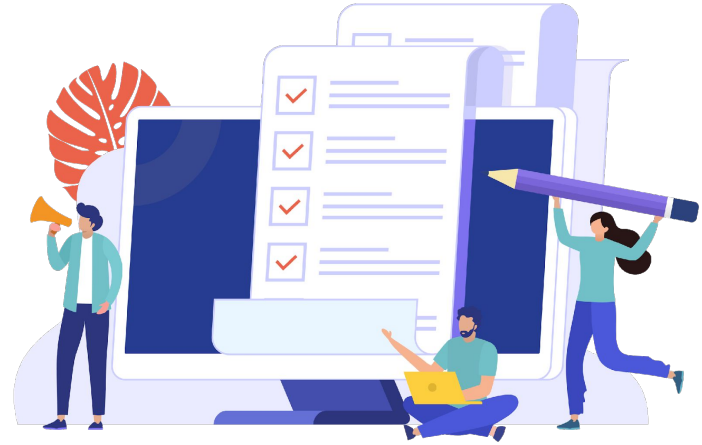


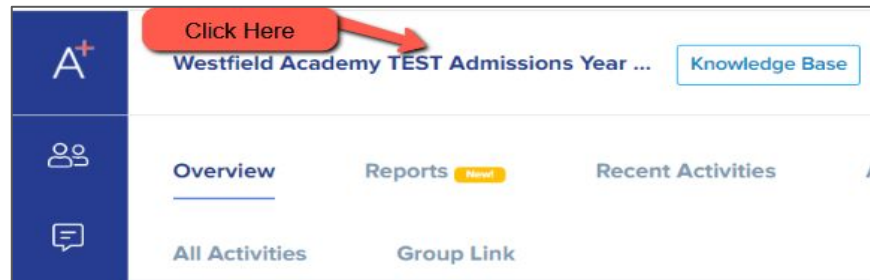
Setting up your new cycle

In Year

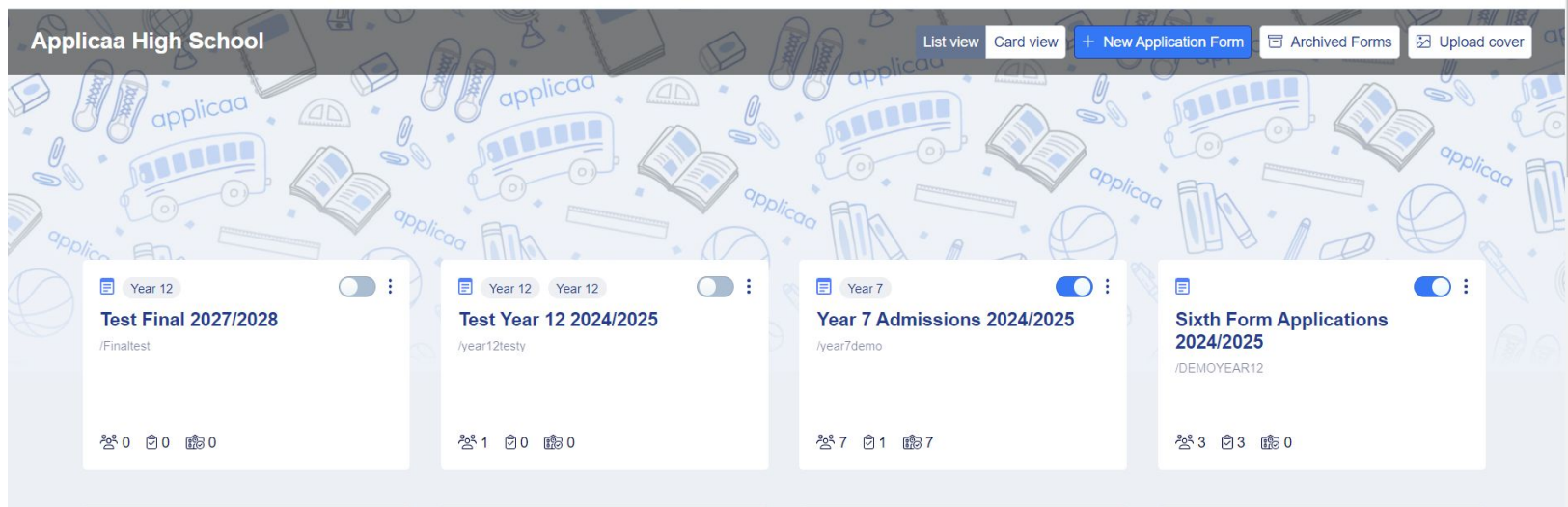


How to see your new form

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

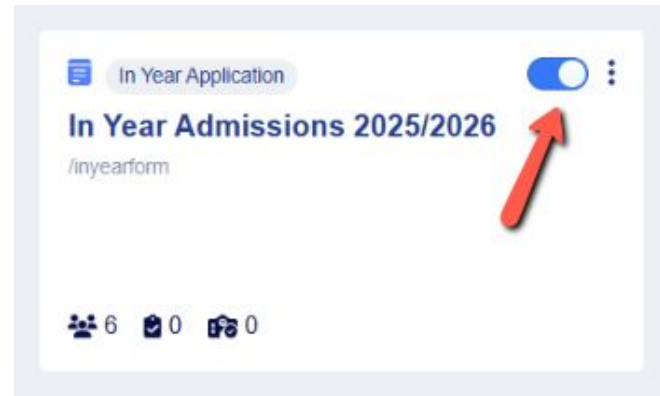


Your forms area will appear and will look something like this:



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.

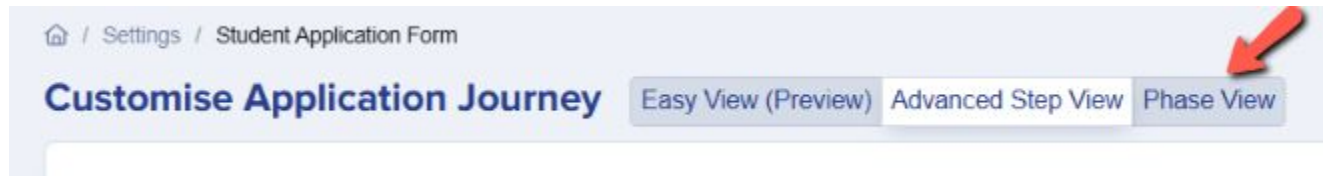
