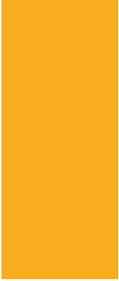


Taster Day Setup





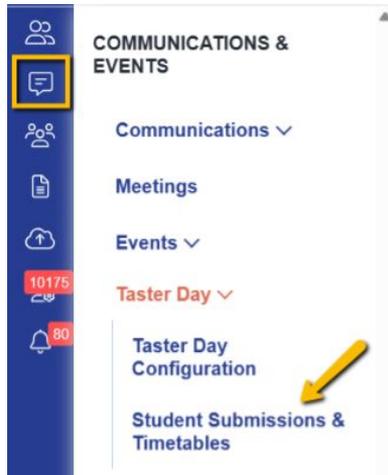
OVERVIEW

Our Taster Day feature gives you the tools to schedule your Taster Day sessions, including setting mandatory periods and a minimum number of sessions for students to select.

Set the sessions based on your school day; schedule taster lessons with available staff and set maximum class sizes so no groups become too large to accommodate.

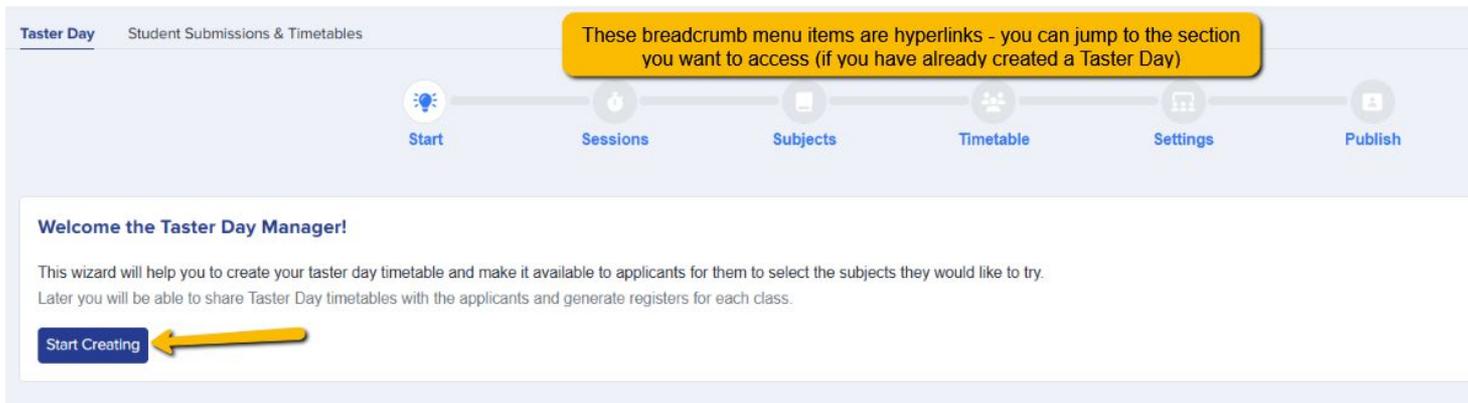
Students log in and select their sessions, and you can email them a copy of their timetable ahead of the day!

Accessing the Taster Day Wizard



Navigate to **Communications & Events > Taster Day > Taster Day Configuration**

This will take you to the beginning of the wizard if it is your first time accessing the area, or you can also click on the section you want to revisit if you have already commenced setup.



Sessions

You can add up to 10 Taster Days, and schedule the individual sessions per day to fit your timetable.



Activity	Start time & End time	Session Type	
Registration	08:30 to 09:00	Applied For All Applicants	 
Period 1	09:00 to 10:00	Applicants Choose A Subject	 
Period 2	10:00 to 11:00	Applicants Choose A Subject	 
Lunch Break	11:00 to 12:00	Applied For All Applicants	 
Period 3	12:00 to 13:00	Applicants Choose A Subject	 
Period 4	13:00 to 14:00	Applicants Choose A Subject	 

 Filter students

 + Add new session

+ Add a new day 2 out of 10 days maximum available

Use the **filter students** function if you need to ensure only specific candidates can attend on certain days (example - one day for internals, and another for externals).

← Back

Set your session parameters:
Is it a session that is mandatory for all?
Is this a subject-based session where students make their own choice?
Which session is it and when will it take place?

