

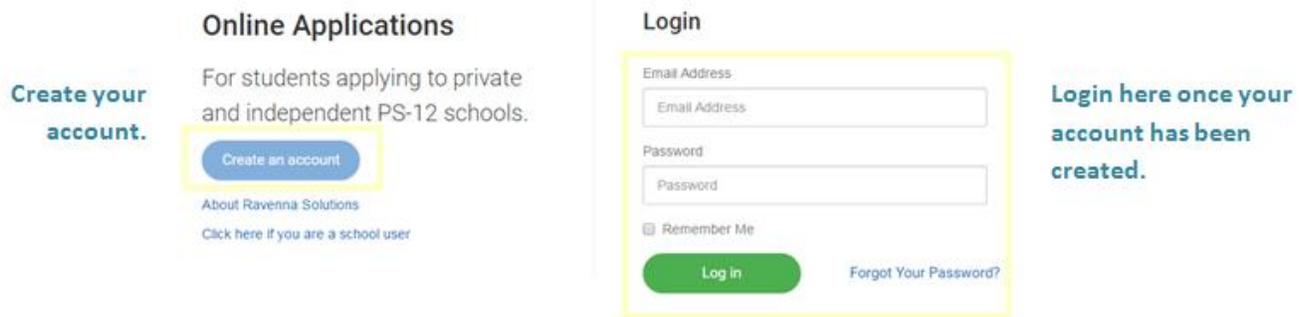


### Getting started with Ravenna

Ravenna HUB is designed for families applying to preschool through 12th grade at private and independent schools in cities across the country. Your family will be free from sorting through stacks of application papers for various schools. Instead, you can manage the entire application process for your student(s), for as many Ravenna schools as you choose, from one central location. Submit application materials, register for events, track your application status, and view decisions all through Ravenna. Use this document to learn about creating an account and navigating through the system.

### Creating a Ravenna account

Ravenna schools in your region will ask you to create an account on [www.ravenna-hub.com](http://www.ravenna-hub.com) through a link on their website. You will only need to create one account in Ravenna HUB. Your account will allow you to manage all school applications for any number of students from this one site.



**Remember to use your primary email address when creating an account, and store your password information in a secure location.** The email address you use when registering should be accessible to you throughout the year. We strongly recommend using a personal or family email address rather than a work account. Ravenna employees are never able to access your password.

Once you create an account, you will receive a verification email. Click the link in the email, and you will be ready to start exploring and applying to Ravenna schools!

### Setting up student and family information

When you first log in to Ravenna, you will need to set up your student and family information. **If you have more than one student applying this year, please choose one student's information to enter first.** You will be able to add the other student(s) in a later step.

Once you have entered your student’s basic information (this includes name, date of birth, language spoken at home, current grade, and optional race/ethnicity details), you will select the school(s) your student has attended. You have the opportunity to indicate whether you would like your student’s current school to know whether you are applying to other programs. Selecting this option is your family’s choice. You can choose to not let your current school know that you are applying now, however when you need your current school to upload transcripts/records, you will need to come back in and change your selection. Note: homeschooled, international and/or students too young to have an education history can put “n/a” to indicate their school name is not available.

## School Directory

The School Directory lists all the schools using Ravenna in your area. (If you are moving to a new region, you can select another city and use Ravenna to apply to schools there.) Click on a school name to access information including the school mission or educational approach, upcoming events, useful contacts, and to explore or start applying to the school. Click on the school name again to close the box of information.

What’s the difference between explore and apply? Great question! “Explore” indicates you are interested in the school but not yet ready to apply. When you “explore” a school, that school receives your family’s contact information and might include you on a mailing list for a viewbook or email communication; this varies by school. Clicking “Apply” to a school is the first step in beginning the process; think of it as receiving a mailed paper application packet. You can view a detailed outline of the application steps and requirements, and begin submitting application materials. As you enter information into forms, keep in mind that the “Close Form” button will automatically save your work.

The screenshot shows the Ravenna application dashboard. At the top left is the 'ravenna' logo. At the top right, it says 'Applying for the fall of' followed by a dropdown menu set to '2018'. Below the logo is a navigation sidebar with the following sections:

- Return to your Dashboard or view your events from any page.**
  - GENERAL
    - Dashboard
    - School Directory
    - Events
  - LUCY THOMAS
    - Applications
    - Decisions
    - Student Profile
  - ELENA THOMAS
    - Applications
    - Decisions
    - Student Profile
  - NATHAN THOMAS
    - Applications
    - Decisions
    - Student Profile
- View a student’s applications, decisions, and profile via the links under their name.**

The main content area is titled 'Dashboard' and has a 'Take tour' button. It displays two student profiles:

