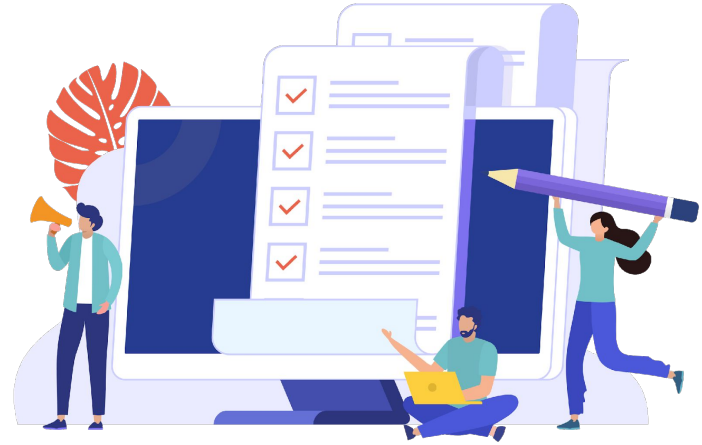


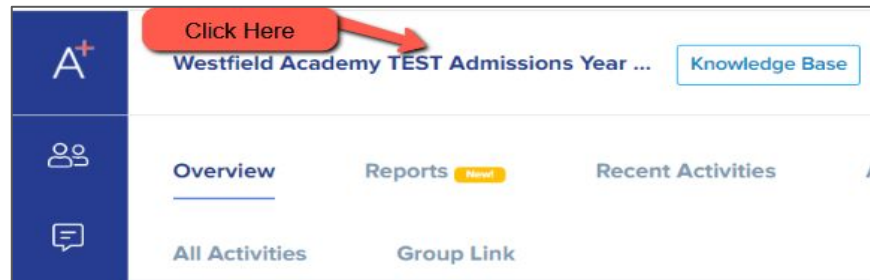
Setting up your new cycle

In Year

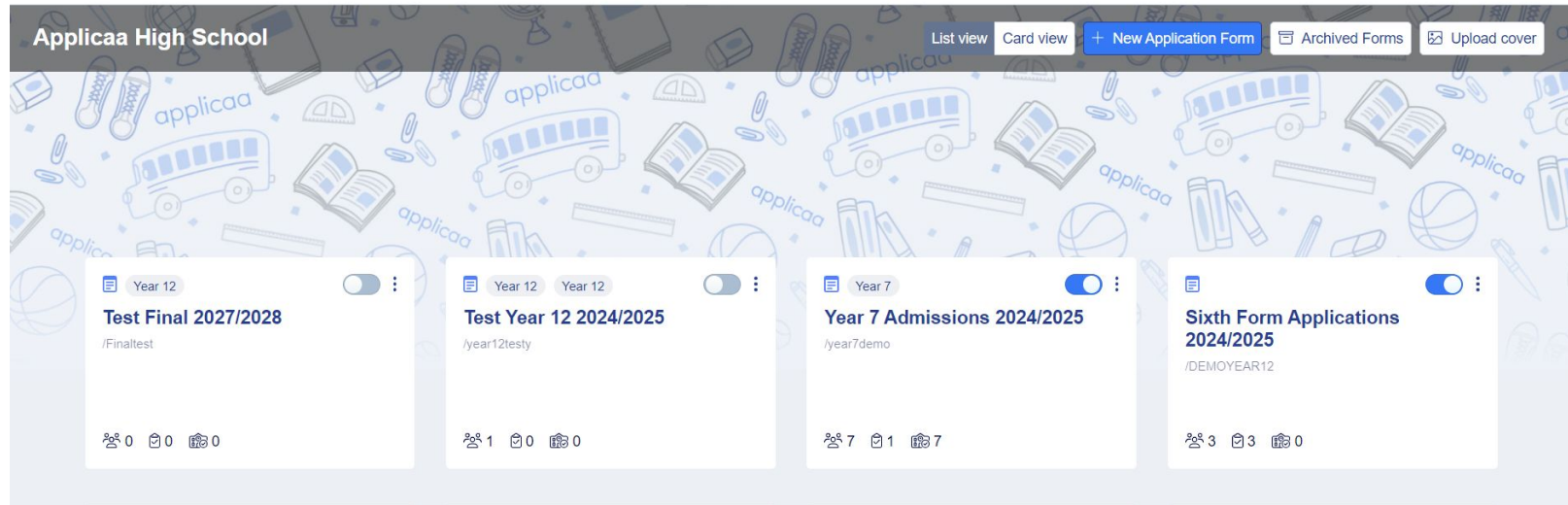


How to see your new form

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



Your forms area will appear and 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.

