

New Cycle Nursery





OVERVIEW

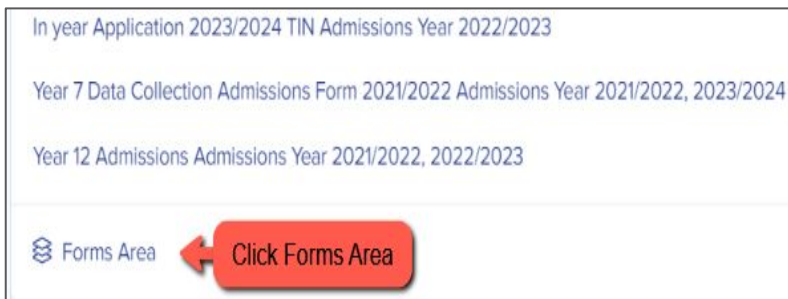
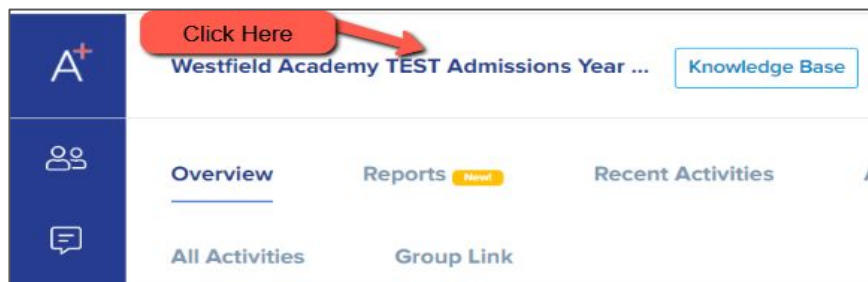
You can design your Nursery form to capture initial interest, make offers to parents and then collect full data for those who are offered a place.

Our default Nursery template is designed to run as follows:

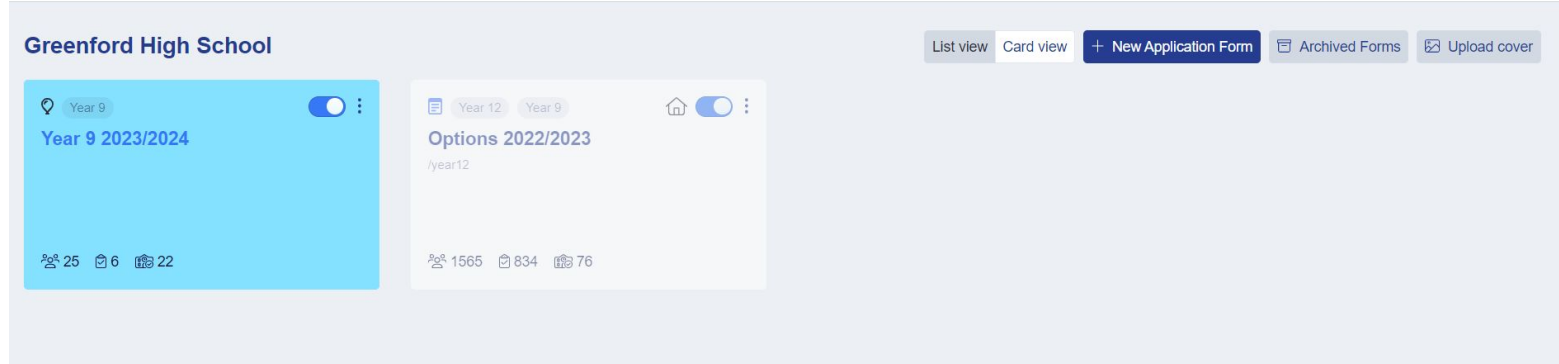
- Parents self-register
- Parents complete their verification and log in to complete your initial enquiry form
- You assess the sessions they have applied for, and use the Offers function to make offers to parents
- Parents who have been made an offer log in, respond to the offer and complete your full admission form
- You transfer the completed data to your MIS

How to see your new form

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

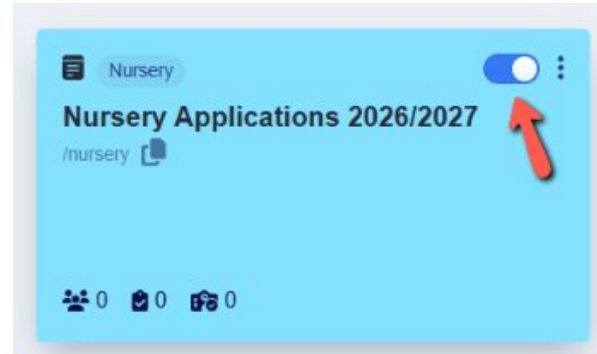


Your forms area will appear and will look something like this:



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

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

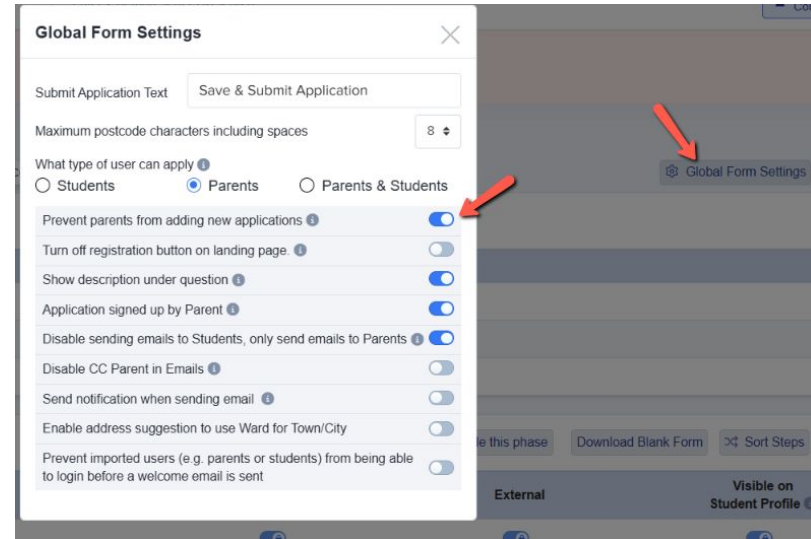
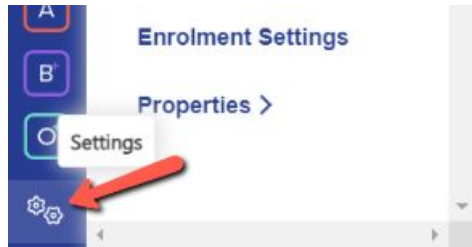


How to close your old form

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

Click on the name of your 2025 form in your forms area to access the dashboard.

