



DENBIGH
INTERNATIONAL

Administration
Solutions
for Education

Denbigh Administration Enrolment Enquiries Manual

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Enrolment Enquiries

Welcome to Denbigh Administration
You are logged in as "Mrs J Denbigh"

Privacy reminder
The School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act 1988. A high standard of care must be exercised by those accessing personal information on Denbigh Admin, so that use or disclosure of such information is limited to purposes closely linked to the welfare of the persons concerned.

Enrolment Enquiries

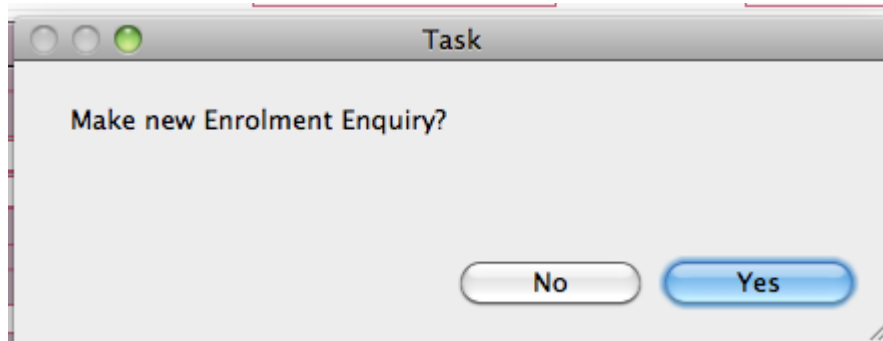
Reminders

- Reminder Note: Actioned ^
9/6/2015 - Deak, Ryan
Check on Clergy Discount
- Reminder Note: Actioned
9/6/2015 - Willis-Heron, Felicity
Check on enrolment Fee
- Reminder Note: Actioned
9/6/2015 - Thomas, Sophia
Check on Enrolment date
- Reminder Note: Actioned
9/6/2015 - Thomas, Sophia
Check on Enrolment Date.
- Reminder Note: Actioned
9/6/2015 - Jordt, Jack
Ring to check on enrolment

Leave Phone Message View all my reminders

From the Main Menu - Click on Enrolment Enquiries

Make new Enrolment Enquiry



Click Yes to enter a new Enrolment Enquiry

Enter the Enquirer's details

The screenshot shows the 'Enrolment Enquiry' form with the following fields highlighted by red circles:

- 1: Surname (Denbigh)
- 2: First Name (John)
- 3: Second Names (empty)
- 4: Title (Mr)
- 5: Phone (Home) (4641375)
- 6: Phone (Work) (46473410)
- 7: Mobile (0404040)
- 8: Email (jdenbigh@denbigh.com.au)

Other visible fields include Date (21/09/2015), Salutation (Mr Denbigh and), Mailing Title (Mr Denbigh), Address (25 bligh street, Sydney NSW 2000), Telephone (46471375), Fax (46473410), and Family Information (Enquirer is Father: Denbigh, John, Mr, 4641375, 46473410, 0404040, jdenbigh@denbigh.com.au).

Enter the details of the person making the enquiry. Defaults to today's date.

1. Surname
2. First Name
3. Second Name (if applicable)
4. Title
5. Home Phone
6. Work Phone
7. Mobile Number
8. Email address.

The Salutation and Mailing Title Fields are created automatically.

