

Don't leave any inquiries behind!

Start by going to your Admissions Dashboard

New Student Admissions Funnel

The counts on this Dashboard report are updated every 30 minutes. For up to date information, use the detailed reports by clicking on the numbers.

School: Premier Academy
Year: 2023-2024
Grade: --All Grades--

Current School Year					Prior Yr	Difference
Annual Goal	YTD Total	Conversion Rate	Current Status		2022-2023 YTD Total	YTD
0	6		0	INQUIRIES	31	-25
0	5	83%	2	APPLICATIONS STARTED	13	-8
0	3	60%	3	APPLICATIONS SUBMITTED	8	-5
0	0	0%	0	OFFERS SENT	4	-4
0	0	0%	0	OFFERS ACCEPTED	0	+0
0	0	0%	0	PROCESS FINISHED	0	+0

[Details](#)

Click on Application and Enrollment in the grey bar this will bring you to the review of your inquiries

The screenshot displays a web application interface for Admissions Management. The browser address bar shows the URL <https://renweb1.renweb.com/renweb1/#/admissions>. The application header includes a navigation menu with 'Admissions' and a notification badge with the number '12'. The main navigation bar contains 'Dashboard', 'Application & Enrollment' (highlighted), 'New Students', 'Returning Students', 'Reports', and 'Search'. Below this, a secondary navigation bar has 'Inquiry' (highlighted), 'Application', 'Enrollment', 'Design', and 'Settings'. The main content area is titled 'Review' and includes a search bar, 'Custom Report' dropdown, 'Report Settings' dropdown, and a '2023-2024' year selector. A 'Details >' link is visible above the table. The table lists student inquiries with the following data:

Student (1) ↑	Status	Substatus	Inquiry Checklist	Grade	School Year	School	Inquiry Date	Parent 1 Full Name	Parent 2 Full Name
<input type="checkbox"/> Barr, Christa	Inactive			10	2023-2024	Premier Academy	05/06/2020	Barr, Celeste	

The Windows taskbar at the bottom shows the search bar with the text 'Type here to search', several application icons, and the system tray with the date and time '10:13 AM 8/1/2023'.

Check the boxes of all the families you wish to email and then click the box next to the word student at the start of the list. You can send to all of them at once.

The screenshot shows a web browser window displaying the Admissions Management System. The page title is "Admissions" and the URL is "https://renweb1.renweb.com/renweb1/#/admissions". The interface includes a navigation menu with options like "Dashboard", "Application & Enrollment", "New Students", "Returning Students", "Reports", and "Search". The "Application & Enrollment" section is active, with sub-tabs for "Inquiry", "Application", "Enrollment", "Design", and "Settings". The "Inquiry" tab is selected, showing a list of students. The list has a "Review" section with a "1 selected" indicator and a "Progress" button. The "Setup" section has a "Details" link. The "Events" section has a "Barr, Christa" entry with a checked checkbox. The "Tasks" section is empty. The table below shows the following data:

Student (1) ↑	Status	Substatus	Inquiry Checklist	Grade	School Year	School	Inquiry Date	Parent 1 Full Name	Parent 2 Full Name
<input checked="" type="checkbox"/> Barr, Christa	Inactive			10	2023-2024	Premier Academy	05/06/2020	Barr, Celeste	

Click on the paper airplane or arrow next to the number of selected, this leads to the send email screen

The screenshot shows a web application interface for Admissions. The top navigation bar includes 'Dashboard', 'Application & Enrollment', 'New Students', 'Returning Students', 'Reports', and 'Search'. The 'Application & Enrollment' section is active, with sub-tabs for 'Inquiry', 'Application', 'Enrollment', 'Design', and 'Settings'. The 'Inquiry' tab is selected, and a 'Review' section shows '1 selected' with a 'Progress' button. A 'Send Email' button is highlighted in yellow. Below this is a table with the following data:

Student (1) ↑	Status	Substatus	Inquiry Checklist	Grade	School Year	School	Inquiry Date	Parent 1 Full Name	Parent 2 Full Name
✓ Barr, Christa	Inactive			10	2023-2024	Premier Academy	05/06/2020	Barr, Celeste	

The bottom of the screenshot shows a Windows taskbar with the search bar and system tray icons, including the time 10:13 AM on 8/1/2023.

Choose if you want to send the email to Parent 1 or 2, I would recommend both so that it doesn't get missed

The screenshot displays a web browser window with the URL <https://renweb1.renweb.com/renweb1/#/admissions>. The page title is "Admissions" and the user is logged in as "Premier Academy 2022-2023 | T3". The navigation menu includes "Dashboard", "Application & Enrollment", "New Students", "Returning Students", "Reports", and "Search". The "Application & Enrollment" section is active, with sub-tabs for "Inquiry", "Application", "Enrollment", "Design", and "Settings".

The main content area is titled "Compose Email" and features a "Send Email" button in the top right corner. Under the "Recipients" section, there is a "VIEW RECIPIENTS" link and three checkboxes: "Parent 1" (checked), "Parent 2", and "Student".