- Lucy Thomas** (Apply grade: K)
  - Applying to:** Sacred Heart Schools - submitted preliminary
  - Upcoming events:**
    - Oct 2nd 2017 10:00 am - Sacred Heart Schools: Parent Interview
    - Oct 6th 2017 9:00 am - Sacred Heart Schools: Applicant Assessment
- Elena Thomas** (Apply grade: K)
  - Applying to:** Sacred Heart Schools - started
  - Upcoming events:**
    - Oct 2nd 2017 10:00 am - Sacred Heart Schools: Parent Interview

On the right side of the dashboard, there is a text instruction: **View each child’s applications and upcoming events in the center of your page.**

## Events

The events page shows all the events for which your student or your family has registered. You can unregister for events here as well, simply by clicking on the event name. Keep in mind that, for some schools, you may submit certain pieces of the application (such as a preliminary application, or application fee) before you are able to register for an event like a parent interview or applicant assessment. Some events are designed just for students while others are intended for parents/guardians or your entire family. These requirements vary by school and are explained in the application steps or in the event description itself.

## Applications

You can find your student's name in the left navigation menu. Click "Applications" to view the schools you have explored or applied to already. Notice the two separate categories in the center of the page: Applications and Exploring & Inquiring. You can see the number of schools you have selected for each status within each category.

Schools you have applied to are listed under the Applications header. Selecting "Go to application" will bring you to that school's application page. Here you will find information about each step in the school's application process. You will use this page to submit application materials, register for events, and keep track of your progress.

The screenshot displays a user interface for school applications. On the left, a vertical navigation menu includes the text "See schools you are exploring or applying to." Below this, there are two main categories: "Lucy's Applications" (highlighted in yellow) and "Exploring & Inquiring" (with a magnifying glass icon). Under "Lucy's Applications", a school entry for "Sacred Heart Schools" is shown, including a red heart logo, the school name, and the text "2018-2019 - Apply grade K". To the right of the "Lucy's Applications" header is a green button labeled "Explore/Apply to a school →". Below the school entry is a yellow button labeled "Go to application →". To the right of the "Exploring & Inquiring" header is a blue link that says "Click here to visit a school's application page." At the top right of the interface, a blue instruction reads "Select this button to revisit the School Directory." pointing to the "Explore/Apply to a school" button.

Schools you have opted to "explore" are listed under the Exploring & Inquiring header. Exploring a school may provide you with an overview of the process, but you are not able to submit materials here. Be sure to click "Apply" to a school if and when you are ready to move forward. (Remember: if you want to add another school, click the "Explore/Apply to a school" button at the top of this page. This will take you to the School Directory where you can find the school name and choose to explore or apply.)

## Applying to Kindergarten at Sacred Heart

Sacred Heart accepts applications for both Regular Decision and Early Decision Kindergarten. Submit your application for either season in the 2018 application year, located at the top of your screen.



Be sure to select 2018 from this drop down menu for all applications. This includes Kindergarten Early Decision, academic year 2019-20.

Children applying now for Early Decision 2019-20 were born between September 1, 2013 and August 31, 2014 and will be 5 years old when they begin kindergarten in the fall of 2019. Children applying for Regular Decision 2018-19 were born between September 1, 2012 and August 31, 2013 and will be 5 years old when they enter kindergarten in the fall of 2018. Please call Carolyn (773-681-8494) in the Sacred Heart Admissions Office with any questions.

## Decisions

Some schools choose to release decisions through Ravenna. Notification dates vary by school and by grade. During certain times of the year, you may have multiple decision notifications appear over the course of a few weeks. When a decision has been posted online, a small red icon will appear in the left navigation menu to indicate you have a new decision to view.

## Add a Student

Should you have more than one student applying through Ravenna this year, click the “Add Student” button near the bottom of the left navigation menu to enter basic profile information and educational history, just as you did when first creating a Ravenna account. We understand that every family is unique, so you will be able to update parents/guardians, households, addresses and siblings for any new student you add.

## Student Profile

You can update your student’s profile information at any time throughout the season. You may want to do this if you move, get a new phone number or email address, or add a sibling to your family.

## Settings

Access the settings page near the bottom of the left navigation menu if you need to change your password, change your region, or withdraw a student from applying to any school this year. You can also access applications from past admission seasons on this page.

## Questions? A Note from Ravenna:

The Ravenna team is always available to assist you as you explore and apply to schools. Please email [help@ravennasolutions.com](mailto:help@ravennasolutions.com) and we are happy to help. We are committed to protecting your student and family’s personal data. Because of this, we ask you to reach out via email using the primary email address associated with your account. This will allow us to validate that we are working with the individual who set up the account. We can easily follow up with a phone call once we receive this email. If you do contact the support team via telephone, you will be asked for the PIN that can be found at the bottom of the settings page.