

Setting up your new cycle

Sixth Form



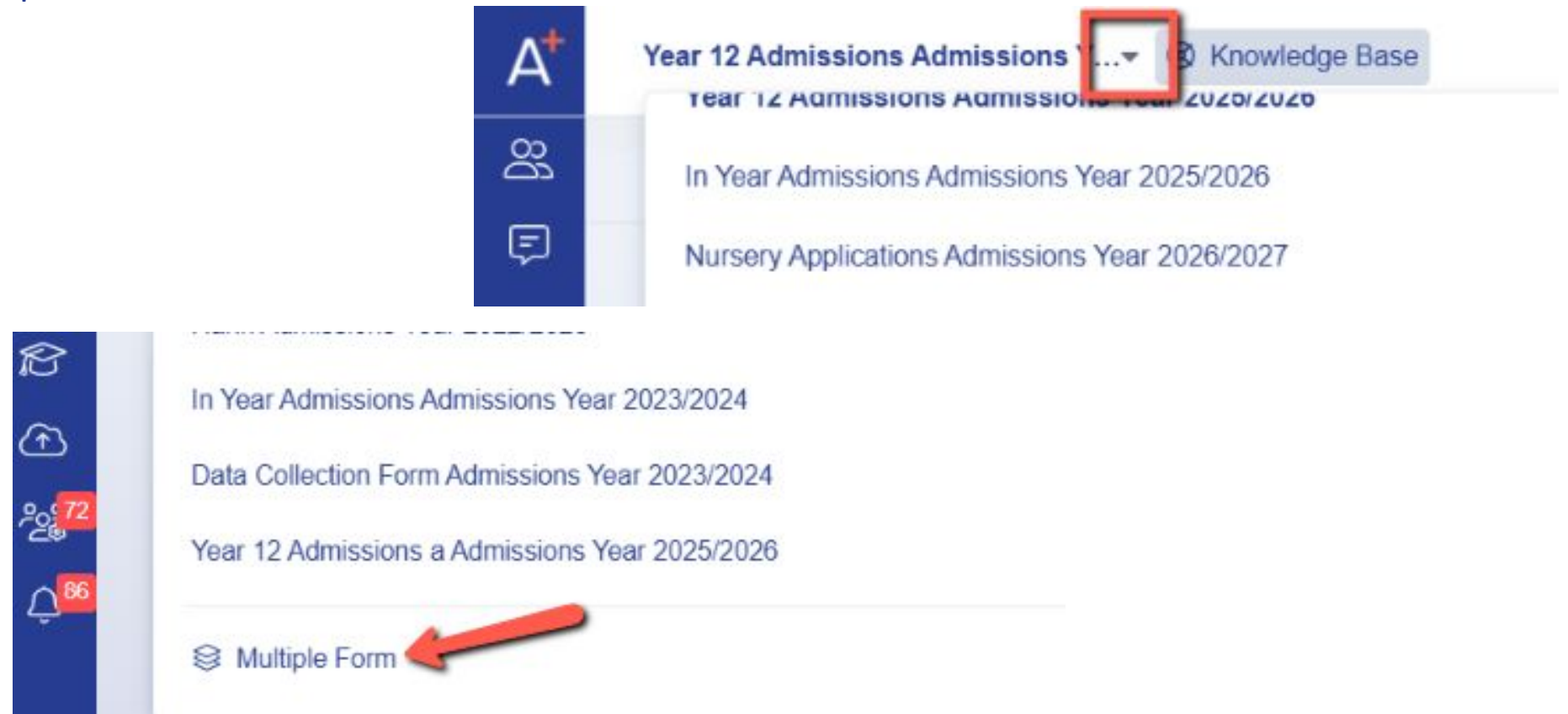


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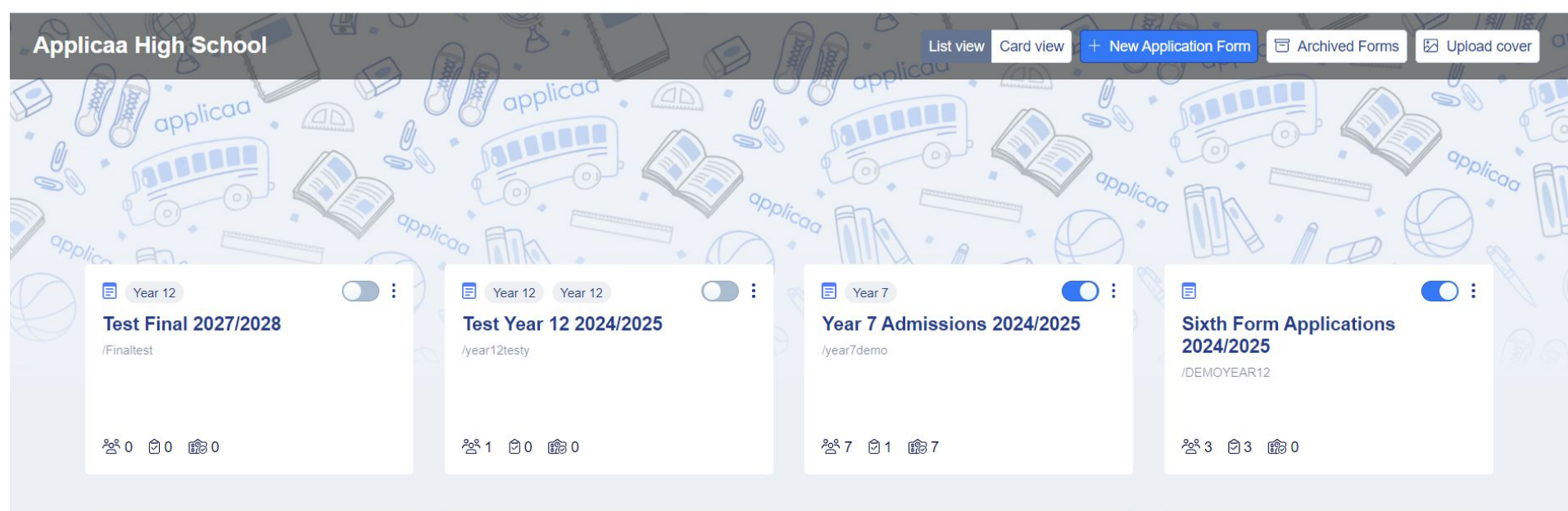
1. How to check your new form has been created
2. How to close the old form
3. Editing your landing page, welcome messages etc
4. Checking your email templates
5. Your application phases and settings
6. Setting up Open Evenings/Events
7. Adding the new link to your website
8. Turning off enrolment settings in the new form
9. Reviewing your courses, classes and blocks
10. Updating your Advanced Profile in ApplicaOne
11. Importing your internal applicants

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 tiles 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.

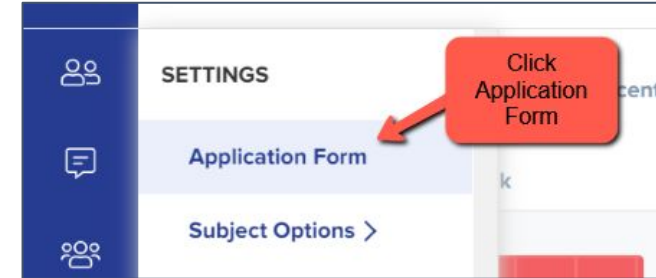
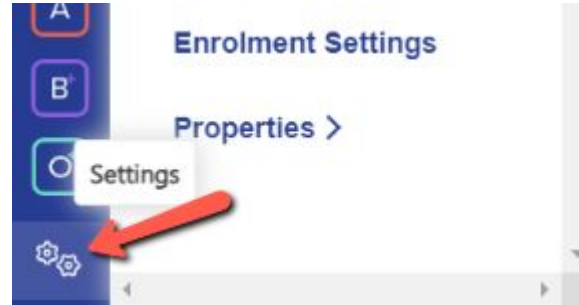
Turn the toggle switch on to make it active - it needs to be active to enable importing/exporting with your MIS.



