

# Setting up your new cycle

**Year 7**



# The Timeline

Autumn:

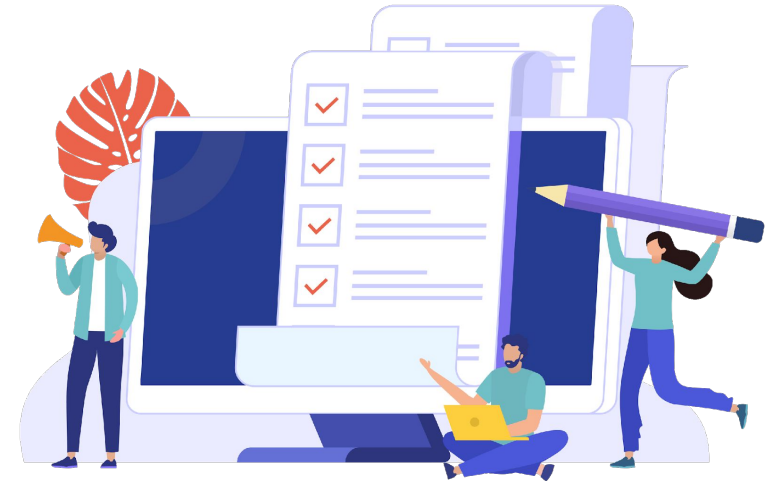
- ❖ Parents apply via Local Authority

Spring:

- ❖ Prepare your Admissions+ form
- ❖ Receive your list from the Local Authority
- ❖ Import your list straight into Admissions+
- ❖ Send welcome emails to parents
- ❖ Parents complete your form
- ❖ Import your data into your MIS

Summer:

- ❖ Collect CTFs via the Wizard
- ❖ Allocate students to registration/form groups using the Sorting Hat
- ❖ Use the Transition Tool to collect information from their previous school

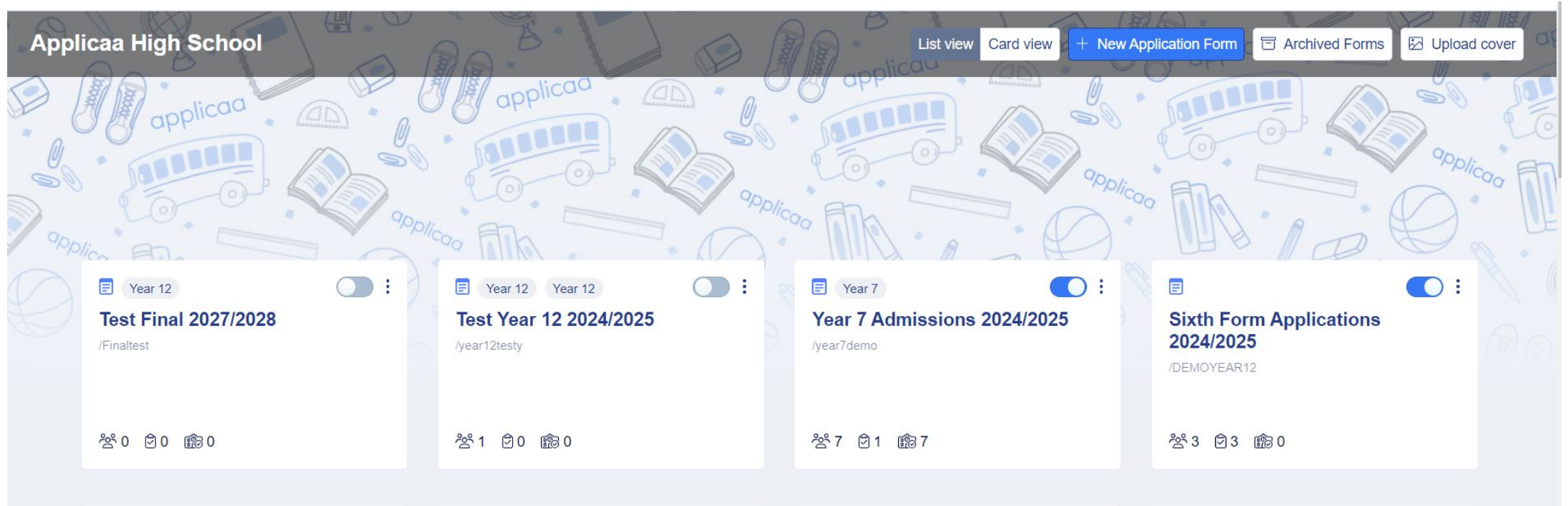


# How to see your new form

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.

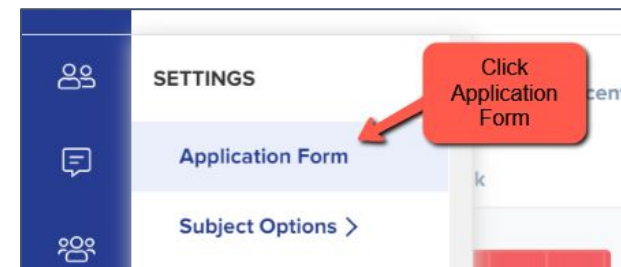
Turn the toggle switch on to make it active - it needs to be active to enable importing/exporting with your MIS.



# How to close your old form

Now that the previous cycle has finished, you don't want parents completing anything on that form, as that data is now in your MIS and managed there.

In your old form:  
Navigate to **settings > application form** and click to disable the phase.



## Customise Application Journey

### All Phases

↕ Sort Phases

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

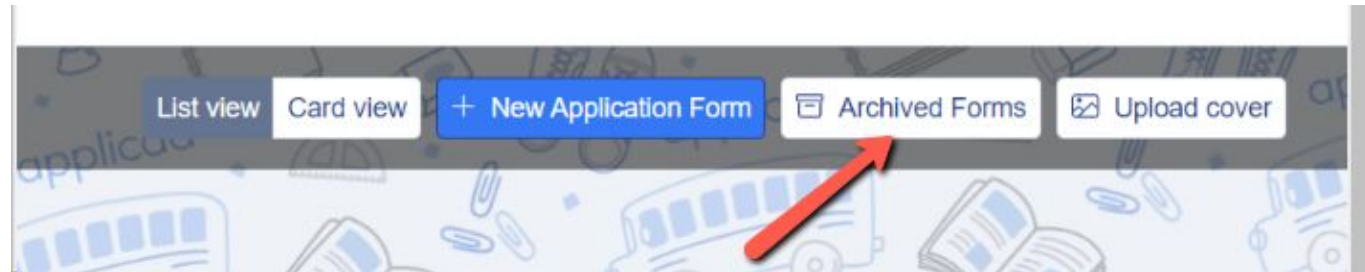
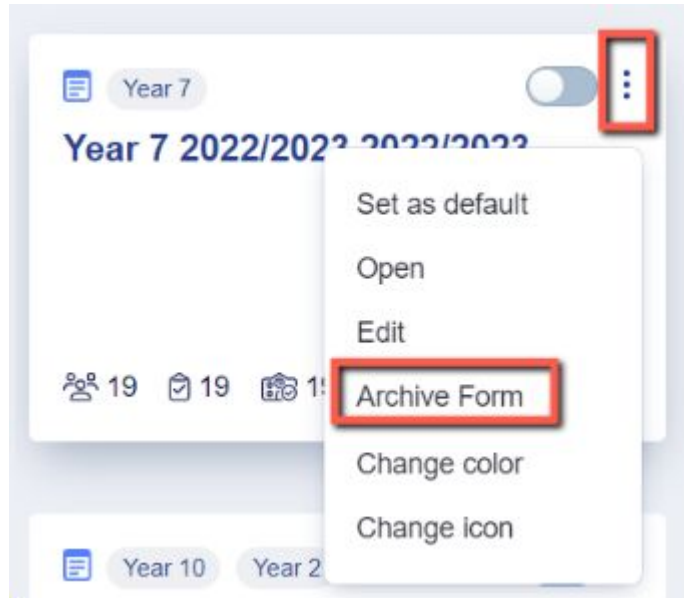
#### 1. Account Creation

Disable this phase

#### 2. Admission Form



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





# Editing your landing page and other messages

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

Here you can edit your initial message to parents and check your configuration mode. For Year 7, this should be set to “students and parents must be imported by staff”.

You can also update any images here as needed.

