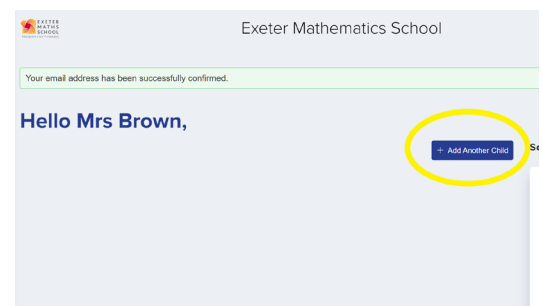
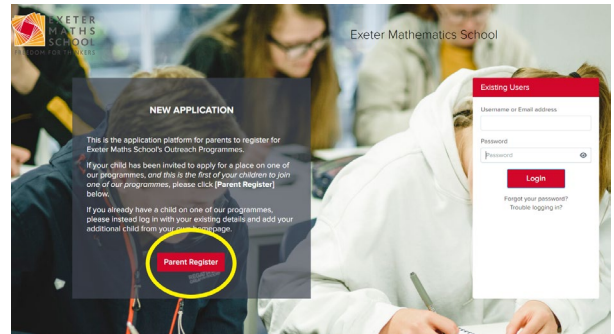


### Helpful Information – Using Appicaa for the first time

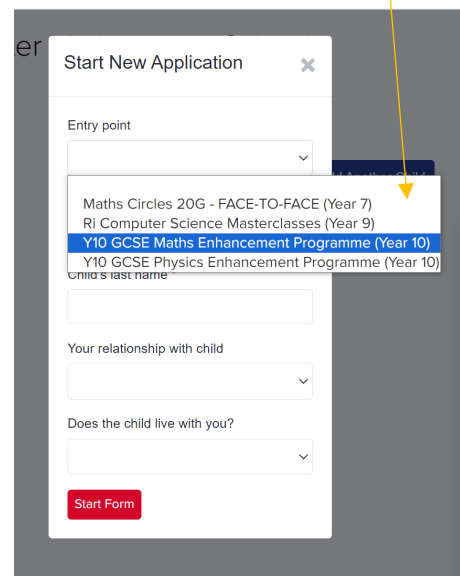
If you do not have an Appicaa account with Exeter Maths School, please use the following instructions to register your child. If you already have an account, for example if a sibling is already registered on another of our Outreach programmes, please see the following page.

1. Use this link to access this page:  
<http://ems.appicaa.com/kilo>
2. Click on **[Parent Register]** under the 'New Application' information. Complete the requested details. The site will then send you a verification link by email (check your spam folder if you can't see it after a few minutes)
3. The verification link takes you to the parent/carer home page, which looks like the image to the right. Please click on **[+ Start New Application]**
4. This 'Start New Application' box will pop up. It may well default to a form that is not the one you require. Please ensure that you change the 'Entry point' selection to the correct form before you click [Start Form]. If you aren't sure which form to access, please contact us.
5. You should now be able to complete the application form.

If you have any problems, please do not hesitate to get in touch with us via:  
[events@exeterms.ac.uk](mailto:events@exeterms.ac.uk)



Make sure you choose the **right form** for your child from the drop-down; refer to the instructions sent out by EMS



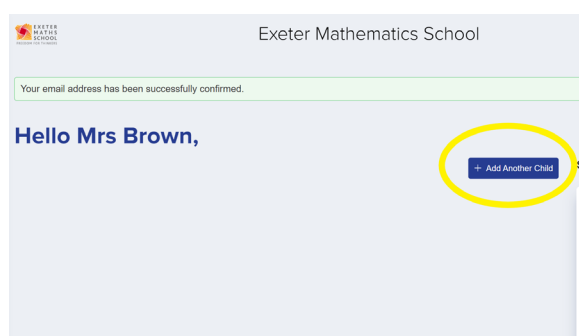
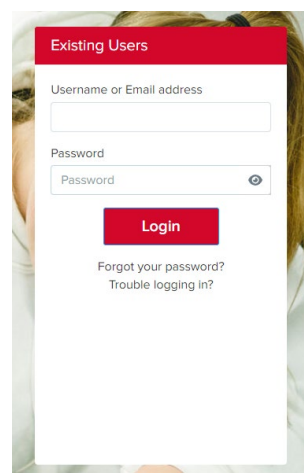
## Helpful Information – Using Applicaa when you already have an account

If you already have an Applicaa account with Exeter Maths School, please use the following instructions to register your child.

1. Use this link to access this page:  
<https://ems.applicaa.com/kilo>
2. Login with your existing details instead of starting a new form
3. Once logged into the parent/carer home page, please click on **[+ Start New Application]**
4. This 'Start New Application' box will pop up. It may well default to a form that is not the one you require. Please ensure that you change the 'Entry point' selection to the correct form before you click [Start Form]. If you aren't sure which form to access, please contact us.
5. You should now be able to complete the application form.

If you have any problems, please do not hesitate to get in touch with us via:

[events@exeterms.ac.uk](mailto:events@exeterms.ac.uk)



Make sure you choose the right form for your child from the drop-down; refer to the instructions sent out by EMS

