New Cycle Year 7 or **Primary** with SIF



OVERVIEW

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

Our default template is designed to run as follows:

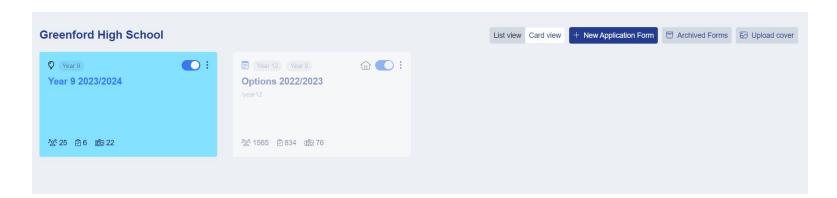
- Parents self-register (September to October)
- Parents complete their verification and log in to complete your SIF
- You review the submissions, commence the ranking process and submit these to the LA (November to January)
- You receive your offer list and import it, then use the Offers function to make offers to parents
 (March)
- Parents who have been made an offer log in, respond to the offer and complete your full admission form
- You transfer the completed data to your MIS

How to see your new form

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



Your 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.



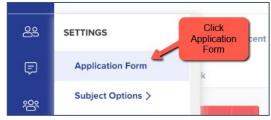
How to close your old form

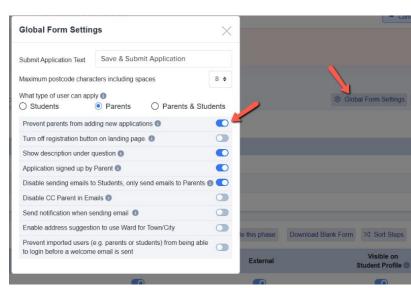
Now that the previous cycle has finished, you don't want parents completing anything more on that form.

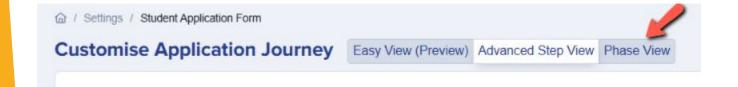
Click on the name of your 2025 form in your forms area to access the dashboard.

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





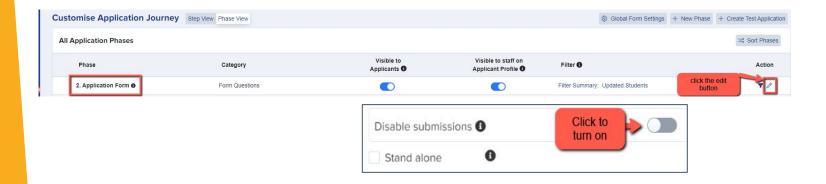




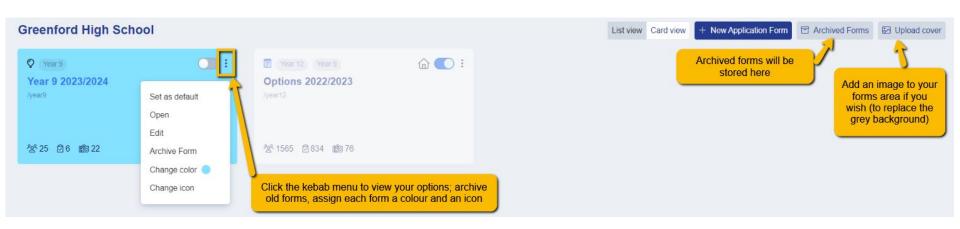
Within phase view, click the pencil icon for your application form; turn on "disable submissions".

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

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



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



Editing your Landing Page

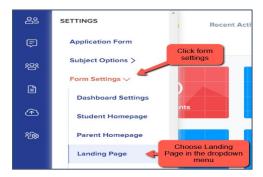
Navigate to **settings > form settings > landing page.**

Click the "edit" button to make changes.

