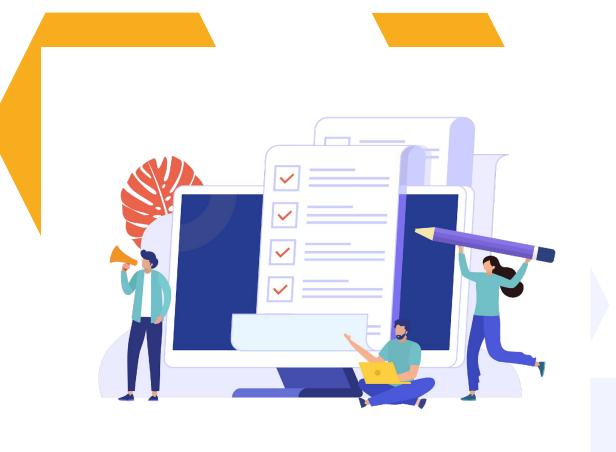
Setting up your new cycle

Sixth Form



CONTENTS

- 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 ApplicaaOne
- 11. Importing your internal applicants

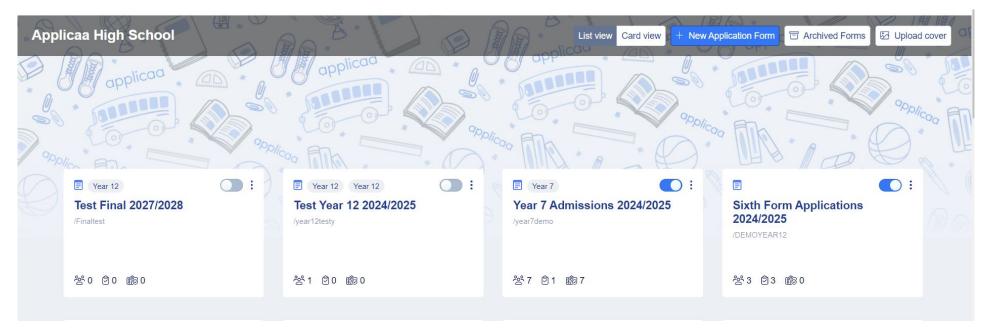
How to see your new form

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.

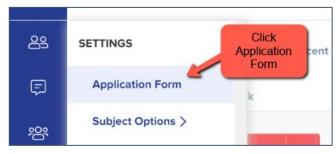


How to close your old form

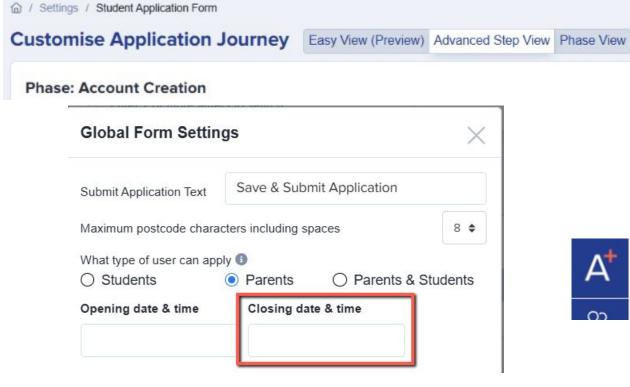
Now that the 2025 cycle has finished, you don't want applicants completing anything further on that form.

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





Global Form Settings

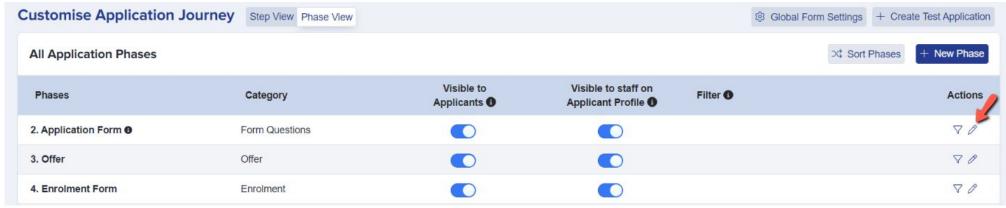


Note: you can also set this using the easy-access button at the top of your dashboard.



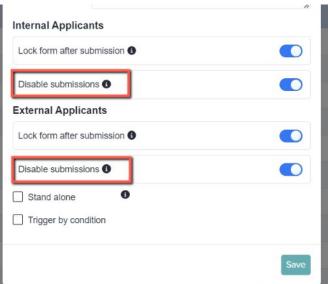
Customise Application Journey	Easy View (Preview)	Advanced Step View	Phase View

Then go to "phase view" and turn on "disable submissions".

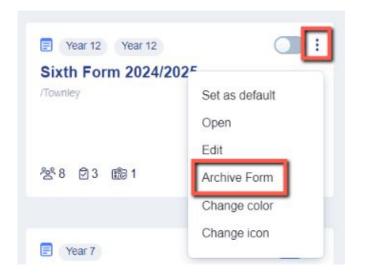


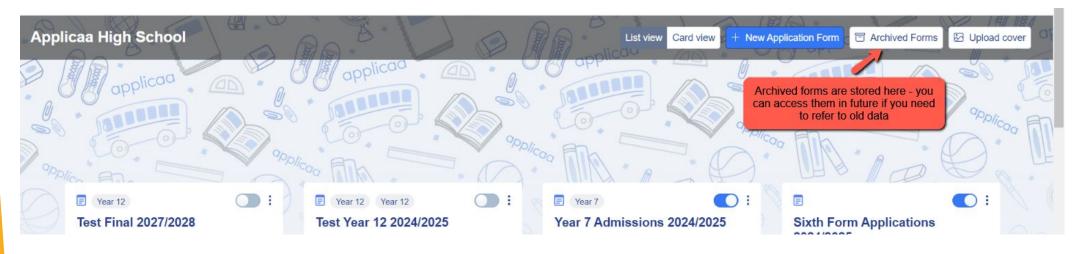
This will ensure no new applications can be started, and no existing ones can be edited either.

