

Admissions⁺

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LAUNCHING YOUR ADMISSIONS+ DATA COLLECTION FORM

Importing Parents & Students

Importing Parents

If you have received your list of prospective parents and students as an Excel or CSV file, you will be able to easily import them into Admissions+.

If you have received the profiles as an Admissions Transfer File (ATF), then please contact Applicaa support (support@applicaa.com) and you will be supported in processing the file.

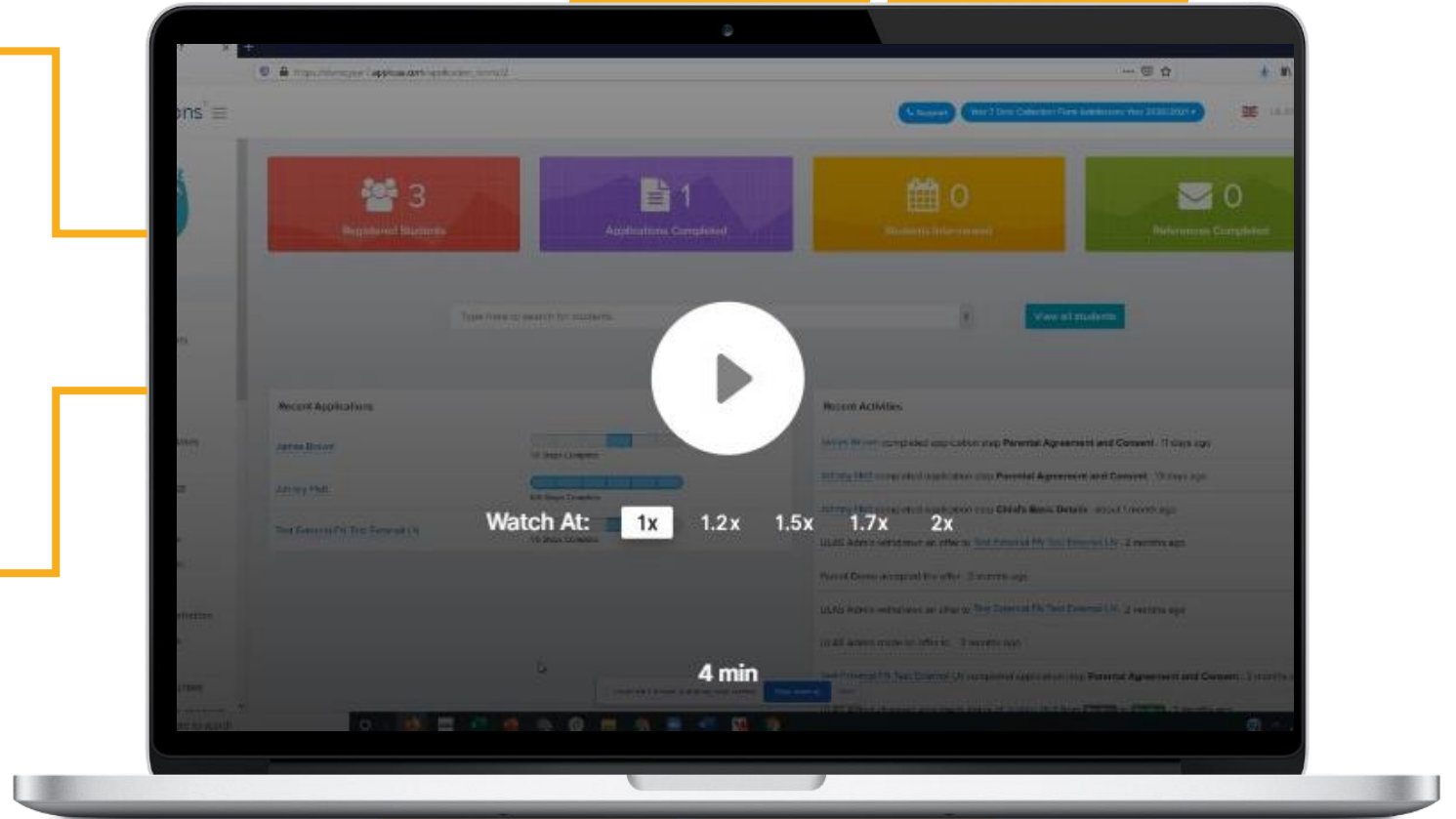
Sending Welcome Emails

Once you have imported the parents and students, you can invite parents to log in and complete the data collection form by sending a welcome email.

