

# Meetings, Offers & Timetabling





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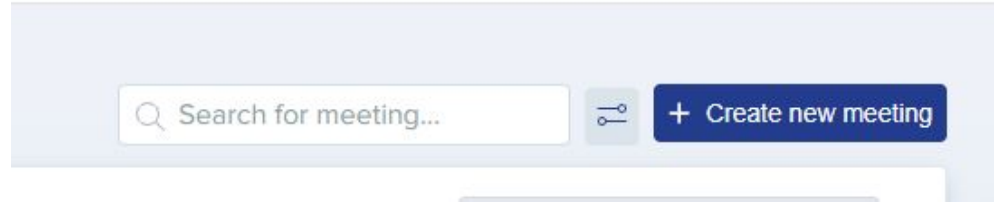
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# Setting up a Meeting

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 a person with a plus sign. 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* [List Icons] [Link Icon] [Text Color Icon] [Background Color Icon] [More Icon]

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* [List Icons] [Link Icon] [Text Color Icon] [Background Color Icon] [More Icon]

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.

You can also specify a cut-off time for bookings, to prevent last-minute additions to your schedule!

**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

**Close bookings before slot time**

Bookings will close this amount of time before each slot starts. This will be the default for all sessions, but can be overridden per session. Leave at 0 for no cutoff.

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**

Paragraph **B** U *I* [List Icons] [Link Icon] [Text Color Icon] [Background Color Icon] [Align Icon] [Image Icon] [More Icon]

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**

Paragraph **B** U *I* [List Icons] [Link Icon] [Text Color Icon] [Background Color Icon] [Align Icon] [Image Icon] [More Icon]

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**.

invite

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

Type	Template Name	Subject	Send from	Send to
	<input type="text" value="Search Template I"/>	<input type="text" value="Search Subject"/>	<input type="text"/>	<input type="text"/>
	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**

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

[Save as questions list template](#) [+ New questions](#)

Questions	Required & Visible	Action
Interested Course 1 <small>(interview_template_35_interested_course_)</small>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
Interested Course 2 <small>(interview_template_35_interested_course_22)</small>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
Interested Course 3 <small>(interview_template_35_interested_course_33)</small>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
Do you think the student is eligible to take the selected courses? <small>(interview_template_35_do_you_think_the_student_is_eligible_to_take_the_selected_courses)</small> <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	

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**

Search in table

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

Start date **i**

Start time **i**  :

End time **i**  :

Set up as repeating slots?

Repeat on

Repeating ends

Length of each slot  minute(s)

Gap between slots  minute(s)

Number of attendees per slot **i**  student(s)

Close bookings before slot time  day(s)   
Bookings will close this time before each slot starts. Leave at 0 for no cutoff.

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.

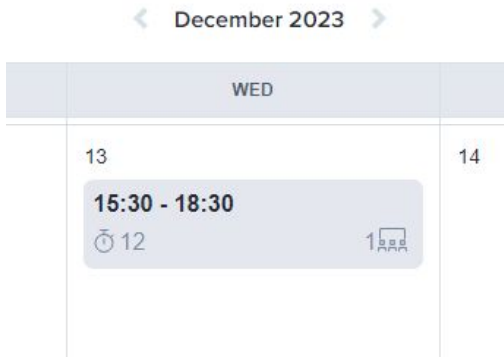
Apply a cut-off to close bookings if necessary (only available in the configuration which allows attendees to choose their own timeslots).

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.

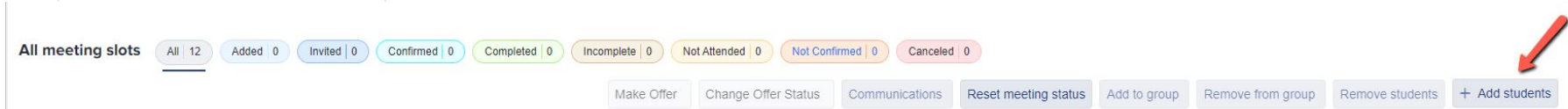
1 to 12 of 12 entries

<input type="checkbox"/>	Meeting date	Start time	End time	Assigned staff	Location	Maximum Attendees
<input type="checkbox"/>	Wednesday, 13/12/2023	15:30	15:45	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>
<input type="checkbox"/>	Wednesday, 13/12/2023	15:45	16:00	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/> <b>10</b>



The meeting will then be displayed on the calendar, and you can repeat the process to add as many more meetings as needed (perhaps each member of staff has their own series of appointments, and/or you are holding your meetings over multiple days and times).

