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LAUNCHING YOUR ADMISSIONS+ DATA COLLECTION FORM

Year 7 Data Collection Process

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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 into your school MIS System (e.g., SIMS, Bromcom or Cloud School).

1. The parents and students should first be imported into Admissions+,

2. A welcome email sent to parents so they can complete the forms

3. Once parents have submitted the forms, you can transfer the data from Admissions+ to your school's MIS System

Importing Parents & Students

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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).

Importing Excel Files

1. **Preparing your excel file (see video below)**

   Before importing your Excel files, you will need to prepare your data using the checklist

   1. Make sure your Excel file is in a csv format

   2. Match csv column headers to match Admissions+ names

   3. Remove any blank columns in your csv files

   Please click here to access the CSV import sample file

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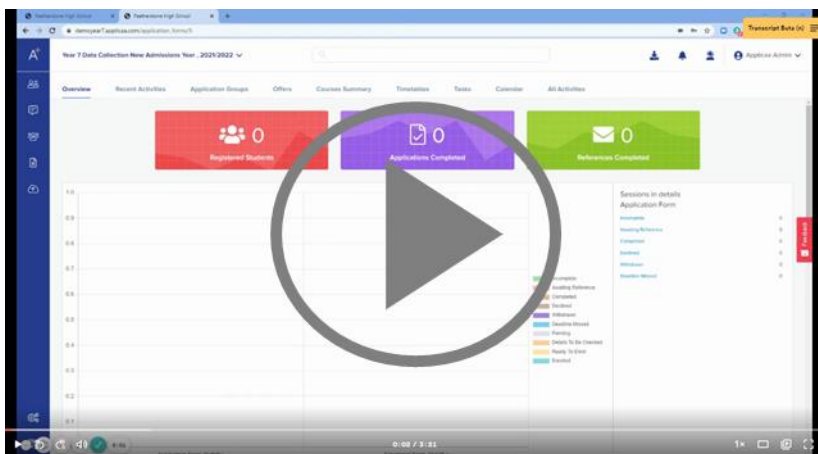
Local Authority Offers Excel File	Admissions+ names
First Name/Forename	**Child First Name**
Last Name/Surname	**Child Last Name**
Date of Birth/Birthday	**Child Birthday**
Current School	**Child Current School**
UPN/Unique Pupil Number	**Child Unique Pupil Number**
Parent Title	**Title**
Parent/Guardian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

