

Admissions+

Offers &

Post Acceptance





Offers recap

- How to create and make an offer
- Offer Lists

Creating an offer - individual

Before you create individual offers, you can update an application with any data you need to add to the offer letter (such as assessment results or scholarship % offers). Go to the relevant student profile and click on **"Offer"** > **"Offer Data"**:

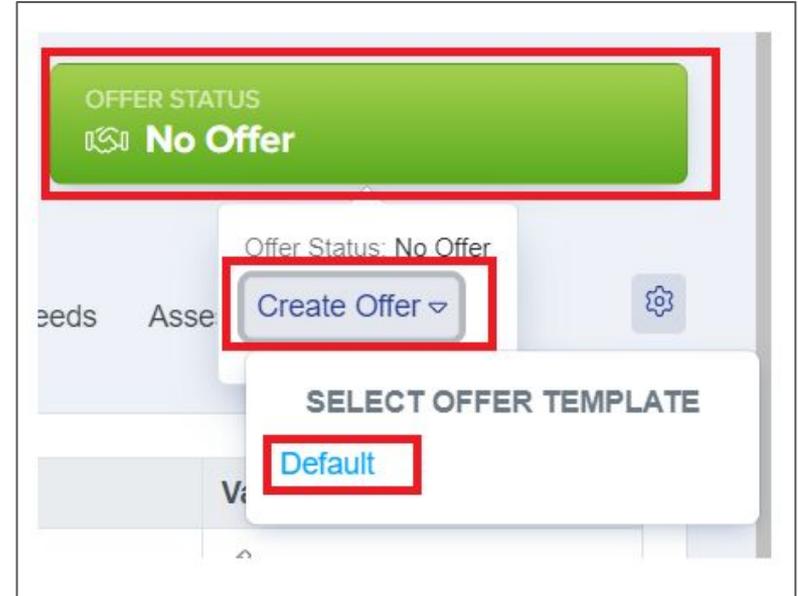
The screenshot shows a web interface for a student profile. At the top, it says 'Senior Admissions Year 2023/202...' and 'Knowledge Base'. Below that, the student's name 'Mercedes Surrall #U-7621' is displayed. There are three status buttons: 'APPLICATION STATUS Completed', 'ENROLMENT STATUS Pending', and 'OFFER STATUS Offer Made'. A navigation menu includes 'Overview', 'Application Form', 'Offer', 'Activities', 'Interview', 'Courses Selection', 'Family', 'Visas', 'Concessions', 'Send Needs', and 'Assessment'. The 'Offer' tab is selected, and the 'Offer Data' sub-tab is highlighted in the left sidebar. The main content area shows a table with columns for 'Offer' and 'Value'.

Offer	Value
Offer Sub Status	
Deposit Change Authorisation	
Deposit Change Authorisation Comment	
Deposit Waive	No
Deposit New	0
Deposit Changed At	
Bursary Value	
Head Comment	
Other Comment 1	
Other Comment 2	
Other Comment 3	

Creating an offer - individual

Navigate to the profile of the student you would like to create an offer for.

Click the **“Offer Status”** button on the top right of the profile (which should currently say **“No Offer”**), select **“Create Offer”** from the drop down that appears and click the name of the offer template you created earlier.



Creating an offer - individual

A preview of how the offer will look to the parent/guardian will appear - here you can ensure that all tokens have worked successfully and that the offer displays correctly.

If you are happy with the preview, click **“Create”** at the bottom right of the preview window.

Offer Letter Preview ✕

Dear Emma Ward,

Thank you for applying to GDST for a place for Ava Ward in Year 5 starting Autumn / 2024/2025.

I am delighted to offer a fee paying place - full details are on the admissions portal <https://andytestgdst.applicaa.com>.

To secure a place, you will need to complete the following actions no later than on the portal.

- Pay the deposit
- Enter bill payer details
- Digitally sign a contract

Once again, many congratulations and we look forward to meeting you again. In the meantime, if you have any further questions please do not hesitate to contact {{ADMISSIONS_CONTACT}} our Registrar, who will be happy to help you.

With very best wishes,

Headmistress

You are about to create an offer for the students. Parents will not see this offer yet. You will be able to change the offer. Are you sure you would like to continue?

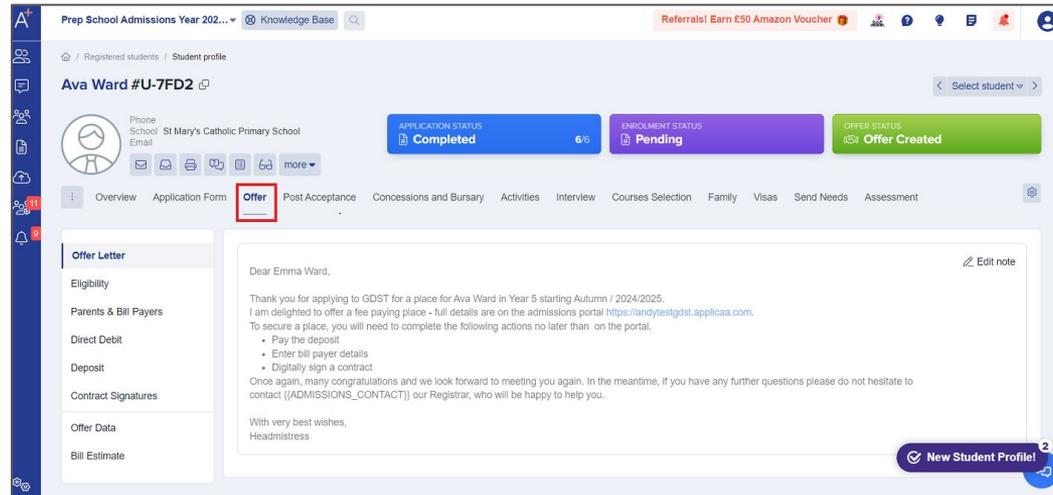
Create

Making an offer - individual

You can review the offer by going to the **“Offer”** tab on the Student Profile.

If you are happy with the offer that you created select the large green **“Offer Status”** button (which should now say “Offer Created”) and select **“Make Offer”**.

This will allow you to send an email to the parent to notify them to sign into the A+ platform to review the offer.



