Configuration Set Up

Last Modified on 12/14/2025 8:45 pm CST

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The Configuration Set Up tool is used to create an Open Enrollment Configuration. Open Enrollment Configurations house all of your settings and applications. Each configuration requires a name, end year, and number of choices per student.

Configuration Set Up ☆			
There can only be one active configuration. You may have multiple configurations per year, but this is not recommended. If multiple configurations exist, one should be completely finished with processing before using another to avoid any conflicts.			
Name (Required) ⓘ 2026	**End Year (Required)** ⓘ 2026	**Number of Choices per Student (Required)** ⓘ 2	**Active** ⓘ ☑
Default On-time Start Date ⓘ 02/01/2025	**Default On-time End Date** ⓘ 02/28/2025	**Default Application Window Start Date** ⓘ 02/01/2025	**Default Application Window End Date** ⓘ 07/31/2025

Field Descriptions

Field	Description
Name	The display name of the configuration. This is only visible internally (i.e. not parent facing).
End Year	This is the end year that this configuration will be tied to. The End Year entered must match an existing entry in the School Year editor.
Number of Choices Per Student	This determines how many schools or applications (preferences) a student can pick from in their OE Application. The max number of choices per student is 5.
Active	This determines if this configuration is active for running lotteries. You may only have one configuration active at any time.
Default On-Time Start Date	Applications submitted between the Default On-Time Start and End Dates will be considered on time for the lottery and waitlist.
Default On-Time End Date	Applications submitted between the Default On-Time Start and End Dates will be considered on time for the lottery and waitlist.

Default Application Window Start Date	Applications (preferences) will be visible as an option between the Default Application Window Start and End Dates.
Default Application Window End Date	Applications (preferences) will be visible as an option between the Default Application Window Start and End Dates.

Creating a Configuration

1. Click **New**.
2. Enter a Name.
3. Enter the End Year you wish to attach this configuration to.
4. Enter the Number of Choices per Student.
5. Click the Active checkbox if you wish for this configuration to be available for running the lottery.
6. Select each of the Start and End Dates.
7. Click **Save**.