* Required items in red

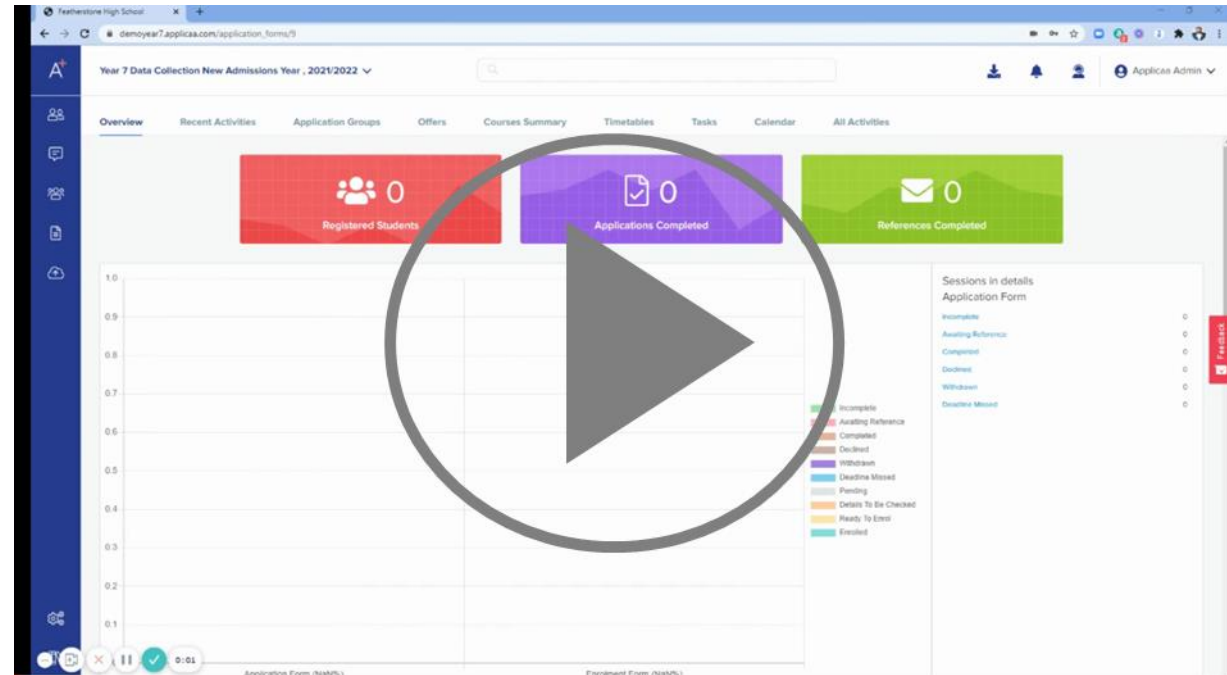# Importing Parents & Students

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).

Importing Excel Files

2. Importing the excel file and sending welcome emails

Once you have prepared your excel file for import, you will be able to quickly import the file and send welcome emails to the parents to 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 Admissions Transfer Files (ATFs)

If you have received the profiles as an Admissions Transfer File (ATF), Please follow theses steps to import your offer and send a welcome email to your parents.

Importing LA Offers as an ATF and sending welcome emails
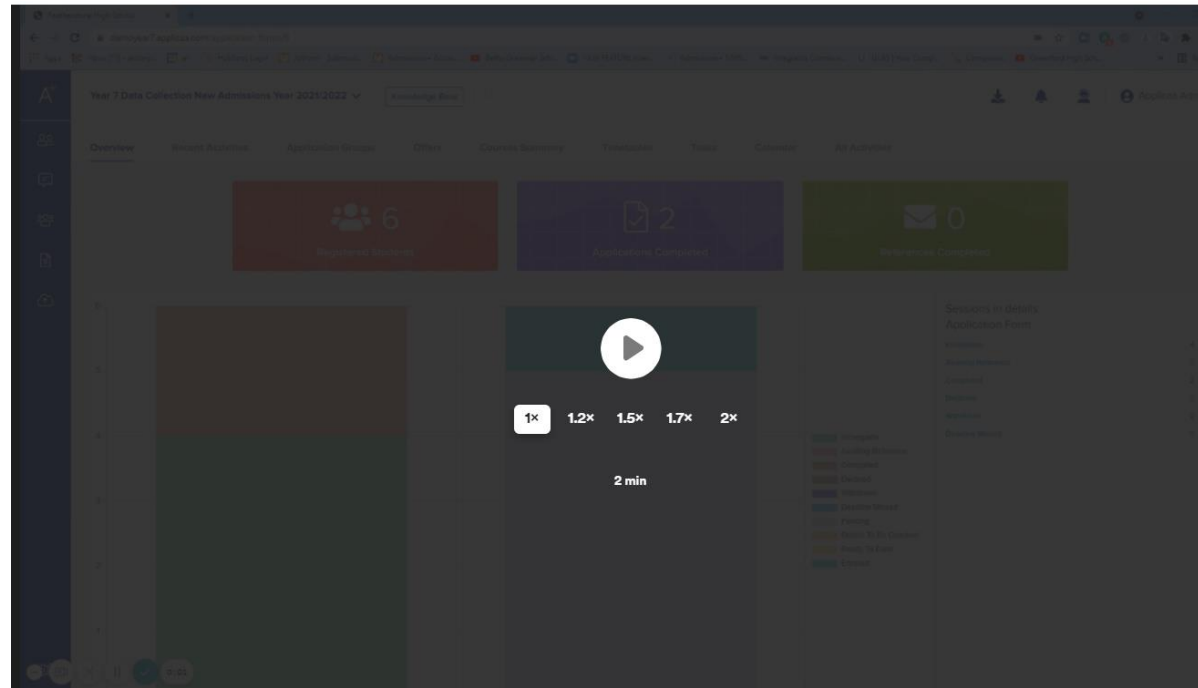
If you have any issues importing your file, please contact support@applicaa.com

Importing Parents & Students

Frequently asked questions

1. **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.

