

Parentpay Pre-admissions (for new Y7)

(note previous preadmissions groups must be archived before you can do this for new cohort of students. To archive them go to People>Uploads>Archive pre-admissions > click archive now). (note - June 2024 a patch 28870 is required if error 10011 Warning..... all..... were ignored due to missing ID numbers..... and upload essentially fails)

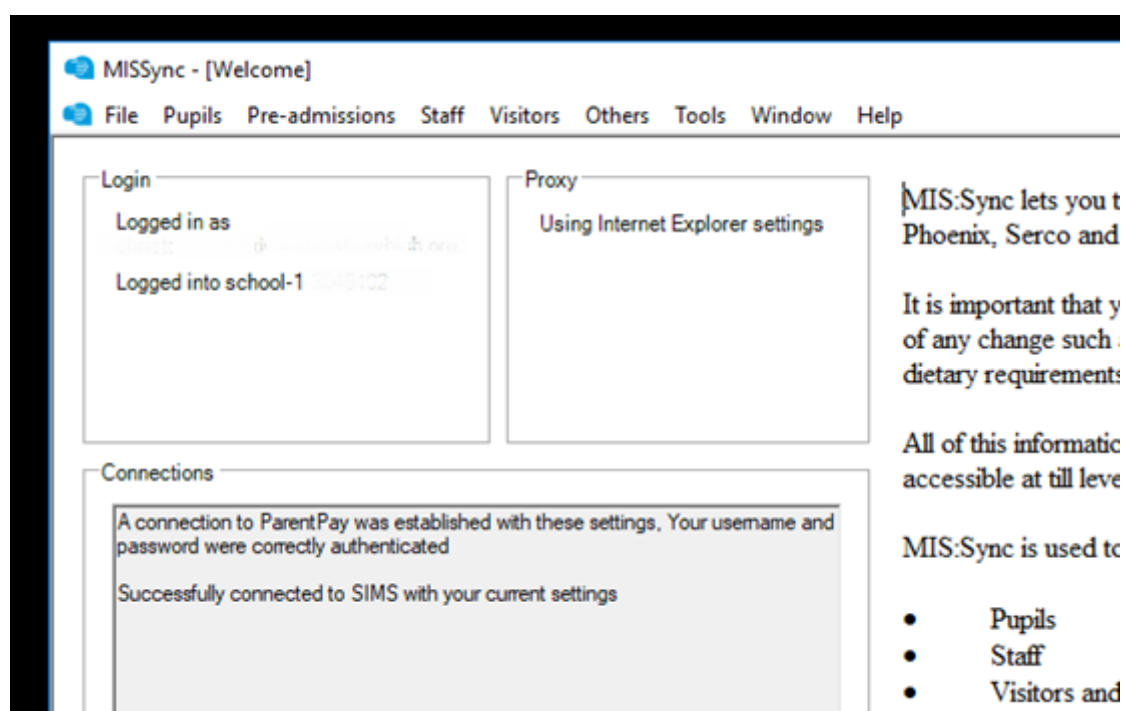
MIS:Sync will only update pre-admission pupils if they have a **Permanent UPN number** or **Admission number** and in SIMS they are set to a status of **Accepted**

Please note: Pre-admission pupil accounts will be converted to full pupil accounts during your first upload of the new academic year and will retain the same parent login details.

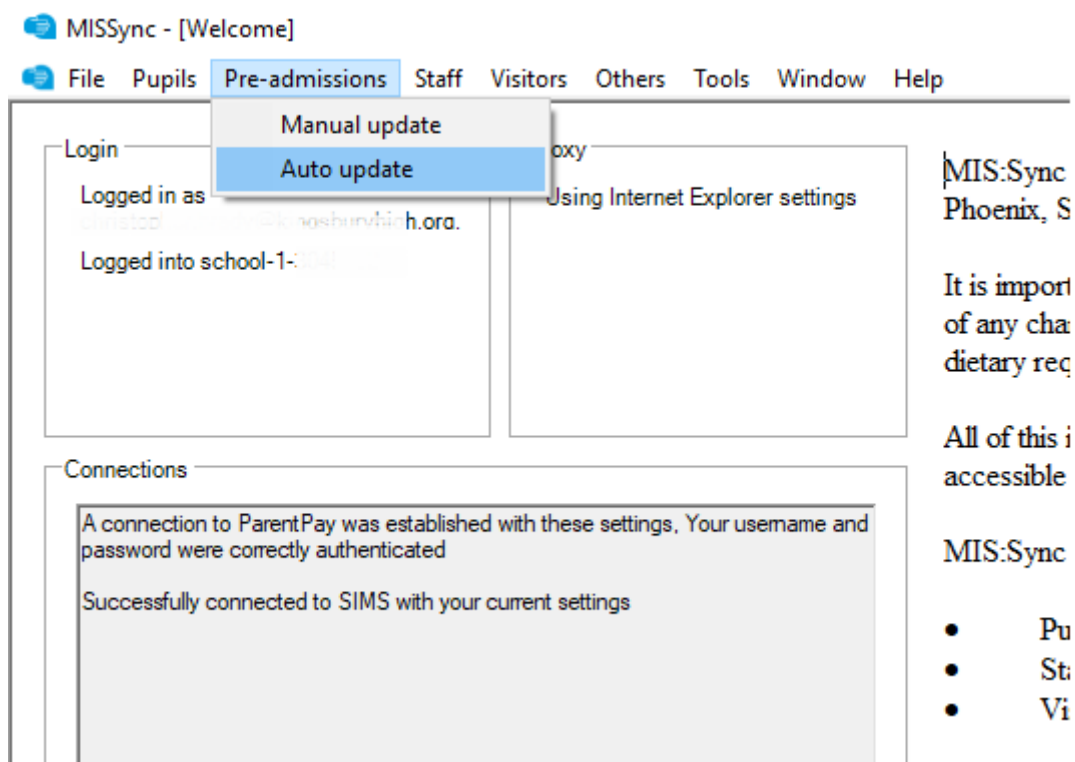
Parentpay uses preferred forenames and surname

