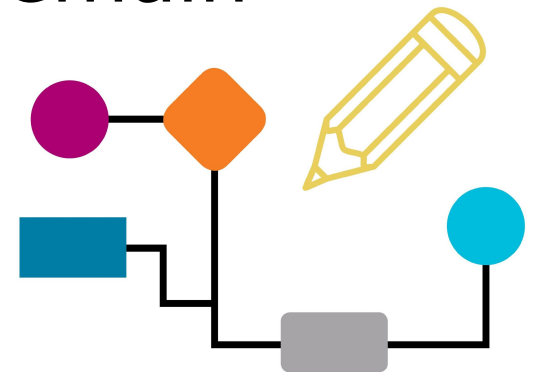# Setting Up Your Standard Application Online 2019-20

The
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Quick Notes

✓ Create your own grade groupings or segment by type (boarding/day or international/domestic) with varied requirements

✓ 4 easy steps to setup

✓ Your 2019 application can remain active

MAP Homepage

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Account Profile • Manage Users • Log Off

| SSAT Testing ▼ | SSAT Scores ▼ | Character Skills ▼ | Applicants ▼ | Prospects ▼ | Data Dashboards ▼ | Resources |

Member Access Portal

Complete Your Toolkit Checklist to be ready for 2019-2020

SSAT Testing

SSAT Scores

Character Skills

Prospects

Applicants

Data Dashboards

If you are an SAO Affiliate member,
you may not see some of these icons.

Quick Access Menu

ADVISE STUDENTS
Advisor Workstation ●
Score Workstation ●
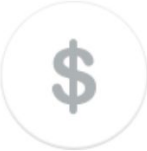
ASSIGN WAIVERS
Test Fee Waivers ●
Application Fee Waivers ●

PUBLICATIONS AND PRACTICE
Order Official Guide or SSAT Brochure ●
NEW Order Practice Online Codes ●

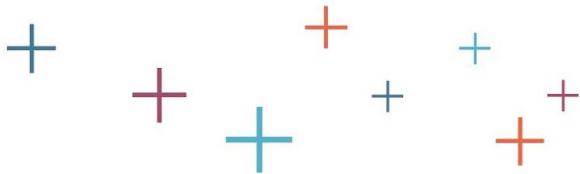**CHARACTER SKILLS SNAPSHOT**
The Snapshot ●

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MAP Homepage

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| SSAT Testing ▾ | SSAT Scores ▾ | Snapshot ▾ | Applications ▾ | Prospects |

Application Set Up

Click her to create a
New Application

Select Year: 2019 ▾

Select the **New Application** button to start from scratch, or select **Copy** under **Actions** and start from an existing application to either create a subset variation for a specific application or use as a start for a new application.

+ New Application

Application	Date Modified ▼	Status	Actions
The Lawton Academy (Sample School) 3-4 Application Grade/s: 3-4	4/23/2018	Published Pause	Edit | Copy |View
SSAT Academy 6-PG Application Grade/s: 6-PG	4/23/2018	Published Pause	Edit | Copy |View
The Lawton Academy (Sample School) 9 Application Grade/s: 9	4/23/2018	Published Pause	Edit
SSAT Academy 8 Application Grade/s: 8	4/23/2018	Published Pause	Edit
SSAT Academy 5 Application Grade/s: 5	4/23/2018	Published Pause	Edit
The Lawton Academy (Sample School) PK-1 Application Grade/s: PK-1	1/9/2018	Published Pause	Edit | Copy |View

If you have a setup
from 2019, start
with **Copy** to
create the 2020
setup

For Placement Advisors
Enter instructions for students using the SAO who will
work with you as an advisor

What to do with your 2019 Applications?

Application Set Up

Select Year: [2019 ▼]

Select the **New Application** button to start from scratch, or select **Copy** under **Actions** and start from an existing application to either create a subset variation for a specific application or use as a start for a new application.
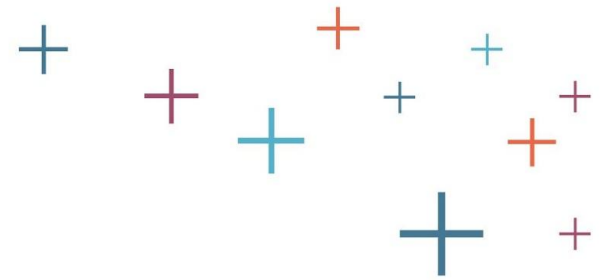
＋ New Application

Application	Date Modified ▼	Status	Actions
The Lawton Academy (Sample School) 3-4 Application Grade/s: 3-4	4/23/2018	Published Pause	Edit | Copy |View
SSAT Academy 6-PG Application Grade/s: 6-PG	4/23/2018	Published Pause	Edit | Copy |View
The Lawton Academy (Sample School) 9 Application Grade/s: 9	4/23/201		
SSAT Academy 8 Application Grade/s: 8	4/23/201		
SSAT Academy 5 Application Grade/s: 5	4/23/201		
The Lawton Academy (Sample School) PK-1 Application Grade/s: PK-1	1/9/2018	Published Pause	Edit | Copy |View

Continue to accept applications for 2019, Or **Pause** your setup/s if you are not accepting SAO for 2019 anymore.