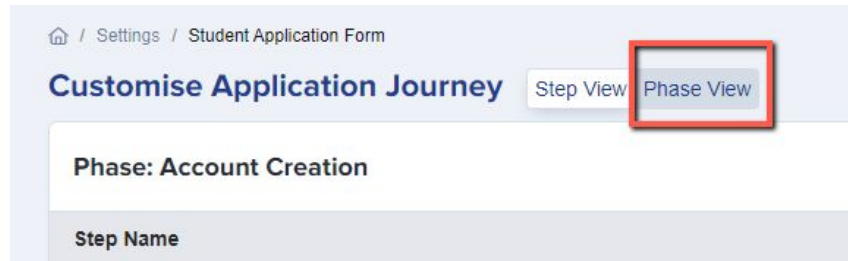
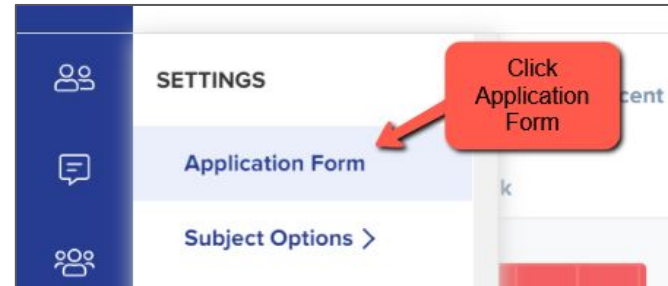
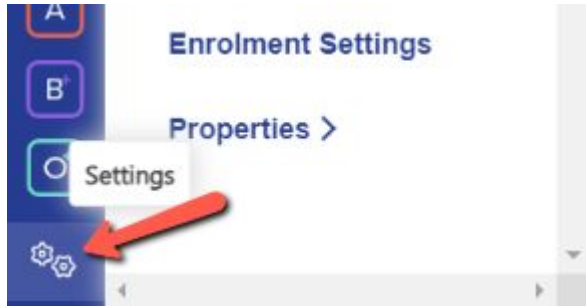


How to close your old form

Now that the previous cycle has finished, you don't want parents completing anything on that form.

Click on the name of your 2023 form in your forms area to access the dashboard.

Navigate to settings > application form > phase view.



Within phase view, click the pencil icon for your application form; turn on “disable submissions”.

This will ensure no existing forms can be edited on your old form - that data is now all managed within your MIS.

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

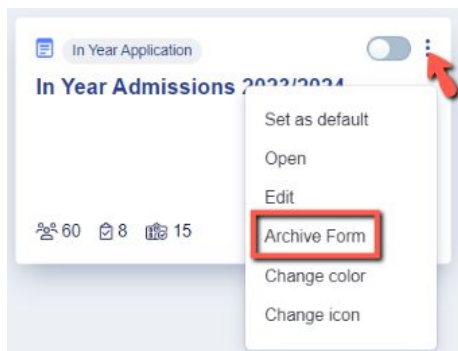
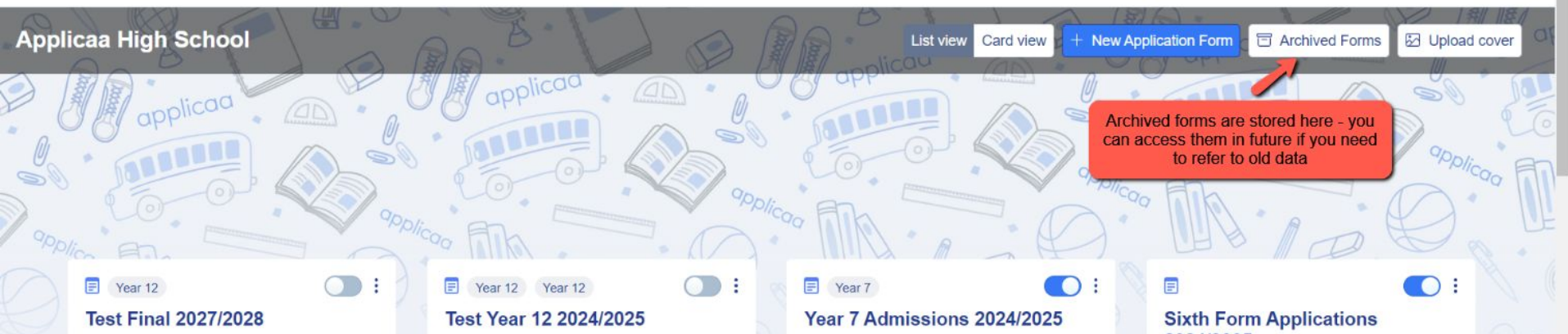
The screenshot displays the 'Customise Application Journey' interface with the 'Phase View' tab selected. The table below shows the application phases. A callout box highlights the 'Disable submissions' toggle switch, which is currently turned off, and instructs the user to 'Click to turn on'.