The screenshot displays the A+ platform interface for a student profile. The top navigation bar includes 'Prep School Admissions Year 202...', 'Knowledge Base', and a notification for 'Referrals! Earn £50 Amazon Voucher'. The main header shows the student's name 'Ava Ward #U-7FD2' and a 'Select student' dropdown. Below this, the school information 'St Mary's Catholic Primary School' is listed, along with three status buttons: 'Completed' (6/6), 'Pending', and 'Offer Created' (1/5). A horizontal menu contains various tabs, with 'Offer' highlighted by a red box. The left sidebar lists options like 'Offer Letter', 'Eligibility', 'Parents & Bill Payers', 'Direct Debit', 'Deposit', 'Contract Signatures', 'Offer Data', and 'Bill Estimate'. The main content area displays an offer letter addressed to Emma Ward, thanking her for applying and offering a place for Year 5 starting in Autumn 2024/2025. The letter includes a list of actions to complete: 'Pay the deposit', 'Enter bill payer details', and 'Digitally sign a contract'. A 'New Student Profile' notification is visible in the bottom right corner.

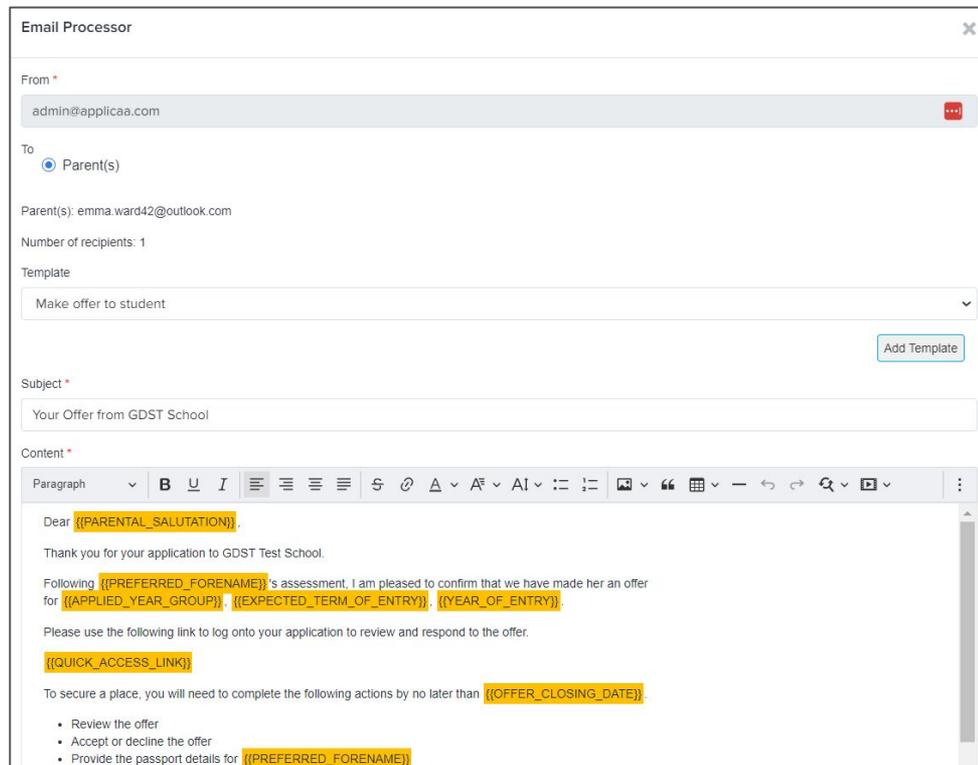
Making an offer - individual

You will see a new window called “**Email Processor**” appear, which will detail:

- who the email is coming from
- who the recipients are
- which template is being used
- subject and content of your email

You are still able to make adjustments to the email at this stage if needed.

Once you have sent your offer email, you will see that the “**Offer Status**” on the Students Profile has changed to “**Offer Made**”.

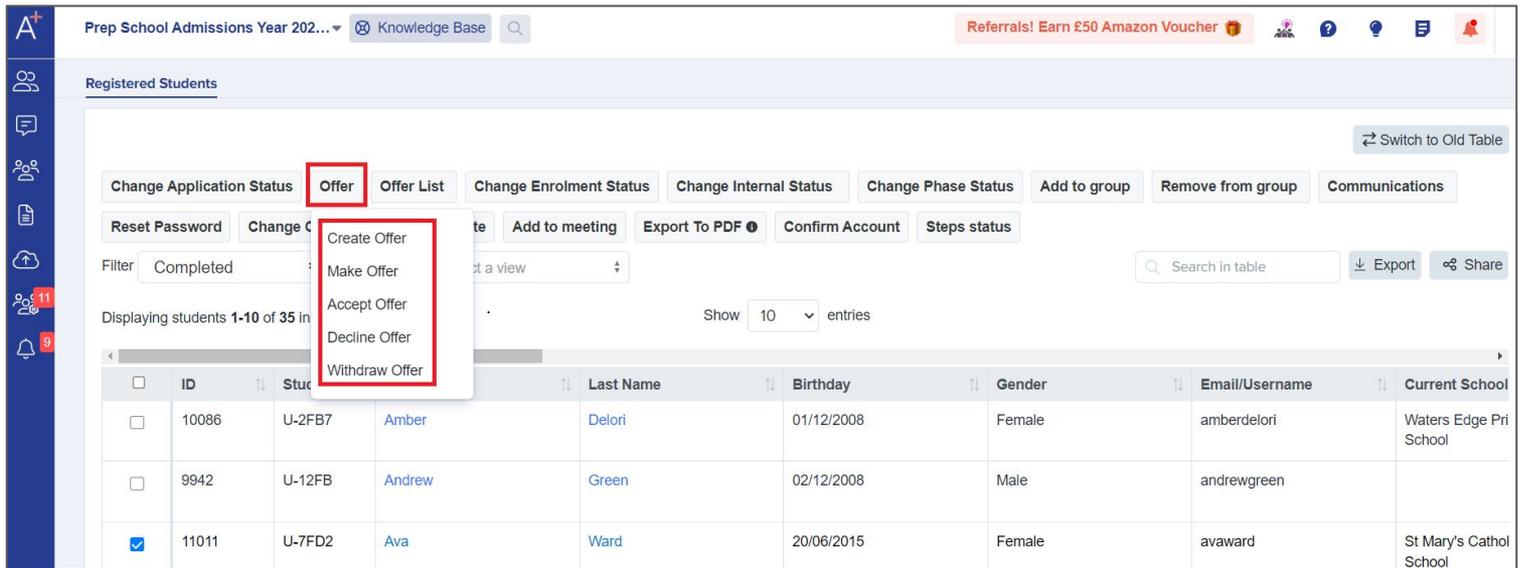


The screenshot displays the 'Email Processor' window with the following configuration:

- From:** admin@appliance.com
- To:** Parent(s)
- Parent(s):** emma.ward42@outlook.com
- Number of recipients:** 1
- Template:** Make offer to student
- Subject:** Your Offer from GDST School
- Content:** Dear {{PARENTAL_SALUTATION}}, Thank you for your application to GDST Test School. Following {{PREFERRED_FORENAME}}'s assessment, I am pleased to confirm that we have made her an offer for {{APPLIED_YEAR_GROUP}}, {{EXPECTED_TERM_OF_ENTRY}}, {{YEAR_OF_ENTRY}}. Please use the following link to log onto your application to review and respond to the offer: {{QUICK_ACCESS_LINK}}. To secure a place, you will need to complete the following actions by no later than {{OFFER_CLOSING_DATE}}:
 - Review the offer
 - Accept or decline the offer
 - Provide the passport details for {{PREFERRED_FORENAME}}

Making an offer - bulk

In the **“Registered Students”** list, tick the boxes to select the students you're going to create or send the offer to (a menu at the top will appear once you tick a box). Select 'Offer' which shows the offer options. **“Create Offer”** and **“Make Offer”** will follow the same steps as for sending individual offers.

