

Admissions⁺

5 STEPS TO

LAUNCHING ADMISSIONS⁺




Admissions⁺
Powered by applicaa



Check list:

Getting Ready to Launch



This guide takes you through the key steps in setting up and customising your Admissions+ Application Form. Customising your form will ensure your applicants have a great experience and will make data transfer to your school MIS a smooth process.

Key Steps:

1. Importing Internal students and sharing log in details
2. Reviewing your application form and making changes
3. Customising your email templates
4. Customising your events calendar
5. Linking your Admissions+ Application Form to your School Website



Setting Up Step #1

Importing Internal Students

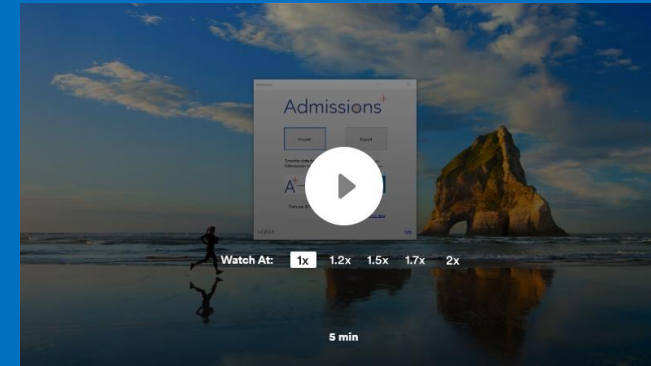
We strongly recommend that schools get applications for their internal students started by importing a basic profile and sharing log in information.

This will make it easier for internal students to start their application and to ensure for smooth data migration during integration.

You will need to run a report on your School Management System (e.g. SIMS, Bromcom, Cloud School/Progresso, Arbor etc) to retrieve the following information:

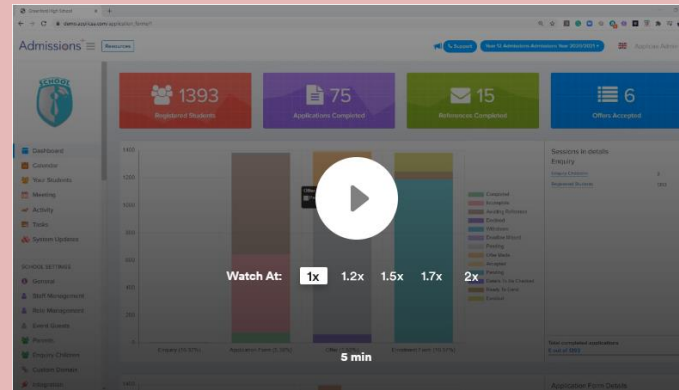
Forename, Surname, Gender, Date of Birth, Gender, Email Address (*optional, see video*),
Admissions Number, ULN, UPN

Importing from SIMS



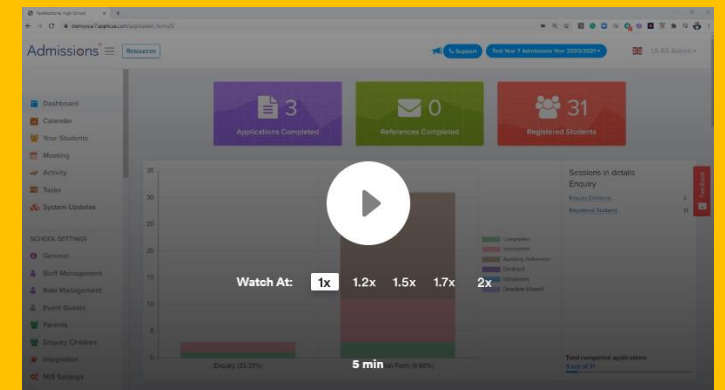
[Click to play video](#)

Importing from Bromcom



[Click to play video](#)

Importing from Cloud School



[Click to play video](#)

