

Admissions<sup>+</sup>

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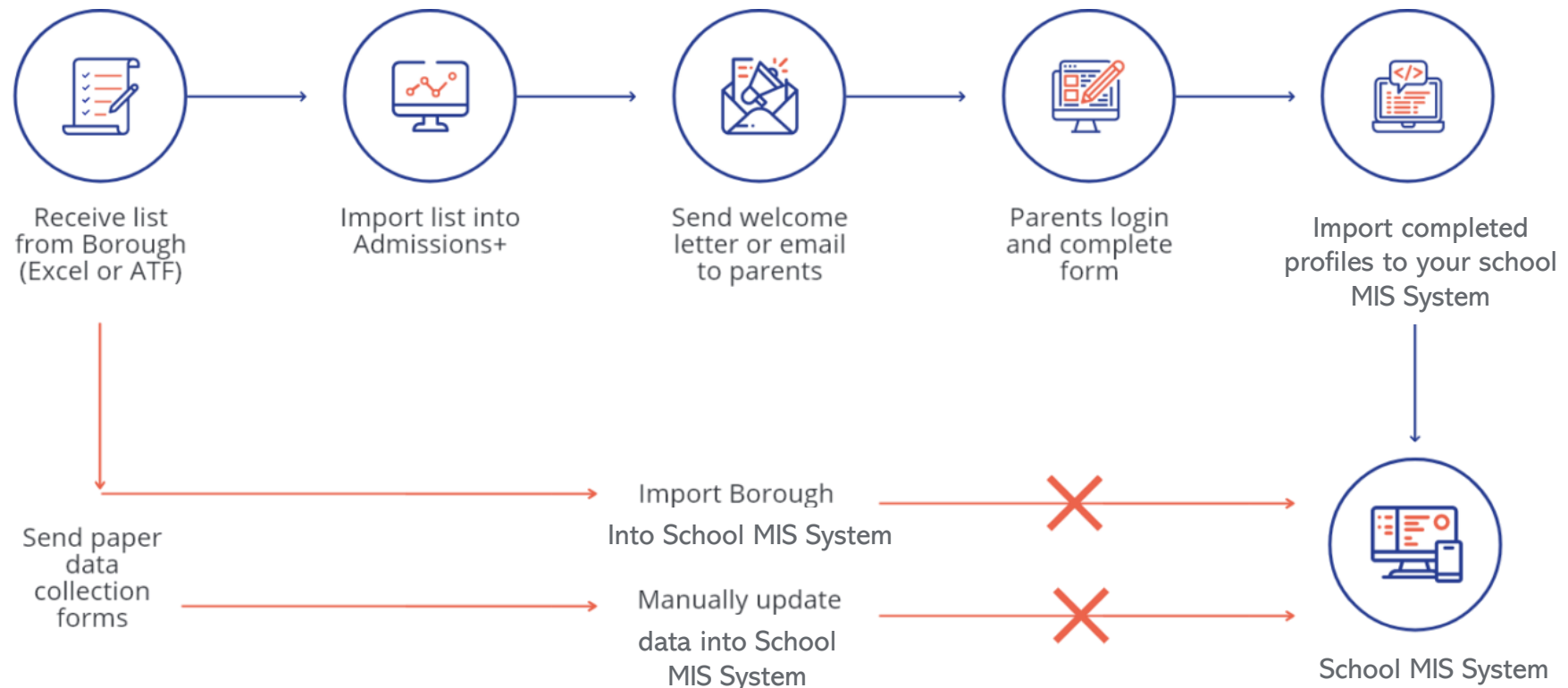
# LAUNCHING YOUR ADMISSIONS+ DATA COLLECTION FORM

# Year 7 Data Collection Process

The process for collecting data using Admissions+ is illustrated below.

Please note, that the information/offers received from your Local Authority **should not** be imported directly into your school MIS System (e.g., SIMS, Bromcom or Cloud School). This information will be imported *via* Admissions+, to ensure that the most current data is used.

1. The parents and students should first be imported into Admissions+.
2. A welcome email can then be sent to parents so they can complete the forms in Admissions+.
3. Once parents have submitted the forms, you can transfer the data from Admissions+ to your school's MIS System.