## 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

Show New Application block

New application title

Welcome

Description

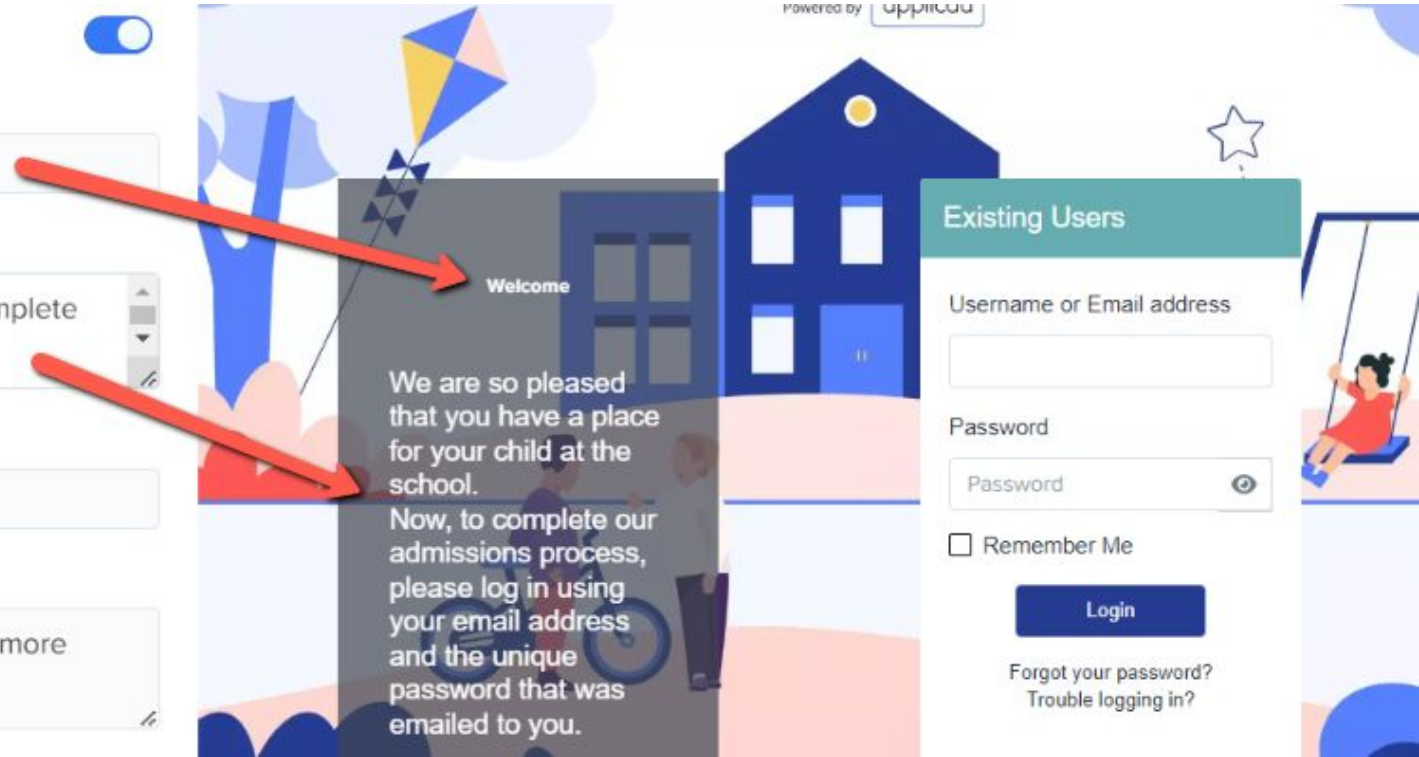
We are so pleased that you have a place for your child at the school. Now, to complete our admissions process, please log in using your email address and the unique

Button text for go to event page

Register For Events





Tooltip text when disabling new application button

Starting new applications is currently 'deactivated'. Please contact the school for more information.



Navigate to “**parent homepage**” to edit those messages, update your settings and change any images as needed - this is what parents will see once they have logged in.

The general welcome message is seen by parents across **all intakes**, but there is also a place for you to add a separate, Year 7-specific welcome message if desired.

General Welcome Message	 Preview  Edit
<p><b>Messages on parent's homepage</b></p> <p>Welcome to our online data management portal.</p> <p>↓ Show more</p>	<p><b>Parent Homepage Image</b></p>
Year 7 (2026/2027) Welcome Message	 Preview  Edit
<p><b>Messages on parent's homepage</b></p>	<p><b>Parent Homepage Image</b></p>



You could consider changing your configuration to suit your intake:

The screenshot shows a configuration page titled 'Children Status Config'. It has two input fields: 'Button text for new application button' and 'Button text for continue application button'. The first field contains the text 'Start New Application', and the second field contains 'Continue Application'. A red box highlights the 'Continue Application' text. Two red callout boxes with arrows point to the buttons. The first callout points to the 'Start New Application' button and contains the text '\*Not in use for Year 7 & Reception intakes\*'. The second callout points to the 'Continue Application' button and contains the text 'Perhaps reword: Continue Admission Form'.

Children Status Config	
Button text for new application button	Start New Application
Button text for continue application button	Continue Application

Also turn off\*:

- Show offer status
- Show courses you wish to study
- Show reference status

\*unless you also allow parents to apply on your Year 12 applications. These settings are applied across your whole system.



Priorities for checking ahead of launch - filter your “send to” column to “parent”:

Search in table

+ Add new message


+ Add new folder

Hide system messages

Showing 1 to 9 of 9 entries (filtered from 34 total entries)

Show 50 entries

Type	Template Name	Subject	Send from	Send to	Triggered by	Phase	Triggered when	Repeat
	<div>Search Template I</div>	<div>Search Subject</div>		<div>Parent</div>				

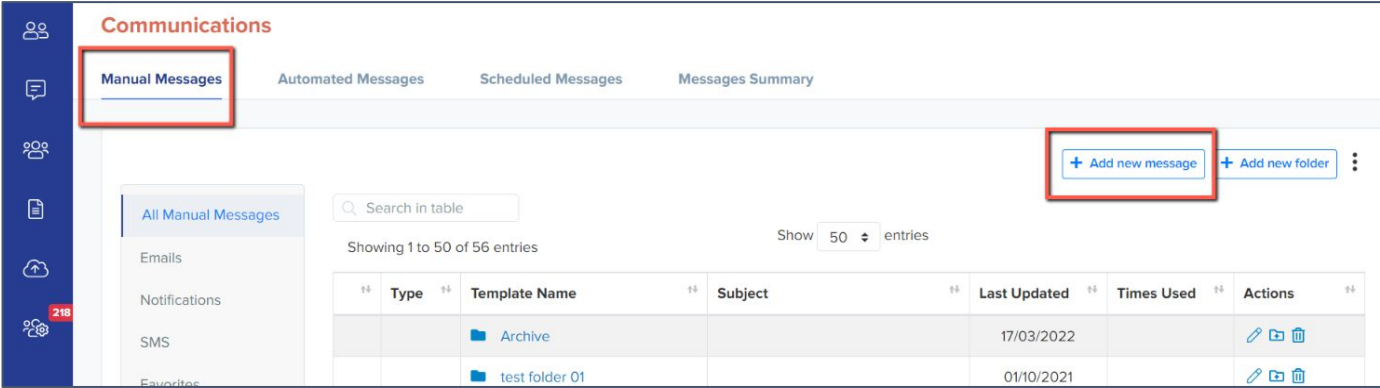
	Parent Welcome	Welcome to Applicaa Demo
---	----------------	--------------------------

This email contains their system-generated password and will be your first correspondence with them