Phase	Category	Visible to Applicants	Visible to staff on Applicant Profile	Filter	Action
2. Application Form	Form Questions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Filter Summary: Updated Students	

Disable submissions

☐ Stand alone

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



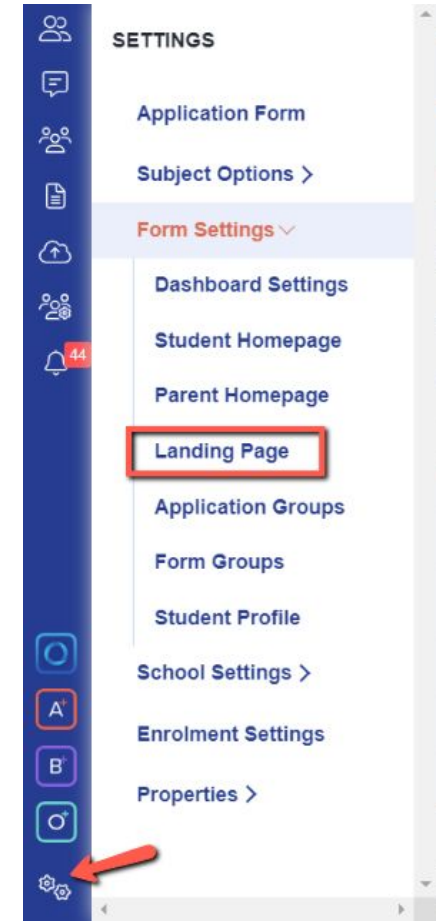
Editing your landing page and other messages

Navigate to settings > form settings > landing page.

Click the **“edit”** button to make changes.

Here you can edit your initial message to parents by clicking “customise texts and buttons”.

You can also update any images here as needed, under “general settings” - ensure your logos and images are up-to-date.



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:

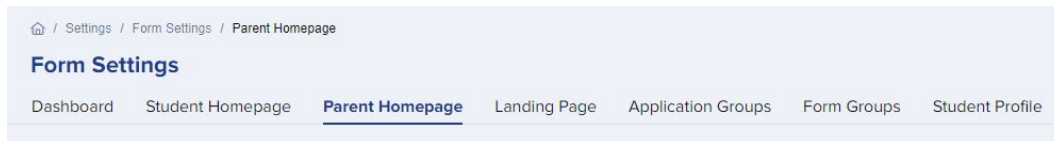
Choose the setting shown here on your landing page

Landing Page Settings

First of all, choose your landing page configuration mode:

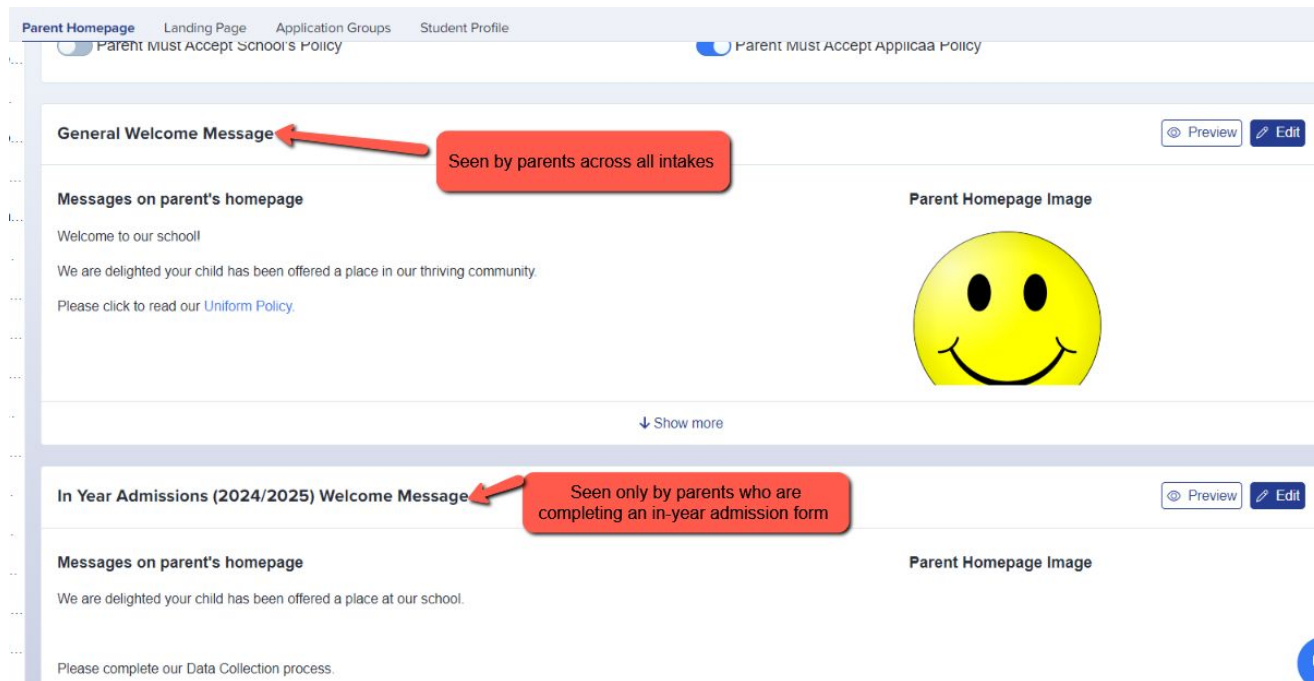
- ☐ Only students can register ?
- ☐ Students & Parents can register ?
- ☐ Students and parents cannot self register, they must be imported by staff ?
- ☒ Only parents can register ?
- ☐ New Application area hidden completely