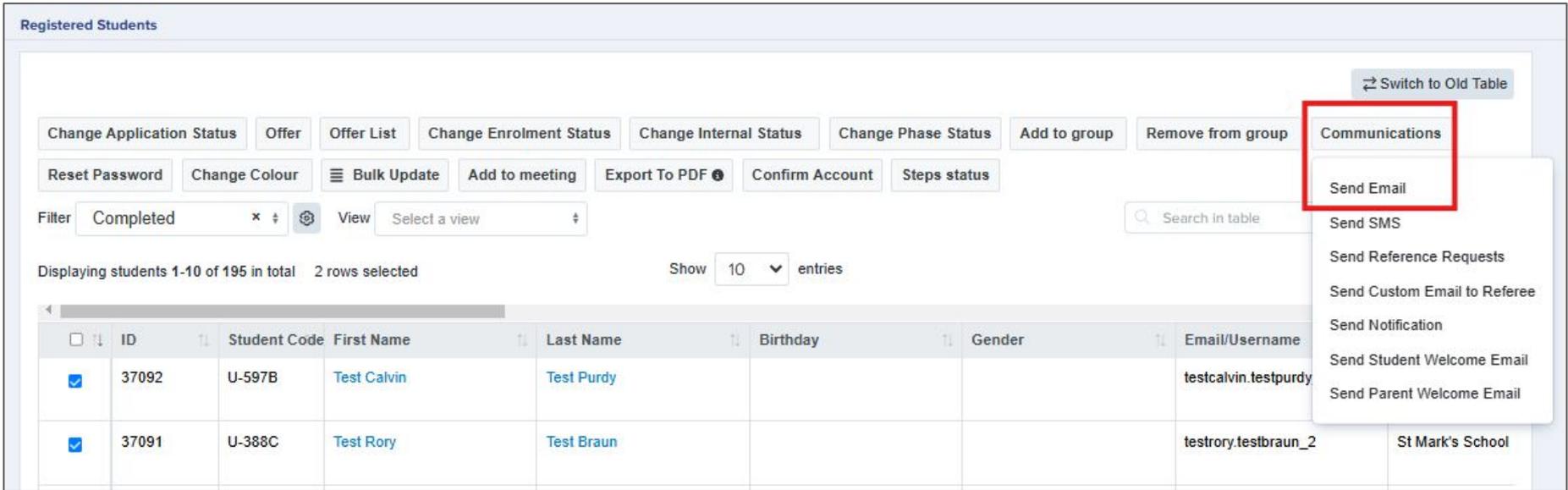


The screenshot shows the 'Registered Students' interface. At the top, there are navigation tabs for 'Prep School Admissions Year 202...' and 'Knowledge Base'. A notification banner for 'Referrals! Earn £50 Amazon Voucher' is visible. The main area is titled 'Registered Students' and includes a 'Switch to Old Table' button. Below this, there are several action buttons: 'Change Application Status', 'Offer' (highlighted with a red box), 'Offer List', 'Change Enrolment Status', 'Change Internal Status', 'Change Phase Status', 'Add to group', 'Remove from group', and 'Communications'. A secondary row of buttons includes 'Reset Password', 'Change C...', 'Add to meeting', 'Export To PDF', 'Confirm Account', and 'Steps status'. A filter dropdown is set to 'Completed'. A search bar and 'Export'/'Share' buttons are also present. The table shows 35 students, with the first three rows visible. The third row, for student 'Ava Ward' (ID 11011), is selected with a blue checkmark. A dropdown menu is open over the 'Offer' button, listing options: 'Create Offer', 'Make Offer', 'Accept Offer', 'Decline Offer', and 'Withdraw Offer'. The 'Create Offer' and 'Make Offer' options are also highlighted with red boxes.

ID	Student ID	First Name	Last Name	Birthdate	Gender	Email/Username	Current School
10086	U-2FB7	Amber	Delori	01/12/2008	Female	amberdelori	Waters Edge Pri School
9942	U-12FB	Andrew	Green	02/12/2008	Male	andrewgreen	
11011	U-7FD2	Ava	Ward	20/06/2015	Female	avaward	St Mary's Cathol School

No offer emails

To inform any applicants who you will not be making an offer by email, go to the “**Student List**”, select the relevant students and then click “**Communications**”. In the “**Email Processor**” you can either select a template you have made earlier or type in your email.



The screenshot displays the 'Registered Students' interface. At the top, there are several action buttons: 'Change Application Status', 'Offer', 'Offer List', 'Change Enrolment Status', 'Change Internal Status', 'Change Phase Status', 'Add to group', 'Remove from group', 'Communications', 'Reset Password', 'Change Colour', 'Bulk Update', 'Add to meeting', 'Export To PDF', 'Confirm Account', and 'Steps status'. A 'Switch to Old Table' button is located in the top right corner. Below the buttons, there is a filter set to 'Completed' and a 'View' dropdown. The table shows two selected students: Test Calvin Purdy (ID 37092) and Test Rory Braun (ID 37091). The 'Communications' dropdown menu is open, showing options like 'Send Email', 'Send SMS', 'Send Reference Requests', etc.

Registered Students

Change Application Status Offer Offer List Change Enrolment Status Change Internal Status Change Phase Status Add to group Remove from group Communications

Reset Password Change Colour Bulk Update Add to meeting Export To PDF Confirm Account Steps status

Filter Completed x View Select a view Search in table

Displaying students 1-10 of 195 in total 2 rows selected Show 10 entries

ID	Student Code	First Name	Last Name	Birthday	Gender	Email/Username
<input checked="" type="checkbox"/>	37092	U-597B	Test Calvin	Test Purdy		testcalvin.testpurdy
<input checked="" type="checkbox"/>	37091	U-388C	Test Rory	Test Braun		testrory.testbraun_2 St Mark's School

Switch to Old Table

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

Offer Lists



Offer Lists

Offer Lists are a useful tool for managing offers when you have multiple groups in one cohort who need to receive different type of offers.