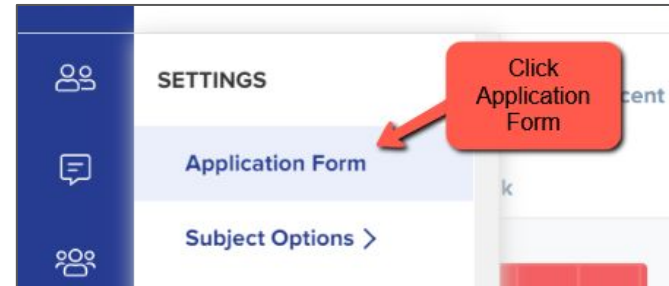
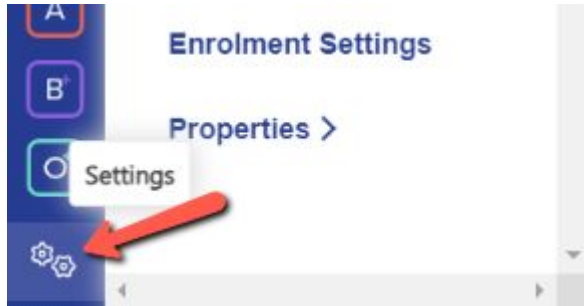


How to close your old form

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

Click on the name of your old 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:

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	

A callout box highlights the 'Disable submissions' toggle switch, which is currently turned off. A red arrow points to the toggle with the text 'Click to turn on'.