Enter the Candidates (Student) Details

Enrolment Enquiry

Date	Surname	First Name	Second Names	Title	Phone (Home)	Phone (Work)	Mobile	Email
21/09/2015	Denbigh	John		Mr	4641375	46473410	0404040	jdenbigh@denbigh.com.au
				Salutation	Mailing Title			
					Mr J Denbigh			

Enquiry Details		Correspondence	Email	Notes / Followup	Charts			
Candidate Information								
Surname	First Name	Second Names	Gender	Date of Birth	Status	Entry Yr Group	Start Cal Yr	Moved to Future Student
Denbigh	John		Female	7/06/2005	First contact	11	2016	<input type="checkbox"/>
			<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/> <ul style="list-style-type: none"> <input type="text" value="First contact"/> <input type="text" value="Prospectus Sent"/> <input type="text" value="Application Form Sent"/> 	<input type="text" value="6"/>	<input type="text" value="7"/>	<input type="text"/>
Address								
Mailing Title: Mr Denbigh		Property:						
Salutation: Mr Denbigh and		Street: 25 bligh street						
		Suburb/State/PC: Sydney NSW 2000						
		Country:						
		Telephone: 46471375 Fax: 46473410						
Family Information								
Family Name: Denbigh								
Father's Details								
Enquirer is Father	Denbigh	John	Mr	4641375	46473410	0404040	jdenbigh@denbigh.com.au	
Mother's Details								
Enquirer is Mother								
Marketing Information								
How did you hear about Denbigh Demonstration School?								
<input type="text"/>								
Prospectus								
Send Prospectus <input type="checkbox"/> Sent: <input checked="" type="checkbox"/>								
Application Fee								
Date Received <input type="checkbox"/> Receipt Number <input type="text"/>								
Why did you contact Denbigh Demonstration School?								
<input type="text"/>								

1. Surname
2. First Name
3. Gender (drop down list)
4. Date of Birth
5. Choose from First contact, Prospectus Sent or Application Form Sent
6. Enter the year group the student will commence
7. Enter the Calendar year of commencement

Enter the Family Address

The screenshot shows the 'Enrolment Enquiry' form. At the top, there are fields for Date (21/09/2015), Surname (Denbigh), First Name (John), Second Names, Title (Mr), Phone (Home) (4641375), Phone (Work) (46473410), Mobile (0404040), and Email (jdenbigh@denbigh.com.au). Below this is the 'Enquiry Details' section with tabs for Correspondence, Email, Notes / Followup, and Charts. The 'Candidate Information' section includes Surname (Denbigh), First Name (John), Second Names, Gender (Female), Date of Birth (7/06/2005), Status (First contact), Entry Yr Group (11), and Start Cal (2016). The 'Address' section has fields for Mailing Title (Mr Denbigh), Salutation (Mr Denbigh and), Property, Street (25 bligh street), Suburb/State/PC (Sydney NSW 2000), Country, Telephone (46471375), and Fax (46473410). The 'Family Information' section includes Family Name (Denbigh), Father's Details (Surname: Denbigh, First Name: John, Title: Mr, Phone: 4641375, 46473410, Mobile: 0404040, Email: jdenbigh@denbigh.com.au), and Mother's Details. The 'Marketing Information' section has fields for 'How did you hear about Denbigh Demonstration School?' and 'Why did you contact Denbigh Demonstration School?'. There is a 'Send Prospectus' button and an 'Application Fee' section with 'Date Received' and 'Receipt Number' fields.

Enter the Family address and Family name.

Enter the Mother and Father's Details

This screenshot is identical to the one above, but with a red circle highlighting the 'Enquirer is Father' radio button in the 'Family Information' section. The 'Father's Details' fields are populated with the same information as in the previous screenshot: Surname (Denbigh), First Name (John), Title (Mr), Phone (Home) (4641375), Phone (Work) (46473410), Mobile (0404040), and Email (jdenbigh@denbigh.com.au).

If the person making the enquiry is the Mother or Father, just click "Enquirer is ..." and it will copy the details to the appropriate Fields.