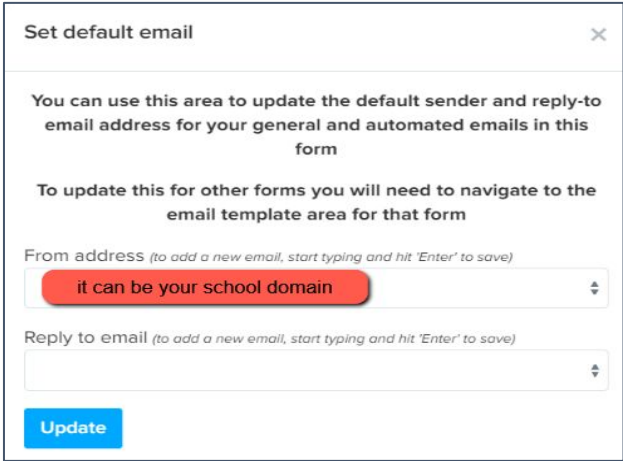
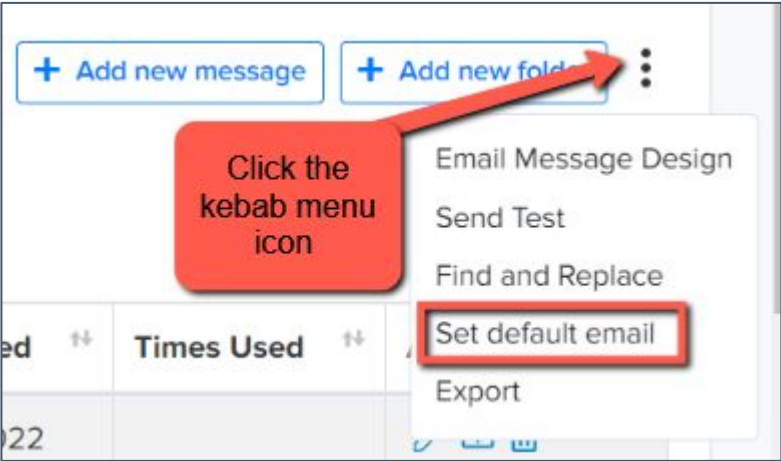
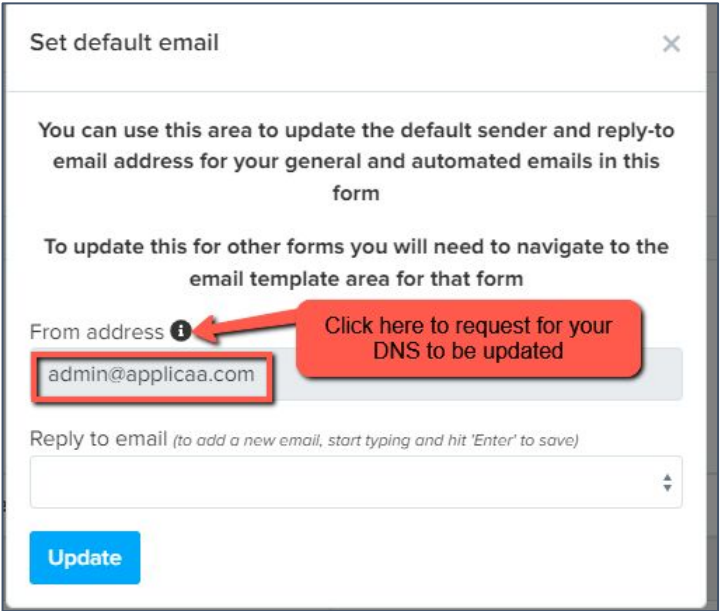
	Notify Parent Application Complete	[[STUDENT_FIRST_NAME]] [[STUDENT_LAST_NAME]] has completed their application to Green Abbey School
---	------------------------------------	---

This email notifies the parent they have successfully submitted the form - by default, it is configured for Post 16 so consider changing the wording to "we have received the completed admissions form for  
{{STUDENT\_FIRST\_NAME}}  
{{STUDENT\_LAST\_NAME}}

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

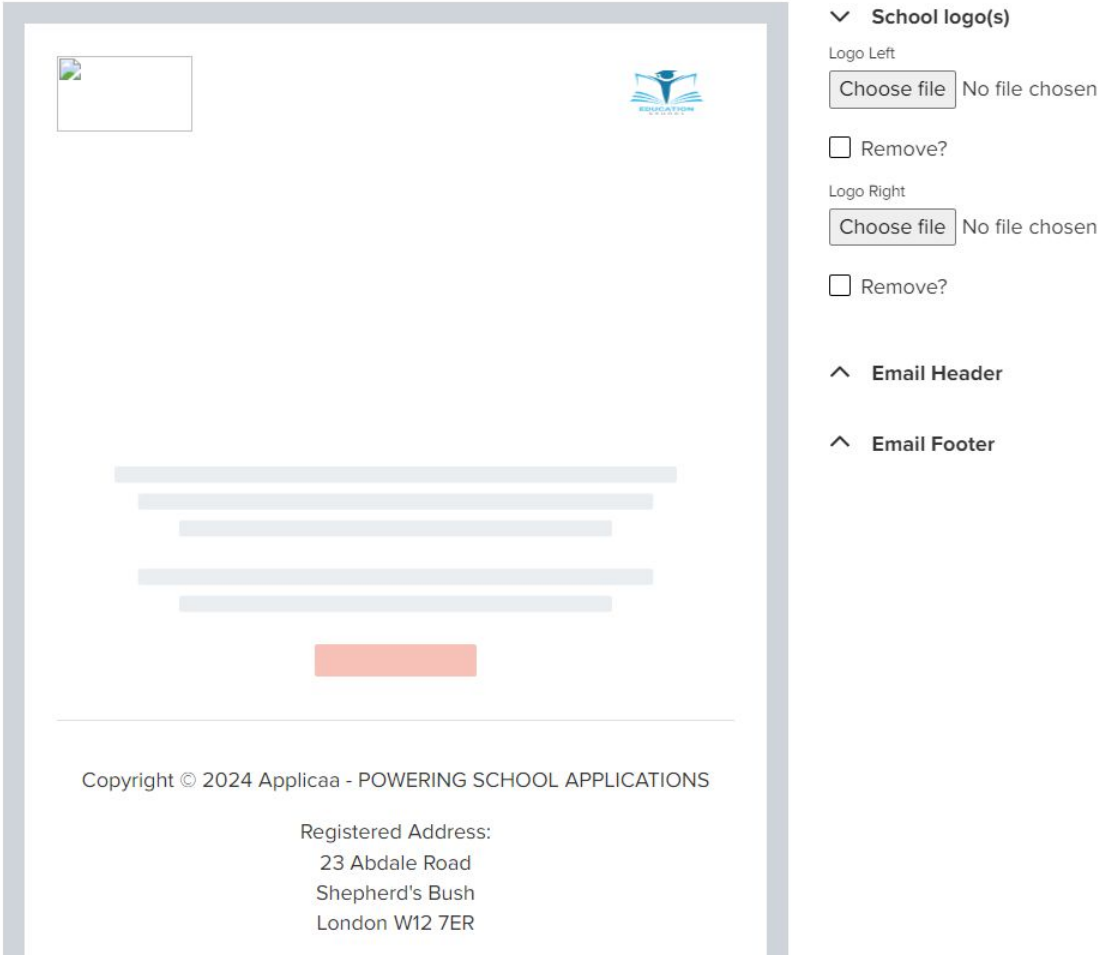
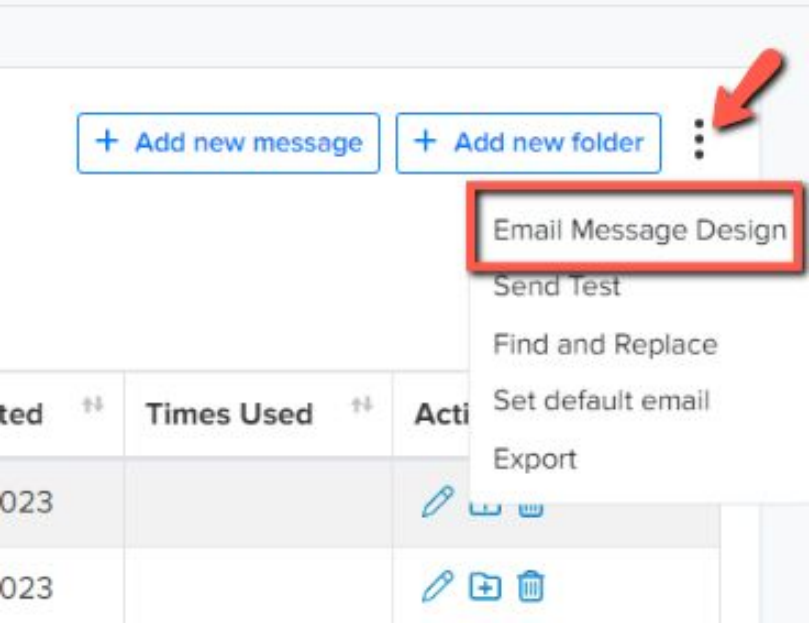


Check who the emails are being sent from and who the replies will come to - set your defaults here:



If you are seeing “[admin@applicaa.com](mailto: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**  Insert Field ⓘ

Paragraph **B** U *I* [List Icons] [Link Icon] [Text Color Icon] [Background Color Icon] [Font Size Icon] [Align Left Icon] [Align Center Icon] [Align Right Icon] [Align Justified Icon] [Image Icon] [Quote Icon] [Table Icon] [Horizontal Line Icon] [Undo Icon] [Redo Icon] [Find Icon] [Source Icon]


Dear **[[CONTACT\_FIRST\_NAME]]** **[[CONTACT\_LAST\_NAME]]**,

We are pleased to confirm we have received the completed admission form for **[[STUDENT\_FIRST\_NAME]]** **[[STUDENT\_LAST\_NAME]]**.