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

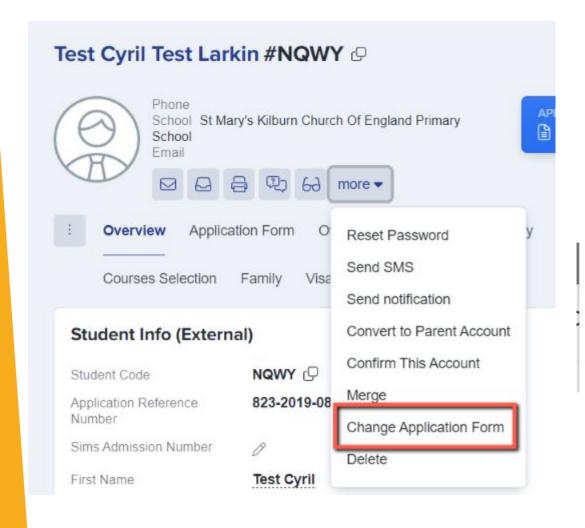


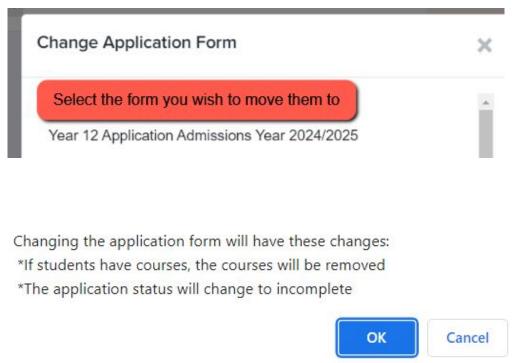
You can also archive old application forms in your forms area if you wish to keep your main forms area tidy.





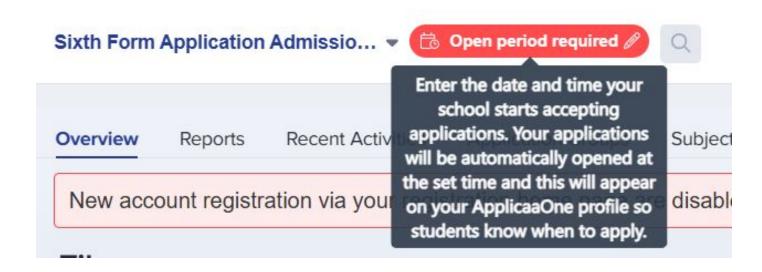
If any applicants for your new cycle have registered on your old form before you had the chance to close it, you can **move them to the correct form** instead.





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).

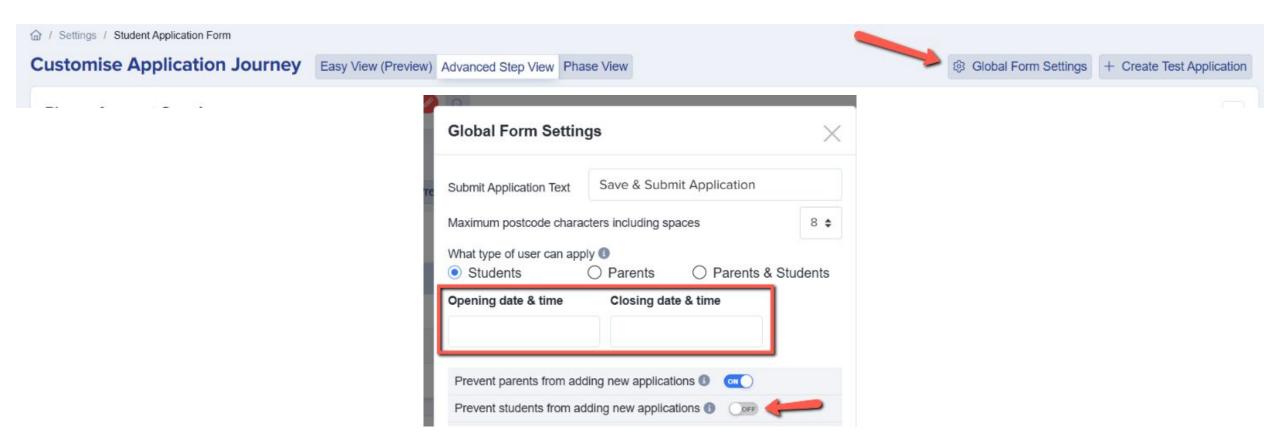


You will be prompted to set your open date for applications, and can also set an end date.

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.

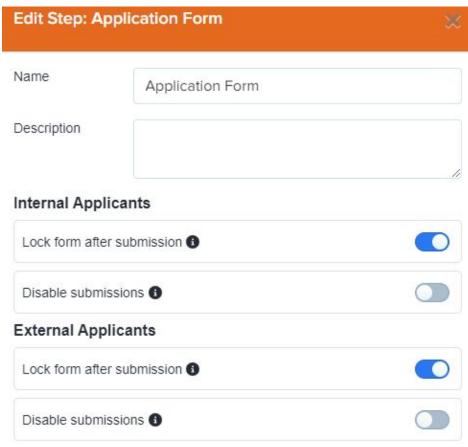








Navigate to **settings > application form > phase view** to ensure your application phase is visible to students, and that submissions are enabled.



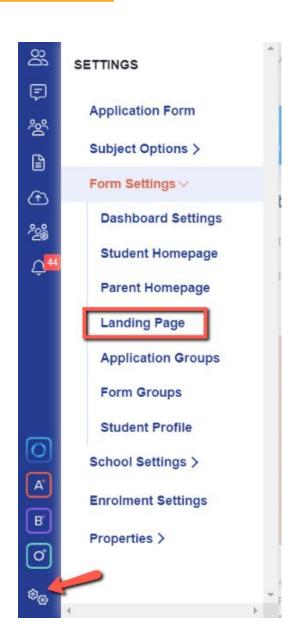
Editing your landing page and other messages

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

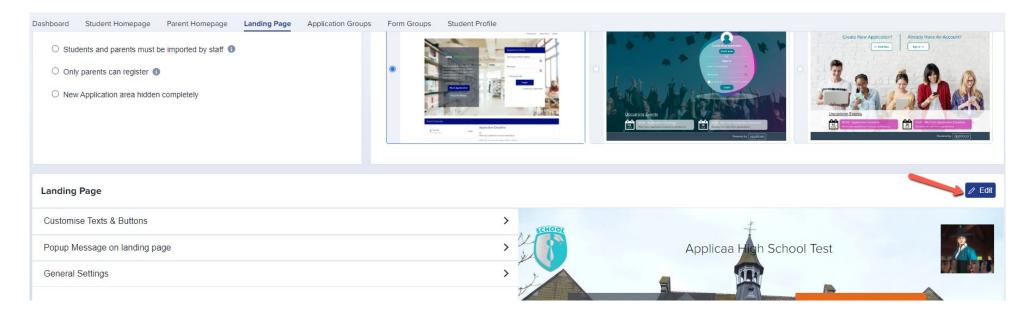
Here you can edit your initial message to students.

