

Standard Application Online

Create A Supplement Form

What is a Supplement Form?

A Supplement Form is an electronic form that allows schools to add custom questions *not included* in the Standard Forms for applicant-families only. Please keep in mind that the Supplement Form is completed by a student or parent/guardian; do not ask questions that have to be completed by School Officials (teachers, counselors, deans, registrars, heads of school, etc.).

EMA strongly recommends reviewing closely each Standard Form to eliminate redundancy for applicant-families completing the SAO.

More About the Supplement Form



In compliance with the Americans with Disabilities Act (ADA) and to reduce bias in the admission process, please consider these [Principles of Good Practices in Admissions](#) when creating the Supplement Form.

Unless your school's mission is specialized to serve students with disabilities, it is impermissible to request the following items or information in the Supplement Form:

- Neuropsych assessments, IEPs, existing accommodations, and/or information related to physical or mental disabilities;
- Records or details of counseling, psychiatric evaluation, or treatment for emotional or mental health issues; and
- Medications or medical conditions.

Please reach out to members@enrollment.org if you have further questions.

Log Into Your Member Access Portal (MAP)



- Go to portal.ssat.org and enter your Username and Password.
- Your Username is your work email address.
- If you forgot your password, please click on “Forgot Password” to reset. An email from the “EMA Team” will land in your inbox. Check the spam folder if you do not receive an email within 2–3 minutes.

The screenshot shows the user interface of the Member Access Portal (MAP). At the top, a dark blue navigation bar contains the Enrollment Management Association logo and the text "Enrollment Management Association" on the left, and "SSAT Standard Application Online Character Skills Snapshot Admission.org" on the right. Below the navigation bar, the page is split into two main sections: "Existing Account Login" on the left and "Create an Account" on the right. The "Existing Account Login" section includes a "Username" field with a "Forgot Username?" link, a "Password" field with a "Forgot Password?" link, a "Remember Me" checkbox, and a blue "Sign in" button. The "Create an Account" section has two sub-sections: "Families" and "Schools and Organizations". Each sub-section contains a brief description of the account type and a blue "Create Account" button.

Enrollment Management Association SSAT Standard Application Online Character Skills Snapshot Admission.org

Existing Account Login

Username [Forgot Username?](#)

Password [Forgot Password?](#)

Remember Me [Sign in](#)

Create an Account

Families

Sign up for a parent/guardian or student account to register for the SSAT, Character Skills Snapshot, Standard Application Online, or Admission Academy.

[Create Account](#)

Schools and Organizations

Apply to become a member of The Enrollment Management Association. Membership is available to schools, educational consultants, and organizations.

[Create Account](#)

Applications



- Click on either the **Applicants tile** or **Applicants tab** > *SAO Setup* to get started.

A screenshot of the Enrollment Management Association (EMA) Member Access Portal. The top navigation bar is dark blue with the EMA logo on the left and user options like "Account Profile", "Manage Users", and "Log Off" on the right. Below the navigation bar, there are several menu items: "SSAT Testing", "SSAT Scores", "Character Skills", "Applicants", "Prospects", "Data Dashboards", and "Resources". The "Applicants" menu is open, showing a list of options: "Applicants", "Potential Applicants", "SAO Setup" (highlighted with a green dashed box), "Advisor Workstation", "Application Fee Waivers", and "SAO Check Rosters". The main content area is titled "Member Access Portal" and includes a prompt to "Complete Your Toolkit Checklist to be ready for 2024". Below this are six large, rounded square tiles: "SSAT Testing" (purple border), "SSAT Scores" (purple border), "Character Skills" (purple border), "Prospects" (blue border), "Applicants" (blue border, highlighted with a green dashed box), and "Data Dashboards" (orange border). To the right of the tiles is a "Quick Access Menu" with three sections: "ADVISE STUDENTS" (Advisor Workstation, Score Workstation), "ASSIGN WAIVERS" (SSAT Fee Waivers, Application Fee Waivers), and "PUBLICATIONS AND PRACTICE" (Official Study Guide, SSAT Practice Online Codes).