# Importing Parents & Students

## Pre-import checklist

You will most likely have received your list of prospective parents and students as an Excel CSV file or and Admissions Transfer File (ATF).

## Instructions for Importing Excel Files:

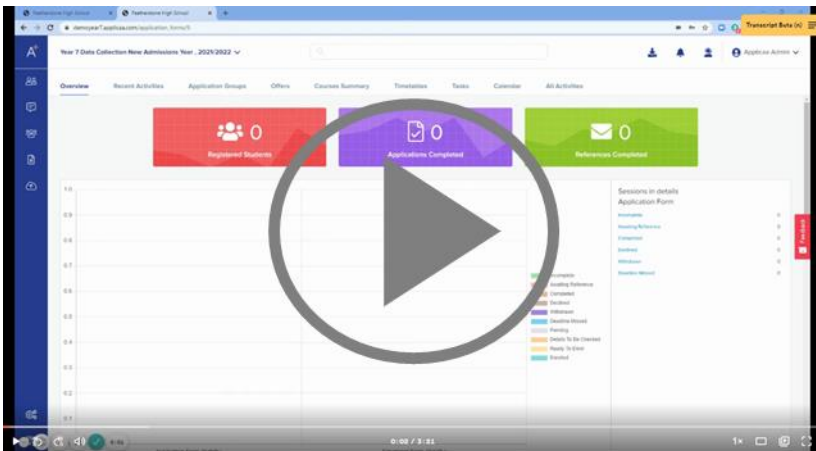
### Step One: Preparing your excel file (see video below)

Before importing your Excel files, you will need to prepare your data by doing the following:

1. Make sure your Excel file is in a .csv format
2. Rename your .csv column headers to match the names used by Admissions+ (see table on the right)
3. Remove any blank columns in your csv files

[Please click here to access a sample CSV file](#)

[Video on preparing your excel file for import](#)



Local Authority Offers Excel File	Admissions+ names
First Name/Forename	<b>Child First Name</b>
Last Name/Surname	<b>Child Last Name</b>
Gender	<b>Child Gender</b>
Date of Birth/Birthday	<b>Child Birthday</b>
Current School	<b>Child Current School</b>
UPN/Unique Pupil Number	<b>Child Unique Pupil Number</b>
Parent Title	<b>Title</b>
Parent/Guardian First Name/Forename or Applicant Name	<b>First Name</b>
Parent/Guardian Name/Surname or Applicant Name	<b>Last Name</b>
Relationship to child/student	<b>Relationship</b>
Email Address	<b>Email</b>
Home Phone Number	<b>Phone Home</b>
Mobile Phone Number	<b>Phone Mobile</b>
Parent/Guardian Gender	<b>Gender</b>
House Name/House Number	<b>House Number</b>
Flat Name/Flat Number	<b>Flat Number</b>
Street	<b>Street</b>
County/District	<b>County/District</b>
Post Code/Postal Code	<b>Postcode</b>