Setting up Step #2.1

Reviewing application form by creating a test student application

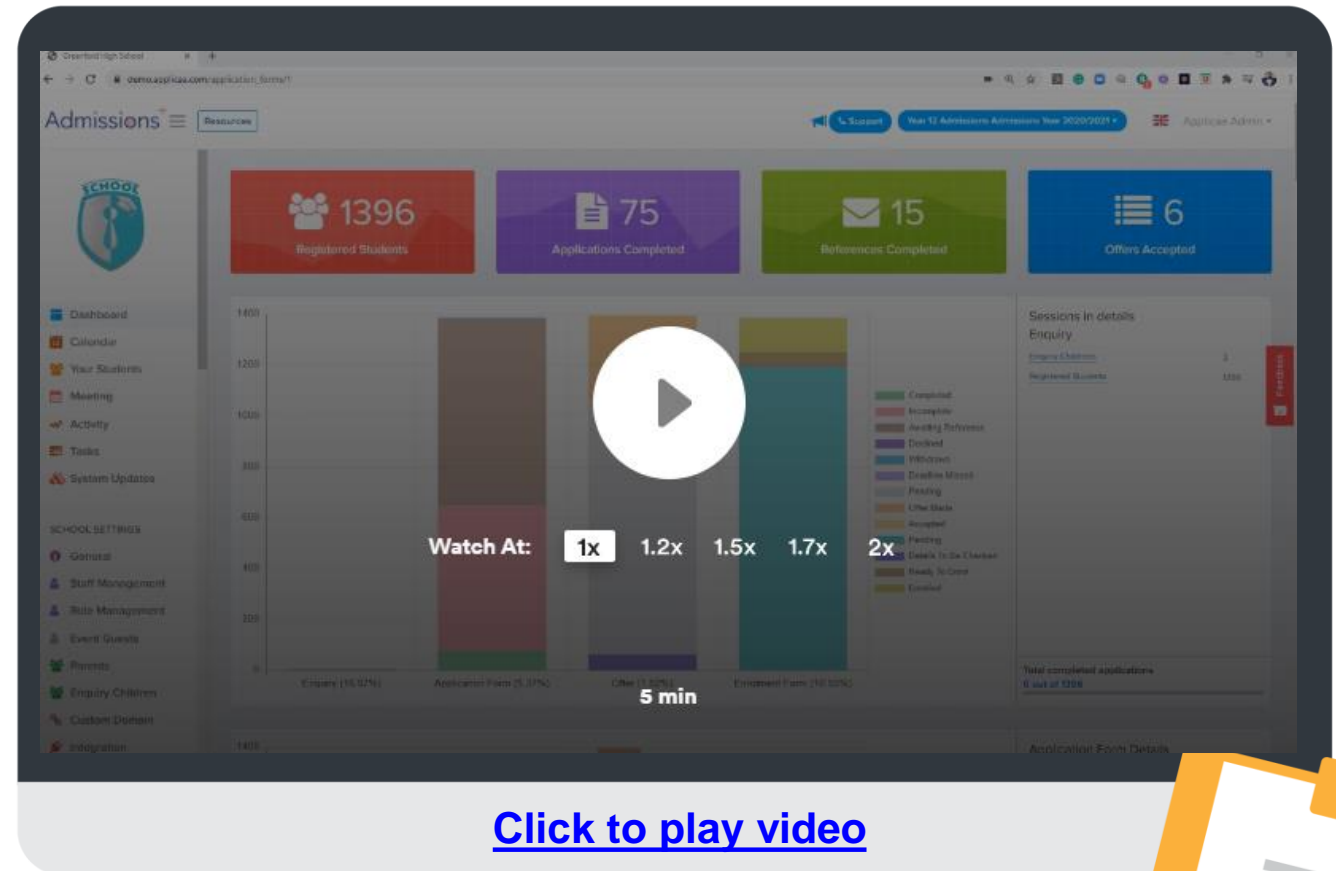
Step 1: Please start by creating an application on your online form as if you were applying as a student.

Please note your school email address is already taken by your staff account so you will need to use a different email address to create a student account.

