eguahẽ

A guide for the team

Opening admissions

From the school's offer to the first family in the inbox: what is set once so that families sign up for an open day, ask for information and know how to apply for a place.

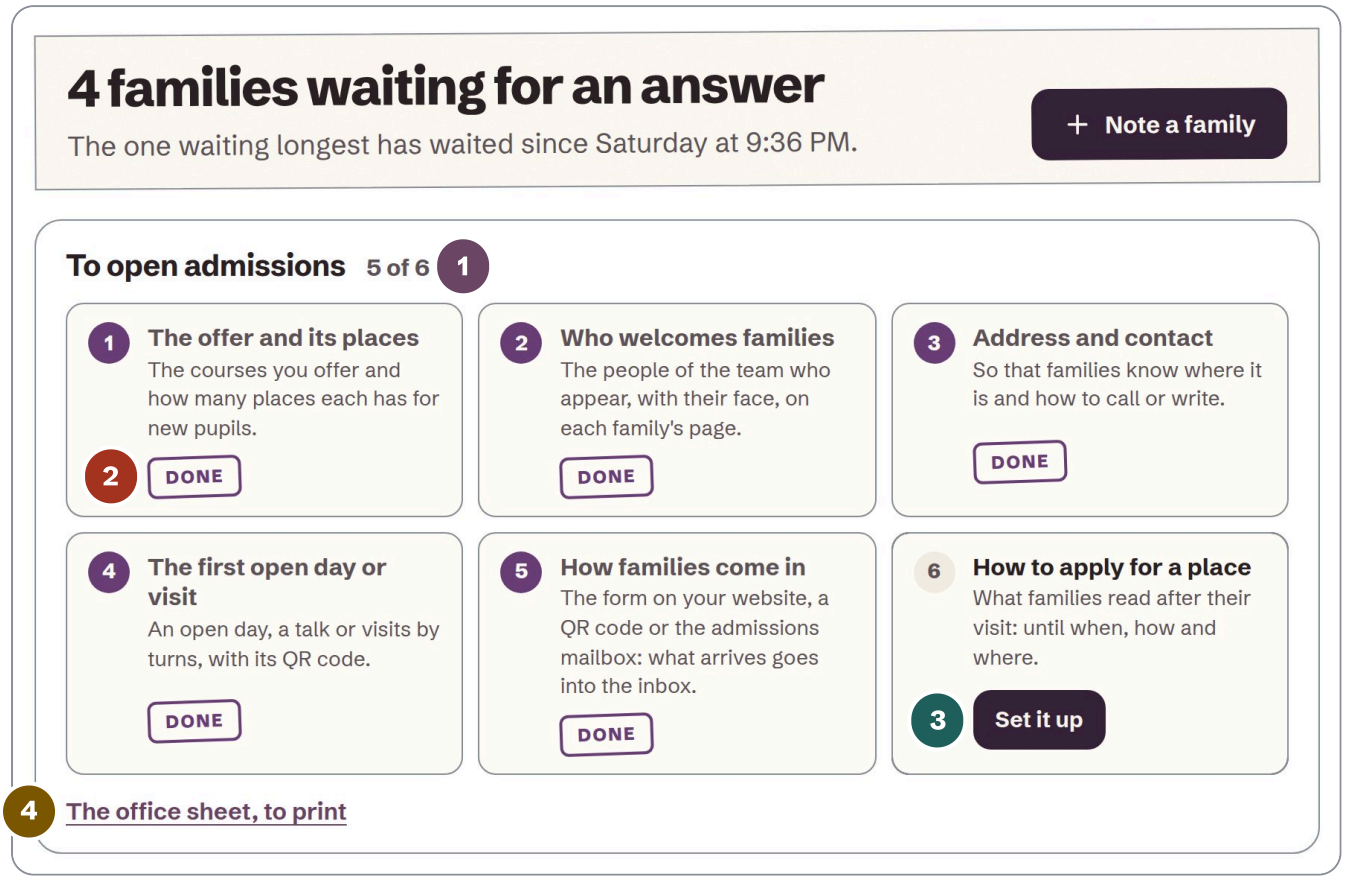


For whoever sets up admissions at a centre: a school, a nursery, an academy or a vocational training centre.

