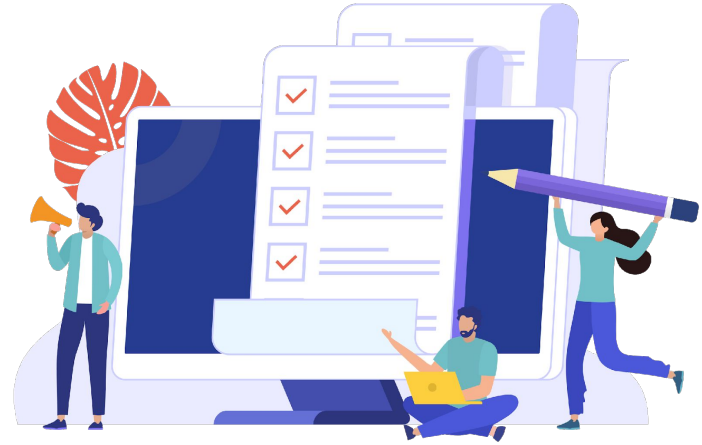


Preparing for your new cycle

In Year



How to close and archive your old form

Edit the visibility of your phases to **disable submissions** in your 2025 form (**Settings > Application Form**).

Name

Application Form

Description

☒ Visible to Staff on Student Profile

Internal Applicants

Lock form after submission ⓘ



Disable submissions ⓘ



External Applicants

Lock form after submission ⓘ



Disable submissions ⓘ



1. Account Creation

2. Application Form

Edit phase details, visibility settings and requirements



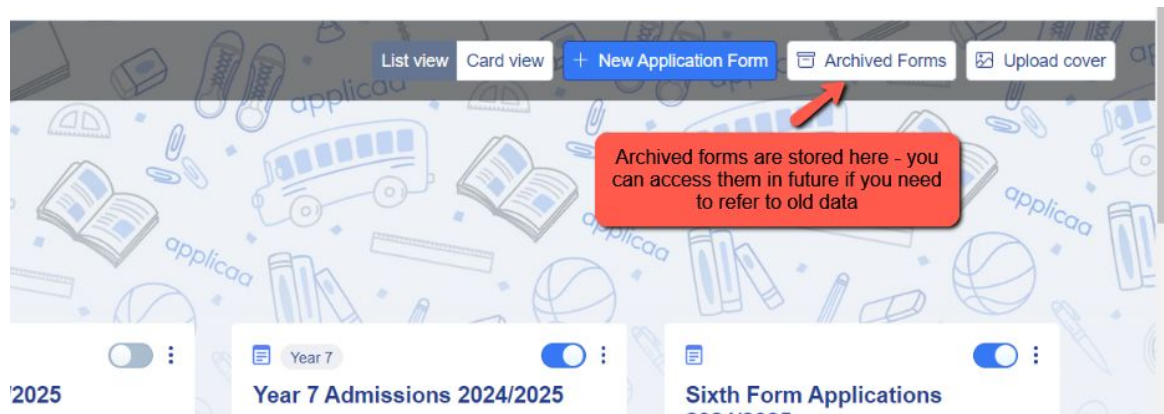
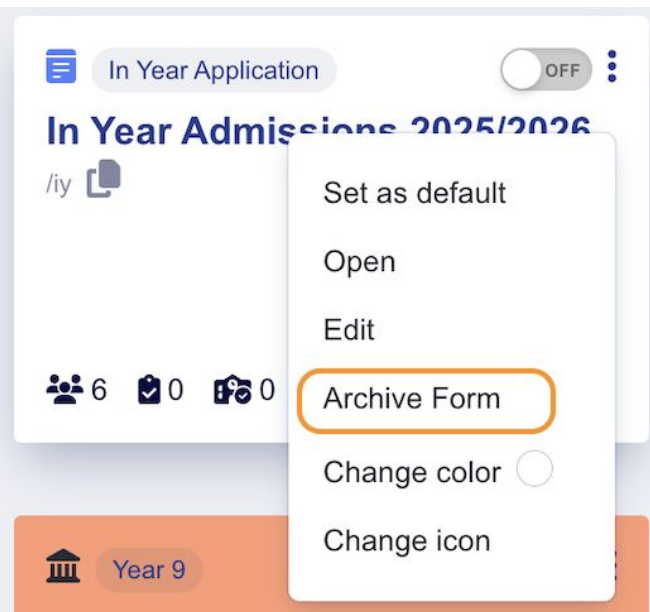
This will ensure no existing applications can be edited.

You could also turn all phases off if you wish, using the toggle switches.