\* Required items in red

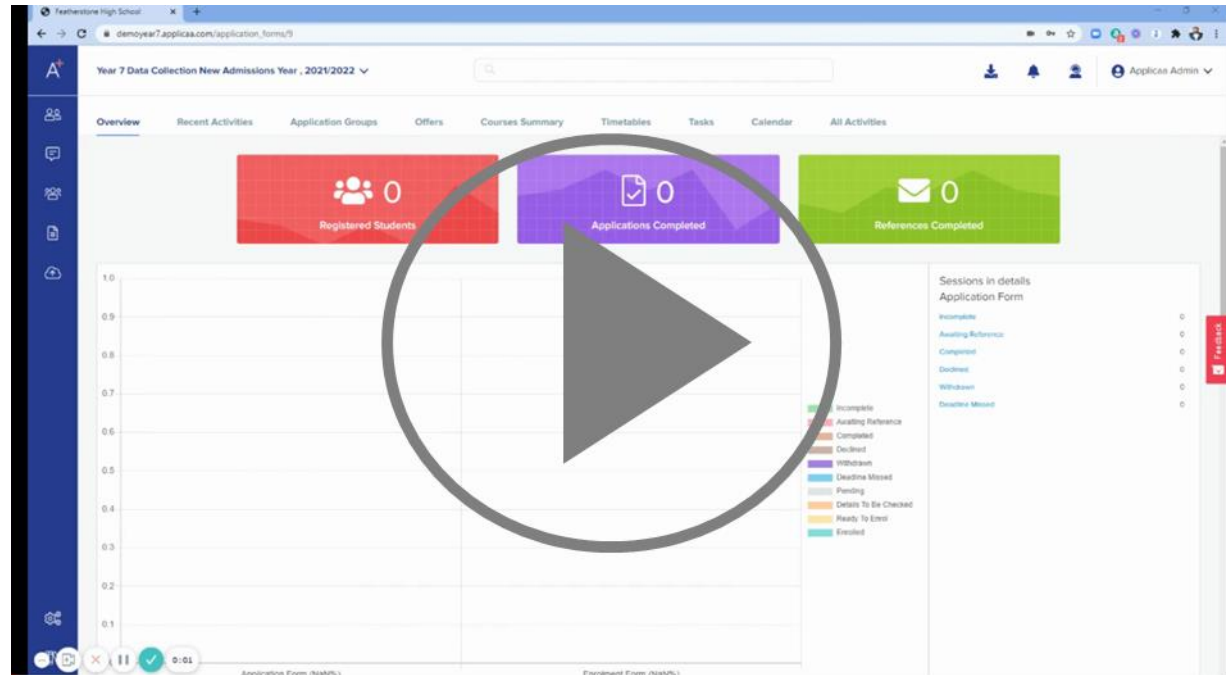
# Importing Parents & Students

## Importing Excel Files (continued):

### 2. Importing the excel file and sending welcome emails

Once you have prepared your .csv file for import, you will be able to quickly import the file and send welcome emails to the parents so that they can log in and complete the data collection form. See the video below for a step-by-step guide.