Sessions

Activity	Start time
Registration	08:30
Period 1	09:00
Period 2	10:00
Period 3	11:00
Lunch	12:00
Period 4	13:00
Period 5	14:00

+ Add new session

← Create your sessions here

Add new session ×

Type of activity

Applied for All Applicants (e.g. Registration or Break)

Applicants Choose A Subject

Session name (e.g. Registration, Period 1,...)

Period 1

Start time

09 00

End time

10 00

Save

When you have added all sessions and set them up as you wish, review them in the table (click to edit or remove anything as necessary) then click **Confirm and Continue**.



Sessions

Activity	Start time & End time	Session Type	
Registration	08:30 to 09:00	Applied For All Applicants	 
Period 1	09:00 to 10:00	Applicants Choose A Subject	 
Period 2	10:00 to 11:00	Applicants Choose A Subject	 
Period 3	11:00 to 12:00	Applicants Choose A Subject	 
Lunch	12:00 to 13:00	Applied For All Applicants	 
Period 4	13:00 to 14:00	Applicants Choose A Subject	 
Period 5	14:00 to 15:00	Applicants Choose A Subject	 

Subjects

Subjects

We've loaded a list of your existing subjects on offer below.

Tell us whether the subject is available for taster days and any rules that need to be in place (e.g. subjects that must be or must not be chosen together)

 + Additional Session ⓘ

Subject name	Short name	Subject based rule	Available for Taster day			
			17 February 2026	18 February 2026	19 February 2026	
A Level Art and Design		Dependent courses None		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A Level Art and Design 2	 ART2			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A Level Biology		Dependent courses None		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A Level Chemistry		Minimum Point Score Requirement: 2.0 Dependent courses None		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Further Maths

Set your dependent subjects here - for example, perhaps they must first select Maths in order to choose Further Maths

Dependent courses

- A Level Mathematics

You can now add “subjects” into your system and disable them on the application/enrolment forms, making them available in your Taster Day area only!

Example - you offer a staggered lunch on your Taster Day and need applicants to select a lunch period to attend.

Use the **+ Additional Session** button, or navigate to **settings > subject options > subjects** to add in the additional “subjects”.

+ Additional Session ?

Use this button to add non-subject subjects like enrichment activities, school tours, or staggered lunch breaks. ?

ID	Qualification Title	Level	Learning Hours	Compulsory	Entry Test Required	Course Id	Provider Course ID	Entry Requirements	Assessment Method	Available on Application Form ?	Available on Enrolment Form	
16803	Lunch 1 (hidden) ?		1	No	No					<input type="checkbox"/>	<input type="checkbox"/>	
16804	Lunch 2 (hidden) ?		1	No	No					<input type="checkbox"/>	<input type="checkbox"/>	

Subject name	Short name	Subject based rule	Available for Taster day	
			17 February 2025	18 February 2025
Lunch 1		Dependent courses None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lunch 2		Dependent courses None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Timetable

This is the step which enables you to construct the timetable for each day.

Click the + icon for the relevant cell to add a class; each class that you add will have a suggested name pre-filled for you.

Timetable

Use the interactive timetable below to create classes. If a class goes over two periods, you can tick multiple periods when creating the class.

17 February 2025 18 February 2025

This is how an "apply for all" session will appear - students will all auto-allocated to this

Subject Name	Registration 08:30 to 09:00	Period 1 09:00 to 10:00	Period 2 10:00 to 11:00	Lunch Break 11:00 to 12:00	Period 3 12:00 to 13:00	Period 4 13:00 to 14:00
A Level Art and Design		A Level Art and Design 4	A Level Art and Design 3		A Level Art and Design 3	A Level Art and Design 3
A Level Biology		A Level Biology 1	+		+	+
A Level Chemistry		A Level Chemistry 1	+		+	+
A Level Drama		A Level Drama 1	A Level Drama 1		+	+

Geography: Add new class ✕

Name This will auto-populate to save you time Maximum number of students

Geography 1 ←

Room

Teacher Leave blank if you don't want students to see the name of the teacher leading the session

Sessions

- 09:00 to 10:00
- 10:00 to 11:00
- 11:00 to 12:00
- 13:00 to 14:00
- 14:00 to 15:00

Add the information for each lesson taking place - consider **how many students** you can fit into the classroom, **which room** will be used and **who will be leading** the session.

