Trinity College London

Centre Portal Guidelines

Music and Drama

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Mass Enrolment

Digital Mass Enrolment - Classical & Jazz/ Rock & Pop

Digital Mass Enrolment - Drama and Speech

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Material Printing

Email Correction for Digital Certificates - Classical & Jazz/ Rock & Pop

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.

Overview

Please note that previous versions of the centre portal required Schools to be registered as associated organisations of your centre before they could be included for printing on candidate certificates. This is no longer the case. School names may be included in the enrolment screen without being set up here.

You can manage all details of organisations associated with your centre under the "Centre Details" tab. Organisations are schools, venues, hotels and billing organisations (where these are separate entities from your centre). It is important to ensure that this data is kept up to date and that you do not create duplicates. Venue information here will appear on appointment slips, certificates and on examiner itineraries.

Click on "Associated Organisations" - this will take you to the screen where you can view and amend current records or add new organisations. You will see a list of all of the organisations associated with your centre and their relationship to the centre.

Adding New Schools, hotels, venues, and billing organisations

Note that private exam centres cannot add new venues as these need to be contracted separately. Please contact your coordinator if you need to use a new venue.

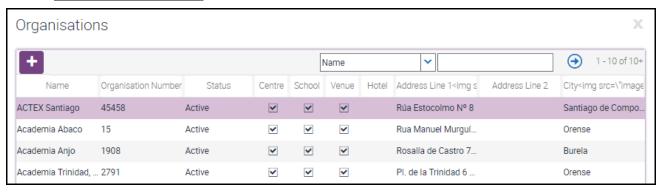
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Centre											
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Generate Centre Logo											
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Associated Organisations (Schools, Hotels, Venues and Billing) Teachers Attachments											
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Video: <u>02. Trinity Centre Portal: Managing Organisations (vimeo.com)</u>

+

Clicking on the New button (the large + sign, see above) takes you through to the screen below. When this form appears click on the small icon at the right-hand side of the "Organisation" field. This will display a pop-up list of all organisations saved on the system from across the world.





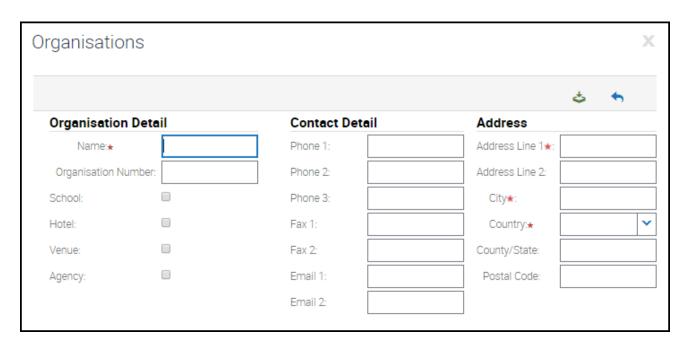


At the top of this pop-up screen enter the name of the organisation you want to add in the field at the top right and click the go button.

If the organisation you have searched for is returned in the results, select it by clicking on the line and click "OK" at the bottom right.



If the organisation you have searched for **is not** returned in the results, then click the new button and add all the known details. You should also tick the type of organisation that you are adding (School, Venue etc.)





Click on the Save button at the top right. The record will be created with an displayments or organisation number and will be added to the top of the list of all organisations. Click "OK" at the bottom right of the box to associate it with your centre.

In either case use the drop-down menu called 'Relationship' to select whether the organisation is a hotel, venue, school, or billing organisation and click "Save" to complete the process.

Amending organisation details

You can also amend details of organisations here – select the organisation by clicking on the row for the organisation you wish to update. The details for your selected organisation will now be shown in the box to the right of the list of organisations. Type corrections directly into the text boxes. Note that there is no Save button, the changes will be saved automatically when you click away from this organisation.

Printing labels for organisations

To print address labels for any of the organisations listed, simply select multiple records, and then click "Print Label". You can use the Ctrl key on your keyboard to select multiple lines. To collect your labels file, return to the "Home" screen and select "Print labels" in the actions box.