In six steps

To open admissions

While something is missing, the inbox starts with the list «To open admissions»: six steps, each with what it is and what it is for. There is no need to finish one before starting the next.



1 Progress
How many steps are done. With all six, the list goes away on its own.

2 Done
Each step is ticked off on its own as soon as it is done, here or on the screen where it is done.

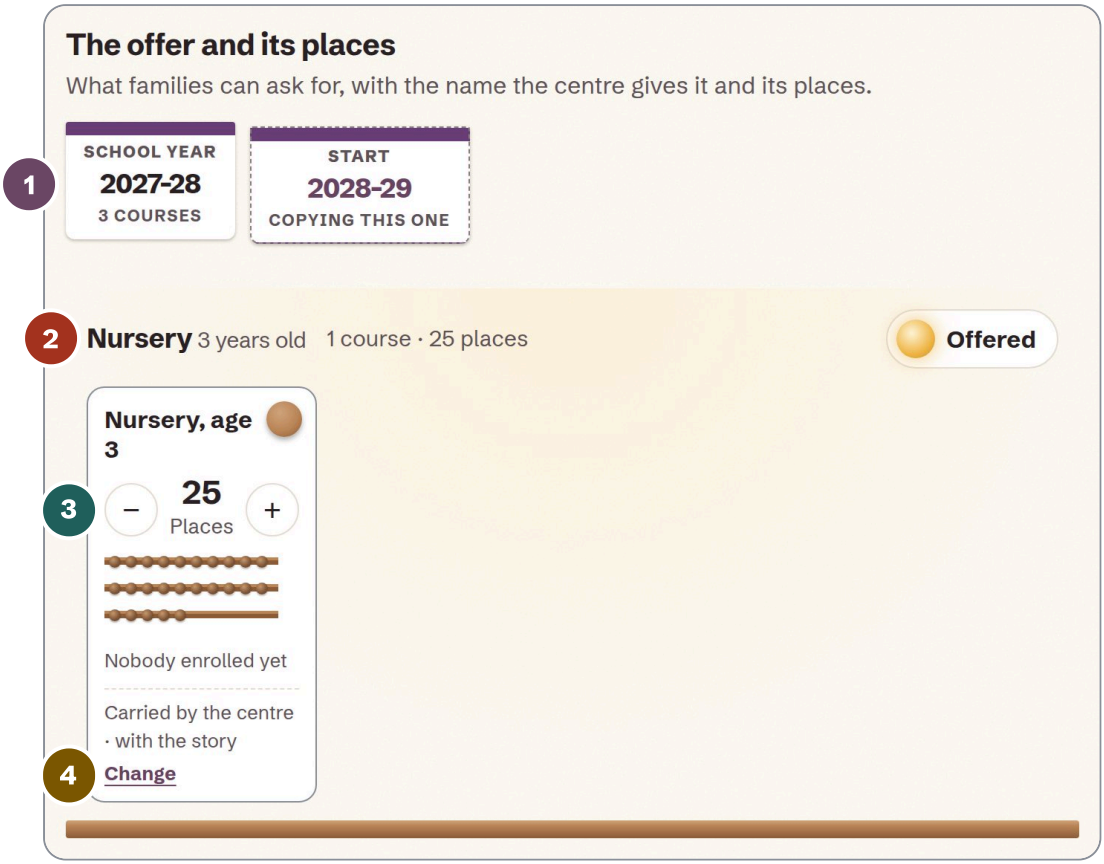
3 Next
The next step carries its button, and the others a link: each leads to its place in «Settings», «Open days and visits» or «Entries».