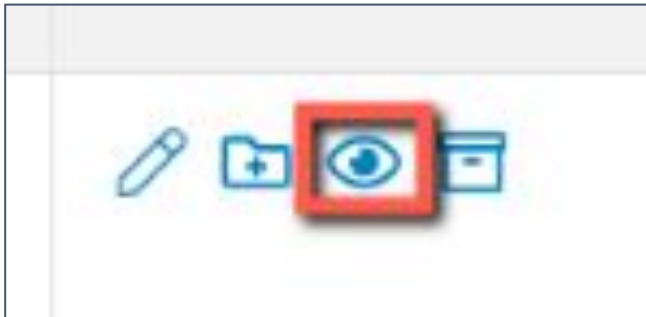
Best wishes,

**[[SCHOOL\_NAME]]**

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

+ Add Attachment 

You can also preview the email template if you want to see how it looks.



#### Preview Communication



Dear {{CONTACT\_FIRST\_NAME}} {{CONTACT\_LAST\_NAME}},

We are pleased to confirm we have received the completed admission form for {{STUDENT\_FIRST\_NAME}} {{STUDENT\_LAST\_NAME}}.

Best wishes,

{{SCHOOL\_NAME}}

[Log in to your account](#) · [Visit School Website](#)

Copyright © 2025 Applicaa - POWERING SCHOOL APPLICATIONS

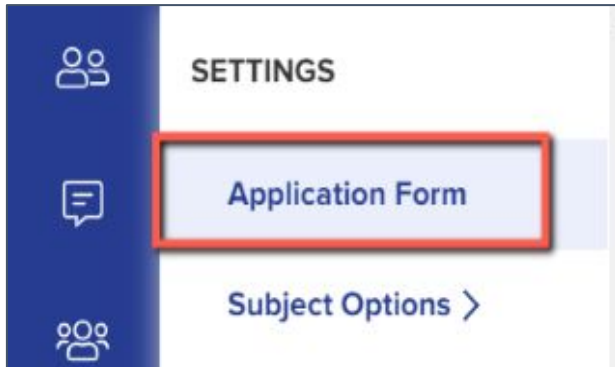
Registered Address:  
23 Abdale Road  
Shepherd's Bush  
London W12 7ER

Close



# Your application phases and settings

Navigate to **settings > application form** and disable any phases not in use (offers/meetings if not using).



## Customise Application Journey

### All Phases

Sort Phases

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

#### 1. Account Creation

Disable this phase

#### 2. Offer



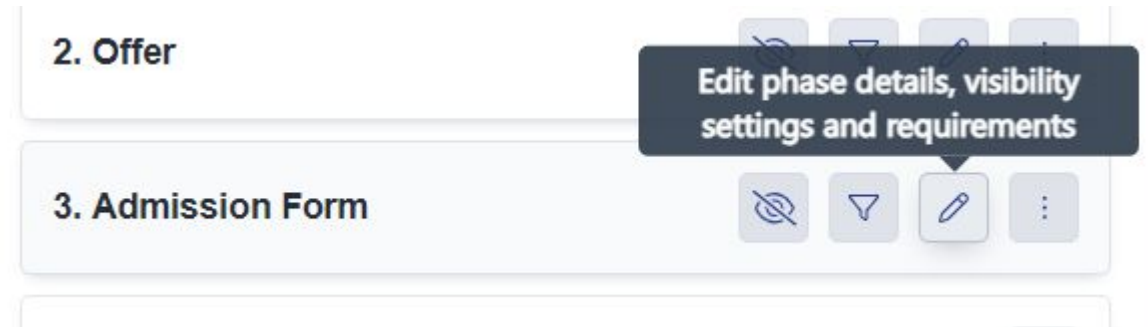
#### 3. Admission Form



#### 4. Meeting



You can also rename the Application Form phase to something more appropriate for your intake, if you like:



### Edit Phase: Admission Form



Name

Admission Form

☒ Visible to Staff on Student Profile

#### Internal Applicants

Lock form after submission ⓘ

☒

Disable submissions ⓘ

☐

#### External Applicants

Lock form after submission ⓘ

☒

Disable submissions ⓘ

☐

☐ Stand alone ⓘ

☐ Trigger by condition

Close

Update Phase

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, and then select **I want to make more changes** in order to add or amend.

### Customise Application Journey

Switch to old view

Sort Phases

**All Phases**

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

1. Account Creation

2. Offer

3. Admission Form

4. Meeting

Click any phase below to open it and customise the steps students will complete. Add ones to fit your school's process.

1. ACCOUNT CREATION

3 steps

2. OFFER

0 steps

3. ADMISSION FORM

9 steps

Visible to Student

Step 1: Student Basic Details

Step 2: Support Information

Step 3: Agreement

### Student Basic Details

Enable for

ON

 Internal

ON

 External

Settings that apply to ALL applicants

1. Would you like to collect phone numbers from applicants during registration?

Internal

External

Yes

Yes

No

No

2. Which number would you like to collect from

Preview this step

Internal Student

External Student

Student Basic Details

Please upload a recent passport-style photograph of yourself

Max 250MB

Legal First Name\*

Legal Last Name\*

Allowing new registrations

OFF

Open Full View

I want to make more changes

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

Pre-defined questions and UDFs can write back to your MIS, so they are great for capturing data that you don’t have to manually input.

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](#).

Student Basic Details

Sort Questions

+ New Question

Question	MIS export	Internal	External	Visible on Profile	Actions
Please upload a recent passport-style photograph of yourself	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Legal First Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

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.

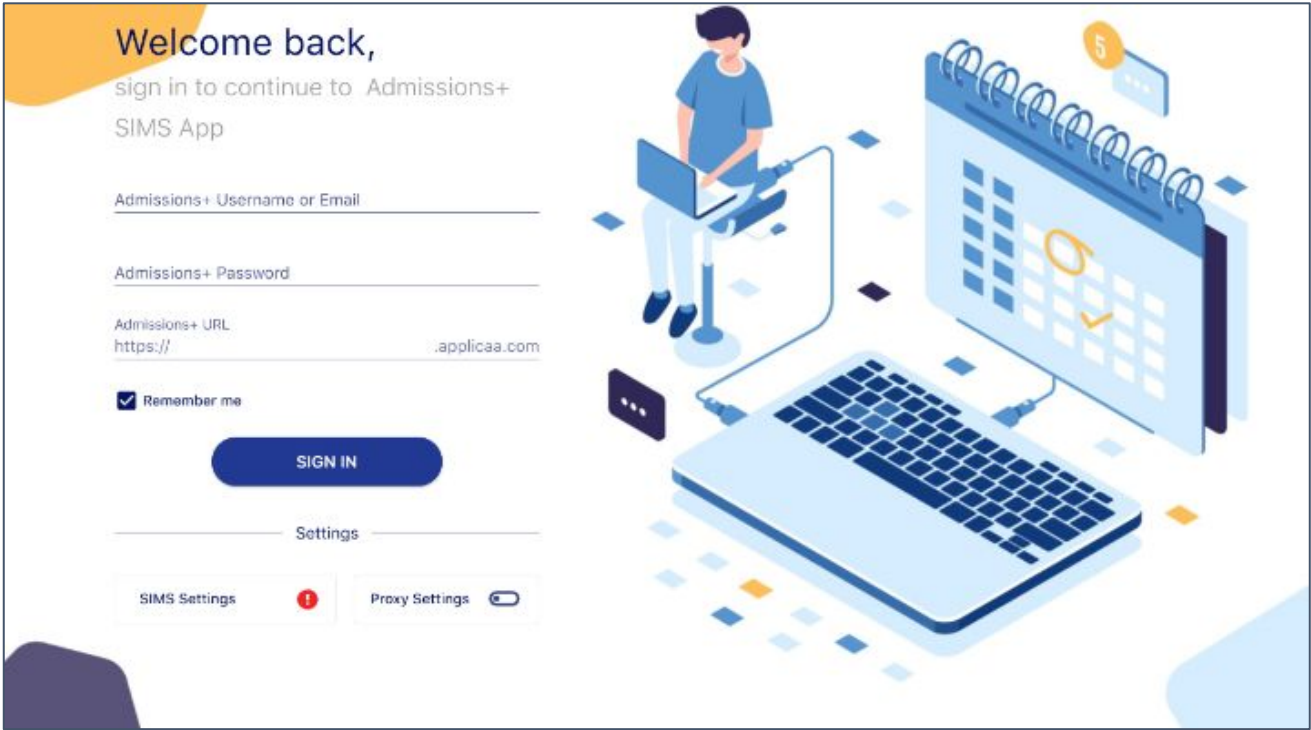
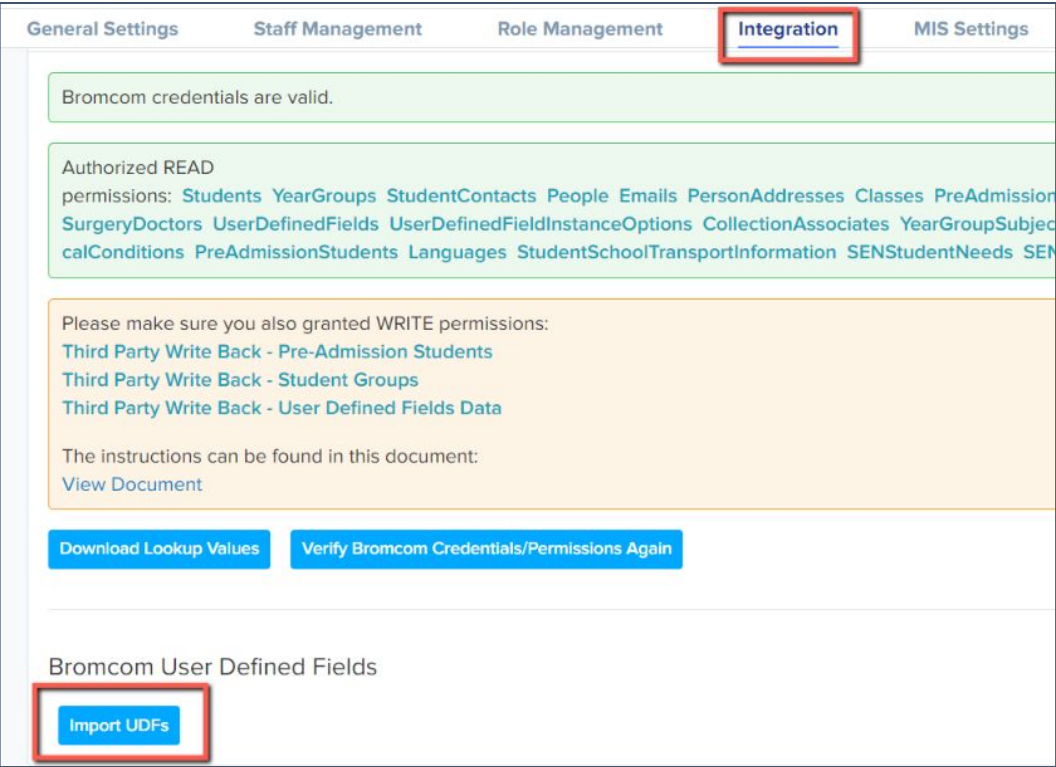
Sims User Defined Fields				
<input type="checkbox"/>	student date	sims_udf_45	Date Picker	SIMS
<input type="checkbox"/>	Test UDF	sims_udf_4018	Dropdown Single Select	SIMS