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.



### Add new students to the meeting ✕

Student

Group

Filter

Add to meeting

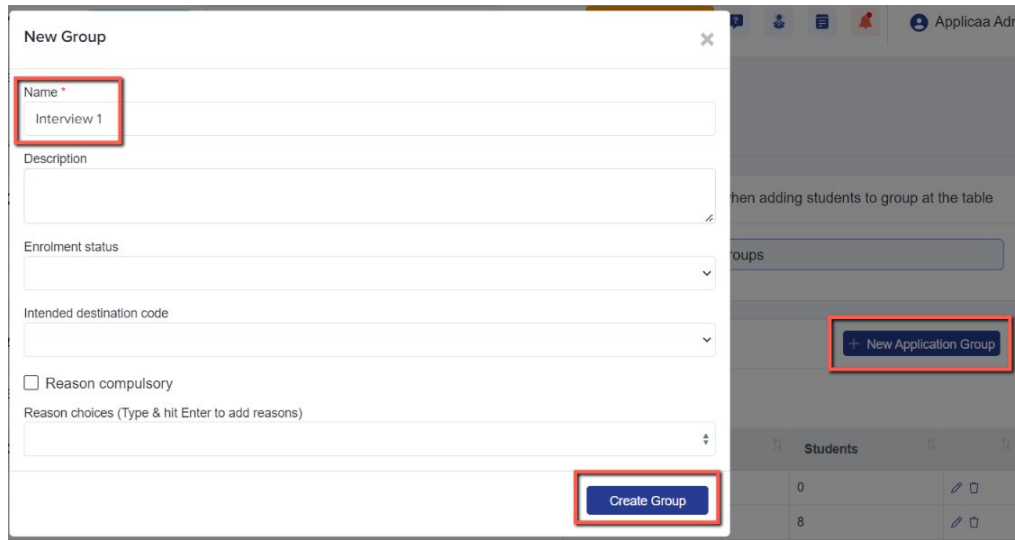
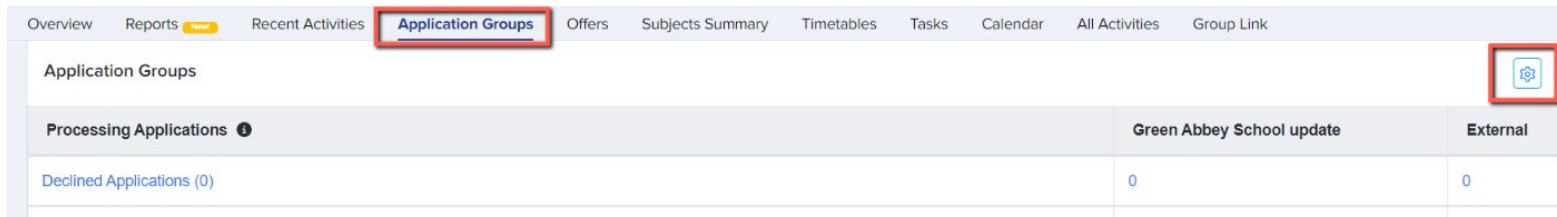
Depending on your setup, you will either be prompted to **invite students** (if they are choosing their own slots) or **allocate students and then invite them** (if you are assigning appointments for them prior to sending the invitations).

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:



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:

The screenshot shows the 'Registered Students' interface. At the top, there are several action buttons: 'Change Application Status', 'Make Offer', 'Change Offer Status', 'Change Enrolment Status', 'Change Internal Status', 'Change Phase Status', 'Add to group', and 'Remove from group'. The 'Add to group' button is highlighted with a red box. Below these buttons are filters and view options. The table below shows 7 entries, with 7 rows selected. The first four rows have checkboxes in the leftmost column, which are also highlighted with a red box. The table columns are ID, Student Code, First Name, Last Name, and Birthday.