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



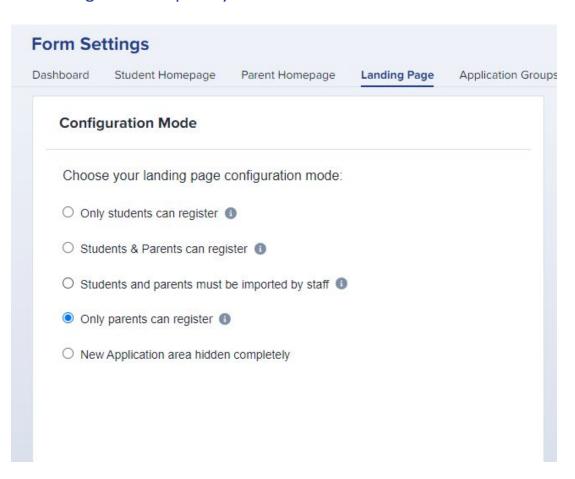
You can also add a pop-up notification - perhaps to tell them when the new cycle will open or give them information about forthcoming events?



You can also update any images here as needed, under "general settings".



On your landing page, you should also ensure the form is set to allow parents to register, so they can create their own accounts and log in to complete your SIF!

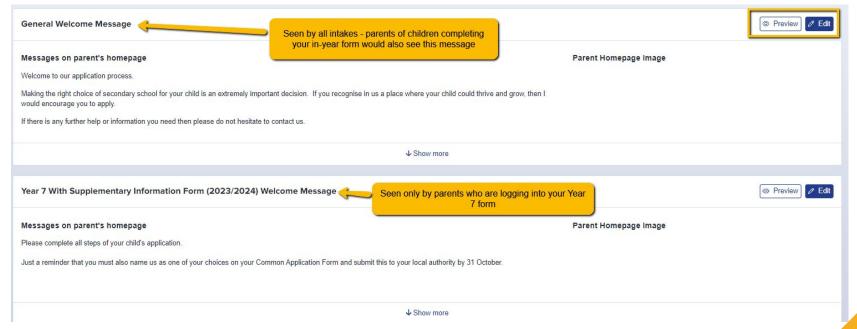


Editing your Parent Homepage

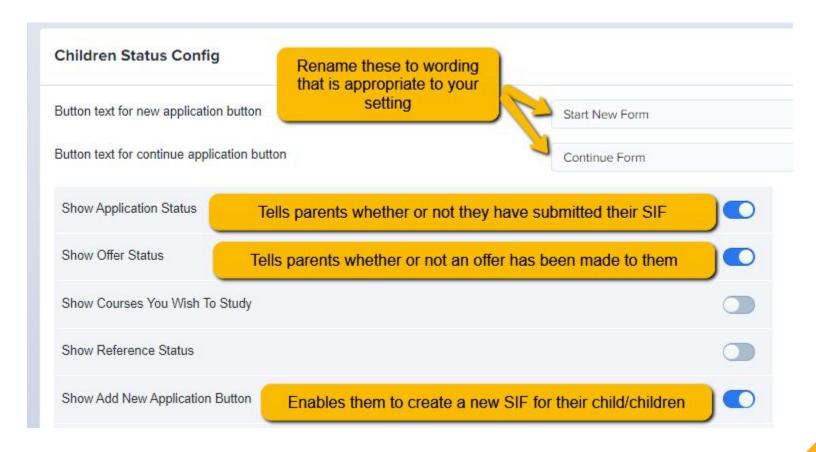


(settings > form settings > parent homepage)

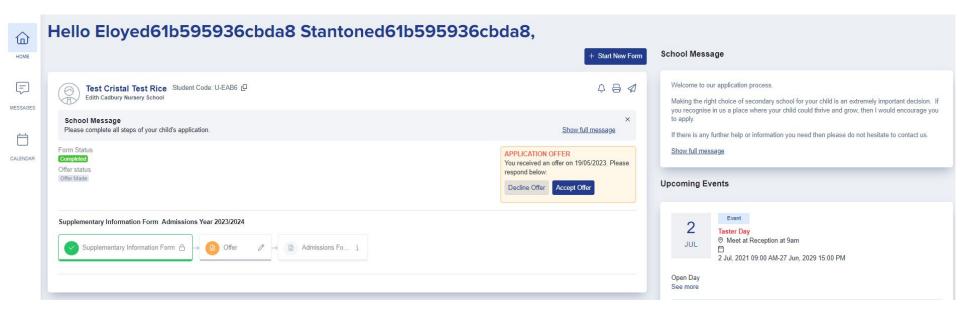
On the Parent Homepage you can add a general message, and a welcome message specific to the intake you are currently working on.