Navigate to **settings > application form > global form settings** and turn on "prevent parents from adding new applications".



Customise Application Journey

Easy View (Preview)

Advanced Step View

Phase View

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

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

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

Customise Application Journey Step View Phase View Global Form Settings + New Phase + Create Test Application

All Application Phases > Sort Phases

Phase	Category	Visible to Applicants ⓘ	Visible to staff on Applicant Profile ⓘ	Filter ⓘ	Action
2. Application Form ⓘ	Form Questions	☒	☒	Filter Summary: Updated Students	

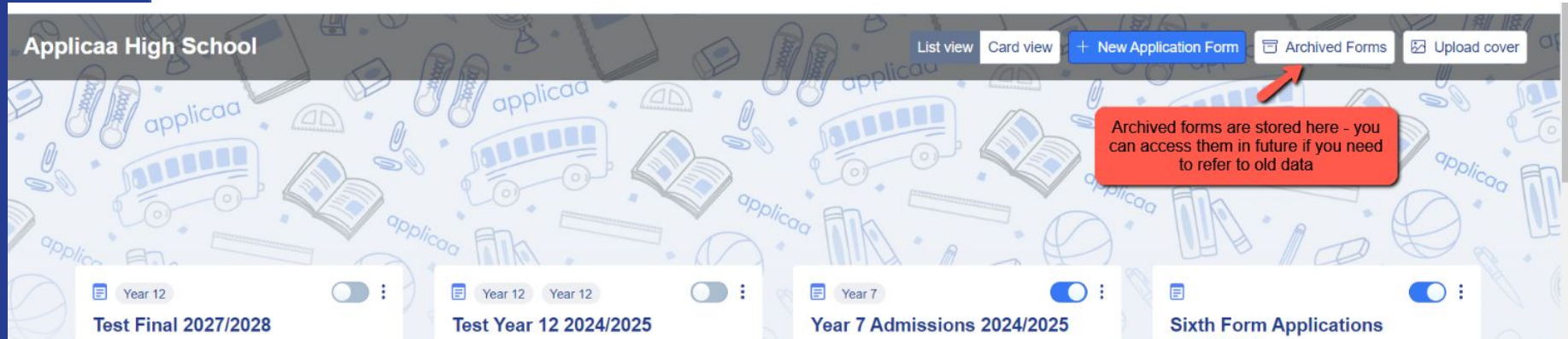
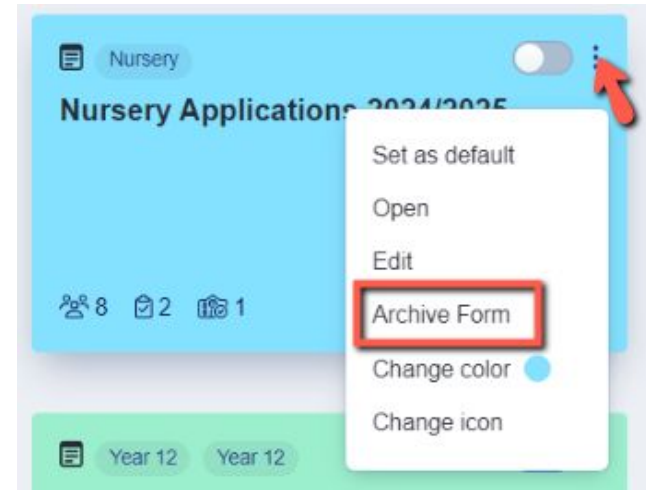
click the edit button

Disable submissions ⓘ ☒

☐ Stand alone ⓘ

Click to turn on

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



If any applicants for 2026 have registered on your 2025 form before you had the chance to close it, you can **move them to the correct form** instead.

Test Cyril Test Larkin #NQWY

Phone
School St Mary's Kilburn Church Of England Primary
School
Email

more ▾

- Reset Password
- Send SMS
- Send notification
- Convert to Parent Account
- Confirm This Account
- Merge
- Change Application Form**
- Delete

Student Info (External)

Student Code **NQWY**

Application Reference Number **823-2019-08**

Sims Admission Number

First Name **Test Cyril**

Change Application Form

Nursery Applications Admissions Year 2026/2027

Changing the application form will have these changes:

- *If students have courses, the courses will be removed
- *The application status will change to incomplete

OK

Cancel

Editing your Landing Page

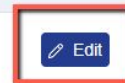
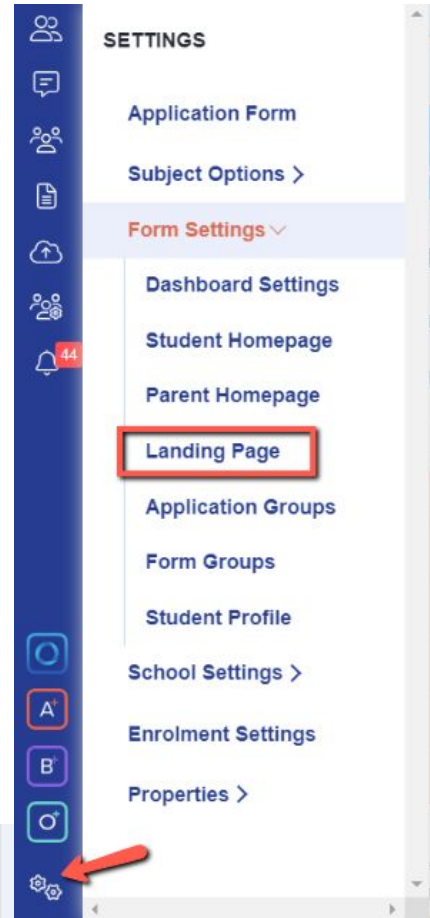
Navigate to **settings > form settings > landing page**.

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

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

You can also add a pop-up notification - perhaps to tell them when the new cycle will open or give them information about forthcoming events?

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



Form Settings

[Dashboard](#)[Student Homepage](#)[Parent Homepage](#)[Landing Page](#)[Application Groups](#)

Configuration Mode

Choose your landing page configuration mode:

- ☐ Only students can register 
- ☐ Students & Parents can register 
- ☐ Students and parents must be imported by staff 
- ☒ Only parents can register 
- ☐ New Application area hidden completely

On your landing page, you should also ensure the form is set to allow parents to register, so they can create their own accounts and log in to register their interest in a place for their child/children!

