

Meetings, Offers & Timetabling





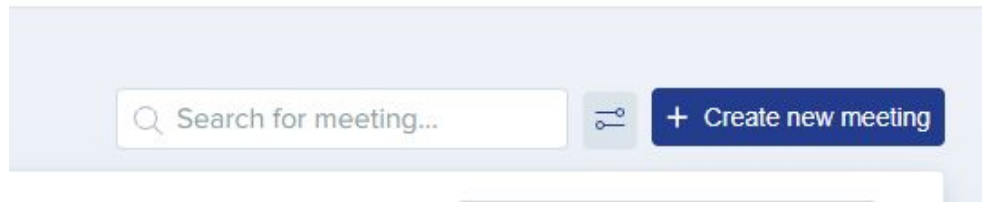
CONTENTS

1. Setting up a meeting
2. Adding applicants to application groups
3. Inviting applicants to meetings
4. Tracking responses to invitations
5. Conducting your meetings
6. Adding courses to the offer list
7. Making offers to students
8. Tracking responses to offers
9. Using the Options module to build your timetable

Setting up a Meeting

Communications & Events > Meetings

Click to **Create new meeting.**



A screenshot of a user interface for creating a meeting. It features a light blue header bar. On the left, there is a search bar with a magnifying glass icon and the placeholder text 'Search for meeting...'. To the right of the search bar is a small icon of two vertical bars. Further right is a dark blue button with white text that says '+ Create new meeting'.

Complete the initial setup step by adding the title and description of the meeting. You also have the option to add an **Internal Meeting Name** - visible to staff only.

Set Up

Title (keep it user-friendly, this will appear in your email invitation)*

Guidance Meetings

Internal Meeting Name ⓘ

Meetings for High Achievers

Description (keep it user-friendly, this will appear in your email invitation)*

Meet with the Sixth Form team to discuss your subject choices and career aspirations.

Decide how you would like appointments to be scheduled, and configure the corresponding email templates:

How will the meeting be scheduled?*

☐ Applicants will be invited to choose their own meeting slots

☒ Staff will assign meeting slots before sending out invitations.

Attendee Actions

Allow attendees to cancel or reschedule their meeting slots. Confirmation emails will be sent automatically to notify staff of changes.

Should attendees be able to cancel their slot?

☐ Yes

☒ No

☐ Invitation Email * ⓘ

☐ CC Parent

Email Subject Header
Invitation to Guidance Meeting

Customise invitation message to your recipients, by using personalisation tokens

Mail Merge Field

⚠ **Important:** Changes made to the email templates in this section will only apply to this meeting. To update the master template (used across all new meetings), please go to the [Automated Messages](#) area in Communications.

Paragraph

B U *I*

Dear {{STUDENT_FIRST_NAME}} {{STUDENT_LAST_NAME}},
Your Sixth Form Guidance Meeting has been scheduled as below:
Time: {{START_TIME}}
Date: {{START_DATE}}
Location: {{LOCATION}}
Description: {{DESCRIPTION}}
Add to Calendar: {{ADD_TO_CALENDAR}}

☐ Confirmation Email * ⓘ

☐ CC Parent

Email Subject Header
Guidance Meeting Confirmation Details

Customise invitation message to your recipients, by using personalisation tokens

Mail Merge Field

⚠ **Important:** Changes made to the email templates in this section will only apply to this meeting. To update the master template (used across all new meetings), please go to the [Automated Messages](#) area in Communications.

Paragraph

B U *I*

Dear {{STUDENT_FIRST_NAME}} {{STUDENT_LAST_NAME}},
Thank you for accepting your meeting invitation.
For your reference, please see the details below.
Time: {{START_TIME}}
Date: {{START_DATE}}
Location: {{LOCATION}}
Description: {{DESCRIPTION}}
Add to Calendar: {{ADD_TO_CALENDAR}}

Note that in the configuration which allows applicants to choose their own appointment, you are also able to set whether or not they are able to reschedule their slots themselves.

How will the meeting be scheduled?*

☒ Applicants will be invited to choose their own meeting slots

☐ Staff will assign meeting slots before sending out invitations.

Attendee Actions

Allow attendees to cancel or reschedule their meeting slots. Confirmation emails will be sent automatically to notify staff of changes.

Should attendees be able to cancel their slot?

☒ Yes

☐ No

Should attendees be able to reschedule their slot? ⓘ

☒ Yes

☐ No

You can also set reminders to go to those who have booked, and those who have not:

☒ Reminder email to confirmed students ⓘ

Email Subject Header

Meeting Reminder

Customise invitation message to your recipients, by using personalisation tokens

Mail Merge Field **Insert Field**

Paragraph **B** U *I* [List] [List] [List] [List] [Link] [Image] **A** **A²** **A³** [Text] [Text] [Image] [More]

This is a reminder of your upcoming meeting.

For your reference, please see the details below.

Meeting: **{{INTERVIEW_TITLE}}**

Time: **{{START_TIME}}**

☒ Reminder email to unconfirmed students ⓘ

Email Subject Header

Meeting Reminder

Customise invitation message to your recipients, by using personalisation tokens

Mail Merge Field **Insert Field**

Paragraph **B** U *I* [List] [List] [List] [List] [Link] [Image] **A** **A²** **A³** [Text] [Text] [Image] [More]

Dear **{{STUDENT_FIRST_NAME}}** **{{STUDENT_LAST_NAME}}**

Thank you for applying to **{{SCHOOL_NAME}}**.

This is a reminder email for a meeting to which you have been invited.

When you customise the email templates within a meeting, those changes are applied to that specific meeting only.

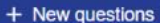
You can check and amend the master copies of your invitation templates by navigating to **communications and events > communications > automated messages**.

Showing 1 to 2 of 2 entries (filtered from 37 total entries) Show 50 entries

Type	Template Name	Subject	Send from	Send to
	Search Template I	Search Subject		
	Invite To Interview	This template is for meetings where you will be assigning them a time slot		Student
	Invite To Select Interview Slot	This template is for students who are selecting their own time slot		Student

Decide whether or not to include a list of preset questions for staff to ask during the meetings.

Create Question Lists

 Save as questions list template  + New questions

Would you like to specify particular questions to be asked or completed by the staff **during** the meeting?

☒ Yes, I would like to create a list of questions ☐ No, I want to skip this step

Questions	Required & Visible	Action
 Interested Course 1 (interview_template_35_interested_course_)	☒ ☒	 
 Interested Course 2 (interview_template_35_interested_course_22)	☒ ☒	 
 Interested Course 3 (interview_template_35_interested_course_33)	☒ ☒	 
 Do you think the student is eligible to take the selected courses? (interview_template_35_do_you_think_the_student_is_eligible_to_take_the_selected_courses) Yes No	☒ ☒	 

Any questions you add can be saved as a template, for you to use again in subsequent meetings.

These questions are visible to the staff conducting the meetings, and are not shared with the applicant at any time.

You can also view question templates you have previously made (from last year, for example) and assign those questions to any new meetings you are creating.