New Applications



- If you have not created an application, click **New Application**. Please review the tutorial on how to create a new application: [SAO Setup](#).

SSAT Testing ▾ SSAT Scores ▾ Character Skills ▾ Applicants ▾ Prospects ▾ Data Dashboards ▾ Resources

Application Set Up

[Learning Center! Videos on How to Set up your SAO](#)

Select Year: 2023 ▾

Select the **New Application** button to start from scratch, or select **Copy** under **Actions** and start from an existing application to either create a subset variation for a specific application or use as a start for a new application.

+ New Application

Application	Date Modified ▾	Status	Actions
9-11, All Student Types, All Residential Types Grade/s: 9-11	11/14/2022	Published Pause	Edit Copy View Share Template (?)

Existing Applications



- If you have an existing application, click **Edit** to access your application and Supplement Form.

SSAT Testing ▾ SSAT Scores ▾ Character Skills ▾ Applicants ▾ Prospects ▾ Data Dashboards ▾ Resources

Application Set Up

[Learning Center! Videos on How to Set up your SAO](#)

Select Year:

Select the **New Application** button to start from scratch, or select **Copy** under **Actions** and start from an existing application to either create a subset variation for a specific application or use as a start for a new application.

[+ New Application](#)

Application	Date Modified ▾	Status	Actions
9-11, All Student Types, All Residential Types Grade/s: 9-11	11/14/2022	Published Pause	Edit Copy View Share Template (?)

Required Forms

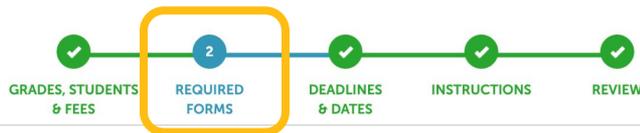


- In the **Required Forms** section, you will find the Supplement Form at the bottom of the page. Supplement Forms are optional for schools.



Edit an Application

[Learning Center! Videos on How to Set up your SAO](#)



STEP 2 - Select your Required Forms

Which standard application forms do you require? *

(Select all that apply)

Note: Editing the standard application form requirements will affect submitted and future applications.

Standard Application Online Forms

Click on a form name to see a preview or the ? icon to read a description

Form Name	Required, Optional or Not	Specify by Grade 9, 10, 11
Student Biographic Profile ?	Required	Required for Grade 9, 10, 11

What school specific supplement forms would you like to include?

(Select all that apply)

Note: Editing school specific supplement form requirements will affect submitted and future applications.

Supplement Forms

[+ Create a New Supplement Form](#)

Select from a stock template

Form Name	Actions
Supplement Form Standard Template ?	Create a Copy

If there is additional information you need for your admission process that is not already asked of applicants as a part of the SAO, please create a new supplement form or select from your existing forms below.

Recommended: To create a supplement form from a previous year template (if shown below), please Copy the original supplement form. You can then edit the copied version to include with the current application setup.

Form Name	Required, Optional or Not	Specify by Grade 9, 10, 11	Actions
Copy of Supplement Form Standard Template	Not Required	Not Required for Grade(s) 9, 10, 11	Edit Delete Copy

Copy the Supplement Form



- If you are using a previously created Supplement Form, **COPY** before editing, if needed. We recommend that schools review the form every year to ensure relevant content and questions.

What school specific supplement forms would you like to include?

(Select all that apply)

Note: Editing school specific supplement form requirements will affect submitted and future applications.

Supplement Forms

[+ Create a New Supplement Form](#)

Select from a stock template

Form Name	Actions
Supplement Form Standard Template	? Create a Copy

If there is additional information you need for your admission process that is not already asked of applicants as a part of the SAO, please create a new supplement form or select from your existing forms below.

Recommended: To create a supplement form from a previous year template (if shown below), please **Copy** the original supplement form. You can then edit the copied version to include with the current application setup.

Form Name	Required, Optional or Not	Specify by Grade 9, 10, 11	Actions
Copy of Supplement Form Standard Template	Not Required <input type="text"/>	Not Required for Grade(s) 9, 10, 11	Edit Delete Copy

Create the Supplement Form



- To create a new form, click on **Create New Supplement Form**.

