

Quick Reference: Emailing HTML to Senior Systems for Online Enrollment Contracts

Senior Systems may need to assist schools with editing HTML for Online Enrollment contracts. To enable Senior Systems to help your school edit the HTML code in your contract, you will need to copy the HTML code from the existing contract, save this HTML code in a text file, and email the text file to Senior Systems as an email attachment. Later, after Senior Systems has completed the new version of your online enrollment contract, you will also need to copy the HTML text from the Senior Systems email attachment and save it into a new contract template.

Emailing Senior Systems your HTML code:

- 1. Login to the Enrollment Management application.
- 2. Click Enrollment Contracts > Contract Editor.
- 3. Click File > Open to open the contract that you would like to edit.

Template Name	Туре
Enroll Contract 2010	Contract
Enroll Contract 2011	Contract
Enroll Contract 2012	Contract
A Enroll Contract 2010	Contract
A Enroll Contract 2011	Contract
A Enroll Contract 2012	Contract



4. Click the **HTML** button on the HTML editor.

🙀 Senior Systems HTML Editor - (Untitled)	
File Edit	
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EXAMPLE CONTRACT	
Back To Enrollment Home	
%Validation_Msg%	
Submit	

5. The HTML source code appears in the HTML Source Editor.

ITML Source Editor	Word wr
<pre><?xml version="1.0"?><!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" 3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd"><html "http:="" javascript"="" src="htt</td><td>" text="" www.w<br="" xmlns="http://www.w3.org/1999/xh
<head> <script type=">html"> <html> ttps://mbptest</html></html></pre>	
10.senior-systems.com/SeniorApps/common/HtmlEditorScripts/ismaxlength.js">>/script>	×script
type= text/javascript src= nttps://mpptestiu.senior-	
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<pre></pre>	lex/title>
<body></body>	
<pre><pr></pr>cp> to input name="backToEnrollmentHome" value="Back To Enrollment Home" type="s %Validation_Msg%</pre>	submit" />
<pre><input name="Submit" onclick="form_submitted()" type="submit" value="Submit"/></pre>	
Update	Cancel



6. You will now need to open a text editor program (such as Notepad) on your computer, while simultaneously keeping the HTML Source Editor open on your computer.



This gives you the ability to *COPY* the HTML code from the HTML Source Editor and *PASTE* the HTML code into the text editor.

7. To *COPY* the HTML code from the HTML Source Editor, click on the HTML code in the HTML Source Editor with your mouse pointer.

Now press the **CTRL + A** keys on your keyboard simultaneously. You have now selected all of the HTML code in the HTML Source Editor.

Attps://backpack.packer.edu/ - HTML Source Editor - Windows Internet Explorer	- 0	×
HTML Source Editor	Word	l wrap
xml version="1.0"? html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" "htt</td <td>p://www</td> <td>. W 🗠</td>	p://www	. W 🗠
3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd"> <html xmins="http://www.w3.org/1999/xhtml"> <head> <script <="" td="" type="text/javascript"><td>> <html></td><td>•</td></tr><tr><td><pre>src="https://backpack.packer.edu/SeniorApps/common/HtmlEditorScripts/ismaxlength.js"></s sint turn="sent (auguscript")</pre></td><td>script><s</td><td>3C</td></tr><tr><td><pre>src="https://backpack.packer.edu/SeniorApps/common/HtmlEditorScripts/formsubmitted.js"> src="https://backpack.packer.edu/SeniorApps/common/HtmlEditorScripts/formsubmitted.js"></pre></td><td>(/script)</td><td></td></tr><tr><td><pre>src="https://backpack.packer.edu/SeniorApps/common/HtmlEditorScripts/Calendar.js"></scri t LANGUAGE="JavaScript" ID="jscalix">var calix = new CalendarPopup(); </script><title></title></head></html>	ipt> <scri </scri 	1p
 <body></body>		
 <input name="backToEnrollmentHome" p)<="" td="" type="submit
\$Validation_Msg\$</td><td>;" value="Back To Enrollment Home" ≻=""/> <td>2</td>	2	
<input name="Submit" onclick="form_submitted()" type="submit" value="Submit"/> 		
Update	Cance	el

Now press the **CTRL + C** keys on your keyboard simultaneously. You have now copied the HTML code in the HTML Source Editor. Now that you have copied the HTML code from the HTML Source Editor, you will need to paste the HTML source code into the text editor.