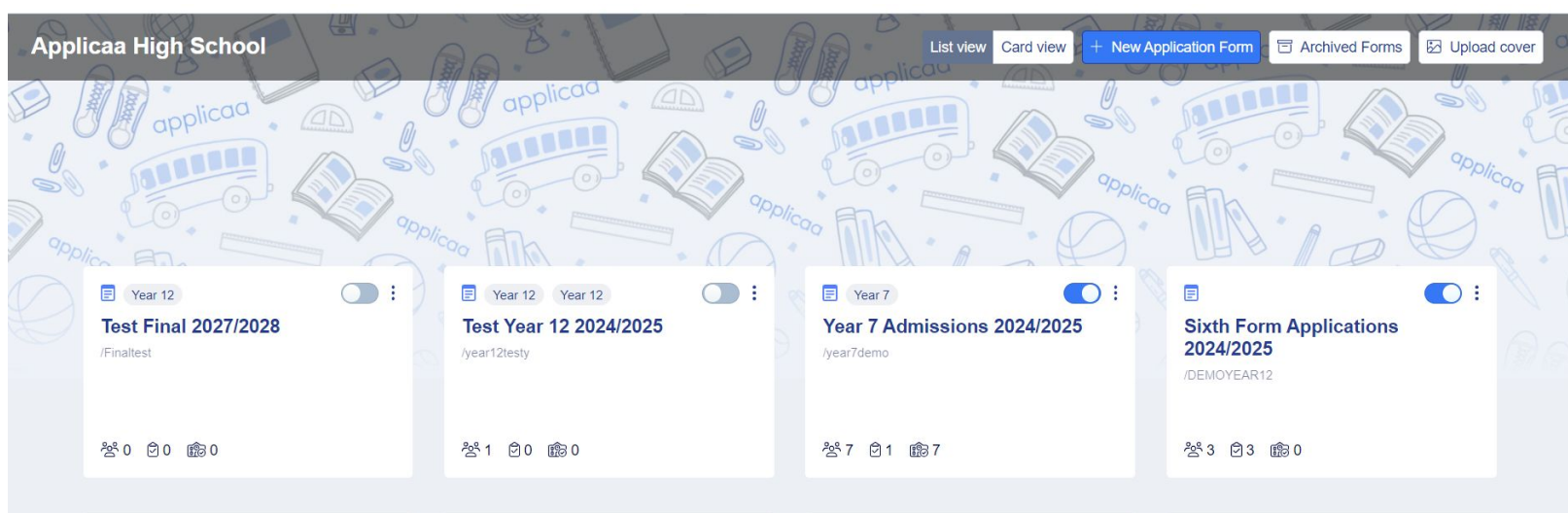


Ask Emma to **Disable the application form and disable submissions.**

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



Your forms area will look something like this.



Your new form will already have been created for you (cloned from your previous cycle) and you will see it in this area.

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



Capturing Leads

Parents will already be researching their options and you can capture their initial interest and keep them engaged if this forms part of your In-Year strategy. Read more [here](#).

You can prepare Enquiry forms to gather their information (**Parents & Enquiries > Enquiry Forms**) and track their engagement as the cycle progresses.

All EnquiriesParentsOrphaned ParentsEnquiry FormsDuplicates

Your forms0 total

+ Create New Form

Search by form name

Filter

All0 Published0 Registration0 Content Offer0 Draft

Card View

Table View

0 updates since 2 days ago

0 New

0 Engaged

0 Applied

0 Attention

View details

All Enquiries

List

Pipeline

0 unread

Mark all as read

Export

All Stages

All Approval

All Sources

All Staff

Year of Entry

All Terms

Year Groups

Activity

Search enquiries...

☐	Student	Family	Email	Year Group	Source	Status	Approval	Assigned	Last Activity	Action
☐	Do Dat	Jane Brown (Aunt) Siblings: Child1 Child1, Child2 Child2	Parent jane@google.com		Enquiry Form	New	Pending	Unassigned		E

Ask Emma to Set up an enquiry form.

Use your **Insights** area to track their journeys, and identify which leads are at risk so you can reignite their interest and keep them warm.

Summary

>> Pipeline

Map view

Feeder schools

Events

Reports

Admissions pipeline

Search by name or email...

Export

Event Guests400		Form Incomplete572		Awaiting Reference620		Form Completed1,078		Offer Made53		Offer Accepted	
Total value:400		Total value:572		Total value:620		Total value:1,078		Total value:53		Total value:	
Weighted (40%):160		Weighted (40%):229		Weighted (40%):248		Weighted (40%):431		Weighted (40%):21		Weighted (40%):	
4 R N/A • 785d Inactive		.. N/A • 0d 0		A7 A7 N/A • 35d 0		Year 12 • 35d 10		A11 Nguyen N/A • 35d 20		Adam Liddel Year 7 • 0d 0	
AA AA Year 1 • 2020/2021 • 1963d Inactive		A A Year 2 • 0d 0		Amanda Stepien N/A • 35d 0		A1 U1 N/A • 35d 10		Alex Stiles N/A • 0d 0		Alessio Cookson Year 12 • 0d 0	
AAA sfd In Year Application • 2023/2024 • 1660d Inactive		A6 Nguyen N/A • 35d 0		Ariel Bhosale N/A • 35d 0		A123 A123 N/A • 0d 0		Alfie Nicholson Prep 2 • 35d 10		Alex Jordan Year 12 • 0d 0	
ABC ABC Year 7 • 2023/2024 • 2005d Inactive		A9 Nguyen N/A • 35d 0		Aswan Dalwar N/A • 35d 0		Abigail Dahl Reception • 0d 0		ATF018 Test N/A • 35d 10		Alexis Abbott Year 7 • 0d 0	
Adam Haddon Year 12 • 2020/2021 • 2017d Inactive		Aaa Fff Nursery • 0d 0		Becky Georgiou N/A • 35d 0		Adam Barnes Year 7 • 0d 0		Benjamin Baggley Year 7 • 0d 0		Alicia Dixon Reception • 0d 0	
Adeola Odusanya N/A • 2022/2023 • 1142d Inactive											
ag ast N2 • 2023/2024 • 1505d Inactive											

How to open your new form

Navigate to **settings > application form** to ensure your application phase is visible to parents, and that submissions are enabled.