Send Prospectus

Enrolment Enquiry

Date	Surname	First Name	Second Names	Title	Phone (Home)	Phone (Work)	Mobile	Email
21/09/2015	Denbigh	John		Mr	4641375	46473410	0404040	jdenbigh@denbigh.com.au

Salutation: Mailing Title: Mr J Denbigh

Enquiry Details Correspondence Email Notes / Followup Charts

Candidate Information

Surname	First Name	Second Names	Gender	Date of Birth	Status	Entry Yr	Group	Start Cal Yr	Moved to Future Student
Denbigh	John		Female	7/06/2005	First contact	11		2016	<input type="checkbox"/>

Address

Mailing Title: Property:
Salutation: Street:
Suburb/State/PC: Country:
Telephone: Fax:

Family Information

Family Name:

Father's Details	Surname	First Name	Title	Phone (Home)	Phone (Work)	Mobile	Email
Enquirer is Father	Denbigh	John	Mr	4641375	46473410	0404040	jdenbigh@denbigh.com.au

Mother's Details	Surname	First Name	Title	Phone (Home)	Phone (Work)	Mobile	Email
Enquirer is Mother							

Marketing Information Prospectus

How did you hear about Denbigh Demonstration School?

Why did you contact Denbigh Demonstration School?

Send Prospectus Sent: Fee:

Date Received: Receipt Number:

Click the "Send Prospectus" button to create the correspondences to send the Prospectus.

Correspondence to the Enquirer

Enrolment Enquiry

Date	Surname	First Name	Second Names	Title	Phone (Home)	Phone (Work)	Mobile	Email
21/09/2015	Denbigh	John		Mr	4641375	46473410	0404040	jdenbigh@denbigh.com.au

Salutation: Mailing Title: Mr J Denbigh

Enquiry Details **Correspondence** Email Notes / Followup Charts

Date	Title	Signatory	Body
21/09/2015	Thank You for Your	John Denbigh	Thank you for your recent Enquiry about our school. Please find attached an application form to fill out if you desire to send your child John Denbigh to our school.

Correspondence can be sent to the family either as a letter or via eMail. Click the "New Letter to Enquirer" button.

Correspondence - Template type

Letter

Date and Addressing Information Select Type & Template

Date:	26/10/2016		
Mailing Title:	Mr J Denbigh		
Property:			
Street:	25 bligh street		
Suburb/State/PCode:	Sydney	NSW	2000
Country:			
Email Addresses:			
Salutation:	Dear John	Informal Salutation	<input type="checkbox"/>

Body

?

Signatory Detail

Sign Off:	Yours sincerely	Choose Signature:	
Signatory:	Jane Denbigh		
Position:	Head of Middle School		

Tear Off section (optional)

Print Detail

Print Media: Printer Print Layout: Correspondence Print No letterhead

Cancel OK Print

Type

- Absence Letters
- Academic warning
- Enquiry Response Letter
- Excursions
- High School
- Letter To Community
- Middle School
- Permission Letter - Tear Off
- Reference
- Registrar - Applications
- SMS to Community Member
- SMS to Staff
- SMS To Student
- Suspension Letters
- Warning Letters

The Enquirer's details will be added to the letter. Choose the type of letter to be created.

Correspondence - Letter Template

Letter

Date and Addressing Information

Date : 26/10/2016

Mailing Title : Mr J Denbigh

Property :

Street : 25 bligh street

Suburb/State/PCode : Sydney NSW 2000

Country :

Email Addresses :

Salutation : Dear John Informal Salutation

Select Type & Template

Type : Enquiry Response Letter

Template Name : 10 Thank You for Your Enquiry-Information

Subject of Letter :

Body

?

Signatory Detail

Sign Off : Yours sincerely

Signatory : Jane Denbigh

Position : Head of Middle School

Choose Signature :

Tear Off section (optional)

Print Detail

Print Media : Printer

Print Layout : Correspondence Print No letterhead

Cancel OK Print

Choose the letter template to be used.

Correspondence - Sign off and Signatory

Signatory Detail

Sign Off : Yours sincerely

Signatory : Yours sincerely

Position : Kind regards

Tear Off section : Yours faithfully

Edit...

Choose Signature :

Click the drop down lists to choose the Sign off, Signatory and the Position.