For Placement Advisors
Enter instructions for students using the SAO who will work with you as an advisor

Step 1: Grade Level

STEP 1 - Set your Grades, Students, and Fees

1 **What session year is the setup for?**

Select session year *

Fall 2020

* Required Fields

> Review the session year. Select Fall 2020 from the dropdown.

2 **What would you like to name this application?**

Name of your Application for Fall 2020 *

For easy reference, we recommend giving your application a name that reflects the grades or students who will use this application.

Sample School Application

3 **Which grade levels will use this application?**

Select grade level/s for this application*

Select the grade level/s that will use this application. For example, schools can put their elemen group to set up their requirements, forms, and deadline dates.

☐ PK ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ PG

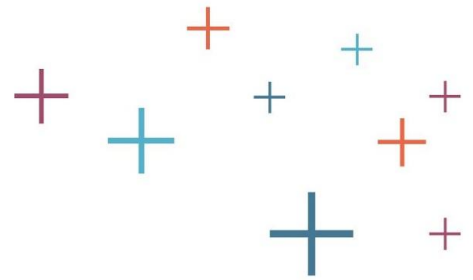> Select grades or create custom grade cohorts to serve your needs

4 **Who can use the SAO to apply to your school?**

◉ Any student can apply using the SAO

○ Only students working with CBOs can use the SAO to apply to our school ⟨?⟩

> Make your SAO available to all students. Or, make it available to students presented by community based organizations.

Step 1:Student Types & Fees

Which student types will use this application? (5)

Select Student types will use this Application *

You can create multiple applications to serve different student types that may have unique application requirements. e.g. domestic or international, boarding or day. Note: You can create variations after you create this first version.

Residential Type *

- ☑ Day Students
- ☑ Boarding Students

Student Type *

- ☑ Domestic
- ☑ International

Choose student type, residential status, and list your application fees for the year.
You can create separate applications based on Residential Type or Student Type.

What are your school's application fees? (6) (?)

Domestic Day Fee (USD) *

Domestic Boarding Fee (USD...

International Day Fee (USD) *

International Boarding Fee (...

Exit   Save a Draft   Next: Required Forms

Step 2: Required Forms

Select your requirements for each grade in your setup from a standard library of forms.

STEP 2 - Select your Required Forms

1 **Which standard application forms do you require? ***

(Select all that apply)

Sample of the standard forms available.

Standard Application Online Forms

* Required Fields

Click on a form name to see a preview or the ? icon to read a description.

Form Name		Require for All	5	6	Other Options
Student Biographic Profile *	(?)	✓	✓	✓	Customize Biographic Profile
Student Essays	(?)	☑	☑	☑	
Parent Statement	(?)	☑	☑	☑	

2 **What other components do you require?**

Other Requirements

Form Name		Required, Optional or Not	Specify by Grade 5, 6
SSAT		Required ⇕	Available for Grades 3–11 Required for Grade(s) 5, 6
The Character Skills Snapshot	(?)	Required ⇕	Available for Grades 5–12 Required for Grade(s) 5, 6
Graded Essay		Required ⇕	Required for Grade(s) 5, 6

3 **What school specific supplement forms would you like to include?**

(Select all that apply)

Supplement Forms

+ Create a New Supplement Form

Select from a stock template

Form Name		Actions
Supplement Form Standard Template	(?)	Create a Copy

If there is additional information you need for your admission process that is not already asked of applicants as a part of the SAO, please create a new supplement form or select from your existing forms below.

Recommended: To create a supplement form from a previous year template (if shown below), please Copy the original supplement form. You can then edit the copied version to include with the current application setup.