Editing your Parent Homepage



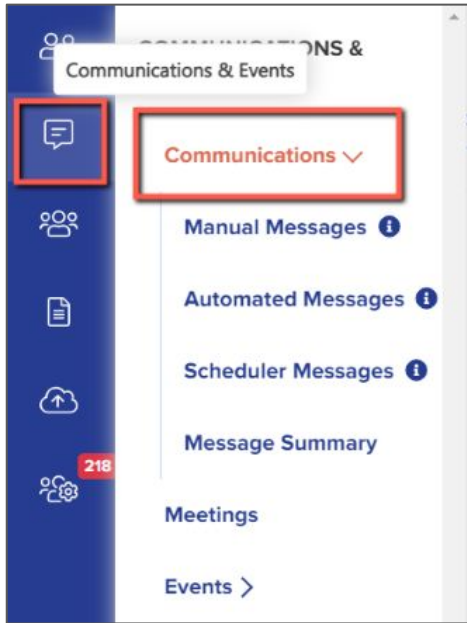
(settings > form settings > parent homepage)

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



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

A screenshot of a table showing email templates. The table has four columns: 'Created when', 'Repeat', 'Enable', and 'Actions'. The 'Actions' column contains icons for editing, moving to folder, and deleting. A red callout box with an arrow points to these icons, stating: 'You can edit, move to folder and delete using these icons'. The table shows several rows, with the last row containing the text 'to interview' and 'N/A'.

Top Tip: check all active emails to make sure the wording is appropriate for your setting - ensure there is no "Post 16" wording in your templates and that emails are being sent from an appropriate address.

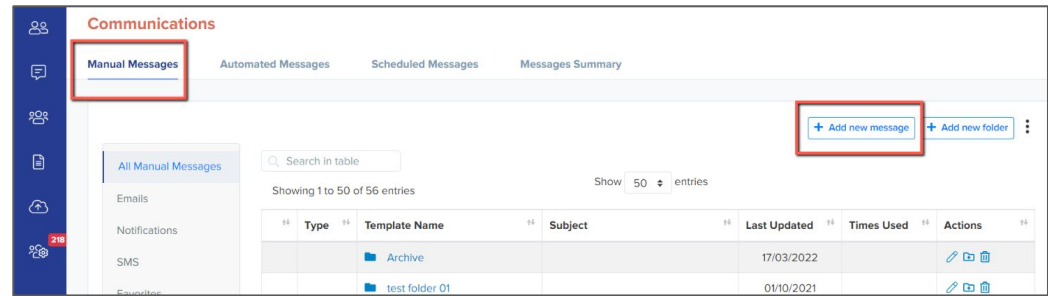
Priorities for checking ahead of launch:

✉	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

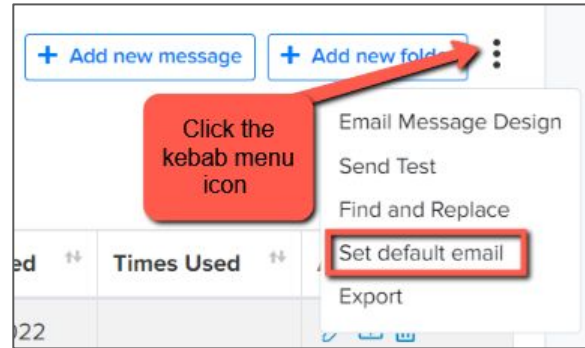
Parent Confirmation Instructions would be sent to a parent if your setup is that they apply directly to you; they would self-register and verify their account.

