

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





OVERVIEW

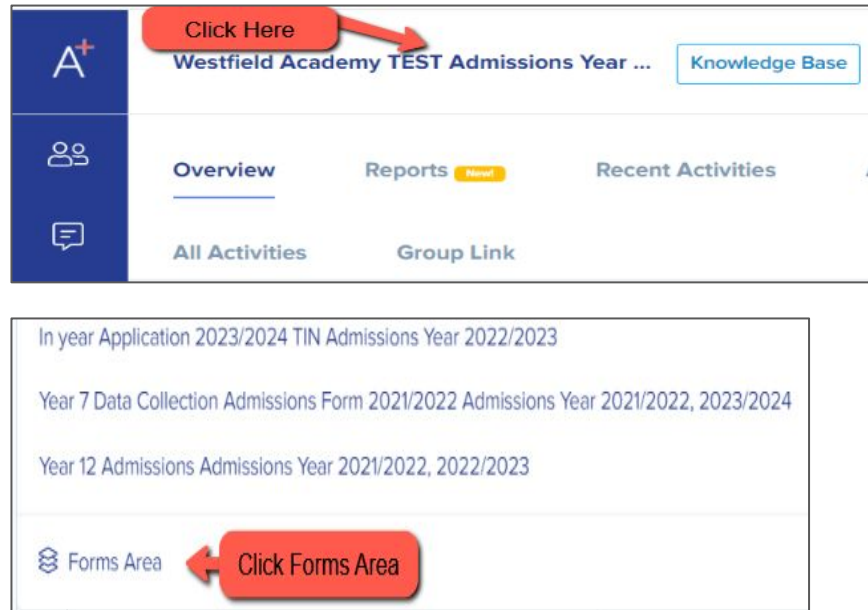
You can design your form to capture Supplementary Information, make offers to parents and then collect full data for those who are offered a place.

Our default template is designed to run as follows:

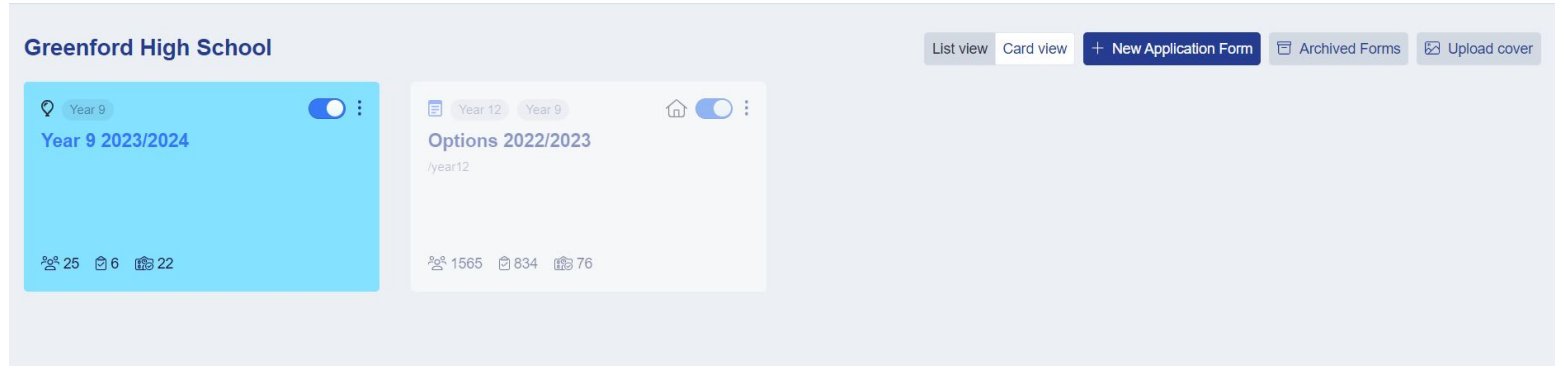
- Parents self-register (September to October)
- Parents complete their verification and log in to complete your SIF
- You review the submissions, commence the ranking process and submit these to the LA (November to January)
- You receive your offer list and import it, then use the Offers function to 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.