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

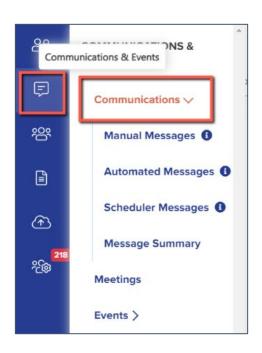


What parents will see:

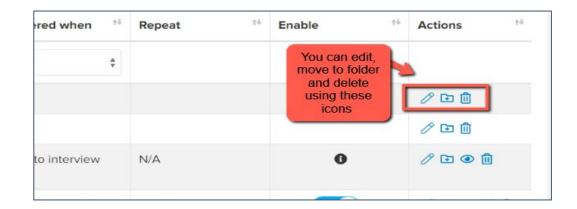


Checking your email templates

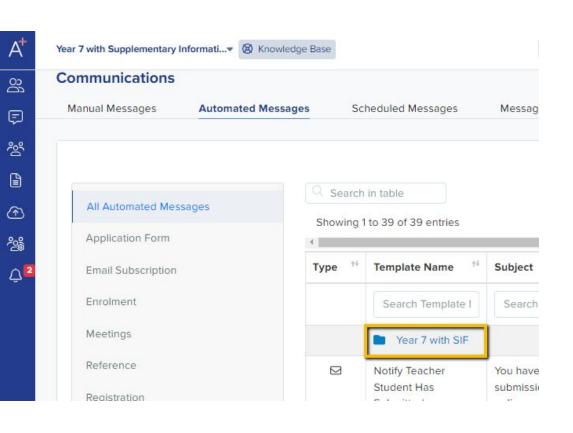
The email templates area is really useful and can automate a lot of your processes!



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



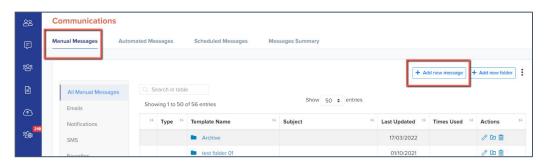
Priorities for checking ahead of launch:



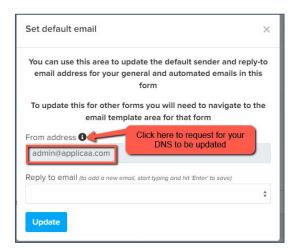
Type **	Template Name	Subject **	
	Search Template I	Search Subject	
D	Admission Form Submitted	Admission Form received for {{STUDENT_FIRST_N AME}} {{STUDENT_LAST_N AME}}	6
	Parent Welcome	Welcome to our school	ě
	Make offer to student	Your Offer	é
	Parent Confirmation Instructions	Welcome to our Online Application Form	ě
	Notify Parent SIF Complete	Supplementary Information Form received for {{STUDENT_FIRST_N AME}} {{STUDENT_LAST_N AME}}	ě
Ø	New Password	Your New Password	

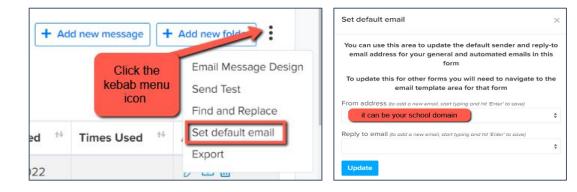
Manual Messages:

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



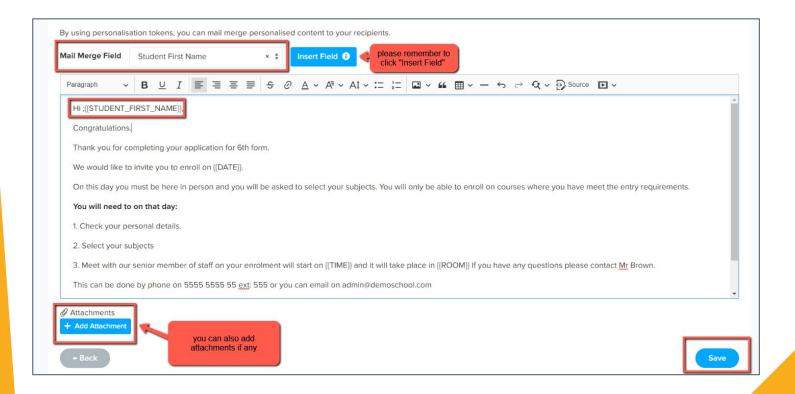
Check who the emails are being sent from and who the replies will come to - set your defaults here:





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!

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



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



Preview Communication ×

Dear ([CONTACT_FIRST_NAME]) ([CONTACT_LAST_NAME]),

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

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

Please use the log in details and link below:

Below is your login details for [[SCHOOL_NAME]]

Email: {{CONTACT_EMAIL}}

Password: {{CONTACT_PASSWORD}}

Website: {{LINK}}

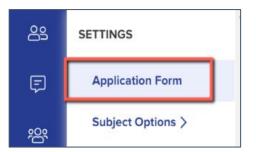
We look forward to hearing from you.

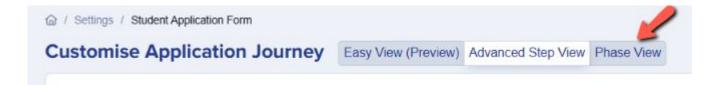
Kind regards

Your application phases and settings

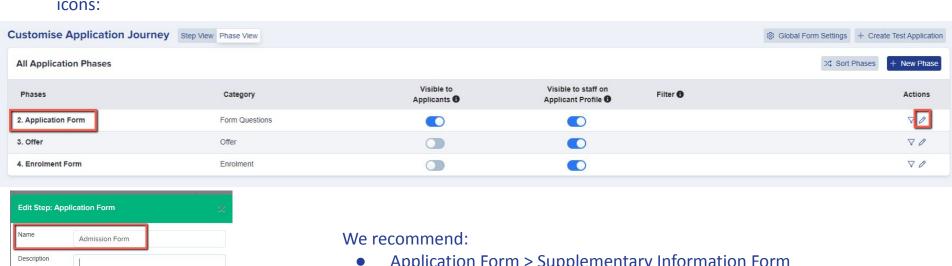
Navigate to **settings > application form > phase view** and turn on all three phases (visible to applicants).







You should also check the names of your phases to ensure they are appropriate to your intake. If you are using our default form, these will already be customised for you, or you can customise them yourself by clicking the pencil icons:

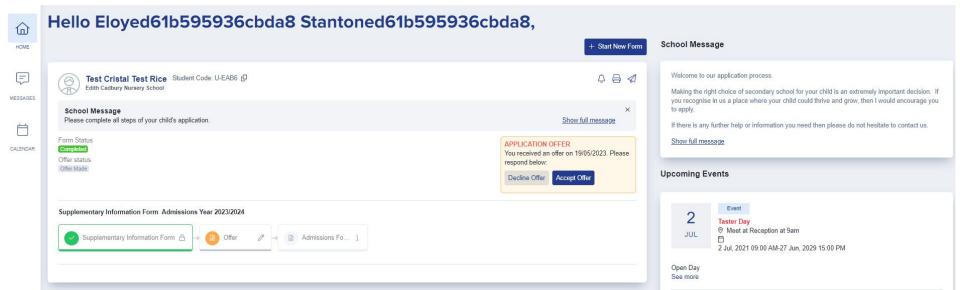


Internal Applicants Lock form after submission 6 Disable submissions 6 **External Applicants** Lock form after submission 6 Disable submissions 6 Stand alone Trigger by condition

