

## PROVIDERS – MAKING OFFERS – HOW TO

### Step 1

- Log in to the Admin Site of KentChoices <http://admin.e prospectus.co.uk/>
- Click on **Providers**

### Step 2 - Create your offer message template(s)

- Click on **Application Conditions**
- Enter the text you would like to send with your offers, you can have up to 10 messages i.e. one for internal and external applicants
- **Click to Enable**
- Scroll to the bottom of the page and click the green **Update** button

### Step 3 - Find the learners you want to make an offer to

- Use the **Filters** to identify the learner(s) you want to make an offer to. You can filter by status of application or school
- You can choose individuals or multiple learners to make offers to

#### **\*\* TOP TIP \*\***

If you have many learners and you want to view them all on the screen, use the **Filters** option and select **All** in the **Results Per Page** drop down menu

### Step 4 – Make the offer

- When you have selected your learners click the orange **Process** button
- A pop box will ask you which **New Status** you wish to apply and which, if any, application **Condition/Comment** template you want to attach
- Click **Update**.