Question Templates

Show 25 per page. 1 to 25 of 41 entries Prev 1 2 Next

Title	Description	Creator	Questions	Actions
STUDENT INTERVIEW	Student's Interview	Demo Applicaa	0	 View  Edit 

Move on to schedule the appointment slots and assign staff using the **New meeting slots** button.

Schedule Slots & Assign Staff

Add Students

>

+ New meeting slots

THU

FRI

SAT

Add new meeting slots

SAT

Start date ⓘ 31/10/2023

Start time ⓘ 16 : 51

End time ⓘ 16 : 51

Set up as repeating slots? Yes

Repeat on Tuesday X Thursday X X

Repeat ends 22/12/2023

Length of each slot minute(s)

Gap between slots minute(s)

Number of attendees per slot ⓘ 1 student(s)

Add the date of the meeting, and set the session start and end times as well as how long each appointment is, and how many students can be seen simultaneously.

If your meetings will repeat in subsequent weeks, you can set them to repeat and set an end date.

You'll then be able to assign staff to each slot, and add locations. You can update this row by row, or in bulk by selecting using the checkboxes.

You can update the assigned staff, attendee number, and location for multiple slots at once by selecting the corresponding rows and making changes in bulk.

1 to 12 of 12 entries

☐	Meeting date	Start time	End time	Assigned staff	Location	Maximum Attendees
☐	Wednesday, 13/12/2023	15:30	15:45			1
☐	Wednesday, 13/12/2023	15:45	16:00			1

December 2023		
	WED	
13	15:30 - 18:30  12  1	14

Add new students to the meeting

Student

Type here to search for students

Group

Type here to search for groups

Filter

Select a filter

Add to meeting

You'll then be prompted to add students to the meeting - either one by one, from a group, or by using the advanced filtering option.

Depending on your setup, you will either be prompted to **invite students** (if they are choosing their own slots) or **allocate students and then invite them** (if you are assigning appointments for them prior to sending the invitations).

When you click to invite the students, you will be shown the email template again so you can check it before clicking “send”.

Adding students to application groups

You can either add students to a meeting one by one, or in groups. To add a group, you first need to assign students to that group on your main dashboard.

To create an application group, click the “application groups” tab and then click the settings cog on the top right of the table:

Overview

Reports

Recent Activities

Application Groups

Offers

Subjects Summary

Timetables

Tasks

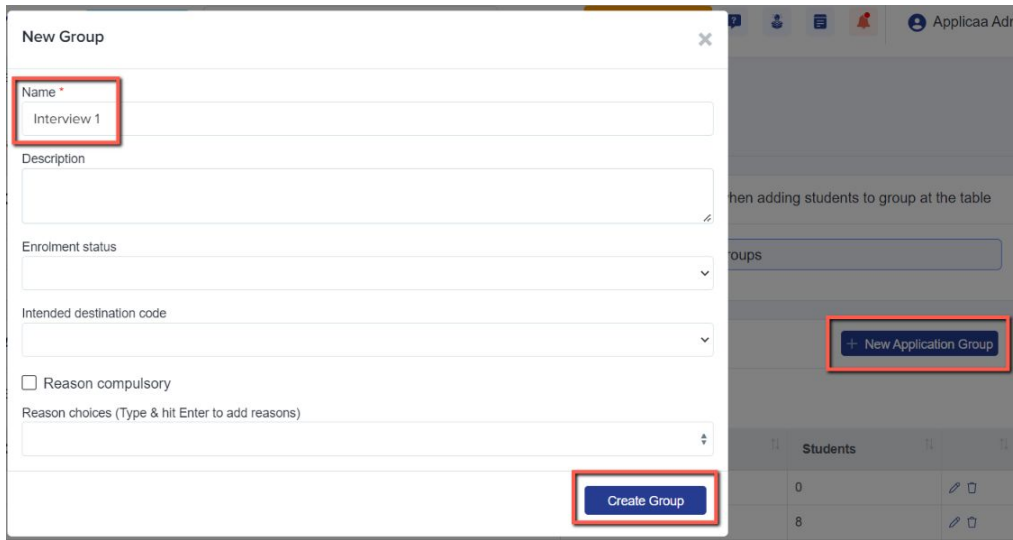
Calendar

All Activities

Group Link

Application Groups

Processing Applications	Green Abbey School update		External
Declined Applications (0)	0	0	



New Group

Name *

Interview 1

Description

Enrolment status

Intended destination code

☐ Reason compulsory

Reason choices (Type & hit Enter to add reasons)

Create Group

Then click “+ New Application Group”, give it a name and press “create group”.

Go back to your main dashboard and click to view a list of students. Select those who you wish to add to the group using the checkboxes on the left of the table (or select them all) and then use the “add to group” button to add them to the group you created:

Registered Students

Switch to Old Table

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 Password Change Colour Bulk Update Add to interview Export To PDF Confirm Account

Filter Select a filter View Select a view

Showing 1 to 7 of 7 entries 7 rows selected Show 10 entries

	ID	Student Code	First Name	Last Name	Birthday
☒	9215	9WY8	A13	A13	16/09/2008
☒	13091	3DD5	A134	A134	27/07/2000
☒	9204	0K9G	A2	A2	

Declined Applications

Test1Merc Tutor Group

New group

test group test group test group v test group test group test group

Test 32

test24

Queen marys

test23

test21

test22

test25

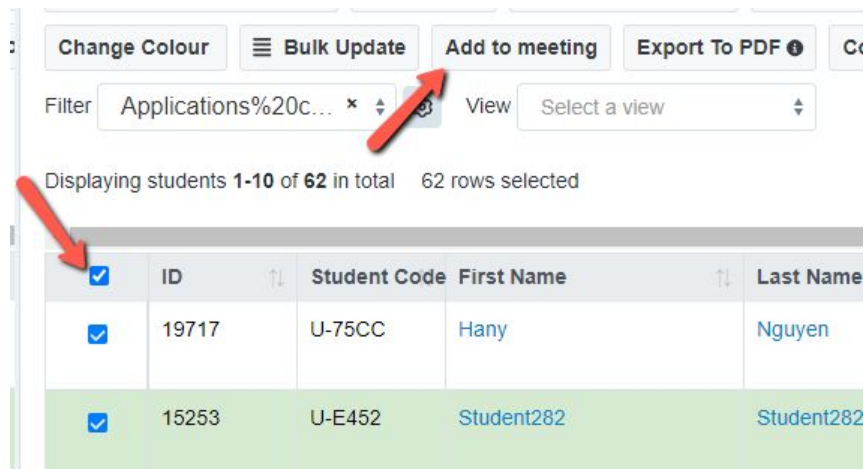
Return to the meetings area to add your group to the meeting - this does not send an invitation to them automatically, so you can add students in prior to being ready to invite them!

Adding students to a meeting from your main dashboard

Select a tile or a category, to load a list of students.