1. Account Creation

2. Application Form



This phase is currently disabled.
Click to enable

1. Account Creation

2. Application Form



Edit phase details, visibility settings and requirements

Internal Applicants

Lock form after submission ⓘ ☒

Disable submissions ⓘ ☐

External Applicants

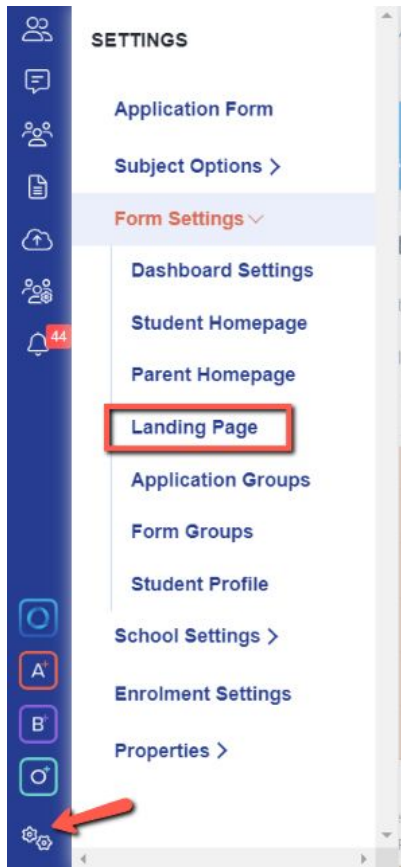
Lock form after submission ⓘ ☒

Disable submissions ⓘ ☐



Ask Emma to **Check the application form is enabled and able to receive submissions.**

Editing your landing page and other messages



Navigate to **settings > form settings > landing page**.

Here you can edit your initial message to students.

You can also add a pop-up notification - perhaps to tell them when the new cycle will open?

You can also update any images here as needed - check they are still accurate and up-to-date.



Ask Emma to **Update the wording on landing page.**

If parents apply via the Local Authority:

Choose the setting shown here on your landing page - it should already be selected if you have cloned from a Year 7 or Reception form, or from last year's In Year form.

Landing Page Settings

First of all, choose your landing page configuration mode:

- ☐ Only students can register ?
- ☐ Students & Parents can register ?
- ☒ Students and parents cannot self register, they must be imported by staff ?
- ☐ Only parents can register ?
- ☐ New Application area hidden completely

If parents apply directly to your school:

Choose the setting shown here on your landing page - this will enable them to create their own accounts.

Landing Page Settings

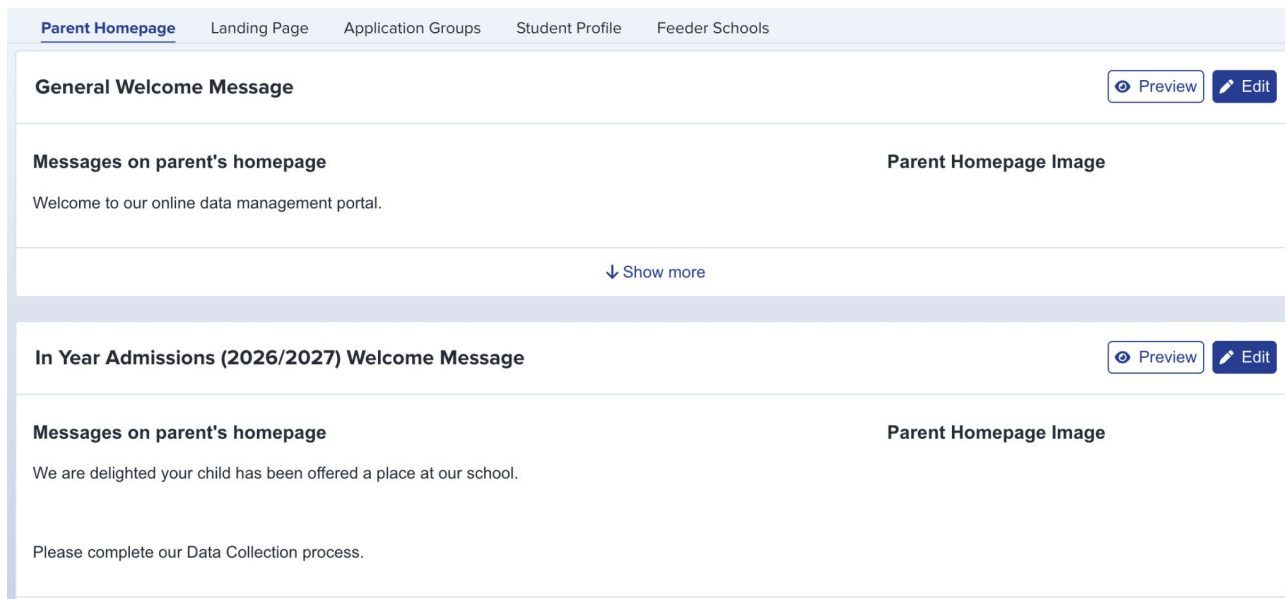
First of all, choose your landing page configuration mode:

- ☐ Only students can register ?
- ☐ Students & Parents can register ?
- ☐ Students and parents cannot self register, they must be imported by staff ?
- ☒ Only parents can register ?
- ☐ New Application area hidden completely

Editing your Parent Homepage

Navigate to **(Settings > Form Settings > Parent Homepage)**. You can add a general message, and a welcome message specific to the intake you are currently working on - this is what they will see when they first log in!

You can use the “preview” function to see it from their perspective.



