



Creating a Supplement in the SAO 3.0

The
**Enrollment
Management**
Association



Yield Your Best



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.

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Sign in

Username [Forgot Username?](#)

skline@ssat.org
ssatacademy@ssat.org
.....

Remember Me

Create an Account

Create a Student Account

If you do not have a student account, please [click here](#).

Membership Application for The Enrollment Management Association

If you would like to inquire about becoming a Member or Test Center of The Enrollment Management Association, please [click here](#).

Select the Applications icon



The Enrollment Management Association

Welcome, Sarah Kline [MAP Administrator] [skline (TEMA Staff)] • Account Profile • Manage Users • Log Off

Home | SSAT / Snapshot | SSAT Scores | Applications | Prospects | Data Dashboards | Resources

Member Access Portal

- SSAT Testing
- SSAT Scores
- Data Dashboards
- Prospects
- Applications**
- Resources

Quick Access Menu

- ADVISE STUDENTS**
Application Workstation • Score Workstation •
- ASSIGN WAIVERS**
Test Fee Waivers • Application Fee Waivers •
- PUBLICATIONS AND PRACTICE**
Order Official Guide or SSAT Brochure • **NEW** Order Practice Online Codes •
- CHARACTER SKILLS SNAPSHOT**
NEW Invite families that aren't taking the SSAT to take The Snapshot

Then, choose Application Setup in the Applications dropdown menu

Applications ▾

- Applications
- Application Setup** ←
- Advisor Workstation
- Application Fee Waivers
- NEW** SAO Check Rosters

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.

+ New Application

Application	Date Modified ▾	Status	Actions
SSAT Academy 2-5 Application Grade/s: 2-5	6/10/2017	Published Pause	Edit Copy View
SSAT Academy 5 Application Grade/s: 5	6/10/2017	Draft	Edit Copy Delete
SSAT Academy 8-9 Application Grade/s: 8-9	6/6/2017	Draft	Edit Copy Delete

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If you have not created an application, you will first need to create a new application:

+ New Application

Go to Required Forms (p. 2)

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Member Access Portal

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Setup an Application

1 GRADES, STUDENTS & FEES 2 **REQUIRED FORMS** 3 DEADLINES & DATES INSTRUCTIONS REVIEW

STEP 2 - Select your Required Forms

Standard Application Online Forms * Required Fields

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

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

Form Name	Require for All	Other Options
Student Biographic Profile *	<input checked="" type="checkbox"/>	Customize Biographic Profile
Student Essays	<input type="checkbox"/>	

Below the Standard Application Online Forms are the supplements.

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

Supplement Forms

[+ Create a New Supplement Form](#)

Select from a stock template

Form Name	Actions
Supplement Form Standard Template	? Create a Copy

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.



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

Supplement Forms
Select from a stock template

[+ Create a New Supplement Form](#)

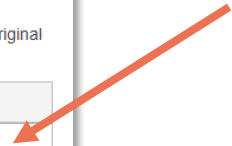
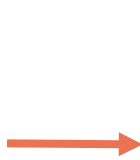
Form Name	Actions
Supplement Form Standard Template	? Create a Copy

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 6, 7, 8, 9, 10	Actions
Supplement Form for Schools Only	Not Required	Not Required for All Grades 6, 7, 8, 9, 10	Edit Delete Copy
Parent Statement	Not Required	Not Required for All Grades 6, 7, 8, 9, 10	Copy
SSAT Academy Supplement Form	Not Required	Not Required for All Grades 6, 7, 8, 9, 10	Edit Delete Copy

Click here to preview





- 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:



SSAT Academy Supplement Form 




[Send Feedback](#) 

We want to know about your interest in our school.
Describe using adjectives.

Why did you apply to this school?






Your favorite word **your mom's favorite word** **your dog's favorite word?**

This should be a silly answer.





Student Questionnaire   

Please click on the link below to download our Student Questionnaire. It must be completed by the student in their own handwriting. Once completed, scan the document, and load it into the upload field below.

Presentation/Layout

-  Heading and Section
-  Grid
-  Image
-  Other Text or Content
-  Page Break

Input Fields

-  Text
-  Paragraph
-  Checkbox or Yes/No
-  Radio






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

Lots of Design Options

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



Presentation/Layout

 Heading and Section
 Grid
 Image
 Other Text or Content
 Page Break

Input Fields

 Text
 Paragraph
 Checkbox or Yes/No
 Radio
 Dropdown
 Multiple Choice
 Options Table
 Number
 Email
 Date
 Signature
 File Upload

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.

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

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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.

Drag a field here

Checkbox or Yes/No
Add a Checkbox or Yes/No

Drop Down Menu

Boy

Add a Dropdown menu

Radio Button

Boarding
 Day


Add a Radio Button

Multiple Choice

Soccer Lacrosse
 Equestrians

Drag a field here

Drag a field here

 Checkbox or Yes/No

 Radio

 Dropdown

 Multiple Choice

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How to Create a Supplement

Continued...



 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



 Date

File Upload

You can ask the applicant to upload a file.



 File Upload



How to Create a Supplement

Continued...



Signature
You can require a signature.

Reset signature

Signature

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

Number


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

Email

How to Edit, Copy or Delete

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



Supplement for Great Schools 

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.

Drag a field here

Checkbox or Yes/No

Add a Checkbox or Yes/No

Drop Down Menu

Add a Dropdown menu

Radio Button

- Boarding
- Day

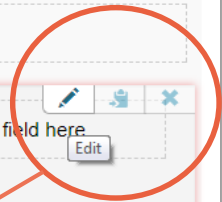
Add a Radio Button

Multiple Choice

- Soccer Lacrosse
- Equestrians

Drag a field here

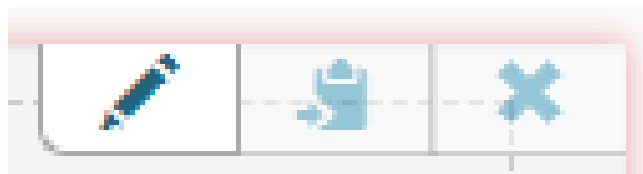
Drag a field here



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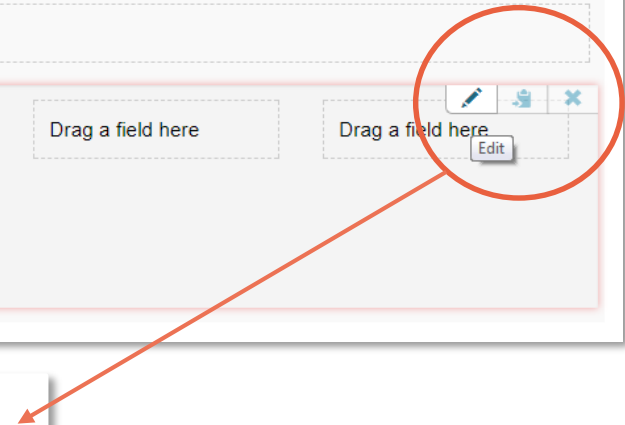
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Edit

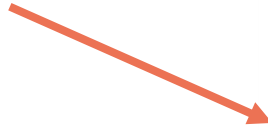
Copy

Delete



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.



Edit Field

Field Label ✓

Field ID

Input an abbreviated identifiable value of the Field Label. For instance, Field Label: Current School Attended: Field ID: current_school

Hint

Format

Radio Group Horizontal Radio Group

Field is required

Options

	Option Value	Option Label
+	Boarding	Boarding
-	Day	Day

Only show when

Always show Checkbox or Yes/No

OK **Cancel**