	ID	Student Code	First Name	Last Name	Birthday
<input checked="" type="checkbox"/>	9215	9WY8	A13	A13	16/09/2008
<input checked="" type="checkbox"/>	13091	3DD5	A134	A134	27/07/2000
<input checked="" type="checkbox"/>	9204	0K9G	A2	A2	
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

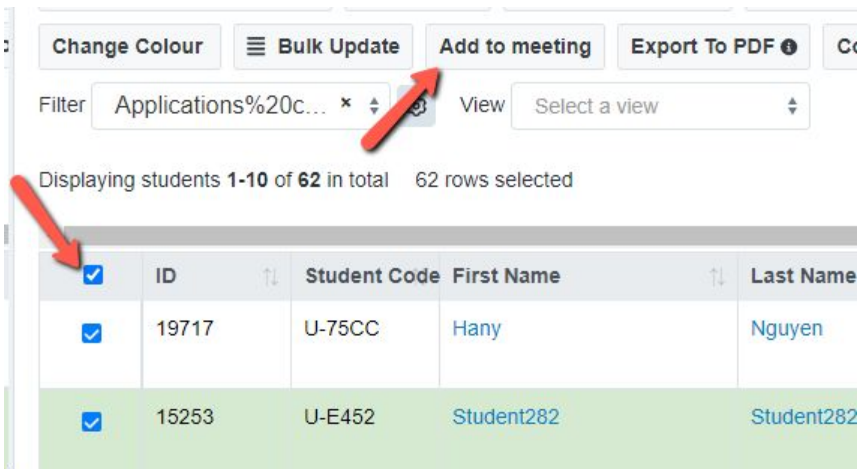
Return to the meetings area to add your group to the meeting - this does not send an invitation to them automatically, so you can add students in prior to being ready to invite them!

# Adding students to a meeting from your main dashboard

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

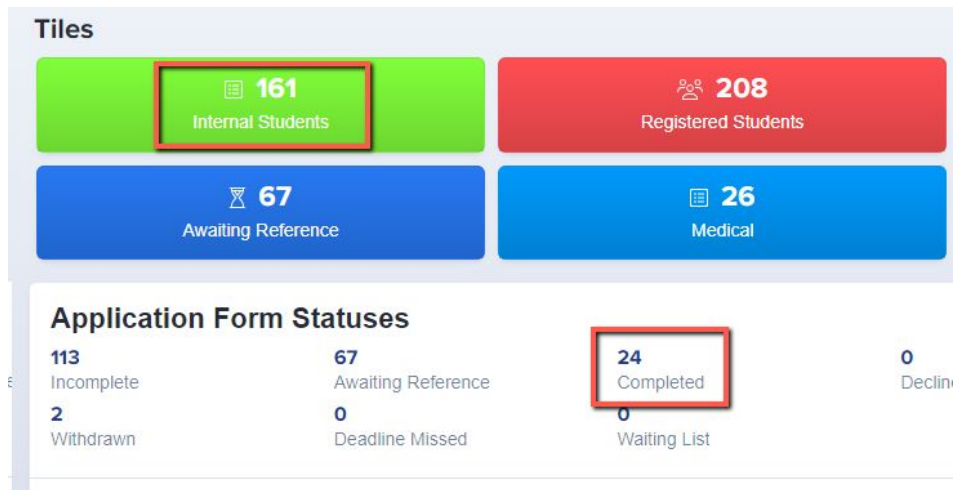
Select the students you want to add to a meeting and choose “add to meeting”.

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 for 'Change Colour', 'Bulk Update', 'Add to meeting', and 'Export To PDF'. A red arrow points to the 'Add to meeting' button. Below the buttons is a filter dropdown set to 'Applications%20c...' and a 'View' dropdown set to 'Select a view'. Below this, it says 'Displaying students 1-10 of 62 in total' and '62 rows selected'. A table below shows student details with checkboxes in the first column. A red arrow points to the first checkbox. The table has columns for ID, Student Code, First Name, and Last Name.

<input checked="" type="checkbox"/>	ID	Student Code	First Name	Last Name
<input checked="" type="checkbox"/>	19717	U-75CC	Hany	Nguyen
<input checked="" type="checkbox"/>	15253	U-E452	Student282	Student282



The screenshot shows a dashboard with 'Tiles' and 'Application Form Statuses'. The 'Tiles' section has four tiles: 'Internal Students' (161), 'Registered Students' (208), 'Awaiting Reference' (67), and 'Medical' (26). The 'Application Form Statuses' section has four categories: 'Incomplete' (113), 'Awaiting Reference' (67), 'Completed' (24), and 'Declined' (0). A red box highlights the 'Completed' tile.