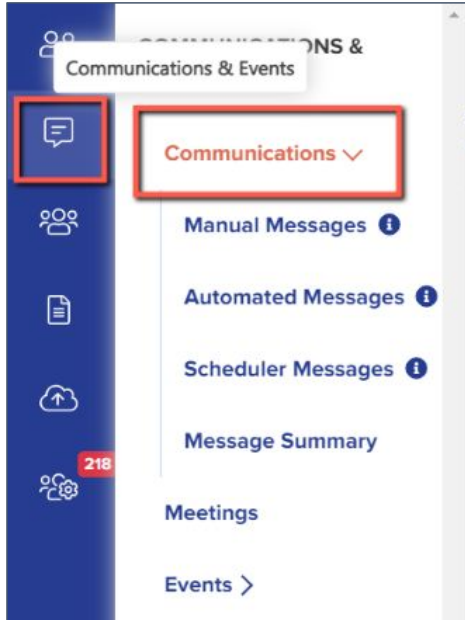
The screenshot shows a web interface for editing the Parent Homepage. At the top, there is a navigation bar with tabs: **Parent Homepage** (selected), Landing Page, Application Groups, Student Profile, and Feeder Schools. Below the navigation bar, the interface is divided into two main sections. The first section is titled "General Welcome Message" and has "Preview" and "Edit" buttons. Below this, there is a "Messages on parent's homepage" section with the text "Welcome to our online data management portal." and a "Parent Homepage Image" placeholder. A "Show more" link is visible below the messages. The second section is titled "In Year Admissions (2026/2027) Welcome Message" and also has "Preview" and "Edit" buttons. Below this, there is another "Messages on parent's homepage" section with the text "We are delighted your child has been offered a place at our school." and a "Parent Homepage Image" placeholder. At the bottom of the messages section, there is a text input field with the placeholder text "Please complete our Data Collection process."



Ask Emma to **Update the wording on parent homepage.**

Checking your email templates

The email templates area is really useful and can automate a lot of your processes! There are several automated emails you will need to check - you can preview and edit them by scrolling right on the table.



Created when	Repeat	Enable	Actions
			  
			  
to interview	N/A		   

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

Check all active emails to make sure the wording is appropriate for your setting and cycle - especially if you used any date-specific wording last time!



Ask Emma to **Help me check the parent welcome email.**

Priorities for checking ahead of launch:

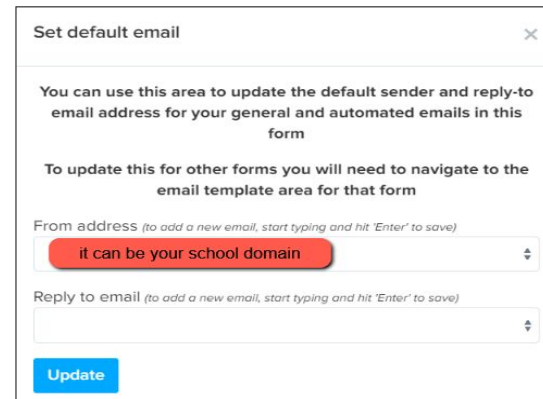
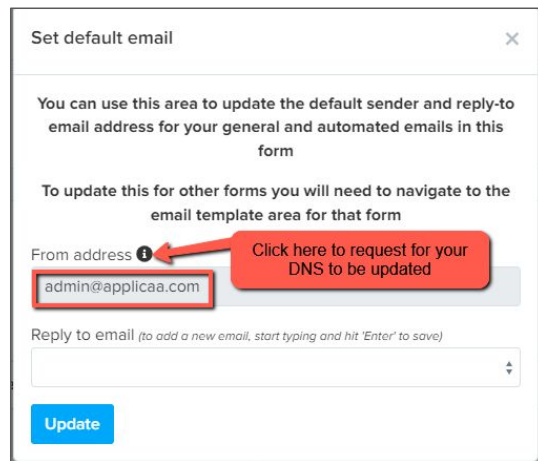
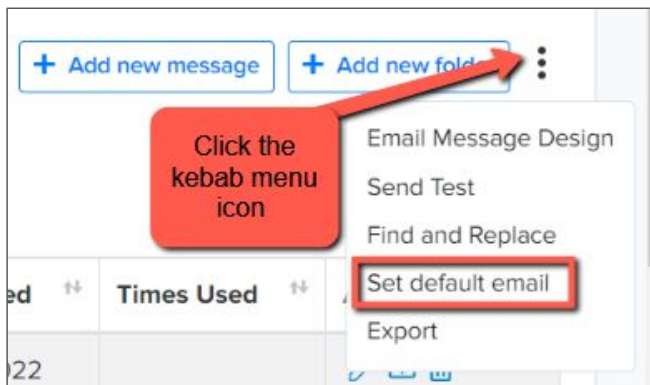
✉	Parent Confirmation Instructions	Welcome to Green Abbey School's Online Application Form	admin@applicaa.com	Parent	Parent	Registration	Parent confirmation instructions
✉	Parent Welcome	Welcome to Putney High School	test@applicaa.com	Parent	Staff	Registration	Parent welcome
✉	Notify Parent Application Complete	{{STUDENT_FIRST_NAME}} {{STUDENT_LAST_NAME}} has completed their application to Green Abbey School	admin@applicaa.com	Parent	Parent, Applicant	Application Form	Notify parent application complete

Parent Confirmation Instructions would be sent to a parent if your setup is that they apply directly to you; they would self-register and verify their account.

Parent Welcome would be sent to a parent if your setup is that parents apply via the Local Authority and would only be given access to your system once a place has been confirmed. You would create their account for them and send them this email, which contains their login credentials.

