SchoolMint Enroll

Application Perfection:
Application Preparation 101

Meet the Hosts

Alexis Robin
Sr. Professional Services Specialist
Presenter

Walter Lopez
Sr. Customer Experience Manager
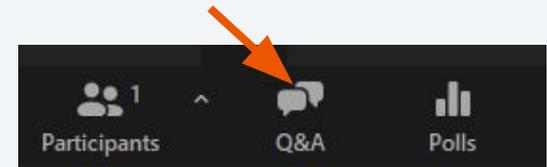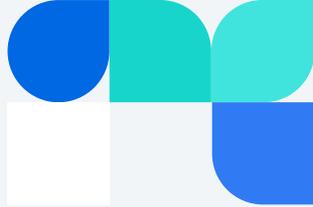**Q&A**

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Logistics

Slides, recording, and related resources will be shared in the follow up email tomorrow

Live Q&A throughout:
- ○ Ask webinar related questions by clicking **Q&A**
- ○ Send site-specific questions to **schoolmint.zendesk.com**

Two Surveys at the end

Agenda

- Preparing and Optimizing applications.
- Enhance application accessibility and user experience.
- Maximize application completion rates

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Application Module: The Basics

Applications in SchoolMint

Applications

In SchoolMint, completing and submitting Applications is a process that a family/student completes in order to gain admission or an offer to attend their chosen school. For families who are new to your organization, they will begin their work in SchoolMint by creating a family account. (This includes inputting information for at least one guardian and at least one student.)

An application will typically go through a lottery process to either be given an offer or a waitlisted status, but this may vary based on an organization's process.
Some organizations use other terms for this process, such as admissions, lottery application, or lottery registration.

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Setting up Applications

In order for Applications to be submitted, the following must be set:

- ❏ The Form needs to be connected to the program

- ❏ Application calendar dates need to be open

- ❏ Each program has been reviewed thoroughly and set up

- ❏ If Applicable: Application rule needs to be reviewed and assigned at the program

Poll: Which emoji best represents your feelings about online applications this year?

A. 🚀 Excited to streamline the process!

B. 😅 Nervous but ready to tackle the challenge!

C. 🎉 Thrilled for the new possibilities!

D. 🤔 Curious about how it will all unfold!

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Reviewing Your Settings

Program Settings

Settings > Schools/Programs > Manage Programs > Edit

Date Settings

Settings > Date & Time > Click to Manage for Each Program Category > Edit

- Ensure the correct application dates are set
- Set your maximum choice limits
- Update Ranking

Choice: Edit

Cancel   **Save Category**

Category Information

Category Name *
Choice

Maximum Program Choices per Category *
Unlimited

Maximum Program Choices per Category per School *
Unlimited

Application Dates

Start Date
08/01/2023 12:00 AM

Central Time

End Date
12/01/2024 12:00 AM

Central Time

Options

☑ Allow Applications to be Ranked

Email & Text Templates

Settings > Content/Letters > Email & Text Templates > Edit

- Filter for Application type
- Review and edit content as needed

Form Settings

Settings > Forms > Applications > Edit

Lottery Application: Edit

Cancel   Save Process

Process Parameters

Form Process Name *
Lottery Application

Maximum Program Choices *
Unlimited

Minimum Program Choices

Maximum Program Choices per School *
Unlimited

Content Snippets & Translations

EN   ES

Requirements and Policies:

Paragraph   A   B   I   U

Options

☑ Allow Applications to be Ranked

☐ Separate Category Rankings

☐ Disable Application Ranking Changes After Submission

☐ Enable Student Lookup

☑ Enable Neighborhood School Banner

☑ Enable Appeals

Choose Appeal Form
Request for Appeal

Data Checklist

Settings > Forms > Applications > Edit

Settings > Custom Data > Custom Data Sources

★ Races Custom Data Source

★ Relationships Custom Data Source

★ Phone Number Format in forms

★ General Standardized Data Formatting in Forms

Workflow Notifications

Settings > Workflow Notifications > Add or Edit

Manage Notifications

Add New Notification

Search by Notification or Email Template 🔍

Filter by Status: ☑ Enabled ☐ Disabled

Workflow Notification	Email Template	Sending To	Programs and/or Schools	Related To	Actions
Withdrawn Forms	Application Withdrawn (...	Registrars	All Programs	Applications	✏ 📋 🗑 Disable

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Application Readiness Checklist

We have a checklist just for you to make sure you've done all your prepare steps

Click Here to Access

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Test Your Applications

Step 1: Go to your Sandbox site

Step 2: Ensure application dates are open

Step 3: Log Out of your admin account

Step 4: Go to {subdomain}.sandbox.schoolmint.com/signup

Step 5: Create a new guardian account

Step 6: Go through the application workflow

Click Here: How to Test on Sandbox

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Questions to Consider While Testing

- Does your Application collect all the **data you need for your lottery** ?
    - e.g. Free and Reduced Lunch? Employee children?
- Is your application **lightweight and easy for families**?
- Do you need to **translate** your application (if not using Google Translate)?
- Can you standardize the data you are collecting?
- Are there any **final changes**?

★ **Once the application is live, changes are risky!**

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Family Experience

Guardian Theme

Settings > Guardian Theme

Template:Edit

Save Template

Upload Your Logo:

☁ Choose File

Please upload a JPG or PNG file. Recommended size is 232 pixels wide by 84 pixels high at 72 DPI resolution.