- Application Form > Supplementary Information Form
- Offer (same)
- Enrolment Form > Admissions Form



what parents will se



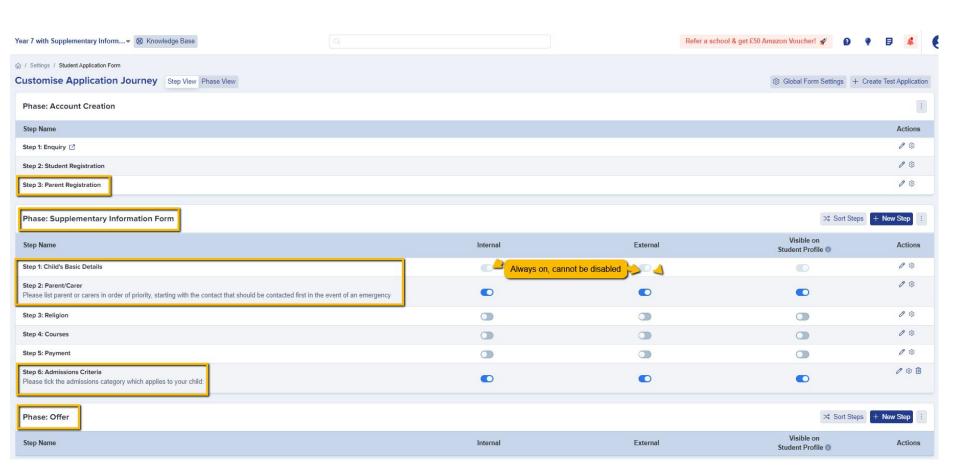
Application Form Area

Settings > Application Form

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

The default setup is:

- Parents complete Parent Registration step this creates their account
- Parents log in and complete your SIF phase completing Child's Basic Details, Parent/Carer and Admissions Criteria only
- You review the forms and complete and submit your rankings
- You receive the offer list in March and can import this into Admissions+
- Work through your offer list and make offers to the correct parents, using the "make offer" template
- Parents who receive an offer log in, respond to the offer and then complete all of the steps on your
 Admissions Form
- Once data has been collected, you transfer that data to your MIS



Internal	External	Visible on Student Profile	Action
			0 0
•	•		0 \$
•	•		0 0
•	•	•	0 0
	•		0 🕸
			0 0
			0 0
			0 1
			Internal External Student Profile Student Prof

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

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.

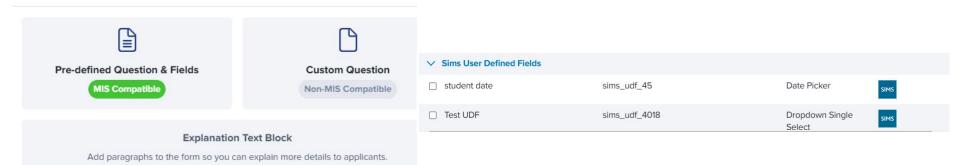
Click "+ New Question" and you will be prompted to choose what you would like to add.

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



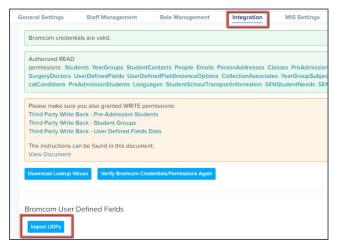
Not seeing your **User Defined Fields**? This will mean you need to make an update in your MIS first and then refresh!

Add your UDFs in your MIS, then:

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

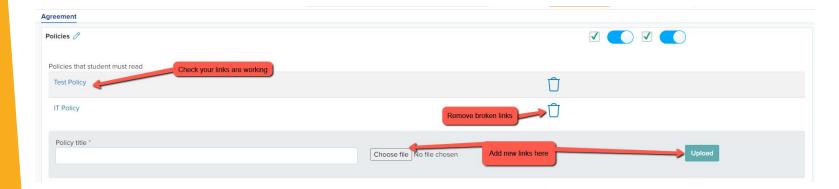
For cloud-based MIS, go to settings > school settings > integration and click to Import UDFs.



