

Get Ready With Us

Enroll Lottery

Welcome!



Andrew Hall
*Director,
Customer Enablement*



Topher McKee
*Professional Services
Specialist*



About SchoolMint



Strategic Enrollment Management

Attract

Marketing

Marketing Services

Engage[®]

Connect[®]

SchoolFinder[®]

School Climate & Culture

Hero[®]

Grow[®]

SchoolRunner[®]

SEM/Climate Surveys

PBIS & Climate
Professional
Services

Enroll

Enrollment

Enroll[®]

**Choice/Transfers
Applications**

**Student
Registration**

**Enrollment Fees,
Payments, forms**

Retain

Instruction

Hero[®]

Grow[®]

SchoolRunner[®]

Coaching Training

Customer Service

CS Training
& Coaching

Secret Shopping

District Impacts: Financial Stability | Operational Efficiency | Teacher Retention | Return on Investment | Student Success



Logistics



- Slides, recording, and related resources will be shared in the follow up email tomorrow
- Live Q&A at the end
 - Ask general questions throughout by clicking **Q&A**
 - Send site specific questions to support@schoolmint.com



Agenda

How to run your lottery

- Application Review
- Settings review
- Testing your lottery

How to view & publish your lottery results

- Admin settings & permissions
- How to publish your results

How to communicate your lottery results

- Program lottery email settings



Poll #1

*How ready do you feel
to run your lottery?*



Built-in Supports

WalkMe

Published	Actions
No	View
Yes	View
—	View
Yes	View
Partially	View
Partially	View
Partially	View
Yes	View

Need Help?

Enroll User Guide

Enroll User Guide

Welcome to the new online Enroll User Guide for Admins! The Enroll Product Team is excited to share this new resource with you right from within the Enroll admin portal. As we release new features in Enroll, you will find release notes and topics covering each new feature here in this guide.

Use the navigation on the left or the search field below to find the content you need. In addition to release notes and how-to instructions, you will find feature walkthroughs, diagrams, helpful examples, and more!

This User Guide is currently in version 1.0. We will continue to add more content over time so stay tuned!

NOTE: The Enroll User Guide is intended only for administrators using SchoolMint Enroll. Please do not share this resource with anyone outside your organization.

Search for an article

Recently updated

You'll see the 5 most recently updated pages that you and your team create.

Manage Lotteries
about 17 hours ago • contributed by Gren Willey



Follow along in your sandbox!

`https://\[DOMAIN\].sandbox.schoolmint.com/manage/`



Poll # 2

*Have you reviewed your
lottery configurations
and settings?*



Review Your Lottery Settings



Reviewing Lottery Settings

Enroll User Guide Resource

[Managing Lottery Settings](#)

The screenshot displays the 'Manage Lotteries: 2021-2022' interface in the SchoolMint Enroll system. The top navigation bar includes 'Enroll Videos | Manage Lotteries: 2021-2022', the user profile 'Topher McKee', and the current year '2021-2022'. A secondary navigation bar contains icons for Dashboard, Students, Applications, Lotteries, Registrations, Reports, Scheduling, and Users. The main content area is titled 'Manage Lotteries: 2021-2022' and features a left-hand sidebar with menu items: General, Schools/Programs, Date & Time, Manage Users, Manage Lotteries (highlighted), Content/Letters, Custom Data, and Forms. The main panel is headed 'Manage lottery priorities, priority groups and settings.' and contains six interactive cards: Lottery Priorities, Lottery Designs, Lottery Groups, Lottery Group Designs, Lottery Cutoff Numbers, and Lottery Settings, each with a right-pointing arrow.