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.

Create any manual templates now so they are set and ready to use later on in the cycle - future you will be grateful!




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



Set default email

You can use this area to update the default sender and reply-to email address for your general and automated emails in this form

To update this for other forms you will need to navigate to the email template area for that form

From address  Click here to request for your DNS to be updated

admin@appliance.com

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

Update

Set default email

You can use this area to update the default sender and reply-to email address for your general and automated emails in this form

To update this for other forms you will need to navigate to the email template area for that form

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

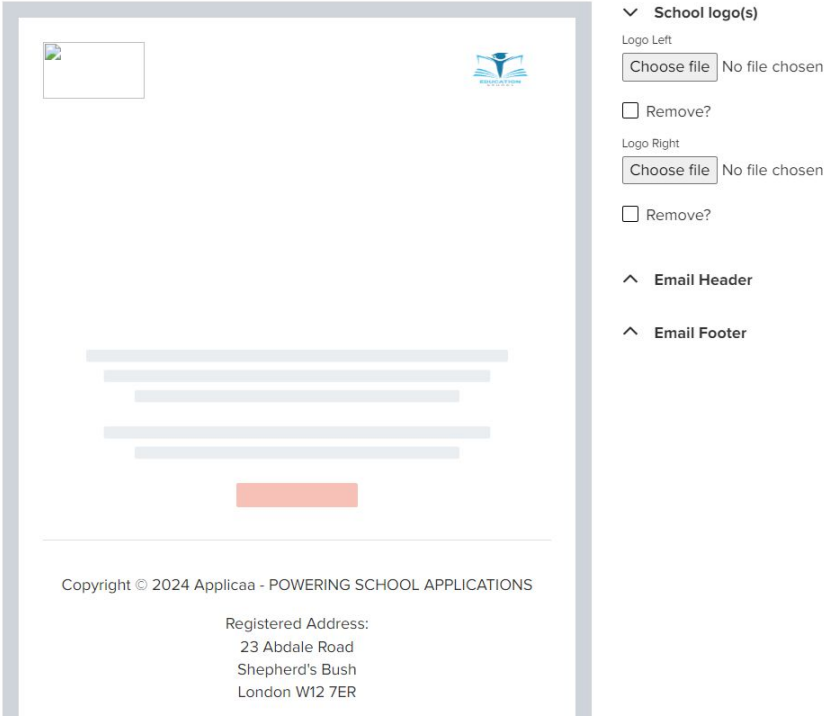
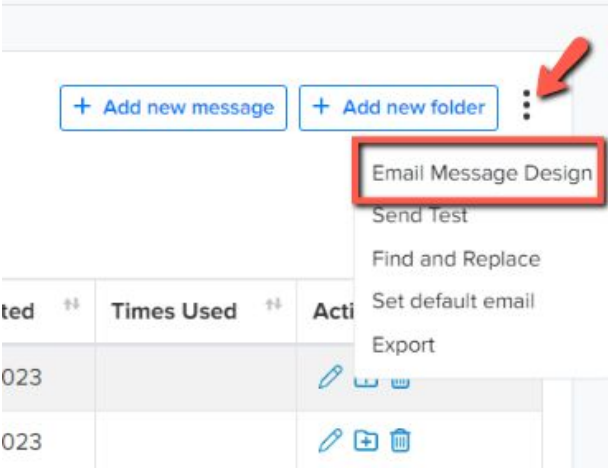
it can be your school domain

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

Update

If you are seeing "admin@appliance.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.



