

# Supplementary Information Form

“HOW-TO GUIDE”





## WHAT NEXT?

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**STAGE 1: CREATE A PARENT ACCOUNT**

**STAGE 2: LOG IN**

**STAGE 3: CREATE A NEW APPLICATION**

**STAGE 4: COMPLETE ALL STEPS**

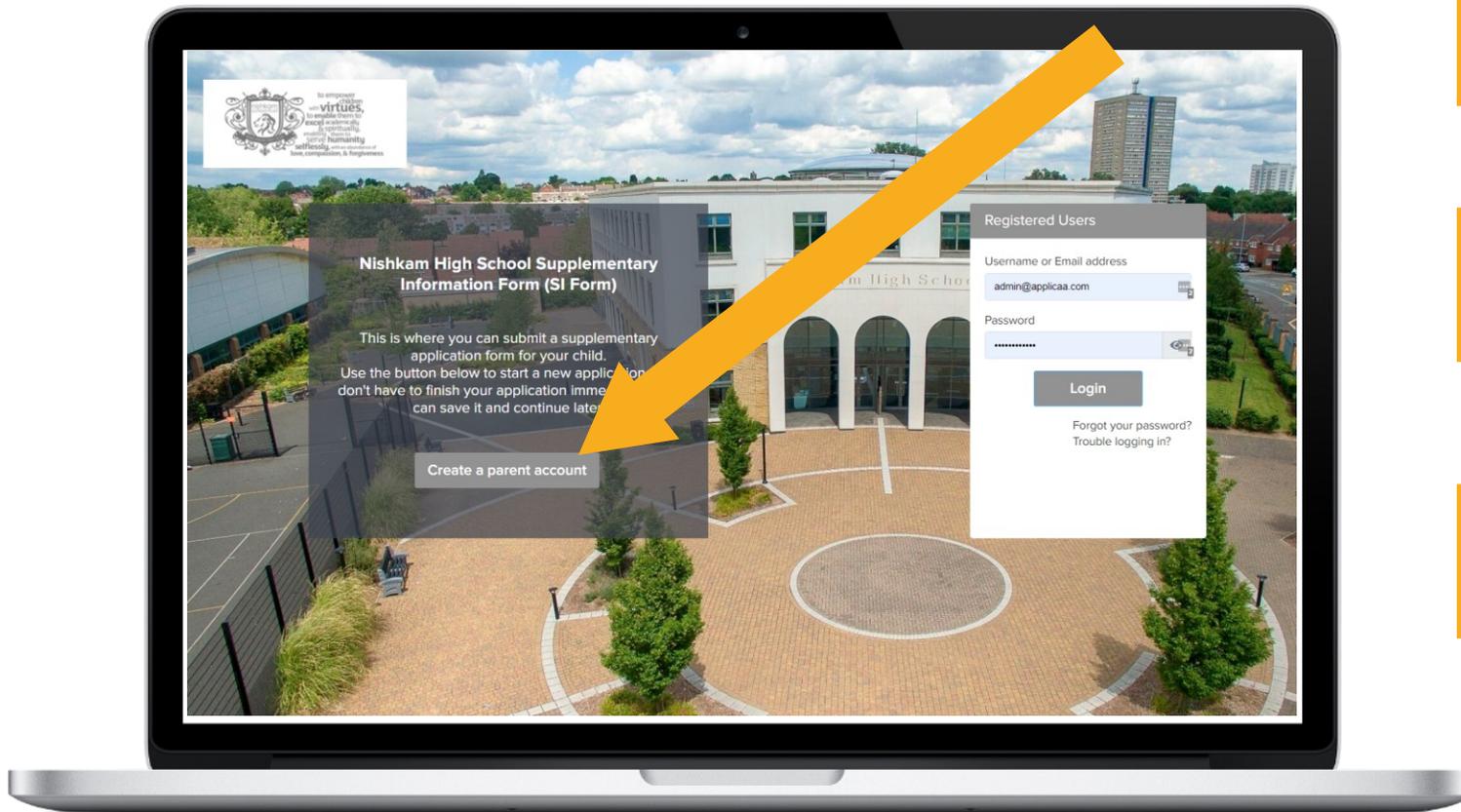
**STAGE 5: SUBMIT FORM**

**STAGE 6: SAVE OR PRINT FORM**



# 01

## CREATE A PARENT ACCOUNT



1

Click to start the registration

2