#### [Video: Importing Parents with Children into Admission+ & sending welcome emails](#)



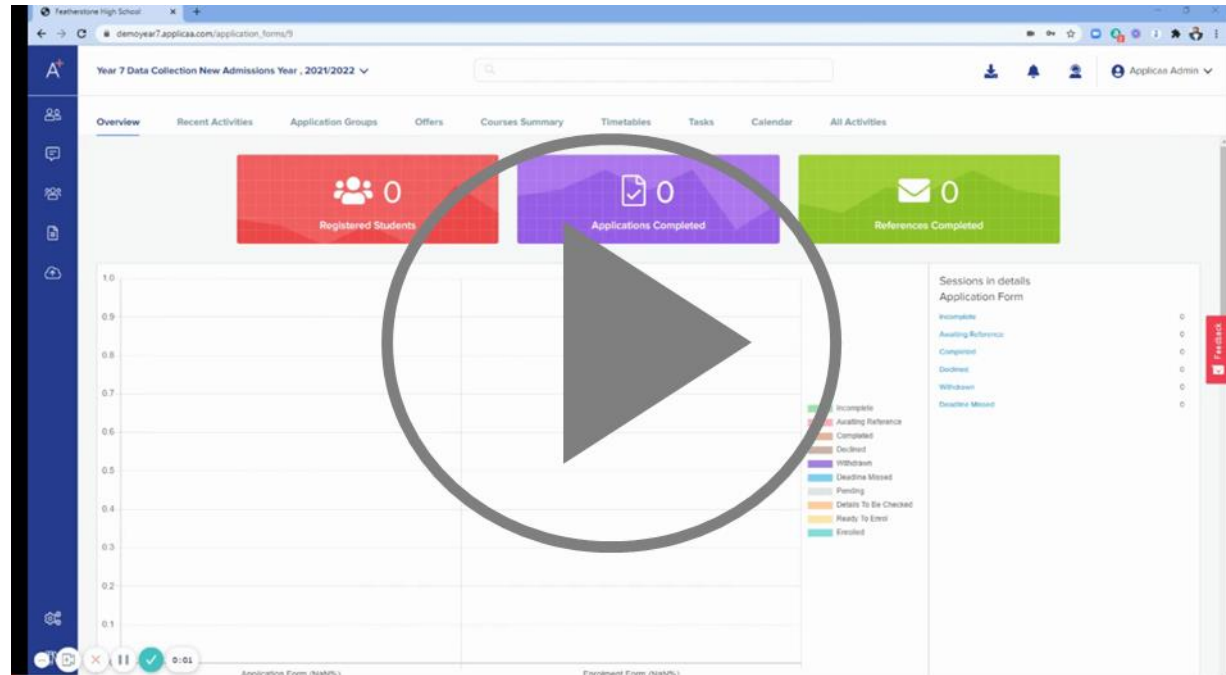
# Importing Parents & Students

## Importing Excel Files (continued):

### 3. What does it look like when the parents login?

The video below shows you what the parents will see once they have logged in.

[Video: What new Year 7 Parents see after receiving their Welcome Email.](#)



# Importing Parents & Students

## Importing Admissions Transfer Files (ATFs)

If you have received the profiles as an Admissions Transfer File (ATF), follow the [instructions in the video below](#) to have Admissions+ convert it automatically into the CSV format, which you can then import using the instructions above.

### [Video: Importing your LA Admissions Transfer File into Admissions+](#)

The screenshot displays the Admissions+ web interface. At the top, there is a navigation bar with a search bar containing 'Prep School Admissions Year 2021/2022, 2...' and a 'Knowledge Base' link. To the right of the search bar are icons for 'Upgrades', a help icon, a download icon, a refresh icon, and a user profile icon labeled 'Applicaa Admin'. Below the navigation bar, the 'Data' section is active, with sub-tabs for 'Imports', 'Exports', and 'Uploaded Files'. The 'Imports' tab is selected, showing a progress bar with five steps: 'Select Type of Data' (completed with a checkmark), 'Select the Import Method' (current step), 'Data Mapping', and 'Import Summary'. A large play button icon is overlaid on the progress bar. Below the progress bar, there are two buttons: one with a green 'CSV' icon and another with the text 'ATF'.

# Importing Parents & Students

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## Frequently asked questions

### 1. How will I handle importing of twins or more than one child with a parent

- The import process will automatically import twins or multiple children linked to the same parent email in one import. When you send the welcome email, the parent will receive one welcome email for each child.

### 2. How should I handle the import error **'The email is already being used by an applicant or staff profile'**

- This will happen when a parent's email in the csv is already being used by an applicant/student profile on Admissions+ (e.g., by an existing or old year 12 application). You can 'free up the email' from the existing profile, making it available so you can re-import your file. [Please click here](#) to see how to do this.

### 3. When should I transfer data from Admissions+ to my school MIS System?

- Data from Admissions+ should be transferred once all parents have completed and submitted their Data Collection Form. If you have some late submissions, you are still able to select and transfer them individually. You are also able to transfer data for the same parents and students more than once.

### 4. How should I handle new offers I received from the Local Authority if I have already imported my previous list into Admissions+?

- If you receive more offers in a file that contains parents you have already imported, you don't need to manually remove them. All you need to do is simply import the whole list, Admissions+ will create the new parents and ignore parents & children that have already been imported. You may see the existing parents in the import list so make sure to carefully select the correct parents to send the welcome email to.

### 5. When should I import the Common Transfer File (CTF) into my school's MIS System?

- CTF should only be transferred into your school MIS System, after you have collected data through Admissions+ and imported the data into your school MIS System. You will then be able to import a CTF and select the data you want to import from the CTF. To avoid overwriting the fresh data you have collected through Admissions+, we recommend you only import information from the CTF that you did not collect from parents (e.g. attendance data etc.)

### 6. What should I do if I imported the Local Authority Offer (ATF or Excel) into my school MIS instead of importing it into Admissions+ first.

- In this case, please contact your Customer Success Manager for assistance.

# Sending General Emails

## Sending Emails

Your system will already be set to automatically send communications to parent and guardians.