### Tiles

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

### Application Form Statuses

- Incomplete: 113
- Awaiting Reference: 67
- Completed: 24
- Declined: 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.

The screenshot displays the 'Guidance Meetings' interface. At the top, the title 'Guidance Meetings' is followed by an external link icon. Below this is a row of filter buttons: 'All | 12' (highlighted with a red box), 'Added | 2', 'Invited | 2', 'Confirmed | 0', 'Completed | 0', 'Incomplete | 0', 'Not Attended | 0', 'Not Confirmed | 2', and 'Canceled | 0'. A blue bar below the filters shows meeting details: 'Wednesday 13th, December 2023', '15:30 - 18:30', a video icon, and a location pin icon. Two notification banners are present: a top one stating 'You have 4 unallocated student(s)' with 'View details' and 'Allocate students' buttons, and a bottom one stating 'You have 4 applicant(s) that have been allocated but have not been invited' with 'View details' and 'Invite students' buttons.



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** All 24 **Confirmed** 1 **Completed** 1 **Incomplete** 0 **Did not attend** 0 **Cancelled** 0 **Declined** 0


[Make Offer](#) [Change Offer Status](#) [Communications](#) [Reset meeting status](#) [Add to group](#) [Remove from group](#) [Remove students](#) [+ Add students](#)








Search in table [Export](#)



Displaying 24 slots Show 50 entries



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	<a href="#">✉</a> <a href="#">✎</a> <a href="#">📅</a> <a href="#">✕</a>
20/09/2024	09:20 - 09:40	a.gordon				Pending	Pending	Test	Not confirmed	invited	<a href="#">✉</a> <a href="#">✎</a> <a href="#">📅</a> <a href="#">✕</a>

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 Not confirmed  
Sixth Form Office  
Test Staff

#### 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



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

### Meetings for Test Victor Test Swift



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

# Tracking responses to invitations

## Hello Test Victor,



**Test Victor Test Swift** Student Code: U-BU96T

School: student39d939de72b4a746@admp.uk / 30927608512

Form Status

Completed

Subjects you wish to study

A Level PE, A Level Sociology, A

Offer status

Pending

Level Psychology

Reference Status

Incomplete

### 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 Cc

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.

Confirm Cancel

**Reschedule Meeting** ✕

Please select a new date

Select a new time

Reason for rescheduling (optional)

Reschedule Cancel

# 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 JONES** Declined

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.

The screenshot displays the application management interface. At the top, the page title is "Sixth Form Application Admission..." with a "Closed" status indicator. A search bar contains the text "victor". Below the search bar, the "Results" section shows 45 results. Under "Applicants in this form", one applicant is listed: "Test Victor (Test Victor Test Victor Preferred Surname) Test Swift" with a "Completed" status. A red arrow points to this applicant's name. To the right, the profile for "Test Victor Test Swift #U-BU96T" is shown. It includes contact information (Phone: 30927608512, School, Email), a profile picture, and an "APPLICATION STATUS" of "Completed" (2/4). A red arrow points to the "Meeting" tab in the navigation menu. Below the navigation menu, the "Meetings" section shows a meeting on "Jan 12 MON" from 11:15 - 11:30 at the "Sixth Form Office" with "Test Staff" as the organizer. The meeting is marked as "Declined". A red arrow points to the "Meeting Note" button at the bottom of the meeting card.

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

Search in table Export

Displaying 42 students Show 50 entries

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-JG1QJ	testfrederick.testjohn@example.com	  

Staff member:

Date range:

 →   →  

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**

- A Level Physics
- A Level Chemistry
- 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

<input checked="" type="checkbox"/>	Meeting Date	Time	Teacher	Type of student	First Name
<input checked="" type="checkbox"/>	12/01/2026	09:00 - 09:15	Test Staff	External	<a href="#">Frederick</a>
<input checked="" type="checkbox"/>	12/01/2026	09:15 - 09:30	Test Staff	External	<a href="#">Porter</a>

