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RIVERSIDE SECONDARY SCHOOL

Online Application User Guide

Public Applicant

Apply for admission without a portal account and retain the reference supplied after submission.

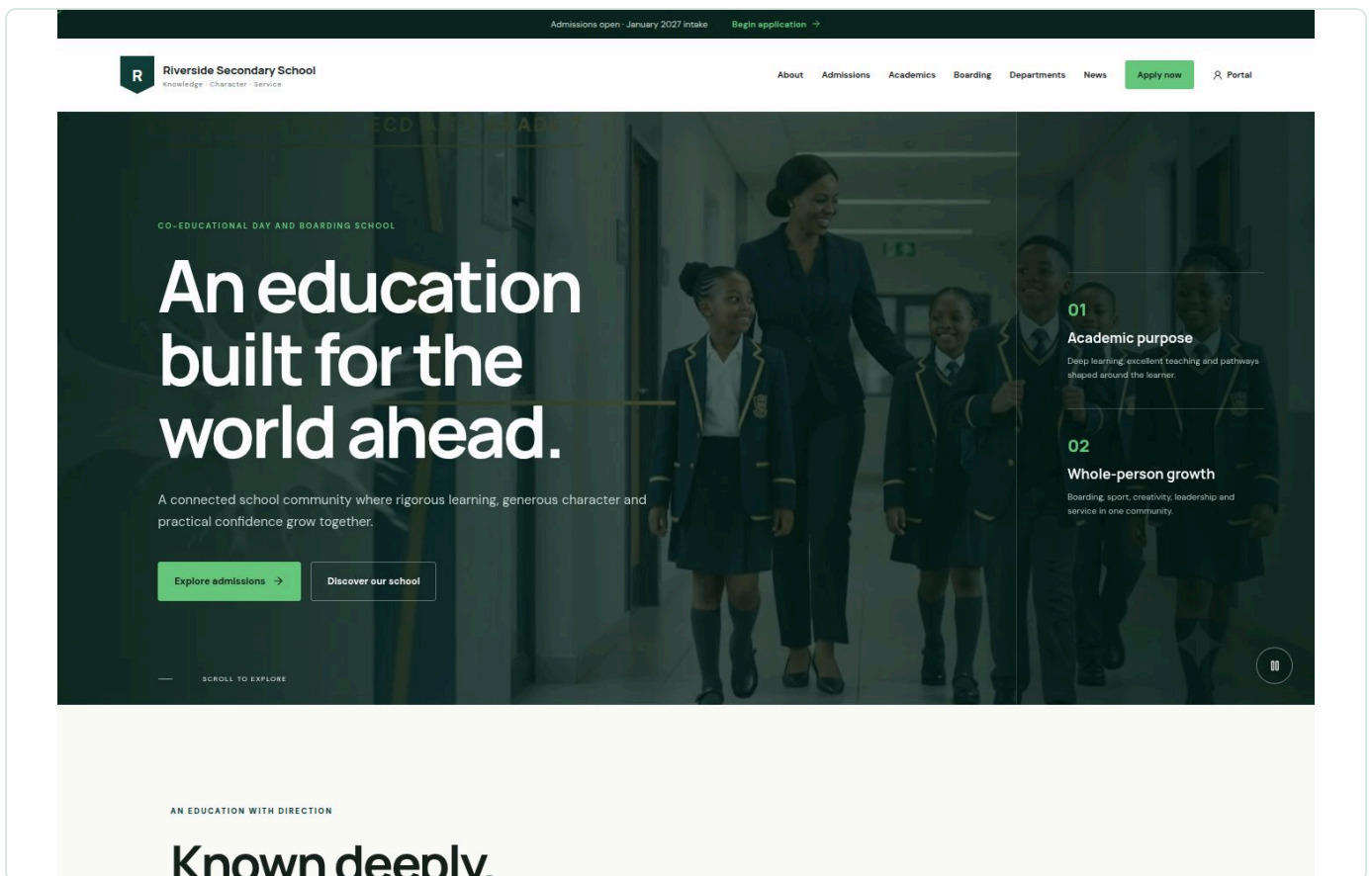
Before you apply

The public admissions form does not require a school portal account.

1. Prepare the learner's legal name and guardian contact details.
2. Confirm the intended entry form and intake period.
3. Use a working guardian email address and phone number.
4. Do not submit the same application twice.

Demonstration site: Use sample information only.

1. Open the school website



Public secondary-school website

1. Open <https://smssecdemo.tech4three.com>.
2. Select **Apply now** or **Begin application**.
3. Review the admissions steps and intake information.

2. Complete and submit the application

Admissions open - January 2027 intake [Begin application](#) →

R Riverside Secondary School
Knowledge · Character · Service

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Start a conversation about your child's future.

ADMISSIONS

Submit the first stage online. You will receive a reference immediately, and our admissions team will guide you through documents, interview and assessment.

1 **Tell us about the learner**
Basic details and preferred intake

2 **Admissions review**
Documents, interview and assessment

3 **Decision and enrolment**
Offer, registration and welcome

APPLICATIONS OPEN
January 2027 intake
hello@riverside-demo.test

ONLINE APPLICATION

Applicant details

This short form creates a trackable admissions record.
Fields marked * are required.

Learner's full name *

Parent / guardian email *

Phone number *

Public online application form

1. Enter the learner's full name.
2. Enter the guardian email and phone number.
3. Select the entry form and intake.
4. Add relevant context, then submit once.
5. Save the tracking reference shown in the success message.

Expected result: The admissions team receives a timestamped application and the applicant receives a unique tracking reference.