Form Name	Required, Optional or Not	Specify by Grade 5, 6	Actions
EMA Academy Supplement Form	Not Required ⇕	Not Required for Grade(s) 5, 6	Edit | Delete | Copy

4 **Are you working with any integration partners?**

(Select all that apply)

Partner	Required, Optional or Not	Add Settings
Vericant Interview and SEE	Not Required ⇕	Not Required for Locations Not Required for Grade(s) 5, 6
School and Student Services (SSS) (?)	Not Required ⇕	Not Required for Grade(s) 5, 6

Exit   Save a Draft   Next: Deadlines & Dates

Step 2: Customize Forms

STEP 2 - Select your Required Forms

Standard Application Online Forms

* Required Fields

1 **Which standard application forms do you require?** *

(Select all that apply)

Click on a form name to see a preview or the ? icon to read a description.

Sample of the standard forms available.

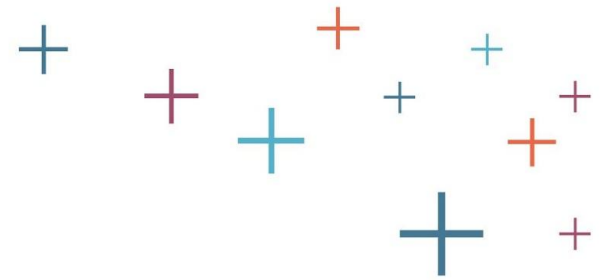| Form Name		Require for All	5	6	Other Options
Student Biographic Profile *	(?)	✓	✓	✓	Customize Biographic Profile
Student Essays	(?)	☑	☑	☑	
Parent Statement	(?)	☑	☑	☑	

If your admissions team does not want to see financial aid and ethnicity as part of the SAO, you can hide these by clicking on **Customize Biographic Profile.**

You can also choose to label these fields differently for your SAO if that suits your needs.

Customize Biographic Profile

You may hide and rename the following fields on the profile we send to you.
If you hide a school specific field, such as Financial Aid, it will not appear on your SAO and the information will not be collected as part of your application process.

Form Field	Include or Hide	Rename
Ethnicity	⦿ Include ◯ Hide	Ethnicity
Financial Aid	⦿ Include ◯ Hide	Financial Aid

Cancel   **OK**

Step 2: Other Requirements

Other Requirements

What other components do you require? (2)

Form Name	Required, Optional or Not	Specify by Grade 5, 6
SSAT	Required	Available for Grades 3–11 Required for Grade(s) 5, 6
The Character Skills Snapshot (?)	Required	Available for Grades 5–12 Required for Grade(s) 5, 6
Graded Essay	Required	Required for Grade(s) 5, 6

What school specific supplement forms would you like to include? (3)

(Select all that apply)

Supplement Forms
Select from a stock template

+ Create a New Supplement Form

Form Name		Actions
Supplement Form Standard Template	(?)	Create a Copy

If there is additional information you need for your admission process that is not already asked of applicants as a part of the SAO, please create a new supplement form or select from your existing forms below.

Recommended: To create a supplement form from a previous year template (if shown below), please Copy the

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Add additional requirements - SSAT, Snapshot

Create your School Specific Supplement form to collect any additional information that SAO might not cover. A supplement form can be a recommendation form.

Step 2: Integration Partners

Step 3: Deadlines

STEP 3 - Set Deadlines and Dates

* Required Fields

What dates would you like to display on your SAO? *

Note: Changing to Rolling Admissions will not affect applications that have already been submitted.

○ Rolling Admissions
⦿ Set Deadline Only

Standard Deadline Date	Decision Sent by	Acceptance Required by
12/15/2018	12/30/2018	01/15/2019

Early Deadline Date	Early Decision Sent by	Early Decision Acceptance by
11/12/2018	11/30/2018	12/01/2018

Add your deadlines or select rolling admissions. SAO allows you to have multiple deadlines - Standard and Early.

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Step 3: Events & Interview

Are there events for prospective families that you'd like to share with applicants? (e.g Open Houses, Meet & Greet Programs, Special Visit Programs.)

Event Name

Intended for (Select all that apply)
☑ Day Students ☑ Boarding Students

Event Date

10/25/2018

Event Start Time

10 : 00 AM ⬍ ⏰

Event End Time

12 : 00 PM ⬍ ⏰

Timezone for the event will be calculated based on the school's address

+Add Event

Additional Info for Events (Add a link to sign up, link for more info or a phone number)

↶ ↷ | Formats ▾ | **B** *I* | ≡ ≡ ≡ ≡ | ☰ ▾ ☰ ▾ ☷ ☷ | 🔗

POWERED BY TINYMCE

Market your school events via the SAO! You can start with a few and continue to add new ones as you plan your event calendar.

Do you require an interview for Applicants?