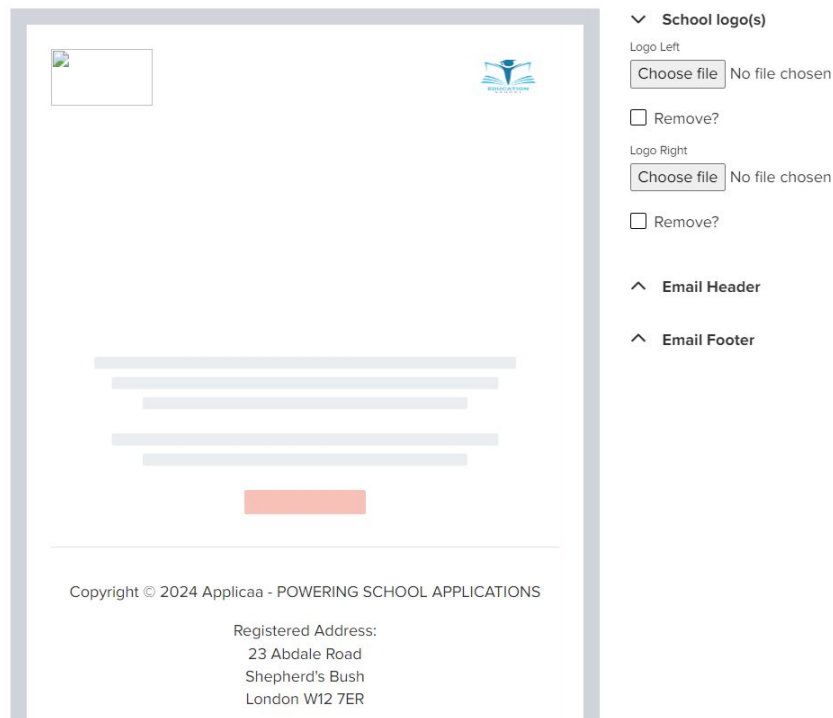
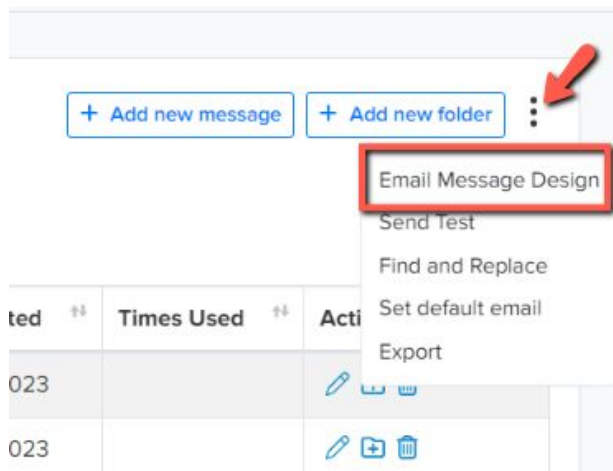
You can also prepare **manual templates** for sending now or in the future - applicant engagement is key!

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



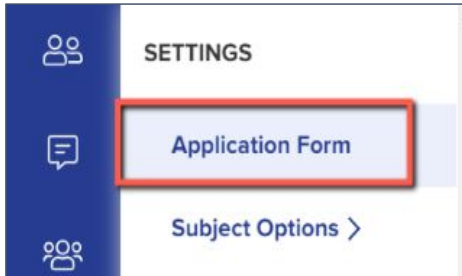
If you are seeing “admin@applicaa.com” in the From address, this means you have not requested a DNS update. You can request this by clicking this icon and adding the details for your IT Manager - it will then mean you can send emails from your own school domain!

Customise your email templates in bulk - add a header and footer, and your school logos.



Your application phases and settings

Navigate to **settings > application form** and disable any phases not in use (offers/meetings if not using).



Customise Application Journey

All Phases

Sort Phases

Build your student application process step by step. Arrange phases in order, choose what students can see, and add your school's requirements. Your changes save automatically.

1. Account Creation

Disable this phase

2. Offer

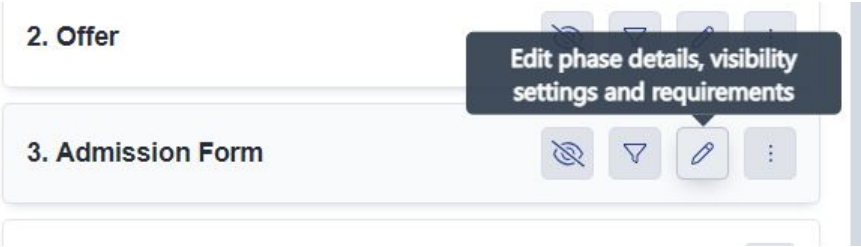
3. Admission Form

4. Meeting



Ask Emma to
Disable all phases
except the
application form.

You can also rename the Application Form phase to something more appropriate for your intake, if you like:



Edit Phase: Admission Form



Name

Admission Form

☒ Visible to Staff on Student Profile

Internal Applicants

Lock form after submission ⓘ

☒

Disable submissions ⓘ

☐

External Applicants

Lock form after submission ⓘ

☒

Disable submissions ⓘ

☐

☐ Stand alone ⓘ

☐ Trigger by condition

Close

Update Phase

Make any changes to questions/fields - have you got new User Defined Fields to add in? Are there questions you wish you'd asked applicants last cycle? Now is the time to add those in!

Navigate to **settings > application form** and click on the name of a step to open it, and then select **I want to make more changes** in order to add or amend.

Customise Application Journey

Switch to old view

Click any phase below to open it and customise the steps students will complete. Add ones to fit your school's process.

1. ACCOUNT CREATION 3 steps

2. OFFER 0 steps

3. ADMISSION FORM 9 steps

Visible to Student

Step 1: Student Basic Details

Step 2: Support Information

Step 3: Agreement

Student Basic Details

Enable for

ON Internal ON External

Settings that apply to ALL applicants

1. Would you like to collect phone numbers from applicants during registration?

Internal External
☒ Yes ☒ Yes
☐ No ☐ No

2. Which number would you like to collect from

Allowing new registrations OFF

Open Full View

Preview this step Internal Student External Student

Student Basic Details

Please upload a recent passport-style photograph of yourself Max 250MB



Legal First Name*

Legal Last Name*

I want to make more changes

Click “+ New Question” and you will be prompted to choose what you would like to add.