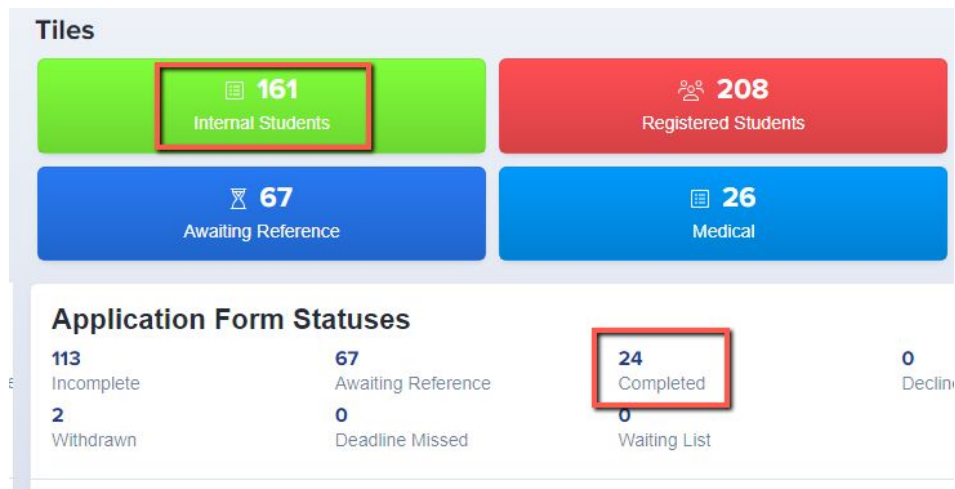
Select the students you want to add to a meeting and choose “add to meeting”.

You can then return to the meetings area to invite the students.



The screenshot shows a student list interface. At the top, there are buttons: "Change Colour", "Bulk Update", "Add to meeting" (highlighted with a red arrow), and "Export To PDF". Below these is a filter bar with "Applications%20C..." and a "View" dropdown. A status bar indicates "Displaying students 1-10 of 62 in total" and "62 rows selected". Below this is a table with columns: ID, Student Code, First Name, and Last Name. The first three rows are visible, each with a checked checkbox in the first column. A red arrow points to the first row's checkbox.

	ID	Student Code	First Name	Last Name
☒	19717	U-75CC	Hany	Nguyen
☒	15253	U-E452	Student282	Student282



The screenshot shows a dashboard with four tiles and a section for application form statuses. The tiles are: "Internal Students" (161, green, highlighted with a red box), "Registered Students" (208, red), "Awaiting Reference" (67, blue), and "Medical" (26, blue). Below the tiles is the "Application Form Statuses" section, which shows counts for various statuses: Incomplete (113), Awaiting Reference (67), Completed (24, highlighted with a red box), and Declined (0). Other statuses shown are Withdrawn (2), Deadline Missed (0), and Waiting List (0).

Tiles

- Internal Students: 161
- Registered Students: 208
- Awaiting Reference: 67
- Medical: 26

Application Form Statuses

Status	Count
Incomplete	113
Awaiting Reference	67
Completed	24
Declined	0
Withdrawn	2
Deadline Missed	0
Waiting List	0

Inviting applicants to meetings

Once you have added students to a meeting, you then need to invite them. Visit your meetings area and click on the “all” button to see the list of available meeting slots.

You will be notified if you have added any students to the meeting, who have not yet been allocated and/or invited.

Guidance Meetings

All 12

Added 2

Invited 2

Confirmed 0

Completed 0

Incomplete 0

Not Attended 0

Not Confirmed 2

Canceled 0

 Wednesday 13th, December 2023

 15:30 - 18:30



 You have 4 unallocated student(s)

[View details](#)

[Allocate students](#)

 You have 4 applicant(s) that have been allocated but have not been invited

[View details](#)

[Invite students](#)

 **Send Invitations** Send Invitations (no email)

When you are ready to send your invitations, you will be presented with the option to **send invitations** or **send invitations (no email)**.

The invitations are linked to the meeting templates you checked and amended when setting up your meeting, so you can send the same invitation to all applicants if that is your process - **but what if you need to send different invitations or information to different groups or individuals?**

This is where the **“send invitations (no email)”** function comes in. It enables you to send the students an invitation (ie put the “accept” and “decline” buttons on the student’s homepage), without sending them the invitation email template.

You are then free to send them a bespoke email from the manual messages area instead if you need to!

To check the status of your invitations and ensure they have been sent to the applicants, scroll right on the table to view the **Invitation Status** column.

Invitations have to be sent to an applicant in order for them to be able to respond (accept or decline) so you can track responses.

You have 4 invited applicant(s) that have not yet confirmed their slot

View details

Meeting slots

All24

Confirmed1

Completed1

Incomplete0

Did not attend0

Cancelled0

Declined0

Make Offer

Change Offer Status

Communications

Reset meeting status

Add to group

Remove from group

Remove students

+ Add students

Displaying 24 slots

Show50entries

Search in table

Export

☐	Meeting Date	Time	Username	School	Room	Application Status	Offer Status	Enrolment Status	Application Group	Meeting Status	Invitation status	Action
☐	20/09/2024	09:00 - 09:20	st@joyce.com				Offer Made	Pending		Completed	invited	
☐	20/09/2024	09:20 - 09:40	a.gordon				Pending	Pending	Test	Not confirmed	invited	

You can also see a log of activities relating to meetings on the profiles of the applicants, under the **Meetings** tab.

Frederick Johnston #U-IG1QJ



Phone 32844406206

School Putney High School

Email



more ▼

APPLICATION STATUS  Demo

 **Completed** 4/4

ENROLMENT STATUS  Demo

 **Pending**

⋮

Overview

Application Form

Enrolment Form

Concessions and Bursary

Activities

Meeting

Courses Selection

Family

Meetings

Jan 12 MON

09:00 - 09:15

Sixth Form Office

Test Staff

Not confirmed

Guidance Meetings

Meet with the Sixth Form team to discuss your subject choices and career aspirations.

 Meeting Note

Meeting Activities 1

28 Oct, 2025 10:18 Lucy Curtis added [Frederick Johnston](#) to the meeting: [Guidance Meetings](#)

On your dashboard, access a list of students to see the student table. From there you can see their **meeting count** - how many meetings they have been added to. Click on the number to see which meeting(s) they belong to, and the status of each meeting.

Displaying students 1-10 of 25 in total

Show 10 entries



☐	Id	First Name	Last Name	User code	[Telephones and Em...	Meeting Count
☐	0199ddd9-5977-7ef9-a3	Test Leighann	Test Sauer	U-1F2ZW	student39b29d9b4fc6d10d@admp.uk	0
☐	01999fff-a2c2-7604-a2	TestLucy	TestCurtis	U-BN6P9	lucy.curtis+7@applicaa.com	0
☐	01996270-0fe3-7c8b-80	Test Victor	Test Swift	U-BU96T	student39d939de72b4a746@admp.uk	1

Meetings for Test Victor Test Swift



Date	Time	Meeting	Location	Teachers	Status
12 Jan 2026	11:15 - 11:30	Guidance Meetings Meet with the Sixth Form team to discuss your subject choices and career aspirations.	Sixth Form Office	Test Staff	Not confirmed

Tracking responses to invitations

Hello Test Victor,



Test Victor Test Swift Student Code: U-BU96T
School: student39d939de72b4a746@admp.uk / 30927608512

Form Status

Completed

Offer status

Pending

Reference Status

Incomplete

Subjects you wish to study

A Level PE, A Level Sociology, A

Level Psychology

GUIDANCE MEETINGS

Meet with the Sixth Form team to discuss your subject choices and career aspirations.