Note: if you tick more than one time slot on this screen, it will create the class as a double/triple session in their timetable (only tick multiple slots if the subject is a double/triple)!

Settings

Settings

Review the following settings before publishing your taster day timetable!

17 February 2025

18 February 2025

Which subjects can applicants select?

- Any subjects
- Only subjects they have applied for on the application form
- Only subjects they have been offered

Would you like to enable entry requirements on taster day subject selection?

Enable for Internal Enable for External

- Activate the caps on the number of students that can select subjects
- Show how many students have selected a subjects on the taster day selection page
- Hide class size on the taster day selection page
- Hide class tutor name on the taster day selection page

You control which subjects will be available for your applicants to choose from, and what restrictions and other information will be in place.

Add **instructions** to guide your students in making their selections.

Instructions to students when selecting their Taster Day Options.

 Edit

This will appear just about the timetable options.

↓ Show more

Daily Limits Configuration

Set daily limits on the number of subjects and sessions students can select.
Note that the overall limit will take precedence over the daily limit

Limit number of subjects students can select

Maximum number of subjects that the student can select

Minimum number of subjects that the student can select

Limit number of sessions students can select

Maximum number of sessions that the student can select

Minimum number of sessions that the student can select

Reserve Subjects

Get students to submit a reserve subject

You can choose to specify a minimum and maximum number of **subjects**, or a minimum and maximum number of **sessions**.

If all of your subjects are singles, you can use **subjects**.

If you offer some doubles and triples, use **sessions** - it ensures they fill their timetable, but don't have to choose a different subject per period.

Overall Session Limits & Preferences

Set OVERALL limits on the number of days students can select, as well as the maximum sessions.

Limit number of days students can select ⓘ

Maximum number of days that the student can select

Minimum number of days that the student can select

Limit OVERALL number of sessions students can select across all Taster Days

Limit OVERALL number of subjects students can select

Prevent a student from selecting the same subjects across different days

You can set overall limits, which are used in cases where you offer multiple taster days.

Overall limits will override any daily limits you have already put in place.

Publish

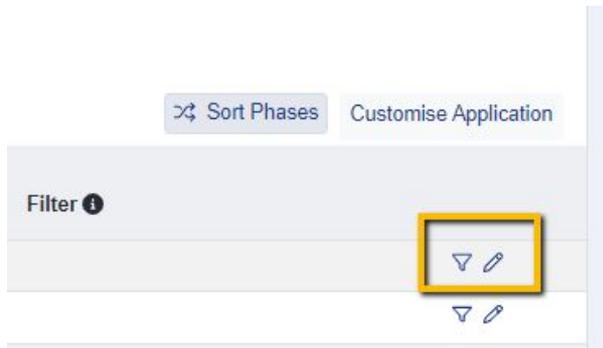
All Application Phases  [Sort Phases](#) [Customise Application](#)

Phases	Category	Visible to Applicants ⓘ	Visible to staff on Student Profile ⓘ	Filter ⓘ
2. Application Form	Form Questions	<input type="checkbox"/>	<input type="checkbox"/>	▼ ✎
4. Offer	Offer	<input type="checkbox"/>	<input type="checkbox"/>	▼ ✎
11. Taster Day	Taster	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	▼ ✎
5. Enrolment Form	Enrolment	<input type="checkbox"/>	<input type="checkbox"/>	▼ ✎

In this final step, you can choose where in your process to set your Taster Day phase by clicking **“Sort Phases”** and moving the Taster Day phase to the right place in your process (most commonly, this would be after Offers, and before Enrolment).

You can also choose which settings to have in place...

Use filtering to determine which applicants can access the Taster Day phase: should it only be those who have had an offer made, and/or have accepted an offer, for example?



Click the pencil icon to decide whether the Taster Day form should be locked to students once submitted, or whether they are allowed to go back in and make changes.

Edit Phase: Taster Day

Name

Taster Day

Visible to Staff on Student Profile

Internal Applicants

Lock form after submission ?

Disable submissions ? OFF

External Applicants

Lock form after submission ?

Disable submissions ? OFF

Stand alone ?