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

Add and activate your UDFs in your MIS, then:

For SIMS, log into your **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			
<div>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)</div>	in_touch_communication	Dropdown Single Select	<div>SIMS</div>

Check the links to any policies in your Agreement and Consent step - sometimes it is necessary to remove old policies and add new ones to ensure the links are accurate and up-to-date.

Policies 

Internal

☒ ☐ ON

External

☒ ☐ ON

Policies that student must read

Policy title \*

IT policy

Agreement text \*

I have read and agree to the above policy

Choose file

Terms and Conditions Example.docx

Upload



Preview the whole application form as external students to see the form from the perspective of the parent and check if it is all working as expected.

Enable for

☐ OFF Internal ☒ ON External

#### Settings that apply to ALL applicants

1. Would you like applicants to agree to specific policies (e.g., Home School Agreement, Uniform Policy, ICT Policy)? If you select "yes," you will be able to upload the policies below.

Internal

☐ Yes

☒ No

External

☐ Yes

☒ No

Preview this step

Internal Student

External Student

#### Additional Questions

Please select the parental consent given for the applicant\*

##### Intimate Care ([see here for details](#))

test. I consent for intimate care to be provided to my child when needed in the event that my child needs to be c  
soil themselves in school or during any other school activities like Trust/School visits/trips. This will only extend t  
change of clothing. Different procedures will be in place for children with Intimate Care Plans.

☐ Yes ☐ No

##### Name - Social Media

☐ Yes ☐ No

##### Video

☐ Yes ☐ No

##### Photograph - Social Media

☐ Yes ☐ No

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. On the left, there are input fields for 'Address 1' (set to '<line 1>'), 'Address 2' (set to '<line 2>'), 'Address 3' (set to '<line 3>'), 'Town/City' (set to '<post\_town>'), 'County/State' (set to '<postalcounty>'), 'Country' (set to '<country>'), and 'Postcode' (set to '<postcode>'). Below these fields are radio buttons for 'ALL CAPS' (unselected) and 'Normal Case' (selected). 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 blue 'Test' button. A red callout box points to the address fields with the text: 'Set to the format that works best for you by selecting the options shown and then click "test"'. On the top right, there are two buttons: 'Apply to Existing Addresses' (highlighted with a red box) and 'Report'. On the right side, there is a 'Preview' section showing the formatted address: 'Address 1: 2 Westfield Road', 'Address 2: Wigginton', 'Address 3: ', 'Town/City: York', 'County/State: North Yorkshire', 'Country: United Kingdom', and '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!

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	



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.

Title \*

Text format ! \*

Capitalise First Letter of Every Word

Texts

none

Capitalise First Letter of Every Word

Capitalise First Letter of Sentence

ALL CAPS

all lower case

Title \*

Phone format ! \*

XXXXX-XXXXXX

Unique Code: ! \*

Default value: !

Do not include spaces in the number.

# Configure your Feeder Schools to minimise instances of parents selecting the wrong school from the list!

Navigate to **settings > form settings > feeder schools**.

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

You can control which schools are visible to parents completing your forms, to ensure they choose the correct school (local to you), rather than a similarly-named school elsewhere!

Feeder Schools

Import from CSV

New School

Only show feeder schools

☐

OFF

Search for school by Name, Postcode...

Show 25 per page. 1 to 25 of 32,358 entries

Prev

1

2

3

4

5

...

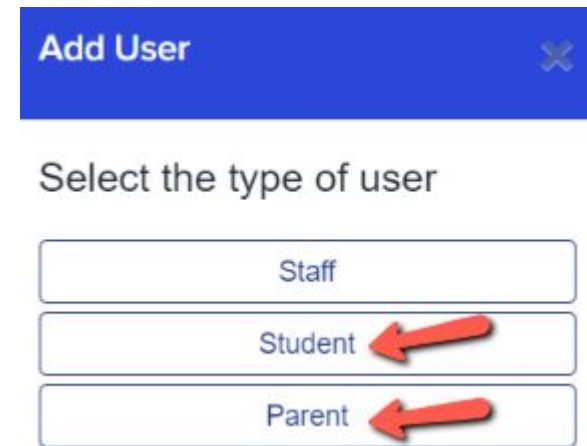
1295

Next

School Name	Establishment Number	Establishment Status	Local Authority Name	Local Authority Code	Postcode	Contact Email	Is feeder school?
16-19 Abingdon Feeder School	4901	Open	Oxfordshire	931			<input checked="" type="checkbox"/>
1st Place Children and Parents' Centre Feeder School		Open	Southwark	210	SE5 0RN		<input checked="" type="checkbox"/>

Generate a test parent and student to practice with.

Make yourself an account as a parent first, and then add a student and link them together (you'll be prompted to do that). This will enable you to complete the whole process to try it out from their perspective.



# Setting up open evenings and events

We have updated the Events area significantly and the new functionality is now available.

See our updated 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

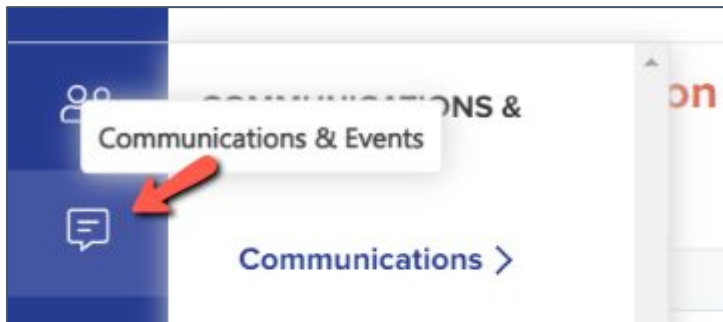
Customisable question on registration

Filter based on question responses

Email templates & automated emails

QR scanning to register attendance on the day

Waitlist activation feature



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
<div><div></div><div></div></div>	Tuesday 14 October, 2025 16:00 - 20:00	Open Evening Sixth Form Open Evening 2025	<div>Public URL</div> <div><a href="https://demo.applicaa.com/events/0199277f-67e2-77cc-9a32-829cd4be801d">https://demo.applicaa.com/events/0199277f-67e2-77cc-9a32-829cd4be801d</a></div>		<div>Published</div> <div>Sixth Form Application</div>	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 student and 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 \*