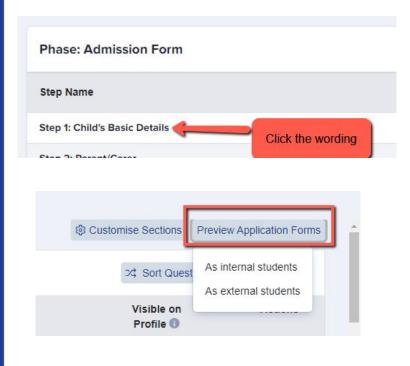


Seneral Settings	Staff Management	Role Management	Integration	MIS
MIS Setting				
Integration Platfor	m			
Arbor				
Import new MIS loc	okups as visible			
Enable saving to M	IS School Names typed by a	applicants		
MIS Credentials V	alidation			
Arbor credentials a	re valid.			
Download Lookup V	/alues Import UDFs			

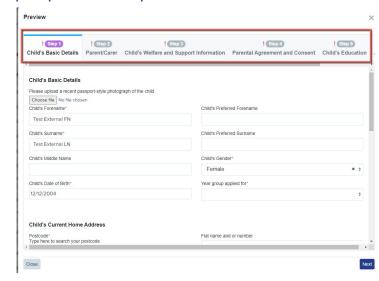
Check the links to any policies in your **Parental Agreement and Consent** step - sometimes it is necessary to remove old policies and add new ones to ensure the links are accurate



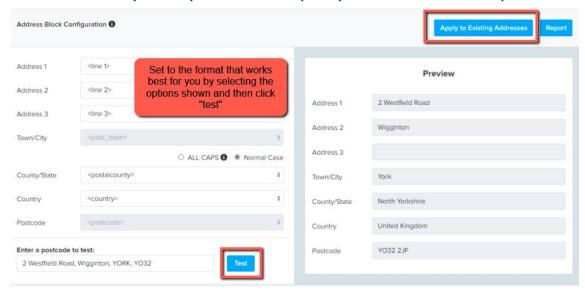
Preview the whole form and check if it is all working as expected!



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



There is the option to configure your **address settings** so they migrate correctly into your MIS as per your school's setup.

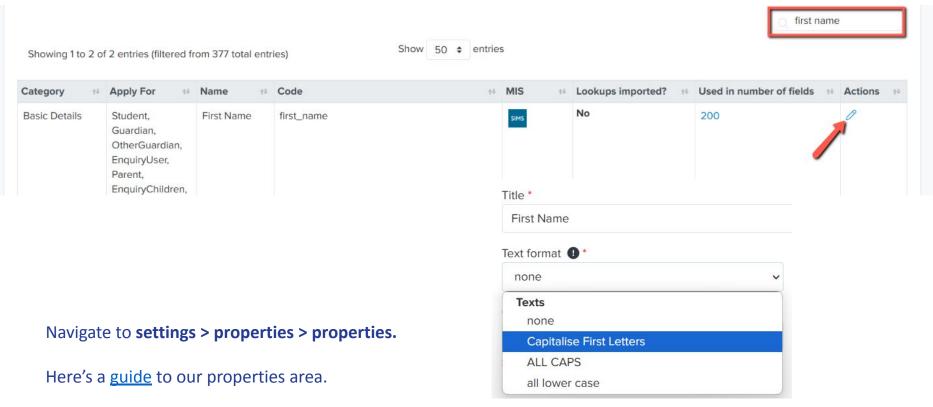


Navigate to **settings > school settings > address mapping.**

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.



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.

Setting up open evenings and events

See our event guides here

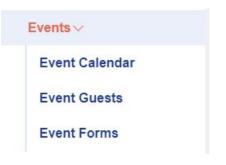
Key features include

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

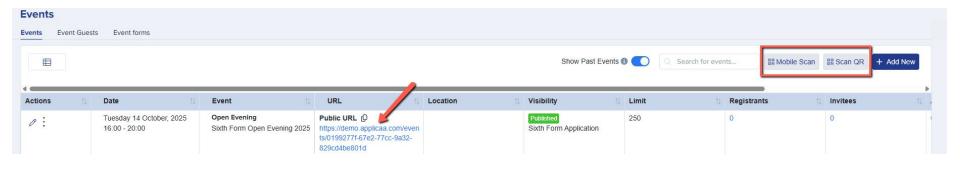


Navigate to **communications and events > events**.

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!