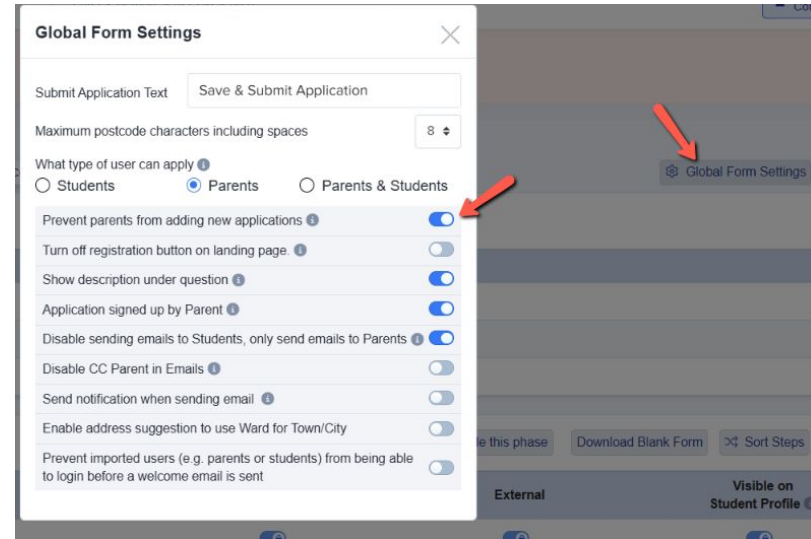
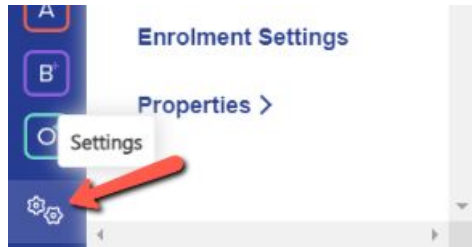


How to close your old form

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".



Customise Application Journey

Easy View (Preview)

Advanced Step View

Phase View



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.

Customise Application Journey Step View Phase View Global Form Settings + New Phase + Create Test Application

All Application Phases > Sort Phases

Phase	Category	Visible to Applicants	Visible to staff on Applicant Profile	Filter	Action
2. Application Form	Form Questions	☒	☒	Filter Summary: Updated Students	

click the edit button

Disable submissions

☐ Stand alone

Click to turn on

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

Greenford High School

The screenshot shows the 'Greenford High School' interface. On the left, a blue card for 'Year 9 2023/2024' is displayed. A yellow box highlights the kebab menu (three vertical dots) in the top right corner of this card. A dropdown menu is open, listing the following options: 'Set as default', 'Open', 'Edit', 'Archive Form', 'Change color' (with a blue circle indicator), and 'Change icon'. To the right, a white card for 'Options 2022/2023' is visible. At the top right of the interface, there are buttons for 'List view', 'Card view', '+ New Application Form', 'Archived Forms', and 'Upload cover'.

- Set as default
- Open
- Edit
- Archive Form
- Change color
- Change icon

Click the kebab menu to view your options; archive old forms, assign each form a colour and an icon

Archived forms will be stored here

Add an image to your forms area if you wish (to replace the grey background)

Editing your Landing Page

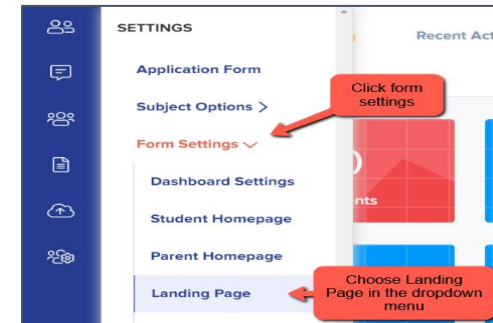
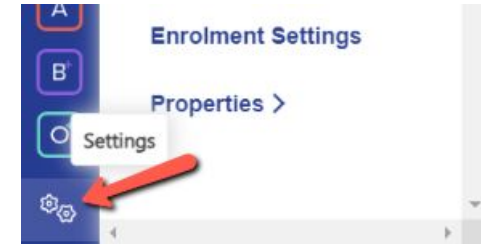
Navigate to **settings > form settings > landing page**.