Correspondence - Choose Signature

Signatory Detail

Sign Off	Yours sincerely	Choose Signature	DENJ
Signatory	Jane Denbigh		
Position	Head of Middle School		

Tear Off section (optional)

Print Detail

Print Media : **Printer** Print Layout : **Correspondence Print No letterhead**

Signatures can be stored in the Staff file and used in Correspondence.

Correspondence Print

Print Detail

Print Media : **Printer** Print Layout : **Correspondence Print No letterhead**

Printer
PDF
Email

Click the Print Button to Print the letter, save as a PDF or Email.

Prospectus Sent

Prospectus

 Sent:

The Prospectus Check box with fill after the letter has been created.

Correspondence Stored

Enrolment Enquiry

Date	Surname	First Name	Second Names	Title	Phone (Home)	Phone (Work)	Mobile	Email
21/09/2015	Denbigh	John		Mr	4641375	46473410	0404040	jdenbigh@denbigh.com.au

Salutation: Mailing Title: Mr J Denbigh

Enquiry Details **Correspondence** Email Notes / Followup Charts

Date	Title	Signatory	Body
21/09/2015	Thank You for Your	John Denbigh	Thank you for your recent Enquiry about our school. Please find attached an application form to fill out if you desire to send your child John Denbigh to our school.

The letter is stored under the Correspondence tab, or Email tab if the correspondence was emailed.

Notes/Reminders/Follow-up

Enrolment Enquiry

Date	Surname	First Name	Second Names	Title	Phone (Home)	Phone (Work)	Mobile	Email
21/09/2015	Denbigh	John		Mr	4641375	46473410	0404040	jdenbigh@denbigh.com.au

Salutation: Mr Mailing Title: Mr J Denbigh

Enquiry Details | Correspondence | Email | **Notes / Followup** | Charts

General Notes

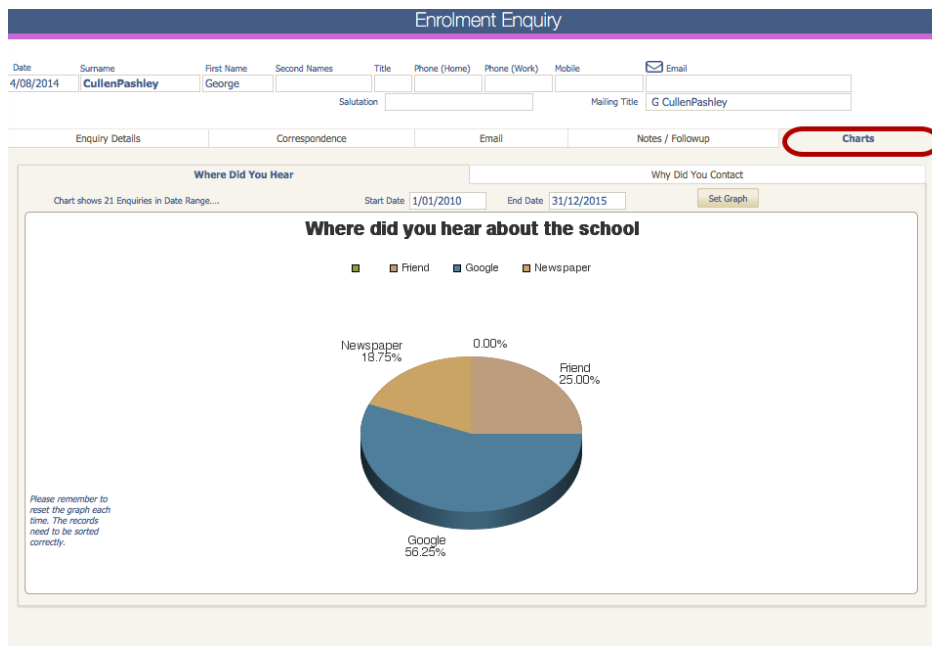
Note: still need to receive birth certificates
Time: 21/09/2015 8:10:29
User: Test Registrar

Followup Reminders

Action Date: 3/10/2015 To Staff Member: TREG To Faculty: [] Actioned: []
ring to confirm tour

To add notes or reminders, click on the "Add Note" or "Add Reminder" buttons respectively. Once the buttons have been pressed the user can then edit the text boxes to have the appropriate texts within it.

