Setting Up Your Standard Application Online

Quick Notes & Updates

✓ **Easy steps to setup**

✓ **Setup SAO regardless of your residential type (i.e. a co-ed day school may add boarding options)**

✓ **Ability to mark standard forms, recommendation forms, and essays as required, not required, or optional by grade level**

✓ **Revised Principal Recommendation form to collect additional information**

✓ **New field on forms to collect school–student engagement mode**
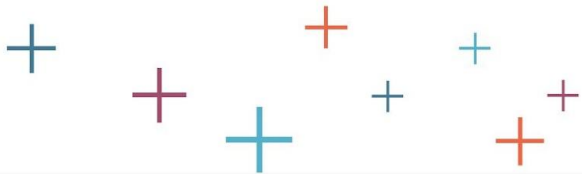
The
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MAP Homepage

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Association

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

Member Access Portal

SSAT Testing

SSAT Scores

Character Skills

Prospects

Applicants

Data Dashboards

Some icons may not appear for SAO Affliates.

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 ➤

MAP Homepage

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Welcome,

SSAT Testing ▾   SSAT Scores ▾   Character Skills ▾   Applicants ▾   Prospects

Applicants

Potential Applicants

SAO Setup

Advisor Workstation

Application Fee
Waivers

SAO Check Rosters

Member Access Portal

Complete Your Toolkit Checklist to be ready

SSAT Testing

SSAT Scores

Prospects

Applicants

Data Dashboards

Click on the **Applicants** tab and select **SAO Setup** to start

Quick Access Menu

SSAT WRITING SAMPLES
Interim Guidelines and Best Practices ○

ADVISE STUDENTS
Advisor Workstation ○
Score Workstation ○

ASSIGN WAIVERS
Test Fee Waivers ○
Application Fee Waivers ○

PUBLICATIONS AND PRACTICE
Order *The Official Study Guide for the SSAT* ○
Order SSAT Practice Online Codes ○

CHARACTER SKILLS SNAPSHOT
The Snapshot ○

| SSAT Testing ▼ | SSAT Scores ▼ | Character Skills ▼ | Applicants ▼ | Pros | | Resources |

Application Set Up

Click here to create a **New Application.**

w to Set up your SAO

Select Year: [2022 ▾]

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
PG, All Student Types, All Residential Types Grade/s: PG	8/11/2021	Draft	Edit | Copy | Delete Share Template ⑦
PG, International only, All Residential Types Grade/s: PG	8/11/2021	Draft	Edit | Copy | Delete S re Template ⑦
6-7, All Student Types, All Residential Types Grade/s: 6-7	8/1/2021	Published Pause	Edit | Copy | View Share Template ⑦
10-12, All Student Types, All Residential Types Grade/s: 10-12	7/20/2021	Published	Edit | Copy | View re Template ⑦
PK-5, All Student Types, All Residential Types Grade/s: PK-5	6/		| Copy | View re Template ⑦

If you have a setup from the previous year, start with **Copy** to create the current year setup.

What to do with the previous year's application?

Application Set Up

Learning Center! Videos on How to Set up your SAO

Select Year: 2021 ⌄

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.
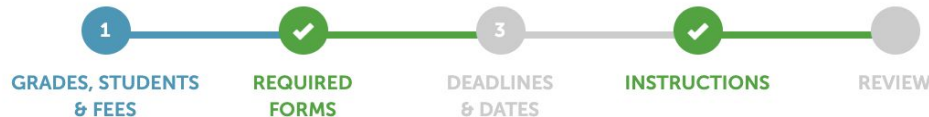
+ New Application

Application	Date Modified ▼	Status	Actions
9-10, All Student Types, All Residential Types Grade/s: 9-10	7/29/2021	Published Pause	Edit | Copy | View Share Template ?
4-6, International only, All Residential Types Grade/s: 4-6	6/2/2021	Paused Resume	Edit | Copy | View Share Template ?
4-5, International only, All Residential Types Grade/s: 4-5	6/2/2021	Draft	Edit | Copy | Delete
5, All Student Types, Day only Grade/s: 5	4/14/2021		
PK, International only, Boarding only Grade/s: PK	1/5/2021		
2-4, Domestic only, Day only Grade/s: 2-4	12/16/2020		

Continue to accept applications for the current year. Or **Pause** your setup if you are not accepting the SAO.

Step 1: Set Grade Level

Setup an Application

1 — GRADES, STUDENTS & FEES ✔ REQUIRED FORMS **3** DEADLINES & DATES ✔ INSTRUCTIONS ● REVIEW

STEP 1 - Set your Grades, Students, and Fees

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

Select session year *

Fall 2022 ▾

Review the session year. Select from the dropdown.