How to close your old form

Now that the 2025 cycle has finished, you don't want applicants completing anything further on that form.

Navigate to **settings > application form > global form settings** and add your **closing date and time**.



Phase: Account Creation

A screenshot of a 'Global Form Settings' modal. It contains fields for 'Submit Application Text' (with a value 'Save & Submit Application'), 'Maximum postcode characters including spaces' (with a value of 8), and 'What type of user can apply' (with radio buttons for 'Students', 'Parents' (selected), and 'Parents & Students'). At the bottom, there are two date/time pickers: 'Opening date & time' and 'Closing date & time'. The 'Closing date & time' field is highlighted with a red rectangular box.

Note: you can also set this using the easy-access button at the top of your dashboard.





Then go to “phase view” and turn on “disable submissions”.

Customise Application Journey

Step View

Phase View

Global Form Settings

Create Test Application

All Application Phases

Sort Phases

New Phase

Phases	Category	Visible to Applicants ⓘ	Visible to staff on Applicant Profile ⓘ	Filter ⓘ	Actions
2. Application Form ⓘ	Form Questions				
3. Offer	Offer				
4. Enrolment Form	Enrolment				

This will ensure no new applications can be started, and no existing ones can be edited either.

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

Internal Applicants

Lock form after submission ⓘ ☒

Disable submissions ⓘ ☒

External Applicants

Lock form after submission ⓘ ☒

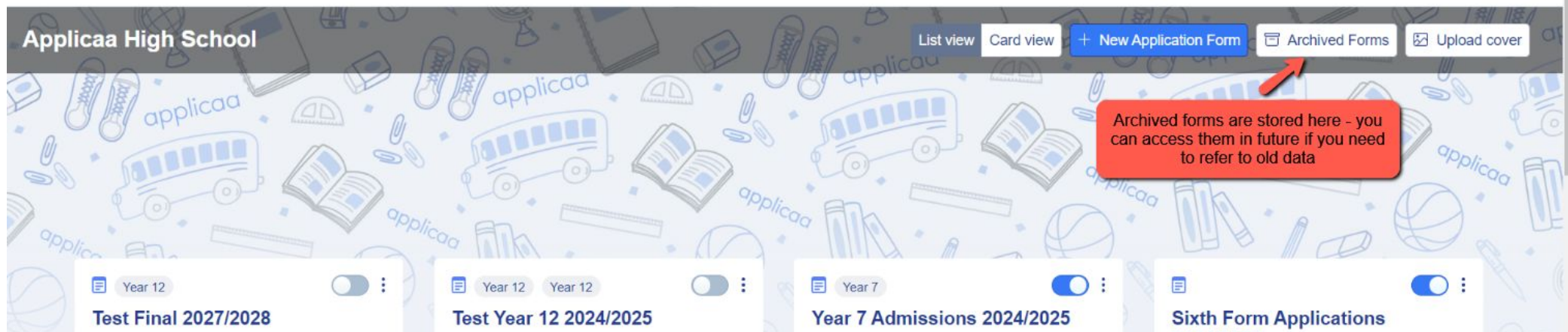
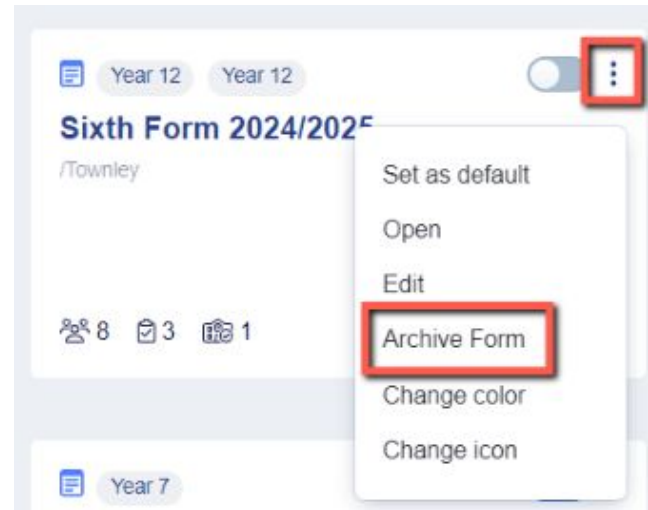
Disable submissions ⓘ ☒

☐ Stand alone ⓘ

☐ Trigger by condition

Save

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 your new cycle have registered on your old 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 ▾

Overview Application Form Courses Selection Family Visa

Student Info (External)

Student Code **NQWY**

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

Sims Admission Number

First Name **Test Cyril**

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

Change Application Form

Select the form you wish to move them to

Year 12 Application Admissions Year 2024/2025

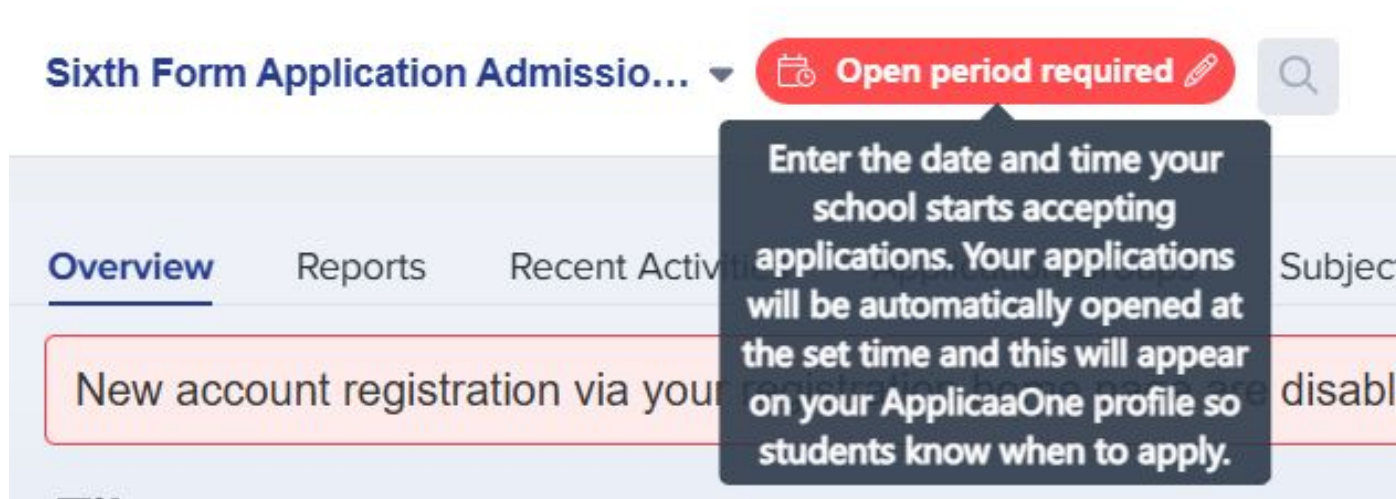
Changing the application form will have these changes:

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

OK Cancel

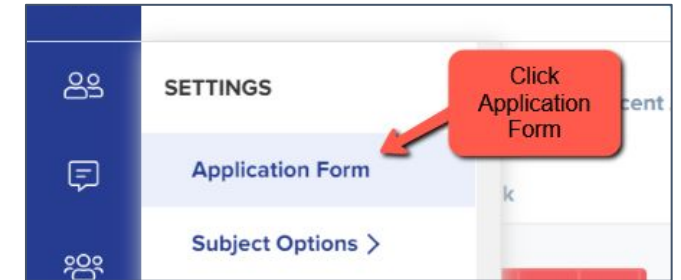
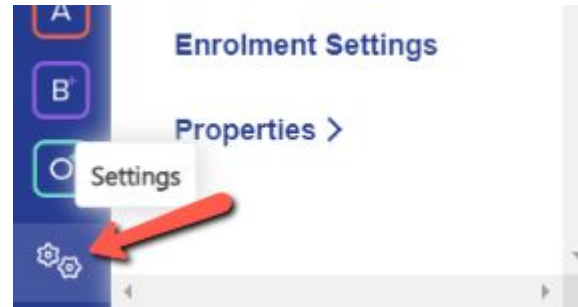
How to open your new form

When you are ready to launch your new cycle, you will need to ensure new applicants can apply, and that your internal applicants' accounts have been created so they can log in (we will cover this later on).