You will need to enter your details and click submit

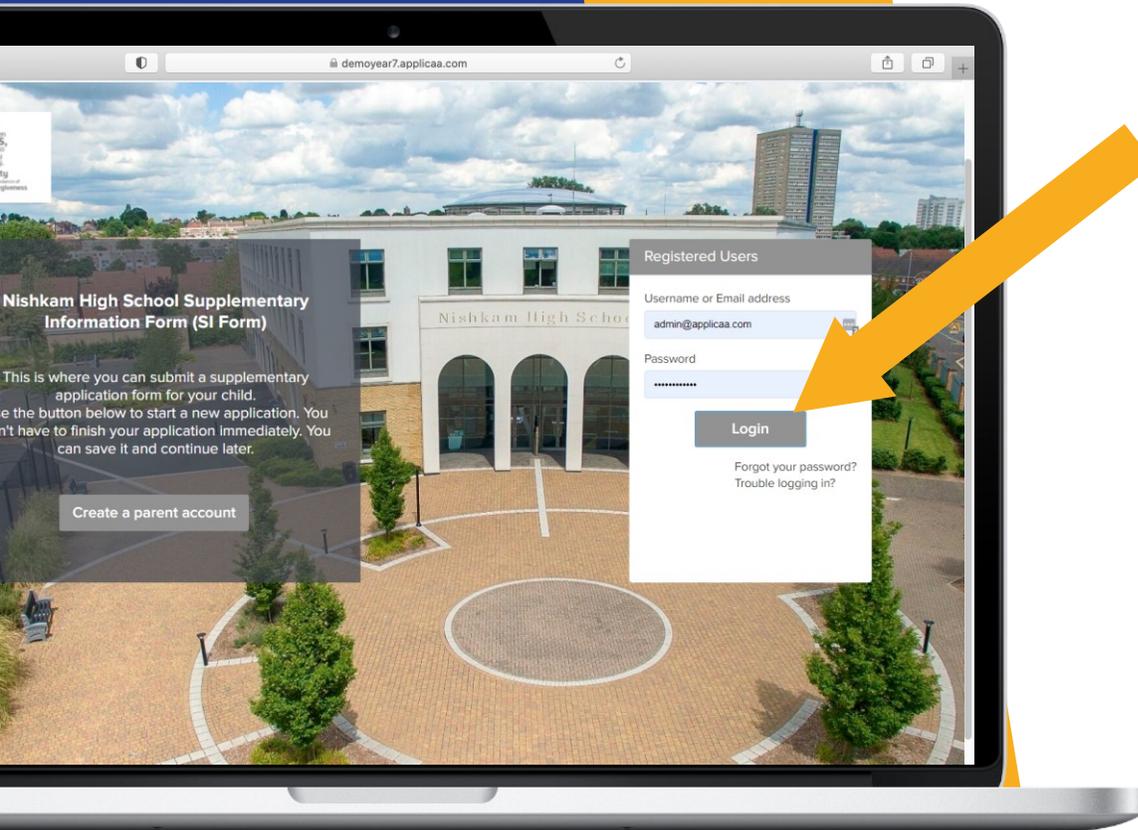
3

You will need to click on the confirmation email sent to you to log in

# 02

## LOGIN

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1

**Login as a Registered User**

2

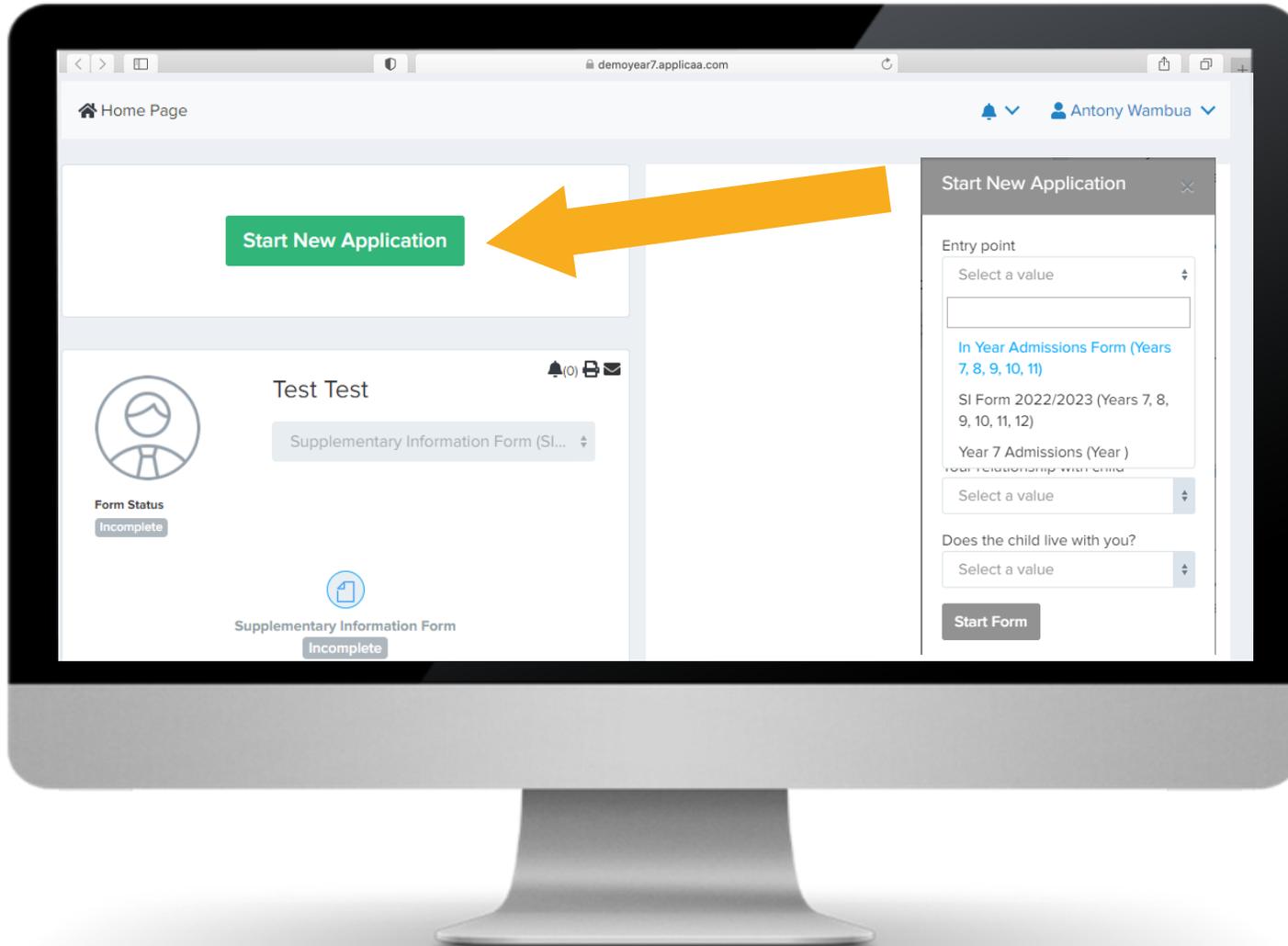
**Enter your username & password**

3

**Click "Login"**

# 03

## CREATE A NEW APPLICATION



1

Once logged in, click  
To start a new application

2

Click on SI Form 2022/2023

3

Complete all other details

# COMPLETE ALL STEPS

04

1

Complete all steps, ensuring the completed confirmation slip is uploaded in step 4



demoyear7.applicaa.com

SCHOOL

## Welcome to Demo High School

Home Page Brooklyn Mccoy

**! Step 1** Child's Basic Details **! Step 2** Parent/Guardian **! Step 3** Confirmations by parent or guardian **! Step 4** Confirmation Slip