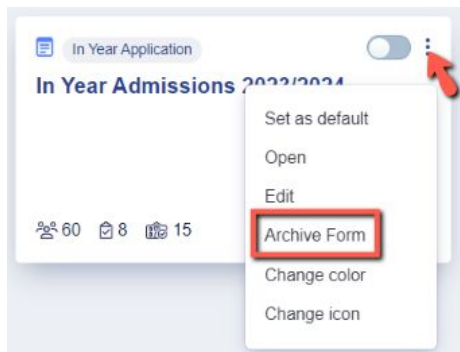
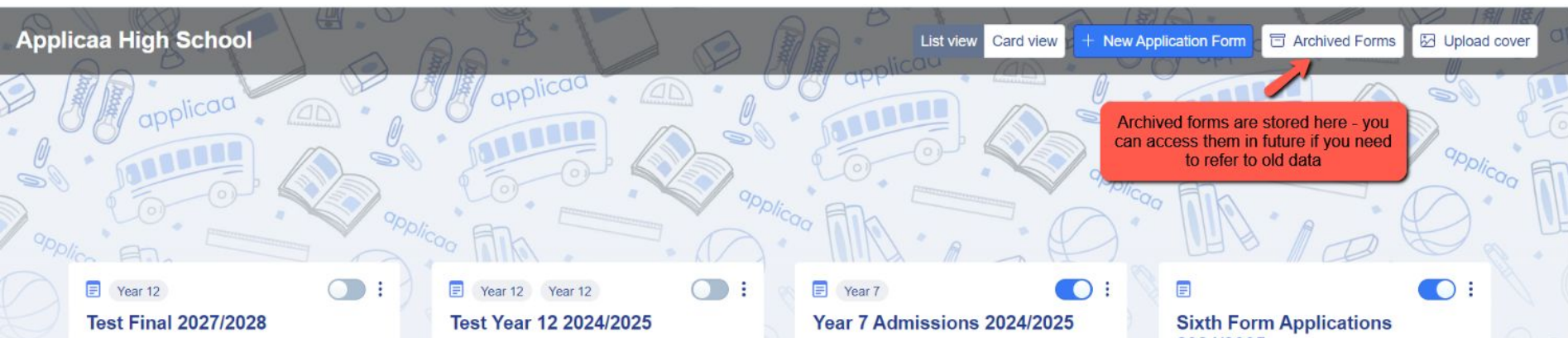
Global Form Settings + New Phase + Create Test Application

All Application Phases > Sort Phases

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

SETTINGS

Application Form

Subject Options >

Form Settings ▾

Dashboard Settings

Student Homepage

Parent Homepage

Landing Page

Application Groups

Form Groups

Student Profile

School Settings >

Enrolment Settings

Properties >

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 - 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

Home / Settings / Form Settings / Parent Homepage

Form Settings

Dashboard Student Homepage **Parent Homepage** Landing Page Application Groups Form Groups Student Profile

(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.

Parent Homepage Landing Page Application Groups Student Profile

☐ Parent must Accept School's Policy ☒ Parent must Accept Application Policy

General Welcome Message Preview Edit

Seen by parents across all intakes

Messages on parent's homepage


Welcome to our school!

We are delighted your child has been offered a place in our thriving community.

Please click to read our [Uniform Policy](#).

↓ Show more

Parent Homepage Image



In Year Admissions (2024/2025) Welcome Message Preview Edit

Seen only by parents who are completing an in-year admission form

Messages on parent's homepage

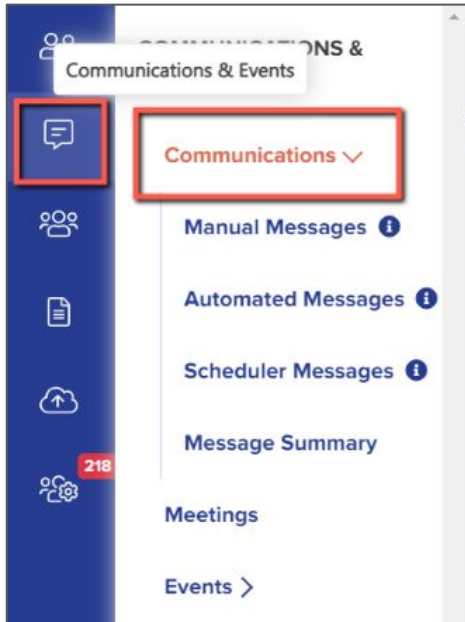
We are delighted your child has been offered a place at our school.

Please complete our Data Collection process.

Parent Homepage Image

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

Triggered when	Repeat	Enable	Actions
to interview	N/A		

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

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.

