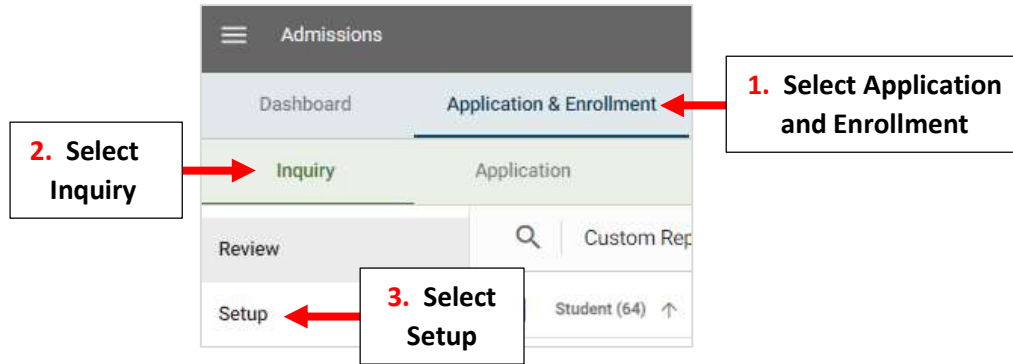


# Setup Inquiry Form for New Year in in FACTS SIS

Once logged into FACTS please select **Admissions > Application and Enrollment > Inquiry > Setup**



Inquiry Setup is divided into three distinct areas:

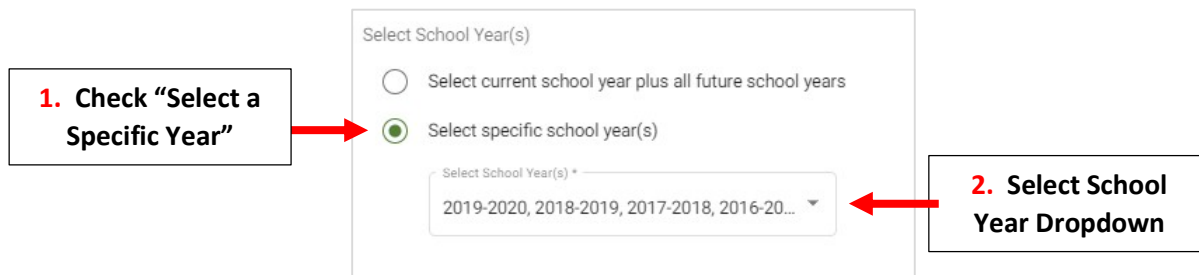
**Inquiry Settings** to select which grade levels to collect inquiries for, or copy the form URL to publish on your school website.

**Inquiry Form** allows you to customize the text and questions on your form so you ask the right questions, every time.

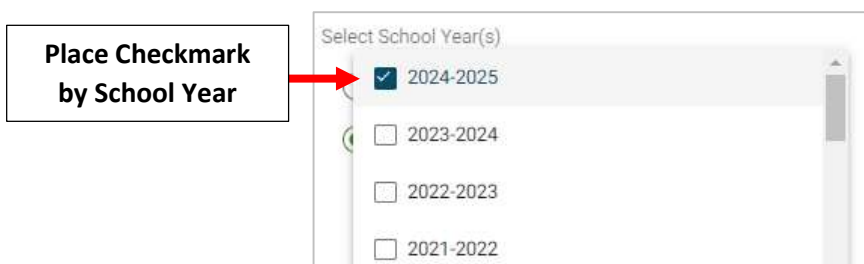
**Inquiry Submission** allows you to customize the submission email, setup email notifications to notify your admissions staff, and more.

## 1. Inquiry Settings

Scroll down to **Select School Year(s)**. By Default, all School Years are available for Inquiry, Check **“Select a Specific Year”**. Select **School Year** Dropdown