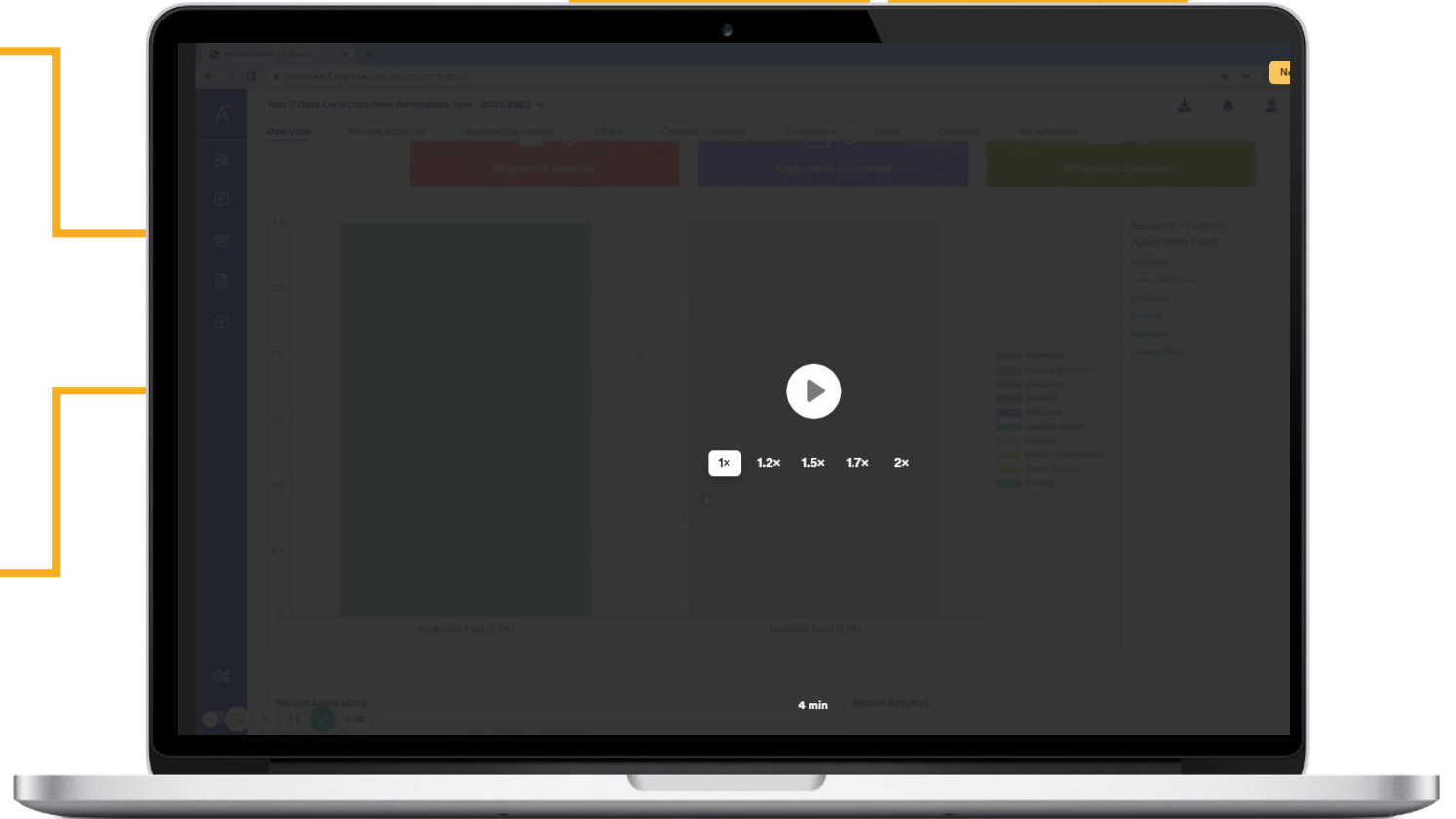
You can create email templates in advance that can be used for sending individual or group messages.

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## Email Tokens

Using the Email Tokens, you can add personalised greetings and other details to emails when sending group messages.

