

# Sikh Academy For Gurmat Education

## *New Platform (Blackbaud) instructions when filling out an application*

1. BEFORE Starting application, please do the following:
  - a. Have headshot for each student prepared to upload using the following instructions:

### **Instructions to submit a headshot:**

- Photo MUST be in color
- Photo MUST be recent
- Photo MUST be front-facing (including dastaar/joora/chunni)
- Photo MUST have a plain light-colored background
- Selfies, candid photos, or group photos will NOT be accepted for applicant photos

2. BEFORE Starting application, please do the following:  
Please pre-prepare UNIQUE Email addresses for each child regardless of age
3. Click create account (must do for each child, re-enrollment next year will be easier)
4. Please note, Candidate = Student
5. Fill in basic data (enter DOB as mm/dd/yyyy)
6. Enter email for primary adult account holder
7. You will see screen that says "Email Sent"
8. Now click on "Back to Login Screen"
9. Re-enter email where It says "Already have an account?"
10. Click Continue
11. Click Send confirmation code
12. Once confirmation code received, enter where requested and press "confirm"
13. Enter secure password where requested
14. Enter Adult Account holders name (Whichever adult is creating this account, same as entered in step 3 above)
15. Click "Sign up"
16. Now you should see one of the following screens. Click on "Fill out" button to start application: Application should be self-explanatory

Admissions Progress Decision Official Notes Contact Card

### Checklist

| Milestone                                     | Due | Received |
|---|-----|----------|
| Application <input type="checkbox"/> Fill Out | --  | --       |
| Decision                                      | --  | --       |
| Contract                                      | --  | --       |

Welcome to your admissions progress page!  
Please check back frequently to view your progress throughout the admissions process.

Admissions Progress Decision Official Notes Contact Card

### Application

Fill Out

Welcome to your admissions progress page!  
Please check back frequently to view your progress throughout the admissions process.

17. Once application has been submitted, and application fee of \$25 paid, give the system a day or so to assign a contract to your student
18. Contracts will NOT be emailed to you. You will need to log back into the system where you will see a contract has been assigned approximately 24 hours after submitting the application.
19. After logging back in to Blackbaud (using this link: <https://sikhacademy.myschoolapp.com/app#login>) to view and submit the contract and associated payment.

\*\*\*Please note, that if the system asks you to go back and fill out a required field that you missed, it will not auto-update even after you have filled it in. Please resubmit the form (go to end) to see if the system accepts the application and resolves the error.

\*\*\*At times the platform can be “buggy”, please refresh screens or page back and resubmit to resolve errors you may see.

The application was tested on an iPhone and was able to be fully completed, including the picture upload and payment. (Didn't test on Android).

\*\*\*When filling out application, there is an associated Application Fee of \$25 per student. This is distinct from the Enrollment/Tuition Fee.

On the application, you will have the opportunity to choose your Enrollment/Tuition Fee, after which a contract will be assigned and emailed to you.

Once the contract has been sent back with the Enrollment/Tuition Fee, your student(s) have been enrolled.

***If the contract is NOT sent back with the Enrollment/Tuition fee paid, then your child has NOT yet secured a spot at SAGE.***

All contracts MUST be completed and returned before the start of SAGE.

LINK FOR SAGE APPLICATION 2024-25

<https://sikhacademy.myschoolapp.com/app#login/apply>