Visibility	
Which forms does this event relate to?	
Apply for *	
Lucy's Year 12 (2025/2026, Sixth Form Appli	ication) 🗶
☑ 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 	O Parent's homepage for all parents
Student homepage	O 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	

Chasing Incompletes

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

Overview

Tiles

200

them every few days.

Showing 1 to 7 of 7 entries 7 rows selected

20

21

22

Student Code

NU7M

JQNX

852X

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

Select them all and click "communications" > "send email".

Export To PDF 6

Change Offer Status

First Name

Deesha

Deesha

Deesha

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

Change Enrolment Status

Last Name

Assani

Assani

Assani

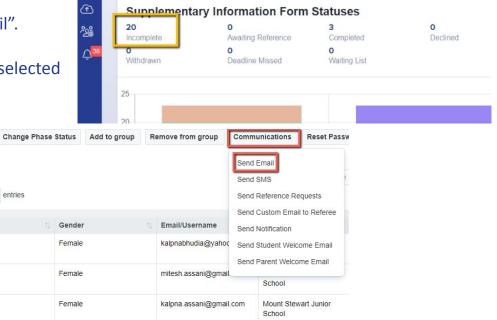
Change Internal Status

Show 10 \$ entries

Birthday

05/07/2010

05/07/2010



Recent Activities

23

SAMPLE

Application Groups

Tasks

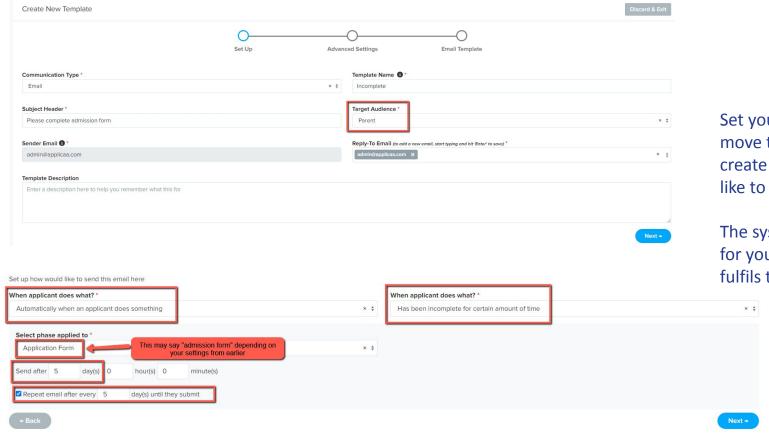
Calendar

23

Registered Students

All Activities

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



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

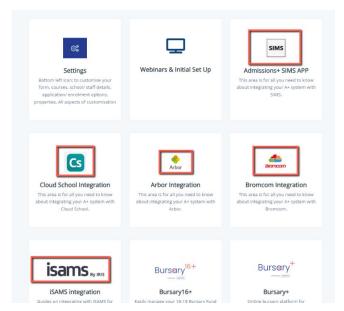
The system will then send it for you to anyone who fulfils the criteria.

IMPORTING DATA TO YOUR MIS

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

Check the relevant guide on our <u>Knowledge Base</u> to follow the steps specific to your MIS.

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

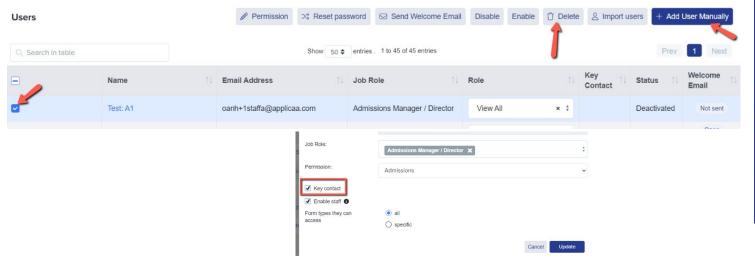


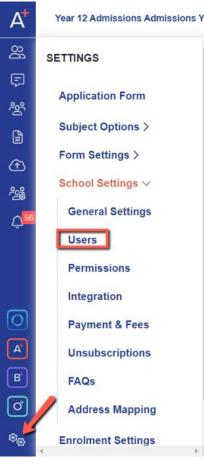
Update Staff Users

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).









THANK YOU