Test Year 12 (2024/2025) 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

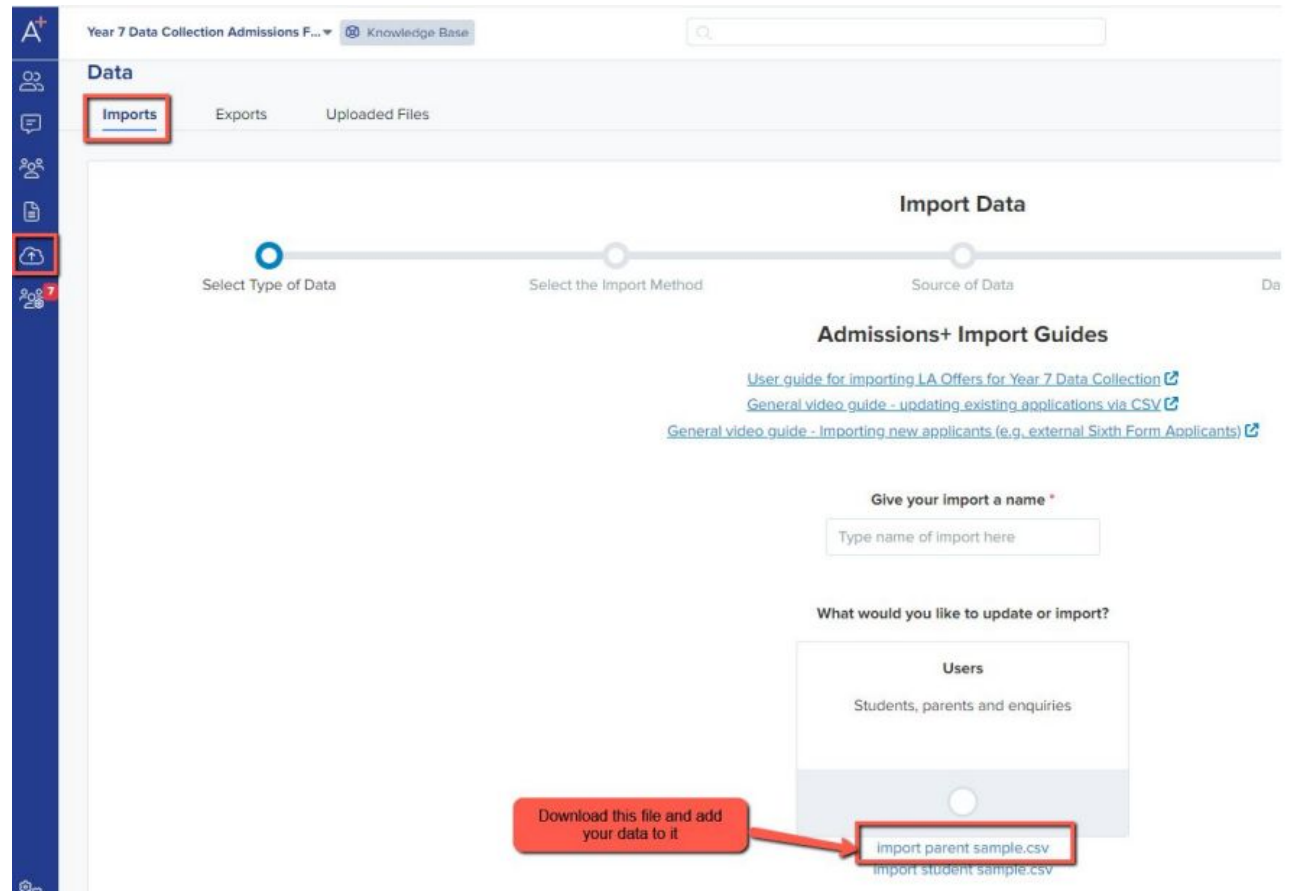
# Importing your Local Authority file

There is a guide to importing parents into Admissions+ on our Knowledge Base and you will find it [here](#).

On the **imports** area of your platform, you will see a sample CSV file which you can download and populate with your LA data.

You will then be able to import your data and this will create a system-generated password for each parent, which you will send to them in the Parent Welcome email.

Parents of twins will have one login, and will have access to forms for both children.



**Important: you MUST import your LA data straight into Admissions+. Please don't import the file into your MIS!**

All fields on the sample CSV can be useful to import, but the ones shown in bold are **mandatory**

A	B	C	D	E	F	G	H	I	J
Child First Name	Child Last Name	Child Birthday	Child Gender	Child Current School	Child Unique Pupil Number	First Name	Last Name	Relationship	Email
Child 1 First Name	Child 1 Last Name	31/12/2006	Female	Demo School	1234567890	Parent 1 First Name	Parent 1 Last Name	Father	father1@applicaa.com
Child 2 First Name	Child 2 Last Name	31/12/2006	Male	Demo School	12345678956	Parent 2 First Name	Parent 2 Last Name	Mother	mother1241@applicaa.com

Importing - step by step:

- 1. Click Data > Import > Start an import
- 2. Name your import, select “users” and “next”
- 3. Select “new users” (you will be prompted to select this) and “next”
- 4. Select parents (again, you will be prompted) and “next”
- 5. Choose “CSV”, then “next”, and then upload your file and click “next”
- 6. Complete the mapping step and click “next” to review the data and commence the import



*\*Use this selection for importing LA Offers for Year 7 Data Collection or Reception Admissions.*

Each column header below should be mapped to a property in Admission+. Some of these may be already been mapped based on their names. Anything that hasn't been mapped yet can be manually mapped to a property with the drop down menu. If you decide to not import a property just leave it unmapped and it will be ignored.

Select type of children

Students

Select application form

Test y7 (2023/2024)

You are importing Internal/External

External

Data from your CSV needs to be mapped to the correct field on the right

Tell the system where to put the data from each column of your CSV file

MATCHED	COLUMN HEADER FROM FILE	PREVIEW INFORMATION	ADMISSIONS+ PROPERTY
	Child First Name	Child 1 First Name Child 2 First Name	Child's First Name
	Child Last Name	Child 1 Last Name Child 2 Last Name	Child's Last Name
	Child Birthday	31/12/2006 31/12/2006	Child's Date of Birth / Birthday
	Child Gender	Female Male	Child's Gender

The import will then be complete and you'll be able to select all parents and click to "send welcome email" - this is the Parent Welcome email template which you checked earlier.

Parents will log in and complete your form, and you can track progress on your dashboard.