4 The office sheet
Eguahe on one page, to print and keep at hand.

In the bar, **«How is it done?»** (or the **g** key) finds any task in anyone's own words, and **«See it step by step»** shows it with a voice on a practice school, where nothing goes out for real.

The offer and its places

What families can ask for, with the name the school gives it and its places for new pupils. In «Settings», at the top.



1 **The school year**
The offer goes by school year. «Start» on the next one copies this one, with its courses and places: only what changes is changed.

2 **Each stage, a shelf**
«Offered» switches on a whole stage and creates its courses, with the ages of the education system of the school’s country.

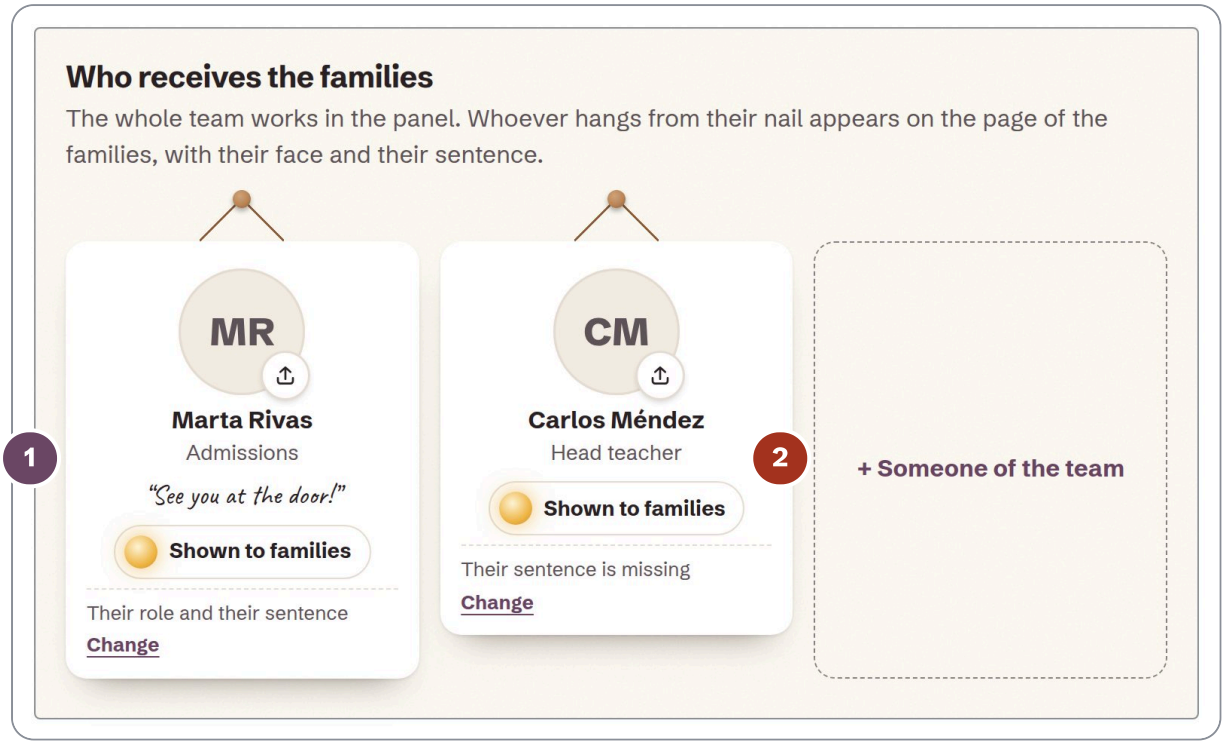
3 **The places**
The places for new pupils in each course, with «–» and «+». They are saved on their own.

4 **On the back**
«Change» turns the card over: the name of the course, whether it gets the first-day story and who looks after its families.

What belongs to no stage (a workshop, a language course) goes in «Other courses».

