TK application workflow and comms

Project Overview

Background
TK, Try Kibo, is a short-term Kibo program that allows applicants to learn the Kibo way and earn certificates that validate their skills. This document will detail the application workflow for a Try Kibo applicant.

Application form fields(on Typeform)

- I have read and understand all the information at: https://www.kibo.school/trykibo/
    - Yes
    - No
- What program are you applying for?
    - Introduction to Data Science
    - Future Proof with Python
- Email
- First Name
- Last Name/Surname
- Phone number(must be reachable via WhatsApp)
- Gender
    - Male
    - Female
    - I prefer not to say
- Date of birth
- In which country do you live?
- In which city/state do you live?
    - If candidate is from Nigeria, add list of Nigerian states to select from
- What's the highest level of education you have completed?
    - Primary School
    - Secondary/High school
    - Diploma
    - Bachelor's degree
    - Master's degree
    - PhD
- What year did you graduate from the highest level of education you completed?
- What's your intended work or academic plan for 2024?
    - Full-time secondary school student

- - Pre-degree/awaiting university
  - Part-time university students
  - Full-time student
  - Working full time
  - Working part time
  - Undecided
- Eligibility checklist
  - I am between the ages of 16 and 28
  - I have access to a computer
  - I have basic proficiency in computer usage
  - I have access to stable internet for my coursework
  - I can attend a 120-minute live class on Zoom once a week. Classes take place on Thursdays between 12 pm - 7 pm GMT.
  - Try Kibo requires 15-20 hours per week of work. How many hours a day can you dedicate to the program?
    - 3 hours daily
    - 4 hours daily
    - 5 hours daily
- Essay questions
  - Why are you applying for Try Kibo, and what do you hope to gain from participation?
  - Kibo is an online university for people who want to solve problems with tech. What's a problem or challenge you want to use tech to tackle?
- Privacy questions
  - I accept
  - I don't accept
- How did you first hear about Kibo School?
  - Try Kibo
  - Kibo Maths Challenges
  - Friend/family
  - Twitter
  - LinkedIn
  - Facebook
  - Instagram
  - School
  - Organization
  - Other
    - If other, organization, or friend, enter their name
- Submit form

Application workflow/scenarios

Applicant fills out the application form
- Form details is sent to an Airtable base with all the relevant fields.
- If applicant is below 16 or above 28, mark as ineligible, Send ineligible
- If applicant does not fall into the above criteria, mark as eligible and change status field to **applied**
  - If *applied* send **admissions_challenge**
  - If *applied* after 3 days, send **admissions_challenge_remnder**
  - If *applied* 7 days after above, send **final_admissions_challenge_reminder**

After applicants submit the challenge
- If the submission is incorrect, send incorrect_challenge, and keep the status field as **applied**
- If the submission is correct, send admissions_notification, and update the status field to **admitted**
  - If *admitted* after 3 days, send admissions_reminder

After the applicant completes the enrollment form from the admissions notification
- Send enrollment_confirmed, update status to **enrolled**

Comms

Ineligible

From	admissions@kibo.school
Subject	Your Try Kibo Application Update
Copy	Hello {{first name}} Thank you for applying to Try Kibo. Based on the information you submitted, you are not eligible to apply. To be eligible, you must live in Africa and be between 16 and 28 years of age. If you believe this determination is incorrect, please respond to this email.

Your journey doesn't end here, and we encourage you to continue learning. In case it's helpful, below are some free introductory programming and web development resources that are open to learners of all ages and levels.

- Coursera's [Python for Everyone](#)
- Datacamp's [Understanding Data Science](#)

We wish you all the best.

Sincerely,

Kibo Admissions Team

admissions_challenge

From	Bidemi at Kibo(admissions@kibo.school)
Subject	{{first_name}}, start your Try Kibo Challenge
Copy	Hello, {{First Name}}!

I'm Bidemi from Kibo, and I'm thrilled for you to join the upcoming Try Kibo cohort. This email explains all the steps you need to complete to join the Try Kibo class.

To confirm key information, you have applied for the **{{tk11_class_date}} cohort**

The next step is for you to **complete the admissions challenge**

Here's a rundown of the application steps:

- 👨🏾‍💻**Complete Admissions challenge:** Only those who complete and submit the admissions challenge will be admitted into the class.

- ✍️**Enroll:** After submitting your admissions challenge, you will get a notification about your admissions status. If you are admitted, you will be required to complete an enrollment form to reserve your spot.