Step 2: As you go through the form, please make a note (e.g. on a word document) of any further changes you would like to make to the form.

Please note you will be able to make the following changes

- Remove existing questions
- Add new questions
- Make questions either optional or required
- Make questions either visible to only external students, internal students or both



[Click to play video](#)

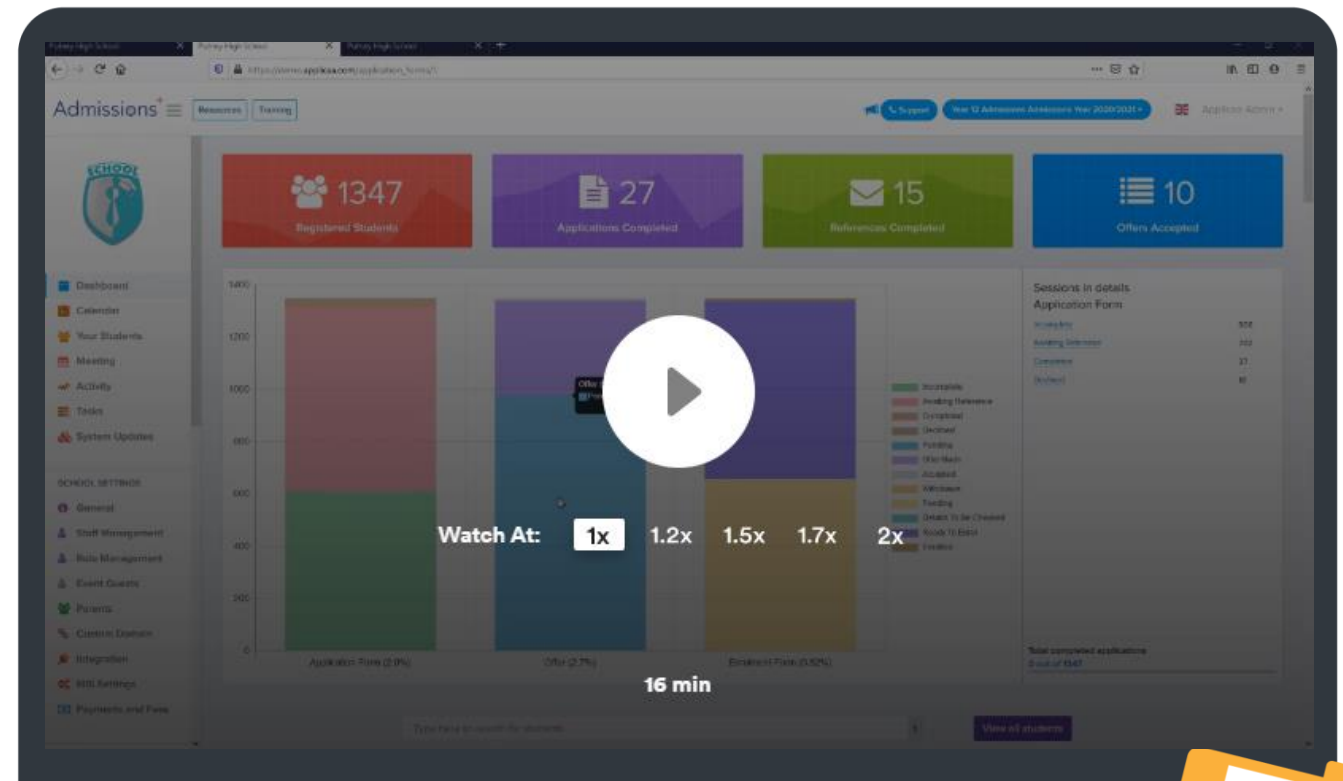
Setting Up Step #2.2

Customise your application form questions (Steps 1-4)

Customise your application form and make sure that you are collecting all the information you require.