8. To *PASTE* the HTML code into the text editor, click the mouse pointer on the blank text editor document.

Now press the **CTRL + V** keys on your keyboard simultaneously. You have now pasted the HTML code from your HTML Source Editor into the text editor document.

Untitled - Notepad			23
File Edit Format View Help			
<pre>systems.com/SeniorApps/common/HtmlEc smaxlength.js"><script type="text/javascript" src="https://mbptest10.senior- systems.com/SeniorApps/common/HtmlEc ormsubmitted.js"><script< pre=""></script<></script </pre>	ditor5cr ditor5cr	ipt:	s/i 🔺
type= text/javascript src="https://mbptest10.senior- systems.com/SeniorApps/common/HtmlEc alendar.js">common/HtmlEc LANGUAGE="JavaScript" ID="jscal1x">\ new CalendarPopup(); <tit< td=""><td>ditorScr var call le><td>ipt: lx = le> ad></td><td>s/C</td></td></tit<>	ditorScr var call le> <td>ipt: lx = le> ad></td> <td>s/C</td>	ipt: lx = le> ad>	s/C
 <input back="" enrollment="" home"="" name="backToEnrollme
value=" to="" type<br=""/> /> %validation_Msg% %validation_Msg% 	<body </body entHome' e="submi	it" /><	= /p>

9. Click **File** > **Save** to save the text file locally, and then add the text file as an attachment to an email, and send the email to Senior Systems.



Inserting updated HTML code into the Contract Editor:

When you receive your updated HTML code from Senior Systems, you will need to copy the updated HTML code from the text document attached to the email and paste the code into the HTML Editor in the Enrollment Management application.

- 1. Login to the Enrollment Management application.
- 2. Click Enrollment Contracts > Contract Editor.
- 3. Click **File > Open** to open the contract that you would like to edit.

Template Name	Time
Foral Contract 2010	Contract
Enroll Contract 2010	Contract
Enroll Contract 2012	Contract
FA Enroll Contract 2010	Contract
FA Enroll Contract 2011	Contract
FA Enroll Contract 2012	Contract

4. Click the **HTML** button on the HTML editor.

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File Edit	
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Back To Enrollment Home	
%Validation_Msg%	



5. The HTML Source Editor appears with the old HTML source code.



6. Now you will need to open the text file that was attached to the email that you received from Senior Systems. You want to have both the HTML Source Editor and the text editor open on your computer simultaneously.

HTML Source Editor Vord wrap	File Edit Format View Help
<pre>{?xml version="1.0"?><!DOCTYPE html FUBLIC "-//W3 ^ C//DTD XHTML 1.0 Transitional//EN" "http://www.w3 .org/TR/xhtml1/DTD/xhtml1- transitional.dtd"> html xmlns="http://www.w3.org/ 1999/xhtml"> <html></html></pre>	<pre>"-/WaC/DTD XHTML 1.0 Transitional//EN" "http://www.w3.org/TR/Xhtml1/DTD/Xhtml1- transitional.dtd"><html1 dtd="" transitional.dtd"="" xhtml1-=""><html1 dtd="" transitional.dtd"="" xhtml1-=""><html2 1999="" www.w3.org="" xhtml1=""> <html3 <="" td=""></html3></html2></html1></html1></pre>

You will now need to *COPY* the updated HTML code from the text editor file and *PASTE* the HTML code into the HTML source editor.