📅 12/01/2026 11:15 - 11:30

📍 Sixth Form Office

Decline

Accept

Once you have sent your invitations, applicants will log into their accounts and will see something like this.

You can track their responses using the coloured boxes in your meetings area.

Hello Test Brigitte,



Test Brigitte Test Stoltenberg Student Co

Form Status

Completed

Offer status

Pending

Reference Status

Not Sent

GUIDANCE MEETINGS

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

Decline

Choose a time & accept invite

Guidance Meetings

All 12

Added 6

Invited 6

Confirmed 0

Completed 0

Incomplete 0

Not Attended 0

Not Confirmed 6

Canceled 0

Based on your meeting configuration, applicants may have the option to cancel their meeting, and/or reschedule their appointment (this is available in meetings where you allow them to choose their own date and time).

GUIDANCE MEETINGS

Accepted

Meet with the Sixth Form team to discuss your subject choices and career aspirations.

 **12/01/2026 09:00 - 09:15**

 Sixth Form Office

[Cancel Meeting](#)

GUIDANCE MEETINGS

Accepted

Meet with the Sixth Form team to discuss your subject choices and career aspirations.

 **13/01/2026 09:40 - 10:00**

 Sixth Form Office

[Cancel Meeting](#) [Reschedule](#)

Cancel Meeting

Reason for cancellation (required)

Please type YES in the box to confirm.

ConfirmCancel

Reschedule Meeting

Please select a new date

Select a date

Select a new time

Select a time

Reason for rescheduling (optional)

RescheduleCancel

How to proceed if a student declines the invitation

Did the student decline because they cannot make it on the day/time you invited them to?

You can [remove them from the original meeting](#) and [add them to a new one](#) instead.

Are they declining because they no longer wish to continue their application to your school?

Here's how to [update a student's status](#) to withdrawn, or [delete their account](#) from your system.

MR JONESDeclined

Appointments for Maths

31/01/2024 14:31 - 14:33

Not available

[Mr Jones](#)

All 19 Allocated 5 Invited 4 Not Confirmed 4 Confirmed 0 Completed 0 Incomplete 0 Did not attend 0 Cancelled 0 Declined 1

Friday 24th, November 2023 13:00 - 15:00 Maru Alliroz

4 / 6

Wednesday 31st, January 2024 14:31 - 14:56

1 / 13

Conducting your meetings

You can search for the applicant in the search bar and load their profile, and then click on their **Meeting** tab to see their meeting(s) and access their meeting notes.

Sixth Form Application Admission...  Closed 

Results 45

 Applicants in this form 1

Test Victor (Test Victor Test Victor Preferred Surname) Test Swift

Completed

Test Victor Test Swift #U-BU96T 



Phone 30927608512
School
Email



APPLICATION STATUS  Demo
 Completed 2/4

Overview Application Form Enrolment Form Concessions and Bursary Activities **Meeting**

Meetings

Jan 12
MON

11:15 - 11:30
Sixth Form Office
Test Staff

Declined

Guidance Meetings

Meet with the Sixth Form team to discuss your subject choices and career aspirations.

 Meeting Note

The meeting note contains the questions you added in your meeting template (if applicable).

Staff can type or select the answers for each question and then click to mark the meeting as complete.

You can also complete other actions, such as marking them as a no-show and making them an offer.

You can also access their appointment directly from your meetings area, by clicking the pencil icon.

Meeting slots All 42 Allocated 42 Invited 0 Not Confirmed 42 Confirmed 0 Completed 0 Incomplete 0 Not Attended 0 Canceled 0 Declined 0

Make Offer Change Offer Status Communications Reset meeting status Add to group Remove from group Remove students Configure Meetings Settings Add students

Displaying 42 students Show 50 entries Search in table Export

	Meeting Date	Time	Teacher	Type of student	First Name	Last Name	Student Code	Email/Username	School	Room	Offer Status	Enrolmen	Action
☐	02/02/2023	10:20 - 10:30	Tutor Demo	Internal	Ajoh	116684	U-5C86	student+16684@example.com	Greenford High	Room B	Pending	Pending	   

If you have lots of appointments scheduled, on various days and for multiple staff, make use of the **filter** function to narrow the list, to see only the relevant appointments.

 + Create new meeting

View details

Not attend 0 Canceled 0 Declined 1

Add to group Remove from group Remove students

Configure Meetings Settings Add students

Search in table Export

Student Code	Email/Username	Action
J-IQ1QJ	testfrederick.testjohn etec 874040	   

Staff member:

Type here to search for teacher name

Date range:

28/10/2025 → 28/01/2026

--:-- ⌚ → --:-- ⌚

Porter Osinski

Resend invitation

Meeting cancelled

Mark as No-show

Pending

Manage pins

View full application

Application Form

Education

School History

Swallows Nursery (current)

25/02/2024 -

Please enter your predicted GCSE grades. You can get these predicted grades by speaking with your subject tutors, your form tutor or Head of Year

Exam	Grade	Status	Grade by Referee
Polish	9	Predicted	
English Language	8	Predicted	
Engineering	7	Predicted	
Creative Digital Media Production	L2M	Predicted	
Biology	6	Predicted	

State exam results

First Media Reference Details

Courses

Course Options

Subjects you wish to study

- 1 A Level Physics
- 2 A Level Chemistry
- 3 A Level Law

Offer List

Add to offer list

Meeting Questions

Are we the first choice for this student? *

Where else have they applied to study? *

What is their career aspiration? *

Have they chosen subjects suitable for their career aspiration? *

Are any course changes needed? Please detail any to remove/add *

Save for now

Save & mark as completed

See their meeting details including their appointment time, and the questions you have set for your staff members to ask during the session (if applicable).

Test Consuelo Test Schulist

Resend in

Manage pins

View full application

Application Form

Courses

Course Options

Subjects you wish to study

- 1 A Level Product Design
- 2 A Level Drama
- 3 A Level Chemistry
- 4 A Level Biology

Offer List

- 1 A Level English Literature
- 2 A Level French
- 3 A Level Chemistry

Add to offer list

Control what is visible on the meeting area using the **manage pins** button.

You can display the subjects they applied for, and also confirm which subjects you are willing to offer to them, and then make them their offer, as part of your meeting process.

Mark as No-show

Pending

Offer Status: Pending

Make Offer

You are able to mark meetings as complete as a bulk action if required, from your meetings area.

