

Post Template

Last Modified on 07/11/2025 12:57 pm CDT

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 🏠	Syst	em Settings 🗲 Open Enrollment Templates	> Post Template
			Related Tools A
Post Update Templates may be created to automatical Select Open Enrollment Configuration (Required)	ly fill settings when using the Post Update too	L	Î
Templates			
Group ↑	Name ↑	Sequence ↑	
▼ Group: High School			•
High School	High School Post		-
New			

Create a New Post Template

		- •					
Tame (Required) 🛂		Response 1	•	Set Start Status 3		MM/DD/YYYY	
Grades 🚯		Flags i					
3roup Name 🚺		Sequence					
Preferences 🕄	Name 1		Program			Category	
Preferences 3	Name ↑		Program			Category	T
Preferences ()	Name ↑	y 1st-5th	Program Bilingual Scho	ol)	Category Elementary School	
Preferences (s)	Name ↑ Arthur Elementary	y 1st-5th y KG	Program Dilingual School	ol	T	Category Elementary School KG Calendar	Y
Preferences (s)	Name ↑ Arthur Elementary Carter Middle Sch	y 1st-5th y KG nool	Program Bilingual Scho	ol) 🝸	Category Elementary School KG Calendar Middle School	Y
Preferences ()	Name ↑ Arthur Elementary Arthur Elementary Carter Middle Sch Cleveland Elemen	y 1st-5th y KG nool tary 1st-5th	Program Bilingual School	ol	T	Category Elementary School KG Calendar Middle School Elementary School	T

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**.