Setting Up Your Standard Application Online 2019-20
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

The Enrollment Management Association

Member Access Portal
Complete Your Toolkit Checklist to be ready for 2019-2020

SSAT Testing   SSAT Scores   Character Skills   Applicants   Prospects   Data Dashboards   Resources

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

If you are an SAO Affiliate member, you may not see some of these icons.
If you have a setup from 2019, start with **Copy** to create the 2020 setup.

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.

### Application Set Up

<table>
<thead>
<tr>
<th>Application</th>
<th>Date Modified</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Lawton Academy (Sample School) 3-4 Application</td>
<td>4/23/2018</td>
<td>Published PA</td>
<td>Edit</td>
</tr>
<tr>
<td>SSAT Academy 6-PG Application</td>
<td>4/23/2018</td>
<td>Published PA</td>
<td>Edit</td>
</tr>
<tr>
<td>The Lawton Academy (Sample School) 9 Application</td>
<td>4/23/2018</td>
<td>Published PA</td>
<td>Edit</td>
</tr>
<tr>
<td>SSAT Academy 8 Application</td>
<td>4/23/2018</td>
<td>Published PA</td>
<td>Edit</td>
</tr>
<tr>
<td>SSAT Academy 5 Application</td>
<td>4/23/2018</td>
<td>Published PA</td>
<td>Edit</td>
</tr>
<tr>
<td>The Lawton Academy (Sample School) PK-1 Application</td>
<td>1/9/2018</td>
<td>Published PA</td>
<td>Edit</td>
</tr>
</tbody>
</table>
What to do with your 2019 Applications?

Application Set Up

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.

- **Select Year:** 2019

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<td>Grade/s: 3-4</td>
<td></td>
<td></td>
<td></td>
</tr>
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<td>4/23/2018</td>
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<td>Edit</td>
</tr>
<tr>
<td>Grade/s: 6-PG</td>
<td></td>
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<td>4/23/2018</td>
<td>Published Pause</td>
<td>Edit</td>
</tr>
<tr>
<td>Grade/s: 9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SSAT Academy 8 Application</td>
<td>4/23/2018</td>
<td>Published Pause</td>
<td>Edit</td>
</tr>
<tr>
<td>Grade/s: 8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SSAT Academy 5 Application</td>
<td>4/23/2018</td>
<td>Published Pause</td>
<td>Edit</td>
</tr>
<tr>
<td>Grade/s: 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Lawton Academy (Sample School) PK-1 Application</td>
<td>1/9/2018</td>
<td>Published Pause</td>
<td>Edit</td>
</tr>
<tr>
<td>Grade/s: PK-1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

2. **What would you like to name this application?**
   - Name of your Application for Fall 2020 *
     - Sample School Application

3. **Which grade levels will use this application?**
   - Select grade level/s for this application *
     - PK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, PG

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

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* Required Fields

- Review the session year. Select Fall 2020 from the dropdown.
- Select grades or create custom grade cohorts to serve your needs.
- Make your SAO available to all students. Or, make it available to students presented by community based organizations.
Step 1: Student Types & Fees

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.
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

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

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Require for All</th>
<th>5</th>
<th>6</th>
<th>Other Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Biographic Profile *</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Customize Biographic Profile</td>
</tr>
<tr>
<td>Student Essays</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent Statement</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Other Requirements

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Required, Optional or Not</th>
<th>Specify by Grade 5, 6</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSAT</td>
<td>Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Character Skills Snapshot</td>
<td>Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graded Essay</td>
<td>Required</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### What school specific supplement forms would you like to include?

Select from a stock template

- **Supplement Form Standard Template**
  - Actions: 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.

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Required, Optional or Not</th>
<th>Specify by Grade 5, 6</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMA Academy Supplement Form</td>
<td>Not Required</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Are you working with any integration partners?

<table>
<thead>
<tr>
<th>Partner</th>
<th>Required, Optional or Not</th>
<th>Add Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vericant Interview and SEE</td>
<td>Not Required</td>
<td>Not Required for Locations</td>
</tr>
<tr>
<td>School and Student Services (SSS)</td>
<td>Not Required</td>
<td>Not Required for Grade(s) 5, 6</td>
</tr>
</tbody>
</table>

Exit  Save a Draft  Next: Deadlines & Dates
Step 2: Customize Forms

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.
Step 2: Other Requirements

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

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(Select all that apply)
### Step 3: Deadlines

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

**STEP 3 - Set Deadlines and Dates**

<table>
<thead>
<tr>
<th>What dates would you like to display on your SAO? *</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="#" alt="Rolling Admissions" /></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th><strong>Standard Deadline Date</strong></th>
<th><strong>Decision Sent by</strong></th>
<th><strong>Acceptance Required by</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>12/15/2018</td>
<td>12/30/2018</td>
<td>01/15/2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Early Deadline Date</strong></th>
<th><strong>Early Decision Sent by</strong></th>
<th><strong>Early Decision Acceptance by</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>11/12/2018</td>
<td>11/30/2018</td>
<td>12/01/2018</td>
</tr>
</tbody>
</table>

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Step 3: Events & Interview

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.

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

Enter your financial aid deadlines and process information.

Note: SAO does not track the financial aid application. It simply provides your interview requirements to students as part of the SAO requirements.
Step 4: Special Instructions

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

*The Enrollment Management Association*
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 $220
  - 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

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**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.

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

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.
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, <a href="http://www.ssat.org/sao#1717">click here</a>.

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.

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

✓ Virtual trainings
✓ Individual, teams, consortium groups
✓ The EMA Member Services Team is here to help!