← Guidance Meetings

⚠ You have 9 invited applicant(s) that have not yet confirmed their slot

Meeting slots: All 28, Allocated 10, Invited 9, Not Confirmed 9, Confirmed 0, Completed 0

Change meeting status, Make Offer, Change Offer Status, Communicate

Displaying 9 slots 9 rows selected Show 50 entries

☒	Meeting Date	Time	Teacher	Type of student	First Name
☒	12/01/2026	09:00 - 09:15	Test Staff	External	Frederick
☒	12/01/2026	09:15 - 09:30	Test Staff	External	Porter

Change Meeting Status

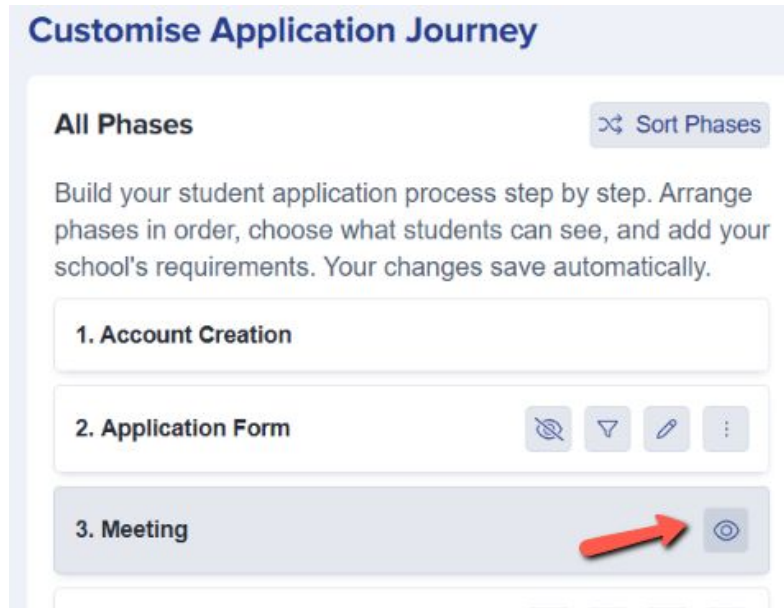
Select a meeting status

- Did not attend
- Not confirmed
- Completed
- Confirmed
- Declined
- Cancelled appointment
- Incomplete

Add the Meeting phase to your application journey

You have the option to make meetings a necessary part of the application cycle, so that applicants who do not complete a meeting are unable to proceed any further (to Offers, Taster Days, Enrolment, for example).

Navigate to **settings > application form** and you can enable the meeting phase.



3. MEETING ^

☒ Visible to Student

 Configuration

+ Create new meeting

☒

Enable Meeting Phase

→ When the Meeting phase is enabled, any student who has been added to one or more meetings must have their meeting marked as Completed before they can move on to the next stage in the process.

→ If the Meeting phase is disabled, it will no longer appear on the student homepage and students will not be required to complete a meeting to progress.

☒ All Meetings

☐ Specific meetings only

+ Create New Meeting

Save

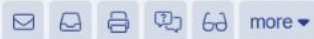
Your view on the Student Profile would look like this if the meeting phase is enabled:

Porter Osinski #U-DP7E9

< Select student ▾ >



Phone 42177210673
School Swallows Nursery
Email



APPLICATION STATUS  Demo
 Completed 4/4

ENROLMENT STATUS  Demo
 Pending

MEETING STATUS  Demo
 Incomplete

OFFER STATUS  Demo
 Offer Made



Overview

Application Form

Enrolment Form

Concessions and Bursary

Activities

Meeting

Courses Selection

Family



Hello Porter,



Porter Osinski Student Code: U-DP7E9
School: studentb046e52a6514c90d@admp.uk / 42177210673

Form Status

Completed

Offer status

Offer Made

Reference Status

Incomplete

GUIDANCE MEETINGS

Accepted

Meet with the Sixth Form team to discuss your subject choices and career aspirations.

13/01/2026 09:40 - 10:00

Sixth Form Office

[Cancel Meeting](#) [Reschedule](#)

Currently unavailable to the applicant



Once you have marked the meeting as completed, the applicant is then able to move onto the next phase of your process.

Even if you make them an offer, or open up the next phase of your process, the applicant is unable to proceed because their meeting has not been marked “completed”.

Hello Porter,



Porter Osinski Student Code: U-DP7E9
School: studentb046e52a6514c90d@admp.uk / 42177210673

Form Status

Completed

Offer status

Offer Made

Reference Status

Incomplete

GUIDANCE MEETINGS

complete

Meet with the Sixth Form team to discuss your subject choices and career aspirations.

13/01/2026 09:40 - 10:00

Sixth Form Office

MEETING STATUS

Demo

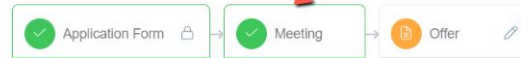
Completed

APPLICATION OFFER

You received an offer on 28/10/2025. Please respond below:

[Decline Offer](#)

[Accept Offer](#)

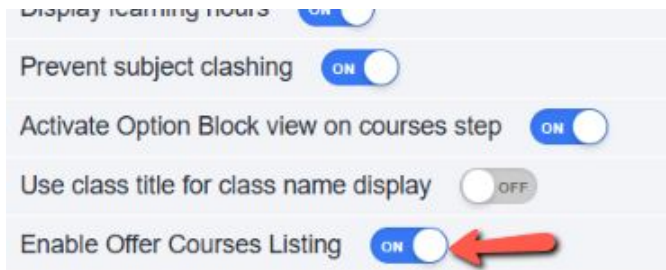


Adding courses to the offer list

As part of your process, you can make offers to your applicants.

If you enable the offer courses listing, this will allow you to make a subject-specific offer to applicants - you could either confirm the courses they applied for, or offer them something else if their choices are not appropriate.

Navigate to **settings > application form > courses** and activate this option:



Test Victor Test Swift #U-BU96T



Phone 30927608512
School
Email



APPLICATION STATUS

Completed



Demo

2/4

ENROLMENT STATUS

Pending



Overview

Application Form

Enrolment Form

Concessions and Bursary

Activities

Meeting

Courses Selection

Application Form Subjects

A Level PE (Block) +

A Level Sociology (Block) +

A Level Psychology (Block) +

Enrolment Form Subjects

Add to offer list

A Level PE +

A Level Sociology +

A Level Drama +

Select a Course



On a student's profile, click on their "courses selection" tab and you will see the subjects they applied for.

You can then add the courses you wish to offer the applicant in the offer list.

Note: you'll add them to "confirm subjects" at enrolment.

Application Form Subjects

A Level PE (Block)

A Level Sociology (Block)

A Level Psychology (Block)

Enrolment Form Subjects

Confirm Subjects

Move to Offer List

Move to Confirm Subjects

Making offers to students

Navigate to **settings > application form** and make your offer phase visible to applicants.

4. OFFER

0 steps



Visible to Student



Visible to Staff

The offer phase acts as a gate at enrolment; only students who have been made (and have accepted) an offer will be able to access and complete any further phases (Taster Day, Enrolment Form, etc.)



Porter Osinski Student Code: U-DP7E9

School: studentb046e52a6514c90d@admp.uk / 42177210673

Form Status

Completed

Offer status

Offer Made

Reference Status

Incomplete

Subjects you wish to study

A Level Physics, A Level Chemistry,
A Level Law

APPLICATION OFFER

You received an offer on 28/10/2025.