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

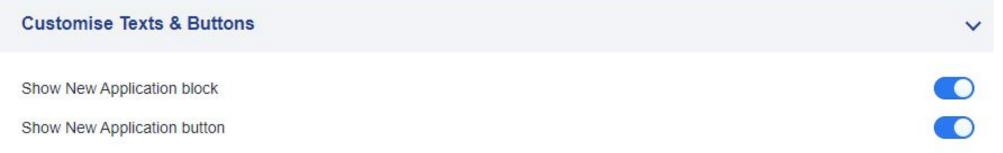
You can also update any images here as needed - check they are still accurate and up-to-date.



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



Landing Page



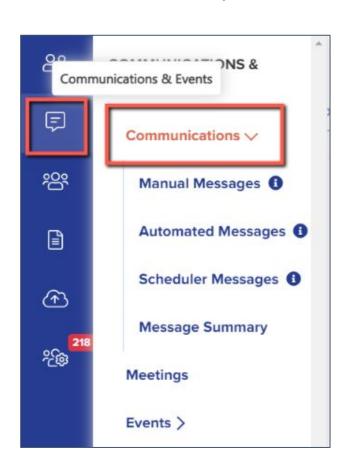
Navigate to "student homepage" to edit those messages, update your settings and change any images - this is what they will see when they first log in!

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

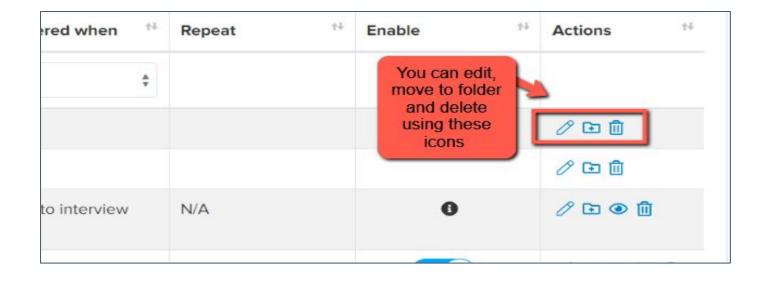


Checking your email templates

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



Top Tip: check all active emails to make sure the wording is appropriate for your setting and cycle - especially if you used any date-specific wording last time!

Priorities for checking ahead of launch:

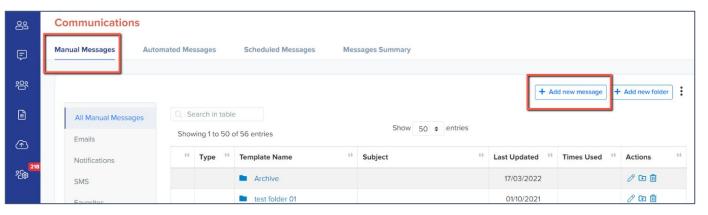
Template Name ^{↑↓}	Subject	Send from **	Send to	Triggered by [↑]	Phase	Triggered when
Student Welcome	Welcome to Green Abbey School	test@applicaa.com	Student	Staff	Registration	Student welcome
Student Confirmation Instructions	Welcome to Putney High School's Online Application Form	oanh+1staffa@applica a.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.

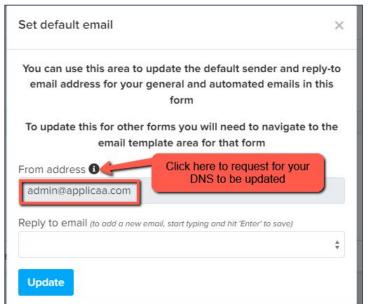
Create any manual templates now so they are set and ready to use later on in the cycle

- future you will be grateful!

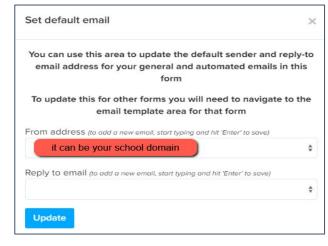


Check who the emails are being sent from and who the replies will come to - set your

defaults here:

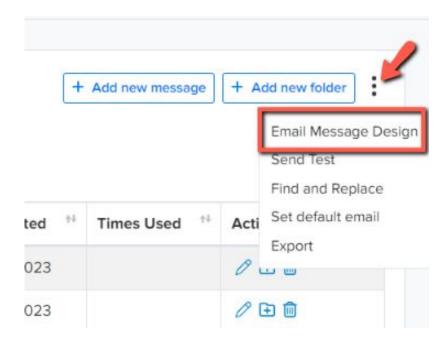


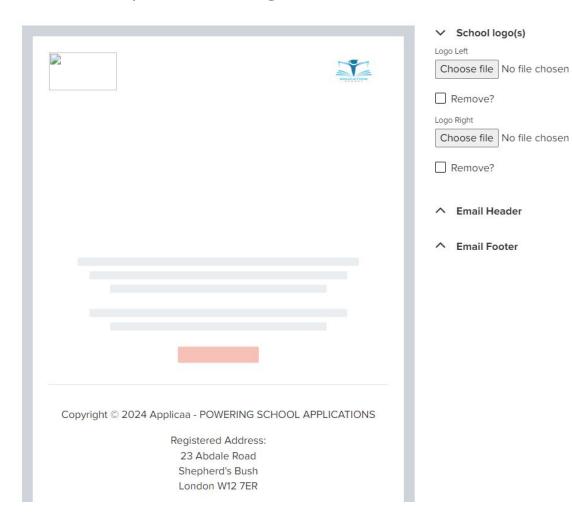




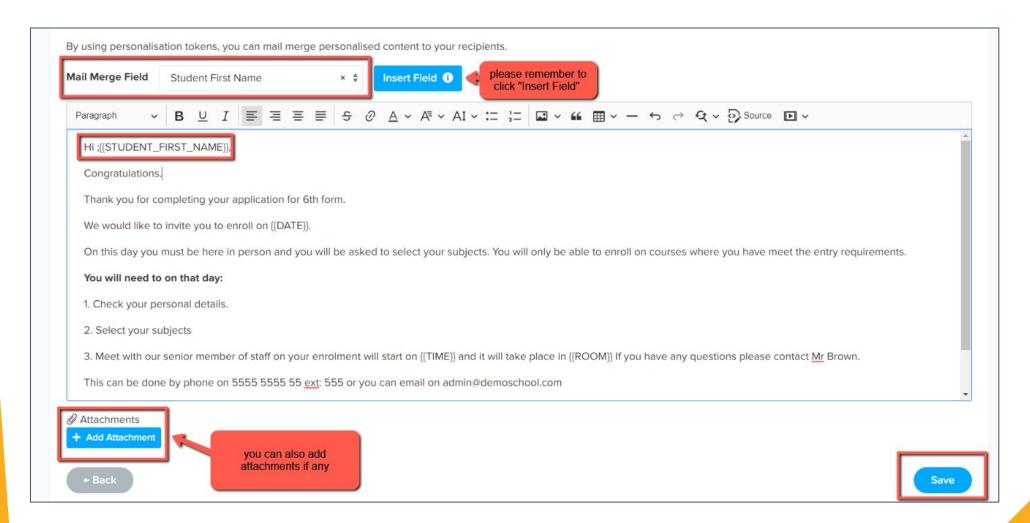
If you are seeing "admin@applicaa.com" in the From address, this means you have not requested a DNS update. You can request this by clicking this icon and adding the details for your IT Manager - it will then mean you can send emails from your own school domain!

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



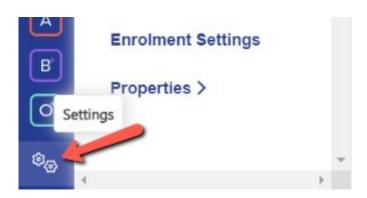


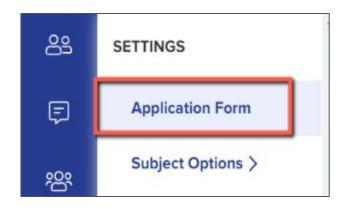
Insert mail merge fields and add attachments as required to personalise your messages.

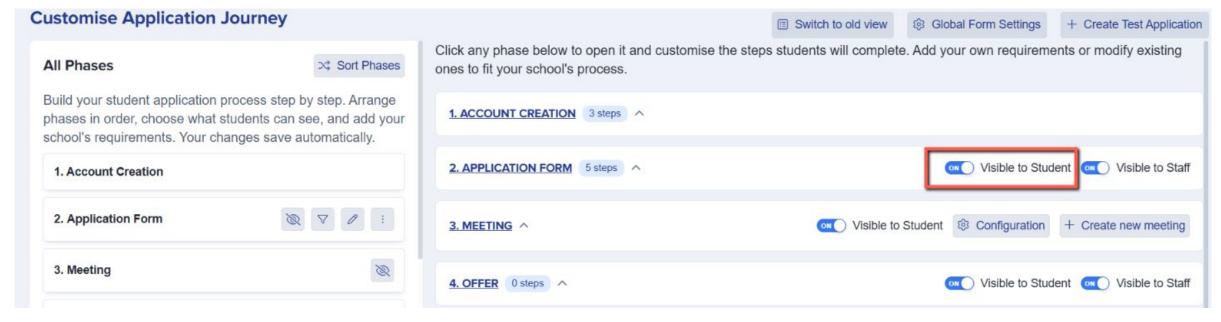


Your application phases and settings

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







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.

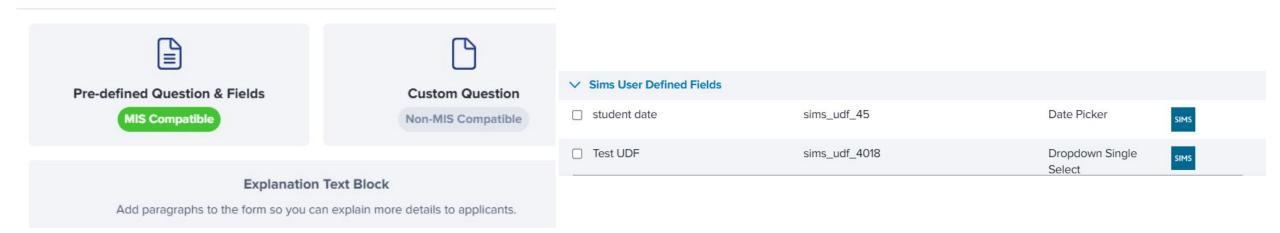
Click "+ New Question" and you will be prompted to choose what you would like to add.

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

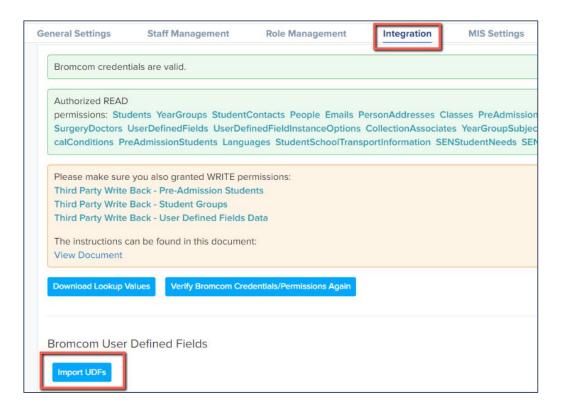


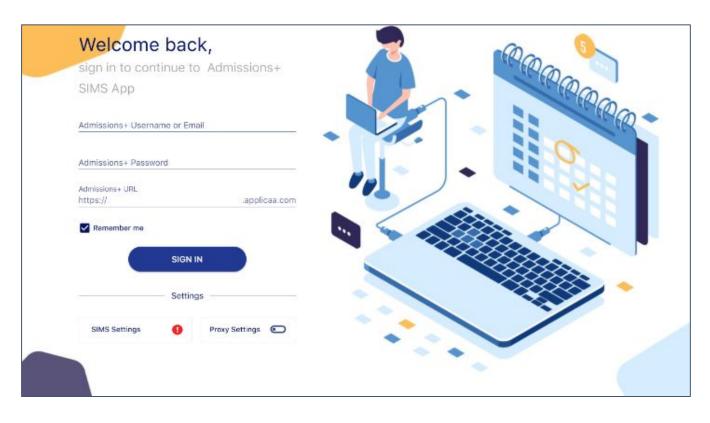
Not seeing your **User Defined Fields**? This will mean you need to make an update in your MIS first and then re-integrate!