2. **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 it simply import the whole list, Admissions+ will create the new parents and ignore parents that have already been imported

3. **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 them 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 collected from parents (e.g. attendance data etc.)

4. **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 support@applicaa.com for assistance

Sending General Emails

Sending Emails

1

Your system will already be set to automatically send communications to parent and guardians.
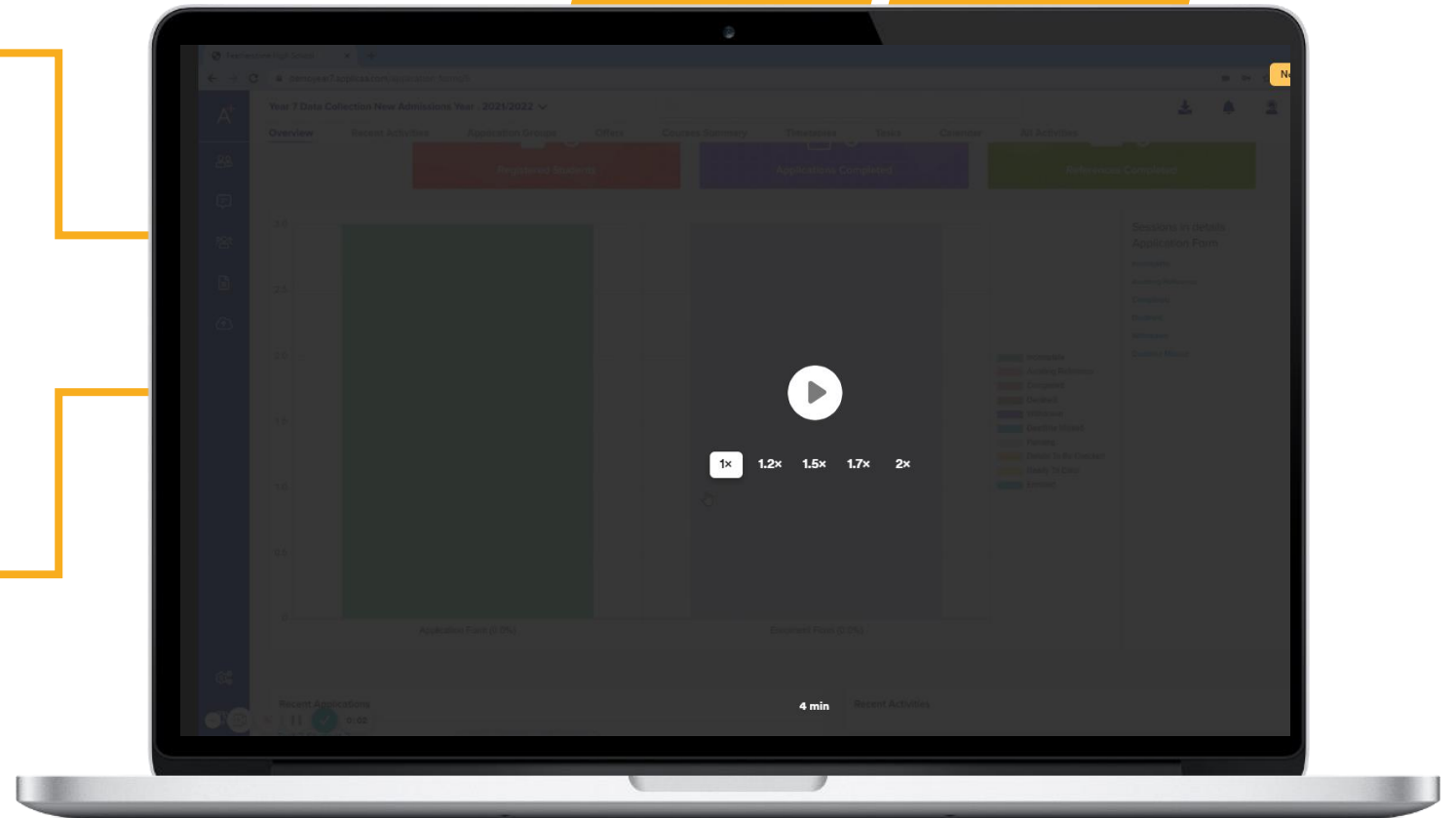
You can create email templates in advance that can be used for sending individual or group messages.