Editing your Parent Homepage

🏠 / Settings / Form Settings / Parent Homepage

Form Settings

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

(settings > form settings > parent homepage)

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

Parent Homepage Landing Page Application Groups Student Profile

General Settings

☐ Parent Must Accept School's Policy ☒ Parent Must Accept Applicaa Policy

General Welcome Message ← Seen by parents across all intakes - parents of children on your reception and in year forms would also see this

Preview Edit

Messages on parent's homepage

Welcome to our school!

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

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

↓ Show more

Parent Homepage Image



Nursery Applications (2025/2026) Welcome Message ← Seen only by parents who are applying to Nursery - you can make this one intake-specific

Preview Edit

Messages on parent's homepage

Parent Homepage Image

Welcome to our Nursery!

We offer an outstanding start to your child's early education. Nursery sessions are delivered by our team of highly skilled practitioners who scaffold children's play through high quality interactions and learning opportunities.

We cover all areas of the Early Years Curriculum, which are carefully crafted to be entwined with our Primary Years Programme (PYP). Through doing so we help to nurture our children and encourage them to develop key attributes, which we feel are fundamental to creating lifelong learners.

You should also ensure your settings are as follows, at the bottom of the page:

Parent Homepage

Landing Page

Application Groups

Student Profile

↓ Show More

Children Status Config

Button text for new application button

Start New Application

Button text for continue application button

Continue Application

Show Application Status

☒

Show Offer Status

☒

Show Courses You Wish To Study

☐

Show Reference Status

☐

Show Add New Application Button

☒

Show Envelope Icon (Invitation Popup)

☐

Show documents in homepage



☒

What parents will see:

Hello Mrs Mccullough,

+ Start New Application

School Message



Keaton Mccullough Student Code: U-B475



School Message

Welcome to our Nursery!

Show full message

Form Status

Completed

Year Group

N/A

Offer status

Offer Made

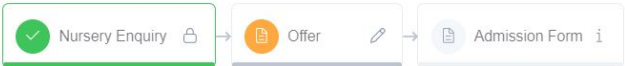
APPLICATION OFFER

You received an offer on 30/07/2024. Please respond below:

Decline Offer

Accept Offer

Nursery Applications



Welcome to our school!

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

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

Show full message

Upcoming Events

28

JUN

Event

Taster Day

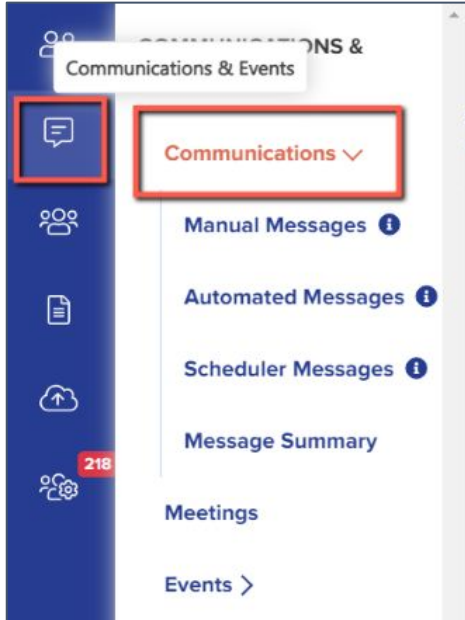
Meet at Reception at 9am
28 Jun 2028 | 09:00 - 15:00

Open Day

Register

Checking your email templates

The email templates area is really useful and can automate a lot of your processes!



There are several automated emails you will need to check - you can preview and edit them by scrolling right on the table.

Created when	Repeat	Enable	Actions
			  
			  
to interview	N/A		   

Template Name ^{↑↓}	Subject ^{↑↓}
Search Template I	Search Subject
Admission form submitted	Your completed admission form has been received
Make offer to student	Your Offer for our Nursery
Parent Confirmation Instructions	Welcome to Nursery Enquiries form
Staff Welcome	Green Abbey School Staff Account
Notify Parent Initial Enquiry Complete	Your Initial Enquiry for a Nursery place for {{STUDENT_FIRST_NAME}} {{STUDENT_LAST_NAME}} has been received
New Password	Your New Password

Priorities for checking ahead of launch: all stored within the “Nursery” folder on your Automated Messages screen if using our default template.

Communications

Manual Messages

Automated Messages

Scheduled Messages

Message

All Automated Messages

Application Form

Email Subscription

Enrolment

Meetings

Reference

Registration

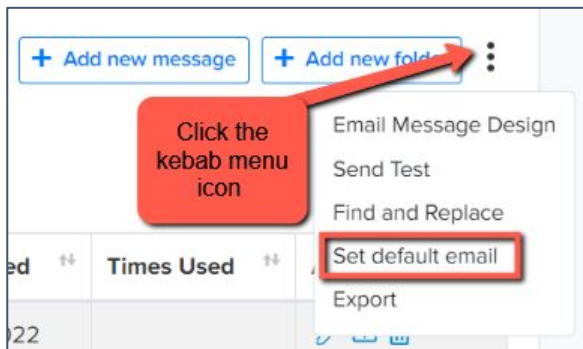
Showing 1 to 39 of 39 entries

Type ^{↑↓}	Template Name ^{↑↓}	Subject
	Search Template I	Search Subject
	 Nursery	
	Notify Teacher Student Has	You have had a submission on

Manual Messages:

