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

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MAP Homepage

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

Email: members@enrollment.org