You will be prompted to set your open date for applications, and can also set an end date.

You can also navigate to **settings > application form > global form settings** and deactivate “prevent students from adding new applications”, and can set your opening and closing dates and times.



Home / Settings / Student Application Form

Customise Application Journey

Easy View (Preview)

Advanced Step View

Phase View

Global Form Settings

+ Create Test Application

Global Form Settings

Submit Application Text

Save & Submit Application

Maximum postcode characters including spaces

8

What type of user can apply i

☒ Students ☐ Parents ☐ Parents & Students

Opening date & time

Closing date & time

Prevent parents from adding new applications i ☒ ON

Prevent students from adding new applications i ☐ OFF

Customise Application Journey

Easy View (Preview)

Advanced Step View

Phase View

All Application Phases

Phases	Category	Visible to Students ⁱ	Visible to staff on Student Profile ⁱ
2. Application Form	Form Questions	☒	☒
3. Offer	Offer	☐	☒

Edit Step: Application Form

Name

Application Form

Description

Internal Applicants

Lock form after submission ⁱ



Disable submissions ⁱ



External Applicants

Lock form after submission ⁱ



Disable submissions ⁱ



Navigate to **settings > application form > phase view** to ensure your application phase is visible to students, and that submissions are enabled.

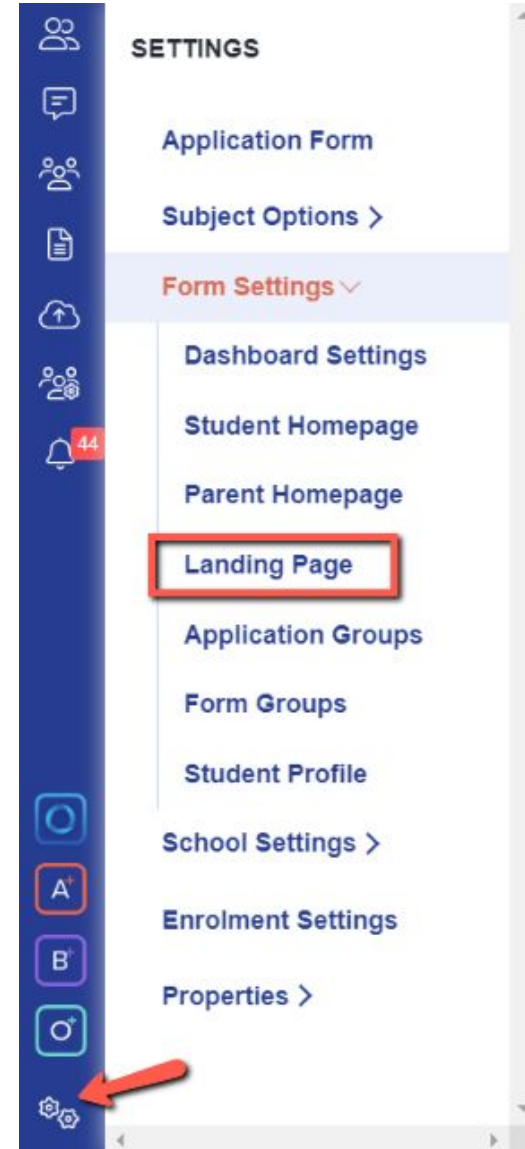
Editing your landing page and other messages

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

Here you can edit your initial message to students.

You can also add a pop-up notification - perhaps to tell them when the new cycle will open?

You can also update any images here as needed - check they are still accurate and up-to-date.



Click **edit** to check your settings, and ensure your new application block and new application button are both visible.

Landing Page

- ☐ Students and parents must be imported by staff ⓘ
- ☐ Only parents can register ⓘ
- ☐ New Application area hidden completely

Landing Page

Customise Texts & Buttons	>	
Popup Message on landing page	>	
General Settings	>	

Landing Page

Customise Texts & Buttons

Show New Application block

Show New Application button



Navigate to “student homepage” to edit those messages, update your settings and change any images - this is what they will see when they first log in!

You can use the “preview” function to see it from their perspective.

[Home](#) / [Settings](#) / [Form Settings](#) / [Student Homepage](#)

Form Settings

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

Welcome Message

Message on student's homepage (not visible to parents when they log in)

 Preview

 Edit

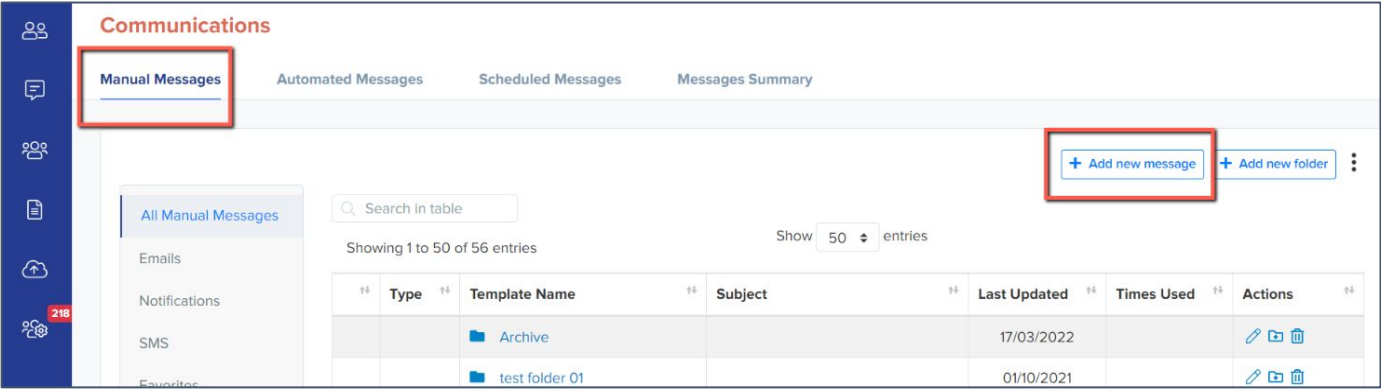
Priorities for checking ahead of launch:

Template Name ↕	Subject ↕	Send from ↕	Send to ↕	Triggered by ↕	Phase ↕	Triggered when ↕
Student Welcome	Welcome to Green Abbey School	test@applicaa.com	Student	Staff	Registration	Student welcome
Student Confirmation Instructions	Welcome to Putney High School's Online Application Form	oanh+1staffa@applicaa.com	Student	Applicant	Registration	Student confirmation instructions
Confirm Application Submission to the Student	Completed application form received with thanks	admin@applicaa.com	Student	Applicant	Application Form	After completed

Student Welcome is the email sent to INTERNAL applicants; it contains their username and password which have been generated when you import them into A+ from your MIS.

Student Confirmation Instructions is the email sent to EXTERNAL applicants; it contains their verification link so they can confirm their details once they have registered to create an account.