* Required Fields

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

Name of your Application for Fall 2022 *

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

Required

Select Grade Levels for this 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 elementary grades into a 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

Required

Make your SAO available to all students or to students applying through community based organizations (CBOs).
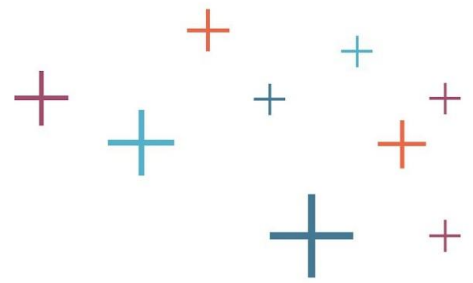
4 **Who can use the SAO to apply to your school?**

● Any student can apply using the SAO

○ Only students working with CBOs can use the SAO to apply to our school (?)

Step 1:Student Types & Fees

Which student types will use this application?

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

You must select at least one residential type

Student Type *

☑ Domestic
☑ International

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

What are your school's application fees? ⓘ

Domestic Day Fee (USD) *

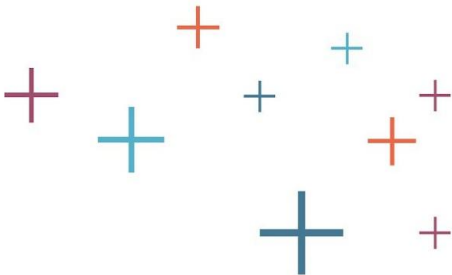Domestic Boarding Fee (USD...

International Day Fee (USD) *

International Boarding Fee (...

Cancel   Save a Draft   Next: Required Forms

Step 2: Required Forms

Setup an Application

| ① GRADES, STUDENTS & FEES | ② REQUIRED FORMS | ③ DEADLINES & DATES | ✓ INSTRUCTIONS | ○ REVIEW |

STEP 2 - Select your Required Forms

Which standard application forms do you require? *

(Select all that apply)

Standard Application Online Forms

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

* Required Fields

Form Name	Required, Optional or Not	Specify by Grade PG	Other Options
Student Biographic Profile (?)	Required ⌄	Required for Grade(s) PG	Customize Biographic Profile
Student Essays (?)	✓ Not Required / Required / Optional / Specify by Grade	Not Required for Grade(s) PG	
Parent Statement (?)		Not Required for Grade(s) PG	
Parent Questionnaire (Grades PK-4) (?)	Not Required ⌄	Not Required for Grade(s) PG	
Teacher Recommendation Form (Grades PK-1) (?)	Not Required ⌄	Not Required for Grade(s) PG	
Teacher Recommendation Form (Grades 2-4) (?)	Not Required ⌄	Not Required for Grade(s) PG	
Mathematics Recommendation (?)	Not Required ⌄	Not Required for Grade(s) PG	
English Recommendation (?)	Not Required ⌄	Not Required for Grade(s) PG	
Principal/Guidance Counselor Recommendation (?)	Required ⌄	Required for Grade(s) PG	
Official School Reports and	Required ⌄	Required for Grade(s) PG	Includes transcripts and

Select your requirements — not required, required, optional — for each grade in your setup from a standard library of forms.

Step 2: Customize 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

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

* Required Fields

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

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

You may rename the "Ethnicity" and "Financial Aid" fields (ie Tuition Assistance).

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

Add **additional requirements** - SSAT, Snapshot, or Graded Essay

What other components do you require?

Other Requirements

Form Name	Required, Optional or Not	Specify by Grade
SSAT	Not Required ⌄	
Character Skills Snapshot ⑦	Not Required ⌄	
Graded Essay	Not Required ⌄	

What school specific supplement forms would you like to include?

(Select all that apply)

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

Supplement Forms

+ Create a New Supplement Form

Select from a stock template

Form Name	Actions
Supplement Form Standard Templat... ⑦	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	Actions
Copy of Supplement Form Standard Template	Not Required ⌄		⑦ Edit | Copy
test	Not Required ⌄		Edit | Delete | Copy
Copy-Supplement Form Standard Template	Not Required ⌄		⑦ Edit | Copy
Copy of Supplement Form Standard Template	Not Required ⌄		⑦ Edit | Copy
Testing the form with special characters	Not Required ⌄		⑦ Edit | Copy
Parent Statement	Not Required ⌄		⑦ Edit | Copy

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Step 2: Integration Partners
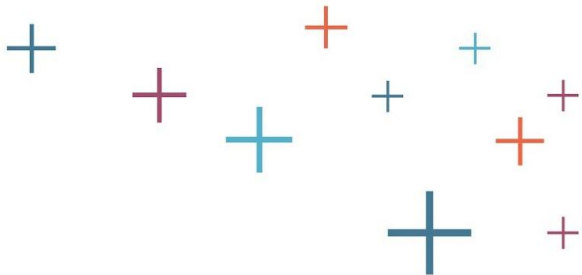
Are you working with any integration partners?