Legal Forename\*  
Test

Middle Name

Date of Birth\*

Legal Surname\*  
Test 2

Gender\*

Year group applied for\*

Child's Current Home Address

Child's Date of Birth\*

Flat number

# 05

## SUBMIT FORM

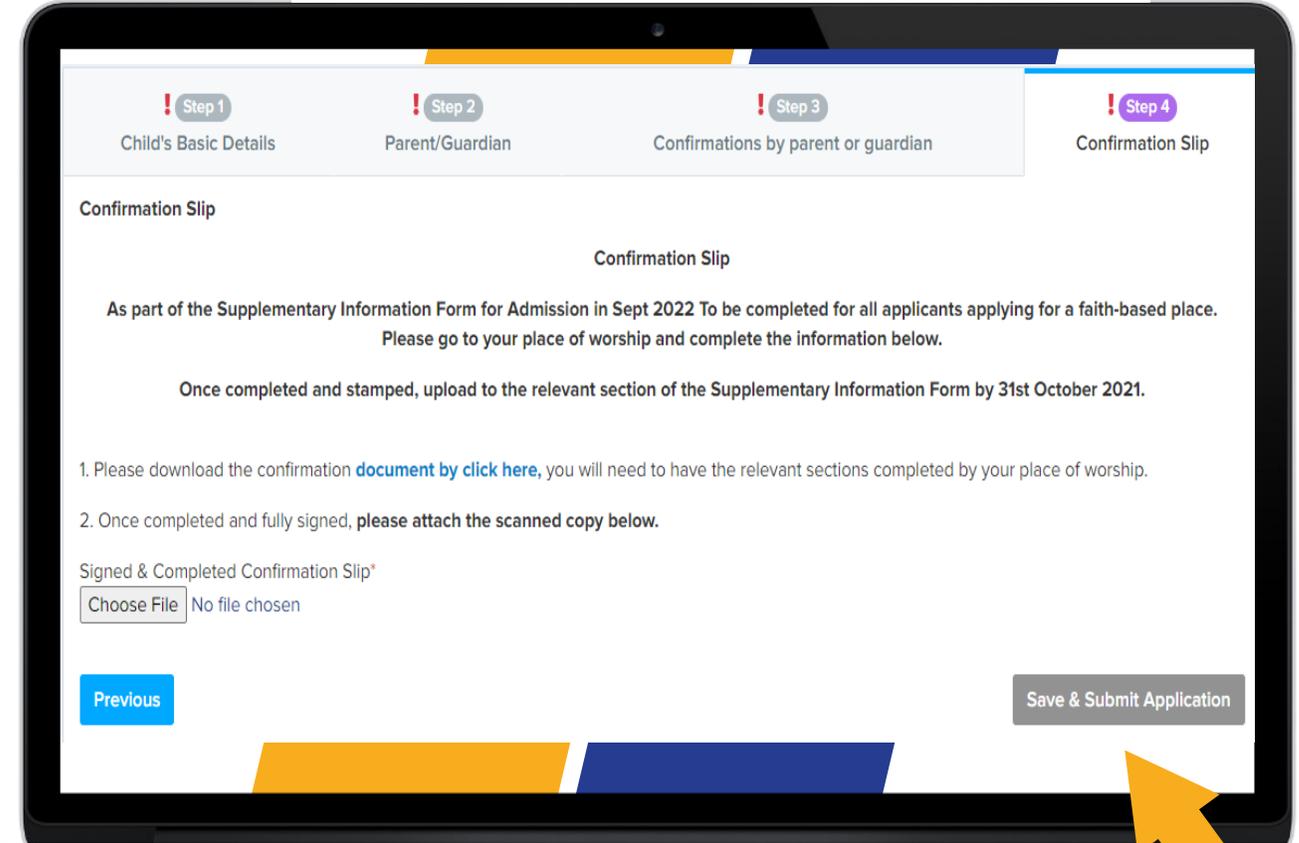
Admissions<sup>+</sup>

1

Once all steps are complete,  
Click "Submit Application"