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.



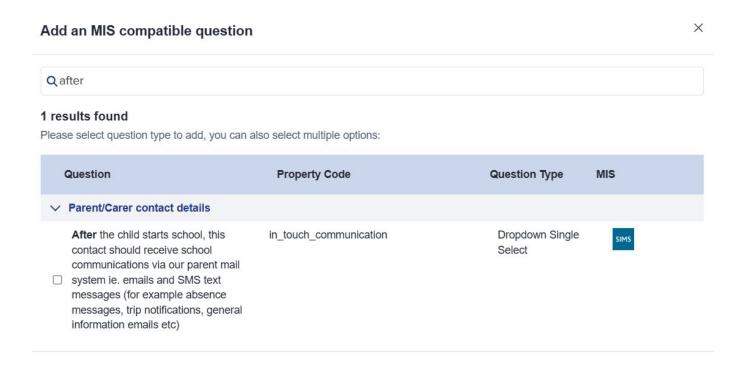


SIMS In Touch:

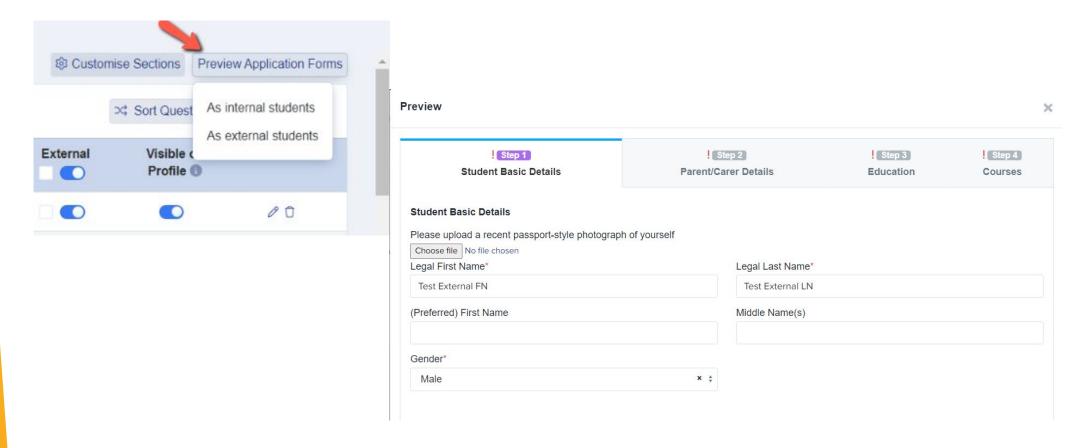
This field is NOT active by default on Admissions+ but if you use it, it is available to add into your application form - once you have added it once, it will remain there year after year.

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

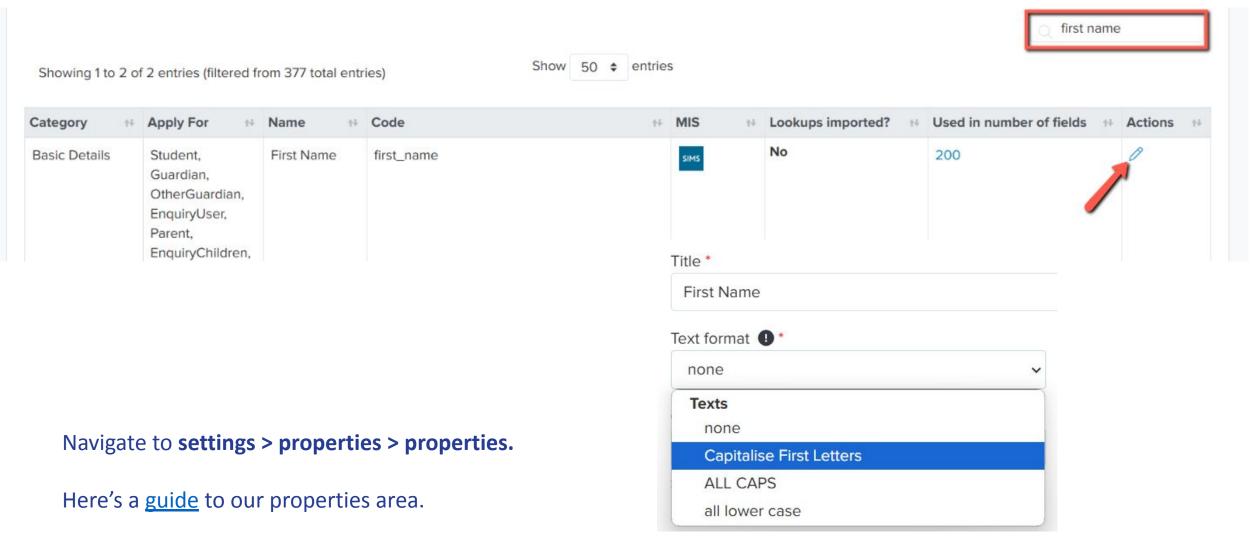
- go to the Parent/Carer step of your application form
- Click + New Question
- Click parent/carer contact details and select the In Touch question to add it to your form



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



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

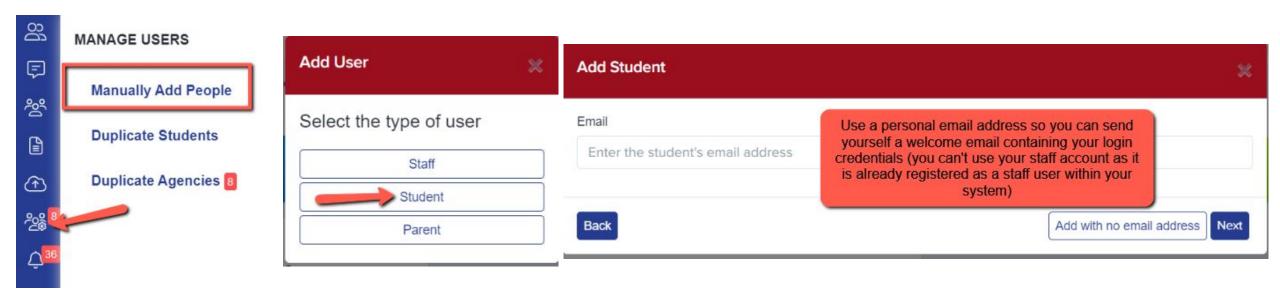


You will see the option to configure properties like Postcode formatting to ensure it is entered in ALL CAPS, or format First Name and Last Name to Capitalise First Letters, for example.