Review Your Applications & Priorities



Reviewing Applications

Enroll Videos | Student Applications: 2021-2022

SchoolMint Enroll

Dashboard Students Applications Lotteries Registrations Reports Scheduling Users

Student Applications: 2021-2022

Export

21
TOTAL STUDENTS

36
TOTAL APPLICATIONS

36
SUBMITTED APPLICATIONS

Quick Filters

Bulk Actions Search by Student Name

Apply Saved View Standard View Reset Filters Add Filters Save View

Applied Filters: Submitted Not Withdrawn

36 Results / 0 Selected

App#	Full Name	Rank	Category	Program	Grade	Sib	Priority	Recommendations	D.	Actions
430928	Alice Favre	0	Choice Schools	Earth Elementary School	K		3		2022-01	
430191	Alice Favre	0	Choice Schools	Venus Elementary Scho...	K		3		2022-01	
431073	Blake Mayer	2	Choice Schools	Milky Way Elementary ...	4		2		2022-08	
431072	Blake Mayer	1	Choice Schools	Mars Elementary School	4		3		2022-08	
430188	Blaze Favre	0	Choice Schools	Saturn Middle School	7		3		2021-10	
430187	Blaze Favre	0	Choice Schools	Nebula Middle School	7		3		2021-10	
430172	Brandy White	0	Choice Schools	Mars Elementary School	3		1		2021-10	
430173	Brandy White	0	Choice Schools	Orion Elementary School	3		1		2021-10	
430176	Carol Norris	1	Choice Schools	Milky Way Elementary ...	4		3		2021-11	
430189	Daniel Favre	0	Choice Schools	Pluto Preschool	PreK		3		2021-10	
433824	Jamaal Mayer	2	Choice Schools	Uranus High School	10		3		2022-08	
433823	Jamaal Mayer	1	Choice Schools	Neptune High School	10		3		2022-08	

Enroll User Guide Resource

[Managing Applications](#)



Run, Confirm, & Publish Your Lottery



Run, Confirm, & Publish Your Lottery

The screenshot shows the 'Run Lottery' interface in the SchoolMint Enroll system. The top navigation bar includes 'Enroll Videos | Manage Lotteries: 2021-2022', user information 'Topher McKee', and the school year '2021-2022'. The main navigation menu contains icons for Dashboard, Students, Applications, Lotteries, Registrations, Reports, Scheduling, and Users. The page title is 'Lotteries & Placements' with sub-links for 'Lottery Dashboard' and 'Lottery Settings'. The 'Run Lottery' section is divided into several functional areas: 'Select Lottery Eligible Date Range' with input fields for start and end dates (set to Central Time) and a 'Sorting' dropdown (set to Random); 'Multiple Lotteries' with a 'Merge Waitlist' checkbox (checked) and a 'Save Waiting List' checkbox (checked); and 'Select Programs & Grades' with search and filter options. A 'Select Programs' list on the left shows 'PreK Only' and 'Mercury Preschool' with a 'Select All' button. A 'Selected Programs' list on the right currently shows 'None selected'.

Enroll User Guide Resource

[Running a Lottery](#)



5. If running multiple lotteries, select applicable options in the Multiple Lotteries area. (If running multiple rounds, these will not apply to your initial lottery run.)

a. Merge applications.

If checked, merges applications to the end of the priority group.

Example:

App 1 - Round 1 Priority 1
App 2 - Round 1 Priority 1
App 3 - Round 2 Priority 1
App 4 - Round 1 Priority 2
App 5 - Round 2 Priority 2

If not checked, students are added in priority order after the first round.

Example:

App 1 - Round 1 Priority 1
App 2 - Round 1 Priority 1
App 3 - Round 1 Priority 2
App 4 - Round 2 Priority 1
App 5 - Round 2 Priority 2

Communicate Your Lottery Results



Communicate Your Lottery Results

Language & Translations

EN

Enter in a Text Message *

The lottery for {\${settings.district_name}} has been run. Please login to your parent dashboard for results.

54 characters remaining in your text message

Enter Email Subject Line *

Lottery Results for {\${settings.district_name}}

← → Paragraph **A** **B** *I* U [List Icons] [Table Icon] [Link Icon] [Image Icon] [Omega Icon] [Video Icon] ...

Dear Parent/Legal Guardian of: **{\${student.fname}} {\${student.lname}}**

Thank you for applying. Your random selection has been completed. Your results are as follows:

{\${choice_list.all}}

0 WORDS

Cancel Save Template

Enroll User Guide Resource

[Content & Letters](#)



Built-in Supports

WalkMe

Published	Actions
No	View
Yes	View
—	View
Yes	View
Partially	View
Partially	View
Partially	View
Yes	View

Need Help?

Enroll User Guide

Enroll User Guide

Welcome to the new online Enroll User Guide for Admins! The Enroll Product Team is excited to share this new resource with you right from within the Enroll admin portal. As we release new features in Enroll, you will find release notes and topics covering each new feature here in this guide.

Use the navigation on the left or the search field below to find the content you need. In addition to release notes and how-to instructions, you will find feature walkthroughs, diagrams, helpful examples, and more!

This User Guide is currently in version 1.0. We will continue to add more content over time so stay tuned!

NOTE: The Enroll User Guide is intended only for administrators using SchoolMint Enroll. Please do not share this resource with anyone outside your organization.