Charts



Enter the date range to check for Marketing details and then click "Set Graph".

Move the Student to Future Students

Enrolment Enquiry

Main Menu | Back | Find | View As List | Delete Enquiry | Delete All Found | **Move to Main DB** | Students Menu | Family Details | Community Details | Staff Details

Date	Surname	First Name	Second Names	Title	Phone (Home)	Phone (Work)	Mobile	Email
4/08/2014	CullenPashley	George						G CullenPashley

Find the student to move, then click "Move to Main DB".

Add Enquiry to Main Database

Add Enquiry to Main Database

4/08/2014	CullenPashley	George			
Date	Surname	Given Names	Gender	Date of Birth	Status

1 - Family	2 - Father	3 - Mother	4 - Student	5 - Enquirer
-------------------	------------	------------	-------------	--------------

Family Name:

Mailing Title:

Address

Property Name: <input type="text"/>	Country: <input type="text"/>
Street: <input type="text"/>	Phone Home: <input type="text"/>
Suburb: <input type="text"/>	Fax: <input type="text"/>
State: <input type="text"/>	
PostCode: <input type="text"/>	

Refresh Results

Select an existing family from the list above, or use the "New" button to create a new record.

New

Status: Not added to Family table.

< Back Next >

When the Family, Parents and Student records above have been successfully added to the Main Database, a "Complete Transfer" button will be enabled below, to finalise the transfer of the candidate to Future Students

Cancel Complete Transfer

It will now go through steps to add the family, parents and student to the main database. The system will check for anyone that would already be in the database during this process. If the family exists, click the arrow beside the family, otherwise click the "New" button.

Enrolment Enquiry Family Creation

Enrolment Enquiry Family Creation

Family Name:

<p style="text-align: center; font-size: small;">Residential Address</p> <table style="width: 100%;"><tr><td>Property Name</td><td><input type="text"/></td></tr><tr><td>Street</td><td><input type="text" value="17 SunnySide Street"/></td></tr><tr><td>Suburb</td><td><input type="text" value="Bathurst"/></td></tr><tr><td>State</td><td><input type="text" value="NSW"/></td></tr><tr><td>PostCode</td><td><input type="text" value="2795"/></td></tr><tr><td>Country</td><td><input type="text"/></td></tr></table>	Property Name	<input type="text"/>	Street	<input type="text" value="17 SunnySide Street"/>	Suburb	<input type="text" value="Bathurst"/>	State	<input type="text" value="NSW"/>	PostCode	<input type="text" value="2795"/>	Country	<input type="text"/>	<p style="text-align: center; font-size: small;">Postal Address (if different)</p> <table style="width: 100%;"><tr><td>Property Name</td><td><input type="text"/></td></tr><tr><td>Street</td><td><input type="text"/></td></tr><tr><td>Suburb</td><td><input type="text"/></td></tr><tr><td>State</td><td><input type="text"/></td></tr><tr><td>PostCode</td><td><input type="text"/></td></tr><tr><td>Country</td><td><input type="text"/></td></tr></table>	Property Name	<input type="text"/>	Street	<input type="text"/>	Suburb	<input type="text"/>	State	<input type="text"/>	PostCode	<input type="text"/>	Country	<input type="text"/>
Property Name	<input type="text"/>																								
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State	<input type="text" value="NSW"/>																								
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Country	<input type="text"/>																								
Property Name	<input type="text"/>																								
Street	<input type="text"/>																								
Suburb	<input type="text"/>																								
State	<input type="text"/>																								
PostCode	<input type="text"/>																								
Country	<input type="text"/>																								

Cancel OK

The family details will be added automatically for the family.

