

Standard Application Online (SAO)

One Application,
Multiple Opportunities



The SAO is designed to save time for families and schools alike.

The 15-minute SAO setup process!



Step 1

**Configure grade
level and student
types**



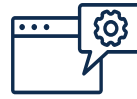
Step 2

**Configure required
forms**



Step 3

**Set deadlines and
school events**



Step 4

**Add special
instructions**



Final

Review & Publish

MAP Homepage

Log in to EMA's Member Access Portal (MAP) and navigate to Applicants >SAO Setup.

Welcome Account Profile • Manage Users • Log Off

Enrollment Management Association

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

MEMBER ACCESS PORTAL

SSAT Testing SSAT Scores Character Skills Prospects Applicants Data Dashboards

QUICK ACCESS MENU

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ADVISE STUDENTS

[Advisor Workstation](#) [Score Workstation](#)

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Applicants ▾

- Applicants
- Potential Applicants
- SAO Setup
- Advisor Workstation
- Application Fee Waivers
- SAO Check Rosters

Application Set Up

Schools creating an application for the first time will click on New Application to get started.

If you have an existing application and aren't making significant changes, copying is the easiest way to activate a new one. Make sure to review your existing requirements and update your session year, deadlines, and dates.

Enrollment Management Association

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: 2024 ▾

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.

Application	Date Modified ▾	Status	Actions
9-12, All Student Types, All Residential Types Grade/s: 9-12	3/14/2024	Published Pause	Edit Copy View Share Template (?)



Step 1

Because the SAO supports two consecutive academic years, confirming the session year is crucial.

Select the grades, student type, residential type, and application fees. You can build multiple setups as needed—for example, one for international and another for domestic boarding students.

This flexibility allows you to customize an application best suited to your school.

Setup an Application

Learning Center! Videos on How to Set up your SAO

1

2

3

4

5

GRADES, STUDENTS & FEESREQUIRED FORMSDEADLINES & DATESinSTRUCTIONSREVIEW

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

First, select forms from the standard library by choosing Required, Optional, Not Required, or Specify by Grade from the drop-down menus. To see samples of each, click on the form names.

Follow the same process under Other Requirements for the SSAT, Character Skills Snapshot, and a Graded Essay.

If necessary, add a school-specific supplemental form for information not captured via the SAO by selecting "Create a copy." If you have added a supplement to previous applications, it will be listed here automatically.

Why is "Optional" an option? Other schools may ask for forms your school doesn't require, such as a personal recommendation. Optional allows you to collect it from students who already have the info in the system. Adding an optional form doesn't impact the completion of the application.



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

Set your school's application deadline and notification dates, or select Rolling Admissions.

Please note: Many schools prefer to keep applications open after the deadline so EMA doesn't automatically turn them off. To avoid confusion with families, manually pause the application when you no longer want to accept submissions—**vital when an application was open for a previous year.**

Further customize the SAO application with admission events such as open houses and shadow days, interview requirements, and financial aid deadlines. This information is displayed for families when they begin your school's application.

Setup an Application

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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

01/15/2023

Decision Sent by

03/10/2023

Acceptance Required by

4/10/2023

Early Deadline Date

MM/DD/YYYY

Early Decision Sent by

MM/DD/YYYY

Early Decision Acceptance by

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

Open House

Intended for (Select all that apply)

☒ Day Students ☒ Boarding Students

Event Date

11/14/2022

Event Start Time

10 : 00 AM

Event End Time

12 : 00 PM

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)

Rich text editor with toolbar (undo, redo, bold, italic, link, unlink, bulleted list, numbered list, indent, outdent, decrease indent, increase indent, link, unlink) and text area.

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)

Rich text editor with toolbar (undo, redo, bold, italic, link, unlink, bulleted list, numbered list, indent, outdent, decrease indent, increase indent, link, unlink) and text area.



Step 4

Add any special instructions you want families to see when they begin the application.

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.

[illegible]

Cancel

Save a Draft

Review and Publish Application



Review and Publish

After Step 4, you'll arrive at a final review screen. Carefully look over the application to make sure everything is correct.

You can save the application as a draft or publish it and begin accepting applications. Please note: EMA's application year runs from August 1 through July 31. Applications published for the upcoming year before its commencement will open on August 1.

How can you see what families experience when applying to your school? Create a sample student account to navigate a live application.

If you have questions, please contact your EMA account representative or 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](#)

The screenshot shows a two-column application form. The left column is titled 'The SEAT Academy' and contains school-specific information like 'Application & Special Considerations', 'School-Specific Details', 'School Application Fees', 'SAO Rules', 'Scholarship', 'Residential Information', 'Financial Aid', 'Employment Information', and 'Student Information'. The right column is titled 'Standard 2018 SAO Requirements' and contains 'Complete and Submit before the Deadline', 'Student Profile', 'Parent Statement', 'Student Fees', 'Student Biographic Profile', 'Recommendations', 'Interviews', and 'Other School Forms'. A large blue 'EXAMPLE' watermark is overlaid on the form.

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 Accept the SAO



Accepting the SAO is a great step toward simplifying the application process, but as [*The Ride to Independent Schools*](#) report shows, it creates confusion when this option isn't communicated to families.

37%

Schools they applied to didn't accept a common application.

40%

Didn't know a common application was an option.

7%

Believed their chances for acceptance were better using the school's application. This jumps to 40% for applicants from African countries and 46% from China.

Display the SAO Badge

Let families know your school cares about their application experience and help them save time by displaying the SAO badge on your website.

The badge is available on the SAO Setup page in the member portal or at enrollment.org/badges.

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

The Enrollment Management Association uses the Standard Application Online (SAO). To learn more about using the SAO and begin your application, click here.

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.ssat.org/SAP/Applications/Home?schoolCode=1717"></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

SAO Integration Partners



Contact EMA and your enrollment management system (EMS) provider to activate the integration, enabling SAO applications to display seamlessly in your EMS.

The logo for blackbaud, featuring the word "blackbaud" in a lowercase, sans-serif font inside a white circle.

blackbaud®

The logo for FINALSITE, featuring a red geometric icon to the left of the word "FINALSITE" in a sans-serif font inside a white circle.

FINALSITE

The logo for proof+geist, featuring the word "proof" in red and "+geist" in purple inside a white circle.

proof
+geist

The logo for communitybrands, featuring a teal icon of people connected by dots above the word "communitybrands" in a sans-serif font inside a white circle.

communitybrands®

The logo for OpenApply, featuring a green leaf icon to the left of the word "OpenApply" in a sans-serif font inside a white circle.

OpenApply

The logo for VERACROSS, featuring a circular icon to the left of the word "VERACROSS" in a sans-serif font inside a white circle.

VERACROSS®

*Community Brands includes the former inResonance, Senior Systems, and Ravenna platforms. Finalsight is the former SchoolAdmin system.

Thank You!

Email: members@enrollment.org