Search for an article

Recently updated

You'll see the 5 most recently updated pages that you and your team create.

Manage Lotteries
about 17 hours ago • contributed by Gren Willey



Poll #3

*How ready do you feel to
run your lottery after
this session?*



Q&A



Questions

- Can I get a link to your presentation, so I can save it for reference?
 - We will share a copy of the presentation following the session. We will also post a copy of the recording and the slide deck to our [Help Center](#).
- Did I hear that correctly: the Sandbox refreshes to mirror the live site every week?
 - It refreshes every 2 weeks on Sunday nights! The sites will automatically refresh on this next Sunday, 2/12.
- Is there a way to update sandbox more often?
 - Yes! You can easily submit a request to have your data copied at any time from production to sandbox by submitting a Data Transfer request to support@schoolmint.com.
- Should we have access to our lottery dashboard at this point?
 - If you don't see the lottery dashboard, it could be because of your permissions in enroll. It may also depend on where you are in your implementation status.



Questions

- How do we enter cutoff numbers by programmatic need - monolingual vs. bilingual?
 - Cutoff numbers that need to be entered in this way will require Lottery Groups to be created so that you can have multiple options per grade, per program. If you need help with this, please reach out to support@schoolmint.com!
- How do I update the columns in the standard view?
 - You can customize the columns by utilizing a custom table view. Please see [this section](#) in our Enroll User Guide for more help.
- Can you set lottery cut numbers by category instead of group?
 - Lottery cutoff numbers cannot be set on a program category basis. They are set per grade, per program.
- On SchoolMint - I have VIEW ONLY. I am not able to edit or do anything for the application. How can i get access?
 - This may be based on your permissions in SchoolMint/Enroll. I'd suggest to connect with your School Site lead for Enroll first. You can always submit a support case as well to support@schoolmint.com



Questions

- What if we do not have any drop down boxes that should show the grades to add cut off numbers?
 - This may be based on your permissions in SchoolMint/Enroll. I'd suggest to connect with your School Site lead for Enroll first. You can always submit a support case as well to support@schoolmint.com.
- How do we figure out what the problem is when checking status when the application is "In Processing"?
 - This is something our technical support team should look into. Would you be able to report an example of a student/ family that is experiencing this? Please send it over to support@schoolmint.com and our technical team can investigate further.
- Can you set a default Start & End date and times for lotteries?
 - This is not a capability of the Enroll platform. You will need to manually select the Start & End date/time for each lottery run.
- If unclick the options for "Show lottery results on guardian dashboard" and "Show waiting list number on guardian dashboard", will they automatically show back up on the guardians end once we verify everything went well and click them again?
 - Yes! If a lottery has been published, as soon as these settings are enabled, lottery results and waiting list numbers will be available on the parent dashboard.



Questions

- Does "Date Submitted" mean that the first applicant has a better chance than the last applicant?
 - This depends on your lottery configuration and settings. For lottery eligible applications, they will be ordered based on your priorities and settings. For applications submitted post the lottery deadline, there is an option to order at the end by Date Submitted or by Date Submitted based on your priority groups.
- How do we access the enroll user guide?
 - The user guide can be access by clicking the "need help" icon on the far right of your screen in Enroll. We have another slide at the end that shows you how to access the guide at the end of the session.
- How do you know what emails are being sent to parents? My lottery was yesterday and every child received an accepted email.
 - You can review what emails are sending out in Program settings! There are options to send emails in a consolidated results format, or an individual email for each application that is placed. If you need help with this, please reach out to support@schoolmint.com!
- What does weighted mean?
 - A weighted lottery assigns a weight to each priority group/criteria. Weight values are different than entry values. Additional entries increase a student's odds of selection but it's still random. With weights, students with the highest weights are selected first, and only students with equal weights are randomly shuffled. So it is randomized only within a particular weight value. More information can be found [here](#).



