

# Batch Registration

## Things to Know



# What is Batch Registration?

Allows you to register a group of students for this test instead of having each test taker's parent or guardian register on their own.

EMA highly recommends that you understand this process in full prior to completing batch registration.

**Need help? Contact us!**

Email: [testgroup@enrollment.org](mailto:testgroup@enrollment.org)

Phone: 609-527-3877



# Batch Registration CSV File

- Accuracy is key!
  - Check with your families to see if they have existing accounts, you must provide the information from that existing account on the CSV file for accurate data input.
- Testing Accommodations
  - Students requiring testing accommodations must create their own SSAT user account and complete the process of requesting accommodations and being approved BEFORE you can register them for testing.
- SSAT Fee Waivers
  - If you are using an SSAT Fee Waivers, make sure you create the fee waivers prior to importing your CSV File and you copy/paste them into the file carefully as they cannot be duplicated.

# CSV File Technical Support

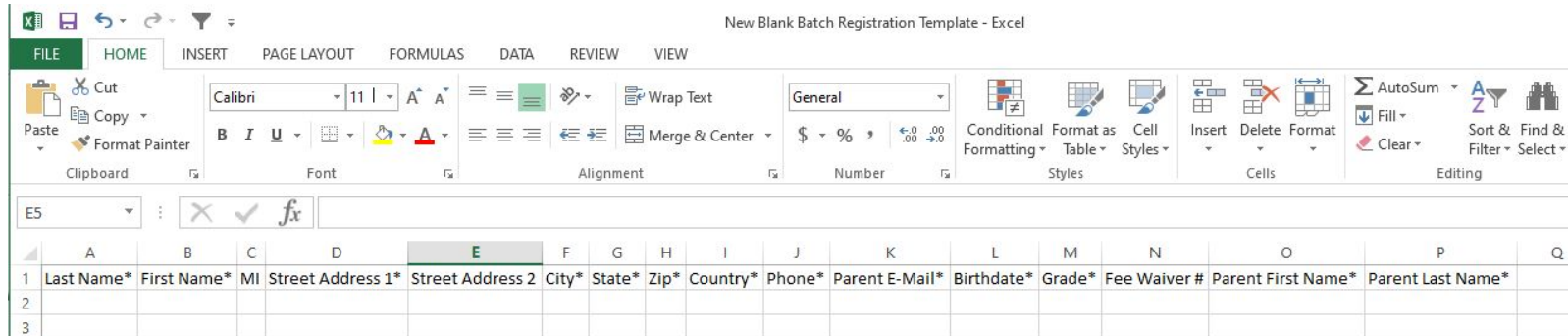
If you need assistance with your batch registration file, please do not email the CSV file directly to us.

Simply contact us at [testgroup@enrollment.org](mailto:testgroup@enrollment.org) when you have an issue/question and we will provide you with a link to securely upload the file to us.

# CSV File Important Notes

- Download the Batch Registration CSV File Template and save it as a .CSV Excel file\*\*
- Do not reorder, rename or add/delete columns
- Columns marked with an \*asterisk\* are required
- Birthdate Field requires the format: MM/DD/YYYY
- Be sure not to have a extra space after any text.

New Blank Batch Registration Template - Excel



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Last Name*	First Name*	MI	Street Address 1*	Street Address 2	City*	State*	Zip*	Country*	Phone*	Parent E-Mail*	Birthdate*	Grade*	Fee Waiver #	Parent First Name*	Parent Last Name*	
2																	
3																	

**\*\*Mac Users:** Numbers file will not be accepted.

# Ready to Upload your File?

## Step 1– Parental Consent

- In order to batch register students for a test, you must indicate that you have parental consent by way of “In loco parentis” or a signed SSAT Batch Registration Agreement.

## Step 2– Scoring Options

- Indicate if you’d like to receive scores for these registrants and/or if you would like to be a Score Advisor
- You will NOT receive scores if you do not select one of the options.

## Step 3– CSV Upload

- Please upload a CSV file containing all the students you want to register.

# Verify Student Information

## Double-check:

- Spelling of names and address
- Date of birth and email address
- If applicable, special accommodation is marked and fee waiver is entered

If anything is wrong, you can remove the registrant from the batch by selecting **Remove this student from the batch** in the top right corner.

### Batch Registrations

Please confirm that the following details are correct before continuing:

Registration #1  Remove this student from the batch

According to our records, there is no ssat.org account for a student matching the information you have supplied below. A new account will be created for this student and login information will be sent to the email address provided.

If you believe this student may already have an account, PLEASE DO NOT PROCEED before checking with the student or family to ensure that you are using the correct Email Account, Date of Birth, and full spelling of the student's name before submitting this registration. You can remove this student from this batch by checking the box above if necessary.

Last Name *	First Name *	Middle Initial
ssat	JR	
Birth Date * (mm/dd/yyyy)	Grade *	
02/02/2012	8	
Address Lines 1 * / 2	City *	State * Zip * Country *
862 Route 518		
Phone *	Please confirm that the following details are correct before continuing:	
555-555-5555		
Fee Waiver (optional)	Registration #1 <input type="checkbox"/> Remove this student from the batch	

### Batch Registrations

When you are happy with the information you have entered, please confirm that the following details are correct before continuing:

Registration #1  Remove this student from the batch

According to our records, this student currently has an account matching the information you have supplied below. This test registration will be added to his/her existing account.

Last Name *	First Name *	Middle Initial	
ssat	JR		
Birth Date * (mm/dd/yyyy)	Grade *		
02/02/2012	8		
Address Lines 1 * / 2	City *	State * Zip * Country *	
862 Route 518	Skilman	NJ 8610 United States	
Phone *	Parent's Email Address *	Parent's First Name *	Parent's Last Name *
555-555-5555	fjndr-jr@gmail.com	mom	ssat
Fee Waiver (optional)	Special Accommodations		

# Batch Registration Invoicing

- EMA will invoice you for **all** students they batch register, including those that are 'no shows' or do not test.
- We recommend batch registering no more than 1-2 weeks prior to testing to ensure you have a solid testing roster and avoid being charged for students that change their mind.
- If you are unsure whether some test takers will be able to test, consider batch registering those remaining students 1-2 days before testing when you will have a confirmation.



# After Batch Registration is Complete

- The parent/guardian of the student registered will receive an email regarding the SSAT registration.
- Please alert your families about your batch registration so they are looking out for emails from [noreply@enrollment.org](mailto:noreply@enrollment.org)
- If you have any changes to the registration, please contact [testgroup@enrollment.org](mailto:testgroup@enrollment.org) and we will confirm next steps.

# Thank you!

Contact Test Administration Support with any questions or concerns!

Monday – Friday: 9:00 am– 4:30 pm EST

Standard Saturday: 7:30 am – 3:30 pm EST

- Email: [testgroup@enrollment.org](mailto:testgroup@enrollment.org)
- Phone: 609-527-3877