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



































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

Mail Merge Field

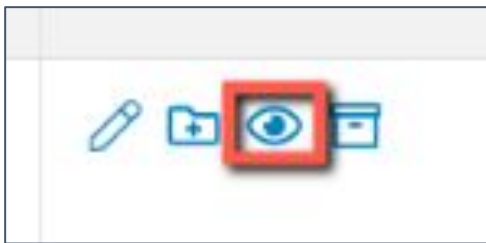
Contact First Name

x

Insert Field

Paragraph **B** U *I*                                  

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



Preview Communication



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

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

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

Please use the log in details and link below:

Below is your login details for {{SCHOOL_NAME}}

Email: {{CONTACT_EMAIL}}

Password: {{CONTACT_PASSWORD}}

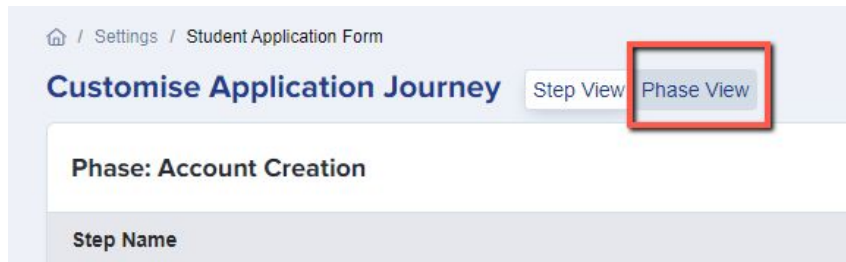
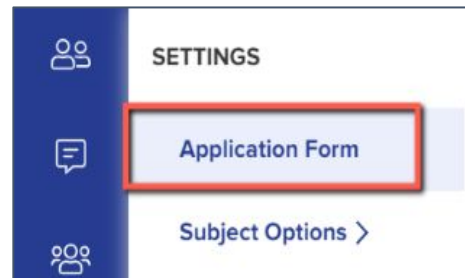
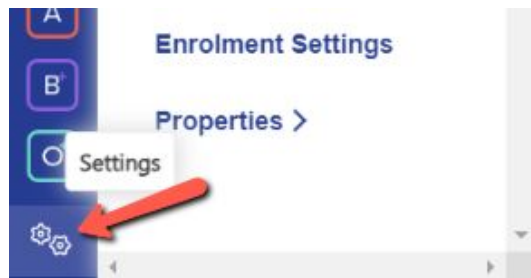
Website: {{LINK}}

We look forward to hearing from you.

Kind regards

Your application phases and settings

Navigate to settings > application form > phase view and turn on the phases appropriate for your process (could be all three if parents apply to you directly, or just the admission form).



You should also check the names of your phases to ensure they are appropriate to your intake. You can customise them yourself by clicking the pencil icons:

Customise Application Journey

Step ViewPhase View

Global Form Settings+ Create Test Application

All Application Phases

Sort Phases+ New Phase

Phases	Category	Actions
2. Application Form	Form Questions	<div><div></div><div></div></div>
3. Offer	Offer	<div><div></div><div></div></div>
4. Enrolment Form	Enrolment	<div><div></div><div></div></div>

Edit Step: Application Form

Name

Admission Form

Description

Internal Applicants

Lock form after submission

Disable submissions

External Applicants

Lock form after submission

Disable submissions

Stand alone

Trigger by condition

Save

Within step view, 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.

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

UDFs can write back to your MIS, so they are great for capturing extra data that you don't have to manually input - you'll find them under “Pre-defined questions and fields”.

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](#).

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.

▼ Sims User Defined Fields

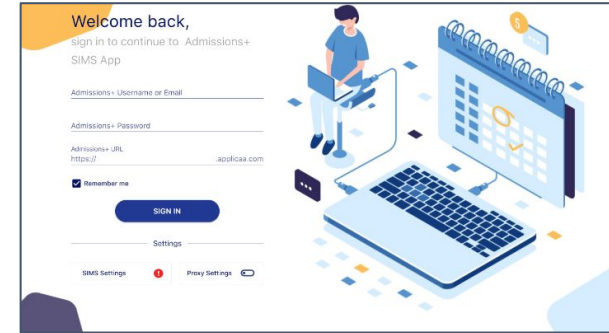
<input type="checkbox"/> student date	sims_udf_45	Date Picker	SIMS
<input type="checkbox"/> Test UDF	sims_udf_4018	Dropdown Single Select	SIMS

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

Add your UDFs in your MIS, then:

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

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



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

Bromcom credentials are valid.

Authorized READ permissions: Students YearGroups StudentContacts People Emails PersonAddresses Classes PreAdmission SurgeryDoctors UserDefinedFields UserDefinedFieldInstanceOptions CollectionAssociates 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](#)

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

MIS Setting

Integration Platform

Arbor

Import new MIS lookups as visible

Enable saving to MIS School Names typed by applicants

MIS Credentials Validation

Arbor credentials are valid.

[Download Lookup Values](#) [Import UDFs](#)

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 New Field

Existing Properties Show long text ☐

Search existing fields

Addresses >

Parent/Carer contact details 

Please specify your relationship (...)

Phone Work +

Should this contact be provided w...