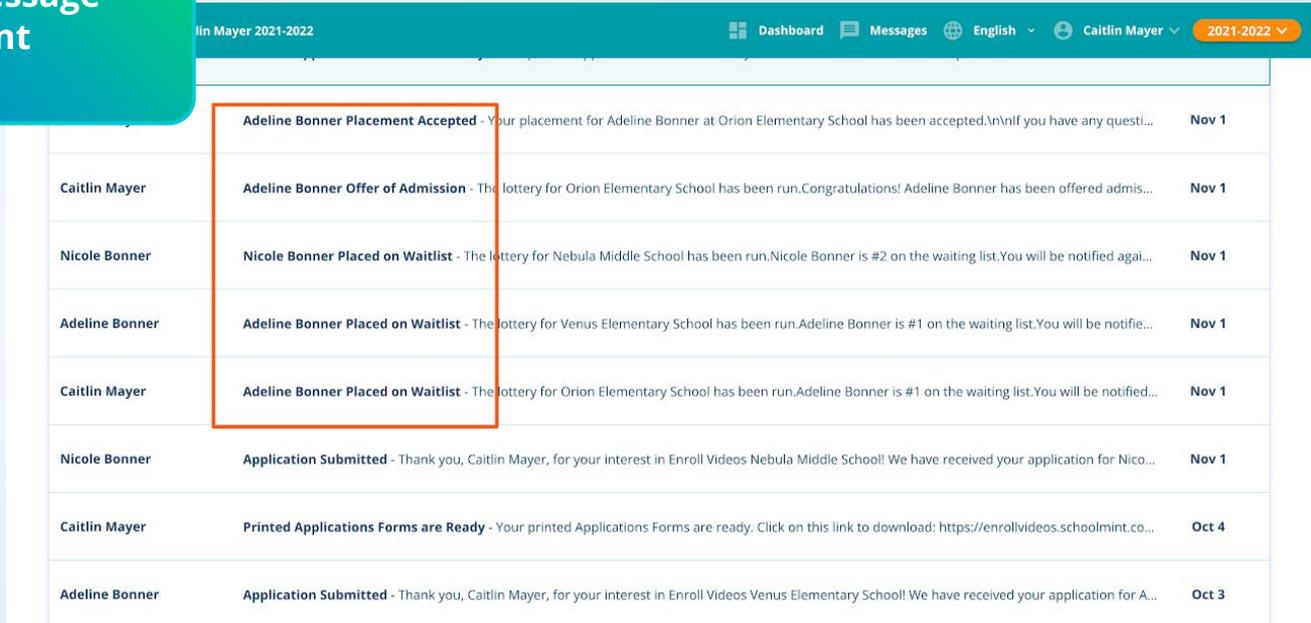
Questions

- Will you offer a webinar that shows us the parent/guardian experience with lottery results on their dashboard?
 - We are mapping out a calendar for the year and we will keep this in mind for future sessions!
- Do the Students in the offered list that are now enrolled remain in the Lottery.
 - Yes, once a student enrolls, they will remain on the lottery list.
- The demo showed how to bulk approve all applications, but do we have to check the filters for various priorities before approving?
 - Yes! Best practice is to check the filters before utilizing the bulk approve. Ideally, you'd only use bulk approve according to your district/school specific guidance.
- Can you show what parents see on their dashboard whether student was accepted or waitlisted?
 - Yes! We'll be sure to include a screenshot of this in the slides that we'll send out after the webinar. (see next 2 slides)



Parent Dashboard Lottery Results

Lottery results emails will also send to the Message Center on the Parent Dashboard



The screenshot shows a parent dashboard interface with a teal header. The header includes the name 'Caitlin Mayer 2021-2022', navigation icons for 'Dashboard' and 'Messages', a language dropdown set to 'English', a user profile dropdown for 'Caitlin Mayer', and a school year dropdown set to '2021-2022'. Below the header is a table of messages. The table has three columns: 'From', 'Subject', and 'Date'. The 'Adeline Bonner Placement Accepted' message is highlighted with a red box.

From	Subject	Date
	Adeline Bonner Placement Accepted - Your placement for Adeline Bonner at Orion Elementary School has been accepted.\n\nIf you have any questi...	Nov 1
Caitlin Mayer	Adeline Bonner Offer of Admission - The lottery for Orion Elementary School has been run.Congratulations! Adeline Bonner has been offered admis...	Nov 1
Nicole Bonner	Nicole Bonner Placed on Waitlist - The lottery for Nebula Middle School has been run.Nicole Bonner is #2 on the waiting list.You will be notified agai...	Nov 1
Adeline Bonner	Adeline Bonner Placed on Waitlist - The lottery for Venus Elementary School has been run.Adeline Bonner is #1 on the waiting list.You will be notifie...	Nov 1
Caitlin Mayer	Adeline Bonner Placed on Waitlist - The lottery for Orion Elementary School has been run.Adeline Bonner is #1 on the waiting list.You will be notified...	Nov 1
Nicole Bonner	Application Submitted - Thank you, Caitlin Mayer, for your interest in Enroll Videos Nebula Middle School! We have received your application for Nico...	Nov 1
Caitlin Mayer	Printed Applications Forms are Ready - Your printed Applications Forms are ready. Click on this link to download: https://enrollvideos.schoolmint.co...	Oct 4
Adeline Bonner	Application Submitted - Thank you, Caitlin Mayer, for your interest in Enroll Videos Venus Elementary School! We have received your application for A...	Oct 3



Parent Dashboard Lottery Results

Danni Andrews Submitted Forms

View status and take action on all submitted applications and registration forms for Danni Andrews.