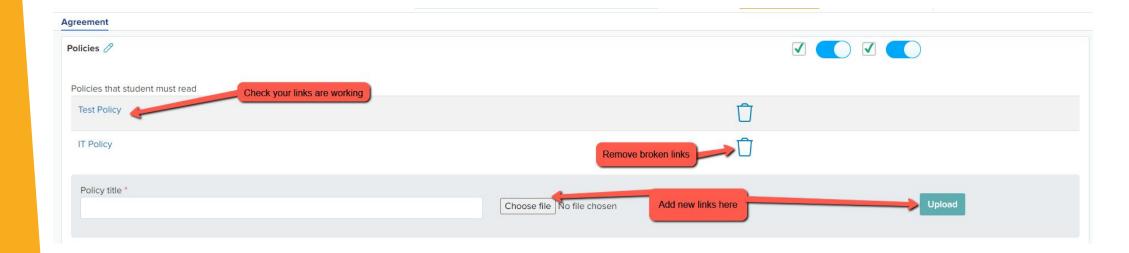
Generate a test student to practice with (settings > application form > create test application):



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.



Setting up open evenings and events

See our event guides <u>here</u>

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

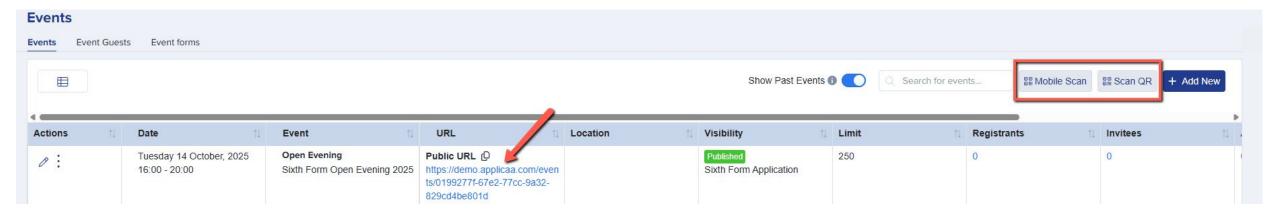


Navigate to **communications and events > events**.

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.



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 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	on) ×
✓ This is a public event, publish this event to Apple.	icaaOne 🐧
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	O Parent's homepage for all parents
Student homepage	 ○ 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.





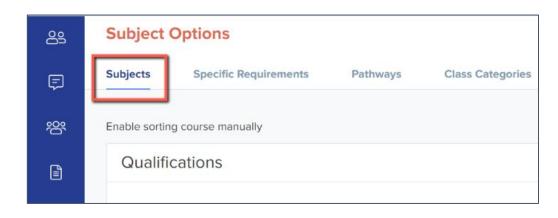


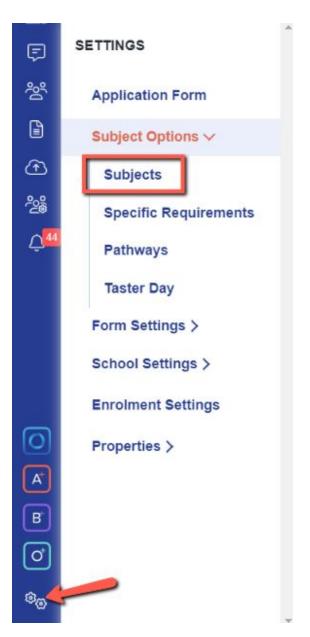
Here, you can click to copy the link and share as needed.

Reviewing your courses, classes and blocks

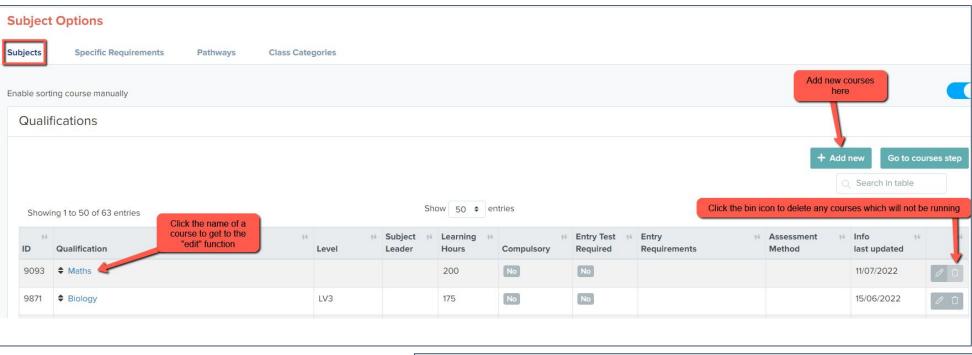
Are you offering any new courses this year? Do you need to remove any which won't be running?

