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
Some icons may not appear for SAO Affiliates.
Click on the **Applicants** tab and select **SAO Setup** to start.
If you have a setup from the previous year, start with **Copy** to create the current year 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.
What to do with the previous year’s application?

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.

<table>
<thead>
<tr>
<th>Application</th>
<th>Date Modified</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>9-10, All Student Types, All Residential Types</td>
<td>7/29/2021</td>
<td>Published</td>
<td>Edit</td>
</tr>
<tr>
<td>Grade/s: 9-10</td>
<td></td>
<td>Pause</td>
<td></td>
</tr>
<tr>
<td>4-6, International only, All Residential Types</td>
<td>6/2/2021</td>
<td>Paused</td>
<td>Edit</td>
</tr>
<tr>
<td>Grade/s: 4-6</td>
<td></td>
<td>Resume</td>
<td></td>
</tr>
<tr>
<td>4-5, International only, All Residential Types</td>
<td>6/2/2021</td>
<td>Draft</td>
<td>Edit</td>
</tr>
<tr>
<td>Grade/s: 4-5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5, All Student Types, Day only</td>
<td>4/14/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade/s: 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PK, International only, Boarding only</td>
<td>1/5/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade/s: PK</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-4, Domestic only, Day only</td>
<td>12/16/2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade/s: 2-4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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. **What session year is the setup for?**
   - Select session year *
     - Fall 2022

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

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.
     - Required

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**

- * Required Fields

**Make your SAO available to all students or to students applying through community based organizations (CBOs).**

**Review the session year. Select from the dropdown.**

**Select Grade Levels for this application.**
**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

### What are your school's application fees?

- **Domestic Day Fee (USD)** *
  - 

- **International Day Fee (USD)** *
  - 

- **Domestic Boarding Fee (USD)** *
  - 

- **International Boarding Fee (USD)** *
  -

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.
Step 2: Required Forms

Setup an Application

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

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Required, Optional or Not</th>
<th>Specify by Grade PG</th>
<th>Other Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Biographic Profile</td>
<td><strong>Required</strong></td>
<td>Required for Grade(s) PG</td>
<td>Customize Biographic Profile</td>
</tr>
<tr>
<td>Student Essays</td>
<td>Not Required</td>
<td>Not Required for Grade(s) PG</td>
<td></td>
</tr>
<tr>
<td>Parent Statement</td>
<td>Optional</td>
<td>Not Required for Grade(s) PG</td>
<td></td>
</tr>
<tr>
<td>Parent Questionnaire (Grades PK-4)</td>
<td>Not Required</td>
<td>Not Required for Grade(s) PG</td>
<td></td>
</tr>
<tr>
<td>Teacher Recommendation Form (Grades PK-1)</td>
<td>Not Required</td>
<td>Not Required for Grade(s) PG</td>
<td></td>
</tr>
<tr>
<td>Teacher Recommendation Form (Grades 2-4)</td>
<td>Not Required</td>
<td>Not Required for Grade(s) PG</td>
<td></td>
</tr>
<tr>
<td>Mathematics Recommendation</td>
<td>Not Required</td>
<td>Not Required for Grade(s) PG</td>
<td></td>
</tr>
<tr>
<td>English Recommendation</td>
<td>Not Required</td>
<td>Not Required for Grade(s) PG</td>
<td></td>
</tr>
<tr>
<td>Principal/Guidance Counselor Recommendation</td>
<td>Required</td>
<td>Required for Grade(s) PG</td>
<td>Includes transcripts and</td>
</tr>
<tr>
<td>Official School Reports and Transcripts</td>
<td>Required</td>
<td>Required for Grade(s) PG</td>
<td>Certification</td>
</tr>
</tbody>
</table>
**Step 2: Customize Forms**

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).
Step 2: Other Requirements

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

Add additional requirements - SSAT, Snapshot, or Graded Essay

What other components do you require?

Other Requirements

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

Supplement Forms

Select from a stock template

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplement Form Standard Template</td>
<td>Create a Copy</td>
</tr>
<tr>
<td>test</td>
<td>Edit</td>
</tr>
<tr>
<td>Copy of Supplement Form Standard Template</td>
<td></td>
</tr>
<tr>
<td>Copy-Supplement Form Standard Template</td>
<td></td>
</tr>
<tr>
<td>Copy of Supplement Form Standard Template</td>
<td></td>
</tr>
<tr>
<td>Testing the form with special characters</td>
<td></td>
</tr>
<tr>
<td>Parent Statement</td>
<td></td>
</tr>
</tbody>
</table>

Create a New Supplement Form

The Enrollment Management Association
## Step 2: Integration Partners

**Are you working with any integration partners?**
(Select all that apply)

<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></td>
</tr>
</tbody>
</table>
Step 3: Deadlines

STEP 3 - Set Deadlines and Dates

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

○ Rolling Admissions
○ Set Deadline Only

Standard Deadline Date: MM/DD/YYYY

Decision Sent by: MM/DD/YYYY

Acceptance Required by: MM/DD/YYYY

Early Deadline Date: MM/DD/YYYY

Early Decision Sent by: MM/DD/YYYY

Early Decision Acceptance by: MM/DD/YYYY

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.)

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.

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.

Enter your financial aid deadline and instructions.

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

The Enrollment Management Association
Step 4: Special Instructions

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

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

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.
## Setup Edits

### 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.

<table>
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<tr>
<th>Application</th>
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<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMA Sample Academy 5-6 Application</td>
<td>3/7/2018</td>
<td>Draft</td>
<td>Edit</td>
</tr>
<tr>
<td>EMA Sample Academy 7-8 Application</td>
<td>2/14/2018</td>
<td>Published Pause</td>
<td>Edit</td>
</tr>
<tr>
<td>EMA Sample Academy 9-11 Application</td>
<td>1/23/2018</td>
<td>Published Pause</td>
<td>Edit</td>
</tr>
</tbody>
</table>

The Enrollment Management Association
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, <a target="_blank" href="https://portal.ssat.org/SAP/Applications/Home?schoolCode=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.

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