

# Student Prospect Lists

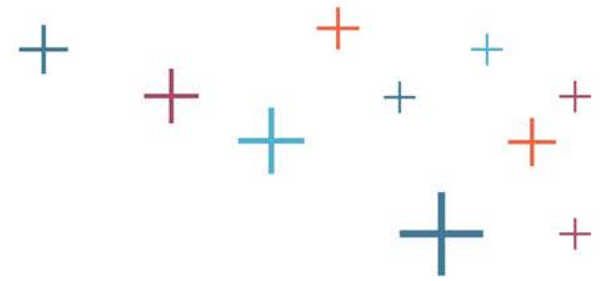
## User Guide

The  
**Enrollment  
Management**  
Association



Recruitment  
and Retention  
Tools

# Who is on your Student Prospect List?



## If your school is in the USA:

When you download the list, you can create a custom list that fits your needs. By downloading the \*entire list, you will get contact details for all students who have thus far created an account (since August 1, 2016) and has agreed to share their information. (\*Lists are based on the list you purchased.)

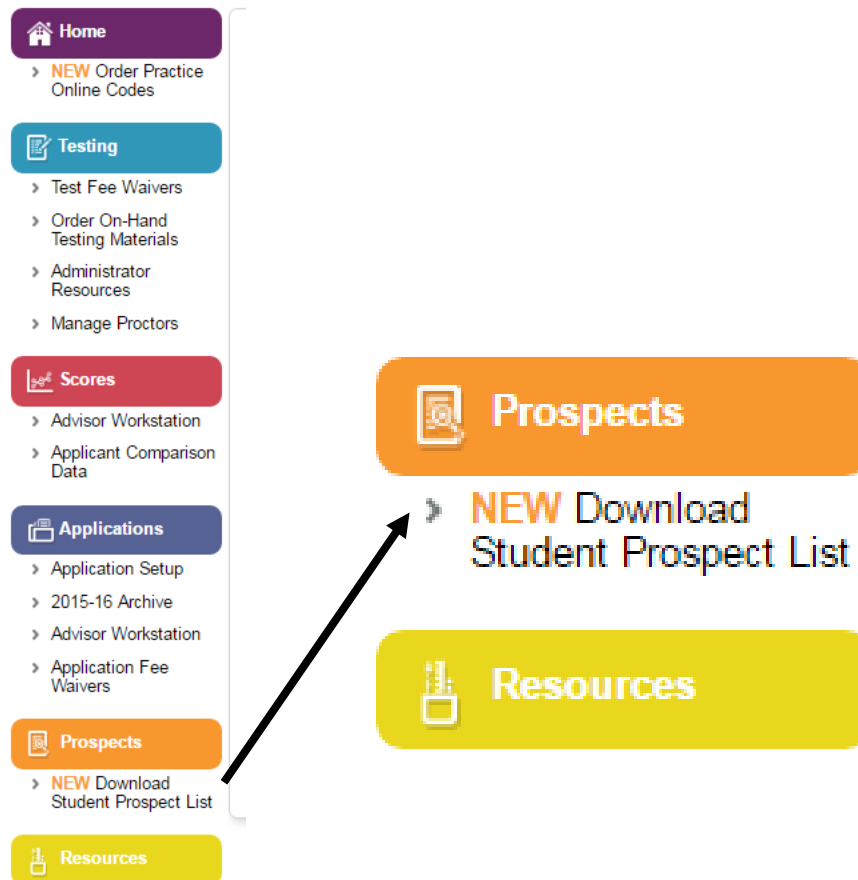
## If your school is outside the USA:

Each time you get a new list, you will get contact details for all students who have thus far created an account (since August 1, 2016) and has agreed to share their information. (Lists are based on the list you purchased.)



# Student Prospect Lists on the MAP for US-Based Schools

Student Prospect Lists are available on the [Member Access Portal](#) (MAP) for US-based schools. The complete list includes all student account registrants from August 1, 2016.



# Download Options in the MAP for US-Based Schools

You now have a choice when downloading your list. You can choose by month, you can download all students in the system (all entries), or download by a date range. You can even check your download history to see when you last downloaded your list.



## Student Prospect Lists

You have subscribed to a Boarding International list for 2016-17.

[Click here for User Guide](#)

New Download

Download History



Select how you want to proceed to download your Student Prospect Lists

- By Month Aug ▾
- All entries to date
- Download entries by date

[Download your filtered list](#)

### Today's Downloads

Your list will appear here in CSV once it is downloaded. Please click on the link to download the requested list.