- 🥳**Get Onboarded:** In the week of {{tk11_onboarding}}, you'll pick your live class time and join our community.

- 💻**Attend Orientation:** On {{tk11_orientation}}, there will be a mandatory virtual orientation from 2 - 3:30 pm GMT.

Note: Limited spots available for this cohort—admissions will be granted in order of submissions so I recommend you complete your challenge as soon as possible.

<mark>**Start admissions challenge**</mark>

Questions? Check [FAQs on the website](#) or join our Application Support WhatsApp group.

Looking forward to having you in class.

All my best,
Bidemi.

where	WhatsApp(Number)
name	tk_admissions_challenge
WhatApp Notification	Hello {{1}}! I'm Bidemi from Kibo School. Thank you for applying to Try Kibo. The next step is to complete the admissions challenge. Start the challenge here: https://bit.ly/tk-admissions-challenge

| | I have also just sent you an email with a breakdown of all the application steps to join the class.

Questions? Join the application support WhatsApp group – link in email.

See you in class |
|---|---|

admissions_challenge_remnder

From	Bidemi at Kibo(admissions@kibo.school)
Subject	You are yet to submit your challenge for Try Kibo
Copy	Hello, {{First Name}}!

I'm reaching out because I see that you have yet to complete your admissions challenge to join the Try Kibo class.

To get started on the challenge, please visit: https://bit.ly/tk-admissions-challenge

Here's a rundown of the application steps:

- 👨🏾‍💻**Complete Admissions challenge:** Only those who complete and submit the admissions challenge will be admitted into the class.

- ✍🏾**Enroll:** After submitting your admissions challenge, you will get a notification about your admissions status. If you are admitted, you will be required to complete an enrollment form to reserve your spot.

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Note: Limited spots available for this cohort—admissions will be granted in order of submissions so I recommend you complete your challenge as soon as possible.

Start admissions challenge

Questions? Check FAQs on the website or join our Application Support WhatsApp group.

Looking forward to having you in class.

All my best,
Bidemi.

where	WhatsApp(Number)
name	tk_admissions_challenge_reminder
WhatApp Notification	Hello {{1}}! I'm reaching out because I see that you have yet to complete your admissions challenge to join the Try Kibo class. Note that you will need to complete this step to join the class. Start the challenge here: https://bit.ly/tk-admissions-challenge Questions? Join the application support WhatsApp group – link in email. See you in class

final_admissions_challenge_reminder

From	Bidemi at Kibo(admissions@kibo.school)
Subject	Final reminder to submit the Try Kibo challenge
Copy	Hello, {{First Name}}!

I'm sending a final reminder to complete your admissions challenge to join the Try Kibo class.

Note that *we'll not be sending any more emails or WhatsApp messages* as we'll assume that you are no longer interested in taking the Try Kibo program

To get started on the challenge, please visit: https://bit.ly/tk-admissions-challenge

Here's a rundown of the application steps:

- 👨🏾‍💻**Complete Admissions challenge:** Only those who complete and submit the admissions challenge will be admitted into the class.

- ✍🏾**Enroll:** After submitting your admissions challenge, you will get a notification about your admissions status. If you are admitted, you will be required to complete an enrollment form to reserve your spot.

- 🥳**Get Onboarded:** In the week of {{tk11_onboarding}}, you'll pick your live class time and join our community.

- 💻**Attend Orientation:** On {{tk11_orientation}}, there will be a mandatory virtual orientation from 2 - 3:30 pm GMT.

Note: Limited spots available for this cohort—admissions will be granted in order of submissions so I recommend you complete your challenge as soon as possible.

==**Start admissions challenge**== |

	Questions? Check [FAQs on the website](#) or join our Application Support WhatsApp group. Looking forward to having you in class. All my best, Bidemi.

where	WhatsApp(Number)
name	tk_admissions_challenge_final_reminder
WhatApp Notification	Hello {{1}}! I'm sending a final reminder to complete your admissions challenge to join the Try Kibo class. Note that you will need to complete this step to join the class. Start the challenge here: https://bit.ly/tk-admissions-challenge Questions? Join the application support WhatsApp group – link in email. See you in class

incorrect_challenge

From	Bidemi at Kibo(admissions@kibo.school)
Subject	{{first_name}}, your challenge submission was incorrect. Retry
Copy	Hello, {{first_name}}!

We got your submission, however, it is incorrect. You can retry and resubmit your challenge. If you need additional support, please join the application support group – link below, or review the solution video on the challenge page.