(Select all that apply)

Partner	Required, Optional or Not	Add Settings
Vericant Interview and SEE	Not Required ▾	

Cancel   Save a Draft   **Next: Deadlines & Dates**

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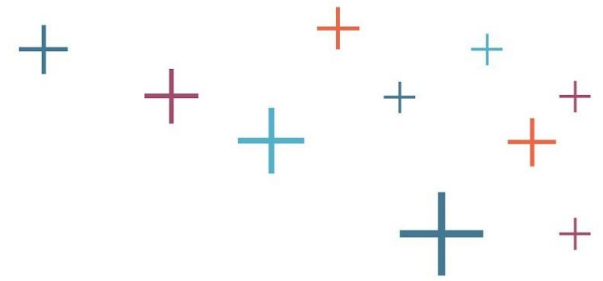
Step 3: Deadlines

STEP 3 - Set Deadlines and Dates

* Required Fields

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

○ Rolling Admissions
◉ Set Deadline Only

Standard Deadline Date	Decision Sent by	Acceptance Required by
MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅

Early Deadline Date	Early Decision Sent by	Early Decision Acceptance by
MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅

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Set your Deadlines or select Rolling Admissions.

SAO allows you to have multiple deadlines—Standard and Early.

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* | ☰ ☰ ☰ ☰ | ☷ ⌄ ☷ ⌄ ☲ ☲ | 🔗

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Market your school events via the SAO! You may 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* | ☰ ☰ ☰ ☰ | ☷ ⌄ ☷ ⌄ ☲ ☲ | 🔗

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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)

↶ ↷ Formats ▾ **B** *I* ≡ ≡ ≡ ≡ ≔ ▾ ≔ ▾ ⬕ ⬔ 🔗

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Enter your financial aid deadline and instructions.

Note: SAO does not track the the financial aid application. It simply provides further information for your application 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.

[Text editor toolbar: Formats, B, I, alignment, lists, indent, link]

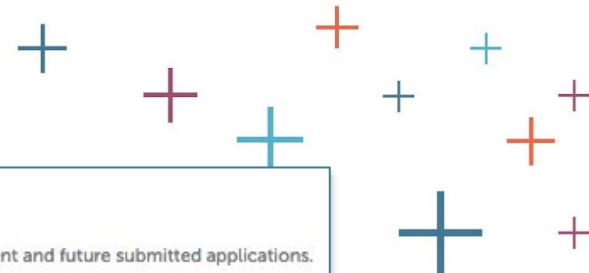POWERED BY TINYMCE

Use **Special Instructions** as an opportunity to talk to your prospective students about any specific application 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!

Setup Monitoring

Application Set Up

Select Year: [2022 ▾]

Once your setup is finished, you can see the status on your **Set Up** page. It should show as **Published**.

At any time, or after your admission deadlines passed, you may change the 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 the SAO 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 A Badge to Your Website
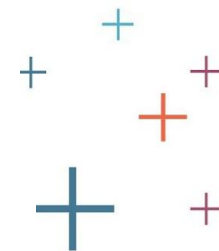
Add a badge or link to your school's website

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

> The Enrollment Management Association 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 Badge** to your website. The badge deeplinks your website to your SAO on ssat.org.
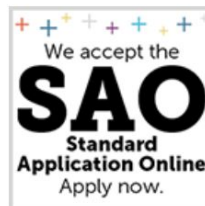
◉ Select Large   ○ Select Small

>

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.
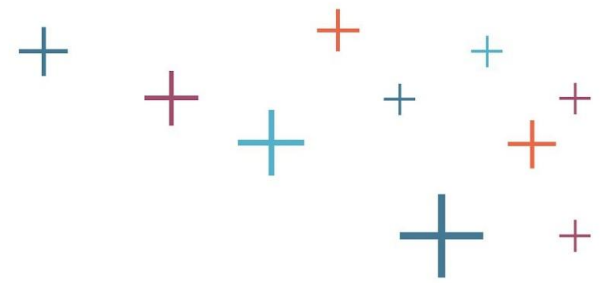
Copy Code to Clipboard

Here for You
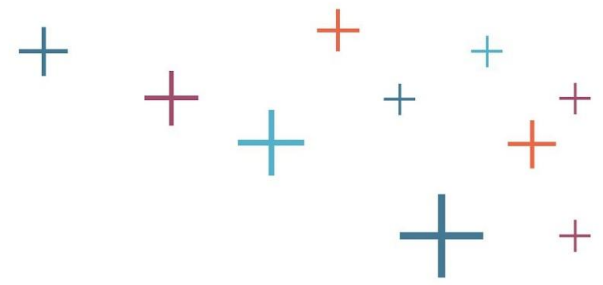
✓ Virtual trainings for individuals, teams, or consortium groups

✓ The EMA Member Success Team is here to help!

Get in Touch

Email:

members@enrollment.org

Resources

For Schools:
www.enrollment.org/SAO

For Families:

www.ssat.org/SAO

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