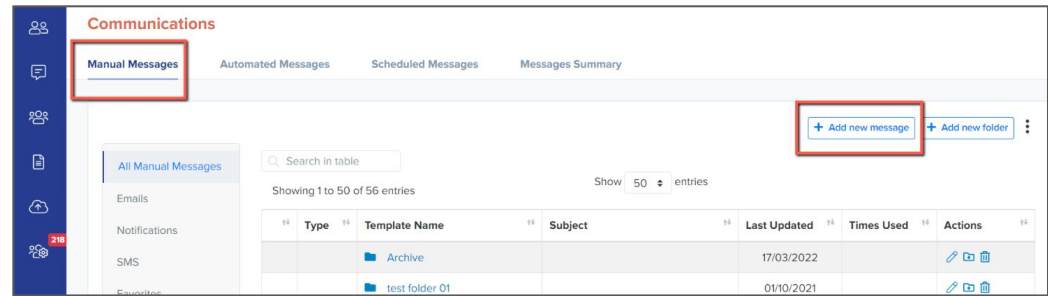
Priorities for checking ahead of launch:

✉	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

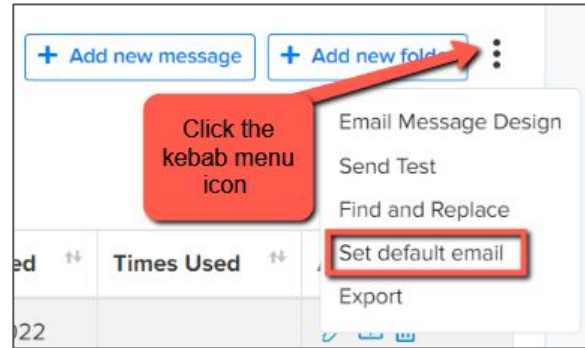
Parent Confirmation Instructions would be sent to a parent if your setup is that they apply directly to you; they would self-register and verify their account.

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:

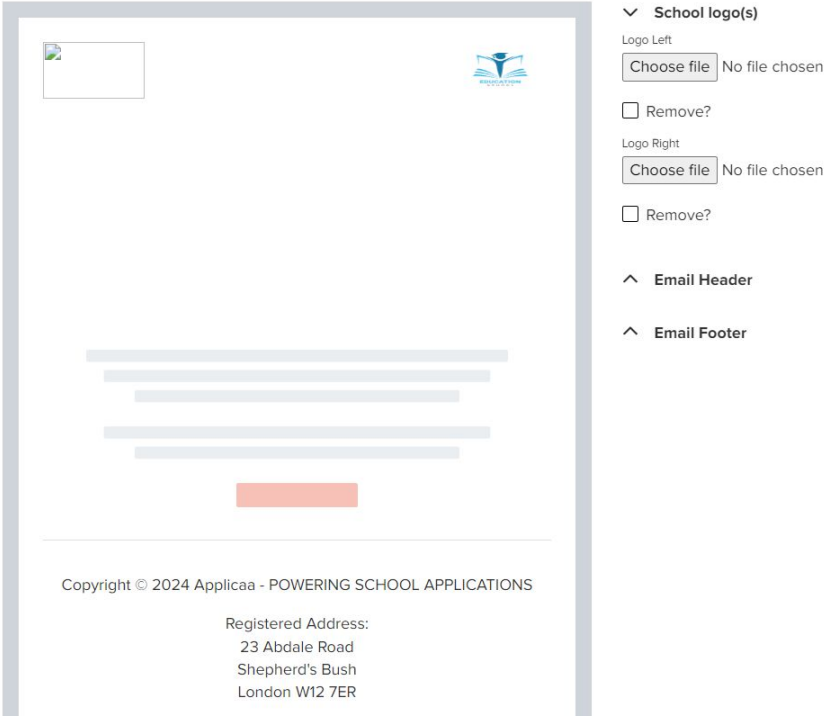
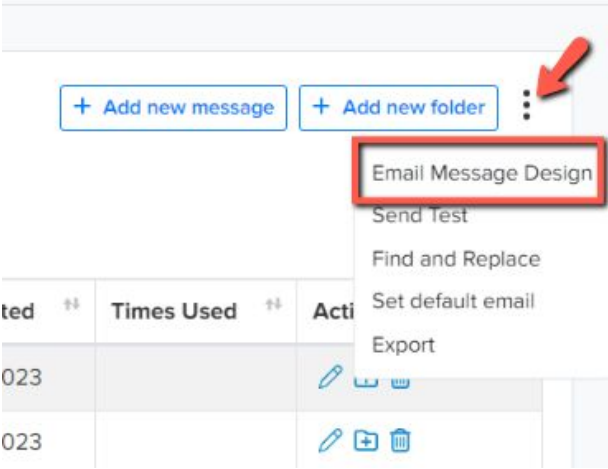