Trigger by condition

Close

Update Phase

You can add extra steps into your Taster Day phase if you need to collect extra data from your applicants, for example:

Sort Phases

Customise Application

Filter 1

Click to access Step View

Done

! Step 1

Taster Day Additional Information

Additional Information

Lunch Options*

- I will bring my own lunch
- I will need to purchase lunch onsite

Phase: Taster Day

Disable this phase Download Blank Form Sort Steps **+ New Step**

Step Name	Internal	External	Visible on Student Profile 1	Actions
Step 1: 17 February 2025 Taster Day: 17 February 2025	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Step 2: 18 February 2025 Taster Day: 18 February 2025	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Step 3: Taster Day Additional Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

You are allowed to ask SEN/Medical and Dietary questions in your Taster Day phase, as long as you explicitly state the purpose for collecting it (eg to ensure you can take steps to accommodate any access needs on the day of their visit).

Student View

When students log in to complete their Taster Day phase, they will see it displayed like this in their homepage.

Hello Andrea,



Andrea Marino Student Code: U-0686

Form Status	Year of Entry	Reserve Subjects
Completed	N/A	
Offer status	Term of Entry	
Accepted	N/A	
Reference Status	Year Group	
Not Sent	N/A	

APPLICATION OFFER
Offer was accepted on 28/11/2024.

Year 12 Admissions Admissions Year 2025/2026



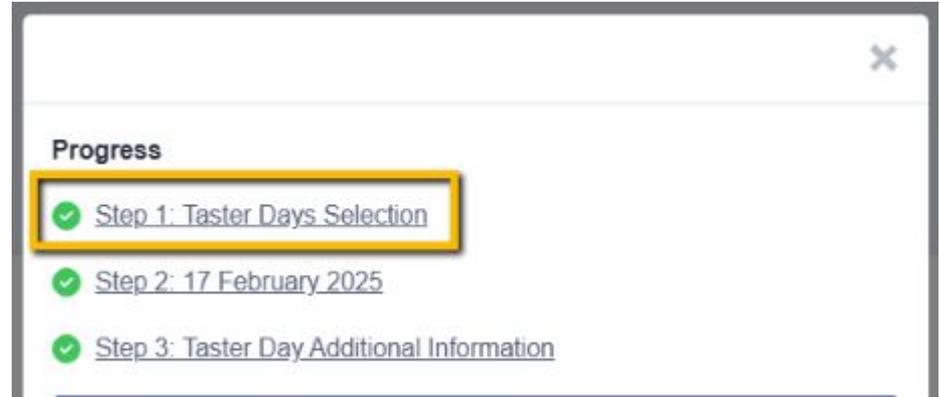
Progress

- [Step 1: 17 February 2025](#)
- [Step 2: 18 February 2025](#)
- [Step 3: Taster Day Additional Information](#)

[Continue Form](#)

If you offer multiple taster days, the first step for the applicant will be to select which day(s) they wish to attend.

They then see the rules which have been set, and make their selection(s).



Progress bar: ✓ Step 1 Taster Days Selection | ✓ Step 2 17 February 2025 | ✓ Step 3 Taster Day Additional Information

Please select at least 1 taster day and at most 1 taster day

17 February 2026
A Level Art and Design A Level Art and Design 2 A Level Biology A Level Chemistry A Level Drama A Level English Language A Level English Literature A Level French A Level Law
A Level Mathematics A Level Physics A Level Product Design A Level Psychology A Level Sociology Ancient History Further Maths Lunch 1 Lunch 2

18 February 2026
A Level Art and Design A Level Art and Design 2 A Level Biology A Level Chemistry A Level Drama A Level English Language A Level English Literature A Level French A Level Law
A Level Mathematics A Level Physics A Level Product Design A Level Psychology A Level Sociology Ancient History Further Maths Lunch 1 Lunch 2

19 February 2026
A Level Art and Design A Level Art and Design 2

Save & Next

The Taster Day choices steps will appear to the student like so:

! Step 1
17 February 2025

! Step 2
18 February 2025

! Step 3
Taster Day Additional Information

Taster Day: 17 February 2025

Next

✓ Maximum subjects to be selected: **2**

✓ Maximum sessions to be selected: **unlimited**

! **Minimum subjects to be selected: 1**

! **Minimum sessions to be selected: 1**

Select the course you are interested in:

 SEARCH COURSES HERE

Search subjects here

Course	Registration 08:30 to 09:00	Period 1 09:00 to 10:00	Period 2 10:00 to 11:00	Lunch Break 11:00 to 12:00	Period 3 12:00 to 13:00	Period 4 13:00 to 14:00
A Level Art and Design		A Level Art and Design 4 1 Select	A Level Art and Design 3 0 Select		A Level Art and Design 3 0 Select	A Level Art and Design 3 0 Select
A Level Biology		A Level Biology 1 0 Select 📍 Room B 🗑️				
A Level Chemistry		A Level Chemistry 1 1 Select 📍 Room C 🗑️				

When students have made their selections and they click to submit their Taster Day form, they will be shown their QR Code for each of the Days they have booked to attend.

Each student has their own unique QR, specific to each of your Taster Days.

Your Taster Day course submission has been successfully received.

Day 1



This QR will be used to track your Taster Day attendance.

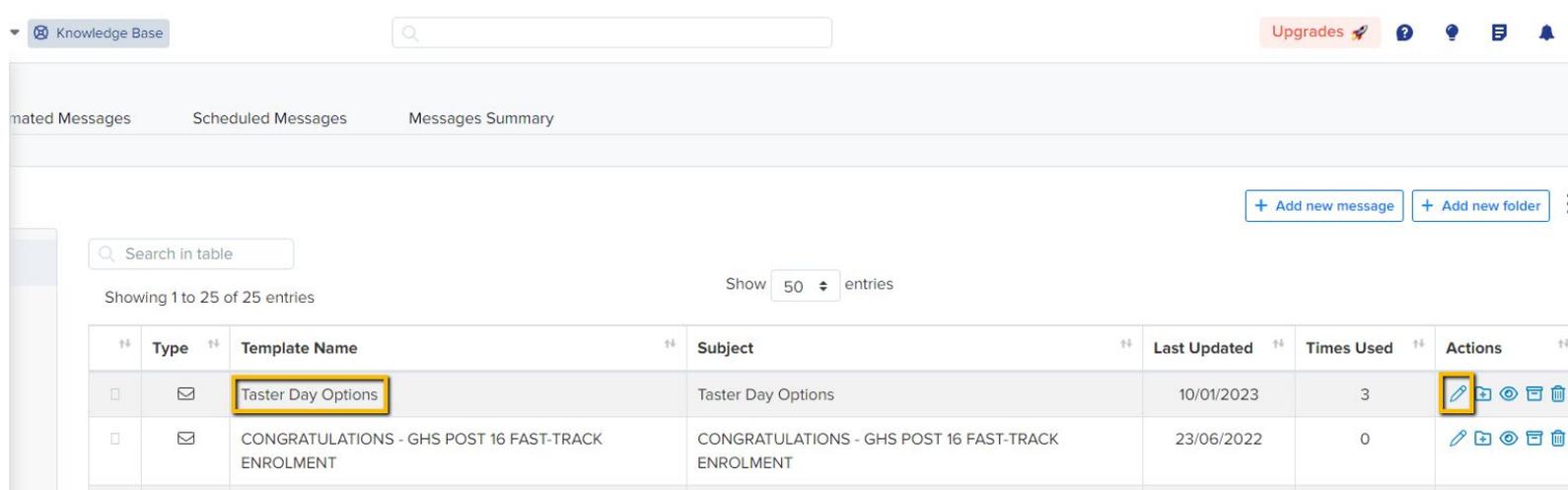
Student profile interface for Test Meagan Test Williamson. The interface includes a header with the student's name and code, a section for form status (Completed/Pending) and enrolled subjects (A Level Art and Design, A Level Biology, A Level Chemistry), a progress bar showing 'Application Form' and 'Taster Day' as completed steps, and a 'School Message' section with 'No message'. The 'Upcoming Events' section shows 'No event'. The 'Taster Days' section displays a QR code for 'Day 1' with a 'Download PDF' button. A yellow arrow points to the QR code.

Download PDF

Done

Confirming with Students

There is a **Mail Merge Token** you can use to send an email out to your Taster Day registrants prior to the event, to confirm their timetable with them.