Change Meeting Status

Select a meeting status

Did not attend

Not confirmed

Completed

Confirmed

Declined

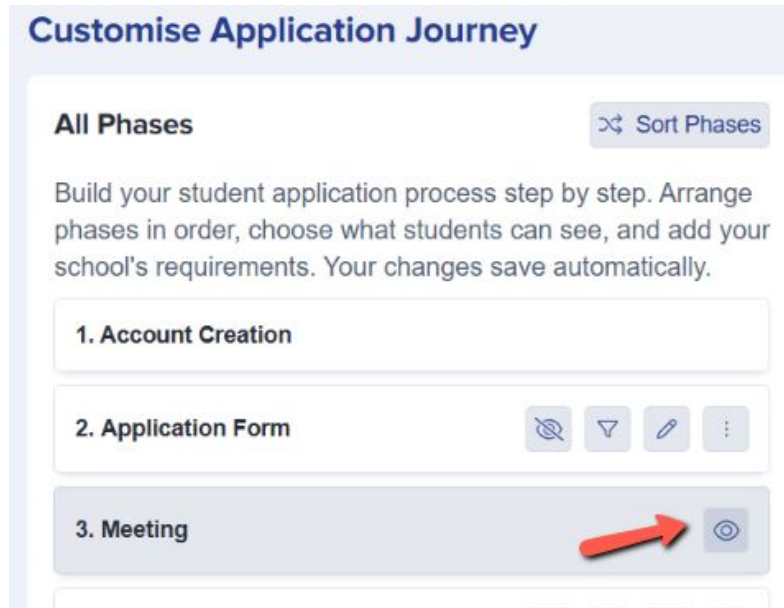
Cancelled appointment

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.



**Customise Application Journey**

**All Phases** Sort Phases

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

1. Account Creation
2. Application Form 🗑️ ⏴ ✎️ ⋮
3. Meeting 👁️

The 'Meeting' phase is highlighted in a darker grey, and a red arrow points to the eye icon, indicating it is being enabled.

ON  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

- ✉️ 📄 🖨️ 💬 🗄️ more ▾

APPLICATION STATUS Demo  
**Completed** 4/4

ENROLMENT STATUS Demo  
**Pending**

MEETING STATUS Demo  
**Incomplete**

OFFER STATUS Demo  
**Offer Made**

# Hello Porter,



**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



## 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

Subjects you wish to study  
A Level Physics, A Level Chemistry,  
A Level Law

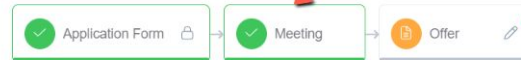
## GUIDANCE MEETINGS **complete**

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 **Completed** Demo

**APPLICATION OFFER**  
You received an offer on 28/10/2025.  
Please respond below:  
[Decline Offer](#) [Accept Offer](#)

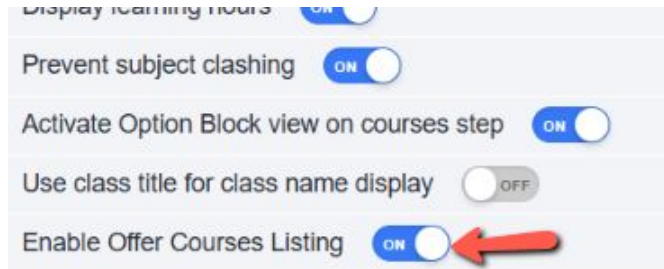


# Adding courses to the offer list

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

Demo

Completed

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:

**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

Application Form  → Meeting  → Offer  → Enrolment Form 

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:

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

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

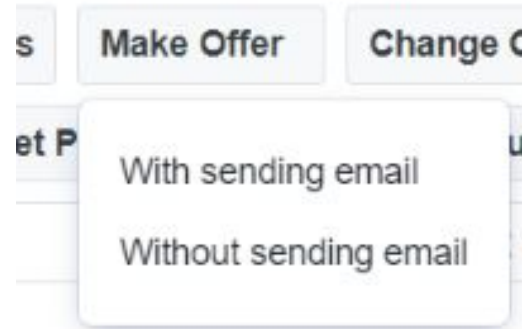
<input checked="" type="checkbox"/>	ID	Student Code	First Name	Last Name	Birthday
<input checked="" type="checkbox"/>	13091	3DD5	A134	A134	27/07/2000
<input checked="" type="checkbox"/>	9204	0K9G	A2	A2	
<input checked="" type="checkbox"/>	9206	HGXZ	A4 ULN	A4	

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)