Email Tokens

2

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

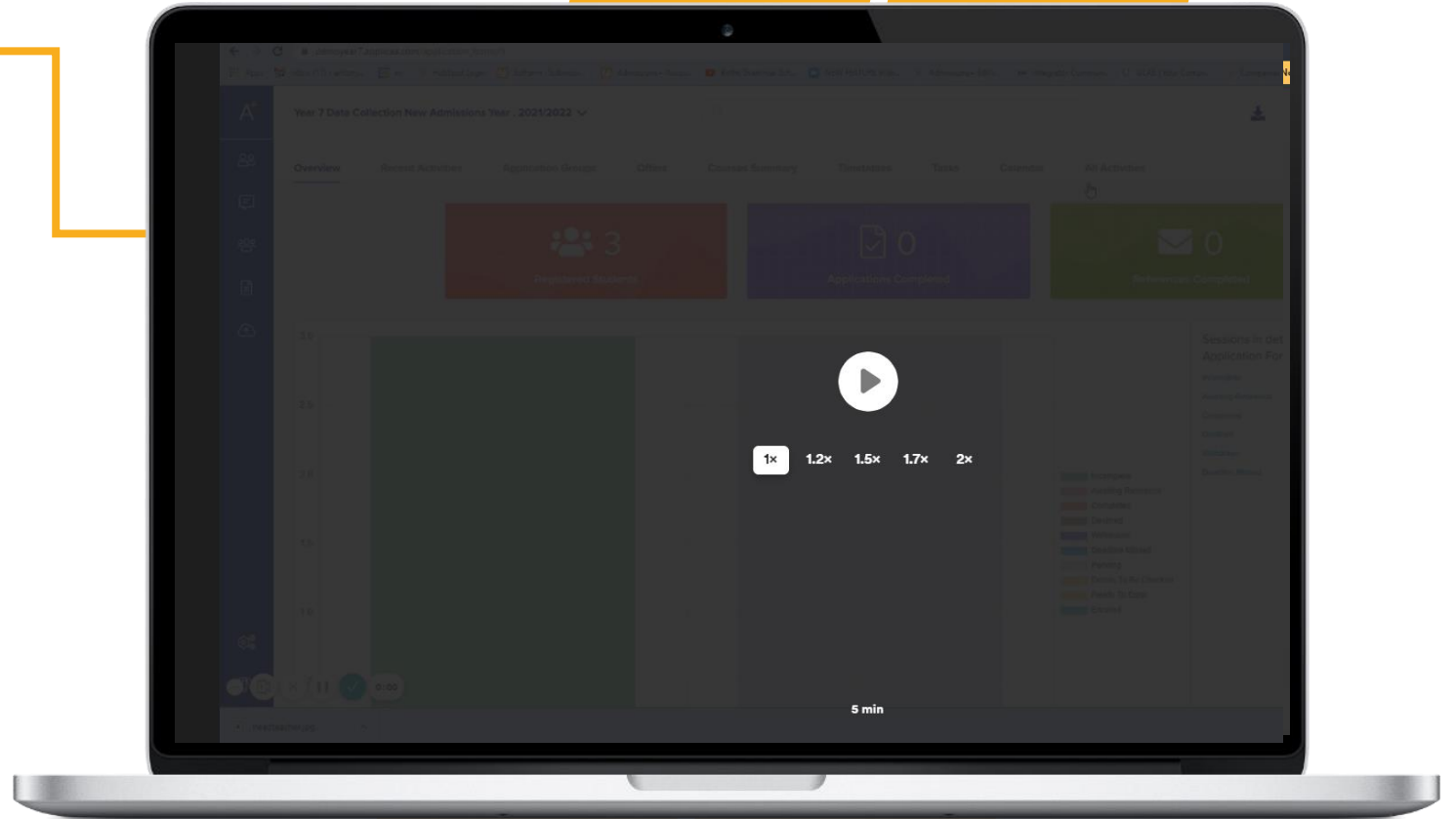**Click to play video**

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 you 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