2

If you would like to go back &  
Modify, click "Previous"



# 06

## SAVE OR PRINT FORM

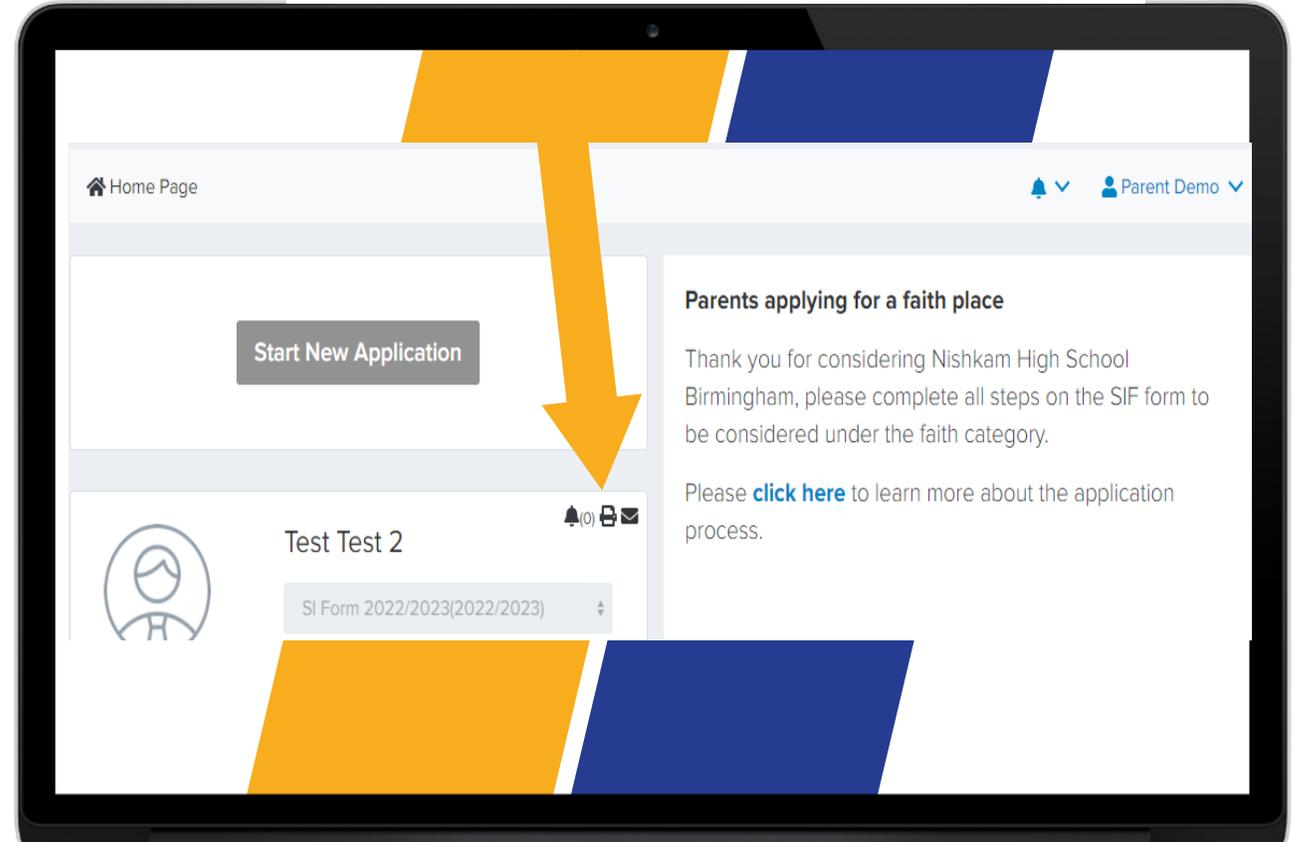
Admissions<sup>+</sup>

1

To save or print a copy of the SIF, once you have clicked save and submit, go to the print icon

2

Click on the print icon and it will convert the completed form to a pdf for you to either print or save





# THANK YOU

For completing your  
Supplementary  
Information Form