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:

Set default email

You can use this area to update the default sender and reply-to email address for your general and automated emails in this form

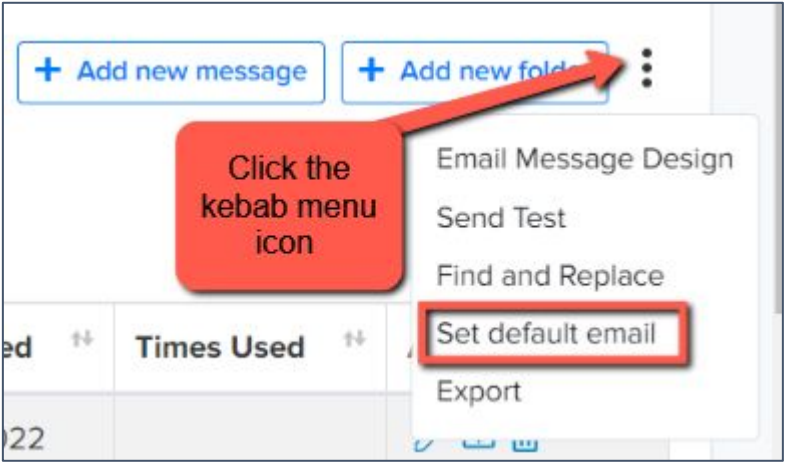
To update this for other forms you will need to navigate to the email template area for that form

From address  Click here to request for your DNS to be updated

admin@applicaa.com

Reply to email (to add a new email, start typing and hit 'Enter' to save)

Update



Set default email

You can use this area to update the default sender and reply-to email address for your general and automated emails in this form

To update this for other forms you will need to navigate to the email template area for that form

From address (to add a new email, start typing and hit 'Enter' to save)

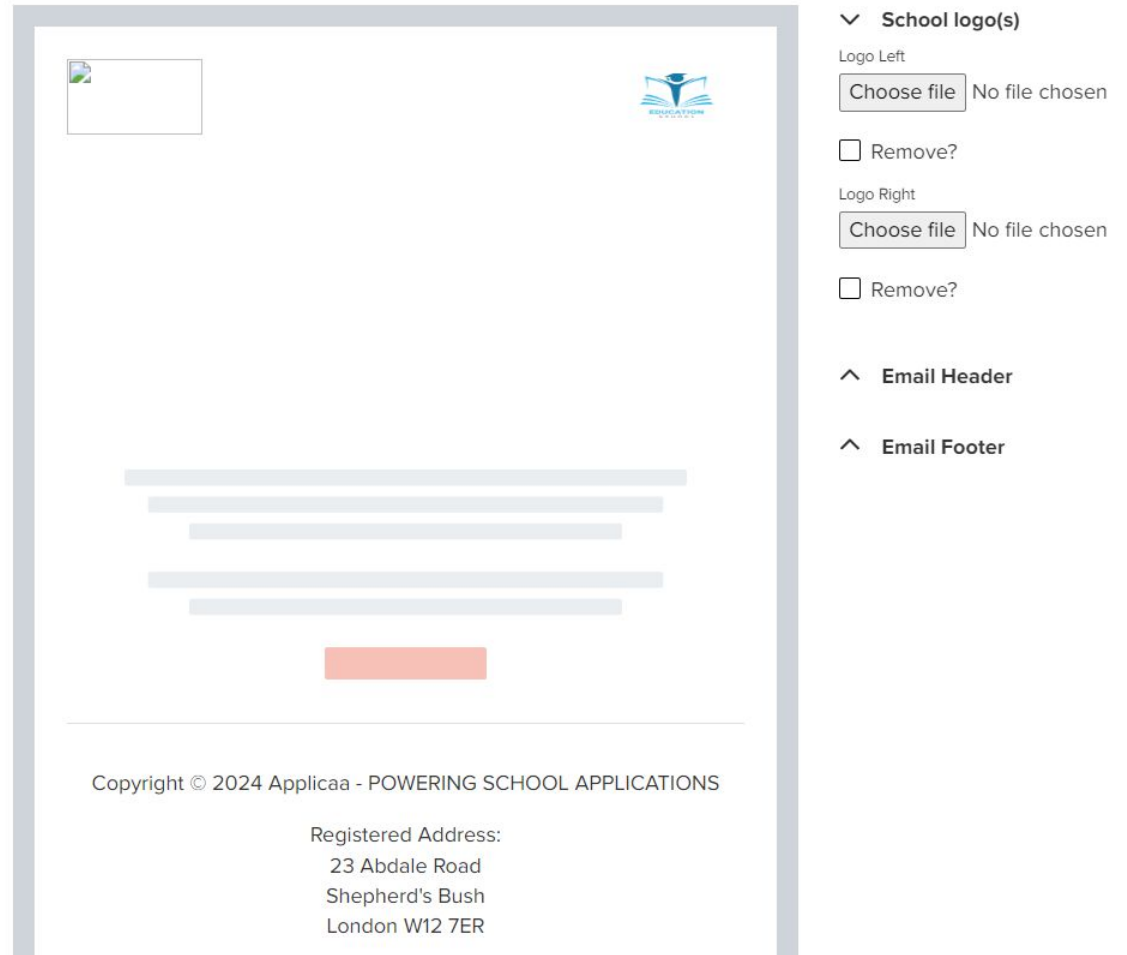
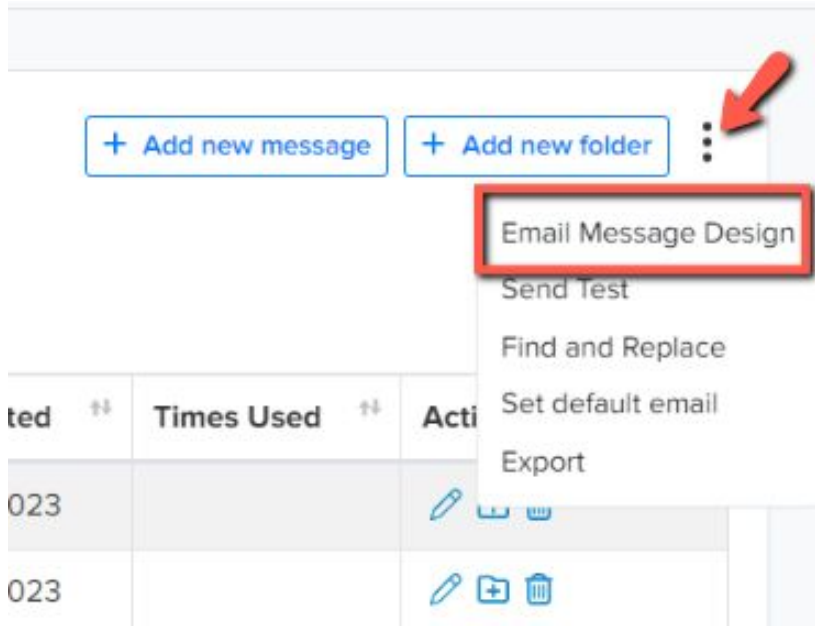
it can be your school domain

Reply to email (to add a new email, start typing and hit 'Enter' to save)

Update

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

Student First Name

Insert Field

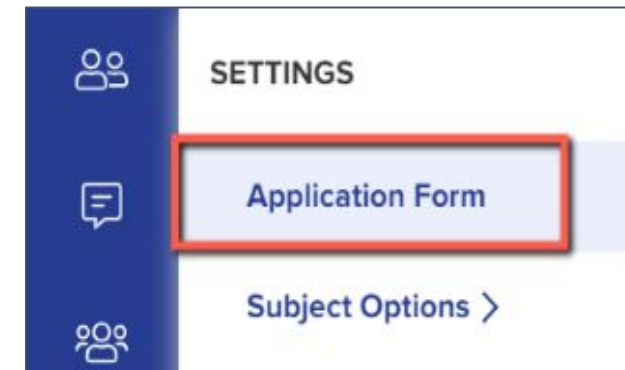
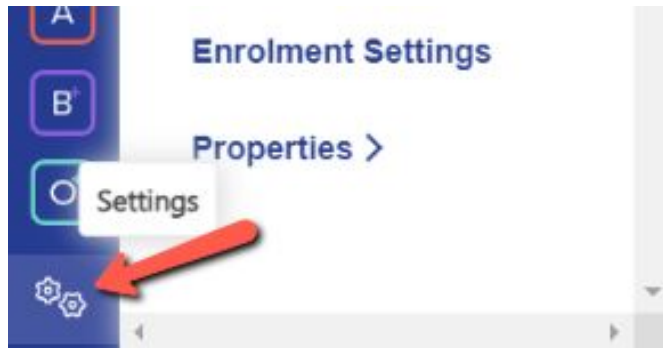
please remember to click "Insert Field"

Paragraph

B U *I*                                        

Your application phases and settings

Navigate to **settings > application form > phase view** and turn off any phases not in use at this point in your cycle (enrolment, offers, taster days, bursary).



