SETUP GUIDE

Admission enquiry form for your school website

Parents fill in your admission enquiry form online, from a phone or a computer, or print it. Every enquiry is saved **on your own website**, with an enquiry number. Your office signs in to a private staff area to see the enquiries, fill in the office part, print them and download them for Excel.

Everything runs on your website. Nothing is sent to MarvelSoft or anyone else.

Folder or file	What it is
`admissions/`	The app: the public form, the staff area, and the folder where enquiries are kept
`YOUR-SETUP-KEY.txt`	Your setup key, needed once to create the admin login. Keep it private
`google-sheet/`	Only for websites without PHP (Wix, Google Sites): a form that saves to a Google Sheet. See `google-sheet/SETUP-GOOGLE.md`
`SETUP.md`, `SETUP.pdf`	These steps (the same, as text and as PDF)

The form comes ready with the fields, logo and colour you chose on mschoolsoftware.com. You can change all of it later in the staff area.

What you need

- Website hosting with **PHP 7.4 or newer**, such as cPanel or most WordPress hosting. Ask your hosting company if you are not sure.
- A way to upload files: cPanel **File Manager**, or FTP.
- About 20 minutes.

Who installs it

You can install it yourself, or give this guide and the kit to your website or IT team: everything they need is in the steps below.

If you cannot, our installation service is there to help:

- **Standard installation:** included with the kit, at no extra charge. We install it within 48 hours of your request.
- **Priority installation, ₹950 in all:** we contact you within 4 hours of your request to start. We send you a payment link or a QR code for the ₹950.

Ask on WhatsApp at +91 80957 51248 ("We need help installing the admission enquiry form"), with the form at https://mschoolsoftware.com/online-admission-enquiry-form/installation/, by email to

sales@marvelsoft.co.in or by phone on +91 95350 41234. Have your Razorpay payment ID ready. For the installation we need either your hosting (cPanel) login, given to us by phone or WhatsApp and changed by you afterwards, or a screen-share session with your team. Never send a password by email.

Step 1. Upload the app

1. In cPanel, open **File Manager** and go to `public_html` (the folder of your website).
2. Click **Upload** and upload the kit's ZIP file.
3. Select the ZIP, click **Extract**, and extract it into `public_html`. You now have a folder `public_html/admissions/`.
4. Delete the ZIP, `SETUP.md` and `YOUR-SETUP-KEY.txt` from `public_html`. Keep a copy of the setup key somewhere safe; it is also in `admissions/lib/config.php`.

The form is now at `https://yourschool.in/admissions/` and the staff area at `https://yourschool.in/admissions/staff/`. (A different folder name works too: rename `admissions` before you extract it, or rename the folder afterwards.)

Step 2. Create the admin login

1. Open `https://yourschool.in/admissions/staff/`.
2. Enter the **setup key** from `YOUR-SETUP-KEY.txt` and the email of the person who will be the admin.
3. Enter the 6-digit code that arrives by email, and choose a password.

The admin designs the form, changes the settings and invites the staff login.

If the code email does not arrive within a few minutes (check the spam folder), your hosting may not send email from PHP. The set-up still finishes without the code; ask your hosting company to turn on PHP mail, so that "Forgot password" works later.

Step 3. Check the form, invite the staff

1. **Design the form:** check the school name, logo, colour and fields, then press **Save**.
2. **Settings:**
   - Enter the email that should get an alert for each new enquiry.
   - Under **Staff login**, enter the admissions office's email and press **Invite**. That email gets a link to choose the password.

The **staff login** is one login for the office. Everyone who handles admissions signs in with the same email and password, on as many computers and phones as needed. Staff see, print and download the enquiries and fill in the office part. They cannot change the form or the settings.

Step 4. Test it, then share it

1. Open `https://yourschool.in/admissions/` on your phone and send one enquiry with your own details.

2. It appears in the staff area under **Enquiries**, and the alert email arrives.
3. Delete the test enquiry: open it and click **Delete** (the admin login can delete).
4. Open **Share the form** in the staff area. Share the link on WhatsApp, Facebook and Instagram, download the QR code for banners and pamphlets, and link to the form from your website. To show the form inside a page of your website, paste the embed code given there.

Every day

- **See the enquiries:** sign in at `/admissions/staff/`. Search by name, mobile number or class, and filter by status.
- **Follow up:** open an enquiry, fill in *Enquiry taken by*, the visit and follow-up dates, the status and remarks, and press **Save**. Tap the mobile number to call, or WhatsApp to message.
- **Print:** *Print this enquiry* prints the filled-in form to file it. *Print register* prints the list shown on the screen. *Print blank form* gives copies for the front desk.
- **Excel: Download for Excel (CSV)** gives every enquiry with every field. Open the file in Excel or Google Sheets.

More than one form

Use different forms for different occasions, for example admissions for next year, an open day or a summer camp: up to 5. In **Settings > Forms**, click **Add a form**, give it a name and a short prefix for its enquiry numbers (OD gives OD-0001), and start from a copy of another form or the standard fields. Each form has its own design, link, QR code, enquiry list and Excel download. Choose the form in the menu at the top of the staff area.

Keep the data private

The enquiries are kept in the folder `admissions/data-…` (the name is different for each school). Each file in it starts with a line that stops the web server from showing it, and the folder has its own `.htaccess` lock. The **Settings** page checks this every time it opens. If it shows a warning:

1. Make sure PHP is turned on for the folder (it is, if the form opens at all).
2. For the strongest protection, move the data outside `public_html`:
   - Create a folder such as `/home/youraccount/admissions-data`.
   - In `admissions/lib/config.php`, set `'data_dir' => '/home/youraccount/admissions-data',`.
   - Move the files from the old `data-…` folder into it.

Include the data folder in the website backup. Treat the enquiries like your paper register.

Good to know

- **Forgot password:** use "Forgot password?" on the sign-in page; a link arrives by email. If email does not work, the admin can set a new password with the setup key on the same page.

- **New password:** changing a password signs out everyone using that login.
- **Spam:** the form has a hidden trap field, needs at least 3 seconds to fill in, and takes at most 20 enquiries an hour from one internet connection.
- **Google Sheet copy (optional):** follow `google-sheet/SETUP-GOOGLE.md` steps 1 to 3 to get a Web app URL, then paste it under **Settings > Also copy each enquiry to a Google Sheet**.
- **Moving to a new web address:** the emailed links use the address saved at set-up. After a move, sign in as admin at the new address and open **Settings**: press **Use** this address.

Made by MarvelSoft Ventures for SchoolAdminCE schools. Help: +91 95350 41234, WhatsApp +91 80957 51248, support@marvelsoft.co.in. The setup guide is also online: https://mschoolsoftware.com/online-admission-enquiry-form/setup-guide/.