

Standard Application Online (SAO)

One Application,
Multiple Opportunities



Designed to offer an easy user experience



Step 1

Configure grade level and student types



Step 2

Configure required forms



Step 3

Set your deadlines



Step 4

Add special instructions



Final

Review & Publish

MAP Homepage

Login to your Member Access Portal or MAP. Once there, navigate to the Applicants tab and click on SAO Setup.

Enrollment Management Association

Welcome, SSAT SUPPORT • [Account Profile](#) • [Manage Users](#) • [Log Off](#)

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

Important Notice:
Data dashboards are undergoing maintenance between August 12, 2022. During this time, data from the 2022-2023 academic year will not be populated in the reports. The reports will continue to be populated with data from the 2021-2022 academic years.

Member Access Portal
Complete Your **Toolkit Checklist** to be ready

SSAT Testing SSAT Scores Character Skills

Prospects Applicants Data Dashboards

Quick Access Menu

- ADVISE STUDENTS**
[Advisor Workstation](#) [Score Workstation](#)
- ASSIGN WAIVERS**
[SSAT Fee Waivers](#) **New Updates!** [Application Fee Waivers](#)
- PUBLICATIONS AND PRACTICE**
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- CHARACTER SKILLS SNAPSHOT**
[The Snapshot](#)

Applicants
Potential Applicants
A Better Chance Applicants
SAO Setup
Advisor Workstation
Application Fee Waivers
SAO Check Rosters

Application SetUp

If you have an existing application, you can start by clicking on the COPY link to create the new academic year setup. If you are not making any major changes to your SAO this is the simplest way to set up your new SAO. Simply review your requirements and be sure to update your session year, deadlines and dates.

Otherwise, click on NEW APPLICATION to start.

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

Application Set Up

Learning Center! Videos on How to Set up your SAO

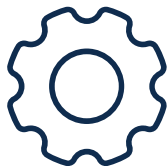
Select Year: 2022 ▾

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
9-12, All Student Types, All Residential Types Grade/s: 9-12	10/10/2022	Published Pause	Edit Copy View Share Template ?

For Placement Advisors
Enter instructions for students using the SAO who will work with you as an advisor



Step 1

Always make sure that you confirm the session year, for now you will be setting up for Fall 2023 and so on. This is IMPORTANT since SAO supports 2 consecutive academic years. As part of the first step, select the grades, student type, residential type and application fees.

You can build multiple setups as needed. For example, you can have one setup for your 10-11 international boarding students and another one for domestic boarding students. The main purpose is for you to have the ability to customize to build a best suited application setup for your school.

Setup an Application

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STEP 1 - Set your Grades, Students, and Fees

What session year is the setup for?

Select session year *

Fall 2023

* Required Fields

What would you like to name this application?

Name of your Application for Fall 2023 *

For easy reference, we recommend giving your application a name that reflects the grades or students who will use this application.

11-PG, All Student Types, All Residential Types

Which grade levels will use this application?

Select grade level/s for this application*

Select the grade level/s that will use this application. For example, schools can put their elementary grades into a group to set up their requirements, forms, and deadline dates.

PK K 1 2 3 4 5 6 7 8 9 10 11 12 PG

Who can use the SAO to apply to your school?

Any student can apply using the SAO

Only students working with CBOs can use the SAO to apply to our school ?

Which student types will use this application?

Select Student types will use this Application *

You can create multiple applications to serve different student types that may have unique application requirements. e.g. domestic or international, boarding or day. Note: You can create variations after you create this first version.

Residential Type *

Day Students
 Boarding Students

Student Type *

Domestic
 International

What are your school's application fees? ?

Domestic Day Fee (USD) *

\$100.00

Domestic Boarding Fee (USD...

\$100.00

International Day Fee (USD) *

\$100.00

International Boarding Fee (...

\$100.00

Cancel

Save a Draft

Next: Required Forms



Step 2

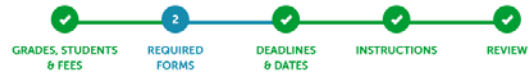
This is where you will spend the bulk of your time. If you are wondering where you can see sample forms such as teacher recommendations, simply click on the name of the forms shown here.