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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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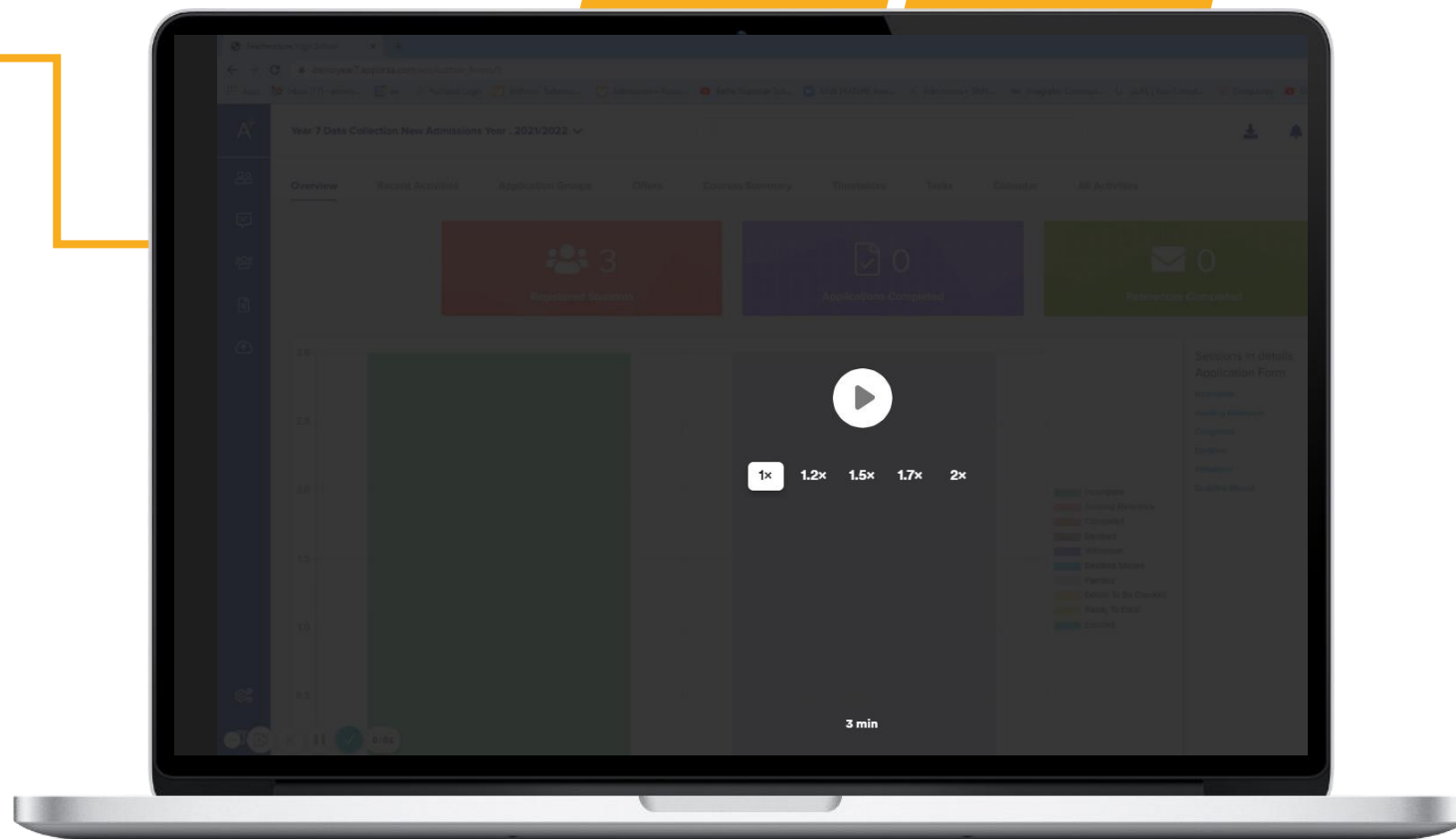
Click to play video