For example, you may have a cohort where some applicants will get a full fee offer, some will have scholarships and others will have bursaries.

Offer Lists give you an easy way to segment your applicants, personalise their offer details (such as assessment data or scholarship offers), and track their progress - all from one place.

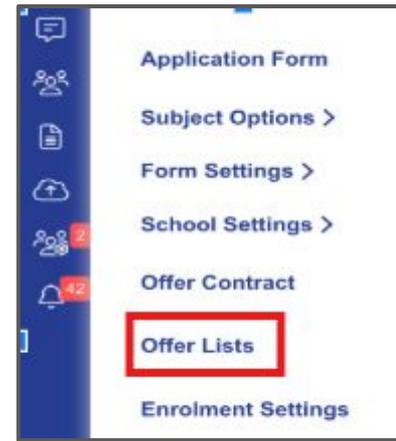


Offer Lists	Students	Closing Date	Auto Release Date	Auto Withdraw	
Year 7 - Music Scholarships	4	31/12/2024 00:00		Yes	 
Year 7 - Full Fee Offers	4	21/12/2024 00:00	09/12/2024 00:00	Yes	 

Offer Lists

Navigate to **“Settings”** > **“Offer List”** and click **“Add New”**.

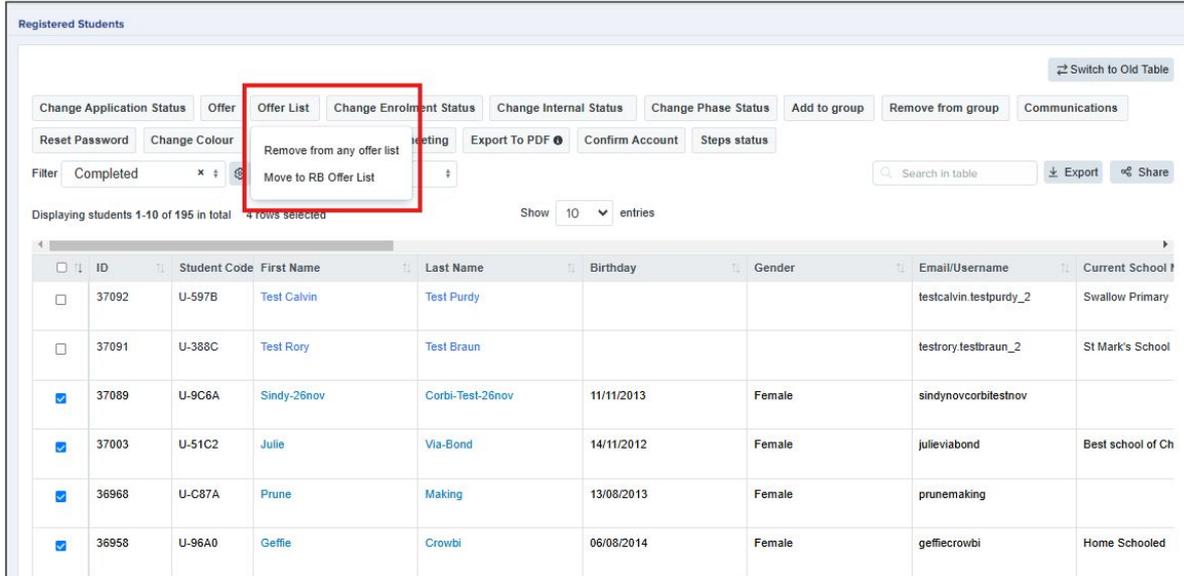
- Auto release date: when this date arrives, all offers in the list that are **“Approved”** or **“Created”** or **“Approval not required”** will have their status automatically changed to **“Made”**, thereby making the offer available to parents. The **“Make Offer”** email will also be sent.
- **Auto withdraw:** automatically changes the status of the offer to **“Withdrawn”** and send the **“Offer Withdrawn”** email to parents.

A screenshot of a web form titled "New Offer List" with a purple header and a close button. The form contains the following fields and options:

- Name *
- Closing date (with a note: "This is the default closing date for accepting the offer. It can be updated for any student")
- Auto release date ⓘ
- Auto withdraw (with a note: "Select auto withdraw to allow the system to automatically change the status of the application to withdrawn and send the offer withdrawn email to parents")
- Reason for withdrawal (dropdown menu)
- A green "Save" button at the bottom right.

Offer Lists

Go to the “**Student List**” and select the students you would like to add to your offer list. Click on “**Offer List**” and select the list for you have created from the drop down menu.



The screenshot displays the 'Registered Students' interface. At the top, there are several action buttons: 'Change Application Status', 'Offer', 'Change Enrolment Status', 'Change Internal Status', 'Change Phase Status', 'Add to group', 'Remove from group', and 'Communications'. Below these, there are more buttons: 'Reset Password', 'Change Colour', 'Remove from any offer list', 'Export To PDF', 'Confirm Account', and 'Steps status'. A filter is set to 'Completed'. A search bar is present with the text 'Search in table'. Below the search bar, it says 'Displaying students 1-10 of 195 in total' and '4 rows selected'. A 'Show' dropdown is set to '10' entries. A red box highlights the 'Offer List' dropdown menu, which is open, showing two options: 'Remove from any offer list' and 'Move to RB Offer List'. Below the menu is a table of students with columns: ID, Student Code, First Name, Last Name, Birthday, Gender, Email/Username, and Current School.

ID	Student Code	First Name	Last Name	Birthday	Gender	Email/Username	Current School	
37092	U-597B	Test Calvin	Test Purdy			testcalvin.testpurdy_2	Swallow Primary	
37091	U-388C	Test Rory	Test Braun			testrory.testbraun_2	St Mark's School	
<input checked="" type="checkbox"/>	37089	U-9C6A	Sindy-26nov	Corbi-Test-26nov	11/11/2013	Female	sindynovcorbitestnov	
<input checked="" type="checkbox"/>	37003	U-51C2	Julie	Via-Bond	14/11/2012	Female	julievibond	Best school of Ch
<input checked="" type="checkbox"/>	36968	U-C87A	Prune	Making	13/08/2013	Female	prunemaking	
<input checked="" type="checkbox"/>	36958	U-96A0	Geffe	Crowbi	06/08/2014	Female	geffecrowbi	Home Schooled

Offer Lists

These applicants will now appear on this Offer List and from here you can take many actions, including: make offers in bulk (using the steps already discussed), send emails, edit offer data, preview offers and track progress.

The screenshot shows the 'Offer List: Test Offer List' interface. At the top, there are tabs for 'Communications', 'Offer', 'Offer List', and 'Change sub offer status'. Below the tabs is a 'Filter' section with a dropdown menu. A context menu is open over the list, showing options: 'Create Offer', 'Approve Offer', 'Un-Approve Offer', 'Make Offer', 'Accept Offer', 'Decline Offer', and 'Withdraw Offer'. The list displays 4 students with columns for 'First Name', 'Last Name', and 'Initial Rank'.