You are able to make the following changes:

- Remove existing questions
- Add new questions
- Make questions either optional or required
- Make questions either visible to only external students, internal students or both



[Click to play video](#)

Setting Up Step #2.3

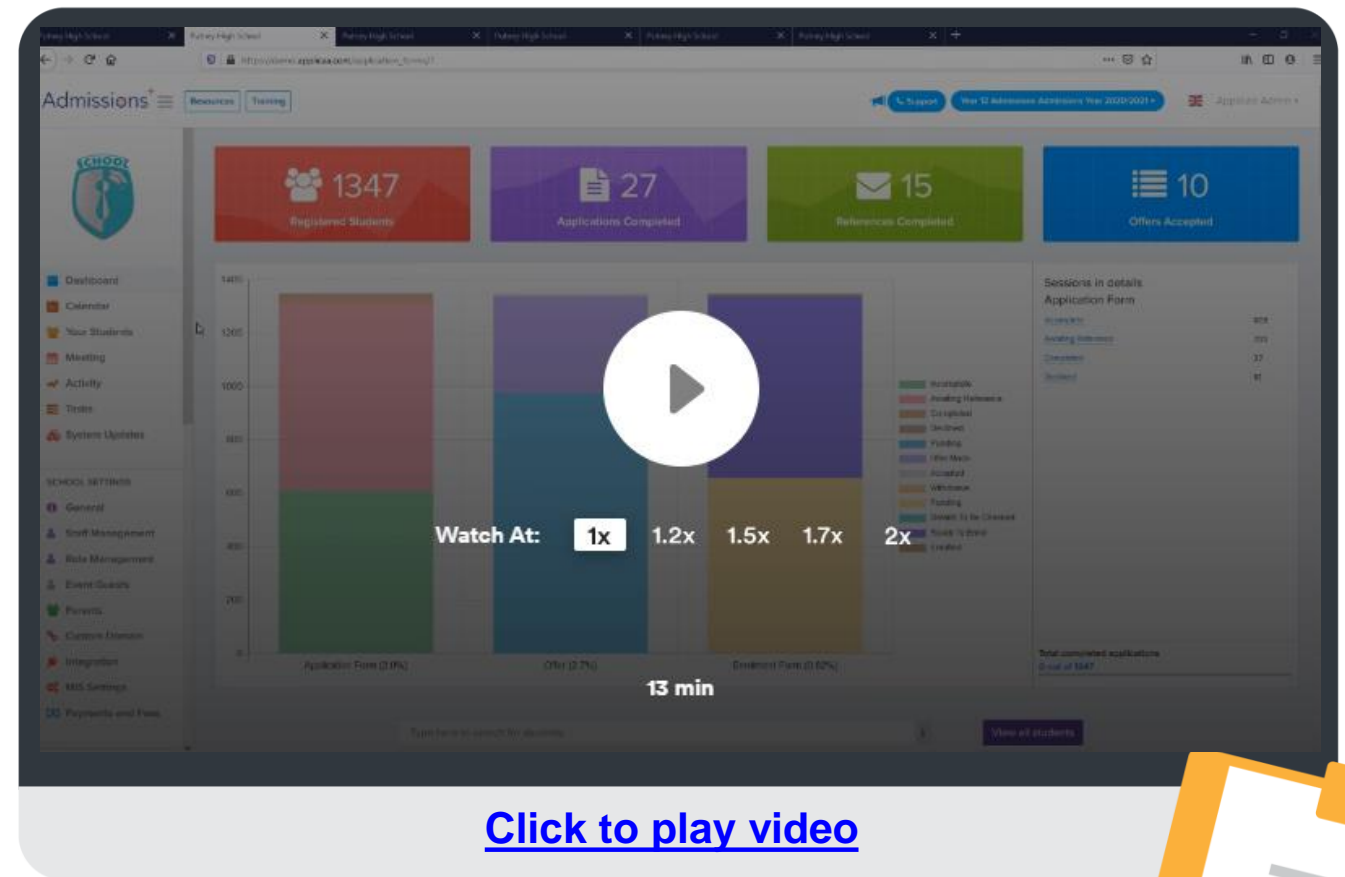
Customising Application Form Phases

Application Form Phases are the key steps in your application Form Journey

You may not need to make any changes to your application form journey but it is very helpful to understand how the application journey works.