(a) from the standard library forms, select the forms to customize your application requirements. You can indicate “required, optional, not required or specify by grade” for applicants.

(b) You can select the SSAT test and snapshot and grades essay requirements . We noticed a lot of schools asked for a graded essay as part of their supplement, which is why we moved that piece here.

(c) Create a school specific supplement form for your schools if needed. A supplement is an additional requirement for a student that is capturing information not included in the SAO and is specific to your school. To create a supplement simply hit “create a copy” to start. If you have used a supplement in the past, it will be listed here set up the requirements for the form for your new SAO.

Quick note on setting up the requirements: Many schools have also inquired how “Optional” functions. For example, if a student happens to have their personal recommendation form for another school that requires it and your admission process does not require it, but it might be nice to have, indicating optional will allow the system to send the personal recommendation form to you.



STEP 2 - Select your Required Forms

Which standard application forms do you require? *

(Select all that apply)

Standard Application Online Forms

* Required Fields

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 3, 4	Other Options
Student Biographic Profile ?	Required	Required for Grade(s) 3, 4	
Student Essays ?	Not Required	Not Required for Grade(s) 3, 4	
Parent Statement ?	Not Required	Not Required for Grade(s) 3, 4	
Parent Questionnaire (Grades PK-4) ?	Not Required	Not Required for Grade(s) 3, 4	
Teacher Recommendation Form (Grades PK-1) ?	Not Required	Not Required for Grade(s) 3, 4	
Teacher Recommendation Form (Grades 2-4) ?	Not Required	Not Required for Grade(s) 3, 4	

What other components do you require?

Other Requirements

Form Name	Required, Optional or Not	Specify by Grade 3, 4
SSAT	Not Required	Not Required for Grade(s) 3, 4
Character Skills Snapshot ?	Not Required	
Graded Essay	Not Required	Not Required for Grade(s) 3, 4

What school specific supplement forms would you like to include?

Supplement Forms

Select from a stock template

Form Name	Actions
Supplement Form Standard Template ?	



Step 3

(a) Set deadlines and dates: you'll set your application deadlines or select rolling admissions, as well as offering information to the family about your decision notification dates and enrollment deadline. Even when you set a deadline date, your SAO doesn't automatically turn off or pause on that date. EMA does not turn off or pause any school's SAO and that is done manually by the school. So, if you have been using the SAO for the previous academic year and are no longer accepting applications for that year, please remember to PAUSE your application to avoid confusion among the families applying for the next academic year.

(b) Setup any school events like open houses, shadow days etc. ,interview requirements, and financial aid deadlines. Your families will be able to read all this information when they start the application to your school.

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STEP 3 - Set Deadlines and Dates

* Required Fields

What dates would you like to display on your SAO? *

Rolling Admissions
 Set Deadline Only

Standard Deadline Date <input type="text" value="01/15/2023"/>	Decision Sent by <input type="text" value="03/10/2023"/>	Acceptance Required by <input type="text" value="4/10/2023"/>
Early Deadline Date <input type="text" value="MM/DD/YYYY"/>	Early Decision Sent by <input type="text" value="MM/DD/YYYY"/>	Early Decision Acceptance by <input type="text" value="MM/DD/YYYY"/>

Are there events for prospective families that you'd like to share with applicants? (e.g Open Houses, Meet & Greet Programs, Special Visit Programs.)

Event Name: Intended for (Select all that apply): Day Students Boarding Students

Event Date: Event Start Time: Event End Time:

Timezone for the event will be calculated based on the school's address

[+ Add Event](#)

Additional Info for Events (Add a link to sign up, link for more info or a phone number)

Formats - **B** / *I* [List Icons] [Link Icon]

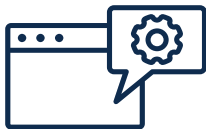
POWERED BY TINYMCE

Do you require an interview for Applicants?

Yes
 No

Additional Info to Schedule Interview (Add a link to sign up, link for more info or a phone number)

Formats - **B** / *I* [List Icons] [Link Icon]



Step 4

Now that we have built the core application, this where we wrap up your SAO setup with any special critical instructions for your families.

Setup an Application

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STEP 4 - Add Instructions

What special instructions would you like to display on the SAO?

