

**Sikh Academy for Gurmat Education**  
*Blackbaud instructions when filling out a NEW application*

1. The application must be completed on a Computer not on mobile device.
2. BEFORE Starting application, please do the following:
  - a. Have headshot for each student prepared to upload using the following instructions:  
**Instructions to submit a headshot:**
    - **Please take a new picture. Do not crop out from a prior picture.**
    - Photo MUST be in color. Best to take with your phone.
    - Photo MUST be recent
    - Photo MUST be with head covered (dastaar/patka/joora/chunni/rumaal)
    - Photo MUST be front-facing (including dastaar/patka/joora/chunni/rumaal)
    - Photo MUST have a plain light-colored background
    - Selfies, candid photos, or group photos will NOT be accepted for applicant photos. Please take a new photo and have it ready on your computer to upload.
3. BEFORE Starting application, please also have a FAMILY picture for each student prepared to upload. In this picture please include immediate family only: parent(s) and sibling(s).
4. BEFORE Starting application, please pre-prepare UNIQUE Email addresses for each new student regardless of age. CANNOT share email addresses. Parent's email address CANNOT be used as your student's.
5. Click create account (must do for each new child).
6. Please note, Candidate = Student
7. Fill in basic data (enter DOB as mm/dd/yyyy)
8. Enter email for primary adult account holder
9. You will see screen that says "Email Sent"
10. Now click on "Back to Login Screen"
11. Re-enter email where it says "Already have an account?"
12. Click Continue
13. Click Send confirmation code
14. Once confirmation code received, enter where requested and press "confirm"
15. Enter secure password where requested
16. Enter Adult Account holders name (Whichever adult is creating this account, same as entered in step 3 above)
17. Click "Sign up"
18. Now you should see one of the following screens. Click on "Fill out" button to start application: Application should be self-explanatory

**Admissions Progress** | Decision | Official Notes | Contact Card

### Checklist

	Milestone	Due	Received
✓	Application <span>✎ Fill Out</span>	--	--
✓	Decision	--	--
✓	Contract	--	--

Welcome to your admissions progress page!  
Please check back frequently to view your progress throughout the admissions process.

**Admissions Progress** | Decision | Official Notes | Contact Card

### Application

✎ Fill Out

Welcome to your admissions progress page!  
Please check back frequently to view your progress throughout the admissions process.

19. Once application has been submitted, and application fee of \$25 paid, give the system a day or so to assign a contract to your student
20. Contracts will NOT be emailed to you. You will need to log back into the system where you will see a contract has been assigned approximately 24 hours after submitting the application.
21. After logging back in to Blackbaud use this link:  
<https://sikhacademy.myschoolapp.com/app#login> to view and submit the contract and associated payment.

\*\*\*Please note, that if the system asks you to go back and fill out a required field that you missed, it will not auto-update even after you have filled it in. Please resubmit the form (go to end) to see if the system accepts the application and resolves the error.

\*\*\*At times the platform can be “buggy”, please refresh screens or page back and resubmit to resolve errors you may see.

The application was tested on an iPhone and Android and although it was able to be fully completed, (including the picture upload and payment) the process was much more challenging.

\*\*\*When filling out application, there is an associated Application Fee of \$25 per student. This is distinct from the Enrollment/Tuition Fee.

On the application, you will have the opportunity to choose your Enrollment/Tuition Fee (\$1000, \$550, \$350), after which a contract will be assigned and emailed to you. The standard fee for SAGE is \$550 (one time cost), however you can choose to pay more or less.

Once the contract has been sent back with the Enrollment/Tuition Fee, your student(s) have been enrolled, though confirmation of enrollment will come later based on timing of this application. (At times we have had to place students on a waiting list if enrollment exceeds capacity).

***If the contract is NOT sent back with the Enrollment/Tuition fee paid, then your child has NOT yet secured a spot at SAGE.***

All contracts MUST be completed and returned before the start of SAGE.

LINK FOR SAGE APPLICATION 2025-26

<https://sikhacademy.myschoolapp.com/app#login/apply>