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[Click to play video](#)



# Customising Your Application Form

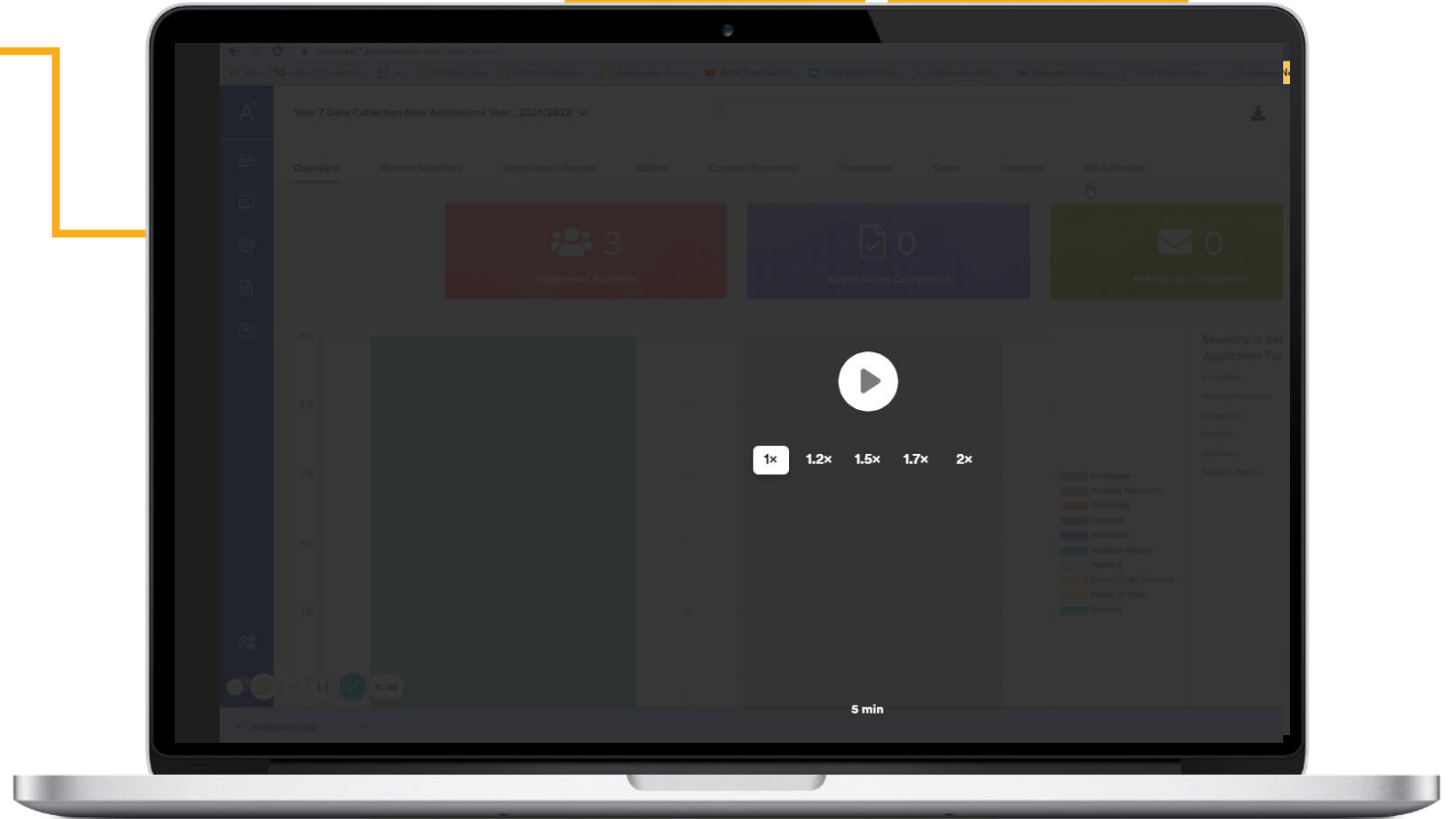
## Customising Your Form

The Admissions+ Data collection Form is flexible and enables you to customise many of the form properties to suit your school.