This video covers the following:

1. How you can open and close access to an application phase
2. How to create a new application phase and re-order application form phases
3. How to add the new steps to a new phase you have added



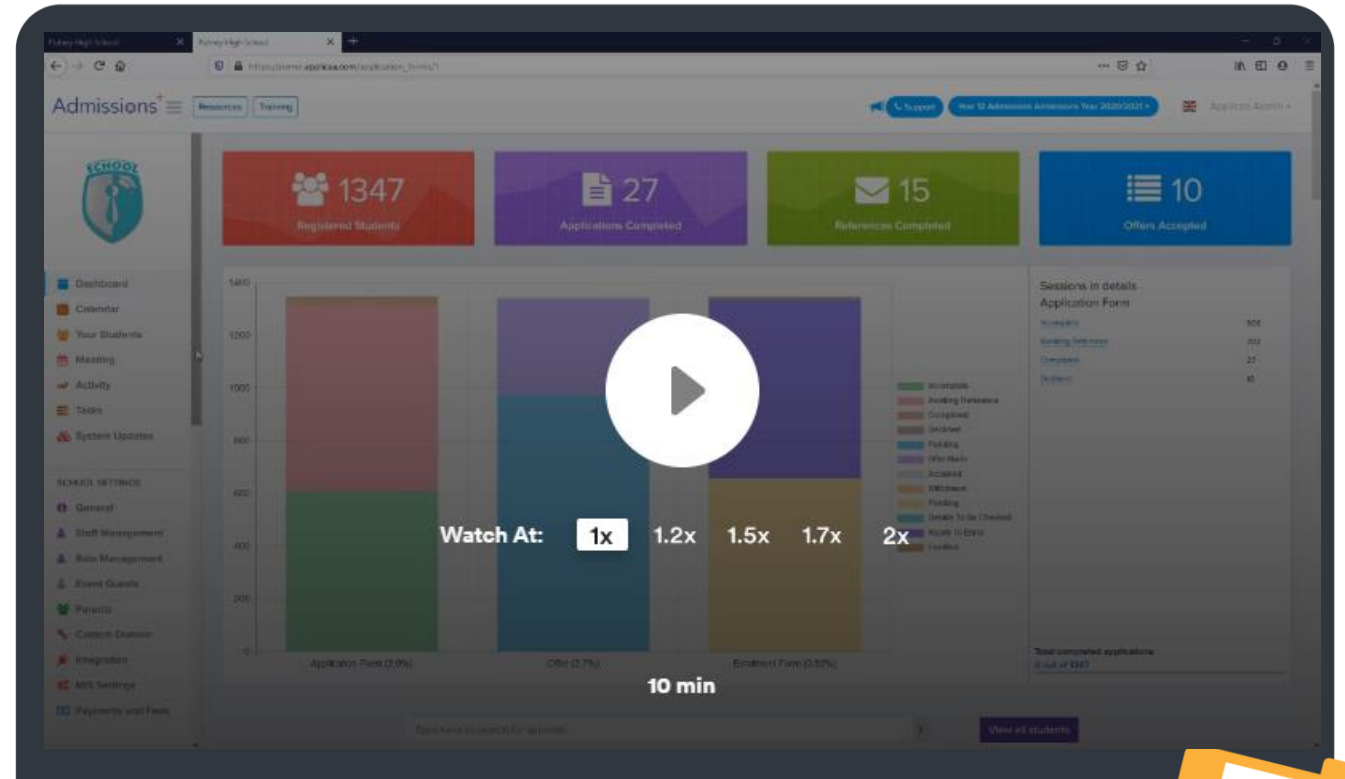
Setting Up Step #2.5

Customising your Courses Step

The Course Step is where students select the courses they wish to study.