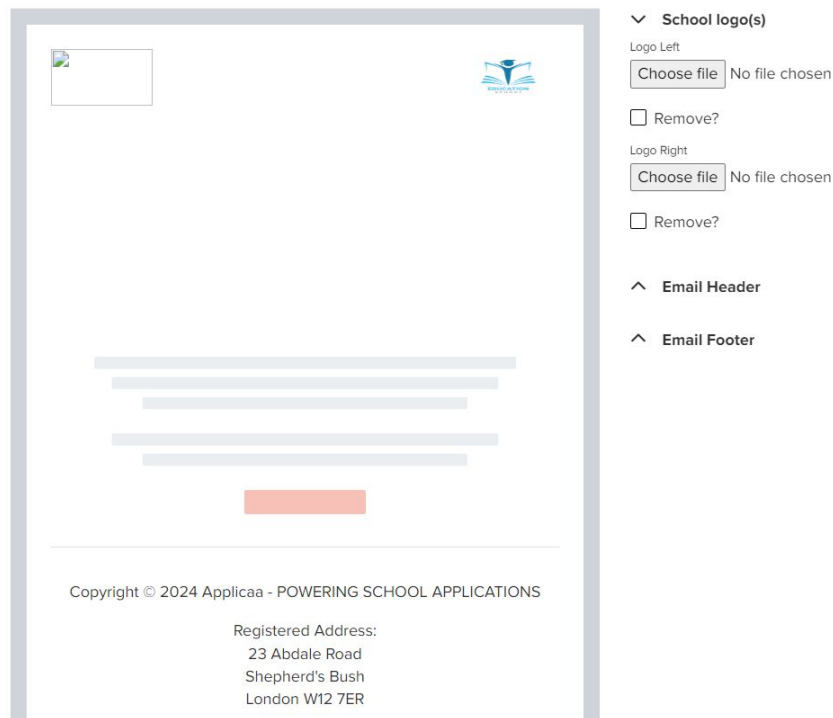
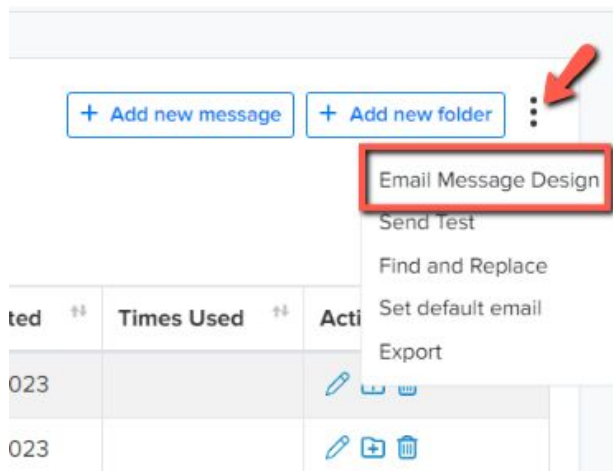
Create any manual templates now so they are set and ready to use later on in the cycle - future you will be grateful!

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

A screenshot of a 'Set default email' form. The title is 'Set default email' with a close button (X). The text says: 'You can use this area to update the default sender and reply-to email address for your general and automated emails in this form'. Below this, it says: 'To update this for other forms you will need to navigate to the email template area for that form'. There are two input fields: 'From address (to add a new email, start typing and hit 'Enter' to save)' and 'Reply to email (to add a new email, start typing and hit 'Enter' to save)'. The 'From address' field has a red button below it that says 'it can be your school domain'. At the bottom is a blue 'Update' button.A screenshot of a 'Set default email' form, similar to the one above. The 'From address' field is highlighted with a red rectangle and contains the text 'admin@applicaa.com'. A red arrow points from a red box containing the text 'Click here to request for your DNS to be updated' to the information icon (i) next to the 'From address' label. The 'Reply to email' field is empty. At the bottom is a blue 'Update' button.

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

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



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

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

Mail Merge Field

Contact First Name

×

Insert Field

Paragraph

B U *I* [List Icons] [Link Icon] [Text Color] [Background Color] [Font Color] [Text Size] [Text Weight] [Text Style] [Image Icon] [Table Icon] [Undo] [Redo] [Find] [Source]

Dear [[CONTACT_FIRST_NAME]] [[CONTACT_LAST_NAME]],

We are pleased to inform you that we have received your completed Initial Enquiry for [[STUDENT_FIRST_NAME]] [[STUDENT_LAST_NAME]].

We will contact you to confirm whether we are able to offer your child a place in our Nursery; please wait to hear from us.

Best wishes,

[[SCHOOL_NAME]]

Attachments (File from computer will be uploaded and selected if exist)

+ Add Attachment

← Back

Save

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



Preview Communication



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

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

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

Please use the log in details and link below:

Below is your login details for {{SCHOOL_NAME}}

Email: {{CONTACT_EMAIL}}

Password: {{CONTACT_PASSWORD}}

Website: {{LINK}}

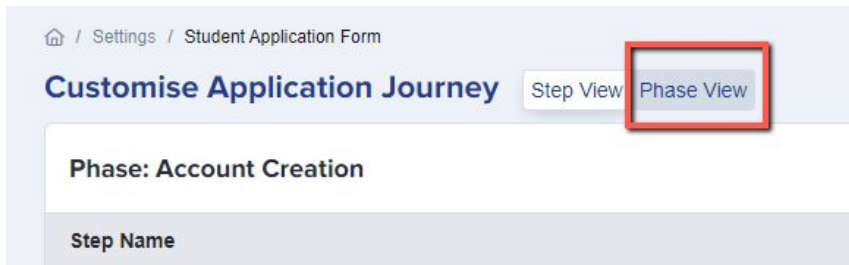
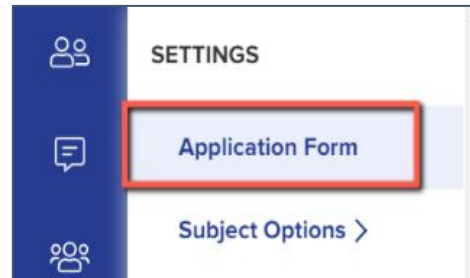
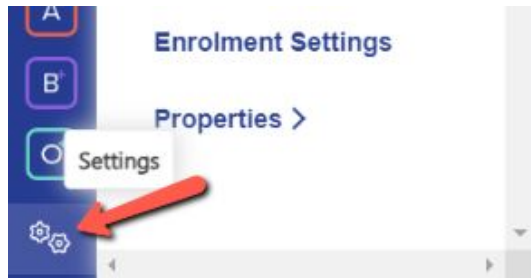
We look forward to hearing from you.

Kind regards

Your application phases and settings

Navigate to **settings > application form > phase view** and turn on all three phases:

- Application Form
- Offers
- Enrolment



You should also check the names of your phases to ensure they are appropriate to your intake.

If you are using our default form, these will already be customised for you, or you can customise them yourself by clicking the pencil icons.