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!

Form Settings

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

Configuration Mode

Choose your landing page configuration mode:

☐

Only students can register ⓘ

☐

Students & Parents can register ⓘ

☐

Students and parents must be imported by staff ⓘ

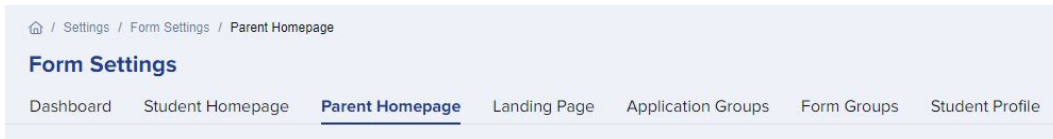
☒

Only parents can register ⓘ

☐

New Application area hidden completely

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.

The screenshot displays the 'Parent Homepage' editing interface. It features two main sections for adding messages, each with a title, a text area, and a 'Parent Homepage Image' placeholder. The first section is titled 'General Welcome Message' and includes a yellow callout box stating: 'Seen by all intakes - parents of children completing your in-year form would also see this message'. The second section is titled 'Year 7 With Supplementary Information Form (2023/2024) Welcome Message' and includes a yellow callout box stating: 'Seen only by parents who are logging into your Year 7 form'. Both sections have 'Preview' and 'Edit' buttons in the top right corner. A 'Show more' link is located at the bottom of each section.

General Welcome Message Seen by all intakes - parents of children completing your in-year form would also see this message Preview Edit

Messages on parent's homepage Parent Homepage Image

Welcome to our application process.

Making the right choice of secondary school for your child is an extremely important decision. If you recognise in us a place where your child could thrive and grow, then I would encourage you to apply.

If there is any further help or information you need then please do not hesitate to contact us.

[↓ Show more](#)

Year 7 With Supplementary Information Form (2023/2024) Welcome Message Seen only by parents who are logging into your Year 7 form Preview Edit

Messages on parent's homepage Parent Homepage Image

Please complete all steps of your child's application.

Just a reminder that you must also name us as one of your choices on your Common Application Form and submit this to your local authority by 31 October.

[↓ Show more](#)

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

Children Status Config

Button text for new application button	Rename these to wording that is appropriate to your setting	Start New Form
Button text for continue application button		Continue Form

Show Application Status

Tells parents whether or not they have submitted their SIF

☒

Show Offer Status

Tells parents whether or not an offer has been made to them

☒

Show Courses You Wish To Study

☐

Show Reference Status

☐

Show Add New Application Button

Enables them to create a new SIF for their child/children

☒

What parents will see:



HOME



MESSAGES



CALENDAR

Hello Eloyed61b595936cbda8 Stantoned61b595936cbda8,

+ Start New Form



Test Cristal Test Rice Student Code: U-EAB6
Edith Cadbury Nursery School



School Message
Please complete all steps of your child's application.
[Show full message](#)

Form Status
Completed

Offer status
Offer Made

APPLICATION OFFER
You received an offer on 19/05/2023. Please respond below:

Decline Offer Accept Offer

Supplementary Information Form Admissions Year 2023/2024



School Message

Welcome to our application process.

Making the right choice of secondary school for your child is an extremely important decision. If you recognise in us a place where your child could thrive and grow, then I would encourage you to apply.

If there is any further help or information you need then please do not hesitate to contact us.