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





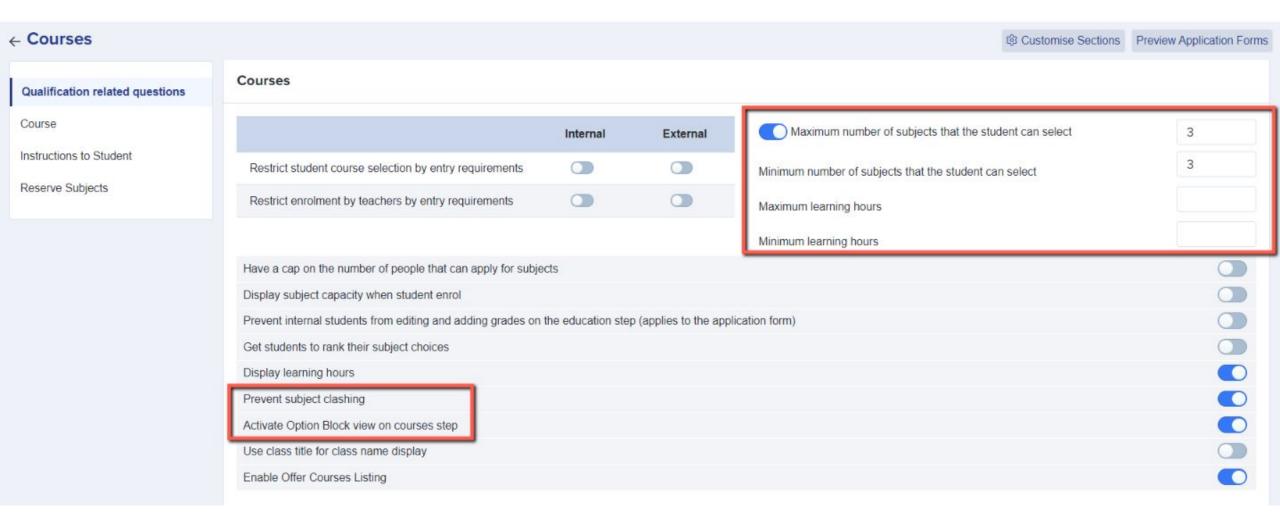
Here, you can edit existing courses, delete and add new ones - have you got links on your school website which you can direct your applicants to?



Edit Maths			
Course's Images Choose files No file chosen			
Course title "	Learning Hours *	Compulsory	
Maths	200	No	~
Course summary			
Course url Add the link to your school website if you have course information displayed there	Assessment method		
Equipment required			<i>h</i>
Qualification title	Qualification level		li di
			~
Awarding org name			
Requirements Descriptions			

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

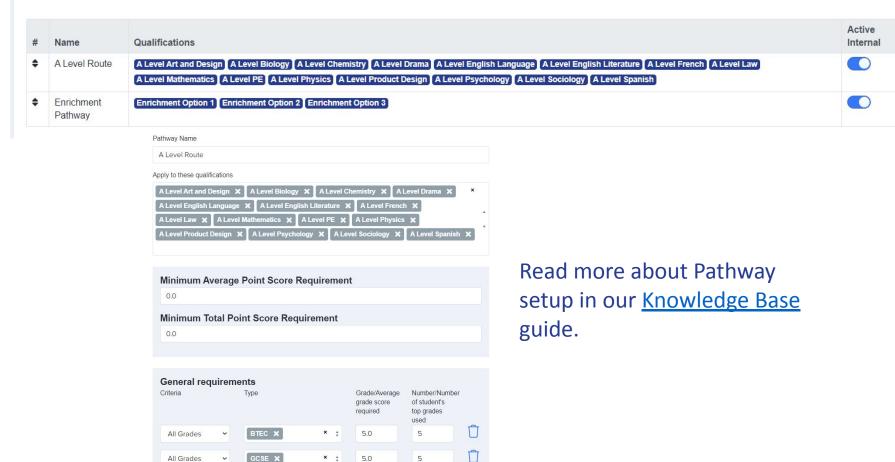
You can set the minimum and maximum number of courses or learning hours required for an application, and decide whether to have your option block view turned on at this stage.

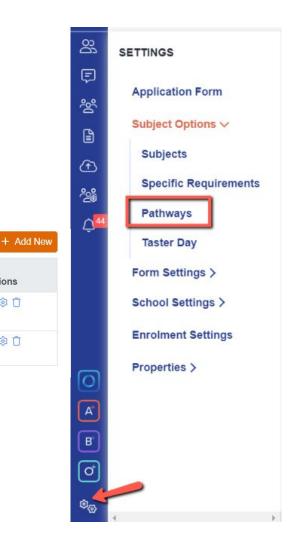


If you have different pathways students can opt for, you can set these up and specify which courses will be available to them based on the pathway they select.

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**.





Active

External

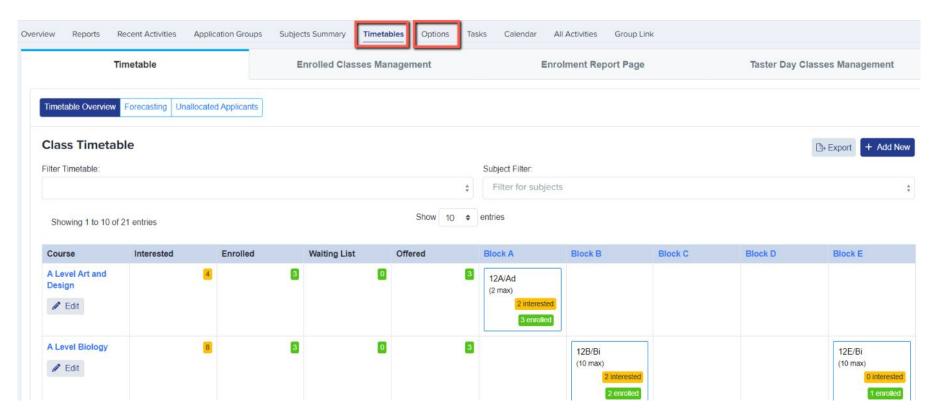
Actions

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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.



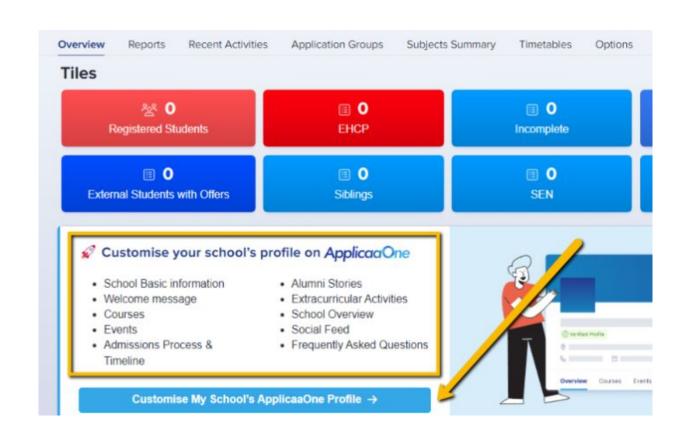
You can update the blocks and class codes from the main dashboard if you click "timetables".

