

Trinity College London

Centre Portal Guidelines

Music and Drama

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Trinity Online Centre portal web address:

www.trinitycollege.co.uk/portal

NB: If you have a touchscreen-enabled device please disable it before logging in.

Before you read this

If you have not completed your enrolments yet then please see the separate guides:
www.trinitycollege.com/IndividualEnrolments
www.trinitycollege.com/EnrolmentsUsingSpreadsheet

For information on written exam enrolment see the separate guide:
www.trinitycollege.com/WrittenEnrolments

Order Submission

Video: [10. Trinity Centre Portal: Submitting Your Order \(vimeo.com\)](https://vimeo.com/10.TrinityCentrePortal:SubmittingYourOrder)

When you have completed your enrolments and are ready to send them to Trinity press the "Submit" button. Please ensure that you have checked your enrolments carefully, as you will not be able to make any changes yourself after the order has been submitted (although you will be able to ask your Trinity contact to make some changes).

Order: 1-920583831

Submit Invoice Process **Timetable Complete**

Order Information		Pricing Details	
Subject Area:★ Music	Requested Start Date: <input type="text"/>	Total Gross Price: £240.00	
Venue: <input type="text"/>	Requested End Date: <input type="text"/>	Centre Admin Fee%: 12.5%	
Venue Number: <input type="text"/>	Examiners Requested: 1	Centre Admin Fee: £0.00	
Status:★ Open	Timetabled: <input type="checkbox"/>	Total Net Price: £240.00	
Processing Status:		Invoice Total: £0.00	
		Payment Log Amount: £0.00	
		Outstanding Amount: £0.00	

Until you press "Submit" the "Status" of your order is "Open". When you have submitted the order, the Status will change to "Submitted".

Order Invoicing

Private centres: If you are running a private exam centre through our Examiner Visit Scheme in the UK or Republic of Ireland then please contact your coordinator to let them know that you have submitted. They will invoice and process your order and then contact you to let you know that you are able to go ahead and timetable online. You will be able to access your invoice within the attachments tab detailed below. Please see the instructions below to find this invoice. Send this invoice along with your payment/proof of payment directly to your Trinity contact.

Video: [11. Trinity Centre Portal: Invoices and Exam Materials \(vimeo.com\)](#)

Public Centres: If you are running one of Trinity's public centres then you will then be able to press the "Invoice" button. When Trinity Online has finished raising your invoices you will also be able to press the "Process Order" button.

You must make certain that your enrolments are correct before using the Invoice button, as after this stage financial details are passed into Trinity's financial systems. When you press the Invoice button Trinity Online will create two invoices which you can find under the "Attachments" tab. The first invoice will be called Invoice Order Base and will show the Gross Fees payable for your Order. The second invoice will be called Self Billing Invoice and will show the administration fee payable to you by Trinity.

Order: 1-840577201

Order Information		Pricing Details
Centre Number: 13172	Requested Start Date: 10/12/2017	Total Gross Price: £2,482.50
Subject Area:★ Rock and Pop	Requested End Date: 10/12/2017	Centre Admin Fee%: 12.5%
Venue: <input type="text" value="Open Learning Centre"/>	Examiners Requested: 2	Centre Admin Fee: (£310.31)
Venue Number: <input type="text" value="V8607"/>	Total Exam Duration: 1 Day, 6 Hours and 19 Minut	Total Net Price: £2,172.19
Status:★ <input type="text" value="Delivered"/>	Written Exam Date:	Invoice Total: £2,172.19
Processing Status: Delivered	Written Exam Start Time:	Payment Log Amount: £2,179.19
Processed Lines: <input type="checkbox"/>	Timetabled: <input checked="" type="checkbox"/>	Outstanding Amount: (£7.00)

Attachments

Attachment Name	File Type	Modified	Size (In KB)	Attachment Type	Type
1-DXEXNR Invoice Order (Base)	pdf	16/10/2017	97		Invoice

Please then send proof of payment along with the invoice via either email or post to your contact at Trinity. The self-billing invoice will then be dealt with by Trinity and your administration fee paid. No administration fee will be paid until the full gross fee has been banked and proof of payment received by your coordinator.