[Show full message](#)

Upcoming Events

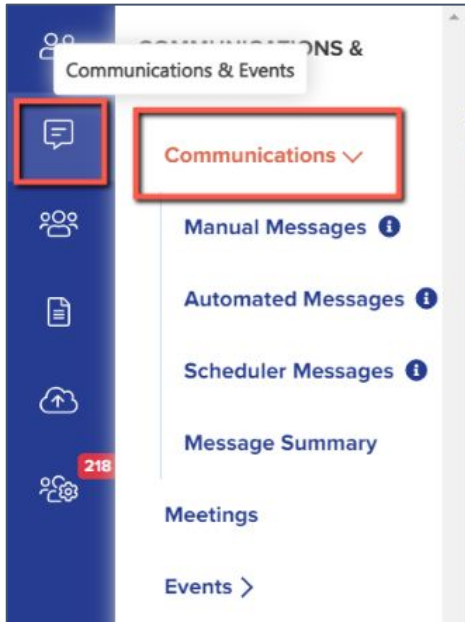
2
JUL

Event
Taster Day
🕒 Meet at Reception at 9am
📅 2 Jul, 2021 09:00 AM-27 Jun, 2029 15:00 PM

Open Day
[See more](#)

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

Created when	Repeat	Enable	Actions
to interview	N/A		

You can edit, move to folder and delete using these icons

A screenshot of a table showing email templates. The table has four columns: 'Created when', 'Repeat', 'Enable', and 'Actions'. The first three columns are empty. The 'Actions' column contains three rows of icons: a pencil, a folder, and a trash can. A red callout box with an arrow points to these icons, stating 'You can edit, move to folder and delete using these icons'. The table also shows a row with the text 'to interview' and 'N/A'.

Priorities for checking ahead of launch:

Year 7 with Supplementary Informati... Knowledge Base

Communications

Manual Messages Automated Messages Scheduled Messages Message

All Automated Messages

- Application Form
- Email Subscription
- Enrolment
- Meetings
- Reference
- Registration

Search in table

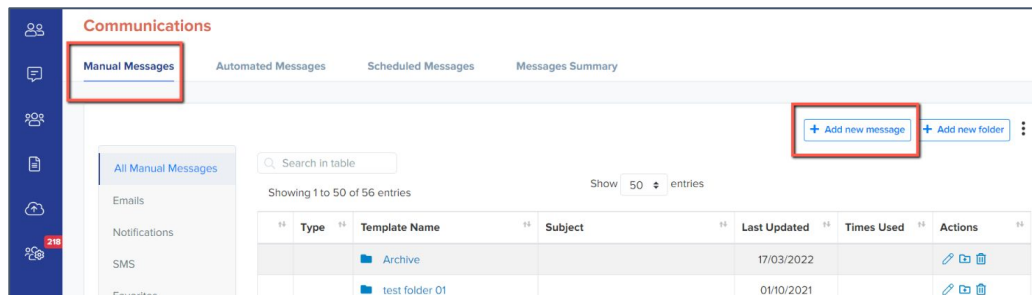
Showing 1 to 39 of 39 entries

Type	Template Name	Subject
	Search Template I	Search
	Year 7 with SIF	
✉	Notify Teacher Student Has	You have submissi

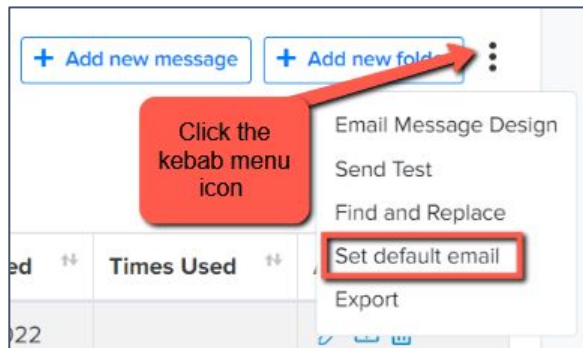
Type	Template Name	Subject
	Search Template I	Search Subject
✉	Admission Form Submitted	Admission Form received for {{STUDENT_FIRST_NAME}} {{STUDENT_LAST_NAME}}
✉	Parent Welcome	Welcome to our school
✉	Make offer to student	Your Offer
✉	Parent Confirmation Instructions	Welcome to our Online Application Form
✉	Notify Parent SIF Complete	Supplementary Information Form received for {{STUDENT_FIRST_NAME}} {{STUDENT_LAST_NAME}}
✉	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:



The screenshot shows the 'Set default email' modal. It contains instructions on how to update the default sender and reply-to email address. The 'From address' field is highlighted with a red box and contains the text 'admin@aplica.com'. A red callout box with an arrow points to the information icon next to the 'From address' field, containing the text 'Click here to request for your DNS to be updated'. The 'Reply to email' field is empty. An 'Update' button is at the bottom.

This screenshot shows the 'Set default email' modal. It contains instructions on how to update the default sender and reply-to email address. The 'From address' field is highlighted with a red box and contains the text 'it can be your school domain'. The 'Reply to email' field is empty. An 'Update' button is at the bottom.

If you are seeing "admin@aplica.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.

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* [List Icons] [Link Icon] [Text Color] [Background Color] [Font Size] [Bullet List] [Numbered List] [Image] [Quote] [Table] [Indent] [Undo] [Redo] [Find] [Source] [Video] ▾

Hi :{{STUDENT_FIRST_NAME}}.

Congratulations!

Thank you for completing your application for 6th form.

We would like to invite you to enroll on {{DATE}}.

On this day you must be here in person and you will be asked to select your subjects. You will only be able to enroll on courses where you have meet the entry requirements.

You will need to on that day:

1. Check your personal details.
2. Select your subjects
3. Meet with our senior member of staff on your enrolment will start on {{TIME}} and it will take place in {{ROOM}} If you have any questions please contact Mr Brown.

This can be done by phone on 5555 5555 55 ext: 555 or you can email on admin@demoschool.com

📎 Attachments

+ Add Attachment

you can also add attachments if any

+ Back

Save

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}}

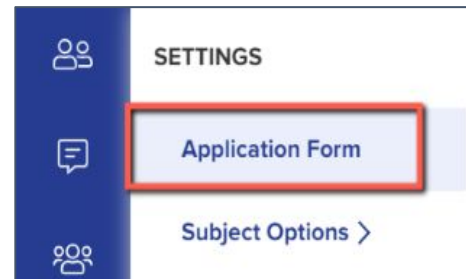
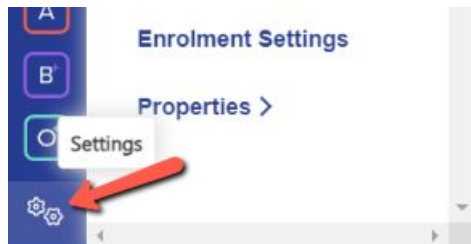
Website: {{LINK}}

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:

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 ⁱ	Visible to staff on Applicant Profile ⁱ	Filter ⁱ	Actions
2. Application Form	Form Questions	☒	☒		
3. Offer	Offer	☐	☒		
4. Enrolment Form	Enrolment	☐	☒		

Edit Step: Application Form 

Name

Description

Internal Applicants

Lock form after submission ☒

Disable submissions ☐

External Applicants

Lock form after submission ☒

Disable submissions ☐

☐ Stand alone ⁱ

☐ Trigger by condition

Save

We recommend:

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

All Application Phases

Phases	Category	Visible to Applicants ⓘ	Visible to staff on Applicant Profile ⓘ	Filter ⓘ
2. Supplementary Information Form	Form Questions			
3. Offer	Offer			
4. Admissions Form	Enrolment			

What parents will see:



HOME



MESSAGES



CALENDAR

Hello Eloyed61b595936cbda8 Stantoned61b595936cbda8,

+ Start New Form



Test Cristal Test Rice Student Code: U-EAB6

Edith Cadbury Nursery School



School Message

Please complete all steps of your child's application.