The screenshot shows a web interface for managing messages. At the top, there's a 'Knowledge Base' dropdown, a search bar, and a 'Upgrades' button. Below that are tabs for 'Automated Messages', 'Scheduled Messages', and 'Messages Summary'. On the right, there are buttons for '+ Add new message' and '+ Add new folder'. A search bar for the table is labeled 'Search in table'. Below the search bar, it says 'Showing 1 to 25 of 25 entries' and 'Show 50 entries'. The table has columns for 'Type', 'Template Name', 'Subject', 'Last Updated', 'Times Used', and 'Actions'. The first row is highlighted, and the 'Template Name' 'Taster Day Options' and the 'Actions' column (containing an edit icon) are highlighted with yellow boxes.

Type	Template Name	Subject	Last Updated	Times Used	Actions
✉	Taster Day Options	Taster Day Options	10/01/2023	3	   
✉	CONGRATULATIONS - GHS POST 16 FAST-TRACK ENROLMENT	CONGRATULATIONS - GHS POST 16 FAST-TRACK ENROLMENT	23/06/2022	0	   

Create your template in the **Automated Messages** area (**Communications and Events > Communications > Automated Messages > + Add New Message**).

On the **Advanced Settings** page, set your email to be sent automatically when an applicant submits their Taster Day form to you.



Set up how you would like to send this email here

When applicant does what? *

Automatically when an applicant does something

When applicant does what? *

Submits Form

Select phase applied to *

Taster Day

Send immediately

The **Taster Day** tokens shown below are the correct ones to use:

Mail Merge Field

Tasterday QR Codes



Insert Field

Paragraph



B

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🔗

A



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A↑



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Dear **[[STUDENT_FIRST_NAME]]** **[[STUDENT_LAST_NAME]]**

Here is a copy of your taster day timetable:

[[TASTERDAY_TIMETABLE]]

Please have your QR Code(s) ready to show on arrival:

[[TASTERDAY_QR]]

The Mail Merge will produce a copy of their Taster Day timetable and this will be displayed in their email, for each of the Taster Days you are offering/they have registered to attend.

19/02/2025 11:07 **delivered**

1 Taster Day Confirmation

19/02/2025 11:07 **delivered**

1 Taster Day Confirmation

Dear Andrea Marino,

Thank you for confirming your attendance at our Taster Day - we are really excited to meet you!

Here is a confirmation of your timetable for the day:

17 February 2025

Taster Reserve Courses: None

Course	Registration 08:30 to 09:00	Period 1 09:00 to 10:00	Period 2 10:00 to 11:00	Lunch Break 11:00 to 12:00	Period 3 12:00 to 13:00	Period 4 13:00 to 14:00
A Level Drama	All Applicants	A Level Drama 1 📍 Room A 🗺	A Level Drama 1 📍 Room A 🗺	All Applicants		
Lunch 2					Lunch 2 📍 🗺	

18 February 2025

Tracking and Lists

Subjects Summary (Ranking)

The Greenford High School/External number include students that have either selected this course when applying and those that have been enrolled

[Export](#)

Showing 1 to 30 of 30 entries

Show entries

#	Course	Application Form Interested Subjects				Enrolment Form Interested Subjects		Taster Day	Passed Entry Test	Waiting List	Enrolled
		Internal Interested	External Interested	Internal Reserve	External Reserve	Internal Interested	External Interested				
1	oanh	0	0	0	0	0	0		0	0	
2	Art and Design	5	46	0	0	1	0	0		1	
3	Biology	32	290	0	3	1	0	0		31	
4	BTEC Applied Science (Triple)	0	29	0	1	0	0	0		0	
5	BTEC Business (Double)	5	28	0	2	0	0	0		0	
6	BTEC Business (Triple)	2	16	0	0	0	0	0		0	
7	BTEC H&SC (Triple)	4	34	0	0	0	0	0		4	

Click on a number to view the list of students who have registered for the subject

From your main dashboard, scroll to view your **Subject Summary** to see the number of students booked to attend each subject as a total, across all of your Taster Day(s).

From your main dashboard, navigate to **Timetables > Student Submissions & Timetables** and click “Export” to generate class lists for each session so you can ask staff to complete registers on the day.