Pre-defined questions and UDFs can write back to your MIS, so they are great for capturing data that you don’t have to manually input.

You can also add questions in as “Custom Questions” - these will NOT write back to your MIS.

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

Question	MIS export	Internal	External	Visible on Profile	Actions
Please upload a recent passport-style photograph of yourself	☒	☒	☒	☒	
Legal First Name	☒	☒	☒	☒	

Add a new question



Pre-defined Question & Fields

MIS Compatible



Custom Question

Non-MIS Compatible

Explanation Text Block

Add paragraphs to the form so you can explain more details to applicants.

Sim User Defined Fields

☐ student date	sims_udf_45	Date Picker	SIMS
☐ Test UDF	sims_udf_4018	Dropdown Single Select	SIMS



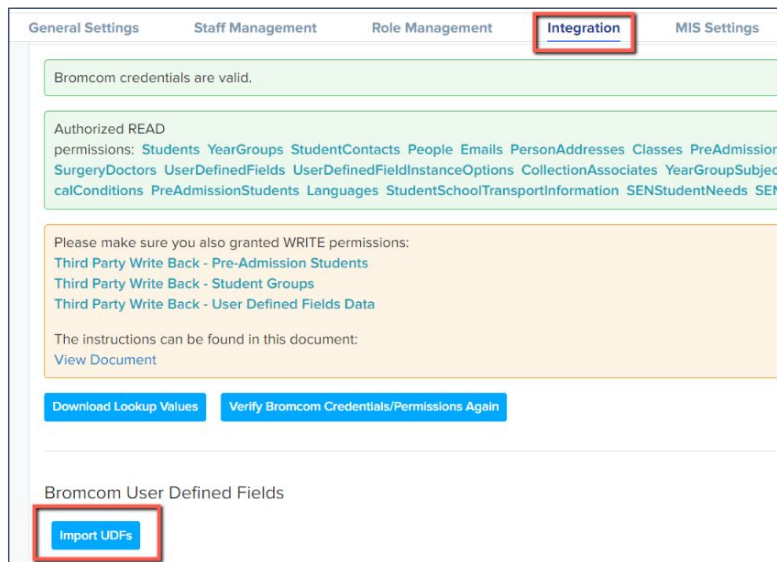
Ask Emma to Add a new question to the form.

Not seeing your **User Defined Fields**? This will mean you need to make an update in your MIS first and then re-integrate!

Add your UDFs in your MIS and ensure they are active, then:

For SIMS, log into the A+ SIMS App - it will scan for updates and ask you to carry the updates over into A+.

For cloud-based MIS, go to settings > school settings > integration and click to Import UDFs.



The screenshot shows the 'Integration' tab in the A+ SIMS App settings. The 'Integration' tab is highlighted with a red box. Below the tabs, there is a green box stating 'Bromcom credentials are valid.' and a green box listing 'Authorized READ permissions: Students YearGroups StudentContacts People Emails PersonAddresses Classes PreAdmission SurgeryDoctors UserDefinedFields UserDefinedFieldInstanceOptions CollectionAssociates YearGroupSubjectCalConditions PreAdmissionStudents Languages StudentSchoolTransportInformation SENStudentNeeds SEN'. Below these is an orange box with instructions to grant 'WRITE permissions: Third Party Write Back - Pre-Admission Students, Third Party Write Back - Student Groups, Third Party Write Back - User Defined Fields Data'. At the bottom, there is a section titled 'Bromcom User Defined Fields' with a red box around the 'Import UDFs' button.

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

Bromcom credentials are valid.

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

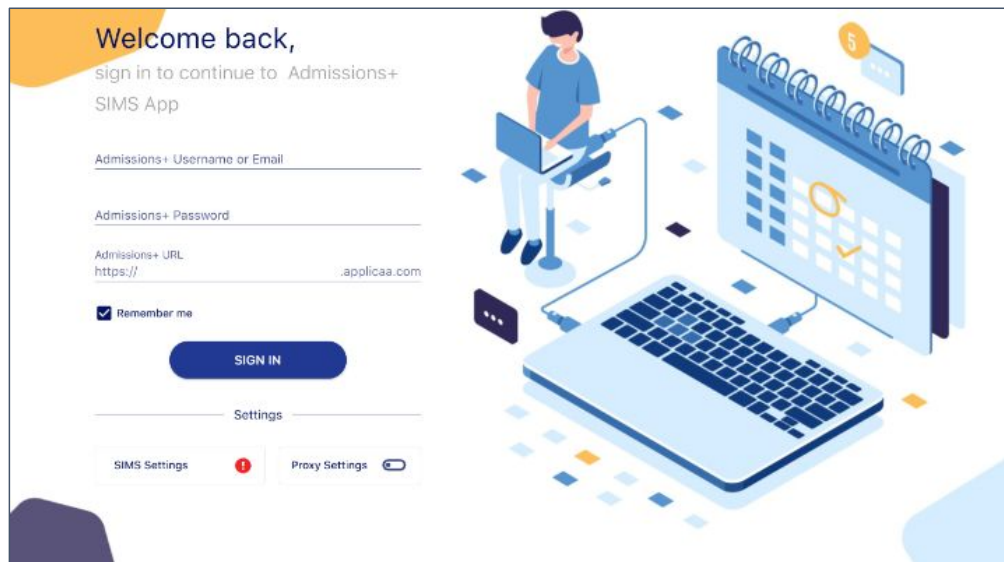
Please make sure you also granted WRITE permissions:
Third Party Write Back - Pre-Admission Students
Third Party Write Back - Student Groups
Third Party Write Back - User Defined Fields Data

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

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

Bromcom User Defined Fields

[Import UDFs](#)



The screenshot shows the login screen of the A+ SIMS App. It features a 'Welcome back,' message and a sign-in prompt. The login form includes fields for 'Admissions+ Username or Email', 'Admissions+ Password', and 'Admissions+ URL' (with a placeholder 'https://.aplica.com'). There is a 'Remember me' checkbox and a 'SIGN IN' button. Below the login form, there is a 'Settings' section with 'SIMS Settings' (indicated by a red exclamation mark icon) and 'Proxy Settings' (indicated by a toggle switch). The background of the login screen features an illustration of a person sitting at a desk with a laptop, a calendar, and a smartphone.