[Show full message](#)

Form Status

Completed

Offer status

Offer Made

APPLICATION OFFER

You received an offer on 19/05/2023. Please respond below:

Decline Offer

Accept Offer

School Message

Welcome to our application process.

Making the right choice of secondary school for your child is an extremely important decision. If you recognise in us a place where your child could thrive and grow, then I would encourage you to apply.

If there is any further help or information you need then please do not hesitate to contact us.

[Show full message](#)

Upcoming Events

2
JUL

Event

Taster Day

🕒 Meet at Reception at 9am



2 Jul, 2021 09:00 AM-27 Jun, 2029 15:00 PM

Open Day

[See more](#)

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

Customise Application Journey

Step View Phase View

Global Form Settings + Create Test Application

Phase: Account Creation



Step Name

Actions

Step 1: Enquiry



Step 2: Student Registration



Step 3: Parent Registration



Phase: Supplementary Information Form

Sort Steps

+ New Step



Step Name

Internal

External

Visible on Student Profile

Actions

Step 1: Child's Basic Details



Always on, cannot be disabled



Step 2: Parent/Carer

Please list parent or carers in order of priority, starting with the contact that should be contacted first in the event of an emergency



Step 3: Religion



Step 4: Courses



Step 5: Payment



Step 6: Admissions Criteria

Please tick the admissions category which applies to your child.



Phase: Offer

Sort Steps

+ New Step



Step Name

Internal

External

Visible on Student Profile

Actions

Phase: Admissions Form

Last synced with Application Form: 25/05/2022 03:12PM

Sort Steps

+ New Step

Step Name	Internal	External	Visible on Student Profile ⓘ	Actions
Step 1: Child's Basic Details	☐	☐	☐	 
Step 2: Parent/Carer Please list parent or carers in order of priority, starting with the contact that should be contacted first in the event of an emergency	☒	☒	☒	 
Step 3: Child's Welfare and Support Information	☒	☒	☒	 
Step 4: Parental Agreement and Consent	☒	☒	☒	 
Step 5: Child's Education	☒	☒	☒	 
Step 6: Additional Information	☐	☐	☐	 
Step 7: Religion	☒	☒	☒	 
Step 8: Courses	☐	☐	☐	 
Step 9: Admissions Criteria Please tick the admissions category which applies to your son:	☐	☐	☐	  

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



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

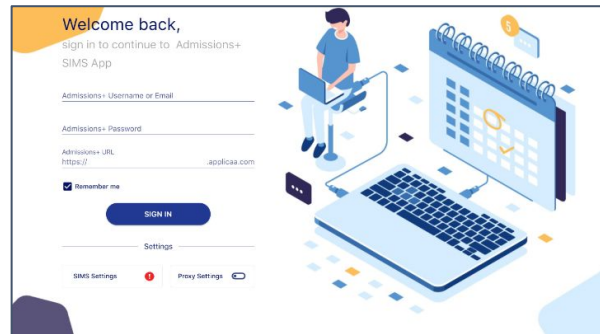
☐ student date	sims_udf_45	Date Picker	
☐ Test UDF	sims_udf_4018	Dropdown Single Select	

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



General Settings Staff Management Role Management **Integration** MIS Settings

Bromcom credentials are valid.