What school specific supplement forms would you like to include?

(Select all that apply)

Note: Editing school specific supplement form requirements will affect submitted and future applications.

Supplement Forms

Select from a stock template

[+ Create a New Supplement Form](#)

Form Name	Actions
Supplement Form Standard Template	? Create a Copy

If there is additional information you need for your admission process that is not already asked of applicants as a part of the SAO, please create a new supplement form or select from your existing forms below.

Recommended: To create a supplement form from a previous year template (if shown below), please **Copy** the original supplement form. You can then edit the copied version to include with the current application setup.

Form Name	Required, Optional or Not	Specify by Grade 9, 10, 11	Actions
Copy of Supplement Form Standard Template	<input type="text" value="Not Required"/>	Not Required for Grade(s) 9, 10, 11	Edit Delete Copy

Create the Supplement Form



- Name the Supplement Form to be seen by applicant-families and write a brief description.

What school specific supplement forms would you like to include?

(Select all that apply)

Add Form Name and Description Send Feedback ✕

Name

Description

Cancel Next

and future application

• Create a New Supple

Actions



Create a C

already asked of applica
g forms below.

own below), please Co
e current application s

Actions

Design the Supplement Form



- **Presentation/Layout** fields are for design and **Input** fields are for your applicant-families to share their answers.

The screenshot shows the 'EMA Academy Supplement Form' builder interface. At the top left, the title 'EMA Academy Supplement Form' is displayed with a pencil icon. To the right is a 'Send Feedback' link with a close icon. Below the title are three tabs: 'Form Builder' (active), 'Preview', and 'Print Preview'. The main workspace contains a dashed box with the text 'Drag a field here'. On the right side, there are two panels of field options:

- Presentation/Layout**
 - H Heading and Section
 - Other Text or Content
 - Grid
 - Image
 - Page Break
- Input Fields**
 - Text
 - Paragraph
 - Checkbox
 - Yes/No
 - Multiple Choice
 - Radio
 - Dropdown
 - Options Table
 - Number
 - Email
 - Date
 - Signature
 - File Upload

At the bottom of the interface are two buttons: 'Save' (blue) and 'Done' (orange).

Design the Supplement Form

- Examples of the different types of fields you can use in your form

Heading and Section

This is what you get when you drag the Heading and Section Presentation field.

H Heading and Section

Text

This is what you get when you drag the Text field.

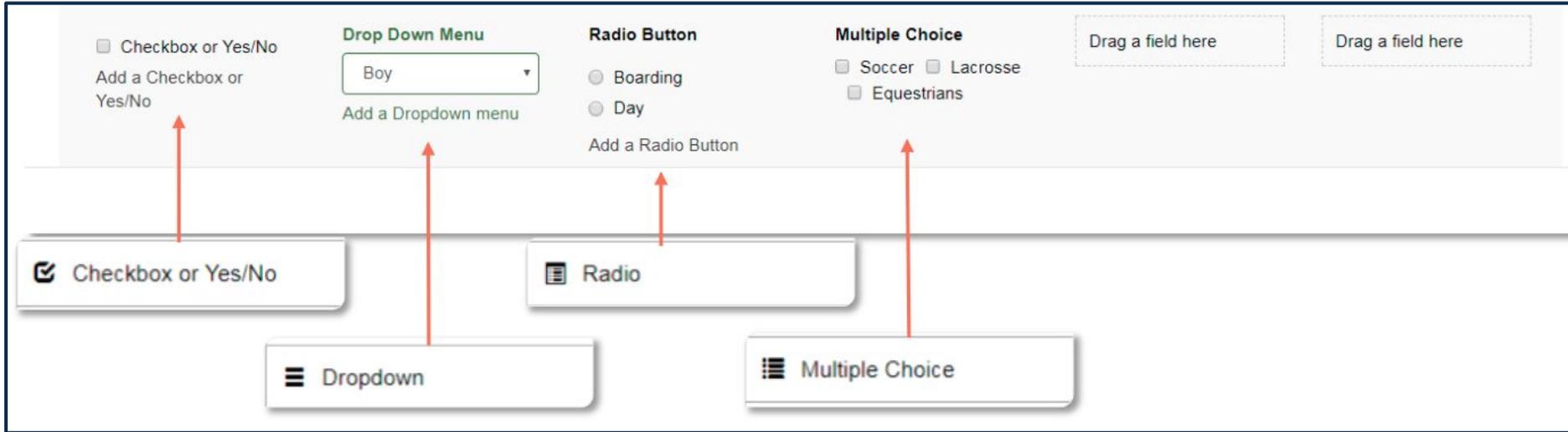
A Text

Other Text or Content - you can add a *paragraph* if you want, and change the font, etc.