○ Yes
◉ No

Additional Info to Schedule Interview (Add a link to sign up, link for more info or a phone number)

↶ ↷ | Formats ▾ | **B** *I* | ≡ ≡ ≡ ≡ | ☰ ▾ ☰ ▾ ☷ ☷ | 🔗

POWERED BY TINYMCE

Enter your interview requirements.

Note: SAO does not track the interview. It simply provides your interview requirements to students as part of the SAO requirements.

Step 3: Financial Aid
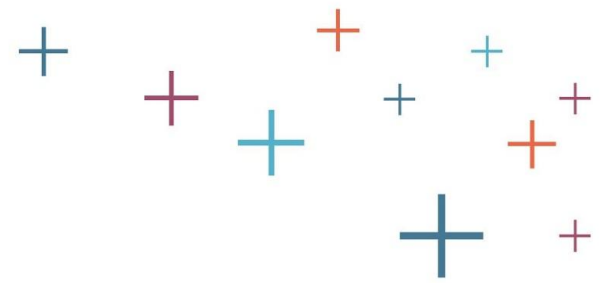
If you offer financial aid, please provide information on your process here

Deadline to Apply for Financial Aid

MM/DD/YYYY

Additional Financial Aid Info (Add a link or special instructions)

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Enter your financial aid deadlines and process information.

Note: SAO does not track the the financial aid application. It simply provides your interview requirements to students as part of the SAO requirements.

Cancel   Save a Draft   Next: Special Instructions

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Step 4: Special Instructions
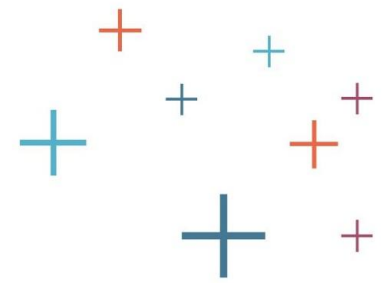
STEP 4 - Add Instructions

What special instructions would you like to display on the SAO?

Please provide any other special instructions to be displayed with the application, including links or other information, that will help students apply or learn more information.

[Formats ▾] | **B** *I* | ☰ ☰ ☰ ☰ | ☰ ▾ ☰ ▾ | ☰ ☰ | 🔗

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Use **Instructions** as an opportunity to talk to your prospective students about any specific application process timelines, checkpoints and processes.

Cancel   Save a Draft   **Review and Publish Application**

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Review

REVIEW - Review your Edits Before Publishing

Note: You can go back by click on the checked sections above to make changes. Once edits are published they will impact your current and future submitted applications.

Fees: **Application Fees**
- Domestic Day fee $120
- Domestic Boarding fee $125

Standard Forms: **Principal/Guidance Counselor Recommendation**
- Required for Grade(s) PK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, PG

Any Teacher Recommendation
- Required for Grade(s) PK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, PG

Deadline & Dates: **Deadline Dates**
- Standard Deadline Date 12/17/2018
- Standard Decisions Sent 02/18/2018
- Standard Acceptance required by 03/15/2019
- Early decision date turned off

Campus Events
- Event removed
- Event 'Campus event 1' added
- Instructions updated

Interview
- Instructions updated

Financial aid
- Deadline 02/05/2018
- Instructions updated

Instructions: **Special Instructions**
- Updated

Cancel   **Save a Draft**   **Publish Application**

Click on **Publish** to let families apply to your school for the session year. All done!

Important Note: Published Application set up(s) for Fall 2019 will not go live until Aug 01. Students will not be able to see or begin applications for Fall 2019 until Aug 01. If you wish for your application to go live at a date later than Aug 01, DO NOT publish the setup. Save your setup as a draft for now. Then, when you are ready to turn on your application for Fall 2019, log in and Publish.

Setup Monitoring
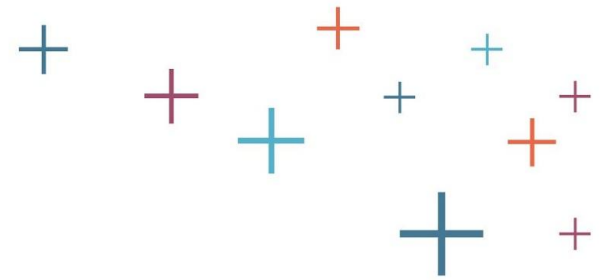
Application Set Up

Select Year: 2020 ▲▼

Once your setup is finished, you can see its status on your **Set Up** page. It should show as **Published**. At any time, or after your admission deadlines have passed, you can come back in and change your status to **Paused** which will prevent additional applications from being submitted.