Who welcomes families

The whole team works in the panel. Whoever has «Shown to families» switched on appears on each family's page, with their face and their own line.



1 Each person

Photo, role and a line of their own, which families read as it is. Without a photo, their initials.

2 Someone else

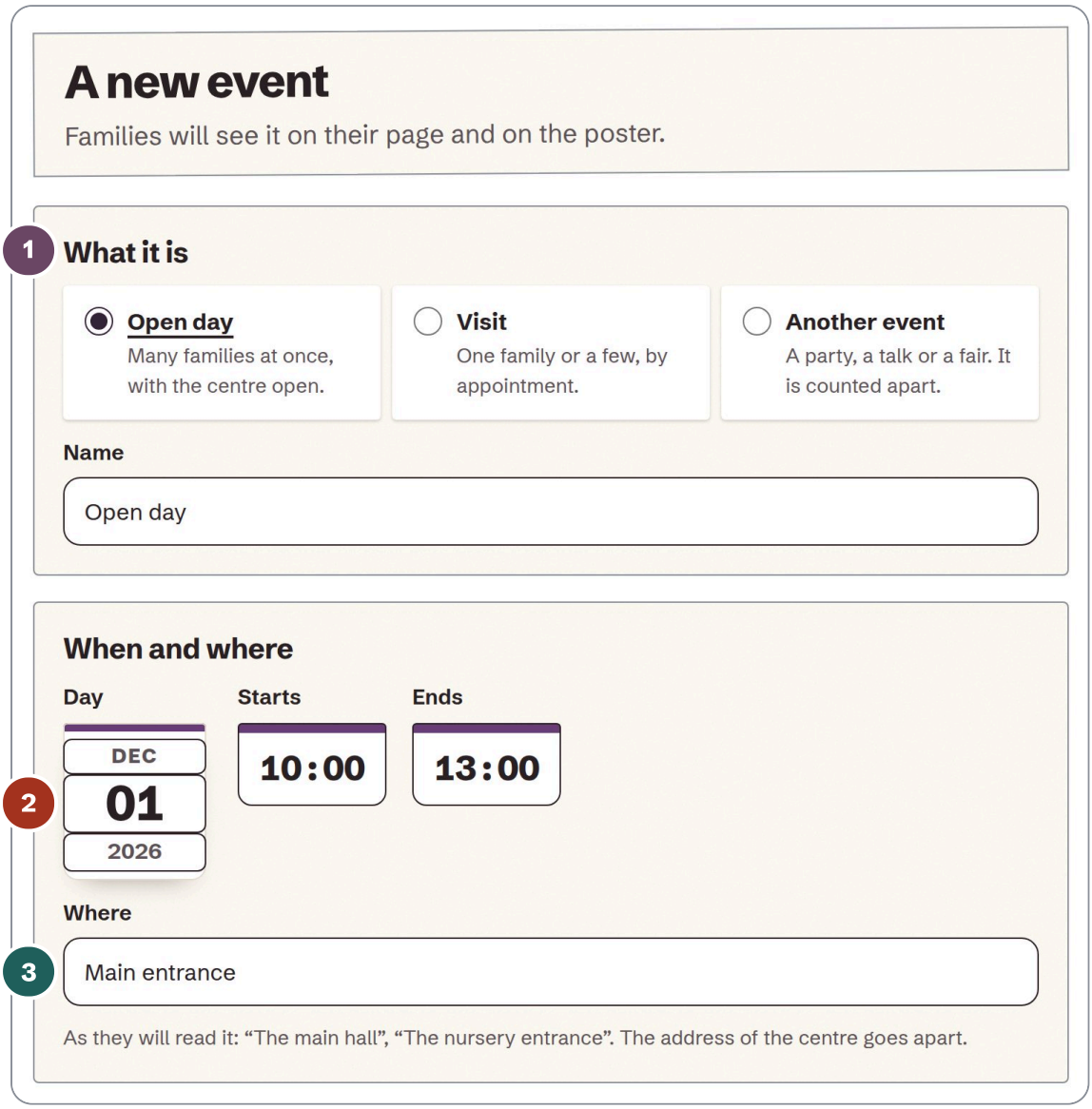
«Someone of the team» adds another person from the school, who can work in the panel without being shown to families.