Please provide any other special instructions to be displayed with the application, including links or other information, that will help students apply or learn more information.

A rich text editor interface. The toolbar at the top includes: undo, redo, a 'Formats' dropdown menu, bold (B), italic (I), bulleted list, numbered list, decrease indent, increase indent, link, and unlink icons. Below the toolbar is a large, empty text area for entering instructions. At the bottom right of the text area, it says 'POWERED BY TINYMCE'.

[Cancel](#)

[Save a Draft](#)

[Review and Publish Application](#)



Review and Publish

And that is it! Here is where you'll see the review screen to make sure you have all your application requirements added in your SAO setup.

Note that there is an option to save as a draft before publishing your setup. Be sure to carefully review your application. If you are ready to publish, simply click "Publish Application" and your SAO will be live to begin receiving applications from students.

You can see a sample layout as it appears on the student dashboard on this screen.

If you have questions about your application setup, please contact the Membership team at members@enrollment.org

Setup an Application

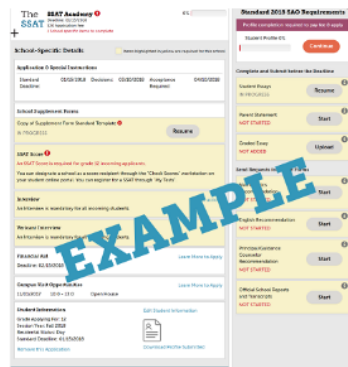
[Learning Center! Videos on How to Set up your SAO](#)



REVIEW - Review and Publish your Application

Application Name:	12-PG, All Student Types, All Residential Types
Grades & Students:	Fall 2023, 12-PG, Domestic, International, Day Students, Boarding Students
Fees:	Domestic Day \$100, Domestic Boarding \$100, International Day \$100, International Boarding \$100
Required Forms:	Student Biographic Profile
Deadlines & Dates:	Standard Application Deadline Date: 01/15/2023 Early Deadline date:
Special Instructions:	

[Cancel](#) [Save a Draft](#) [Publish Application](#)



Example SAO application

This is an example of what a parent or student will see in the SAO. Your school-specific requirements are listed on the left hand side and the standard application forms that are required are indicated when your school is expanded on the right hand side.

Editing this application after publishing

- Changes will apply to all submitted, draft or future applications (unless otherwise specified).
- Once an application is published, the following fields are not editable:
 - Session Year
 - Name of the Application
 - Grade Levels for the Application
 - SAO Acceptance for CBO applicant(s) only
 - Student Type (Domestic/International)
 - Residential Type (Boarding/Day)
- Upon completing your edits, you will need to click "Publish Application" on the Review page. It is not possible to save a draft of your edits.

Let Families Know You're Accepting SAO

Please don't forget to let families know you accept the Standard Application Online. Add the **SAO smart badge** to your website.

Give the standard link or SAO badge to your webmaster. When clicked, the link leads students directly to your school's application!

Add a badge or link to your school's website

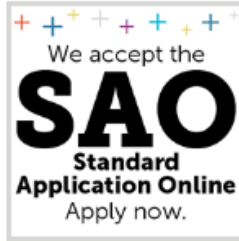
Select the badge you want to use and add the code below to display a badge on your website that lets students and parents link directly to the SSAT.org website and start the process of applying to your school.

Recommended copy to add to include a link on your website

```
Kent School uses the Standard Application Online (SAO). To learn more about using the SAO and begin your application, <a target="_blank" href="https://portal-dev.ssat.org/SAP/Applications/Home?schoolCode=4336">click here</a>.
```

Copy the HTML code using ctrl+c or cmd+c, paste it into an email, and forward it to your school's webmaster, who can insert it directly into the HTML text of your web page.

Copy Code to Clipboard



Select Large



Select Small

```
<a target="_blank" href="https://portal-dev.ssat.org/SAP/Applications/Home?schoolCode=4336"></a>
```

Copy the HTML code using ctrl+c or cmd+c, paste it into an email, and forward it to your school's webmaster, who can insert it directly into the HTML text of your web page.

Copy Code to Clipboard

Thank You!

Email: members@enrollment.org