Authorized READ permissions: Students YearGroups StudentContacts People Emails PersonAddresses Classes PreAdmission SurgeryDoctors UserDefinedFields UserDefinedFieldInstanceOptions CollectionAssociates YearGroupSubjectCalConditions PreAdmissionStudents Languages StudentSchoolTransportInformation SENStudentNeeds SEN

Please make sure you also granted WRITE permissions:
Third Party Write Back - Pre-Admission Students
Third Party Write Back - Student Groups
Third Party Write Back - User Defined Fields Data

The instructions can be found in this document:
[View Document](#)

[Download Lookup Values](#) [Verify Bromcom Credentials/Permissions Again](#)

Bromcom User Defined Fields

[Import UDFs](#)

General Settings Staff Management Role Management **Integration** MIS Settings

MIS Setting

Integration Platform

Arbor

Import new MIS lookups as visible

Enable saving to MIS School Names typed by applicants

MIS Credentials Validation

Arbor credentials are valid.

[Download Lookup Values](#) [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

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

Check your links are working

Remove broken links

Add new links here

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

Phase: Admission Form

Step Name

Step 1: Child's Basic Details

Click the wording

Customise Sections

Preview Application Forms

Sort Questions

Visible on Profile

As internal students

As external students

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

Preview

Step 1 Step 2 Step 3 Step 4 Step 5

Child's Basic Details Parent/Carer Child's Welfare and Support Information Parental Agreement and Consent Child's Education

Child's Basic Details

Please upload a recent passport-style photograph of the child

Choose file No file chosen

Child's Forename*

Test External FN

Child's Preferred Forename

Child's Surname*

Test External LN

Child's Preferred Surname

Child's Middle Name

Child's Gender*

Female

Child's Date of Birth*

12/12/2004

Year group applied for*

Child's Current Home Address

Postcode*

Type here to search your postcode

Flat name and or number

Close Next

There is the option to 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. At the top right, there are two buttons: 'Apply to Existing Addresses' (highlighted with a red box) and 'Report'. On the left, there are input fields for 'Address 1', 'Address 2', 'Address 3', 'Town/City', 'County/State', 'Country', and 'Postcode'. A red callout box points to these fields with the text: 'Set to the format that works best for you by selecting the options shown and then click "test"'. Below these fields are radio buttons for 'ALL CAPS' and 'Normal Case' (selected). At the bottom left, there is a 'Test' button (highlighted with a red box) next to a text input containing '2 Westfield Road, Wigginton, YORK, YO32'. On the right, a 'Preview' section shows the formatted address: '2 Westfield Road', 'Wigginton', 'York', 'North Yorkshire', 'United Kingdom', and '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!

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

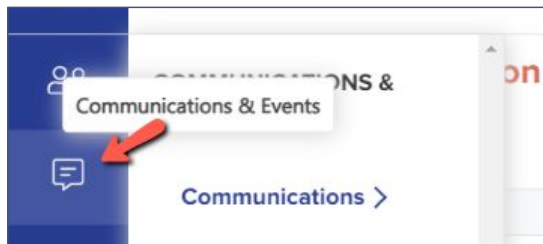
Track which events are published/ unpublished

Customisable question on registration

Filter based on question responses

Email templates & automated emails

QR scanning to register attendance on the day



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	
 	Tuesday 14 October, 2025 16:00 - 20:00	Open Evening Sixth Form Open Evening 2025	Public URL  https://demo.applicaa.com/events/0199277f-67e2-77cc-9a32-829cd4be801d		Published Sixth Form Application	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 *

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

To link an email to your event, navigate to your email templates area and go to “manual messages”. Create a new message and ensure the recipient is “Event”.



Set Up Advanced Settings Email Template

Communication Type *
Email

Template Name ⓘ *
Open Evening Booking Confirmation

Subject Header *
Thank you for registering to attend our Open Evening!

Target Audience *
Event



Then, go back into your events area and you will be able to link the email template to your event.

