

# Post Template

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

Tool Search: Post Template

The Post Template tool is used to automatically fill settings when using the Post Update tool. Templates for a specific year can be viewed by selecting a configuration from the Select Open Enrollment Configuration and then clicking the name of the template within the list.

Post Template ☆

[System Settings](#) > [Open Enrollment Templates](#) > Post Template

Related Tools ^

Post Update Templates may be created to automatically fill settings when using the Post Update tool.

Select Open Enrollment Configuration (Required)

2026

Templates

↑ Group ⋮

Group ↑	Name ↑	Sequence ↑
▼ Group: High School		
High School	High School Post	

New

## Create a New Post Template

Post Template ☆
System Settings > Open Enrollment Templates > Post Template
Related Tools ^

Name (Required) ⓘ

Response ⓘ

Set Start Status ⓘ

Set Start Date ⓘ

Grades ⓘ

Flags ⓘ

Group Name ⓘ

Sequence ⓘ

Preferences ⓘ

<input type="checkbox"/> Select All	Name ↑	Program	Category
<input type="checkbox"/>	<input type="text"/> <input type="button" value="Y"/>	<input type="text"/> <input type="button" value="Y"/>	<input type="text"/> <input type="button" value="Y"/>
<input type="checkbox"/>	Arthur Elementary 1st-5th	Bilingual School	Elementary School
<input type="checkbox"/>	Arthur Elementary KG		KG Calendar
<input type="checkbox"/>	Carter Middle School		Middle School
<input type="checkbox"/>	Cleveland Elementary 1st-5th		Elementary School
<input type="checkbox"/>	Cleveland Elementary KG		KG Calendar

Select all filters and options you wish to apply to posts using a template in the future. Templates can be deleted by clicking them from the list of available templates and clicking Delete.

1. Click **New**.
2. Enter a **Name**. Names must be unique for this Configuration.
3. Select a **Response**.
  - Only applications for the selected Responses will be included. If blank, all responses will be included.
4. Select a **Set Start Status**.
  - The Set Start Status applies the selected value to the Start Status of the Enrollment that is created.
5. Enter a **Set Start Date**.
  - This is the Start Date for the enrollments. If left blank, it will default to the Calendar Start Date.
6. Select **Grades**.
  - Only applications for the selected Grades will be included. At least one Grade is required.
7. Select any of the available **Flags**.
  - If at least one Flag is selected, only applications for the selected Flags will be included. Flags are not required.
8. Select an existing Group Name or enter a new Group Name.

This field places the template in a Group. Groups are used to help organize templates.

9. Enter a **Sequence**. This will determine the order the templates will be listed.
10. Select any **Preferences**.
  - Only applications for the selected Preference will be included. At least one Preference is

required.

11. Click **Save**.

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