Welcome back,
sign in to continue to Admissions+
SIMS App

Admissions+ Username or Email

Admissions+ Password

Admissions+ URL
https://.aplica.com

☒ Remember me

[SIGN IN](#)

Settings

SIMS Settings  Proxy Settings 

SIMS In Touch:

This field is NOT active by default on Admissions+ but if you use it, it is available to add into your application form - once you have added it once, it will remain there year after year.

If you use In Touch and would like to activate that field so it writes back to SIMS:

- go to the Parent/Carer step of your application form
- Click + New Question
- Click parent/carer contact details and select the In Touch question to add it to your form

Add an MIS compatible question

×

Q after

1 results found

Please select question type to add, you can also select multiple options:

Question	Property Code	Question Type	MIS
▼ Parent/Carer contact details			
After the child starts school, this contact should receive school communications via our parent mail system ie. emails and SMS text messages (for example absence messages, trip notifications, general information emails etc) ☐	in_touch_communication	Dropdown Single Select	SIMS

Policies do not copy over from your previous form. This is to encourage you to ensure the newest versions of your policies are shared with applicants each cycle. You can add as many policies as needed to the Agreement step of your form.

Agreement

Enable for

ON

 Internal

ON

 External

Settings that apply to ALL applicants

1. Would you like applicants to agree to specific policies (e.g., Home School Agreement, Uniform Policy, ICT Policy)? If you select “yes,” you will be able to upload the policies below.

Internal	External
☐ Yes	☒ Yes
☒ No	☐ No

Add a new policy

Policy title *

Click “Choose file” to attach the policy document *

Choose file

No file chosen

Upload

Biometrics

ICT Policy





Navigate to **Settings > Properties > Field Format Configuration** to configure your **properties** so they are correctly formatted for transfer to your MIS.

Properties

Properties

Calculated Properties

Property Groups

Field Format Configuration

Field Format Configuration ⓘ

ⓘ Format settings configured here will apply to both student and parent/guardian forms where applicable. Changes take effect for new submissions.

Name Field Properties Applies to both parent & student

First Name

Capitalise First Letter of Every Word

Preview: **John Doe**

Middle Name

Capitalise First Letter of Every Word

Preview: **William Doe**

Last Name

Capitalise First Letter of Every Word

Preview: **Smith Doe**

Preferred First Name Student only

Capitalise First Letter of Every Word

Preview: **Johnny Doe**

Preferred Last Name Student only

Capitalise First Letter of Every Word

Preview: **Smithy Doe**

Phone Number Field Properties

Phone Number

11 digits

Preview: **07123456789**

Configure your **Feeder Schools** to minimise instances of parents selecting the wrong school from the list!

Navigate to **settings > form settings > feeder schools**.

Here's a [guide](#) to our feeder schools area.

You can control which schools are visible to parents completing your forms, to ensure they choose the correct school (local to you), rather than a similarly-named school elsewhere!

Feeder Schools

Import from CSV

New School

Only show feeder schools ☐

Search for school by Name, Postcode...

Show 25 per page. 1 to 25 of 32,358 entries

Prev

1

2

3

4

5

...

1295

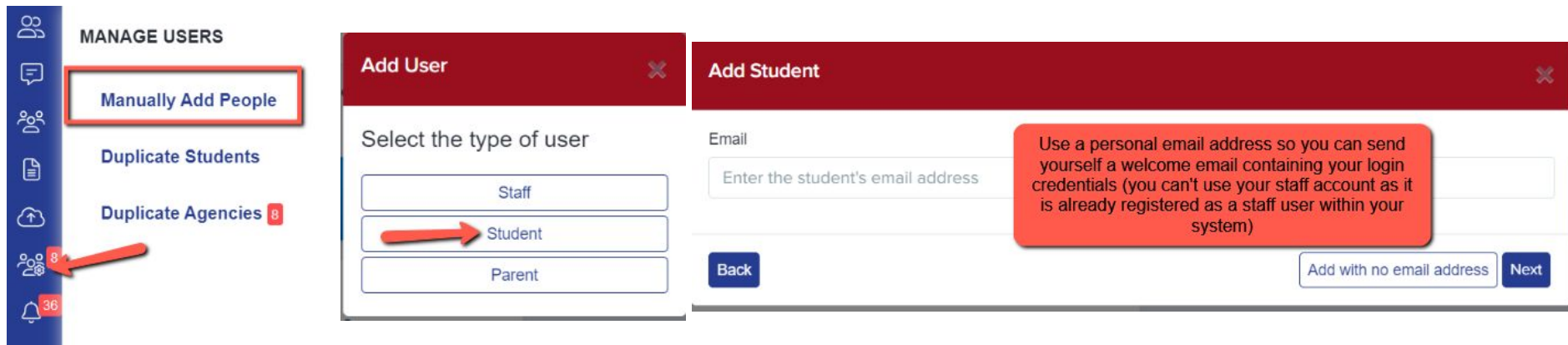
Next

School Name	Establishment Number	Establishment Status	Local Authority Name	Local Authority Code	Postcode	Contact Email	Is feeder school?
16-19 Abingdon Feeder School	4901	Open	Oxfordshire	931			ON
1st Place Children and Parents' Centre Feeder School		Open	Southwark	210	SE5 0RN		ON