Edit Step: Application Form

Name

Admission Form

Description

Internal Applicants

Lock form after submission

Disable submissions

External Applicants

Lock form after submission

Disable submissions

☐ Stand alone

☐ Trigger by condition

Save

Customise Application Journey		Global Form Settings	Create Test Application
Step ViewPhase View			
All Application Phases		Sort Phases	New Phase
Phases	Category	Actions	
2. Application Form	Form Questions		
3. Offer	Offer		
4. Enrolment Form	Enrolment		

We recommend:

- Application Form > Nursery Enquiry
- Offer (same)
- Enrolment Form > Admission Form

All Application Phases

Phases	Category	Visible to Applicants 	Visible to staff on Applicant Profile 
2. Nursery Enquiry	Form Questions		
3. Offer	Offer		
4. Admission Form	Enrolment		

What parents will see:

**Keaton Mccullough** Student Code: U-B475 



School Message 
Welcome to our Nursery!
[Show full message](#)

Form Status
Completed

Year Group
N/A

Offer status
Accepted

APPLICATION OFFER
Offer was accepted on 30/07/2024.

Nursery Applications

 Nursery Enquiry 

→

 Offer 

→

 Admission Form 

Application Form Area

Settings > Application Form

Our default Nursery template is already customised based on recommended best practice, but of course you can customise each phase to suit your own needs.

The default setup is:

- Parents complete Parent Registration step - this creates their account
- Parents log in and complete your Nursery Enquiry phase - completing Child's Basic Details and Initial Enquiry only
- You review the enquiries, populate the office-use fields to confirm which sessions you can offer, and then send the "make offer" template to parents
- Parents who receive an offer log in, respond to the offer and then complete Child's Basic Details; Parent/Carer; Welfare and Support Information; Sibling Information; Security, Parental Consents and Bursary Policies; Fees and Uniform
- You transfer the completed data to your MIS for the children joining your Nursery

Phase: Account Creation

Step Name

Step 1: Enquiry (not in use) [🔗](#)

Step 2: Student Registration (not in use)

Step 3: Parent Registration

Phase: Nursery Enquiry

🔗 Sort Steps + New Step ⋮

Step Name	Internal	External	Visible on Student Profile ¹	Actions
Step 1: Child's Basic Details	☐	☐	☐	✎ ⚙️
Step 2: Initial Enquiry	☒	☒	☒	✎ ⚙️ 🗑️
Step 3: Medical, Dietary and Special Educational Needs and/or Disabilities	☐	☐	☐	✎ ⚙️
Step 4: Setting History and Sibling Information	☐	☐	☐	✎ ⚙️
Step 5: Courses	☐	☐	☐	✎ ⚙️
Step 6: Security, Parental Consents and Nursery Policies	☐	☐	☐	✎ ⚙️
Step 7: Parent/Carer/Emergency Contact Details Please list parent or carers in order of priority, starting with the person that should be contacted first in the event of an emergency	☐	☐	☐	✎ ⚙️
Step 8: Setting Information, Fees and Uniform	☐	☐	☐	✎ ⚙️
Step 9: Religion	☐	☐	☐	✎ ⚙️
Step 10: Payment	☐	☐	☐	✎ ⚙️

Phase: Offer

🔗 Sort Steps + New Step ⋮

Step Name	Internal	External	Visible on Student Profile ¹	Actions
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Phase: Admission Form

Last synced with Application Form: 17/05/2023 12:59PM

Sort Steps

+ New Step



Step Name	Internal	External	Visible on Student Profile ¹	Actions
Step 1: Child's Basic Details	☐	☐	☐	
Step 2: Parent/Carer/Emergency Contact Details Please list parent or carers in order of priority, starting with the person that should be contacted first in the event of an emergency	☒	☒	☒	
Step 3: Welfare and Support Information	☒	☒	☐	
Step 4: Sibling Information	☒	☒	☐	
Step 5: Courses	☐	☐	☐	
Step 6: Security, Parental Consents and Nursery Policies	☒	☒	☒	
Step 7: Fees and Uniform	☒	☒	☒	
Step 8: Initial Enquiry	☐	☐	☐	
Step 9: Religion	☐	☐	☐	
Step 10: Payment	☐	☐	☐	

Any data completed in your Nursery Enquiry phase will auto-populate into your Admission Form phase, so parents can see the answers previously given and make any amendments as necessary.

Office Use Fields

We have added some fields which you can use for making offers to parents. You can see them, but the parent cannot.

[← Initial Enquiry](#)

[Initial Enquiry](#)[Office Use - Offers](#)

Initial Enquiry

Question	MIS export	Internal	External	Visible on Profile	Actions
Completing the Nursery Enquiry Form:		☐ ☒	☐ ☒	☒	✎ ✕
Please state which sessions you will require each week (please tick all that apply): Monday Fu... Monday PM... Monday AM... Tuesday A... Tuesday P... 15 answers		☒ ☒	☒ ☒	☒	✎ ✕
Does your child already attend another setting? If yes, please state name and location.		☒ ☒	☒ ☒	☒	✎ ✕
Please provide your 30-Hour Funding Code, if applicable		☐ ☒	☐ ☒	☒	✎ ✕
I understand this form represents an expression of interest only and places are not guaranteed.		☒ ☒	☒ ☒	☒	✎ ✕
Thank you		☐ ☒	☐ ☒	☒	✎ ✕

Office Use - Offers

Question	MIS export	Internal	External	Visible on Profile	Actions
Sessions we can offer Tuesday AM Tuesday PM Thursday PM Thursday ... Wednesday... 15 answers		☒ ☒	☒ ☐	☒	✎ ✕

Parents select which sessions they would like their child to attend

Parents CANNOT see this because these switches are off

You can then assign each child to the sessions you are able to offer

You can see it, because this switch is on

What parents see:

! Step 1

Child's Basic Details

Initial Enquiry

Thank you for your interest in a place for your child at our Nursery and for registering with our online admissions system.

Completing this form will enter your child on the **waiting list** for a place. We admit children to the nursery each September and January.

Please do wait to hear from us. We will be in touch as soon as we know whether or not we are able to offer your child a place. Thank you.

Please state which sessions you will require each week (please tick all that apply):*

- ☐ Monday Full Day
- ☐ Monday PM (12.10-3.10)
- ☐ Monday AM (8.40-11.40)
- ☐ Tuesday AM (8.40-11.40)
- ☐ Tuesday PM (12.10-3.10)
- ☐ Tuesday Full Day
- ☐ Wednesday AM (8.40-11.40)
- ☐ Wednesday PM (12.10-3.10)
- ☐ Wednesday Full Day

! Step 2

Initial Enquiry

- ☐ Thursday AM (8.40-11.40)
- ☐ Thursday PM (12.10-3.10)
- ☐ Thursday Full Day
- ☐ Friday AM (8.40-11.40)
- ☐ Friday PM (12.10-3.10)
- ☐ Friday Full Day

Does your child already attend another setting? If yes, please state name and location.*

Please type "none" if not applicable

Please provide your 30-Hour Funding Code, if applicable

I understand this form represents an expression of interest only and places are not guaranteed.*

Add Signature

Thank you for your interest in a place at our Nursery for your child. A member of the nursery team will contact you regarding your application, and to confirm whether or not your child has been successful in gaining a place. Please do wait to hear from us.