If you don't have parent email addresses, you can also export their temporary access details and share them via the post.

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Sending General Emails

Sending Emails

Your system will already be set to automatically send communications to parent and guardians.

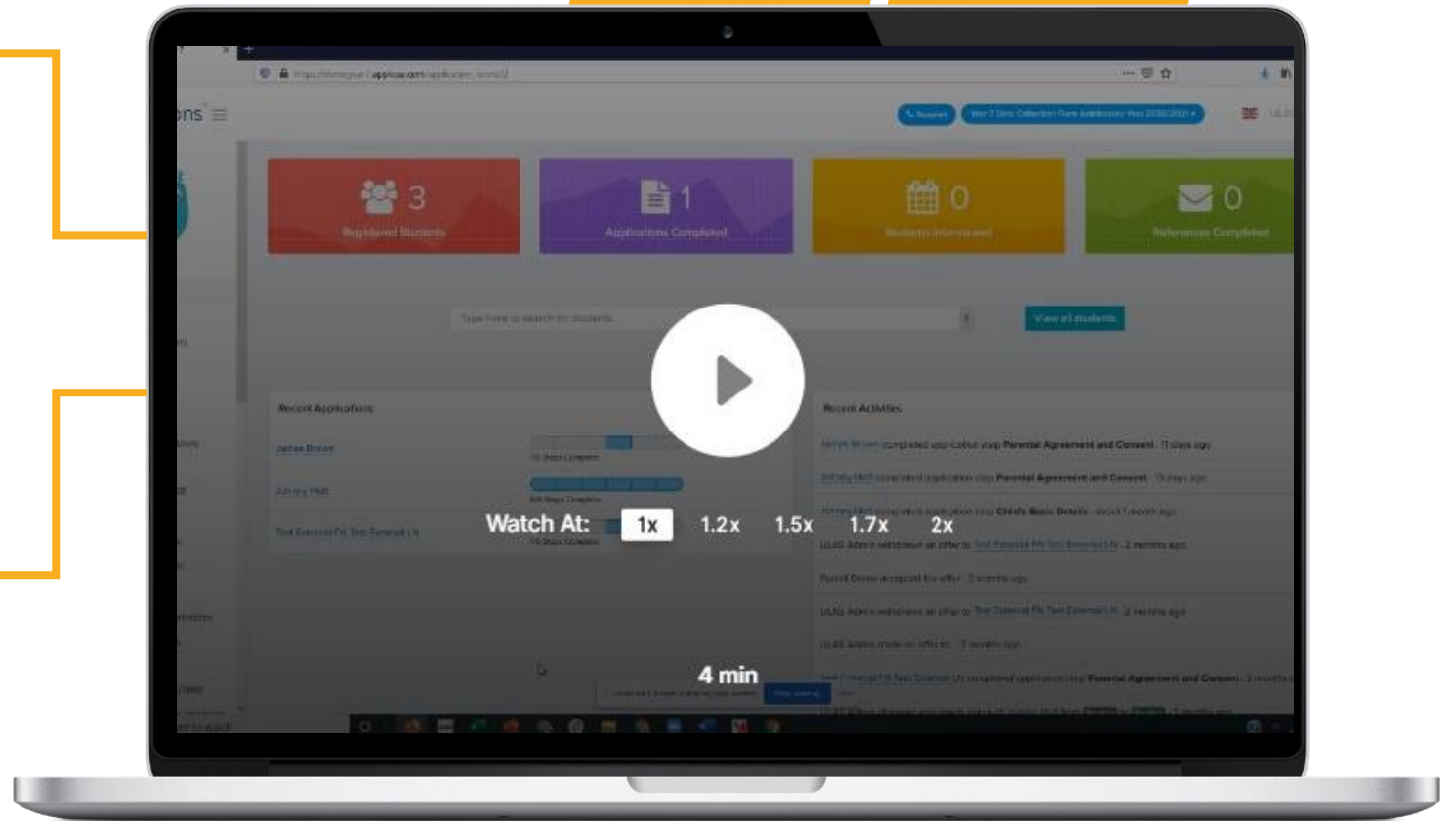
You can create email templates in advance that can be used for sending individual or group messages.