You are able to make the following changes:

- Remove existing questions
- Add new questions
- Make questions either optional or required
- Make questions either visible to only external students, internal students or both

1



[Click to play video](#)

# Managing Your Events

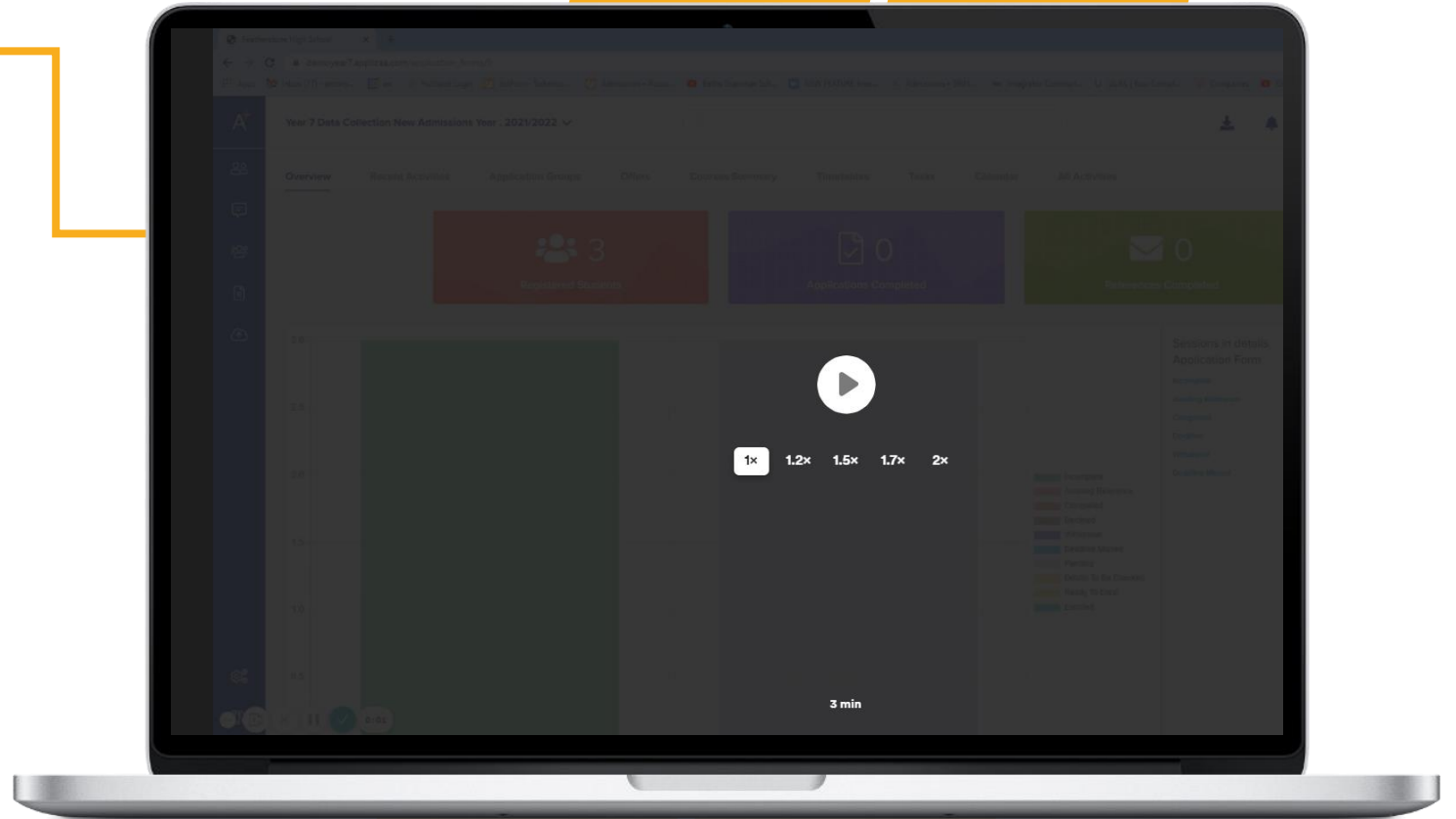
## Managing Events

The events calendar which is visible on your application home page and parent home page can be used to share upcoming events and deadlines.