Address and contact

In «Settings», «Address and contact»: where the school is, a phone number and an email address. Families read them on their page and in every email, to write or call. Below, «How to get there», for those coming for the first time: which door to go in by and where to park.

The first open day

An open day, visits by turns or any other event: «A new event», in «Open days and visits».



1 What it is
An open day, a visit (one family or a few, by appointment) or another event, such as a party or a talk, which is counted apart.

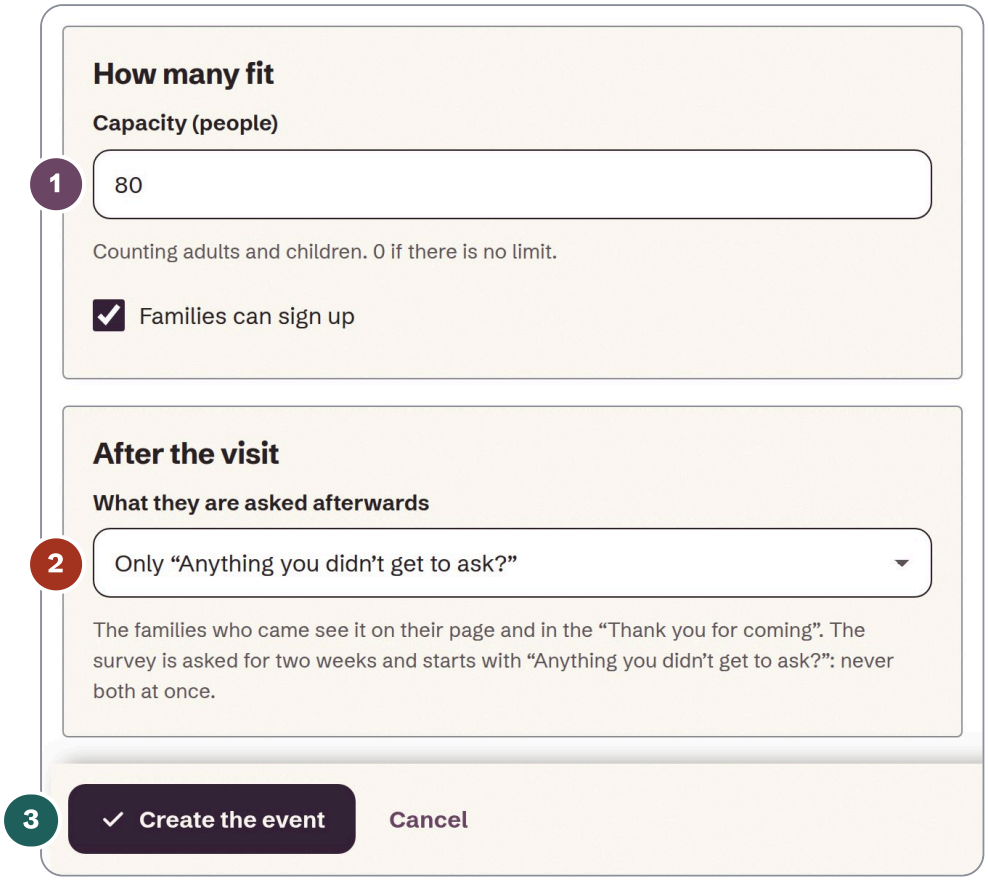
2 When
The day and the times, in the order they are written in the school’s country.

3 Where
Just as families will read it: the assembly hall, the early years entrance.

Beside it, «This is how families will see it»: the card on their page, redrawn as it is typed.

Capacity and after

The rest of an event, on the same page. With «The turns», each family picks its time; without turns, they come when they like between the start and the end.



