings Email Template

Communication Type \* Email

Template Name \* Enrolment Day Invitation

Subject Header \* Enrolment Day Invitation

Target Audience \* Student

Sender Email \* admin@appliance.com

Reply-To Email (to add a new email, start typing and hit 'Enter' to save) \* admin@appliance.com

Template Description

Enter a description here to help you remember what this for

Next

Create New Template Discard & Exit

Set up how would like to send this email here

When staff does what? \*

Manually

Manually

Automatically when an applicant does something

When a staff user does something

At a particular time (e.g Wednesday at 4.00PM)

Next →

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:

Create New Template

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

Mail Merge Field Student Last Name

Insert Field ⓘ

Paragraph

Dear {STUDEN

Student Basic Details

Student Last Name

Student First Name

Student Date of Birth

Student Gender

Student Email Address

Here is a sample message you could use to build your own:

---

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:

1. Check your application form information and update anything which is incorrect
2. Update your grades from Predicted to Achieved
3. 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?

The screenshot shows the 'Overview' tab of a system. At the top, there are navigation links: Overview, Reports (marked as NEW), Recent Activities, Application Groups, Offers, Subjects Summary, and Tim. Below these is a 'Tiles' section with two main tiles. The first tile is red and labeled 'Registered Students' with a person icon and the number '9'. The second tile is green and labeled 'Applications Completed' with a checkmark icon and the number '3'.

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

The screenshot shows the 'Advanced Filters' section of a system. At the top, there are several buttons: Change Application Status, Make Offer, Change Offer Status, Change Enrolment Status, Change Internal Status, Change Phase Status, Add to group, Remove from group, Communications, and Reset Password. Below these are more buttons: Change Colour, Bulk Update, Add to interview, Export To PDF, Confirm Account, and Steps status. A yellow arrow points to the 'Communications' button, which has a dropdown menu open showing options: Send Email, Send SMS, Send Reference Requests, Send Custom Email to Referee, Send Notification, Send Student Welcome Email, and Send Parent Welcome Email. The 'Send Email' option is highlighted with a yellow box. Below the buttons is a table with columns: ID, Student Code, First Name, Last Name, Birthday, Gender, Email/Username, Current, and Submitted. The table shows 3 rows of data. A yellow arrow points to the checkbox in the first row of the table, which is checked. The table is titled 'Displaying 3 students 3 rows selected' and 'Show 10 entries'.

ID	Student Code	First Name	Last Name	Birthday	Gender	Email/Username	Current	Submitted
22	852X	Deesha	Assani	05/07/2010	Female	kalpna.assani@gmail.com	Moun School	27/03/2023
12	LXP0	John	Doe	31/12/2006	Female	john.doe		27/03/2023
81	Y6QV	Mini	Mouse	13/09/2017	Female	1311kats@gmail.com	Thomas Alleyne's High School	13/06/2022

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

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':

Template

Enrolment Day info

Add Template

From \*

admin@appliance.com

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

Default to admin@appliance.com

admin@appliance.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 \*

What to do on enrolment day

Attachments

+ Add Attachment

Content \*

Paragraph

B U I

Dear {{STUDENT\_FIRST\_NAME}}

Please bring your results with you so we can confirm your place!

Please press Shift + Enter for new line

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 3667 0764**



# 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?

- ⇒ Managing 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](#)

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

**Do you have any questions?**