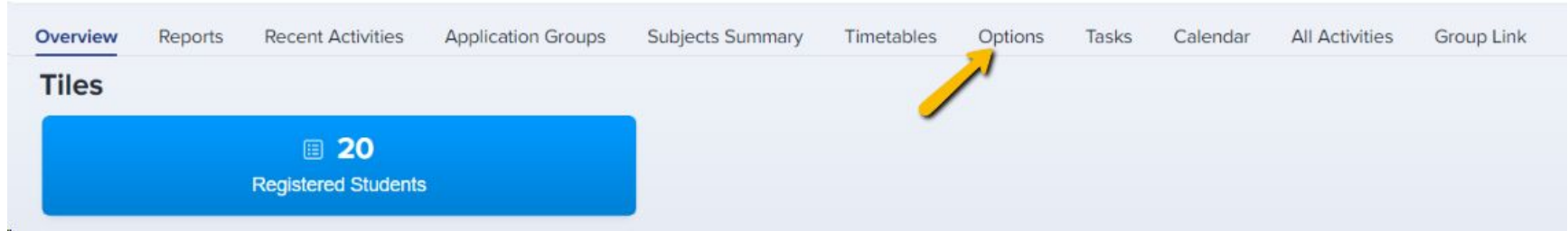
offer withdrawn = you made this student an offer but have now made the decision to withdraw it from them

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.



The screenshot shows a navigation bar with the following items: Overview, Reports, Recent Activities, Application Groups, Subjects Summary, Timetables, Options, Tasks, Calendar, All Activities, and Group Link. The 'Options' item is highlighted with a yellow arrow. Below the navigation bar, there is a 'Tiles' section with a blue button that says '20 Registered Students'.

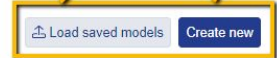


## Options Block Modelling

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



Two buttons are shown: 'Load saved models' and 'Create new'. The 'Load saved models' button has a small icon of a document with a checkmark.

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	<input type="text"/>

**Annotations:**

- A yellow callout box with an arrow pointing to the input field: "Add the name of each block; for example: A"
- A yellow callout box with arrows pointing to the bottom buttons: "Click to add a new row for each block, then confirm and continue"

Buttons: + 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.

## 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.

<input checked="" type="checkbox"/>	Subject	Short code (upto 4 letters) ⓘ	Warn me when class size exceeds	Warn me when class size is below	Number of blocks per class ⓘ
<input checked="" type="checkbox"/>	A Level Art and Design	Ale1	20	5	1
<input checked="" type="checkbox"/>	A Level Biology	Ale2	20	5	1
<input checked="" type="checkbox"/>	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	<input type="text" value="Sp"/> <small>This code is not unique. Please choose another.</small>
---------	---

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  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  Completed

**Offer Status** (offer\_status)  
is any of  Offer Made   Accepted

**Enrolment Status** (enrolment\_status)  
is any of  Select from dropdown

**Interview Status** (interview\_status)  
is any of  Select from dropdown

**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

- Allow Partial Allocation of Students' Classes ⓘ

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

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.

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		

Annotations:

- Yellow callout box: "Here, 1 class is not enough for Art, based on your maximum class sizes (so you might need to consider hiring another Art teacher)" with arrows pointing to the 'Teaching groups' cell for Art and Design and the 'Average class size' cell for Art and Design.
- Yellow callout box: "This helps you to see which classes would not be cost-effective to run" with arrows pointing to the 'Teaching groups' cell for German and the 'Average class size' cell for German.

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.

^ Advanced: Per-subject conversion rates

Advanced: Per-subject conversion rates

Enable per-subject conversion rates

**i** Set custom rates in the table below. Empty fields use the global rate. The "Source" column shows which rate is being used.

Export a template to edit rates in Excel, then import back:

 Export Template

 Import Rates

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

This can be set **globally** with the same conversion rate applying for all subjects, or you can set a **custom rate** to apply if there are certain subjects with differing projected rates.

Subject	Filtered students	Internal applicants	Int. conversion rate (%)	Projected internal applicants	External applicants	Ext. conversion rate (%)	Projected external students	Teaching groups <b>i</b>	Average class size	Source
A Level Art and Design	1	0	<input type="text" value="85"/>	0	1	<input type="text" value="100"/>	1	<input type="text" value="0"/>		Custom
A Level Biology	4	2	<input type="text" value="100"/>	2	2	<input type="text" value="100"/>	2	<input type="text" value="1"/>	4	Global
A Level Chemistry	4	1	<input type="text" value="100"/>	1	3	<input type="text" value="90"/>	3	<input type="text" value="1"/>	4	Custom

## Allocation Rules

Define constraints before the system allocates students to classes.