 Send Welcome Email

 Preview Email

 Edit Email Template

Tiles

 **30**

Registered Students

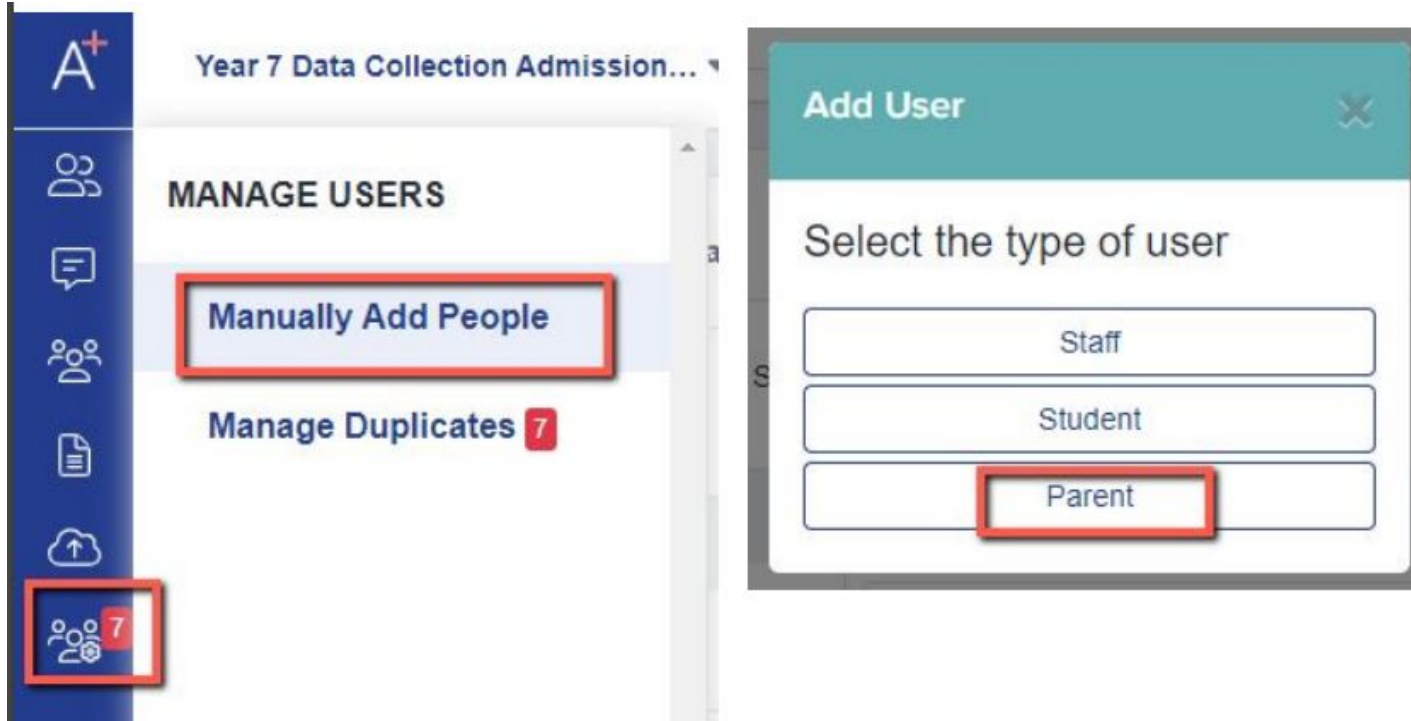
 **28**

Applications Complete

 **2**

Incomplete

# Manually Adding Extra Parents and Children

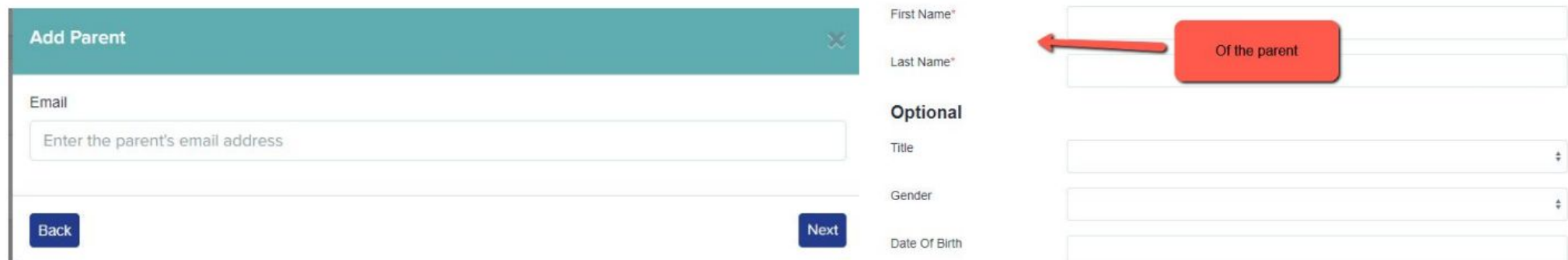


The screenshot shows the 'MANAGE USERS' section of a software interface. A red box highlights the 'Manually Add People' button. Below it, 'Manage Duplicates' is shown with a red badge containing the number '7'. To the right, the 'Add User' dialog box is open, showing three options: 'Staff', 'Student', and 'Parent'. The 'Parent' option is highlighted with a red box.

Often, extra students are offered places as the appeals process gets underway and offers are accepted/declined elsewhere.

You can either **manually add** extra parents and their children, or **import them via CSV** via the same method previously used.

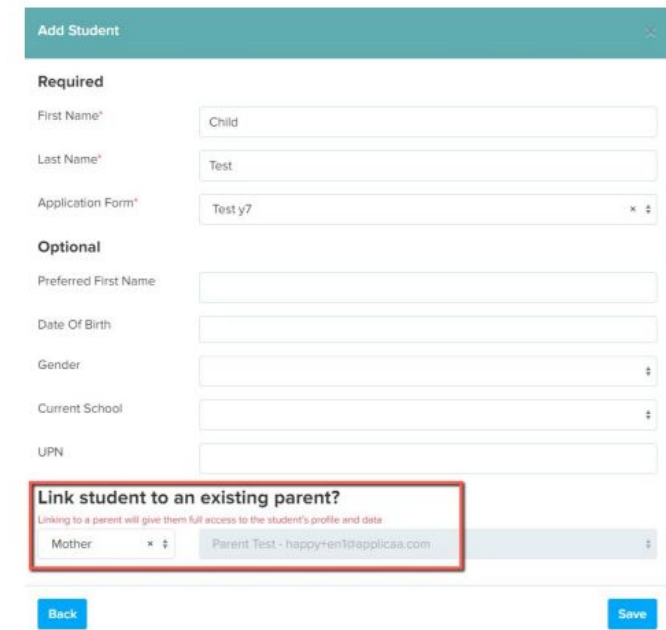
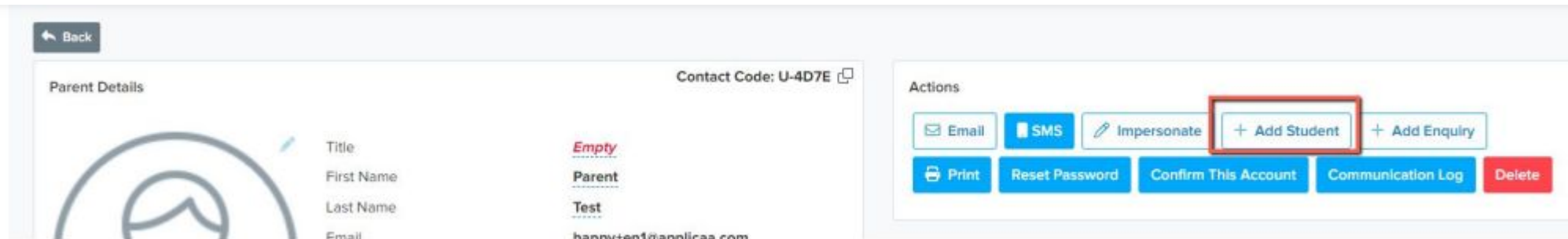
The process for manually adding is covered step by step in the next slide.



The screenshot shows the 'Add Parent' form. The 'Required' section includes 'First Name\*' and 'Last Name\*'. The 'Optional' section includes 'Title', 'Gender', and 'Date Of Birth'. A red box labeled 'Of the parent' with an arrow points to the 'Last Name\*' field. The 'Email' field has a placeholder text 'Enter the parent's email address'. 'Back' and 'Next' buttons are at the bottom.

The system will detect any users who already exist, so if you do opt to import new parents via CSV you can add their data to your existing file and re-import it - only the new parents will have accounts created and **no duplicates will be made.**

**Once you have added the parent, don't forget to add the child!**



### Manually adding, step by step:

1. Click “manage users” and select “manually add people”
2. Click “parent” and add their email address
3. Click “next” and add the parent’s first and last name, plus any optional fields if known
4. Click “save” and then “send welcome email”, followed by “done”
5. Search the name of the parent in the search bar at the top of your dashboard and click on them to load their profile
6. Click the “add student” button to add their child’ details and link them to the child
7. Click “save” and “done”



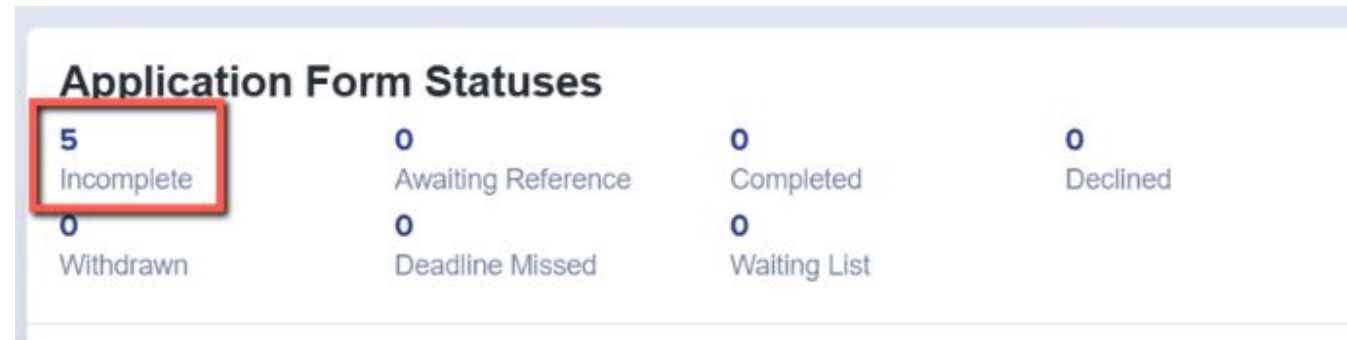
# Chasing Incompletes

You can chase incomplete forms by sending reminders to the parents - either manually, or by scheduling an automated chaser.

Click the “incomplete” status on your main dashboard.

Select them all using the checkbox and then click “communications” > “send email”.

You can then type a message and send to the parents of the selected children, or insert a premade manual template.