Subjects Summary **Timetables** Options Tasks Calendar All Activities

Controlled Classes Management Enrolment Report Page **Student Submissions & Timetables**

[View lesson \(explore another lesson\)](#)

17 February 2025 18 February 2025

Filter Course

Filter Student

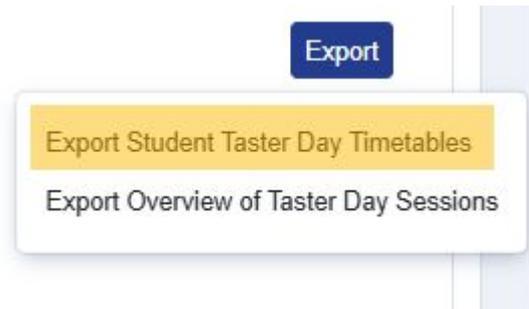
Filter Student Allocation

- ✓ No classes are over their capacity
- ✓ All students meet their learning hours requirements

Export

Forename	Surname	Gender	APS	Internal / External	Date & Time Enrolled	Subject Enrolled	Block Registr	Block Period	Block Period	Block Lunch I	Block Period	Block Period
Andrea	Marino	Female	0.0	Int		<ul style="list-style-type: none">Lunch 2A Level Drama		A Level Drama A Level Drama 1 - 1/25	A Level Drama A Level Drama 1 - 1/25		Lunch 2 Lunch 2 - 1/100	

You can also export a PDF of their timetables, in case you need to provide them with a physical copy of this.



Export Student Taster Day Timetables

PLEASE SELECT YOUR PREFERRED EXPORT FORMAT

- Export as CSV
- Export as PDF

Export to PDF ✕

Please select format to export students

- One PDF file containing all the applications as different pages
- A folder containing separate PDF files, one per applicant, exported into a single zipped folder

Update their attendance status on each of your taster days, to track who did/did not attend. You can update this one by one, or as a bulk action by selecting multiple tick boxes.

17 February 2026 18 February 2026 19 February 2026

Filter Course

Filter Student

Filter Student Allocation

Change Attendance Status

- Registered
- Attended
- Did Not Attend

	Surname	Gender	APS	Internal / External	Date & Time Enrolled
<input checked="" type="checkbox"/>	Elliot	Myers	Male	7.29	Int

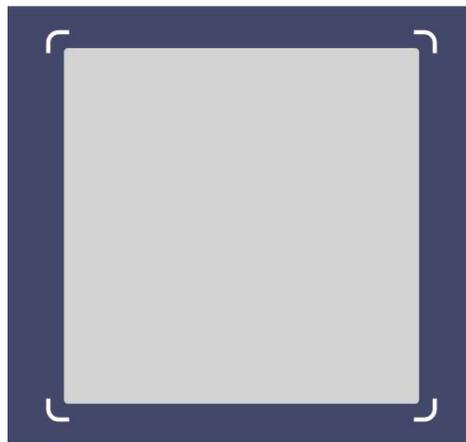
<input type="checkbox"/>	Forename	Surname	Gender	APS	Internal / External	Date & Time Enrolled	Status
<input type="checkbox"/>	Elliot	Myers	Male	7.29	Int		Attended
<input type="checkbox"/>	Melinda	Gordon	Female	5.0	Int		Registered
<input type="checkbox"/>	Andrea	Marino	Female	0.0	Int		Registered

Alternatively, use the **Scan QR** function to scan their QR codes and this will update their status to “attended”!



<input type="checkbox"/>	Forename	Surname	Gender	APS	Internal / External	Date & Time Enrolled	Status	Subject Enrolled	Block Regist	Block Period	Block Period	Block Break	Block Period	Block Lunch
<input checked="" type="checkbox"/>	Test Colin	Test Zemlak	Male	0.0	Ext	07-Mar-2024 10:39	Registered	<ul style="list-style-type: none">• A Level Biology• A Level Chemistry• A Level Art and Design		A Level Biology	A Level Art and Design			

Scan Taster Day QR Code



Press start to begin scanning process!

Cancel ▶ Start scanning

Click on the name of a student within the table to amend their choices if needed.

Andrea Marino

Selected learning hours: 201

APS	Subject Enrolled	Block Registration	Block Period 1	Block Period 2	Block Lunch Break	Block Period 3	Block Period 4	Subject to be added
	Pending							
0.0	<ul style="list-style-type: none">Lunch 2A Level Drama		A Level Drama A Level Drama 1 - 1/25	A Level Drama A Level Drama 1 - 1/25		Lunch 2 Lunch 2 - 1/100		Select... v

Deregister

Back To Student Table

You can also update or amend a student's choices for Taster Days directly on their profile - the edit function lets you make changes, without the need to impersonate.