Please respond below:

Decline Offer

Accept Offer

GUIDANCE MEETINGS

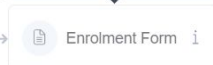
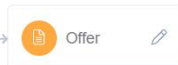
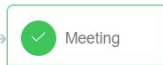
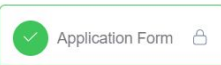
complete

Meet with the Sixth Form team to discuss
your subject choices and career
aspirations.

13/01/2026 09:40 - 10:00

Sixth Form Office

Currently unavailable to the
applicant



Aside from the phase view settings, you can also check the offer status is visible to students on their homepage by navigating to **settings > form settings > student homepage** and activating this switch:

Settings

Button text for continue application button

Continue Form

Show Student Code ☒

Show Application Status ☒

Show Offer Status ☒



Test Brigitte Test Stoltenberg Student Code: U-E55F

Form Status

Completed

Offer status

Pending

Reference Status

Not Sent

GUIDANCE MEETINGS

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

Decline

Choose a time & accept invite

This is how it will appear to an applicant prior to making them an offer.

This is how it will appear to an applicant once an offer is made to them.



Test Brigitte Test Stoltenberg Student Code: U-E55F

Form Status

Completed

Offer status

Offer Made

Reference Status

Not Sent

APPLICATION OFFER

You received an offer on 14/11/2023.
Please respond below:

Decline Offer

Accept Offer

Check your offer email template by navigating to **communications and events > communications > automated messages** and locating this template:

offer

Showing 1 to 2 of 2 entries (filtered from 36 total entries) Show 50 entries

	Triggered by	Phase	Triggered when	Repeat	Enable	Actions
	Staff	Email Subscription	Withdraw offer	N/A		   
	Staff	Email Subscription	Make offer to student	N/A		   

click to edit or preview

Mail Merge Field Subject Applied for 5 Insert Field

Paragraph

Thank you for your application to **[[SCHOOL_NAME]]**.

I am pleased to confirm that we can make you a conditional offer on the following courses you applied for:

[[GET_OFFER_COURSE_1]]
[[GET_OFFER_COURSE_2]]
[[GET_OFFER_COURSE_3]]
[[GET_OFFER_COURSE_4]]
[[GET_OFFER_COURSE_5]]

[[GET_INTERESTED_COURSES_1]]
[[GET_INTERESTED_COURSES_2]]
[[GET_INTERESTED_COURSES_3]]
[[GET_INTERESTED_COURSES_4]]
[[GET_INTERESTED_COURSES_5]]

use whichever fields are most appropriate for your process

Please use the following link to log onto your application to review and respond to your offer.

[[LINK]]

Amend your template to reflect your process.

If you are using the offer list, use the “offered courses” merge fields.

If you don’t use the offer list, use the “applied for” merge fields. These fields are linked to the courses the student chose on their application form.

Alternatively you could opt not to use any courses mail merge fields and just make them a general offer of a place (without adding specified courses in).

You can make offers **individually** or in **bulk**.

To send them **individually**, navigate to the student's profile and click the green "offer status" tile to bring up the "make offer" button (or you can complete this action as part of the meetings process).

Test Victor Test Swift #U-BU96T

Phone 30927608512
School
Email

APPLICATION STATUS **Completed** 2/4
ENROLMENT STATUS **Pending**
MEETING STATUS **Incomplete**
OFFER STATUS **Pending**

Overview Application Form Enrolment Form Concessions and Bursary Activities Meeting Courses Selection Family

Offer Status: Pending
Make Offer

To send them in bulk, access a list of students from your main dashboard. Select them using the checkbox on the top left of the table and then click the "make offer" button.

Registered Students

Change Application Status **Make Offer** Change Offer Status Change Enrolment Status Change Internal Status Change

Communications Reset Password Change Colour Bulk Update Add to interview Export To PDF Confirm Acco

Filter Select a filter View Select a view

Showing 1 to 10 of 67 entries 67 rows selected Show 10 entries

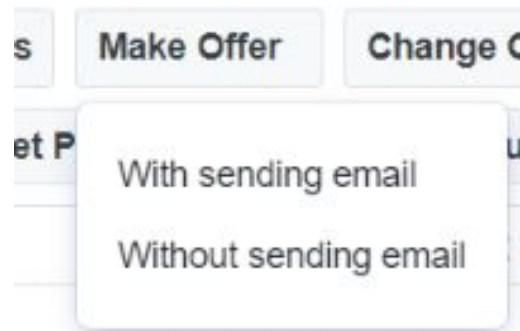
☒	ID	Student Code	First Name	Last Name	Birthday
☒	13091	3DD5	A134	A134	27/07/2000
☒	9204	0K9G	A2	A2	
☒	9206	HGXZ	A4 ULN	A4	

Making offers **with** or **without** sending email:

The “make offer” button is linked to the offer template in your automated emails area, so you can send the same offer letter to all applicants if that is your process - **but what if you need to send different offers to different groups or individuals?**

This is where the **“make offer: without sending email”** function comes in. It enables you to make the students an offer (ie put the “accept” and “decline” buttons on the student’s homepage), without sending them the master template.

You are then free to send them a bespoke email from the manual messages area instead!



Tracking responses to offers

From your main dashboard, you can track the status of your offers by navigating to the **Phase Status Details** table and clicking the “offers” tab.

Phase status details

Application

Offers

Enrolments

Status

Internal

External

Pending (1571)

pending = students you have not yet made an offer to

227

1344

Offer Made (92)

offer made = students have been made an offer

4

88

Accepted (7)

accepted = students have logged in and accepted their offer

1

6

Declined (3)

declined = students have logged in and declined their offer

1

2

Offer Withdrawn (14)

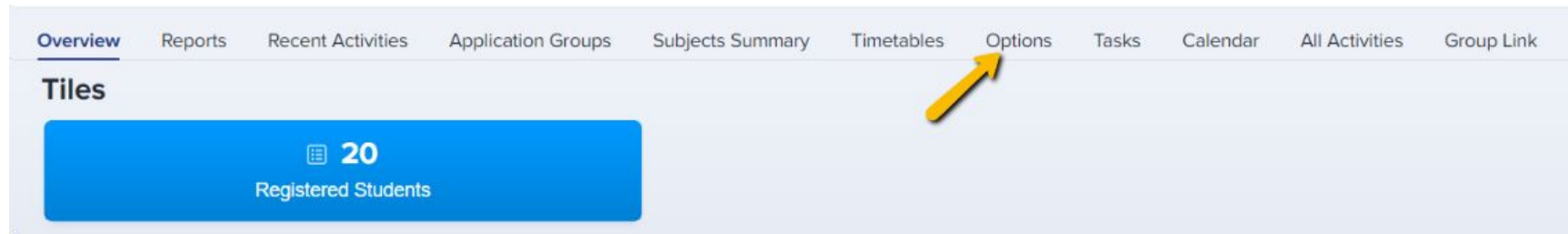
offer withdrawn = you made this student an offer but have now made the decision to withdraw it from them

2

12

Creating Your Timetable

Our Options module enables you to build a best-fit model for your timetable, based on the combination of subjects chosen by your applicants.