Translator required +

After the child starts school, this c...

Contact first language +

Priority +

Relationship +

Work Phone Number +

Should this contact be provided w...

Contact priority source +

Place of work +

Job title +

National Insurance number +


Does this contact have legal pare...

Authorized to Collect student fro...

Parent/Carer address >

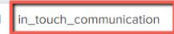



Telephones and Email Addresses >

Additional Contact Address >

Properties  Calculated Properties Property Groups

Showing 1 to 1 of 1 entries (filtered from 322 total entries) Show 50 entries


New Property

Category	Apply For	Name	Code	MIS	Lookups imported?	Used in number of fields	Actions
Parent/Carer contact details	Guardian, OtherGuardian, Parent	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 		Yes	0 	

Check in settings > properties > properties to see what the name of your In Touch field is, and whether it is already active in your form


Check the links to any policies in your Agreement and Consent step - **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.


Agreement

Policies 

☒ ☒ ☒ ☒

Policies that student must read

Test Policy 

IT Policy 

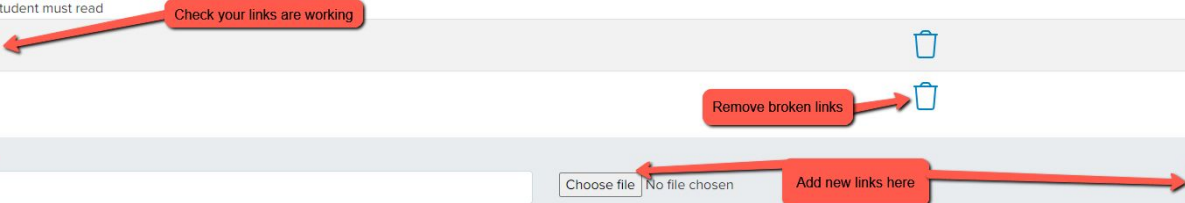
Policy title *

Choose file No file chosen

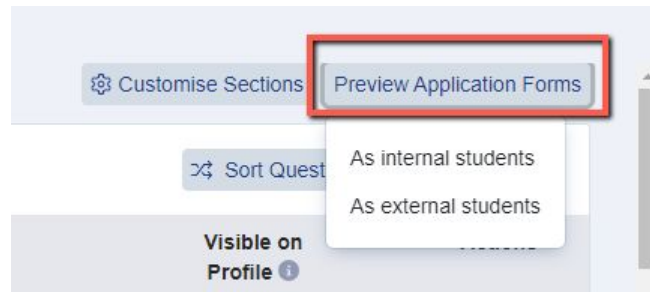
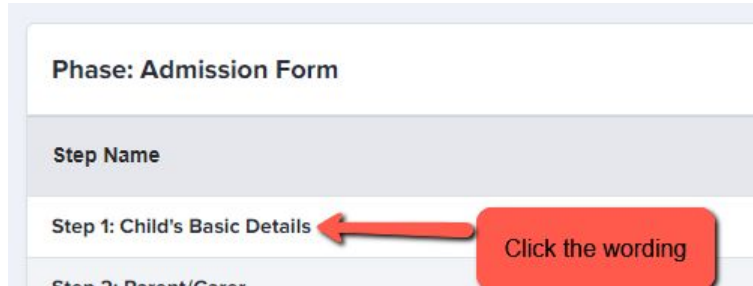
Remove broken links

Add new links here

Upload



Preview the whole form and check if it is all working as expected!



Preview the application form as **external students** (students who are not currently on your school roll) to see the whole form from the perspective of a parent.

Preview

Step 1 Step 2 Step 3 Step 4 Step 5

Child's Basic Details Parent/Carer Child's Welfare and Support Information Parental Agreement and Consent Child's Education

Child's Basic Details

Please upload a recent passport-style photograph of the child

Choose file No file chosen

Child's Forename*

Test External FN

Child's Preferred Forename

Child's Surname*

Test External LN

Child's Preferred Surname

Child's Middle Name

Child's Gender*

Female

Child's Date of Birth*

12/12/2004

Year group applied for*

Child's Current Home Address

Postcode*

Type here to search your postcode

Flat name and or number

Close Next

There is the option to configure your **address settings** so they migrate correctly into your MIS as per your school's setup

The screenshot shows the 'Address Block Configuration' interface. At the top right, there are two buttons: 'Apply to Existing Addresses' (highlighted with a red box) and 'Report'. On the left, there are input fields for 'Address 1', 'Address 2', 'Address 3', 'Town/City', 'County/State', 'Country', and 'Postcode'. A red callout box points to these fields with the text: 'Set to the format that works best for you by selecting the options shown and then click "test"'. Below these fields are radio buttons for 'ALL CAPS' and 'Normal Case' (selected). At the bottom left, there is a 'Test' button (highlighted with a red box) next to a text input containing '2 Westfield Road, Wigginton, YORK, YO32'. On the right, a 'Preview' section shows the formatted address: '2 Westfield Road', 'Wigginton', 'York', 'North Yorkshire', 'United Kingdom', and 'YO32 2JF'.