First Name	Last Name	Initial Rank
<input checked="" type="checkbox"/>	Geffie	1
<input checked="" type="checkbox"/>	Julie Via-Bond	2
<input type="checkbox"/>	Prune Making	3
<input type="checkbox"/>	Sindy-26nov Corbi-Test-26nov	4

The screenshot shows the 'Step status report' interface. It displays a table with 6 steps and 2 entries. The table has columns for 'Steps', 'Step 1', 'Step 2', 'Step 3', 'Step 4', 'Step 5', and 'Step 6'. The rows are 'Offer' and 'Geffie Crowbi'. A green dot is visible in the 'Step 3' column for 'Geffie Crowbi'. Below the table are buttons for 'Export as CSV' and 'Export as Excel'.

Steps	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Offer	Offer Letter	Eligibility (full)	Parents & Bill Payers	Direct Debit	Deposit	Contract Signatures
Geffie Crowbi			●			
Julie Via-Bond						

The screenshot shows the 'Update English 3' dialog box. It has a title bar with a close button (X). Below the title is a text input field with a dropdown arrow on the right. At the bottom are two buttons: 'Cancel' and 'Save'.



Post offer

- Post acceptance forms
- Consents & medical information
- Adding documents
- Opening your form
- Events

Post acceptance forms

A phase used after your applicants have accepted and their Offer Status is Accepted. This phase can be known as:

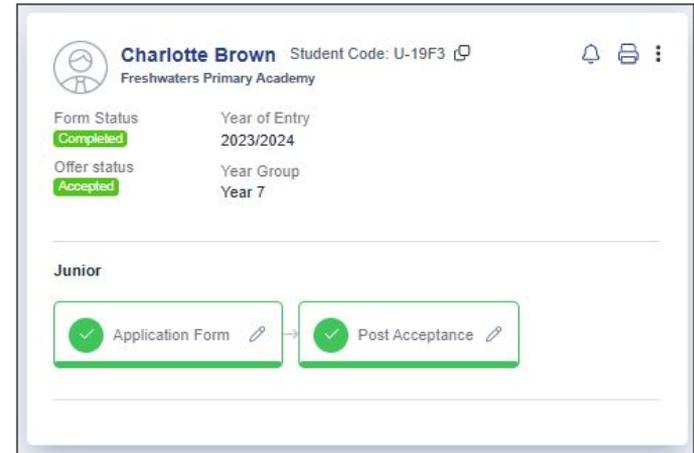
Onboarding

Pre-admissions

Welcome pack

But essentially they are the same and the type of data you can collect with Admissions+ at this stage can be:

- Medical information / SEND
- Consent details - trips, photography, emergency
- Wraparound care
- Music lessons or other co-curricular activities
- Transportation options



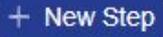
The screenshot displays a student profile for Charlotte Brown at Freshwaters Primary Academy. The student code is U-19F3. The profile shows the following details:

Form Status	Year of Entry
Completed	2023/2024
Offer status	Year Group
Accepted	Year 7

Below the profile information, the section is labeled "Junior". It shows two completed steps in a sequence:

- Application Form (with a green checkmark and an edit icon)
- Post Acceptance (with a green checkmark and an edit icon)

Post acceptance forms

Phase: Post Acceptance				
 Disable this phase				
 Download Blank Form				
 Sort Steps				
 + New Step				
				
				
Step Name	Internal	External	Visible on Student Profile ¹	Actions
Step 1: Parental Agreement and Consent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 
Step 2: Medical Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 

You have the flexibility to create as many form steps for this phase as needed but there are two steps already built into the system as standard.

Parental Agreement and Consent



Parental Agreement and Consent

Question	MIS export	Internal	External	Visible on Profile	Actions
Please select the parental consent given for the child Paracetamol Data Exch... School Visit Sex Educa... Internet... 7 answers	SIMS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Which mode of travel will the child takes to school? Car/Van Cycle Dedicated... London Un... Metro/Tra... 26 answers	SIMS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Do you consent to the school acting on your behalf in the case of a n accident or emergency? True False	SIMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Parental consents transfer from your MIS:

- You can select which ones to be visible
- Add conditional questions, sections and step settings

The Admissions+ field that maps to consents data is **giving_consent**

Edit Field: Please select the parental consent given for th...

This question represent the property giving_consent

Title / Question *

Please select the parental consent given for the child

All Caps

Description open in a new tab

Paragraph **B** U *I*

Read only Locked if value is present

Sort	Label	MIS Description	MIS Code	Active	Visible	Actions
+	Paracetamol	Paracetamol	Paracetamol	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
+	Data Exchange	Data Exchange	Data Exchange	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
+	School Visit	School Visit	School Visit	<input type="checkbox"/>	<input type="checkbox"/>	
+	Sex Education	Sex Education	Sex Edu	<input type="checkbox"/>	<input type="checkbox"/>	
+	Internet Access	Internet Access	Intern	<input type="checkbox"/>	<input type="checkbox"/>	

Sort Alphabetically

Toggleable question

Add a new field condition

Toggleable section

Add a new section condition

Toggleable step

Add a new step condition

Conditional student value

Add a new student value condition

Parental Agreement and Consent

The screenshot shows a 'Policies' management interface. At the top, there are two toggle switches for 'Internal' and 'External', both of which are turned on. Below this, a section titled 'Policies that student must read' contains a table with two rows, each labeled 'Test' and having a small square icon in the right column. Underneath the table is a text input field for 'Policy title *'. Below that is another text input field for 'Agreement text *' containing the text 'I have read and agree to the above policy'. At the bottom left, there is a 'Choose file' button and the text 'No file chosen'. At the bottom right, there is a blue 'Upload' button.

Policies allows you to upload documents that parents can view and agree to.

This section doesn't sync to MIS but you can use UDFs or export the data from A+ into csv.

The screenshot shows a 'Parental Agreement and Consent' form. At the top, there are two tabs: 'Step 1' (active) and 'Step 2' (Medical Information). The form contains several sections: 'Parental Agreement and Consent' with radio buttons for 'Yes' and 'No'; 'Photograph Student' with radio buttons for 'Yes' and 'No'; 'Copyright Permission' with radio buttons for 'Yes' and 'No'; and a dropdown menu for 'Which mode of travel will the child takes to school?'. Below these are two sections labeled 'Policies', each containing a 'Test' link and a checkbox for 'I have read and agree to the above policy'.