Email Tokens

Using the Email Tokens, you can add personalised greetings and other details to emails when sending group messages.

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Customising Your Application Form

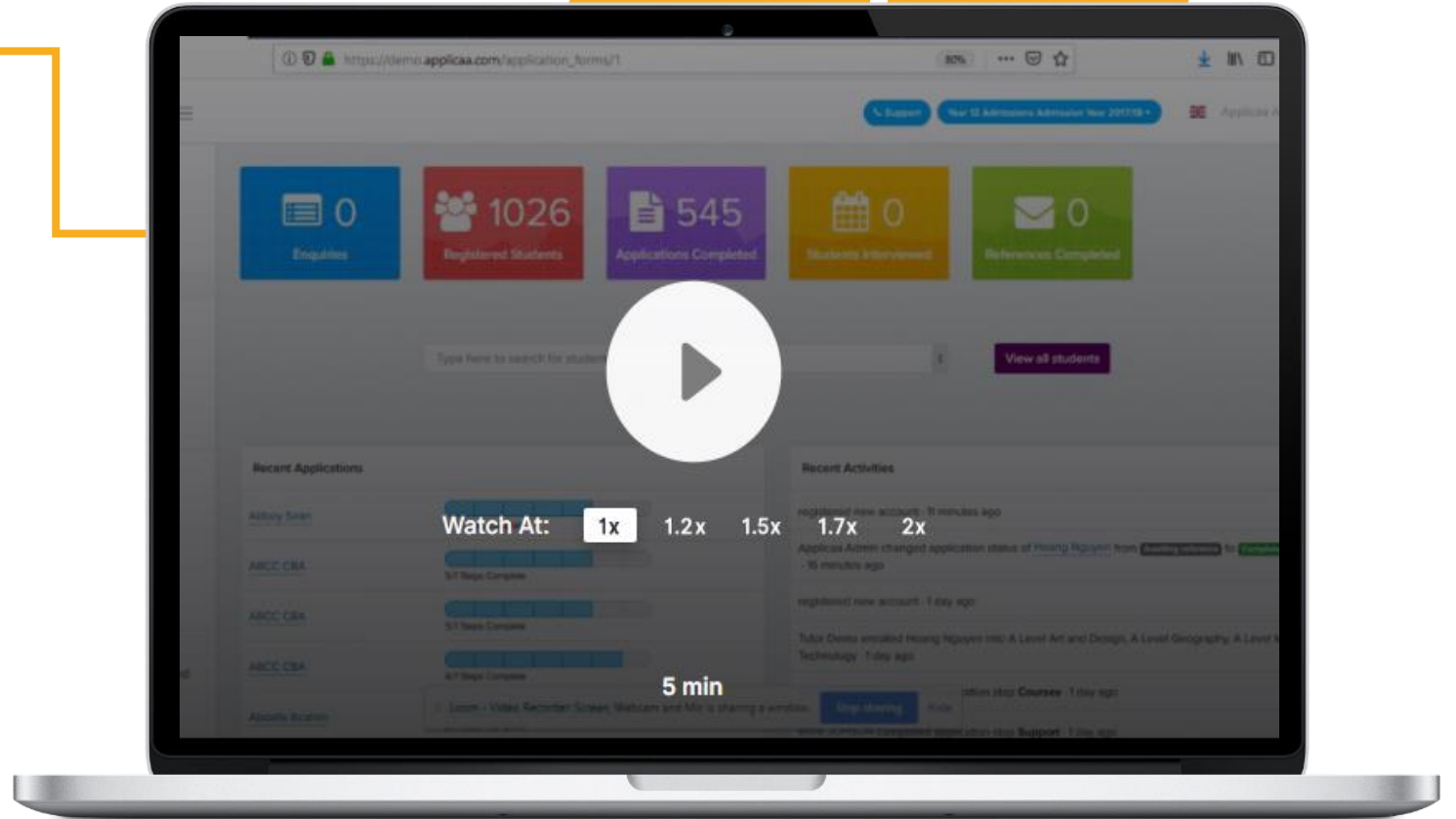
Customising Your Form

The Admissions+ Data collection Form is flexible and enables you to customise many of the form properties to suit your school.