Home / Settings / Student Application Form

Customise Application Journey

Easy View (Preview) Advanced Step View **Phase View**

All Application Phases

Phases	Category	Visible to Students ⓘ	Visible to staff on Student Profile ⓘ
2. Application Form	Form Questions	☒	☒
3. Offer	Offer	☐	☒

A screenshot of the 'Customise Application Journey' page. At the top, there's a breadcrumb trail: 'Home / Settings / Student Application Form'. Below it, the title 'Customise Application Journey' is followed by three tabs: 'Easy View (Preview)', 'Advanced Step View', and 'Phase View' (which is selected and has a red arrow pointing to it). Under the tabs, there's a section titled 'All Application Phases'. This section contains a table with four columns: 'Phases', 'Category', 'Visible to Students ⓘ', and 'Visible to staff on Student Profile ⓘ'. The table has two rows. The first row is for '2. Application Form' with category 'Form Questions'; its 'Visible to Students' toggle is turned on (blue) and has a red arrow pointing to it, and its 'Visible to staff on Student Profile' toggle is also turned on (blue). The second row is for '3. Offer' with category 'Offer'; its 'Visible to Students' toggle is turned off (grey), and its 'Visible to staff on Student Profile' toggle is turned on (blue).

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.

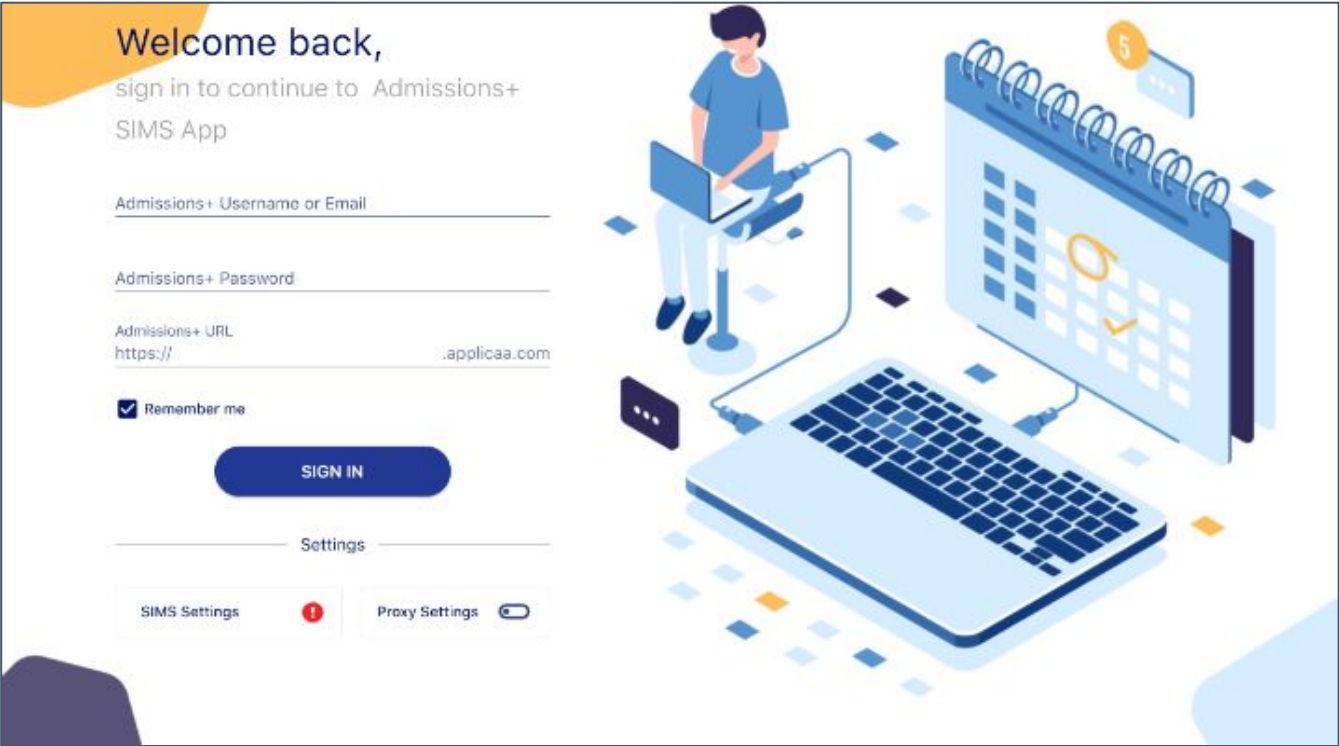
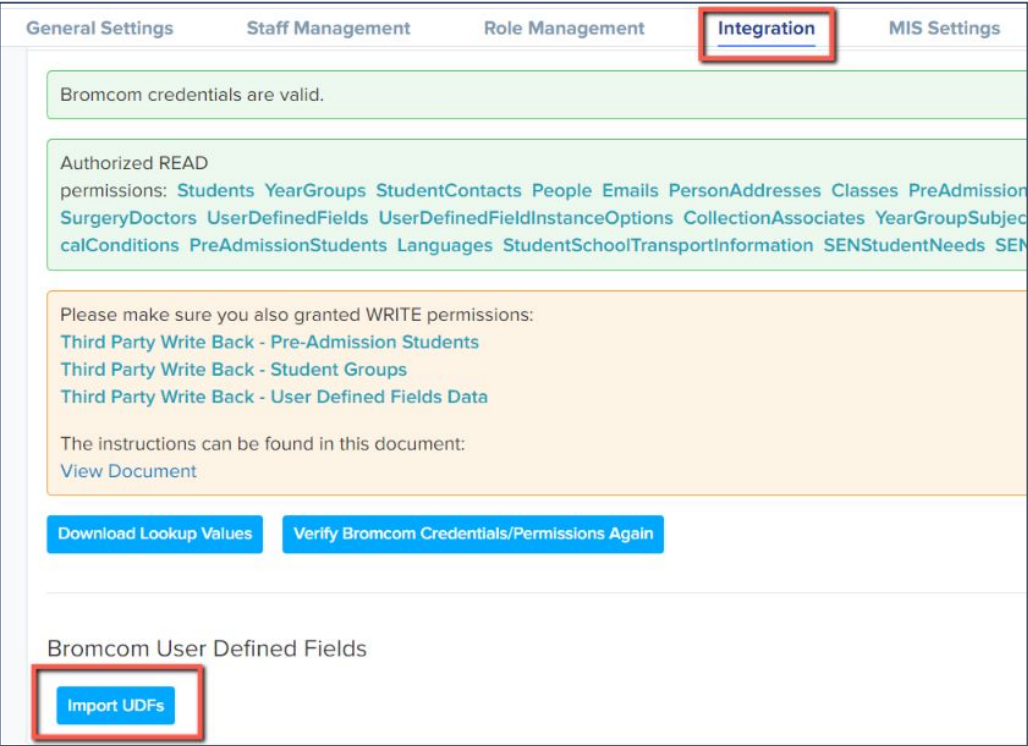
Sims User Defined Fields				
☐	student date	sims_udf_45	Date Picker	
☐	Test UDF	sims_udf_4018	Dropdown Single Select	

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

Add your UDFs in your MIS and ensure they are active, 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.



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

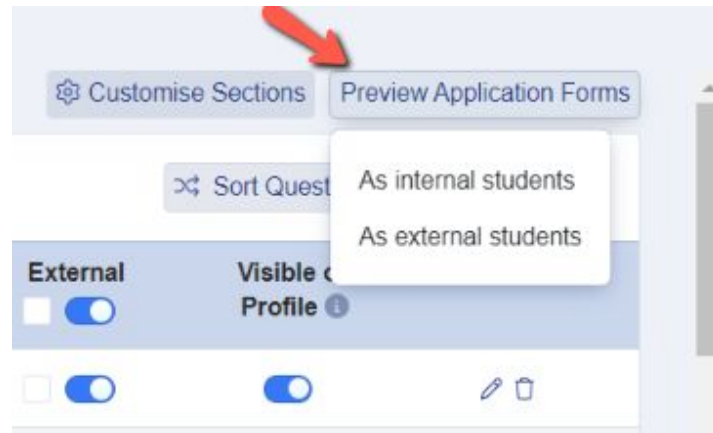
Q after

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

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



Preview

! Step 1

Student Basic Details

! Step 2

Parent/Carer Details

! Step 3

Education

! Step 4

Courses

Student Basic Details

Please upload a recent passport-style photograph of yourself

Choose file No file chosen

Legal First Name*

Test External FN

Legal Last Name*

Test External LN

(Preferred) First Name

Middle Name(s)

Gender*

Male

Configure your **properties** so they are correctly formatted for transfer to your MIS.