Options Block Modelling

This wizard will help you create a "best-fit" model for your options blocks, which will allow the highest number of applicants as possible to study their chosen subjects.

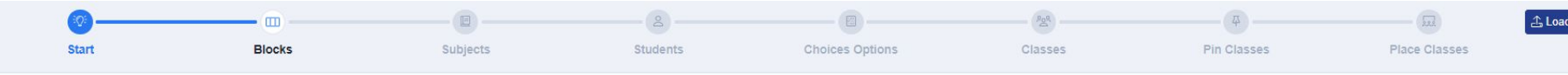
You can either start a new model, or load a previously-created one below.

If you've already been working on a model, you can load this here, or click to start from the beginning

 Load saved models

Create new

Tell the wizard the names of your blocks, for example A, B, C, D, E - add a new row for each block.



Blocks

To get us started, please tell us how many timetable blocks are used for your options subjects

Block order	Block's name in timetable
1	← Add the name of each block; for example: A Click to add a new row for each block, then confirm and continue

← Back

+ Add new row

✓ Confirm and continue

Blocks

To get us started, please tell us how many timetable blocks are used for your options subjects

Block order	Block's name in timetable
1	A
2	B
3	C
4	D
5	E

Next, the wizard will show the list of your courses - it will need to know the **shortcodes** for these courses (for example, Art may be Ar, Business might be Bu, etc.) and each course will need a unique code.

Apply the **thresholds** for your courses - the minimum and maximum numbers in order to safely and effectively run - you can set a different threshold for each course and you can apply these values in bulk by selecting multiple subjects, and choosing the **Edit class size** option.

Start

Blocks

Subjects

Subjects

Tell us about the subjects you will be including in this model.

We have already loaded in your existing subjects. You can add new subjects and also choose which should

Subject	Short code (2 letters)
Art and Design	Ar
Biology	Bi
BTEC Applied Science (Triple)	Ap
BTEC Business (Double)	B2
BTEC Business (Triple)	B3
BTEC HSC (Triple)	

The formatting is automatic: when you add a code, it will automatically make this Capital:Lower Case (eg Ar for Art)

Subjects

Tell us about the subjects you will be including in this model.

We have already loaded in your existing subjects. You can add new subjects and also choose which should be 'ignored' when timetabling later.

AAA Edit class size (18 selected)

☒	Subject	Short code (upto 4 letters) ⓘ	Warn me when class size exceeds	Warn me when class size is below	Number of blocks per class ⓘ
☒	A Level Art and Design	Ale1	20	5	1
☒	A Level Biology	Ale2	20	5	1
☒	A Level Chemistry	Ale3	20	5	1

Set the **width** of your courses. This means how much weight the course has; is it a single A Level? If so, add the number 1. If the course is a double, add the number 2, or 3 for a triple.

Subject	Short code (2 letters)	Warn me when class size exceeds	Warn me when class size is below	Number of blocks per class
Art and Design	Ar	20	5	1
Biology	Bi	30	8	1
BTEC Applied Science (Triple)	Ap	25	6	3
BTEC Business (Double)	B2	28	10	2

Once your settings are in place, click “confirm and continue”. It will check for any errors before allowing you to move on, for example if you have not used a unique code for each subject or have failed to set class sizes.

Spanish	Sp This code is not unique. Please choose another.
---------	--

Move onto the students step, to decide which filters you would like to apply: do you only want to build the timetable based on **completed applications**? Or maybe only on those you have made **offers** to? Leave everything blank if you want to see what would happen if all of your applicants enrolled or click “filter” to apply any settings required.

Lucy's Year 12 Admissions Year 2... Knowledge Base Referrals! Earn £50 Amazon Vouche

Overview Reports Recent Activities Application Groups Subjects Summary Timetables **Options** Tasks Calendar All Activities Group

Start Blocks Subjects **Students** Choices Options Class

Students

Please use the tick-boxes below to select the students you wish to be included when generating this model. For example, if you wish the model to take account of only students you have placed in a 'short-list' group you have created of likely attendees, then select that group below.

Filter

Showing 1 to 10 of 32 entries 32 rows selected Show 10 entries

Student Id	First Name	Last Name	Gender	Reg group
23647	Lucy	Curtis	Female	
23572	Oanh	Test	Male	
22527	Levi	Capistrano	Male	

New Filter

Student properties

Search for properties...

Status

Application Status (application_status)
is any of X

Offer Status (offer_status)
is any of X
 X

Enrolment Status (enrolment_status)
is any of X

Interview Status (interview_status)
is any of X

Are you an internal applicant? (internal)

Finish Taster Day (taster_day_submitted)

Properties

Once your filters are in place, “select all” students and click to “confirm and continue”.

On the “Choices Options” step, you can set which subject choices to build the model on.

Choices Options

Select students' options to build the model:

- ☐ Interested and Reserve subjects
- ☒ Interested subjects

Please select the number of ranked subjects to be included in the modelling

- ☒ Utilise all of the subjects selected by the applicant
- ☐ Only use their top choices. The rest will be treated as reserve choices.

Ignore ranked options

☒ Include reserve choices in the modelling

☐ Offered subjects

Only works if you have used the "offer courses list" function to prepare a list of offered subjects.

☒ Allow Partial Allocation of Students' Classes ⓘ

On the “classes” screen, you will see the number of students per subject based on the filters you applied, and can specify how many **teaching groups** you would be able to offer (based on your current staffing).

This will then show you how many students would be in each class for that particular course/subject.

You can also add a “projected number” calculation, which will apply a conversion rate to your numbers.

If you want, we can reduce the ‘projected number’ of students for each class by a certain percentage which you can enter here.

For example, if you know that only 80% of your applicants end up attending in September, you can enter ‘80’ in this box, and we will adjust the projected class sizes below accordingly.

When calculating class sizes, assume that percent of internal applicants and percent of external applicants will attend in September.

The average class size column will be colour-coded to highlight any classes which would be too big or too small, based on the settings you have added earlier on in the wizard.

Subject	Students wanted	Teaching groups	Average class size
Art and Design	52	1	52
Biology	323	3	108
BTEC Applied Science (Triple)	29	2	15
BTEC Business (Double)	33	2	17
BTEC Business (Triple)	18	1	18
German	1	1	1
Government and Politics	84		