What you see, when viewing a child's profile:

Test Brant Test Orn #U-DA48



Phone 26767705266
School Cardinal Newman Catholic School
Email



APPLICATION STATUS
Completed

2/2

ENROLMENT STATUS
Enrolled

OFFER STATUS
Accepted

Overview **Nursery Enquiry** Activities Interview Courses Selection Family Visas Concessions

Child's Basic Details

Initial Enquiry

Answers provided by parent

Initial Enquiry

Please state which sessions you will require each week (please tick all that apply):

Monday AM (8.40-11.40)
Wednesday Full Day
Friday AM (8.40-11.40)

Does your child already attend another setting? If yes, please state name and location.

None

Please provide your 30-Hour Funding Code, if applicable

Code 3

I understand this form represents an expression of interest only and places are not guaranteed.

 Staff

For your use

Office Use - Offers

Sessions we can offer

- ☐ Tuesday AM
- ☐ Tuesday PM
- ☐ Thursday PM
- ☐ Thursday Full Day
- ☐ Wednesday Full Day
- ☐ Monday PM
- ☐ Tuesday Full Day
- ☐ Friday Full Day
- ☐ Friday PM
- ☐ Monday AM
- ☐ Wednesday PM



How the “make offer” email works, using the office use fields:

Dear {{CONTACT_TITLE}} {{CONTACT_LAST_NAME}},

Thank you for your initial enquiry for a place in our Nursery for
{{STUDENT_FIRST_NAME}} {{STUDENT_LAST_NAME}}.

I am pleased to confirm that we can offer a place for the following sessions:

[[SESSIONS_WE_CAN_OFFER]]



This is the correct mail merge token

Please use the following link to log into your profile, to review and respond to your offer.

[[LINK]]

Please note that you must respond to your offer by **00/00/0000** or your offer may be withdrawn. We look forward to hearing from you.

Kind regards,

[[TEACHER_NAME]]

Dear Mrs Hyatte9ab97d101ee644c,

Thank you for your initial enquiry for a place in our Nursery for Test
Brant Test Orn.

I am pleased to confirm that we can offer a place for the following sessions:

Friday AM, Monday AM, Wednesday Full Day

Please use the following link to log into your profile, to review and respond to your offer.

<https://demo.applicaa.com/nursery>

Please note that you must respond to your offer by **00/00/0000** or your offer may be withdrawn. We look forward to hearing from you.

Kind regards,

Applicaa Admin

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

Navigate to **settings > application form** and click on the name of a step to open it.

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

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

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

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

Add a new question



Pre-defined Question & Fields

MIS Compatible



Custom Question

Non-MIS Compatible

Explanation Text Block

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

▼ Sims User Defined Fields

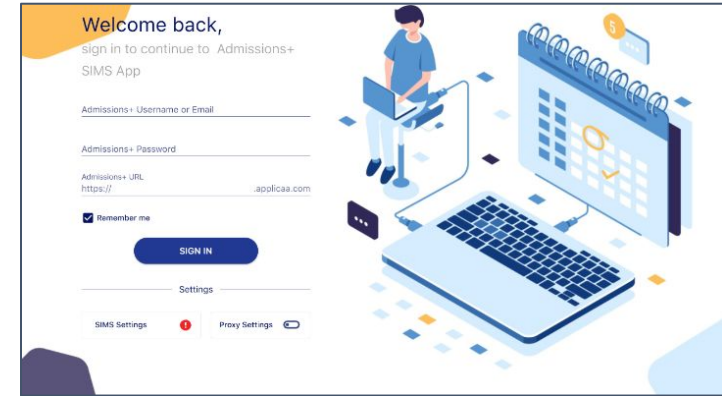
☐ student date	sims_udf_45	Date Picker	SIMS
☐ Test UDF	sims_udf_4018	Dropdown Single Select	SIMS

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

Add your UDFs in your MIS, then:

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

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



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

Bromcom credentials are valid.

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

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

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

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

Bromcom User Defined Fields

[Import UDFs](#)

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

MIS Setting

Integration Platform

Arbor

Import new MIS lookups as visible

Enable saving to MIS School Names typed by applicants

MIS Credentials Validation

Arbor credentials are valid.

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

SIMS In Touch:

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

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

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

Add an MIS compatible question

×

Q after

1 results found

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

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

Check the links to any policies in your Agreement and Consent step - **policies do not copy over from your previous form.** This is to encourage you to ensure the newest versions of your policies are shared with applicants each cycle.

Agreement

Policies 

☒ ☒ ☒ ☒

Policies that student must read

Test Policy 

IT Policy 

Policy title *

No file chosen

Check your links are working (points to Test Policy)

Remove broken links (points to IT Policy trash icon)

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

Phase: Admission Form

Step Name

Step 1: Child's Basic Details

Click the wording

Customise Sections

Preview Application Forms

Sort Questions

Visible on Profile

As internal students

As external students

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

Preview

Step 1 Step 2 Step 3 Step 4 Step 5

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

Child's Basic Details

Please upload a recent passport-style photograph of the child

Choose file No file chosen

Child's Forename*

Test External FN

Child's Preferred Forename

Child's Surname*

Test External LN

Child's Preferred Surname

Child's Middle Name

Child's Gender*

Female

Child's Date of Birth*

12/12/2004

Year group applied for*

Child's Current Home Address

Postcode*

Type here to search your postcode

Flat name and or number

Close Next

Configure your **address settings** so they migrate correctly into your MIS as per your school's setup.

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

Preview	
Address 1	2 Westfield Road
Address 2	Wigginton
Address 3	
Town/City	York
County/State	North Yorkshire
Country	United Kingdom
Postcode	YO32 2JF

Navigate to **settings > school settings > address mapping**.