Showing 1 to 2 of 2 entries (filtered from 377 total entries)

Show 50 entries

Category	Apply For	Name	Code	MIS	Lookups imported?	Used in number of fields	Actions
Basic Details	Student, Guardian, OtherGuardian, EnquiryUser, Parent, EnquiryChildren,	First Name	first_name		No	200	

Title *

First Name

Text format ! *

none

Texts

none

Capitalise First Letters

ALL CAPS

all lower case

Navigate to **settings > properties > properties**.

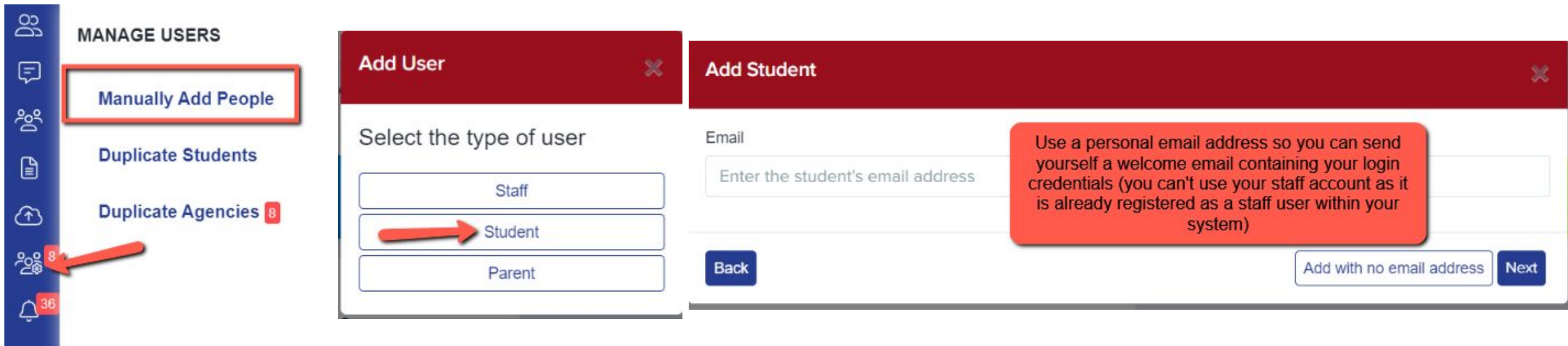
Here's a [guide](#) to our properties area.

You will see the option to configure properties like Postcode formatting to ensure it is entered in ALL CAPS, or format First Name and Last Name to Capitalise First Letters, for example.

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



Make yourself an account and complete the whole application process to try it out from the perspective of an applicant:



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 

Remove broken links 

Policy title *

Choose file No file chosen

Add new links here

Upload

Annotations:

- Check your links are working (points to Test Policy)
- Add new links here (points to Choose file)
- Remove broken links (points to IT Policy)

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

Waitlist activation feature

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

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

You can also publish events to ApplicaaOne to increase your reach!

Visibility

Which forms does this event relate to?

Apply for *

Lucy's Year 12 (2025/2026, Sixth Form Application) X

☒ This is a public event, publish this event to [ApplicaaOne](#) ⓘ

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

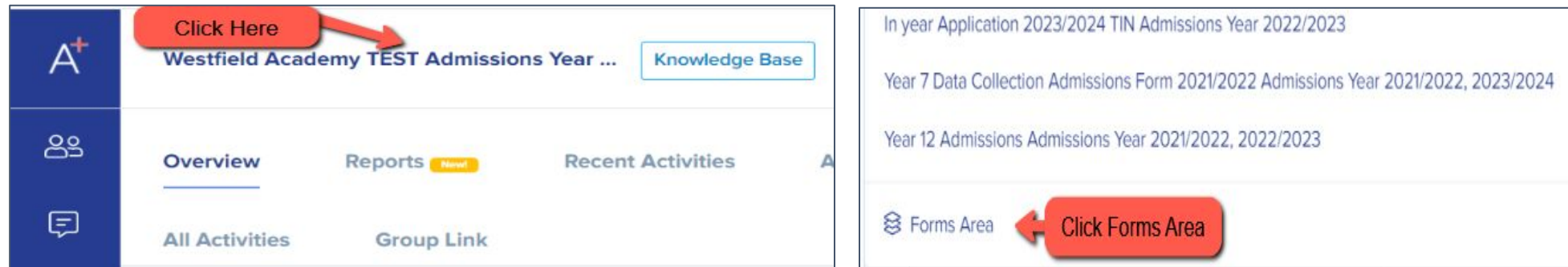
☒ Student homepage

☐ Parent homepage

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 particularly helpful for EXTERNAL applicants.

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

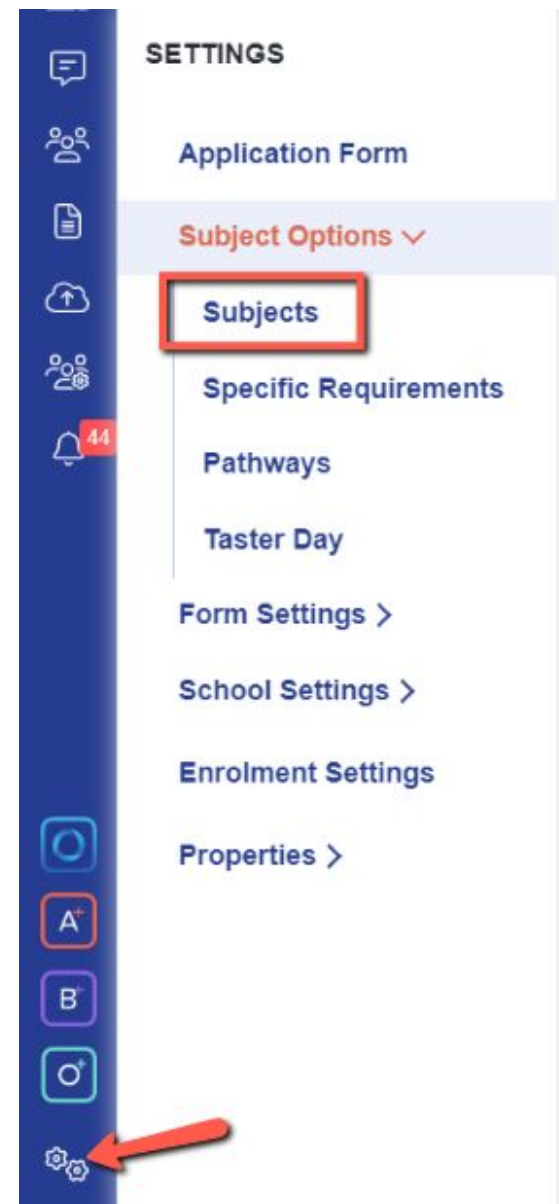
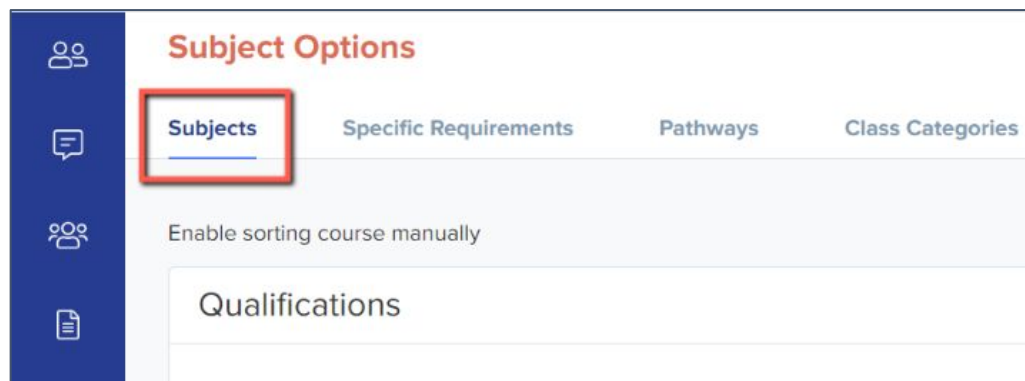


Here, you can click to copy the link and share as needed.