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 <u>here</u>.

- 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

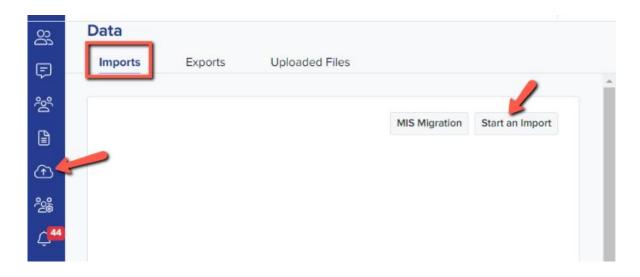
All Internal students must be imported by the school from your MIS or via CSV rather than allowing them to self-register.

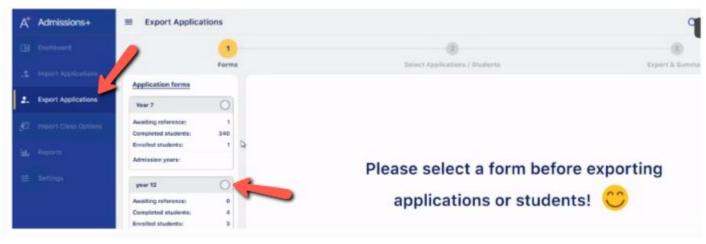
It means they are tagged with their MIS number and UPN (makes importing results in summer much easier).

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.





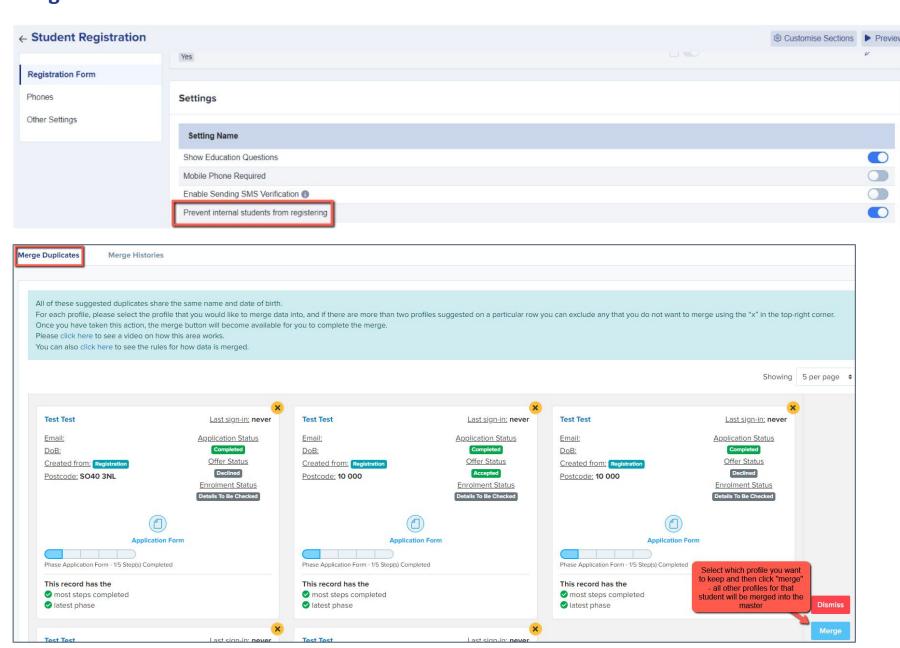
Internal applicants will be prevented from making a new application - this setting will be on permanently in settings > application form > student registration.

Read more about student account creation <u>here</u>.

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.





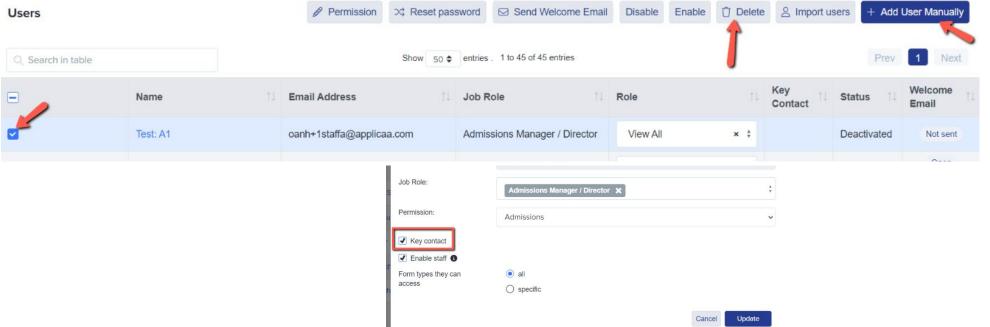
Update Staff Users

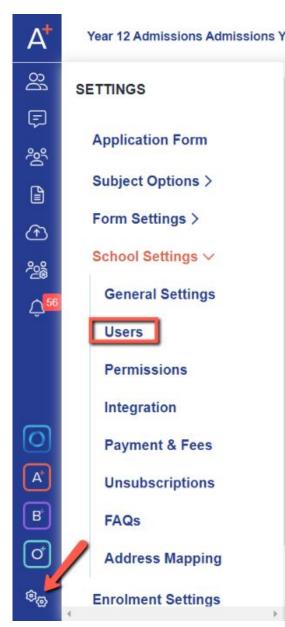
Check your list of staff users, particularly if you have had a change in personnel over the summer.

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

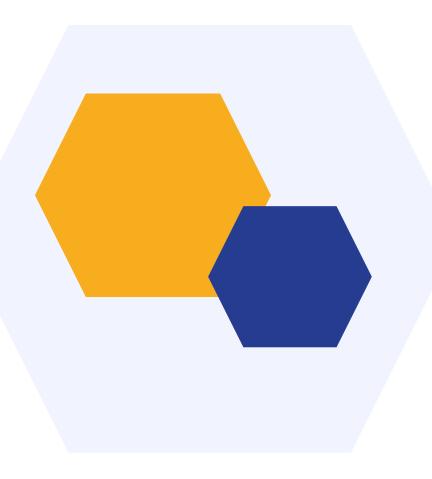
Set your Key Contacts - anyone set as a Key Contact will receive information from us such as important system updates, invitations to events etc (we send these by email).

Settings > School Settings > Users





Do you have any questions?



THANK YOU