Creating a Supplement in the SAO 3.0
Supplements in the SAO 3.0 are electronic forms, and can be created in the form supplement builder by you. They are designed to allow schools to add custom questions, otherwise not included in the standard forms. We recommend users first review the standard forms in order to eliminate redundancy.
Log into your MAP

Go to enrollment.org and click on LOGIN in the top right corner of the webpage. This will direct you to the Member Access Portal page, where you can log in. Or click [here](#). Enter your user name and password.
Select the Applications icon

Then, choose Application Setup in the Applications dropdown menu
Existing Users/Applications

If you have an existing application, click Edit to access your application and supplement.

Application Set Up

Select Year: 
- 2018
- 2018
- 2019

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.

<table>
<thead>
<tr>
<th>Application</th>
<th>Date Modified</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSAT Academy 2-5 Application</td>
<td>6/10/2017</td>
<td>Published Pause</td>
<td>Edit</td>
</tr>
<tr>
<td>Grade/s: 2-5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SSAT Academy 5 Application</td>
<td>6/10/2017</td>
<td>Draft</td>
<td>Edit</td>
</tr>
<tr>
<td>Grade/s: 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SSAT Academy 8-9 Application</td>
<td>6/6/2017</td>
<td>Draft</td>
<td>Edit</td>
</tr>
<tr>
<td>Grade/s: 8-9</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you have not created an application, you will first need to create a new application:
Go to Required Forms (p. 2)

Below the Standard Application Online Forms are the supplements.

Which standard application forms do you require? *
(Select all that apply)

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Require for All</th>
<th>Other Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Biographic Profile *</td>
<td>?</td>
<td>Customize Biographic Profile</td>
</tr>
<tr>
<td>Student Essays</td>
<td>?</td>
<td></td>
</tr>
</tbody>
</table>

What school specific supplement forms would you like to include?
(Sprint all that apply)

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplement Form Standard Template</td>
<td>Create a Copy</td>
</tr>
</tbody>
</table>
Getting Started
You can create a new supplement, or if you used a supplement last year, you can use the supplement already created for you.

- If you are using a supplement we created for you, based on your supplement PDF last year, please copy your form before editing. If you use the original copy, keep in mind any changes you make will permanently overwrite the content.
Here is a Sample

The supplement form builder is similar to most form builders you may have used. Here is a sample:
Lots of Design Options

Presentation/Layout fields are for design and instruction. The Input fields are for the applicants to input their answers.
How to Create a Supplement

Here are examples of the different types of fields you can use in your form.

Supplement for Great Schools

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

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

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

Below I have added a grid.
Drag your Input Fields into the grid boxes to display in the way shown below.

- Checkbox or Yes/No
- Add a Dropdown menu
- Radio Button
- Multiple Choice
- Drag a field here

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Yield Your Best
How to Create a Supplement

Continued...

### Options Table

<table>
<thead>
<tr>
<th></th>
<th>Top Bunk</th>
<th>Bottom Bunk</th>
<th>Private Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dorm A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dorm B</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Date

**MM/DD/YYYY**

### File Upload

You can ask the applicant to upload a file.
How to Create a Supplement

Continued...

Signature
You can require a signature.

Reset signature

Number
This is if you request a phone number, using a Grid.

Email
You can request an email address, using a Grid.

The Enrollment Management Association
Yield Your Best
How to Edit, Copy or Delete

To make changes to the field, use the edit, copy or delete icons.

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Text

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

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

Below I have added a grid.

Drag your Input Fields into the grid boxes to display in the way shown below.

The Enrollment Management Association

Yield Your Best
Create or Edit a Field Box

When creating or editing a field, you will have a pop up window that you need to complete. Be sure to create a **meaningful Field ID**, such as in this example.