Reviewing your courses, classes and blocks

Are you offering any new courses this year? Do you need to remove any which won't be running?

Navigate to **settings > subject options > subjects**.



Here, you can edit existing courses, delete and add new ones - have you got links on your school website which you can direct your applicants to?

Subject Options

Subjects

Specific Requirements

Pathways

Class Categories

Enable sorting course manually

Qualifications

Add new courses here

+ Add new

Go to courses step

Search in table

Showing 1 to 50 of 63 entries

Show 50 entries

Click the bin icon to delete any courses which will not be running

Click the name of a course to get to the "edit" function

ID	Qualification	Level	Subject Leader	Learning Hours	Compulsory	Entry Test Required	Entry Requirements	Assessment Method	Info last updated	
9093	Maths			200	No	No			11/07/2022	 
9871	Biology	LV3		175	No	No			15/06/2022	 

Edit Maths

Course's Images

Choose files No file chosen

Course title *

Maths

Learning Hours *

200

Compulsory

No

Course summary

Course url

Add the link to your school website if you have course information displayed there

Assessment method

Equipment required

Qualification title

Qualification level

Awarding org name

Requirements Descriptions

Navigate to **settings > application form > courses**.

You can set the minimum and maximum number of courses or learning hours required for an application, and decide whether to have your option block view turned on at this stage.

← Courses

Customise Sections

Preview Application Forms

Qualification related questions

Course

Instructions to Student

Reserve Subjects

Courses

	Internal	External
Restrict student course selection by entry requirements	☐	☐
Restrict enrolment by teachers by entry requirements	☐	☐

☒ Maximum number of subjects that the student can select

3

Minimum number of subjects that the student can select

3

Maximum learning hours

Minimum learning hours

Have a cap on the number of people that can apply for subjects

☐

Display subject capacity when student enrol

☐

Prevent internal students from editing and adding grades on the education step (applies to the application form)

☐

Get students to rank their subject choices

☐

Display learning hours

☒

Prevent subject clashing

☒

Activate Option Block view on courses step

☒

Use class title for class name display

☐

Enable Offer Courses Listing

☒

If you have different pathways students can opt for, you can set these up and specify which courses will be available to them based on the pathway they select.

You can also set restrictions/requirements per pathway to ensure students can only select pathways which are appropriate for their level of ability, or their career aspirations.

Navigate to **settings > subject options > pathways.**

+ Add New

#	Name	Qualifications	Active Internal	Active External	Actions
⌵	A Level Route	A Level Art and Design 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 PE A Level Physics A Level Product Design A Level Psychology A Level Sociology A Level Spanish	☒	☒	✎ ⚙ 🗑
⌵	Enrichment Pathway	Enrichment Option 1 Enrichment Option 2 Enrichment Option 3	☒	☒	✎ ⚙ 🗑

Pathway Name

A Level Route

Apply to these qualifications

A Level Art and Design

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 PE

A Level Physics

A Level Product Design

A Level Psychology

A Level Sociology

A Level Spanish

Minimum Average Point Score Requirement

0.0

Minimum Total Point Score Requirement

0.0

General requirements

Criteria	Type	Grade/Average grade score required	Number/Number of student's top grades used
All Grades	BTEC	5.0	5
All Grades	GCSE	5.0	5

Read more about Pathway setup in our [Knowledge Base](#) guide.

SETTINGS

- Application Form
- Subject Options ▾
 - Subjects
 - Specific Requirements
 - Pathways**
 - Taster Day
- Form Settings >
- School Settings >
- Enrolment Settings
- Properties >

Some schools will have the option blocks in place from the outset, which can help ensure students do not choose impossible combinations if you know your blocking already.

Alternatively, you can leave them inactive and then use our Options module to work out the best fit of classes and create the option blocks for you later in the year, once you have received applications.

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

Timetable Enrolled Classes Management Enrolment Report Page Taster Day Classes Management

Timetable Overview Forecasting Unallocated Applicants

Class Timetable

Filter Timetable: Subject Filter: Filter for subjects

Showing 1 to 10 of 21 entries Show 10 entries

Course	Interested	Enrolled	Waiting List	Offered	Block A	Block B	Block C	Block D	Block E
A Level Art and Design Edit	4	3	0	3	12A/Ad (2 max) 2 interested 3 enrolled				
A Level Biology Edit	8	3	0	3		12B/Bi (10 max) 2 interested 2 enrolled			12E/Bi (10 max) 0 interested 1 enrolled

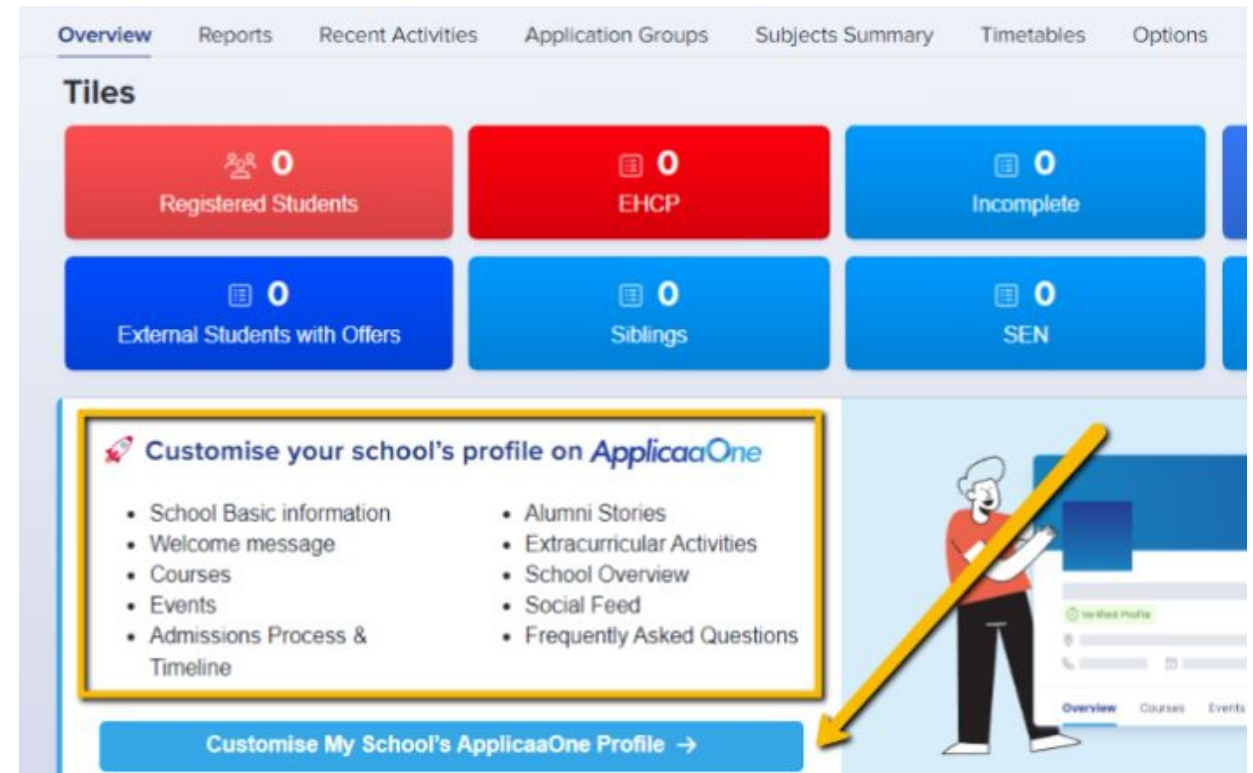
You can update the blocks and class codes from the main dashboard if you click “timetables”.