Block Exclusions 0 Block Dependencies 0

---

Prevent specific classes from being placed in certain blocks + Add Exclusion

**Use exclusions when:** A teacher or room is unavailable in specific blocks (e.g., teacher teaching Y13 in Block D means Y12 class must be excluded from D).

No block exclusion rules defined yet.  
Click "Add Exclusion" to create your first rule.

**Allocation Rules** allow you to set constraints on blocking before proceeding to generate your model. For example, specifying that a subject must be excluded from a particular block, or that a specific subject combination is dependent on particular blocking.

← Back

### Validation

0 Errors 0 Warnings 0 Info

No validation issues  
All clear to proceed

#### Pre-Allocation Checklist 0/4

- Teacher constraints reviewed  
Single-teacher subjects checked ⓘ
- Room constraints reviewed  
Specialist rooms checked ⓘ
- Subject dependencies verified  
Linked subjects configured ⓘ
- Y13 conflicts checked  
Existing timetable considered ⓘ

Complete all checklist items before proceeding

Continue to Place Classes

Click to **Allocate students and classes** to generate your model.

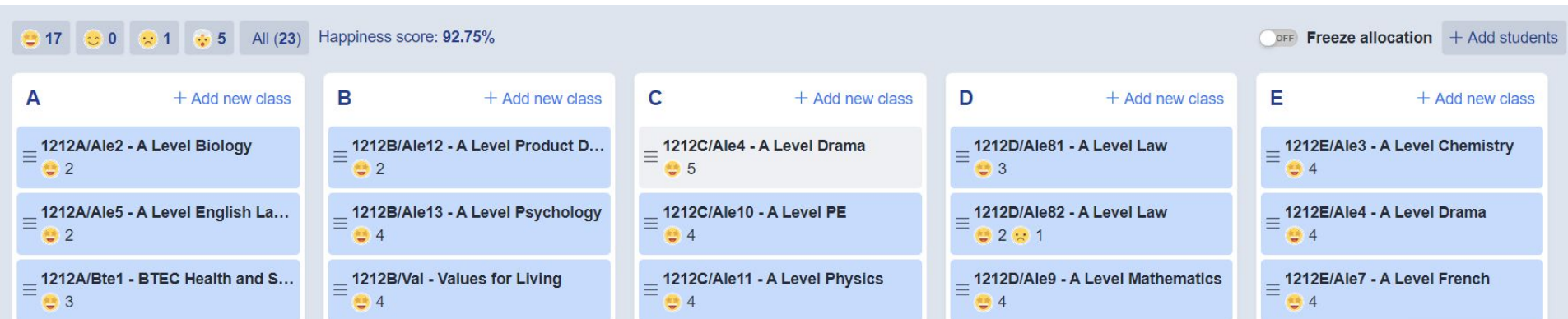


Students who have been allocated to their main choices will show as **excited**.

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 something which they had not originally chosen (you've allocated them to a new subject).

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.

**Happiness report** ✕

 **3 students** have not been completely allocated [Export](#)

Show  entries

#	First Name	Last Name	Internal / External	Choices	Could have been allocated	Could have been allocated
1	Ericka	Yundt	External	<b>Main choices</b> <ul style="list-style-type: none"><li>• A Level Sociology ✓</li><li>• A Level Mathematics ✓</li><li>• A Level PE ✓</li><li>• A Level Drama</li></ul>	<ul style="list-style-type: none"><li>• A Level Sociology</li><li>• A Level Mathematics</li><li>• A Level PE</li></ul>	<ul style="list-style-type: none"><li>• A Level Drama</li></ul> <span style="float: right;"><a href="#">Select classes</a></span>

You can also filter these reports by internal and external applicants as needed.

You can **edit** their choices, to add them to other subjects if required, or use the **check viability** option to determine whether their subjects are viable, and review any clashes.

### Student Allocation

Ericka Yundt

1 Review Allocation > 2 Confirm

1 Review Allocation

#### Current Choices

- A Level Sociology
- A Level Mathematics
- A Level PE
- A Level Drama

#### Current Allocation

- A 1212A/Ma (5 students) x ↓
- B -- Select a class -- ↓
- C 1212C/Pe (5 students) x ↓
- D 1212D/So (5 students) x ↓

[Edit](#) [Check Viability](#)

#### ⚠ Combination not currently viable

Timetable conflicts prevent this exact combination.