Danni's Applications

+ Applications

Choice Application Form

Edit Ranking

Chestnut Middle School

Offered

Choice 1

Withdraw

Decline

Accept



When the appropriate settings are enabled, parents will be able to see the placements for each application on an individual student basis. Applications will be noted as "Offered" or "Waitlisted" and will be able to Accept or Decline those placements.

Adeline Bonner Submitted Forms

View status and take action on all submitted applications and registration forms for Adeline Bonner.

Adeline's Applications

+ Applications

Application

Edit Ranking

Venus Elementary School

Waitlisted #1

Choice 1

Withdraw

Decline

Accept



Questions

- Will you offer a webinar that shows us the parent/guardian experience with lottery results on their dashboard?
 - We are mapping out a calendar for the year and we will keep this in mind for future sessions!
- Do the Students in the offered list that are now enrolled remain in the Lottery.
 - Yes, once a student enrolls, they will remain on the lottery list.
- The demo showed how to bulk approve all applications, but do we have to check the filters for various priorities before approving?
 - Yes! Best practice is to check the filters before utilizing the bulk approve. Ideally, you'd only use bulk approve according to your district/school specific guidance.
- Can you show what parents see on their dashboard whether student was accepted or waitlisted?
 - Yes! We'll be sure to include a screenshot of this in the slides that we'll send out after the webinar. (see next slide)



Questions

- Can you explain the way to handle flags? Should I approve applications with flags?
 - Applications with flags should be reviewed individually to determine if more actions on the application need to take place. Approving applications with flags will depend on your org's application review process/rules.
- Students who we set as Submitted with status "ineligible" can see this on the guardian dashboard. Doesn't this give away the lottery results before we publish them?
 - This status displayed on the guardian dashboard will be the application eligibility status, not the lottery results.
- What is the difference between the consolidated letter and the offered letter?
 - The consolidated letter will list out all of a student's applications and the lottery list that each individual program application has been placed on (offered vs waiting list) while an offer letter will be utilized on an individual application placement basis. This will be set up based on your org's individual needs.
- What is a weighted lottery? and how is it set up?
 - A weighted lottery allows admins to add weight (a number) to a specific priority group of applications. Applications with the weighted priority will have a higher placement on the lottery list. The higher the weight, the higher up that app will be in that sub-lottery. For example, the Sibling Attending priority has been assigned a weight of 3. Applications with that priority will have a weight of 3 and will be placed higher on the lottery list than applications with a weight of 1.
- How do we access the "tags" when creating a taylored email?
 - When creating a custom email template, you can select what "Type" of email it will be in the "Type" dropdown box in the template editor.



Questions

- Are you able to view emails within the child's application and view if/when a parent opened the email?
 - Yes! There is a "View" dropdown within each application. The Communications Log is accessible in this dropdown and will show all emails that have sent out, along with where that email went and whether the parent opened it or not.
- Is there a list field variables for the letter templates?
 - Yes! These variables can be found [here](#) in the User Guide. When using these variables, please ensure that the variable you use is relevant to the type of email that is being sent. For example, if application information needs to be communicated, you should have the template type set to application. This also means that variables on different tables cannot be used on the same email (example: registration vs application variables).
- If/when a student declines their placement offer, does enroll automatically send the offer to first person on the waitlist or do we have to approve that?
 - This will depend on the lottery settings enabled for your org! There are auto-rollup settings available that can accomplish this.
- The demo showed how to bulk approve all applications, but do we have to check the filters for various priorities before approving? Can you explain the way to handle flags? Should I approve applications with flags?
 - It is recommended that applications are reviewed on an individual basis. Every org's application review process will vary, but for the most part, each application should be reviewed to determine if students are eligible for lottery placement and lottery priorities. If an application has a flag, then the flag should be reviewed to determine why it is there and if more information is needed.



Thank You!