1 **How many fit**
Counting adults and children; 0 if there is no limit. Once it is full, nobody else can sign up.

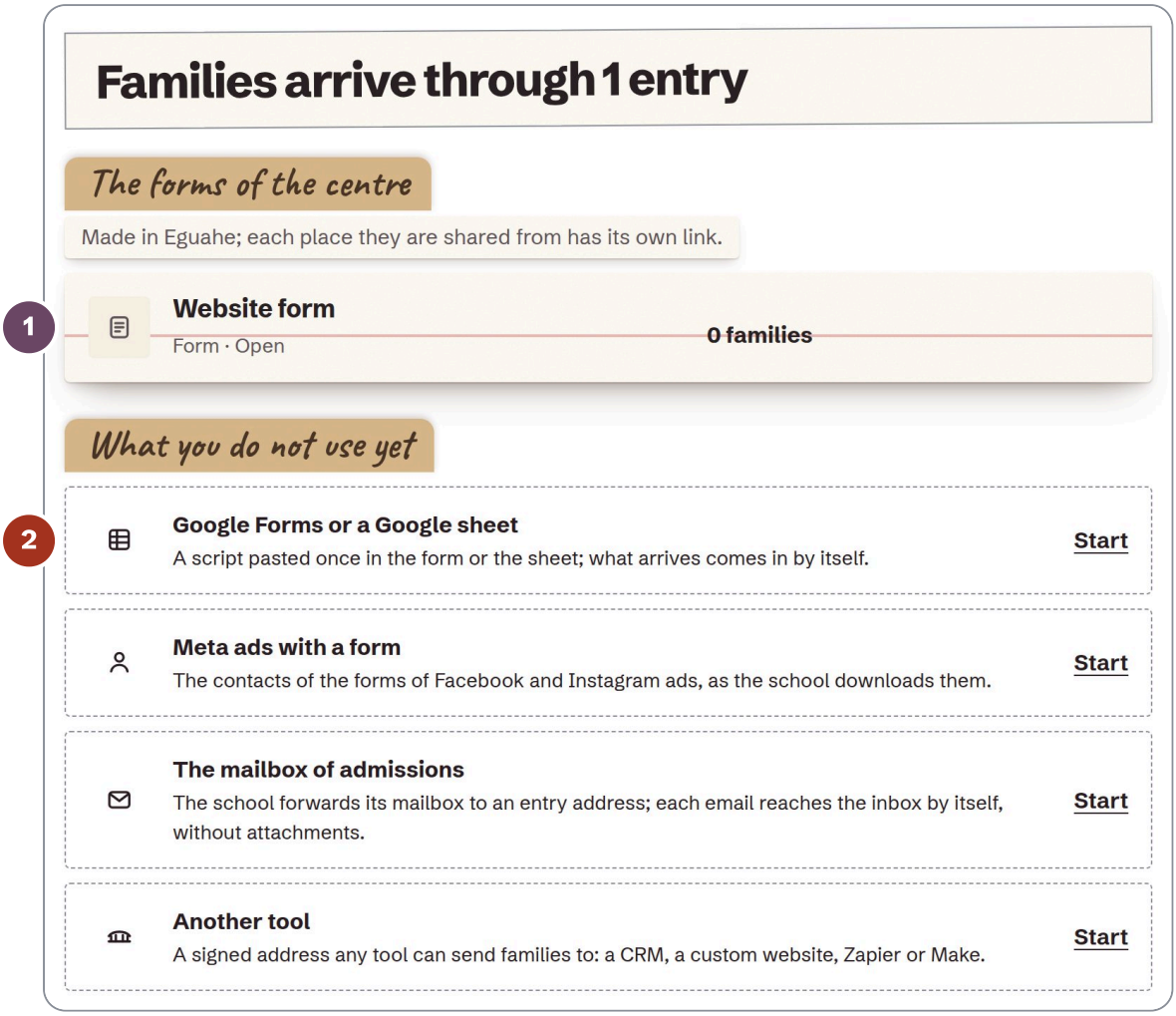
2 **After the visit**
What the families who came are asked: «Anything you didn’t get to ask?» and, optionally, a survey on how it went.