##### 🔔 Conflict Details

These subjects: **A Level Art and Design**, **A Level English Language** are in the same block **A**

##### Suggestions

Replace either conflicting subjects with a different subject

1 Review Allocation > 2 Check Availability > 3 Viability > 4 Combinations > 5 Confirm

2 Check Subject Availability

🔔 **How it works:** Select the subjects to reallocate, then click Check Availability to see if the combination fits the timetable.

📁 **Pathway** ↻ Changed from original

Select Pathway

A Level Route

#### 📄 Number of Allocated Subjects

How many subjects should be allocated? Additional subjects will be used as reserves if main choices clash.

4

#### Select requested subjects

(4 allocated)

- Allocated 1** A Level Art and Design
- Allocated 2** A Level Biology
- Allocated 3** A Level Psychology
- Allocated 4** A Level English Literature

+ Add Subject

[Check Availability](#)

1 Review Allocation > 2 Check Availability > 3 Viability > 4 Combinations > 5 Confirm

4 Recommended Combinations

#### 🔔 Class Size Optimisation

Each option shows different class placements for the selected subjects. Options are ranked by total impact - lower totals mean smaller class sizes overall.

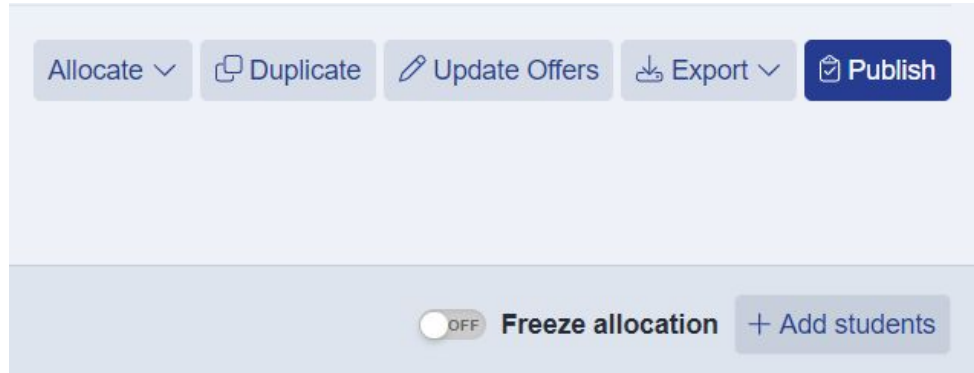
Select	Rank	Block A	Block B	Block C	Block D	Block E	Total Impact
<input checked="" type="radio"/>	☆ #1	A Level Art and Design 1212A/Ad 4-5	A Level Biology 1212B/Bi 5-6	-	A Level English Literature 1212D/EI 1-2	A Level Psychology 1212E/Ps 2-3	<b>16</b> TOTAL STUDENTS Avg: 4.0/class

[Review Selection →](#)

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 an **export** to download a CSV, Excel or PDF of blocks and classes information, or a Student Allocations Report (CSV) to 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.

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

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

Pin Duplicate Remove Close



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		Move it here
C		Move it here
D		Move it here
E		Move it here

Close Test in other blocks



### 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 %	Move it here
C	92.75 %	Move it here
D	95.65 %	Move it here
E	95.65 %	Move it here

**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:  Subject Filter:

Showing 1 to 10 of 18 entries Show 10 entries

<input type="checkbox"/>	Course	Available on Application Form <input type="checkbox"/>	Available on Enrolment Form <input type="checkbox"/>	Interested	Enrolled	Waiting List	Offered	Block A	Block B	Block C	Block D	Block E
<input type="checkbox"/>	A Level Art and Design <a href="#">Edit</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	0	0	0					1212D/Ale1 (0 max) 0 interested 0 enrolled
<input type="checkbox"/>	A Level Biology <a href="#">Edit</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3	0	0	0					1212D/Ale2 (0 max) 0 interested 0 enrolled

**Create the classes in your MIS!**

# Useful Information

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**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 grey hexagon, and to its top-right is an orange parallelogram. Below the central hexagon are three smaller hexagons: a dark blue one on the left, a light blue one on the right, and a very small light blue one at the bottom center.

**Do you have any questions?**