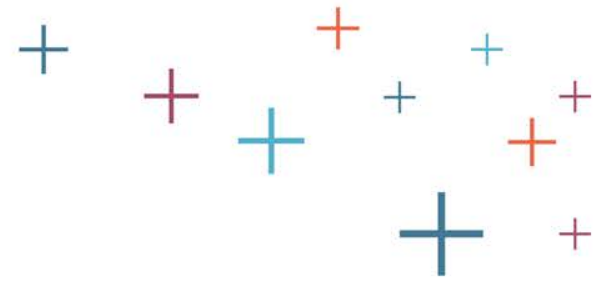


This User Guide is now in the MAP.

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+ Recruitment and Retention Tools

# US-Based Schools - Downloading your list



The list is a complete list of all student account registrants to date – it is a dynamic spreadsheet. Each time you download the list, you will get contact details for each student who has thus far created an account and has agreed to share their information with member schools. You may use the list once per month.

- If you wish to delete names that have already been downloaded, use the last column, named Agreed On Date to sort the list. You can remove the dates that you have already downloaded.

T
<b>Agreed On Date</b>
10/7/2016 13:07
9/2/2016 5:01
8/29/2016 23:38
9/20/2016 15:46
8/2/2016 10:13

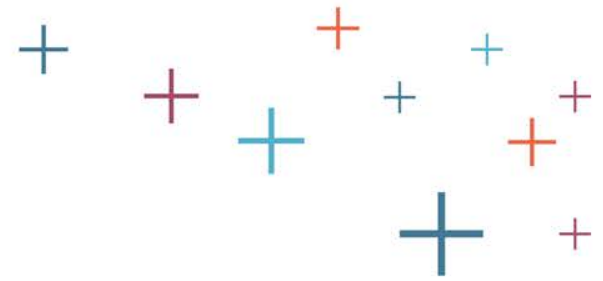
← Example

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# .CSV File emailed to International Schools



The list you receive is a complete list of all student account registrants to date. Each time we send you the list, you will get contact details for each student who has thus far created an account and has agreed to share their information. You may use the list once per month. We recommend that you keep track of when you download it if you wish to load them into your database.

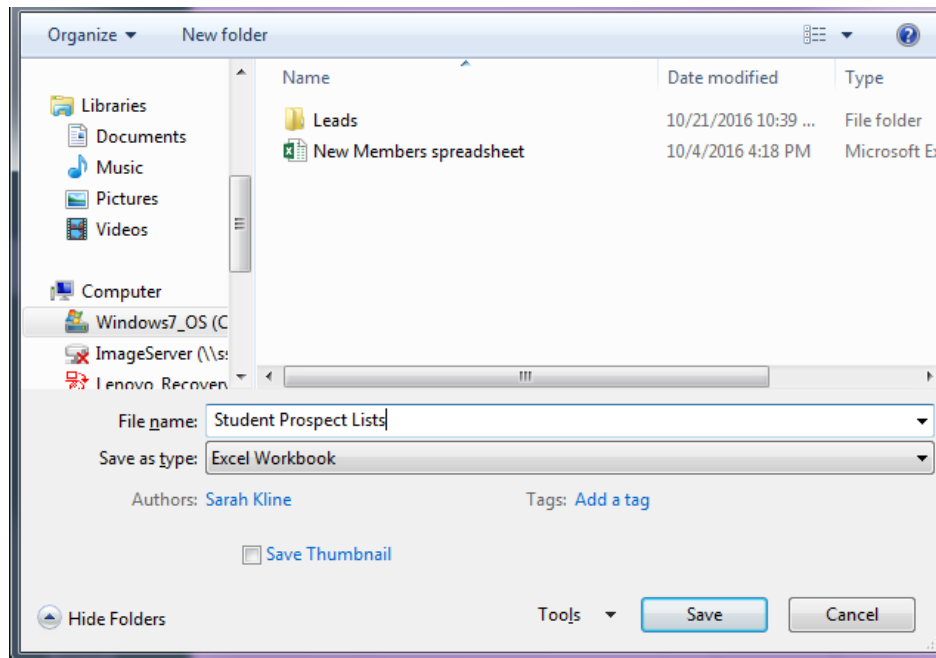
- You will receive a list by email once monthly.

T
Agreed On Date
10/7/2016 13:07
9/2/2016 5:01
8/29/2016 23:38
9/20/2016 15:46
8/2/2016 10:13

← Example

# Save data as Excel Workbook

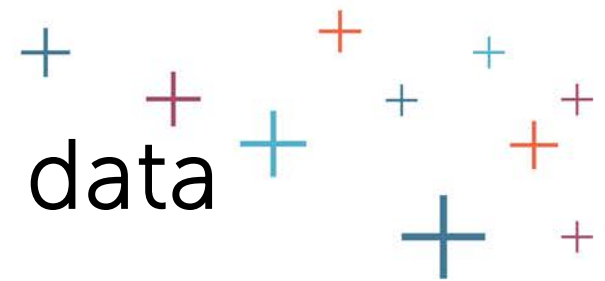
First we recommend you save your .csv file as an Excel Workbook, so you can manipulate the data, if necessary.