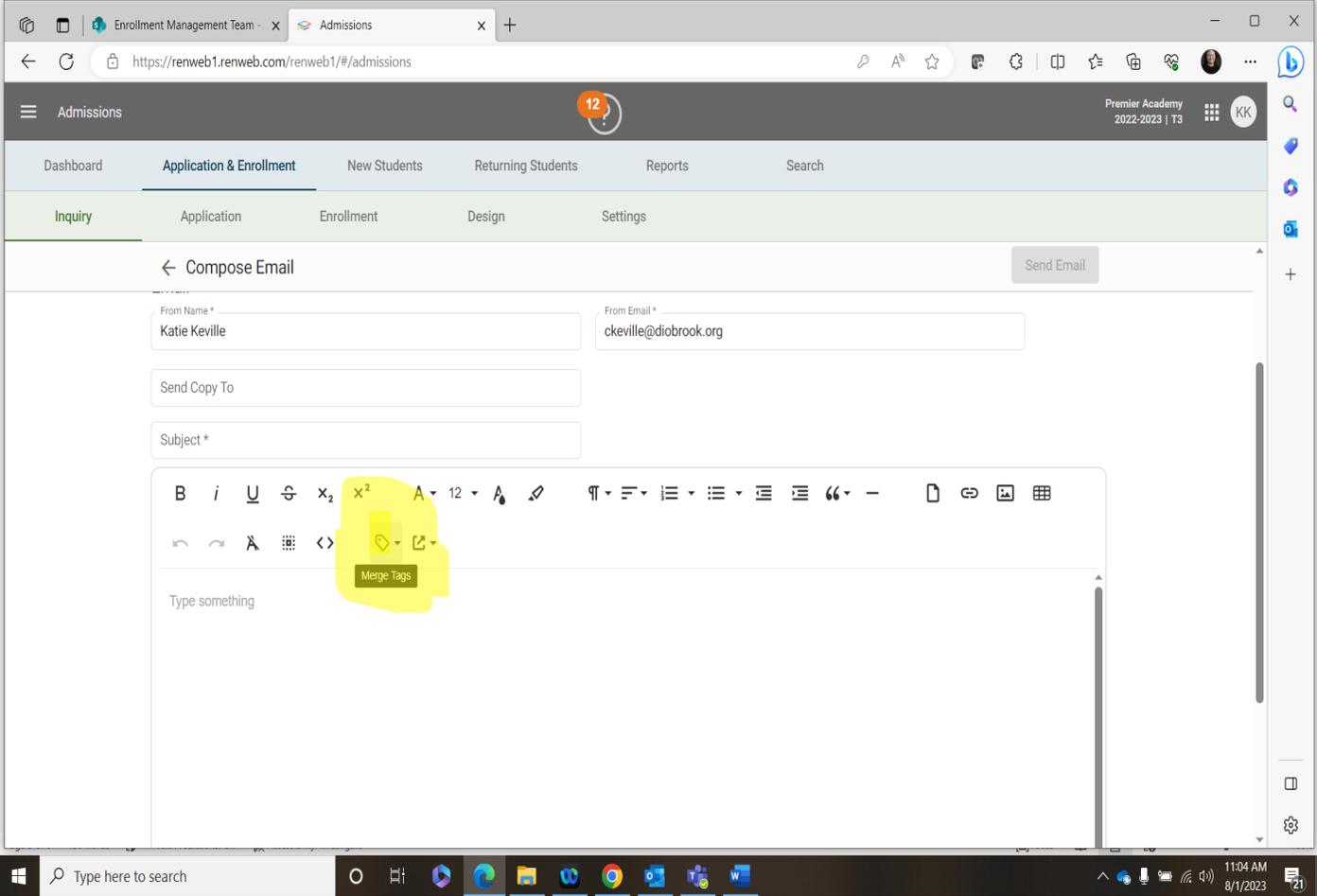
The "Email" section contains the following fields:

- "From Name *": Katie Keville
- "From Email *": ckeville@diobrook.org
- "Send Copy To": (empty)
- "Subject *": (empty)

Below the fields is a rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, subscript, superscript, font size, text color, background color, bulleted list, numbered list, link, unlink, quote, and code. The text area contains the placeholder "Type something".

A Windows taskbar is visible at the bottom, showing a search bar and several application icons. A notification from "ManageEngine UEMS Agent Tray Icon" is displayed, stating "Processing Configuration: ManageEngine is processing the configuration applied by your IT Administrator". The system clock shows "10:13 AM 8/1/2023".

Then compose your email, I recommend including a link to your application and using a merge field to pull in their last name, please see screenshots below of where both of these options are located. Once you have set up the email you can save it as a template for future use.



Enrollment Management Team - x Admissions x +
https://renweb1.renweb.com/renweb1/#/admissions

Admissions 12 Premier Academy 2022-2023 | T3 KK

Dashboard Application & Enrollment New Students Returning Students Reports Search

Inquiry Application Enrollment Design Settings

← Compose Email

Send Email

Type something

Please enter all required fields (*)

Send Email Templates Cancel

ManageEngine UEMS Agent Tray Icon

Patch Scanning is in Progress
ManageEngine is updating the system information to your IT Administrator

Type here to search

10:13 AM 8/1/2023