

## Admissions Web Inquiries & Event Management

**A**chieve's On-line Admissions Inquiry system allows you to create your school's inquiry web form in minutes. Design your form to collect the fields and data that you need. Brand your form with your school's logo, banner, and color scheme. You decide which fields you would like to appear on your form, and which fields are mandatory. You can even add your own custom fields! Once you have created your form, simply link it to your school's web page.

**O**nce a prospective family fills out the form, you are automatically notified via email. Simply log on and review the information, then send that data right to your Achieve database with the push of a button. No data entry is required on your part. Admissions on-line Inquiry saves you and your staff significant time.

**W**ith Achieve's On-line Admissions Inquiry System, you can begin gathering information about prospective students and families automatically, even in the middle of the night! Families can inquire about your school, and receive automatic replies from you.

The **Event Management** component allows your prospective families to register for various admissions events. Set up as many events as you would like and allow your families to register for an event. The system automatically monitors the maximum number of attendees allowed, and can remove the event once your threshold is met.

**A**chieve's Event Management system will automatically send email correspondence to attendees. The system can be set up to send attendees an acknowledgement email, as well as event reminders at a time that you designate. Insert bookmarks into your email correspondence so that attendees receive a customized email message with a personal touch.

The Event Management application keeps track of your attendees and allows you to easily manage your event. Move attendees from one event to another or delete and add as necessary. The best part about the Event Management application is its integration with your Achieve Admissions Database. Now you can easily track and trend participation at your admissions events!