T Other Text or Content

Design the Supplement Form

- Examples of the different types of fields you can use in your form



The image displays a form design interface with several field types and their corresponding drag-and-drop buttons. The top section shows the rendered fields, and the bottom section shows the buttons used to add them. Red arrows indicate the mapping between the buttons and the fields.

Field Types and Examples:

- Checkbox or Yes/No:** Checkbox or Yes/No
Add a Checkbox or Yes/No
- Drop Down Menu:** **Drop Down Menu**
Boy
Add a Dropdown menu
- Radio Button:** **Radio Button**
 Boarding
 Day
Add a Radio Button
- Multiple Choice:** **Multiple Choice**
 Soccer Lacrosse
 Equestrians

Drag-and-Drop Buttons:

- Checkbox or Yes/No
- Dropdown
- Radio
- Multiple Choice

Two dashed boxes labeled "Drag a field here" are also present in the top right area of the interface.

Design the Supplement Form



- Examples of the different types of fields you can use in your form

Options Table

	Top Bunk	Bottom Bunk	Private Room
Dorm A	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dorm B	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Date

MM/DD/YYYY

Date

File Upload

You can ask the applicant to upload a file.

File Upload

A diagram illustrating various form field types. It features a table with radio buttons, a date input field, and a file upload field. Red arrows point from callout boxes on the right to the corresponding fields in the form. The callout boxes are labeled 'Options Table', 'Date', and 'File Upload'. The 'Options Table' callout points to the table header. The 'Date' callout points to the date input field. The 'File Upload' callout points to the file upload field.

Design the Supplement Form



- Examples of the different types of fields you can use in your form

The screenshot displays a form design interface with three main sections:

- Signature:** Located at the top left, it includes the text "Signature" and "You can require a signature." Below this is a "Reset signature" button. To the right, a design panel titled "Signature" with a pencil icon is shown, with a red arrow pointing from it to the main form area.
- Number:** Located in the middle left, it features a text input field. Below the field is the text "This is if you request a phone number, using a Grid." A design panel titled "Number" with a "51" icon is positioned below the text, with a red arrow pointing from it to the input field.
- Email:** Located in the middle right, it features a text input field. Below the field is the text "You can request an email address, using a Grid." A design panel titled "Email" with a cursor icon is positioned below the text, with a red arrow pointing from it to the input field.