The 'Set default email' form contains the following text: 'You can use this area to update the default sender and reply-to email address for your general and automated emails in this form'. Below this, it says: 'To update this for other forms you will need to navigate to the email template area for that form'. There are two input fields: 'From address' and 'Reply to email (to add a new email, start typing and hit \'Enter\' to save)'. The 'From address' field contains 'admin@appliance.com' and is highlighted with a red box. A red callout box with the text 'Click here to request for your DNS to be updated' points to an information icon next to the 'From address' label. An 'Update' button is at the bottom left.

This is another view of the 'Set default email' form, showing the 'From address' field with the placeholder text 'it can be your school domain' and the 'Reply to email' field. An 'Update' button is at the bottom right.

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

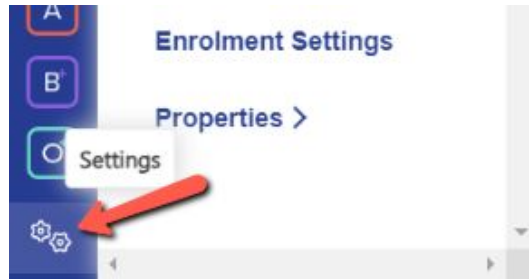
×

Insert Field ⓘ

Paragraph ▼ **B** U *I*                                        

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

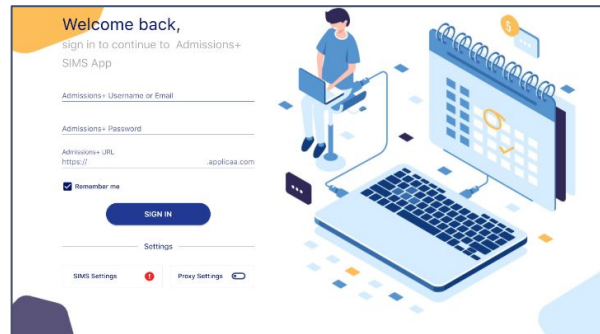
<input type="checkbox"/> student date	sims_udf_45	Date Picker	
<input type="checkbox"/> Test UDF	sims_udf_4018	Dropdown Single Select	

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 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			
<div>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)</div> <div><input type="checkbox"/></div>	in_touch_communication	Dropdown Single Select	<div>SIMS</div>


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 *

No file chosen

Check your links are working (points to Test Policy)

Remove broken links (points to IT Policy trash icon)

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

Phase: Admission Form

Step Name

Step 1: Child's Basic Details

Click the wording

Customise Sections

Preview Application Forms

Sort Questions

Visible on Profile

As internal students

As external students

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

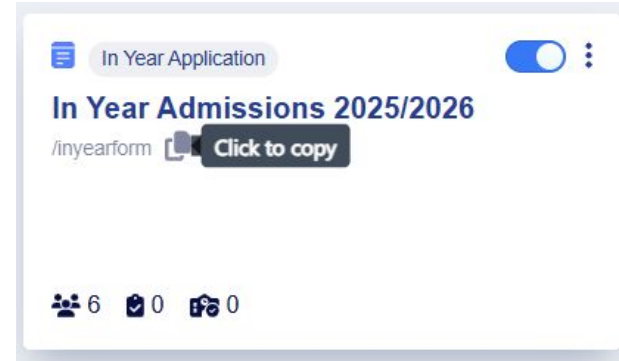
Adding the new link to your website

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

Overview Reports Recent Activities Application Groups Tasks Calendar All Activities Group Link

Phase status details

Application Offers Enrolments

Status	Internal	External
Incomplete (6)	0	6
Awaiting Reference (0)	0	0
Completed (3)	0	3
Declined (0)	0	0

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.

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
<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

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.

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](#)

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