Upload Favicon:

☁ Choose File

Please upload a PNG file. Recommended size is 32 pixels wide by 32 pixels high.

Select Primary Color: #FFDC5C

✏

Select Secondary Color: #46699F

✏

Guardian Theme Preview:

⊘ Colors selected do not pass web accessibility standards, It could be challenging for guardians to navigate. We recommend updating the selected colors.

↻ Favicon

2024-2025 ⌄

READ

Preview Button

Preview Button

+

Footer Message:

↩ ↪ | Paragraph ⌄ | **A** ⌄ | **B** *I* U̲ | ≡ ≡ ≡ | ☰ ⌄ ☰ ⌄ ≤ ≥ | ⊞ ⌄ | 🔗 🖼 Ω ▶ I̶ | 👁 ?

If I'm interested but want more information, where can I go?
Call or visit the READ Academies School you are interested in, or call the READ Academies Office at
337-269-0299. READ Academies, 116 B Foreman Drive, Lafayette, LA 70506, Contact Us

Program Information

School Selection

3/8

Search by School or Program Name

Filter & Sort   **Map View**

Charles Dickens Elementary

Address:801 Mudd Ave, Lafayette

Distance:4.79 mi   See Map

Grades:K to 5

Select Program(s) to Apply:

Choice

☐ Charles Dickens Elementary

At Charles Dickens Elementary, we have a vibrant school community where students thrive academically and socially, with personalized learning, small class sizes, and a focus on character development. We nurture curious minds and prepare students for a bright future!

Show Less ⌃

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Seat Tracker

Reports > Seat Tracker

Settings > Schools/Programs > Manage Programs > Edit

School Selection 3/8

Search by School or Program Name

Filter & Sort   Map View

Charles Dickens Elementary
Address: 801 Mudd Ave, Lafayette
Distance: 4.79 mi   See Map
Grades: K to 5

Select Program(s) to Apply:
Choice

☐ Charles Dickens Elementary
🟢 *10 Seats Available*
At Charles Dickens Elementary, we have a vibrant school community where students thrive academically and socially, with personalized learning, small class sizes, and a focus on character development. We nurture curious minds and prepare students for a bright future!

Show Less ⌃

School Selection 3/8

Search by School or Program Name

Filter & Sort   Map View

Charles Dickens Elementary
Address: 801 Mudd Ave, Lafayette
Distance: 4.79 mi   See Map
Grades: K to 5

Select Program(s) to Apply:
Choice

☐ Charles Dickens Elementary
🟢 *Seats Available*
At Charles Dickens Elementary, we have a vibrant school community where students thrive academically and socially, with personalized learning, small class sizes, and a focus on character development. We nurture curious minds and prepare students for a bright future!

Show Less ⌃

Click Here: You can import seat tracker numbers!

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Did You Know??

Enroll has the capability to have families sign up for events, manage appeals, and collect recommendation forms!

Events: Can be used for auditions, interviews, scheduling a tour, or anything you might want parents and students to register to attend while completing the application form. Admins can manage dates, sessions, and RSVPS. You can also set confirmation and reminder emails

Appeals: Give applicants a chance to appeal an eligibility decision if their application is determined to be ineligible for the program(s) they have applied to. Parents can answer questions or provide documentation that supports their belief that their student's application status should be reconsidered. This process also allows admins to review submitted appeals and approve or deny them directly within the student's application.

Recommendations: Parents will be able to submit recommendation requests within the application form. Admins can set this up according to their school/district needs and then parents will be able to seamlessly request recommendations from teachers, counselors, or anyone else using an email address!

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FREE Marketing Resources with SchoolMint!

CLICK HERE:
Get Started

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Manage Unsubmitted Forms

Admin Resources

Zendesk

Help Articles

Webinar Recordings and Slide Decks

Issues, Bugs, and General Q&As

Community

Customer Forum

Feature Requests

SchoolMint

Q&A

Q: Can you download an app for enrollment?	What a great Question! Out reserach showed that 90% of fmailies were submitting their applications using their mobile devices. When we created Enoll we designed it to be primarily mobile friendly. THe scaling, the fonts, the colors were are selected for optimum use on mobile devices. We did not create an APP for SchoolMint Enroll.
Q: Are all email and text messages that have the "all schools/programs" box checked automatically sent out at the appropriate time?	Another Great Question! That is correct "However, You can create custom messages/notifications that will only go out to specific program. In these scenarios, you would create a custom template for that school or program"
Q: Can you send the link of that checklist please?	Hello! Sure, you can find that here: https://schoolmint.zendesk.com/hc/en-us/articles/16738685100187-Application-Readiness-Checklist
Q: So there are no other areas in platform where we can turn off automatic communications meaning we will need to go through each of these email and text messages and indicate which ones we want to go out?	It depends on the communications. Lottery Related communications have to be published before being sent out. Other communications could be disabled by not selecting All Schools. We recommend submitting a query with the email you are wanting to disable to our tech support team at Zendesk
Q: HI! Is there a resource in zen desk for Saved Views..was not able to use this feature for 24/25 enrollment year. It will be a necessity to manage 2 programs worth of applications and registrations for 25/26	Yes we do! You can find that here: https://schoolmint.zendesk.com/hc/en-us/articles/19386589535515-Using-Dynamic-Views-Saved-Views

Thank You