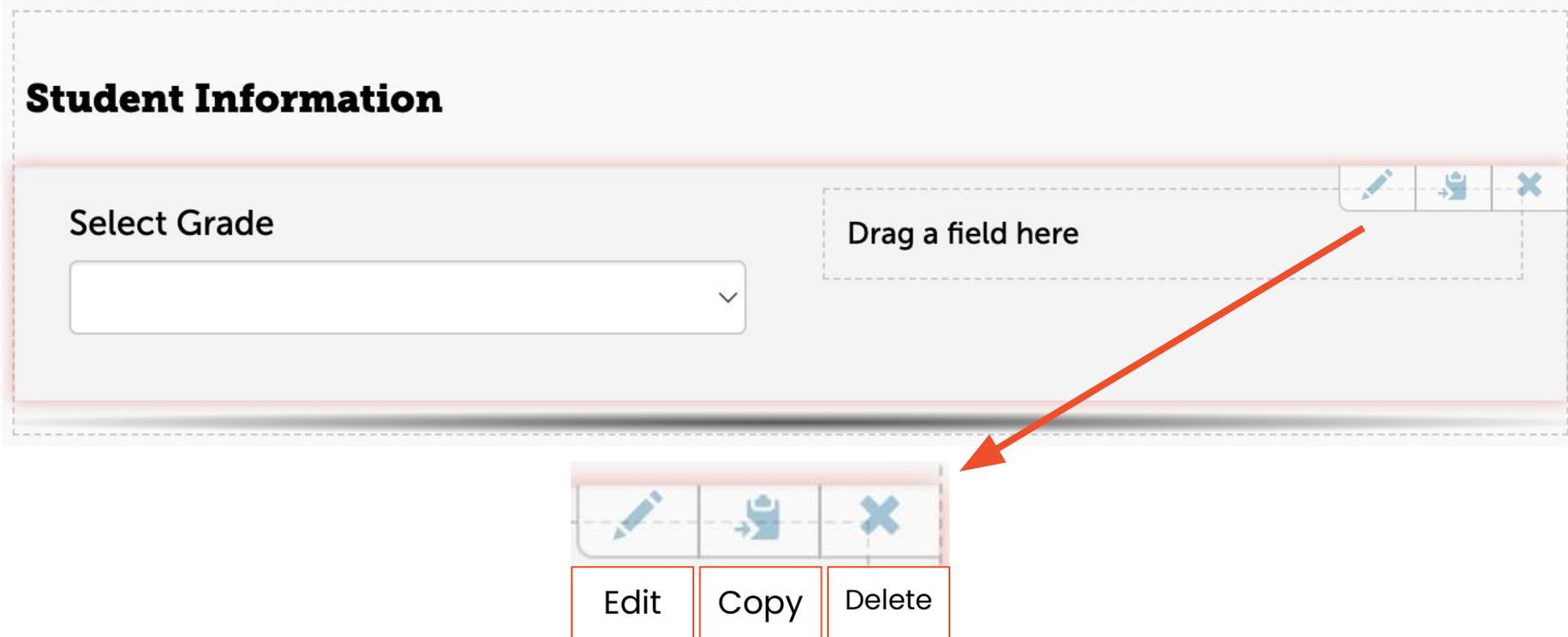
Design the Supplement Form

- Edit, Copy, or Delete by hovering over the field.

Student Information

Select Grade

Drag a field here



		
Edit	Copy	Delete

Preview the Supplement Form



- To preview the Supplement Form, click **Preview**.

A screenshot of the EMA Academy Supplement Form interface. At the top, the title "EMA Academy Supplement Form" is displayed with a pencil icon for editing. To the right is a "Send Feedback" link with a close icon. Below the title is a navigation bar with three buttons: "Form Builder", "Preview" (highlighted with a yellow border), and "Print Preview". The main content area shows the form preview, which includes the text "The Standard Application Online" on the left, "The SSAT" in the center, and "Student Name: Sample Student ID: 123456789" on the right. Two plus signs are positioned between the application and SSAT text. At the bottom of the preview area, it says "Form is empty" and "Form is valid". The footer of the preview area contains the text "The Enrollment Management Association, 1717". At the very bottom of the interface are two buttons: "Save" (blue) and "Done" (orange).

Print Preview the Supplement Form



- To print the Supplement Form, click **Print Preview** > *Print as a PDF*.

EMA Academy Supplement Form  [Send Feedback](#) 

Form Builder Preview **Print Preview**

 [Print as a Pdf](#)

The Standard Application Online + The SSAT +

Student Name: Sample Student
ID: 123456789

Form is empty

The Enrollment Management Association, 1717

[Save](#) [Done](#)

Save the Supplement Form



- Click **Save** and when you are done with the Supplement Form, click **Done**.

EMA Academy Supplement Form  [Send Feedback](#) 

Form Builder Preview **Print Preview**

The Standard Application Online + The SSAT +

Print as a Pdf

Student Name: Sample Student
ID: 123456789

The Enrollment Management Association, 1717

Form is empty

Save **Done**

A large, thick red arrow originates from the top right of the form area and points diagonally down and to the left, ending directly over the "Done" button at the bottom of the page.



For Frequently Asked Questions
visit the [SAO Help Center](#)

Contact:
members@enrollment.org