You are able to customise:

1. How your courses are displayed (lists or option blocks)
2. Whether students have to meet entry requirements before selecting a course
3. The minimum and maximum number of courses students can select before submitting their application
4. Whether students need to rank their course options



[Click to play video](#)

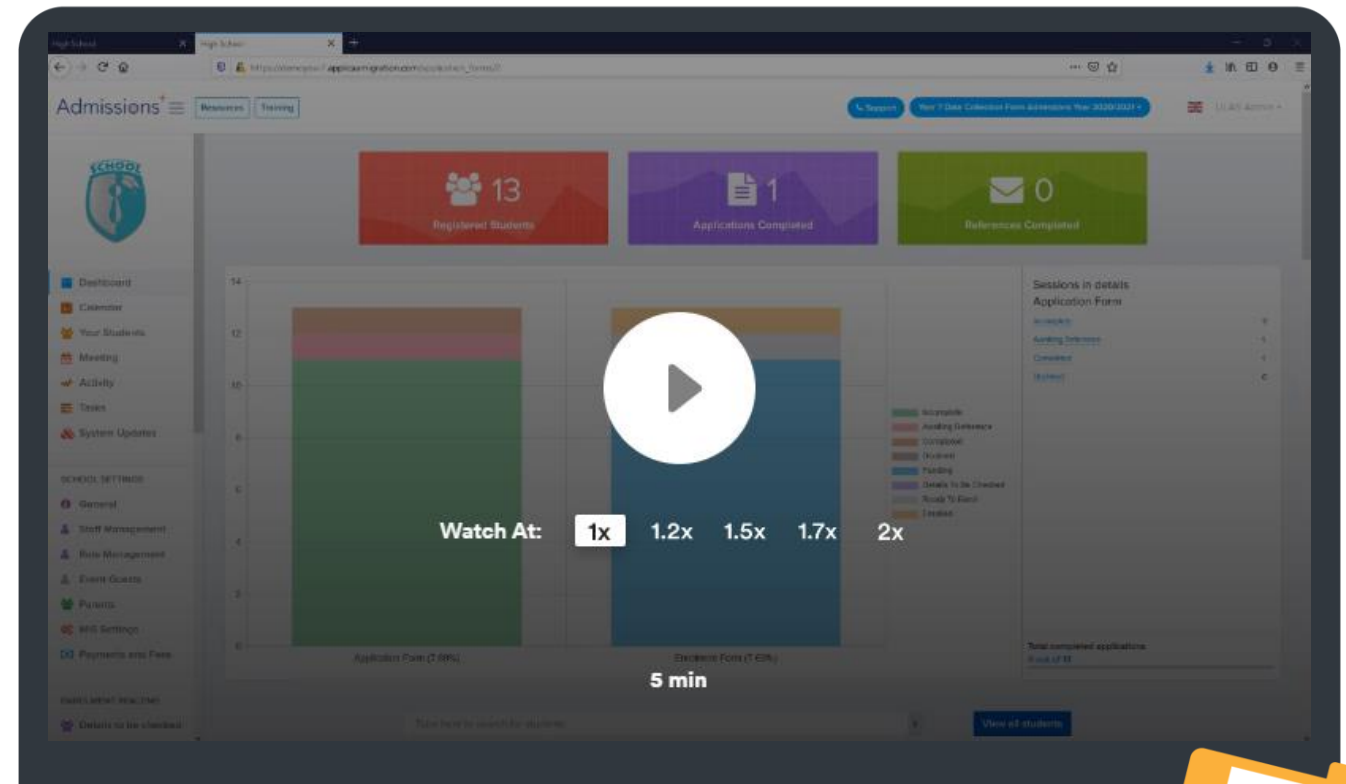
Setting Up Step #3

Managing your events calendar

The events calendar which is visible on your application home page and student home page can be used to share upcoming events and deadlines.