Medical information



Medical Information

There are two options for collecting practice information, depending on your MIS:

The screenshot displays the 'Medical Information' configuration page. On the left, a sidebar lists 'Child's Medical Practice Information', 'Doctor's Information', and 'Medical Conditions'. The main area is divided into two sections:

- Child's Medical Practice Information**: This section is highlighted with a red arrow and the text 'Applicant manually inputs data'. It contains a table of questions with columns for 'MIS export', 'Internal', 'External', 'Visible on Profile', and 'Actions'. The 'Internal' and 'External' columns have checkboxes and toggle switches.
- Doctor's Information**: This section is highlighted with a red arrow and the text 'Drop down list'. It shows a 'MIS export' button and 'Internal' and 'External' columns with checkboxes and toggle switches.

Question	MIS export	Internal	External	Visible on Profile	Actions
Name of Doctor/Medical Practice	MIS export	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	edit delete
Doctor/Medical Practice Contact Number	MIS export	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	edit delete
Post Code	MIS export	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	edit delete
Flat name and or number	MIS export	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	edit delete
House name or number	MIS export	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	edit delete
Street	MIS export	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	edit delete
Town/City	MIS export	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	edit delete
County	MIS export	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	edit delete

Medical Information

There are two options for collecting practice information, depending on your MIS:

! Step 1 Parental Agreement and Consent

! Step 2 Medical Information

Child's Medical Practice Information

Name of Doctor/Medical Practice*

Doctor/Medical Practice Contact Number*

Do not include spaces in the number.

Post Code* 4 character(s) remaining

Flat name and or number

House name or number*

Street*

Town/City*

County*

! Step 1 Parental Agreement and Consent

! Step 2 Medical Information

Doctor's Information

[Abbey Surgery | BD4 5TN | 01101961991 | 01101 961991](#)

[Barleyfield Surgery | MK43 3RT | 01023857963 | 01023 857963](#)

[Ben William | SO40 3LW | 1534764867](#)

[Ben William | SO40 3LW](#)

[Betton Surgery | MK9 9JR | 01234856103 | 01234 856103](#)

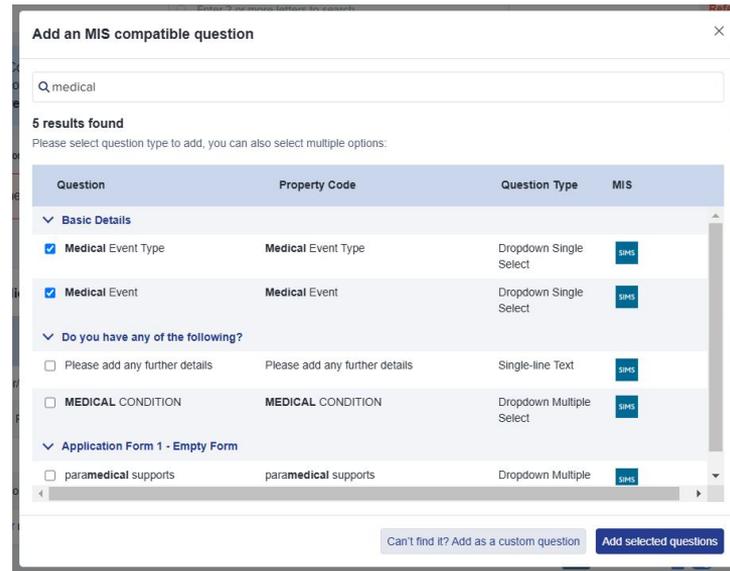
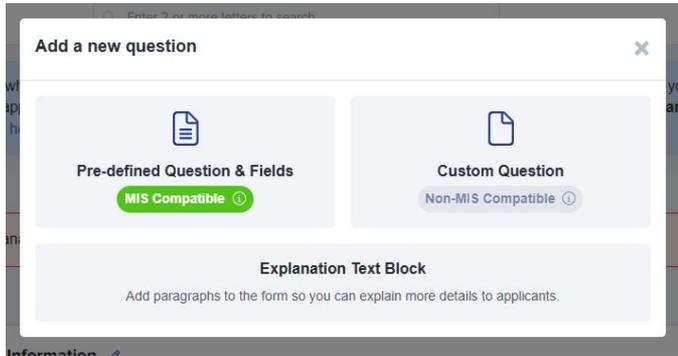
[Cromwell Health Centre | PE18 3OI](#)

[De Parys Medical Centre | MK40 2TX | 01234350022 | 01234 350022](#)

[Dr P Weston and Partners | CB1 2AB | 01223332140 | 01223 332140](#)

Medical Information

For other pieces of medical information you want to collect at this stage, add a section and select your questions from the MIS compatible bank or add your own custom questions.



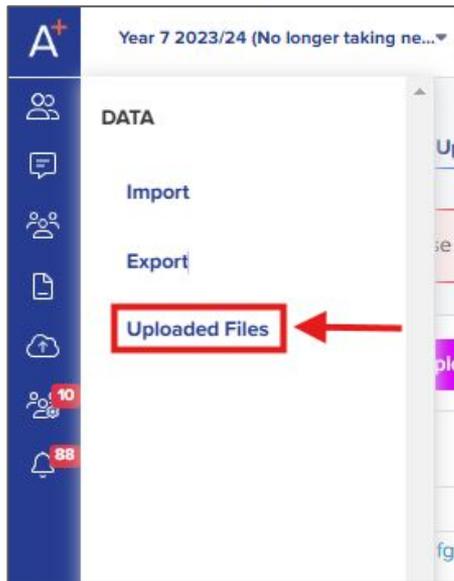
Adding documents



Adding documents

Another element of your post acceptance pack will most likely be any other documentation you want to share - letters, brochures or uniform lists, for example.

Add them to the file library - **Data > Uploaded Files**



A screenshot of a 'My Files' table and a 'Tag Library' sidebar. The table has columns for 'File', 'Type', 'Thumbnail', 'Uploaded by', 'Uploaded at', and 'Actions'. The 'Tag Library' sidebar contains search filters for 'Application Form', 'Year of entry', and 'Phase of application'.