Family Creation

Add Enquiry to Main Database

4/08/2014	CullenPashley	George			
Date	Surname	Given Names	Gender	Date of Birth	Status

1 - Family 2 - Father 3 - Mother 4 - Student 5 - Enquirer

Family Name:

Mailing Title:

Address

Property Name:

Street:

Suburb: Country:

State: Phone Home:

PostCode: Fax:

Select an existing family from the list above, or use the "New" button to create a new record.

Status: Family added to Family table successfully.

When the Family, Parents and Student records above have been successfully added to the Main Database, a "Complete Transfer" button will be enabled below, to finalise the transfer of the candidate to Future Students

The status will show whether the Family has been added. Press the next button to add the Father and Mother.

Add Parents to Main Database

Add Enquiry to Main Database

4/08/2014	CullenPashley	George	male	16/08/1996	First contact
Date	Surname	Given Names	Gender	Date of Birth	Status

1 - Family **2 - Father** 3 - Mother 4 - Student 5 - Enquirer

Father's Details

Title:

Given Names:

Surname:

Email:

Mobile:

Phone Work:

Home:

Possible matches in main system, click on arrow to match the person, or the "New" button to make a new Community record

Status: Not added to Community.

When the Family, Parents and Student records above have been successfully added to the Main Database, a "Complete Transfer" button will be enabled below, to finalise the transfer of the candidate to Future Students

Click New to create, or if the person already exists, they will show in the list.

Adding Student

Add Enquiry to Main Database

4/08/2014 | CullenPashley | George | male | 16/08/1996 | First contact
 Date | Surname | Given Names | Gender | Date of Birth | Status

1 - Family | 2 - Father | 3 - Mother | **4 - Student** | 5 - Enquirer

Student Details

Given Names: Refresh Results
 Surname:
 Gender: male | Status: Not added to Community.
 Birthdate: 16/08/1996
 Entry Year Group: 2
 Entry Year: 2016

Given Names:
 Surname:
 Gender: | Status: Not added to Community.
 Birthdate:
 Entry Year Group:
 Entry Year:

Possible matches in main system, click on arrow to match the person, or the "New" button to make a new Community record

When the Family, Parents and Student records above have been successfully added to the Main Database, a "Complete Transfer" button will be enabled below, to finalise the transfer of the candidate to Future Students

Enter the students name to check if they already exist in the Database. Click New to add the student, or the arrow next to their name if they already exist.

New Future Student

Future Student - Details

109552 | CullenPashl | George | male | 16/08/1996 | 2 | 2016 | Status
 Student ID | Surname | First Name | Second Names | Known As | Gender | D.O.B. | AcYr | CalYr

Family Details

CULL03 | CullenPashley
 Family Code | Family Name | Home Phone
 Property:
 Street: 17 SunnySide Street
 Suburb/Sale/PCode: Bathurst | NSW | 2795
 Country:

Parents / Guardians

Father: Work Phone: Family eMail:
 Email:
 Mother: Work Phone: Family eMail:
 Email:

General Information

Personal Details

Country of Birth | Nationality | Religion | Current School | Codes

Schools Details

Boarding Status: OS Student | House: Boarding House:
 Staff
 Deposit: Date Received: Deposit Receipt:
 Clergy
 Enrolment Fee: Date Received: Campus: Clergy:

Enrolment Options

Reg Date	Ac. Yr	Enrol Date	Depart Date	Opt. Yr	Term	Status
26 Oct 2016	2					

Future Student Siblings

Ac. Yr	Given Names	Enrolment Year

Current Student Siblings

Ac. Yr	Given Names	Boarding Status

Former Student Siblings

Ac. Yr	Given Names	Cohort

Audit

The student will then be moved to Future Students and the Family created in the Family file. See Adding a Relationship in the Family File (See Creating a Family, adding Students and Parents).