You are able to do the following:

1. Add events (such as Open Evenings, Taster Days, Application deadlines and Enrolment Day information)
2. Activate Pop-up to notify students of upcoming events
3. Enable students to register for upcoming events
4. Track registered attendees and send follow up emails



[Click to play video](#)

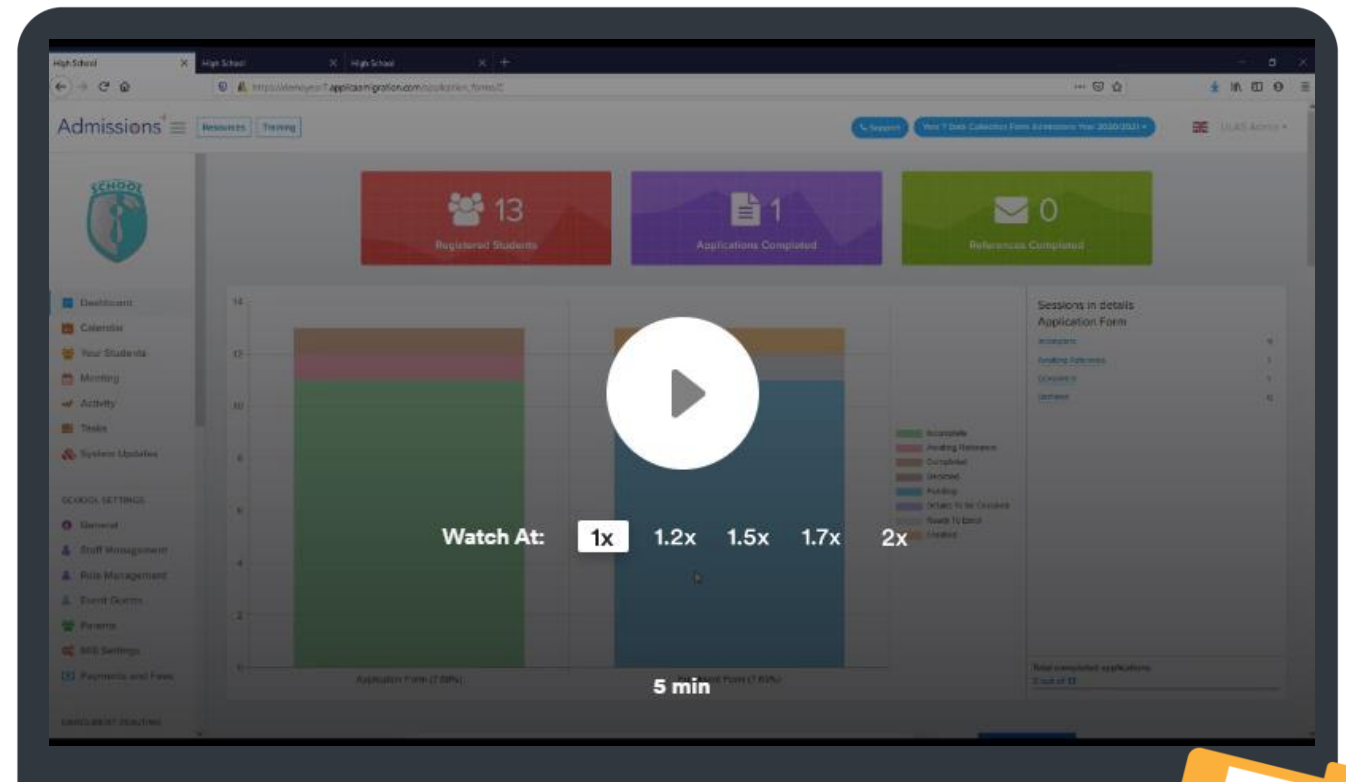
Setting Up Step #4

Uploading, reviewing and testing your email templates

The email template area is where you are able to create and save emails to use later.

You are able to include tokens for personalising the email when sending to a group and also edit automated system messages.

Good use of email templates boosts engagement and increases conversion.