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

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Managing Your Events

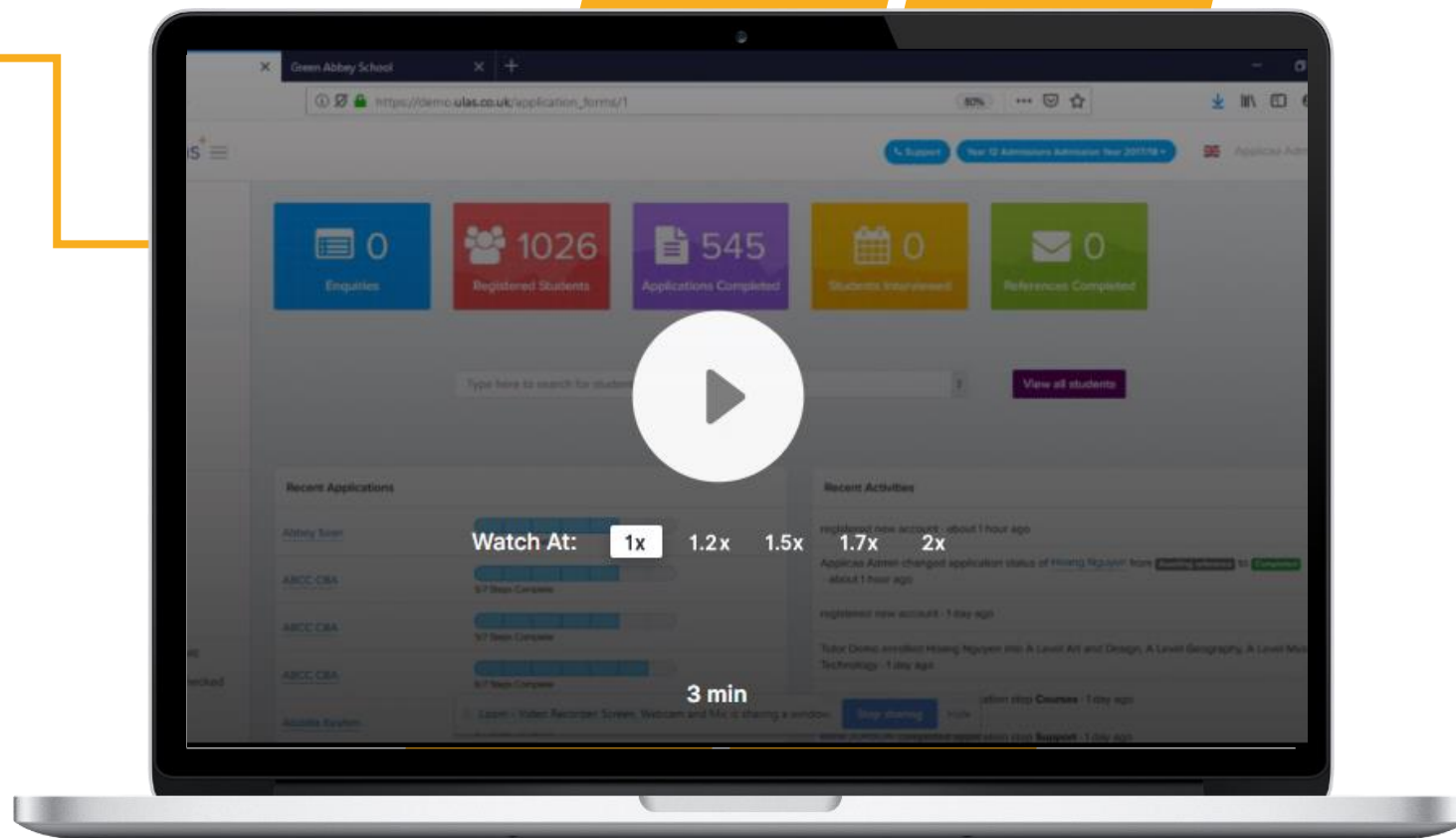
Managing Events

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

You are able to do the following:

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

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Adding Students to Groups

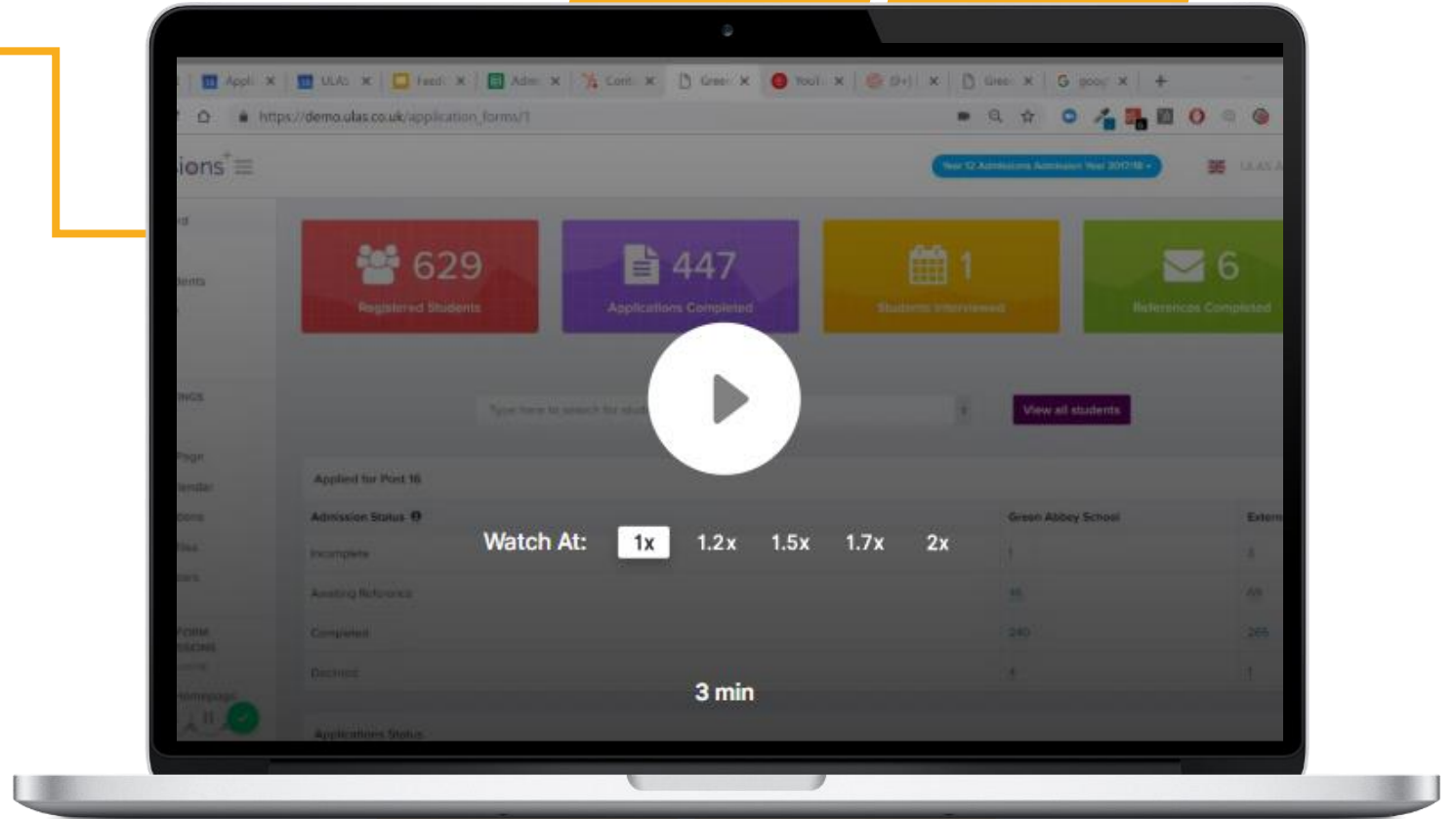
Adding Students to Groups

To help you keep track of students and organise profiles, you can use the application groups feature.

You are able to create your own custom groups and move students to the appropriate groups.

Grouping students will also make it easier later send targeted emails to relevant parents.

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THANK YOU