Generate a test student to practice with (**settings > application form > create test application**):



Make yourself an account and complete the whole application process to try it out from the perspective of an applicant:



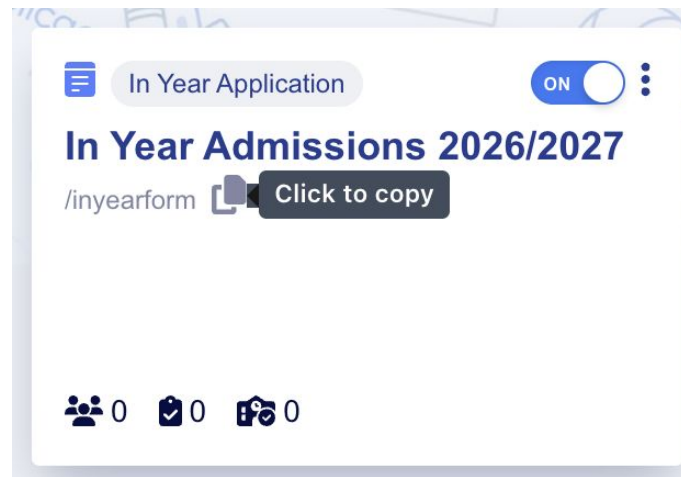
Adding the new link to your website

You can obtain the link to your new form and add it to your website - this will be particularly helpful if parents apply directly to you.

Navigate to the blue wording in the upper left hand corner and click to access your forms area



Here, you can “click to copy” and share as needed.



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

Nursery Applications Admissions ... Knowledge Base

Enter 3 or more letters to search...

Overview

Reports

Recent Activities

Application Groups

Tasks

Calendar

All Activities

Group Link

Phase status details

ApplicationOffersEnrolments

Status ⓘ

Incomplete (6)

Awaiting Reference (0)

Completed (3)

Declined (0)

Internal

0

0

0

0

External

6

0

3

0

Change Application Status

Make Offer

Change Offer Status

Change Enrolment Status

Change Internal Status

Change Phase Status

Add to group

Remove from group

Communications

Reset Passw

Change Colour

Bulk Update

Add to interview

Export To PDF ⓘ

Confirm Account

Showing 1 to 7 of 7 entries

7 rows selected

Show 10 entries

☒	ID	Student Code	First Name	Last Name	Birthday	Gender	Email/Username
☒	20	NU7M	Deesha	Assani	05/07/2010	Female	kalpnabhudia@yahoo
☒	21	JQNX	Deesha	Assani	05/07/2010	Female	mitesh.assani@gmail
☒	22	852X	Deesha	Assani	05/07/2010	Female	kalpna.assani@gmail.com

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

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

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

Send Email

Send SMS

Send Reference Requests

Send Custom Email to Referee

Send Notification

Send Student Welcome Email

Send Parent Welcome Email

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

Create New Template Discard & Exit

Set Up

Advanced Settings

Email Template

Communication Type *

Email

Template Name *

Incomplete

Subject Header *

Please complete admission form

Target Audience *

Parent

Sender Email *

admin@aplicaa.com

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

admin@aplicaa.com

Template Description

Enter a description here to help you remember what this for

Next →

Set your parameters and move through the wizard to create the email you would like to send.

The system will then send it for you to anyone who fulfils the criteria.

Set up how would like to send this email here

When applicant does what? *

Automatically when an applicant does something

When applicant does what? *

Has been incomplete for certain amount of time

Select phase applied to *

Application Form

This may say "admission form" depending on your settings from earlier

Send after

5

day(s)

0

hour(s)

0

minute(s)

☒ Repeat email after every

5

day(s) until they submit

← Back

Next →

Importing Data to your MIS

The process of importing your completed data into your MIS varies, depending which MIS you use.

Check the relevant guide on our [Knowledge Base](#) to follow the steps specific to your MIS.

If you have any difficulties please call us on 020 3667 0764.

Transferring data to and from your MIS

Checks to make ahead of exporting data to your MIS

Data Transfer - SIMS

Data Transfer - Arbor

Data Transfer - Bromcom

Data Transfer - iSAMS

See more ▼

Update Staff Users

Check your list of staff users, particularly if you have had a change in personnel over the summer.

Ensure any staff who no longer work there are removed, and that new colleagues are added.

Set your Key Contacts - anyone set as a Key Contact will receive information from us such as important system updates, invitations to events etc (we send these by email).

Users

[Permission](#) [Reset password](#) [Send Welcome Email](#) [Disable](#) [Enable](#) [Delete](#) [Import users](#) [+ Add User Manually](#)

Search in table

Show 50 entries 1 to 45 of 45 entries

Prev 1 Next

	Name	Email Address	Job Role	Role	Key Contact	Status	Welcome Email
☒	Test: A1	oanh+1staffa@aplica.com	Admissions Manager / Director	View All		Deactivated	Not sent

Job Role:

Admissions Manager / Director

Permission:

Admissions

☒ Key contact

☒ Enable staff

Form types they can access

☒ all

☐ specific

Cancel

Update

A+

Year 12 Admissions Admissions Y

SETTINGS

[Application Form](#)

[Subject Options >](#)

[Form Settings >](#)

[School Settings v](#)

[General Settings](#)

[Users](#)

[Permissions](#)

[Integration](#)

[Payment & Fees](#)

[Unsubscriptions](#)

[FAQs](#)

[Address Mapping](#)

[Enrolment Settings](#)



THANK YOU