Updating your Advanced Profile in ApplicaaOne

You should check and update your Advanced Profile to ensure you are marketing your Sixth Form accurately and taking full advantage of the tools for attracting applicants.

Read our full guide [here](#).

- Update school contact details, logos and branding
- Add your school website and social media links
- Include welcome messages and alumni stories
- Manage your courses and specific requirements
- Create, manage and publish your events
- Share a list of FAQs



Importing your internal Year 11 students from MIS

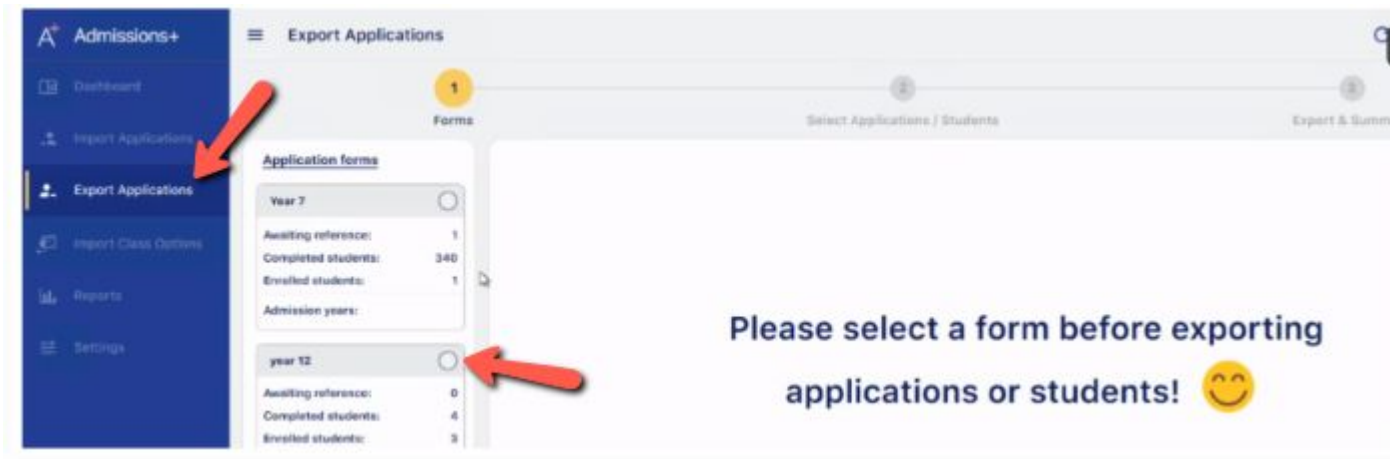
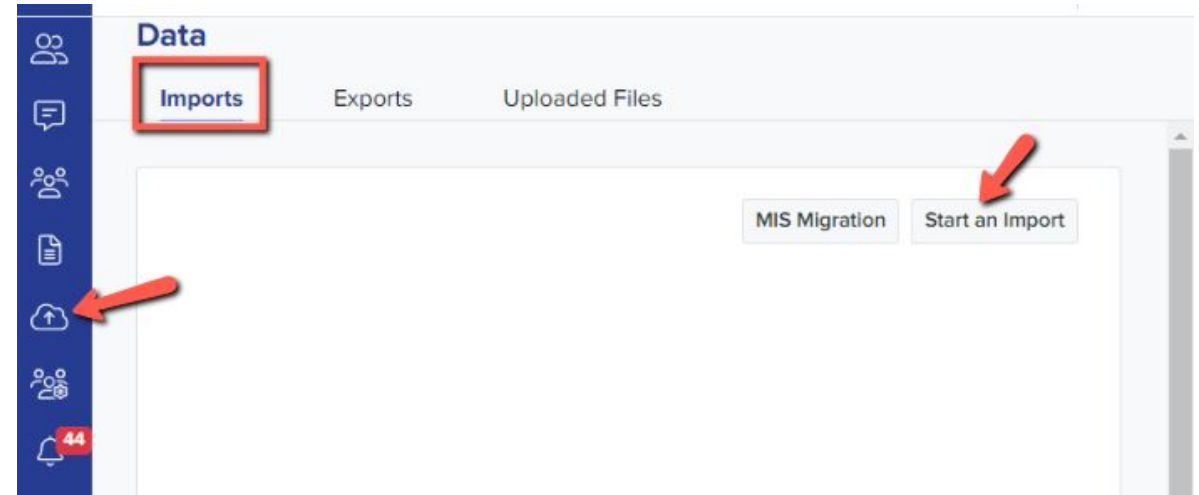
All Internal students must be imported by the school from your MIS or via CSV rather than allowing them to self-register.

It means they are tagged with their MIS number and UPN (makes importing results in summer much easier).

It also means students have an easier job - their data is imported in for them, so they don't have to fill it all out from scratch - they just check and update it as they work through!

You import them into Admissions+ and then send them the welcome email (which will contain a system-generated password).

See our [Knowledge Base](#) guide here.



Internal applicants will be prevented from making a new application - this setting will be on permanently in **settings > application form > student registration**.

Read more about student account creation [here](#).

If they do manage to create a new account, or if your external applicants register multiple times, the system will detect this as a duplicate!

You can manage duplicates by clicking on **manage users > manage duplicates**.

← Student Registration

Customise Sections Preview

Registration Form

Phones

Other Settings

Yes

Settings

Setting Name

Show Education Questions

Mobile Phone Required

Enable Sending SMS Verification ⓘ

Prevent internal students from registering

Merge Duplicates Merge Histories

All of these suggested duplicates share the same name and date of birth.
For each profile, please select the profile that you would like to merge data into, and if there are more than two profiles suggested on a particular row you can exclude any that you do not want to merge using the "x" in the top-right corner.
Once you have taken this action, the merge button will become available for you to complete the merge.
Please [click here](#) to see a video on how this area works.
You can also [click here](#) to see the rules for how data is merged.

Showing 5 per page

Test Test

Last sign-in: never

Email: DoB: Created from: Registration Postcode: SO40 3NL

Application Status: Completed Offer Status: Declined Enrolment Status: Details To Be Checked

Application Form

Phase Application Form - 1/5 Step(s) Completed

This record has the
✔ most steps completed
✔ latest phase

Test Test

Last sign-in: never

Email: DoB: Created from: Registration Postcode: 10 000

Application Status: Completed Offer Status: Accepted Enrolment Status: Details To Be Checked

Application Form

Phase Application Form - 1/5 Step(s) Completed

This record has the
✔ most steps completed
✔ latest phase

Test Test

Last sign-in: never

Email: DoB: Created from: Registration Postcode: 10 000

Application Status: Completed Offer Status: Declined Enrolment Status: Details To Be Checked

Application Form

Phase Application Form - 1/5 Step(s) Completed

This record has the
✔ most steps completed
✔ latest phase

Select which profile you want to keep and then click "merge" - all other profiles for that student will be merged into the master

Dismiss Merge

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).

Settings > School Settings > Users

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@applicaa.com	Admissions Manager / Director	View All		Deactivated	Not sent

Job Role:

Admissions Manager / Director

Permission:

Admissions

☒ Key contact

☒ Enable staff

Form types they can access

all

specific

Cancel

Update

A+

Year 12 Admissions Admissions Y

SETTINGS

Application Form

Subject Options >

Form Settings >

School Settings

General Settings

Users

Permissions

Integration

Payment & Fees

Unsubscriptions

FAQs

Address Mapping

Enrolment Settings

The background features a large, light blue hexagon in the center. To its top-left is a medium-sized grey hexagon. To its top-right is an orange parallelogram. To its bottom-left is a medium-sized dark blue hexagon. To its bottom-right is a small light blue hexagon. At the very bottom center is a small light blue hexagon.

Do you have any questions?



THANK YOU