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

<input checked="" type="checkbox"/>	ID	Student Code	First Name	Last Name	Birthday	Gender	Email/Username
<input checked="" type="checkbox"/>	20	NU7M	Deesha	Assani	05/07/2010	Female	kalpnabhudia@yahoo
<input checked="" type="checkbox"/>	21	JQNX	Deesha	Assani	05/07/2010	Female	mitesh.assani@gmail

School

- Send Email
- Send SMS
- Send Reference Requests
- Send Custom Email to Referee
- Send Notification
- Send Student Welcome Email
- Send Parent Welcome Email



To schedule an auto-chaser, navigate to **communications and events > communications > manual messages** and click + New Message.

Set your initial configuration and move through the wizard to send the message “when an applicant does something” > “has been incomplete for a certain amount of time”.

When a student’s form meets these parameters, the email will then be triggered and sent to the parent automatically.

○

○

○

Set Up

Advanced Settings

Email Template

Communication Type \*

Email

×

⌵

Subject Header \*

Please complete admission form

Sender Email ⓘ \*

admin@aplicaa.com

Template Name ⓘ \*

Incomplete

Target Audience \*

Parent

Reply-To Email (to add a new email, start typing and hit 'Enter' to save) \*

admin@aplicaa.com

×

Template Description

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

# Importing data to your MIS

## 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)

The process of importing the completed data to your MIS varies.

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

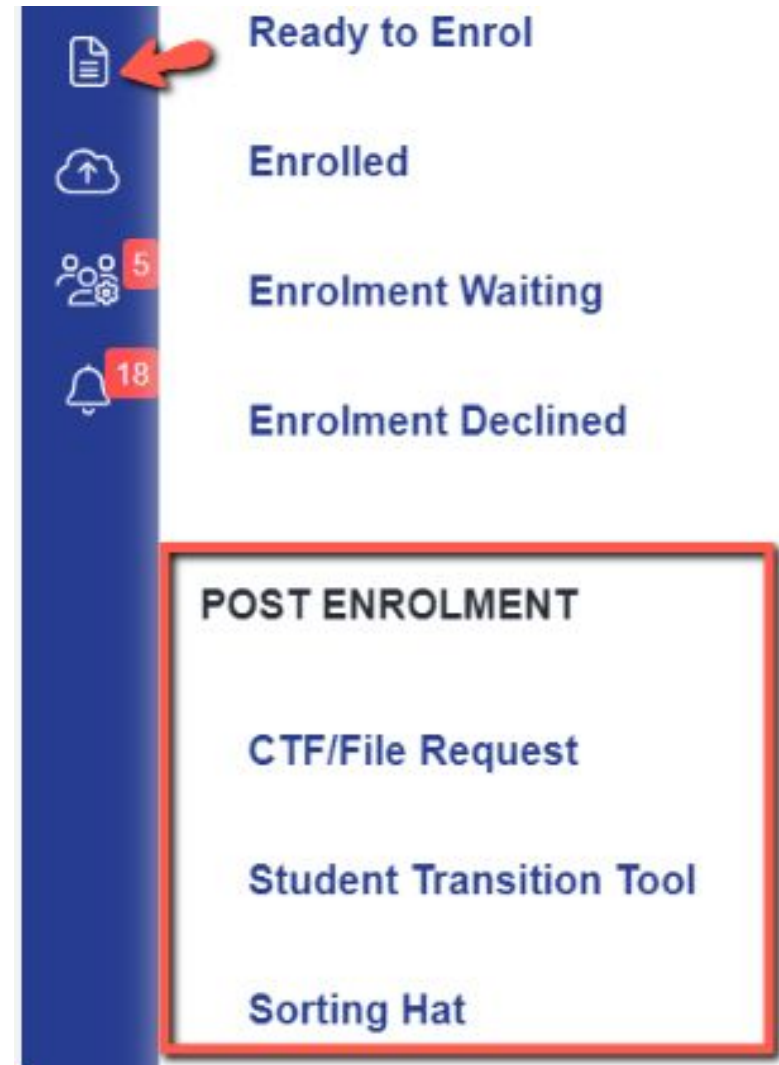
If you have any difficulties transferring your data, call us on **020 3667 0764**.

# Transition Features

These features are in the Post-Enrolment area of your platform, and enable you to request CTFs, sort students into form groups and request transition information (like a reference) from their primary schools.

You'll find the comprehensive guide to our Transition Features [here](#).

[Join me for training & a demo of these features!](#)



# CTF Wizard

CTFs are still transmitted via the usual secure channel, School to School.

Our wizard enables you to contact the schools and request those files, so you can then record and track whose you have and have not received.

The screenshot displays the 'Ready to Enrol' interface. On the left, a vertical menu contains icons for a person, a document, a cloud, and a group of people. The document icon is highlighted with a red box. The main content area lists several options: 'Ready to Enrol', 'Enrolled', 'Enrolment Waiting', 'Enrolment Declined', 'REPORT', 'Enrolment Report', 'POST ENROLMENT', 'CTF/File Request' (indicated by a red arrow), and 'Student Transition Tool'. To the right, a 'New CTF Request' form is shown, titled 'Step 1/4'. It includes a welcome message and a question: 'What would you like admissions+ to request? (Choose all that apply)'. Three options are listed with radio buttons: 'Physical Student Files', 'CTF Files', and 'Both', each with a brief description of the request type.

You can request the types of files needed, and a secure email is sent to the primary school. To maintain GDPR compliance, no names are included in the email itself - the recipient is provided a secure login to access students' names.

The primary schools' email addresses have been populated from a database but you can update these if there are missing details or the addresses need updating.

Once the requests are sent, you can record whose files have been received, and chase up any missing files.

# Sorting Hat

The sorting hat enables you to sort students into form groups and transfer those form group allocations to your MIS.

You can configure it to balance groups by a range of factors including gender, ethnicity, current school, SEN status and more.

You can also set parameters to pair certain students together, or set an “avoid” clause to keep particular students apart.

The feature calculates the best fit, based on the criteria you have set and you can manually move students to different groups or rerun the wizard as much as needed.

## Welcome to Sorting Hat

This wizard helps you assign new students to groups based on your chosen criteria. You can specify student pairs to keep together or separate and make overrides for special cases. The system will then balance the remaining groups as best as possible to meet your criteria.

Year Group: 

Year 7

Need to add more year groups? You can interact with the dropdown to make a selection or use the "Add More Year Groups" option to expand your list effortlessly.

Year 7

Criteria

Gender

Current School

How sorting works

Split

Gather

Search in table

Select a view

Lock

View Totals

Export

Bulk Suggest

Get pair / avoid data

Clear students

Allocate Students

Show 10 per page. Showing 0 to 0 of 0 entries

☐

Show suggested by staff only

☐

Exclude suggested by staff

<input type="checkbox"/>	First Name	Last Name	Siblings	Gender	Current School	Pair With?	Avoid?	Suggested by staff	Allocated Form Group	Lock?
--------------------------	------------	-----------	----------	--------	----------------	------------	--------	--------------------	----------------------	-------



# Transition Tool

The transition tool enables you to collect information from the primary school about each child joining your school.

Primary schools are provided with the list of questions you have set, and they have a secure login so they can access the list of children and provide the information for each child, and you can track who has responded and chase up any missing responses.

The data can be exported to a CSV, and for SIMS it can be imported into assessment tables so you can create marksheets.

Transition Form 

Preview  Sort Questions [+ New Question](#)

Question	Visible	Actions
Please describe this student's progress in Science	<input checked="" type="checkbox"/> 	 
Please describe this student's progress in Maths	<input checked="" type="checkbox"/> 	 

 You have 11 applicant(s) where details have not been requested

[View details](#) [Send Requests](#)

Transition Tool

 Sync School Emails Across Transition & CTF

 Resend Form  Export 

 Edit Form

Summary by schools

Summary by students

<input type="checkbox"/>	School	Email Address 	Phone Number	Postcode	Date Requested	Completion Status
<input type="checkbox"/>	Al Khair Primary School	<div>Add an email</div>	<div>07569856885</div>	<div>B68 8LR</div>	25/02/2025	<div></div> 2/2 Compl

# Update Staff Users

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

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
<input checked="" type="checkbox"/>	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

SETTINGS

Application Form

Subject Options >

Form Settings >

School Settings

General Settings

Users

Permissions

Integration

Payment & Fees

Unsubscriptions

FAQs

Address Mapping

Enrolment Settings

56



The background features a central light blue hexagon. To its top-left is a light gray hexagon, and to its bottom-left is a dark blue hexagon. To the right of the central hexagon is an orange parallelogram. Below the central hexagon are two more light blue hexagons: one medium-sized one to the right and one small one centered below it.

**Do you have any questions?**



**THANK YOU**