Note all students must be in sims, with application status as 'accepted'. Temporarily change application status from *offered* or *applied* to **accepted** for the upload, then swap them back (admissions officer may be using the other offered and applied categories for other purposes)

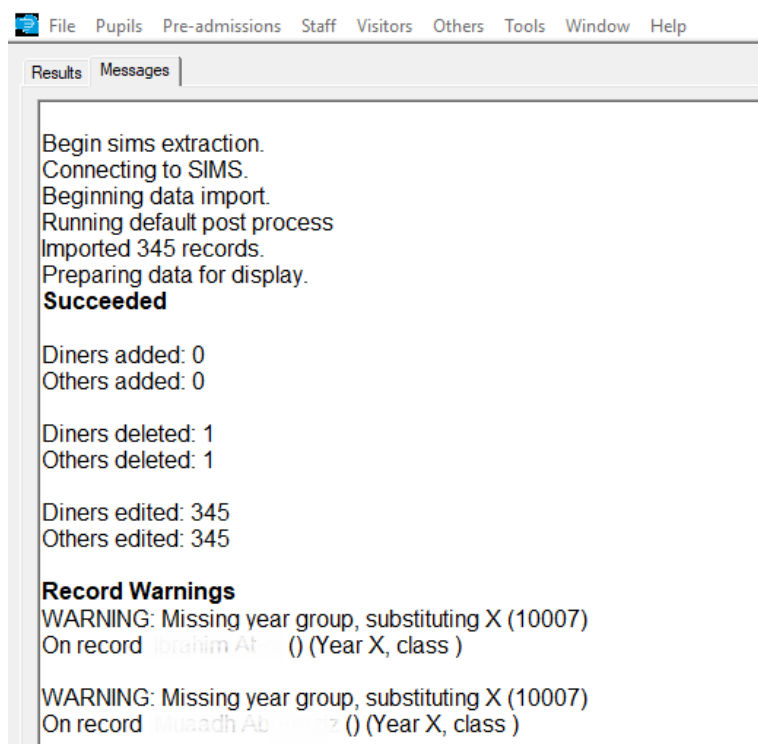
Open MISSync as normal:



Click on Pre-admissions tab, Auto-Update. AS SOON AS YOU CLICK ON THIS IT WILL RUN THE ROUTINE – it will take some time to add all the pre-admission pupils. It also automatically uploads them to parentpay at this point. You can't do anything.



Once complete, the MIS screen will open on the 'Messages' tab (see below). All pre-admissions will be added to Year X:



Click on the 'Results' tab (populated with student details inc UPN):

En	Admission number	UPN	MIS ID	Apartment	First name
				29	Har
					Bat
					Omer
					Kar
					Sal
					Mo
					Mu
					Ibt
					Mu
				Flat 22	Mo
					Hol
					Ale
					Zai
				Flat 3	Ela
					Hel

There were warning messages received, please check the messages tab for details.

Upload Save Refresh

You can highlight from the top left and drag to bottom right to highlight all cells in blue. Copy and past into excel (it won't have the headers). Save as a record.

Clicking the '**Upload**' button (or 'Save') does not need to be pressed to upload this preadmission list to parentpay, as it does it automatically when the task is run, you have no choice. So once at this screen, it is done - just File>Exit.

TO OUTPUT PARENTS USERNAMES AND PASSWORDS (once MISSync procedure above has been run). Eg in order to email them to parents using YAMM or another mail-merge type service. Go to **People>Payers>Preadmission** (in 'Choose group 1' dropdown). Click Search button to ensure refreshed. At the bottom of the screen there is an 'open in excel' button. Use this to download an .xls report, it will be named like: *MealScene-PayersReport-2024_07_02*, open in excel (say Yes to warning).

Combine this report with your own info to create a mail-merge or email YAMM sheet to email parents their username and password. I could use the student name column against a SIMS report student name column to match with other info eg UPN onto your new sheet. However you have to make a concatenated list from the sims separate **PREFERRED** **forename** and **PREFERRED** **surname** and include a space " " to match against the parentpay output.

Note, when a new upload is done it does not overwrite / replace the username and password, so fresh uploads can be done periodically even if you've given out info to parents and / or they've since logged on and set their own password.

This page shows the official Parentpay instructions (below):

Pre-admission upload for schools using SIMS MIS

If you use SIMS as your MIS then you can upload your pre-admission pupils via MIS:Sync.

To do so:

1. Log into MIS:Sync
2. Select the *Preadmission* tab
3. Select *Auto Update*

You will find your pre-admission students in *Group1 > Preadmissions* when you search on your ParentPay site.

MIS:Sync will only update pre-admission pupils if they have a **Permanent UPN number** or **Admission number** and in SIMS they are set to a status of **Accepted**