You are able to do the following:

- Add events (such as Open Evenings, Taster Days, Application deadlines and Enrolment Day information)
- Activate Pop-up to notify students of upcoming events
- Enable parent or students to register for upcoming events
- Track registered attendees and send follow up emails

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[Click to play video](#)

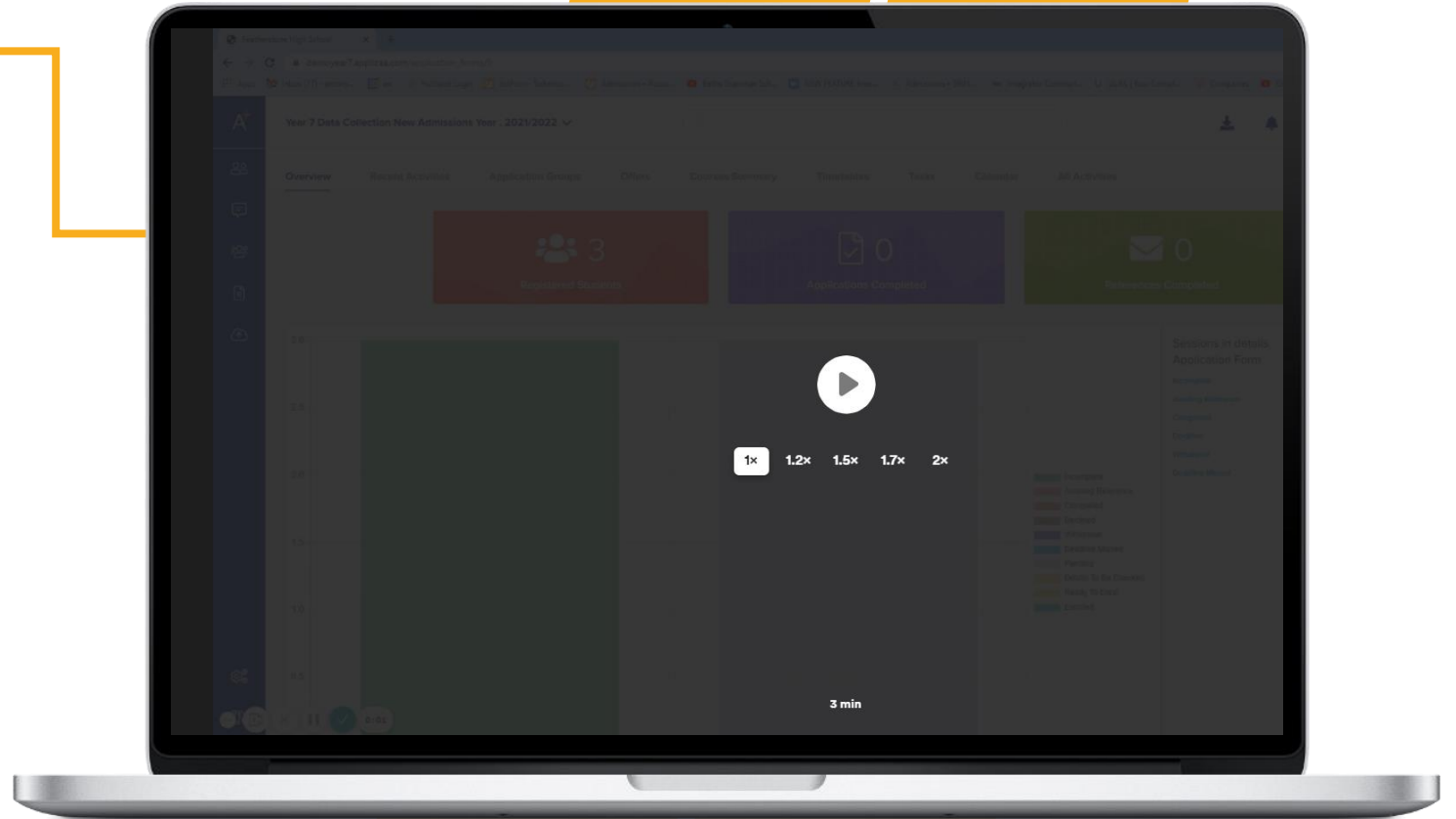
# Adding Students to Groups

## Adding Students to Groups

To help you keep track of students and organise profiles, you can use the application groups feature.

You are able to create your own custom groups and move students to the appropriate groups. Grouping students will also make it easier later send targeted emails to relevant parents.

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[Click to play video](#)

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**THANK YOU**