Select the **New Application** button to start from scratch, or select **Copy** under **Actions** and start from an existing application to either create a subset variation for a specific application or use as a start for a new application.
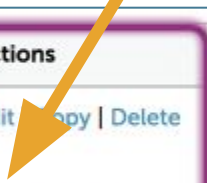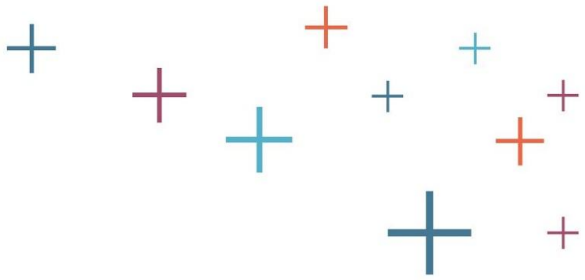
+ New Application

Application	Date Modified ▼	Status	Actions
EMA Sample Academy 5-6 Application	3/7/2018	Draft	Edit | Copy | Delete
EMA Sample Academy 7-8 Application	2/14/2018	Published Pause	Edit | Copy |View
EMA Sample Academy 9-11 Application	1/23/2018	Published Pause	Edit | Copy |View

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Setup Edits

Application	Date Modified ▼	Status	Actions
EMA Sample Academy 5-6 Application	3/7/2018	Draft	Edit | Copy | Delete
EMA Sample Academy 7-8 Application	2/14/2018	Published Pause	Edit | Copy |View
EMA Sample Academy 9-11 Application	1/23/2018	Published Pause	Edit | Copy |View

Editing this application after publishing
- Any edits to a published setup will apply to all submitted, draft and future applications.
- Once an application is published, the following fields are not editable:
  - Session Year
  - Name of the application
  - Grade levels
  - SAO acceptance for CBO applicant(s) only
  - Student Type (Domestic/International)
  - Residential Type (Boarding/Day)
- Upon completing your edits, you will need to click Publish on the review page. It is not possible to save a draft of your edits.

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Add Badge to Your Website

Add a badge or link to your school's website

Select the badge you want to use and add the code below to display a badge on your website that lets students and parents link directly to the SSAT.org website and start the process of applying to your school.

Recommended copy to add to include a link on your website

EMA Sample Academy uses the Standard Application Online (SAO). To learn more about using the SAO and begin your application, click here.

Copy the HTML code using ctrl+c or cmd+c, paste it into an email, and forward it to your school's webmaster, who can insert it directly into the HTML text of your web page.
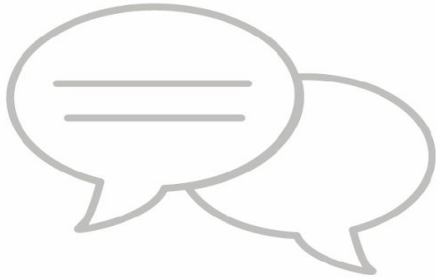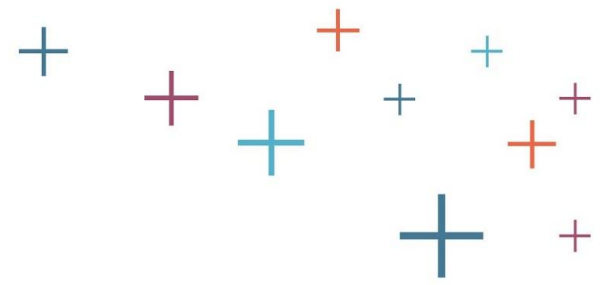
Copy Code to Clipboard

Add the **SAO smart badge** to your website. The badge deeplinks your website to your SAO on ssat.org.

● Select Large   ○ Select Small
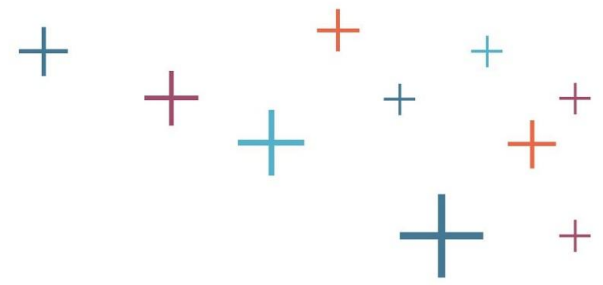
Here for You

✓ Virtual trainings

✓ Individual, teams, consortium groups

✓ The EMA Member Services Team is here to help!

Get in Touch

Member Hotline: 609-683-5558
members@enrollment.org

www.enrollment.org/SAO (for schools)

www.ssat.org/SAO (for families)

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