File	Type	Thumbnail	Uploaded by	Uploaded at	Actions
gffdaggfgfgfdgfgf... Copy this url	application/vnd.openx... officedocument.wordp...		Alex James	15/10/2024 15:50	
B+_update.png Copy this url				12/10/2023 15:58	
B+_update.png Copy this url	image/png			10/10/2023 11:42	
B+_update.png Copy this url	image/png			10/10/2023 11:35	
B+_update.png Copy this url	image/png			10/10/2023 11:10	
B+ update.png Copy this url	image/png		Geoff Applicaa Technical Support	10/10/2023 11:09	
view.png Copy this url	image/png		Geoff Applicaa Technical Support	02/10/2023 13:36	
School Prospectus Copy this url	image/jpeg		Applicaa Admin	27/09/2021 14:25	

Tag Library

Click on tag(s) to search document

Clear All

Application Form

- Senior School
- Post 16 Admission
- Sixth Form
- Prep School
- Early Years
- Sixth Form New
- test

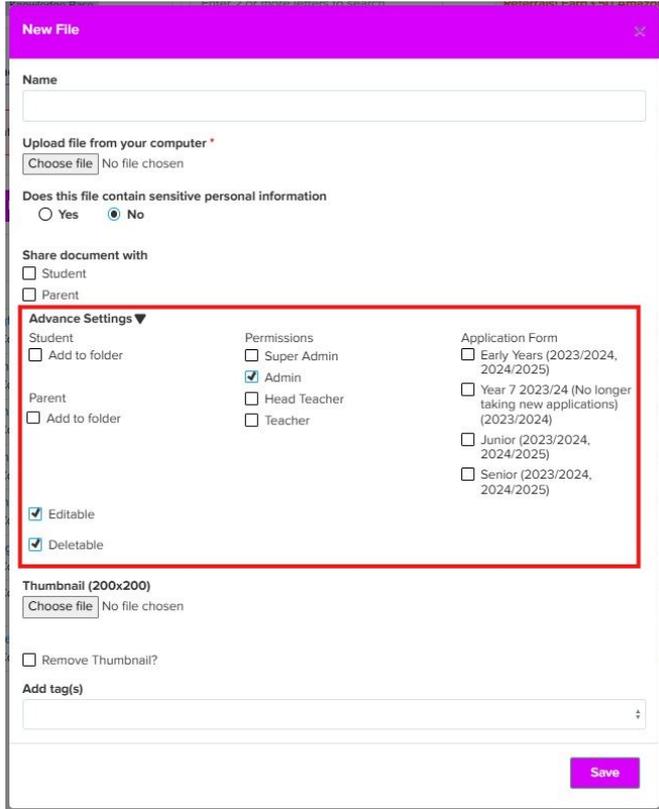
Year of entry

- 2017/2018
- 2018/2019
- 2019/2020
- 2020/2021
- 2021/2022
- 2022/2023
- 2023/2024
- 2024/2025
- 2025/2026
- 2026/2027
- 2027/2028

Phase of application

- Account Creation
- Application Form
- Enquiry Form
- Offer
- Enrolment Form

Adding documents



New File

Name

Upload file from your computer *

Choose file | No file chosen

Does this file contain sensitive personal information

Yes No

Share document with

Student

Parent

Advance Settings ▼

Student

Add to folder

Parent

Add to folder

Permissions

Super Admin

Admin

Head Teacher

Teacher

Application Form

Early Years (2023/2024, 2024/2025)

Year 7 2023/24 (No longer taking new applications) (2023/2024)

Junior (2023/2024, 2024/2025)

Senior (2023/2024, 2024/2025)

Editable

Deletable

Thumbnail (200x200)

Choose file | No file chosen

Remove Thumbnail?

Add tag(s)

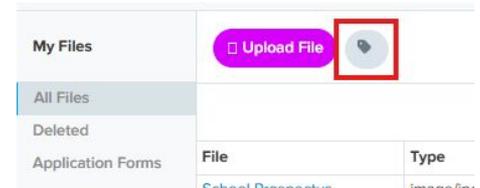
Save

Answering ‘No’ to this “Does file contain sensitive information?” will open out additional options:

- Share document with student / parent - select the user the document
- Permissions
- Application form - select the forms you want this document to be visible on
- Editable / deletable

Tags

- Help you to sort your files into types - these tags are also searchable. You can add a tag here:



My Files

Upload File

All Files

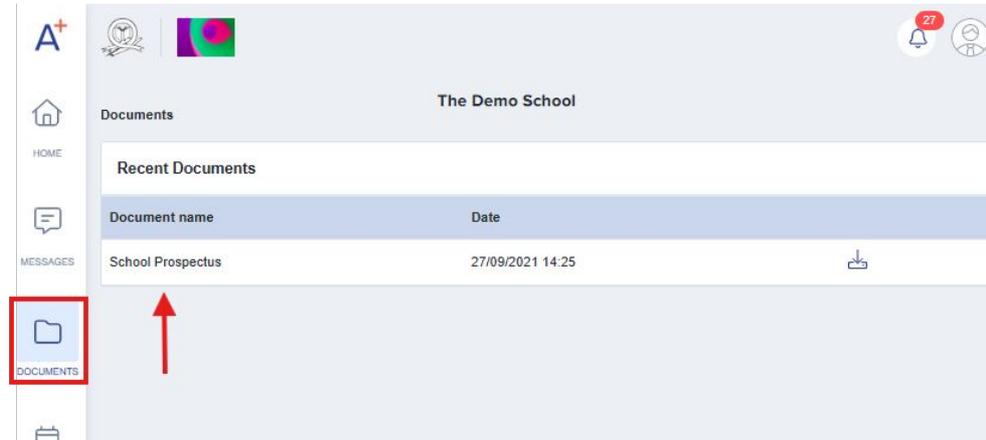
Deleted

Application Forms

File	Type
School Prospectus	Image

Adding documents

Add to folder



Folder is useful to use - even when the form is closed, the document is still accessible.

Adding documents

School Prospectus Copy this url	image/jpeg		Applicaa Admin	27/09/2021 14:25	   
------------------------------------	------------	--	----------------	------------------	---

- **Copy this URL** - to copy the link into a form (rather than the folder or homepage)
- **Pencil icon** - to edit any settings and replace the document if needed. This will save you from having to change any links you have copied directly into forms
- **Clock icon** - will show you any version history
- **Dustbin** - moves the document to the 'Deleted' folder (can be retrieved)
- **Cross** - permanent delete

Opening your form



Opening your form

When you are ready to open your form, go to Phase View:

Customise Application Journey | Easy View (Preview) | Advanced Step View | **Phase View** | Global Form Settings | + Create Test Application

All Application Phases | Sort Phases | + New Phase

Phases	Category	Visible to Students	Visible to staff on Student Profile	Filter	Actions
2. Application Form	Form Questions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		▼ ✎
3. Yr 12 Drama Scholarship <small>Trigger by question: Which Sch...</small>	Form Questions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		▼ ✎
4. Yr 12 Music Scholarship <small>Trigger by question: Which Sch...</small>	Form Questions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		▼ ✎
5. Yr 12 Sports Scholarship <small>Trigger by question: Which Sch...</small>	Form Questions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		▼ ✎
6. Yr 12 Art Scholarship <small>Trigger by question: Which Sch...</small>	Form Questions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		▼ ✎
7. Offer	Offer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		▼ ✎
8. Bursary <small>Trigger by question: Would you...</small>	Form Questions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		▼ ✎
9. Post Acceptance	Form Questions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		▼ ✎

Use the toggle switches to add the form to the student/parent dashboard and the student profile.