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# Expand fields to view your data



To expand a field, so your data is readable, use your mouse to drag the column to the desired width.

L	M	N	O	P	Q	R	S	T	U
Email	Current Grade	Gender	Date of Birth	Interested	Current School	Folio ID	Distance	Agreed On Date	
123@mon	Grade 11	Male	11/10/1999	Boarding	Home Sch	170286267		#####	
123@mon	Grade 11	Female	5/29/2000	Boarding	School loc	160203573		#####	
123@mon	Grade 6	Male	10/17/2005	Day Schoc	Public Sch	170271411		#####	
123@mon	Grade 8	Female	8/23/2002	Both	Public Sch	170279201		#####	
123@mon	Grade 8	Female	12/10/2002	Boarding	School loc	160216765		#####	
123@mon	Grade 9	Female	4/24/2002	Boarding	American	170276492		#####	
123@mon	Grade 7	Male	10/17/2003	Day Schoc	Private/In	150179719		#####	
123@mon	Grade 7	Female	7/6/2003	Boarding	Other	170279462		#####	
123@mon	Grade 8	Male	5/23/2003	Boarding	School loc	170280929		#####	
123@mon	Grade 8	Female	4/3/2002	Day Schoc	School loc	170273527		#####	

Use mouse to grab field boundary line. Click on line, and drag mouse to the right. This will expand the column width.

S	T	U
Distance	Agreed On Date	
36267	10/7/2016 13:07	
03573	9/2/2016 5:01	
71411	8/29/2016 23:38	
79201	9/20/2016 15:46	
16765	8/2/2016 10:13	
76492	9/13/2016 14:01	

Result



# Managing your data



To sort your data, drop your cursor into the field you wish to sort. Then, use Sort & Filter in the top menu bar of your spreadsheet.



M	N	O	P	Q	R
Current Gender	Gender	Date of Birth	Interested In	Current School	Folio ID
Male	Male	11/10/1999	Boarding Schools	Home Sch	170286267
Female	Female	5/29/2000	Boarding Schools	School loc	160209575
Male	Male	10/17/2005	Day Schools	Public Sch	170271411
Female	Female	8/23/2002	Both	Public Sch	170279201
Female	Female	12/10/2002	Boarding Schools	School loc	160216765
Female	Female	4/24/2002	Boarding Schools	American	170276492
Male	Male	10/17/2003	Day Schools	Private/In	150179719
Female	Female	7/6/2003	Boarding Schools	Other	170279462
Male	Male	5/23/2003	Boarding Schools	School loc	170280929
Female	Female	4/3/2002	Day Schools	School loc	170273527

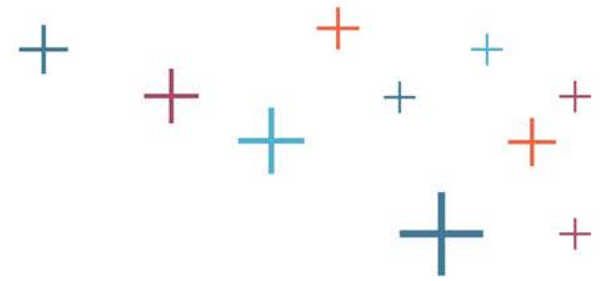
Drop your cursor into the field you wish to sort. Then, use the Sort & Filter button.

P
Interested In
Boarding Schools
Boarding Schools
Boarding Schools
Boarding Schools
Boarding Schools
Boarding Schools
Both
Day Schools

Results

T
Agreed On Date
10/7/2016 13:07
9/24/2016 9:58
9/21/2016 7:25
9/20/2016 15:46
9/13/2016 14:01
9/6/2016 6:00
9/2/2016 5:01

# User Agreement



The Enrollment Management Association takes our responsibility to families and students very seriously as they have entrusted their personal information with us. The following guidelines have been established to ensure Student Prospect Lists are used for its intended purpose:

- Use of list is limited to communication (by email, mail, etc.) once per month
- Student Prospect Lists are available only to members of The Association
- All schools using the Student Prospect Lists MUST meet one of the terms outlined in the SSAT User Exclusive Service Section
- The list is to be used solely for the purpose of introducing your school to prospective students and can only be used in the academic year purchased
- The list may not be shared with anyone including: third parties, colleague/consortium schools, and consultants working with your school
- The list may not be used for research such as surveys
- You must provide an opportunity for recipients to unsubscribe
- The Association reserves the right to request a copy of the marketing materials and emails sent to prospective families
- The Association monitors the list and reserves the right to rescind list services. In this case, no refund will be provided

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