[Click to play video](#)

Setting Up Step #5

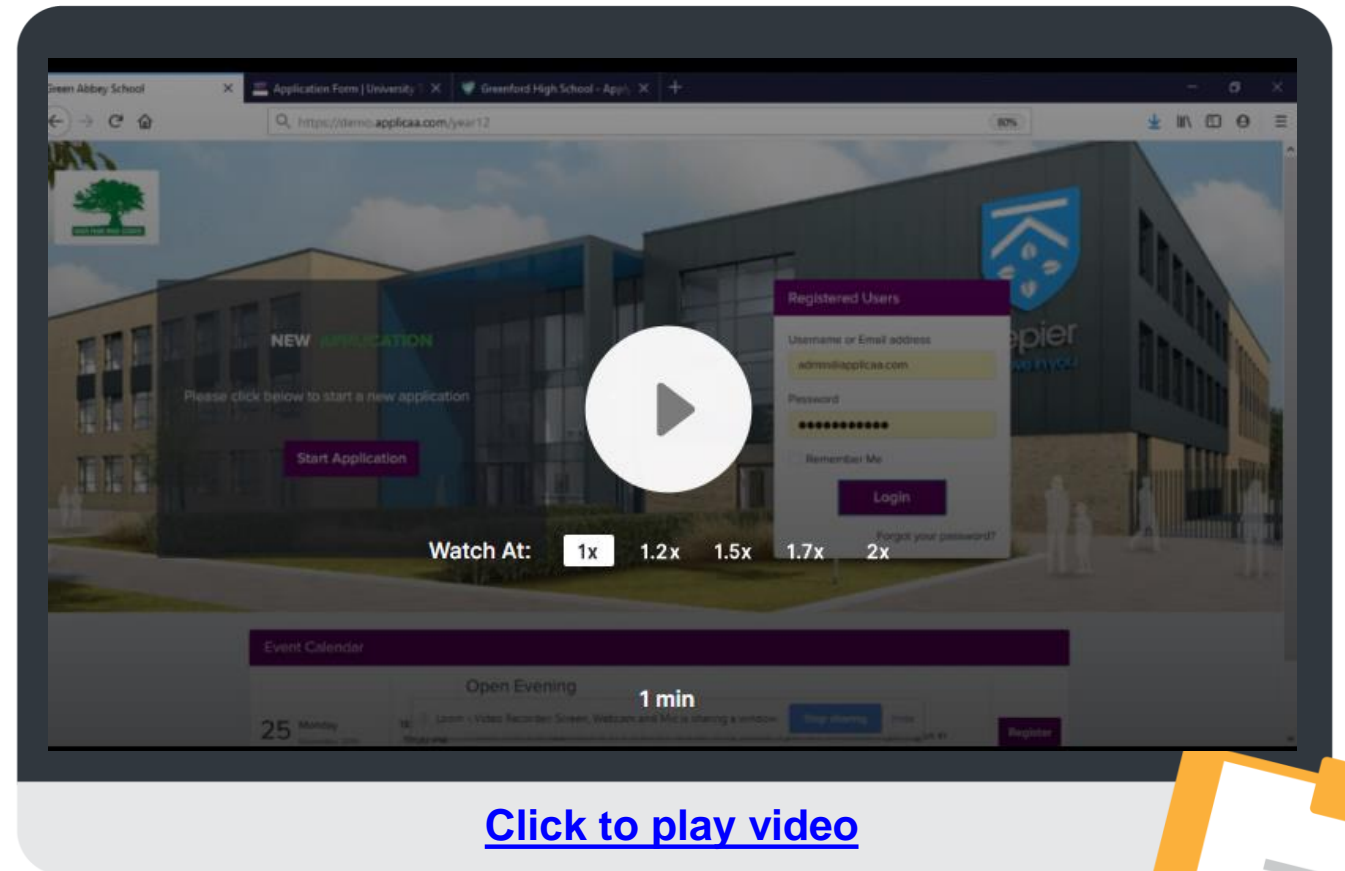
Linking your application form to your school website

It's simple to link your application form to your school website.

Simply hyperlink your forms URL to a 'call to action' button on your school website (e.g. 'APPLY HERE' or 'APPLY ONLINE')

Here is a good example from Greenford High School

<https://www.greenford.ealing.sch.uk/post16appply>



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For more information
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