Retry the admissions challenge here: https://bit.ly/tk-admissions-challenge

Here's a rundown of the application steps:

- 👨🏾‍💻**Complete Admissions challenge:** Only those who complete and submit the admissions challenge will be admitted into the class.

- ✍🏾**Enroll:** After submitting your admissions challenge, you will get a notification about your admissions status. If you are admitted, you will be required to complete an enrollment form to reserve your spot.

- 🥳**Get Onboarded:** In the week of {{tk11_onboarding}}, you'll pick your live class time and join our community.

- 💻**Attend Orientation:** On {{tk11_orientation}}, there will be a mandatory virtual orientation from 2 - 3:30 pm GMT.

Note: Limited spots available for this cohort—admissions will be granted in order of submissions so I recommend you complete your challenge as soon as possible.

Start admissions challenge

Questions? Check FAQs on the website or join our Application Support WhatsApp group.

Looking forward to having you in class.

All my best,
Bidemi.

where	WhatsApp(Number)
name	tk_incorrect_admissions_challenge
WhatApp Notification	**Retry admissions challenge.** Hi again, {{name}}! Your admissions challenge submission was incorrect. You can, however, re-attempt and submit for an opportunity to join the Try Kibo class. Re-attempt the admissions challenge: https://bit.ly/tk-admissions-challenge If you have questions, join the application support WhatsApp group with the Kibo team – join link in email. All our best

admitted

From	Bidemi at Kibo(admissions@kibo.school)
Subject	{{First Name}}, you're admitted. Reserve your spot for Try Kibo.
Copy	Hello, {{first_name}}! Congratulations on finishing the admission challenge! You're now admitted to the Try Kibo program! The next step will be for you to **reserve your spot**! This should take less than 2 minutes. After reserving your spot, what's next?: • 🥳**Get Onboarded:** In the week of {{tk11_onboarding}}, you'll pick your live class time and join our community.

- 💻**Attend Orientation:** On {{tk11_orientation}}, there will be a mandatory virtual orientation from 2 - 3:30 pm GMT.

Reserve your spot

See you in class!

Bidemi.

where	WhatsApp(Number)
name	tk_admitted
WhatApp Notification	**You're admitted to Try Kibo – reserve your spot** Hello, {{1}}! Congratulations on finishing the admission challenge! You're now admitted to the Try Kibo program!

	The next step will be for you to reserve your spot. Complete this form to reserve your spot: [link to form] https://bit.ly/enrol-for-try-kibo
	After reserving your spot, check your email to find out the next steps
	See you in class!

admissions_reminder

From	Bidemi at Kibo(admissions@kibo.school)
Subject	{{First Name}}, you're yet to reserve your spot for Try Kibo.
Copy	Hello, {{first_name}}!
	I'm reaching out to remind you to reserve your spot for Try Kibo. This should take less than 2 minutes.
	If you don't reserve your spot before the deadline, you will not be allowed to join this class.
	Reserve your spot!
	After reserving your spot, what's next?:
	- 🥳**Get Onboarded:** In the week of {{tk11_onboarding}}, you'll pick your live class time and join our community.
	- 💻**Attend Orientation:** On {{tk11_orientation}}, there will be a mandatory virtual orientation from 2 - 3:30 pm GMT.
	See you in class!

	Bidemi.

	Bidemi.

where	WhatsApp(Number)
name	tk_admitted_reminder
WhatApp Notification	**You're yet to reserve your spot for Try Kibo.** Hello, {{1}}! I'm reaching out to remind you to reserve your spot for Try Kibo. This should take less than 2 minutes. If you don't reserve your spot before the deadline, you will not be allowed to join this class. See you in class!

enrollment_confirmed

where	WhatsApp(Number)
name	tk_enrollment_confirmation
WhatApp Notification	**Your spot for Try Kibo has been reserved** 🎉 Hello, {{1}}! Thank you for completing the enrollment form. While you wait for onboarding, let your network know that you will be starting this journey and that they too can apply. This is also a great way to have them keep you accountable You can let your network know with these two steps • Create your custom celebratory Try Kibo flyer: https://getdp.co/admitted-to-tk • Share it on social media. Your network can learn more and apply here: https://bit.ly/try-kibo-student You can also use this sample caption in your posts: "I have just been admitted to Try Kibo where I will be learning {{insert your class name}}. Throughout the journey, I'll share my progress with you. You too can apply to join the class. Visit: https://bit.ly/try-kibo-student " **Tip:** If you tag us on any social media platform, we'll engage/reshare.