**Place Checkmark by School Year to allow for Inquires to be Submitted**

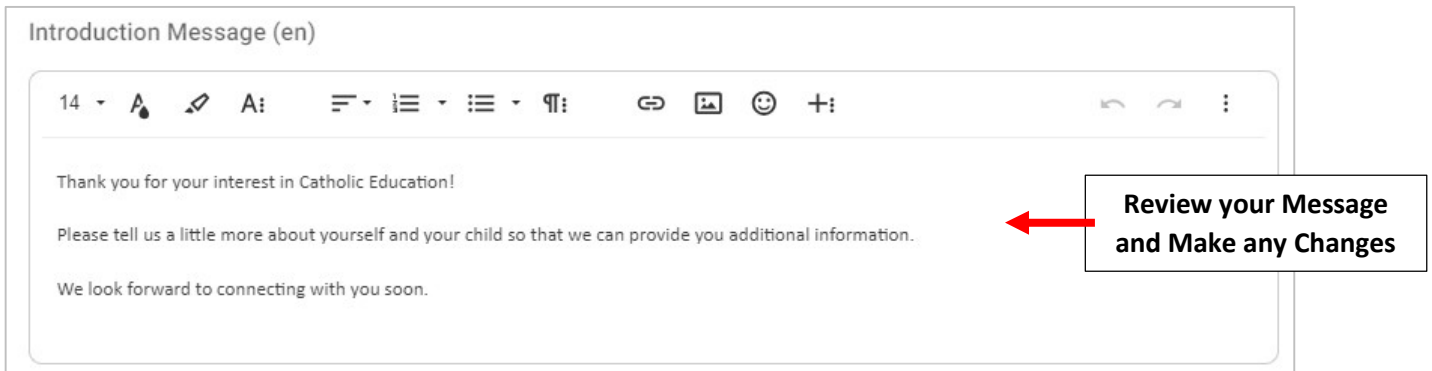


Select **Save** to **Save** your Changes

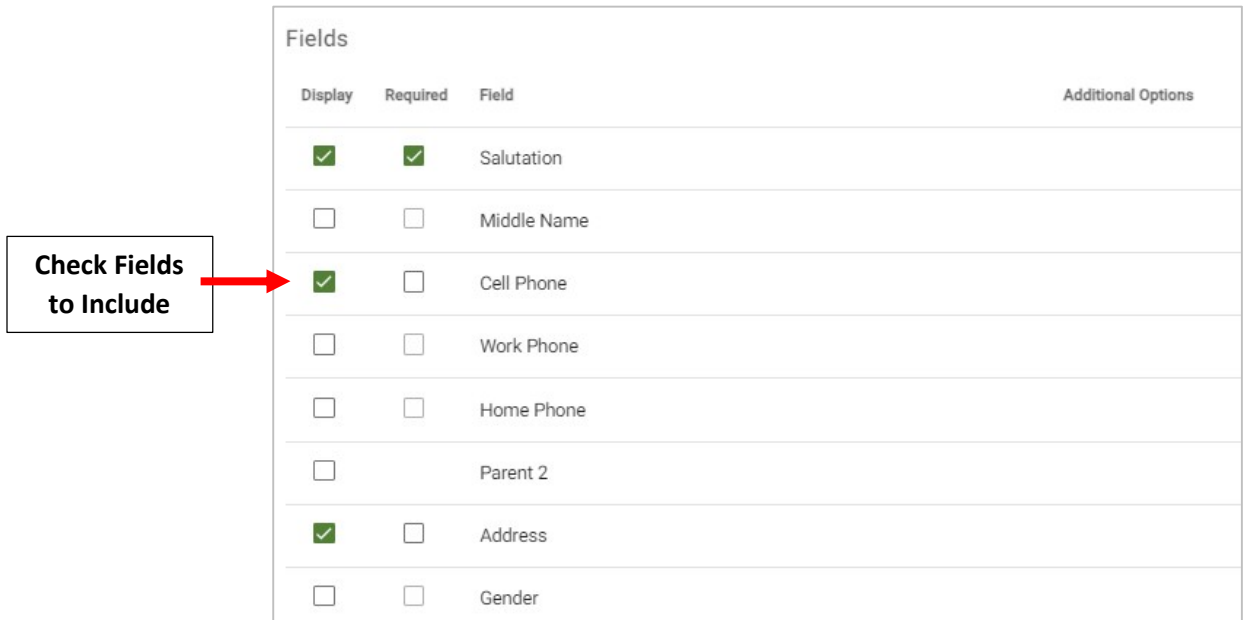


## 2. Inquiry Setup

Review your Introduction Message and make any Changes



Check Fields to Include



Select **Save** to **Save** your Changes



### 3. Inquiry Submission

Review your **“Thank You”** Message and make any Changes. This will be sent when a Parent **Submits** and **Inquiry**

Thank You Message (en)

12 - A: [Rich Text Editor Icons]

Thank you for requesting information regarding our school!

**Review your “Thank You” Message**

Verify **“From Email”** Address and **Subject Line**. Review your **Email Message** and make any Changes

Email Notification to Parent

From Email \*  
noemail@email.com

**1. Verify “From Email” Address**

Subject Line (en)  
Information about Catholic Academy

**2. Review Subject Line**

Parent's name will be attached to the end of the subject line.

Email Body (en)

14 - A: [Rich Text Editor Icons]

Thank you for your interest! We will contact you shortly. In the meantime, we encourage you to take advantage of the resources we have posted on our website, which provide additional information about our school.

Tours are available upon request. We encourage you to tour during school hours.

Thank you again for contacting our school. We look forward to meeting you.

**3. Review your Email Message and make any Changes**

Verify **Email Address** Inquiries will be Sent To. Select **“New Email”** to Add New Email. Select **Save** to **Save** your Changes

Email Notification to School

Send to these email(s)

noemail@email.com [X] New email...

**1. Verify “From Email” Address**

**2. Select “New Email” to Add New Email**

**3. Select Save to Save your Changes**

Save Cancel