3 **Create the event**
Once created, it has its link, its QR code and its poster, in «To share». If it changes later and families have already signed up, Eguahe shows the notice they will get before saving.

Who welcomes at each event and the questions when signing up are on the same page: the usual ones or those of a school form.

How families come in

Entries are the ways families come in: the form on the school's website, a QR code on a poster, the admissions mailbox or ads.



1 The website form

Made in Eguahe, with the school's questions in each language. One line is pasted into the school's website and families write on their own. Each place where it is shared has its own link and QR code, and the numbers show where each family comes from.

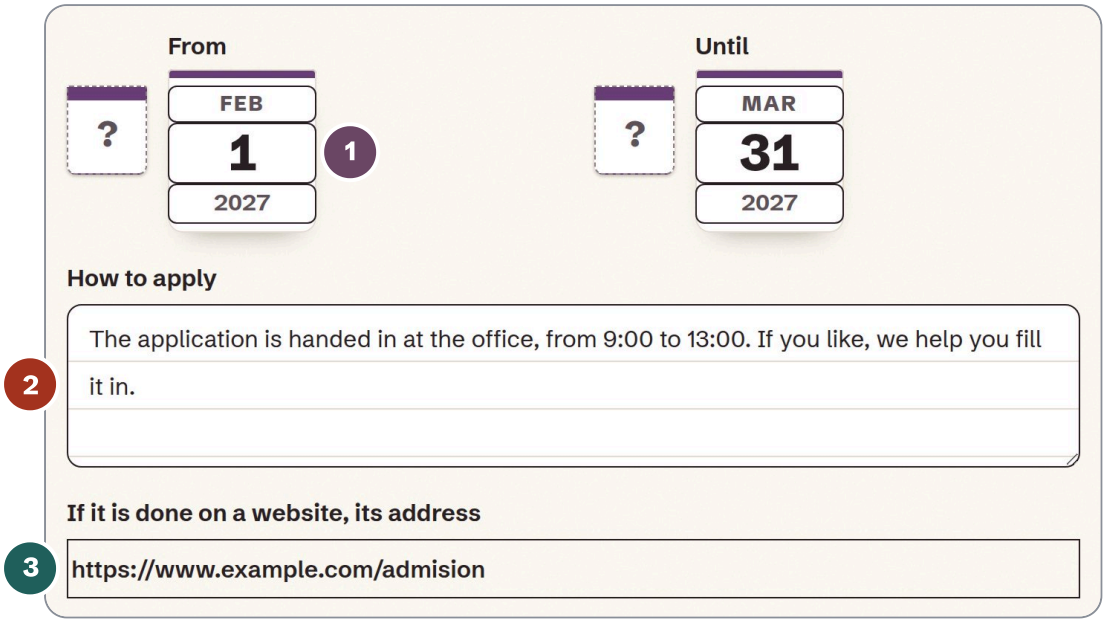
2 Not in use yet

Google Forms, Meta ads, the admissions mailbox or another tool: «Start» explains how to connect it.

To test an entry without it counting, something is sent through it with the address **prueba@eguahe.test**: it shows as tested and creates no family.

How to apply for a place

What families read on their page after the visit: until when, how and where. In «Settings», «How to apply for a place».



1 **The dates**
The first and the last day to apply for a place.

2 **How to apply**
In the school's own words: where the application is handed in, at what time, whether help is given.

3 **If it is on a website**
The address of the official application, when it is done online.

And now

The inbox
The families waiting for an answer, the longest-waiting first. The guide **Day to day** covers it in full.

How is it done?
Any task, looked up in one's own words, with its step-by-step help.

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