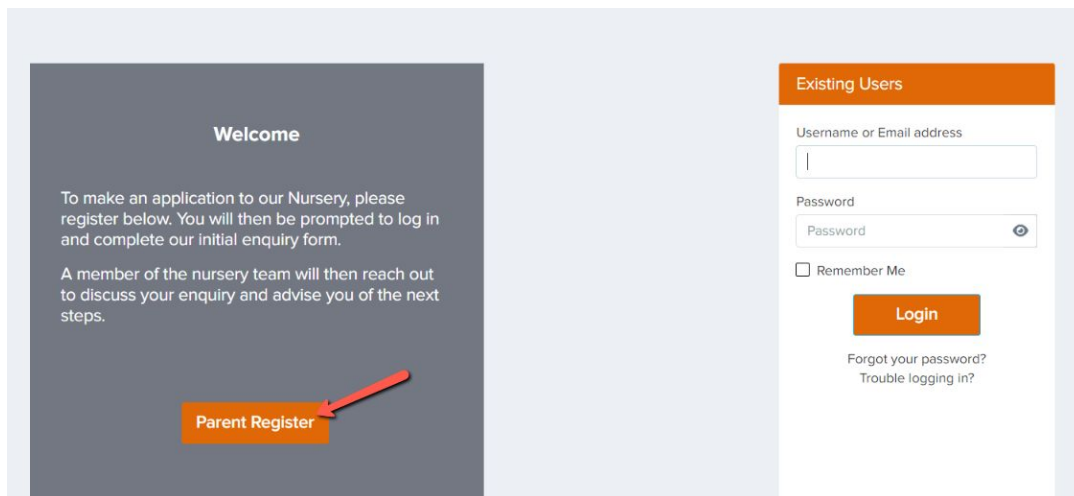
Here is a link to our [guide](#).

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

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



You could also try applying from the perspective of a parent - try it all out as though you are applying for a place for your child!



Setting up open evenings and events

See our event guides [here](#)

Key features include

Set sessions within Events

Cover multiple times and days

View registrants

View total attendees

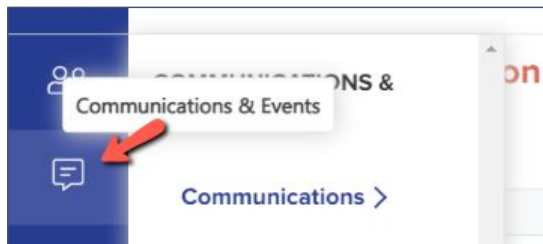
Track which events are published/ unpublished

Customisable question on registration

Filter based on question responses

Email templates & automated emails

QR scanning to register attendance on the day



Navigate to **communications and events > events**.

Click to create a new event and set your parameters: are you ready to publish the event and share the URL?



If your event has ticketed events within it (like school tours or talks with the Head) you can schedule those and set a limited number of places.

Events									
Events Event Guests Event forms									
Show Past Events Search for events... Mobile Scan Scan QR + Add New									
Actions	Date	Event	URL	Location	Visibility	Limit	Registrants	Invitees	
	Tuesday 14 October, 2025 16:00 - 20:00	Open Evening Sixth Form Open Evening 2025	Public URL  https://demo.applicaa.com/events/0199277f-67e2-77cc-9a32-829cd4be801d		Published Sixth Form Application	250	0	0	

Mobile Scan allows you to grant access to Student Ambassadors or staff without A+ accounts, to enable them to scan arrivals without needing access to your Admissions+ system or data.

Staff members with A+ access can log in and use the **Scan QR** function.

You can show events on your landing page, on parent homepages and can also share the link on your website or email it to people directly!

Visibility

Which forms does this event relate to?

Apply for *

Nursery Applications (2025/2026, Nursery Admissions) X

Message to show when the event is fully booked

This event is fully booked!

☐ Display number of tickets remaining

Show the event form
[\(Click here to see example\)](#)

☒ Login page for related forms

☐ Student homepage

☐ Parent's homepage for all parents

☒ Parent's homepage based on application form

☒ Parent's homepage based on the child's application form ⓘ

☐ Parent's homepage based on enquiry child's suggested form ⓘ

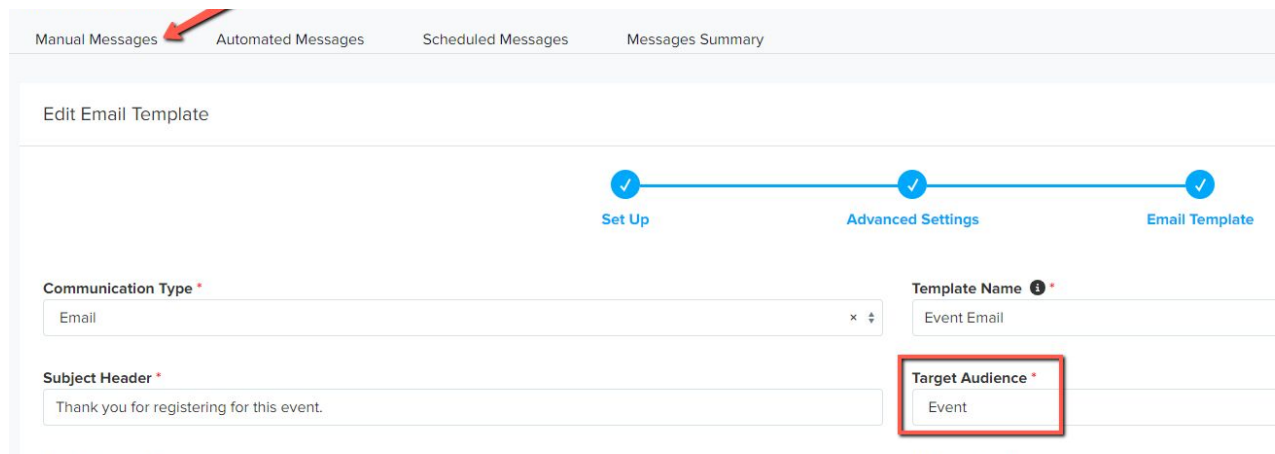
Show popup for the event on
[\(Click here to see example\)](#)

☒ Login page

☐ Student homepage

☒ Parent homepage

To link an email to your event, navigate to your email templates area and go to “**manual messages**”. Create a new message and ensure the target audience is “**Event**”.