Navigate to settings > school settings > address mapping.

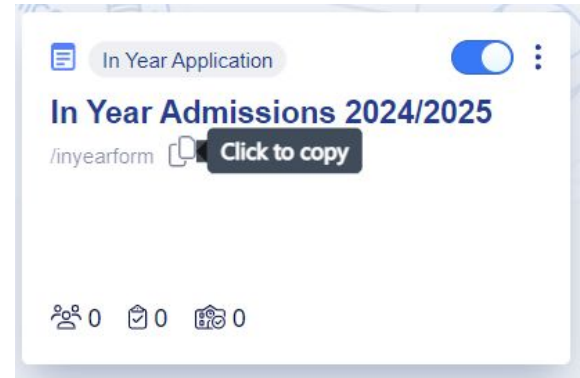
Here is a link to our [guide](#).

You will see the option to configure your address format, test how it appears and apply it to all addresses already in your system to ensure they are formatted correctly ahead of your import!

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

<input checked="" type="checkbox"/>	ID	Student Code	First Name	Last Name	Birthday	Gender	Email/Username
<input checked="" type="checkbox"/>	20	NU7M	Deesha	Assani	05/07/2010	Female	kalpnabhudia@yahoo
<input checked="" type="checkbox"/>	21	JQNX	Deesha	Assani	05/07/2010	Female	mitesh.assani@gmail
<input checked="" type="checkbox"/>	22	852X	Deesha	Assani	05/07/2010	Female	kalpna.assani@gmail.com

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@aplica.com

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

admin@aplica.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.

The screenshot shows the 'applicaa Knowledge Base' interface. On the left is a sidebar menu with the following items: 'Course 1 - First Impressions', 'Course 2 - Profiles', 'Course 3 - Application process in detail', 'Sixth Form Only', 'Course 4 - Events', 'Course 5 - Checks, Troubleshooting & Go-Live!', 'Data & Integrations (IT & Data Managers)' (highlighted with a red box and a dropdown arrow), 'Connect to your MIS', 'Transferring data to and from your MIS', 'Properties & useful info', 'Course 6 - Timetable & Options (Yr 9 & 12)', and 'Course 7 - Interviews & Offers'. The main content area on the right lists several articles under the heading 'Transferring data to and from your MIS' (also highlighted with a red box): 'Importing internal students from Bromcom to Admissions+', 'Data Transfer - Cloud School (Progresso)', 'How to import incomplete applications to your MIS', 'How to import student and contact data into your MIS from Admissions+', 'Adding UDF's and Documents to Admissions+ SIMS Integration (7mins)', 'Data Transfer - SIMS', 'Which fields go to which places in SIMS? (PDF)', 'Importing students & data from SIMS App into Admissions+ (5mins)', 'Bromcom Training Webinar Recording (1 hr)', 'Bromcom MIS Admissions+ Export Guide (1min) + PDF Guide', 'Cloud School Training Webinar', 'Cloud School Enrolment Integration Webinar', 'Should I import my ATF into MIS first?', and 'How to tag students with their MIS number - for SIMS, Bromcom & Cloud School (9 mins)'.

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
<input checked="" type="checkbox"/>	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](#)

Earn Rewards

Use your Referrals button to introduce us to other schools, and we will reward you!

For every school you refer, who then joins us:

Your school will receive 10% discount on their next renewal, and the school you refer will receive a 10% sign-up discount.

You will personally receive a £50 Amazon voucher

Sixth Form Admissions 2025/2026... Knowledge Base

Referrals! Earn £50 Amazon Voucher

Referrals & Billing

Referrals & Billing Invoices

Saving made for renewal

0 %

-£0.0

Make referral

Your personal referral code:

Your code has been used: 0 time

Personal rewards: x0 £50 Amazon Voucher

See your recent referrals

The background features several geometric shapes: a large light blue hexagon in the center, a grey hexagon at the top left, a dark blue hexagon at the bottom left, a small light blue hexagon at the bottom center, a medium light blue hexagon at the bottom right, and an orange parallelogram at the top right.

Do you have any questions?



THANK YOU