Use the pencil icon to see further settings:

Edit Phase: Post Acceptance

Name: Post Acceptance

Description:

Internal Applicants

Lock form after submission:

Disable submissions:

External Applicants

Lock form after submission:

Disable submissions:

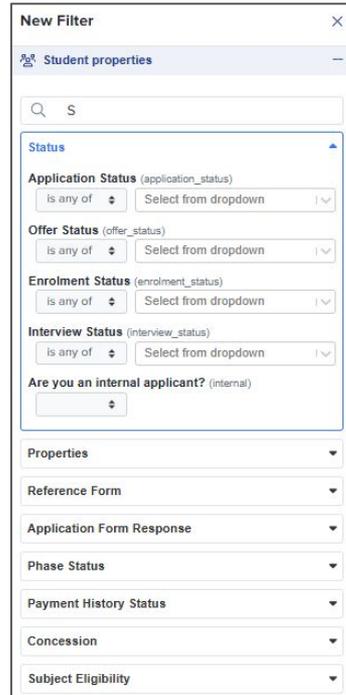
Stand alone

Trigger by condition

Save

Opening your form

By clicking on the funnel icon you can decide exactly who sees this phase based on set criteria for example:



New Filter [Close]

Student properties

Search: s

Status

- Application Status** (application_status)
is any of [dropdown] Select from dropdown [dropdown]
- Offer Status** (offer_status)
is any of [dropdown] Select from dropdown [dropdown]
- Enrolment Status** (enrolment_status)
is any of [dropdown] Select from dropdown [dropdown]
- Interview Status** (interview_status)
is any of [dropdown] Select from dropdown [dropdown]
- Are you an internal applicant?** (internal)
[dropdown]

Properties

- Reference Form [dropdown]
- Application Form Response [dropdown]
- Phase Status [dropdown]
- Payment History Status [dropdown]
- Concession [dropdown]
- Subject Eligibility [dropdown]



New Filter [Close]

Edit Condition

Expected year of entry is any of 2024/2025 [edit] [delete]

AND

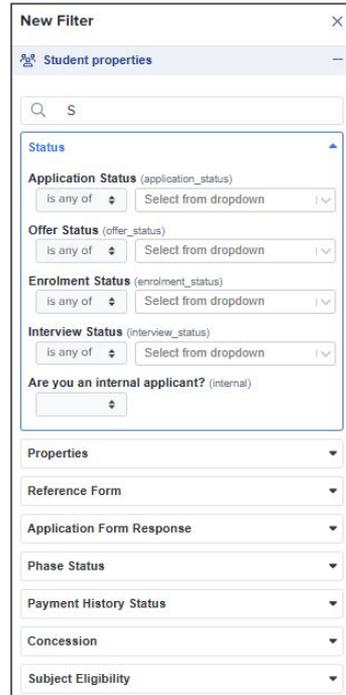
Offer Status is any of Accepted [edit] [delete]

+ AND

+ OR

Opening your form

By clicking on the funnel icon you can decide exactly who sees this phase based on set criteria for example:



New Filter [Close]

Student properties

Search: s

Status

- Application Status** (application_status)
is any of [dropdown] Select from dropdown [dropdown]
- Offer Status** (offer_status)
is any of [dropdown] Select from dropdown [dropdown]
- Enrolment Status** (enrolment_status)
is any of [dropdown] Select from dropdown [dropdown]
- Interview Status** (interview_status)
is any of [dropdown] Select from dropdown [dropdown]
- Are you an internal applicant?** (internal)
[dropdown]

Properties

- Reference Form [dropdown]
- Application Form Response [dropdown]
- Phase Status [dropdown]
- Payment History Status [dropdown]
- Concession [dropdown]
- Subject Eligibility [dropdown]



New Filter [Close]

Edit Condition

Expected year of entry is any of 2024/2025 [edit] [delete]

AND

Offer Status is any of Accepted [edit] [delete]

+ AND

+ OR

Post acceptance events



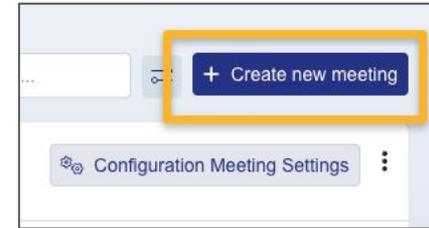
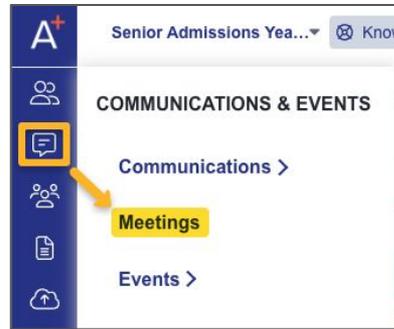
Post acceptance meetings

Remember - you can still utilise the meetings area in Admissions+ during the post acceptance period.

You can use this to invite pupils to induction days, parents to welcome events and any other meetings you may need with your new cohort.

Communications & Events > Meetings

Click the ***“Create new meeting”*** button



Post acceptance meetings

Hello Test Carolyne,

 **Test Carolyne Test Schowalter** Student

Form Status	Enrolled Subjects
Completed	A Level English, A Level Art and Design, A Level Business Studies
Offer status	Reserve Subjects
Offer Made	
Reference Status	
bounce	

GUIDANCE MEETINGS

These meetings will be to discuss your subject choices and suitability based on predicted grades

📅 **13/12/2023 15:30 - 15:45**

📍 Not available

Hello Test Brigitte,

 **Test Brigitte Test Stoltenberg** Student Co

Form Status	Enrolled Subjects
Completed	
Offer status	Reserve Subjects
Pending	
Reference Status	
Not Sent	

GUIDANCE MEETINGS

These meetings will be to discuss your subject choices and suitability based on predicted grades

Useful Information

Support Telephone Number: 0208 762 0882

- [Offer Contract Phase Setup](#)
- [Contract](#)
- [Offer Contract Phase - Bill Payer Settings](#)
- [Fee Data](#)
- [Adding a Configurable Note to the Footer of Bill Estimate](#)
- [How to link a document](#)
- [How to create a meeting](#)
- [How to manage meetings](#)
- [How to add staff](#)

The background features a central light blue hexagon. To its top-left is a light gray hexagon. To its top-right is an orange parallelogram. To its bottom-left is a dark blue hexagon. To its bottom-right is a light blue hexagon. Below the central hexagon is a small light blue hexagon.

Do you have any questions?



THANK YOU