7. To *COPY* the HTML code from the text editor, click on the HTML text in the text editor with your mouse pointer.

Now press the **CTRL + A** keys on your keyboard simultaneously. You have now selected all of the HTML code in the text editor.

Untitled - Notepad	
File Edit Format View Help	
<pre><?xml version="1.0"?><!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" 'http://www.w3.org/TR/Xhtml1/DTD/xhtml1- transitional.dtd"> <html xmlns="http://www.w3.org/1999/xhtml"><html> </html></html></pre>	<script< td=""></script<>
type="text/javascript" src="https://backpack.packer.edu/SeniorApps/ lEditorScripts/ismaxlength.js">cr type="text/javascript" src="https://backpack.packer.edu/SeniorApps/ lEditorScripts/formsubmitted.js">cr type="text/javascript"	common/Htm ipt common/Htm cript
<pre>Src="https://backpack.packer.edu/SeniorApps/ lEditorScripts/Calendar.js"><script LANGUAGE="JavaScript" ID="jscallx">var callx CalendarPopup(); <title></title> </script </pre>	common/Htm = new
 <input <br="" name="backToEnrollmentHome"/> value="Back To Enrollment Home" type="submit %validation_Msg% <input name="S
value=" onclick="form_submitted()" submit"="" type="submit"/> 	" /> ubmit"
	*

Now press the **CTRL + C** keys on your keyboard simultaneously. You have now copied the updated HTML code from the text editor document.

8. To *PASTE* the HTML code into the HTML Source Editor, click on the HTML text in the HTML source editor with your mouse pointer.

Now press the **CTRL + A** keys on your keyboard simultaneously. You have selected all of the HTML code in the HTML source editor.





Now press the **CTRL + V** keys on your keyboard simultaneously. You have now replaced the old HTML code in your HTML Source Editor with the new HTML code that you received from Senior Systems. Click **Update** to save the updated HTML source code.

9. You now see the graphical display of your HTML code updates. Click the **Save** button to save these updates.

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File Edit	
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EXAMPLE CONTRACT	
Thank you for applying to our school!	
Back To Enrollment Home	
%Validation_Msg%	
Submit	

 The Save Template screen appears. Enter the name of the contract in the New Template Name field, click the Contract radio button or the Additional document radio button and click Save. The updated contract is now saved and ready for use.

emplate Type: Contract 	Additional document
)r select an existing template from the	list:
Template Name	Туре
Direct Debit Instructions 2010-11	Addtl. Document
Direct Debit Worksheet 2010-11	Addtl. Document
Direct Debit Worksheet 2011-12	Addtl. Document
Direct Debit Worksheet 2011-12GA	Addtl. Document
Enrollment Contract 2010-11	Contract
Enrollment Contract 2011-12	Contract
Tuition and Expenses	Addtl. Document
Tuition and Expenses 2010-11	Addtl. Document
Tuition Refund Plan 2010-11	Addtl. Document



11. After you save the Contract Template, you may receive the **Contract exists** and the **Un-submitted: Contract** warning messages. The **Contract exists** warning message notifies you that you are overwriting an existing contract. Click **OK** to overwrite the existing contract.

Contract ex	aists 🛛 🔍
<u> </u>	Contract already exists in the database. Do you want to overwrite?
	OK Cancel

Then the **Un-submitted: Contract** warning message may appear, which notifies you that this contract has been published previously, and that users may have downloaded and submitted the prior contract that does not reflect the most recent changes in the contract that you are currently saving. Click **Yes** to confirm that you understand that some users may have the prior version of the contract.

Un-submitted: Contract	
?	Contract has been published and there are still outstanding records for it that may be submitted. Any saved changes will now be reflected on ALL un-submitted contracts for this template. Do you wish to continue saving this template? Click Yes to save changes and update any un-submitted contracts. Click No to return and enter a different Template Name.
	Yes No