Adding Students to Groups

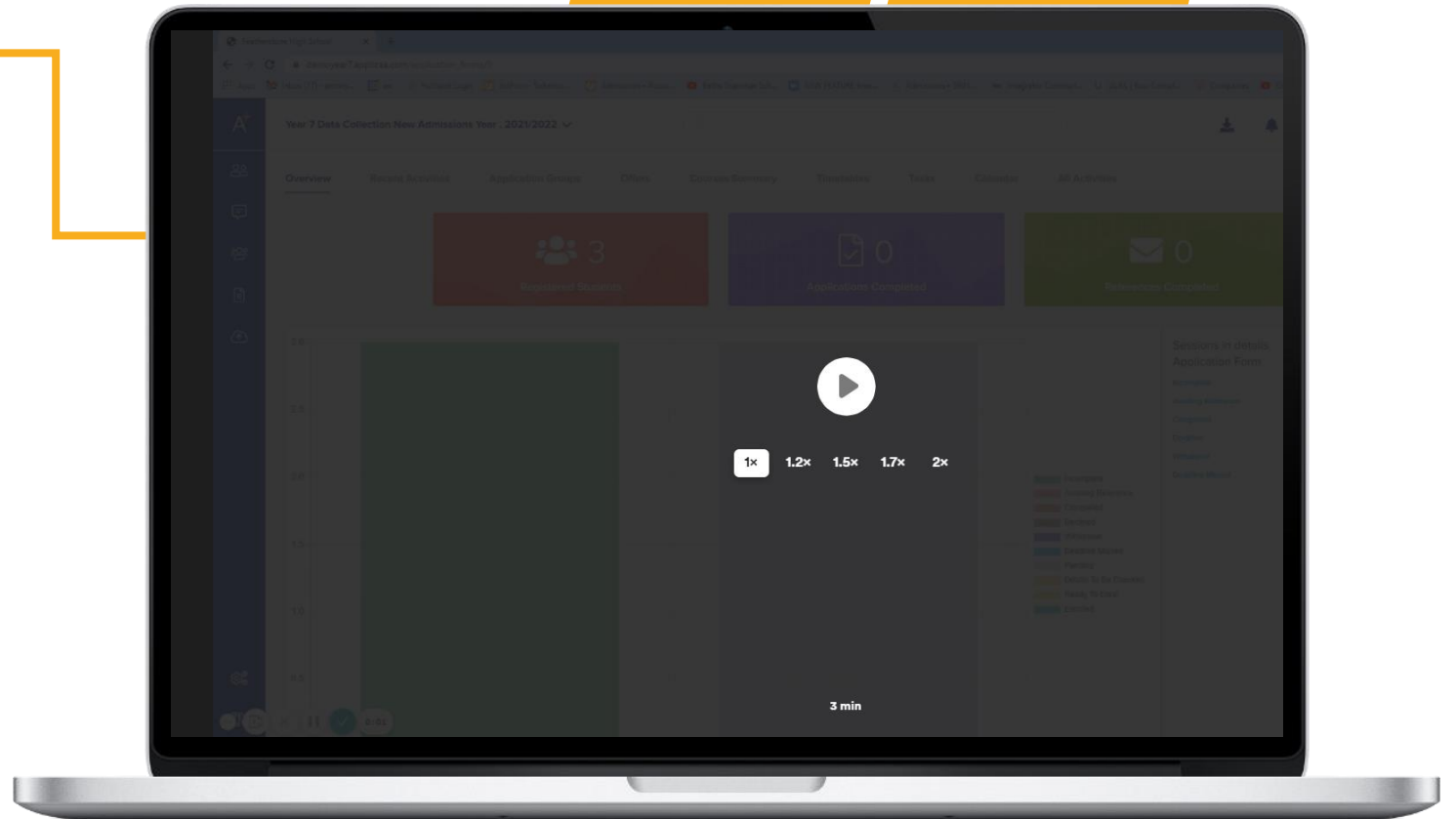Admissions⁺
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Adding Students to Groups

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