Should users be able to register themselves?
☒ Yes ☐ No

Enable Event Form
☐ Enable Event Form in Parent Homepage

Automated Email
☐ Send automated email to event registrants

Email template
Event Test

Delete **Update Event**

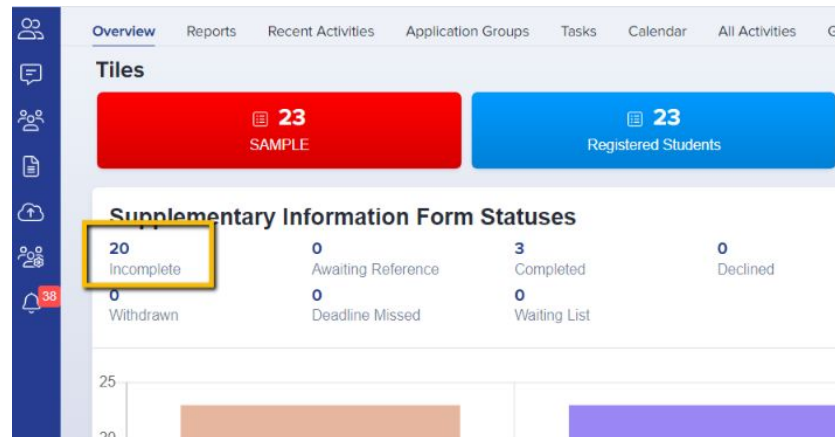
Chasing Incompletes

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

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

Select them all and click “communications” > “send email”.

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



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

☒	ID	Student Code	First Name	Last Name	Birthday	Gender	Email/Username	
☒	20	NU7M	Deesha	Assani	05/07/2010	Female	kalpnabhudia@yahoo	
☒	21	JQNX	Deesha	Assani	05/07/2010	Female	mitesh.assani@gmail	School
☒	22	852X	Deesha	Assani	05/07/2010	Female	kalpna.assani@gmail.com	Mount Stewart Junior 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 email to go to them every few days, navigate to **communications and events > communications > manual messages** and click **+ New Message**:

Create New Template Discard & Exit

Set Up

Advanced Settings

Email Template

Communication Type *

Email

Template Name *

Incomplete

Subject Header *

Please complete admission form

Target Audience *

Parent

Sender Email *

admin@aplica.com

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

admin@aplica.com

Template Description

Enter a description here to help you remember what this for

Next →

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.

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

← Back

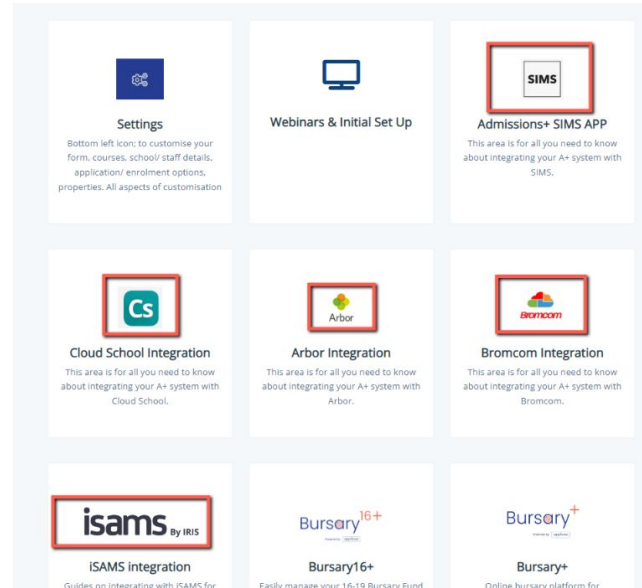
Next →

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 [Knowledge Base](#) 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).

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@aplica.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 v](#)

[General Settings](#)

[Users](#)

[Permissions](#)

[Integration](#)

[Payment & Fees](#)

[Unsubscriptions](#)

[FAQs](#)

[Address Mapping](#)

[Enrolment Settings](#)

The background features several geometric shapes: a large light blue hexagon in the center, a grey hexagon at the top left, a dark blue hexagon at the bottom left, a small light blue hexagon at the bottom center, a medium light blue hexagon at the bottom right, and an orange parallelogram at the top right.

Do you have any questions?



THANK YOU