The screenshot shows the 'Edit Email Template' page with the following elements:

- Navigation tabs: Manual Messages (selected, indicated by a red arrow), Automated Messages, Scheduled Messages, and Messages Summary.
- Progress bar: Set Up (checked), Advanced Settings (checked), and Email Template (checked).
- Form fields:
 - Communication Type ***: A dropdown menu with 'Email' selected.
 - Subject Header ***: A text input field containing 'Thank you for registering for this event.'
 - Template Name ⓘ ***: A text input field containing 'Event Email'.
 - Target Audience ***: A dropdown menu with 'Event' selected. This field is highlighted with a red rectangular box.

Email & questions

Enable prospective pupil question when parent apply

☒ Mandatory

Automated Email

☒ Send automated event confirmation email to event registrants ⓘ

Thank you for your registration to our Open Evening

Then, go back into your events area and you will be able to link the email template to your event

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

Nursery Applications Admissions ... Knowledge Base

Enter 3 or more letters to search...

Overview

Reports

Recent Activities

Application Groups

Tasks

Calendar

All Activities

Group Link

Phase status details

ApplicationOffersEnrolments

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

Change Application Status

Make Offer

Change Offer Status

Change Enrolment Status

Change Internal Status

Change Phase Status

Add to group

Remove from group

Communications

Reset Passw

Change Colour

Bulk Update

Add to interview

Export To PDF

Confirm Account

Showing 1 to 7 of 7 entries 7 rows selected

Show 10 entries

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

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

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

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

Send Email

Send SMS

Send Reference Requests

Send Custom Email to Referee

Send Notification

Send Student Welcome Email

Send Parent Welcome Email

School
Mount Stewart Junior School

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

Create New Template Discard & Exit

Set Up — Advanced Settings — Email Template

Communication Type *
Email

Template Name *
Incomplete

Subject Header *
Please complete admission form

Target Audience *
Parent

Sender Email *
admin@aplicaa.com

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

Template Description
Enter a description here to help you remember what this for

Next →

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

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

Set up how would like to send this email here

When applicant does what? *
Automatically when an applicant does something

When applicant does what? *
Has been incomplete for certain amount of time

Select phase applied to *
Application Form

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

Send after 5 day(s) 0 hour(s) 0 minute(s)

☒ Repeat email after every 5 day(s) until they submit

← Back Next →

Adding the new application link to your website

You can obtain the link to your new form and add it to your school website - this will be the link parents need to follow in order to create an account and apply.

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

The screenshot displays the 'Westfield Academy TEST Admissions Year ...' interface. On the left, a dark blue sidebar contains three icons: a person with a plus sign, a group of people, and a speech bubble. The main content area has a top navigation bar with 'Click Here' (highlighted with a red arrow), 'Westfield Academy TEST Admissions Year ...', and 'Knowledge Base'. Below this, there are tabs for 'Overview' (selected), 'Reports' (highlighted with a yellow 'New!' badge), and 'Recent Activities'. At the bottom of the sidebar, there are links for 'All Activities' and 'Group Link'. On the right side of the interface, there is a list of application forms: 'In year Application 2023/2024 TIN Admissions Year 2022/2023', 'Year 7 Data Collection Admissions Form 2021/2022 Admissions Year 2021/2022, 2023/2024', and 'Year 12 Admissions Admissions Year 2021/2022, 2022/2023'. Below this list, there is a 'Forms Area' link (highlighted with a red arrow) and a 'Click Forms Area' button.

The screenshot displays the 'Nursery Applications 2026/2027' page. At the top, there is a 'Nursery' tab and a toggle switch. Below the tab, the title 'Nursery Applications 2026/2027' is shown, followed by the URL '/nursery' and a 'Click to copy' button. At the bottom, there are three icons representing different categories, each with a count of 0.

Here, you can click to copy the link and share as needed.

IMPORTING DATA TO YOUR MIS

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

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

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

applicaa Applicaa Knowledge Base

Search for answers

Course 1 - First Impressions >

Course 2 - Profiles >

Course 3 - Application process in detail >

Sixth Form Only >

Course 4 - Events >

Course 5 - Checks, Troubleshooting & Go-Live! >

Data & Integrations (IT & Data Managers)

Connect to your MIS

Transferring data to and from your MIS

Properties & useful info

Course 6 - Timetable & Options (Yr 9 & 12) >

Course 7 - Interviews & Offers >

Transferring data to and from your MIS

Importing internal students from Bromcom to Admissions+

Data Transfer - Cloud School (Progresso)

How to import Incomplete applications to your MIS

How to import student and contact data into your MIS from Admissions+

Adding UDF's and Documents to Admissions+ SIMS Integration (7mins)

Data Transfer - SIMS

Which fields go to which places in SIMS? (PDF)

Importing students & data from SIMS App into Admissions+ (5mins)

Bromcom Training Webinar Recording (1 hr)

Bromcom MIS Admissions+ Export Guide (1min) + PDF Guide

Cloud School Training Webinar

Cloud School Enrolment Integration Webinar

Should I import my ATF into MIS first?

How to tag students with their MIS number - for SIMS, Bromcom & Cloud School (9 mins)

Data Transfer - SIMS

Data & Integrations (IT & Data Managers) > Transferring data to and from your MIS

This guide and webinar will walk you through **transferring** student and class **data** into SIMS using the A+ SIMS App.

Data Transfer - Arbor

Data & Integrations (IT & Data Managers) > Transferring data to and from your MIS

This guide and webinar will walk you through **transferring** student and class **data** into Arbor.

Data Transfer - Bromcom

Data & Integrations (IT & Data Managers) > Transferring data to and from your MIS

This guide and webinar will walk you through **transferring** student and class **data** into Bromcom.

Data Transfer - iSAMS

Data & Integrations (IT & Data Managers) > Transferring data to and from your MIS

This guide and webinar will walk you through **transferring** student and class **data** into iSAMS

Update Staff Users

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

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

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

Users

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

Search in table

Show 50 entries 1 to 45 of 45 entries

Prev 1 Next

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

Job Role:

Admissions Manager / Director

Permission:

Admissions

☒ Key contact

☒ Enable staff

Form types they can access

☒ all

☐ specific

Cancel

Update

SETTINGS

[Application Form](#)

[Subject Options >](#)

[Form Settings >](#)

[School Settings v](#)

[General Settings](#)

[Users](#)

[Permissions](#)

[Integration](#)

[Payment & Fees](#)

[Unsubscriptions](#)

[FAQs](#)

[Address Mapping](#)

[Enrolment Settings](#)

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

Do you have any questions?



THANK YOU