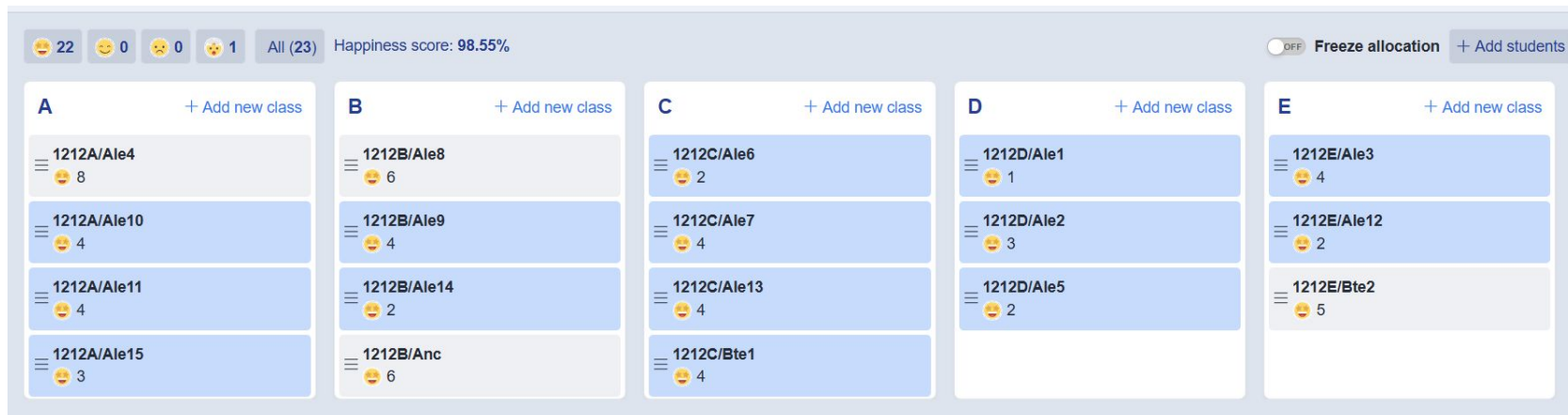
The **emoticons** will show you how happy the students are going to be, based on their choices versus what is available to them.

Students who have been allocated to their main choices will show as **excited**.

The next face shows students who are **happy** - they got most of their choices, but one is a reserve subject (if you used reserves at application stage).

The **sad** face shows students who are allocated to none of their main subjects, only reserves.

The **devastated** face indicates students have not been able to be completely accommodated, based on the current model being projected.



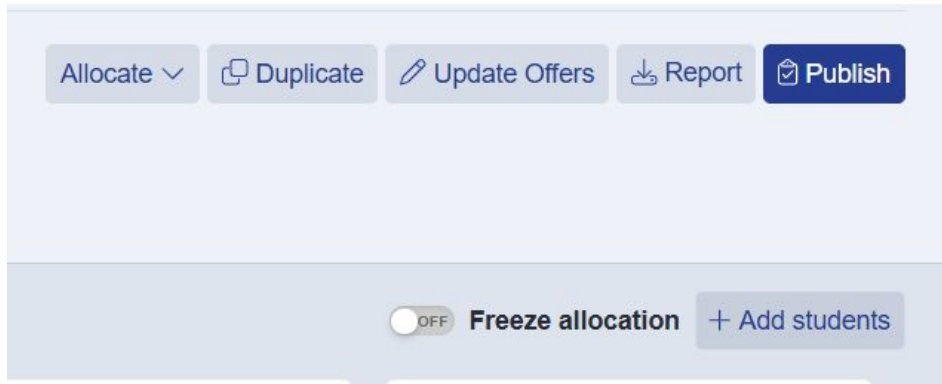
Click to the **devastated** face to view the students who haven't been able to be fully accommodated in your model, to see what else is available to them and you can allocate them using the "select classes" button.

#	First Name	Last Name	Choices	Could have been allocated	Could not have been allocated	
1	Test Sherlene	Test Hammes	Main choices • A Level PE ✓ • A Level Drama • A Level English Language ✓	• A Level PE • A Level English Language	• A Level Drama	 Select classes

Click **Allocate** to recalculate class allocations for the students - you can do this individually, just for those who are unfrozen, or for all.

Use the **Update Offers** function to update the Offer Courses Listing for every student who has been allocated within the model - saves you having to do this individually. Useful if you build your model prior to making offers.

Use **Duplicate** to make **copies** of the model, so you can play around in your clones, but keep the master copy undisturbed.



Run a **report** to download a CSV and see which classes each student would be allocated to, based on your model.

You can **Freeze** and **Unfreeze** your model; this allows you to lock/unlock classes and students in place.

Use the **Add Students** function to add students not already included in the model, so you can take them into consideration without having to go back to the Students step.

When you are satisfied with your model, click to **publish**. This will add the classes from your model to your **Timetable**, ready for Enrolment.

A



+ Add new class

1212A/Ale4

8

1212A/Ale10

4

1212A/Ale11

4

On each block, you have the function to manually add extra classes.

You can also click on each class to view who is allocated to it, and which other subjects they are also allocated to.

12D/Ar - Art and Design 26 students						
#	Name	A	B	C	D	E
1	Aiza Aiza16500		Geography		Art and Design	Design Technology
2	Anastasiia Anastasiia17833	Mathematics		Psychology	Art and Design	
3	Ashivene Ashivene16164		Sociology		Art and Design	Business Studies
4	AYESHA AYESHA16848	Economics		Biology	Art and Design	

Click on the name of a class to view the students and see which other classes they are allocated to

You can **pin any classes you are happy with**, so their position is retained when making other changes. Hover over a class to **pin**, **duplicate** or **remove** a class, or use the **smart allocation** feature.

If you duplicate a class, it will create a copy of it underneath, and will automatically divide the number of students between the two groups.

C

+ Add new class

1212C/Ale6

2





Use the **Smart Allocation** feature to test a subject out in different blocks, and see what that does to the percentage of students allocated - this lets you test things out before you move them!

A Level Drama - 1212A/Ale4

Smart class allocation

Click 'Test in other blocks' to see how moving the class to another blocks will affect student allocation

Block	Score	
A	98.55 %	Current block
B		<button>Move it here</button>
C		<button>Move it here</button>
D		<button>Move it here</button>
E		<button>Move it here</button>
		<button>Close</button> <button>Test in other blocks</button>



A Level Drama - 1212A/Ale4

Smart class allocation

Click 'Test in other blocks' to see how moving the class to another blocks will affect student allocation

Block	Score	
A	98.55 %	Current block
B	91.3 %	<button>Move it here</button>
C	92.75 %	<button>Move it here</button>
D	95.65 %	<button>Move it here</button>
E	95.65 %	<button>Move it here</button>

Publish your model to update your **Timetable** (this is in readiness for Enrolment).

Offers

Report

Publish

Published at 28/10/2025 14:49

Overview Reports Recent Activities Application Groups Subjects Summary **Timetables** Demo Options Demo Tasks Calendar All Activities Group Link

Timetable Overview Forecasting Unallocated Applicants

Class Timetable

Publish to AppicaOne Export Add New

Filter Timetable: Type here to select

Subject Filter: Filter for subjects

Showing 1 to 10 of 18 entries Show 10 entries

	Course	Available on Application Form	Available on Enrolment Form	Interested	Enrolled	Waiting List	Offered	Block A	Block B	Block C	Block D	Block E
☐	A Level Art and Design Edit	☒	☒	1	0	0	0					1212D/Ale1 (0 max) 0 interested 0 enrolled
☐	A Level Biology Edit	☒	☒	3	0	0	0					1212D/Ale2 (0 max) 0 interested 0 enrolled

Create the classes in your MIS!

Useful Information

Support Telephone Number: 020 3667 0764

Access all [Meetings and Offers guides](#)

Access [Timetabling and Options guides](#)

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 small light blue hexagon. Below the central hexagon is another small light blue hexagon.

Do you have any questions?