Overview Application Form Offer **Taster Day** Activities Interview Courses Selection Family

17 February 2025

18 February 2025

Taster Day Additional Information

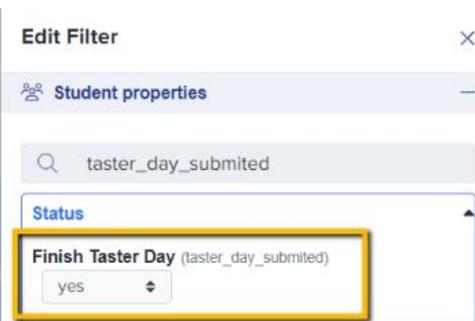
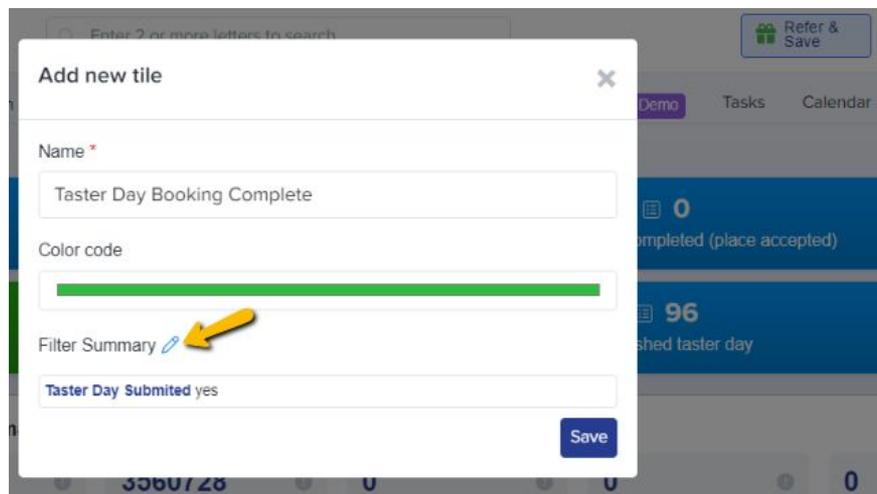
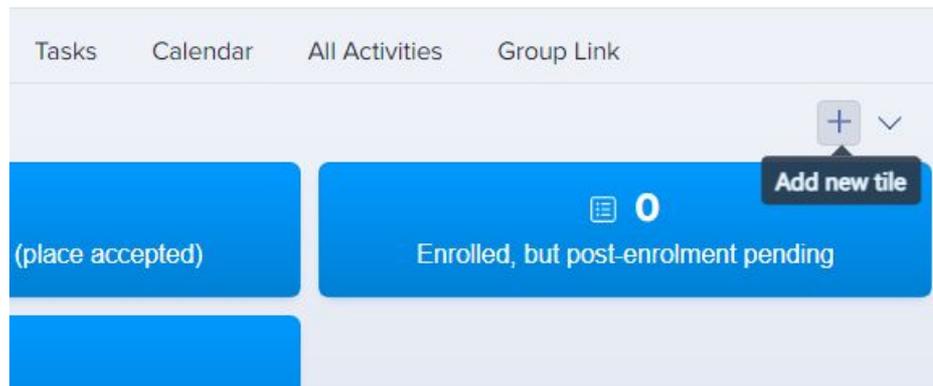
17 February 2025

Taster Reserve Courses: None

Course	Registration 08:30 to 09:00	Period 1 09:00 to 10:00	Period 2 10:00 to 11:00	Lunch Break 11:00 to 12:00	Period 3 12:00 to 13:00	Period 4 13:00 to 14:00
A Level Drama	All Applicants	A Level Drama 1 1/23 Room A	A Level Drama 1 1/25 Room A	All Applicants		
Lunch 2					Lunch 2 1/100	

Edit

Easily track which applicants have and have not completed their Taster Day registration by creating **Dashboard Tiles**.





Do you have any questions?



THANK YOU

Contact our Support Team 020 3667 0764