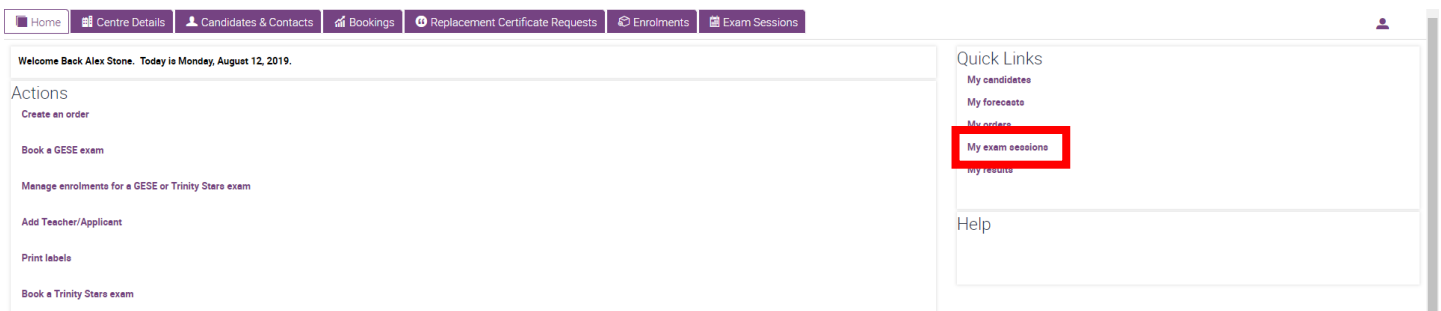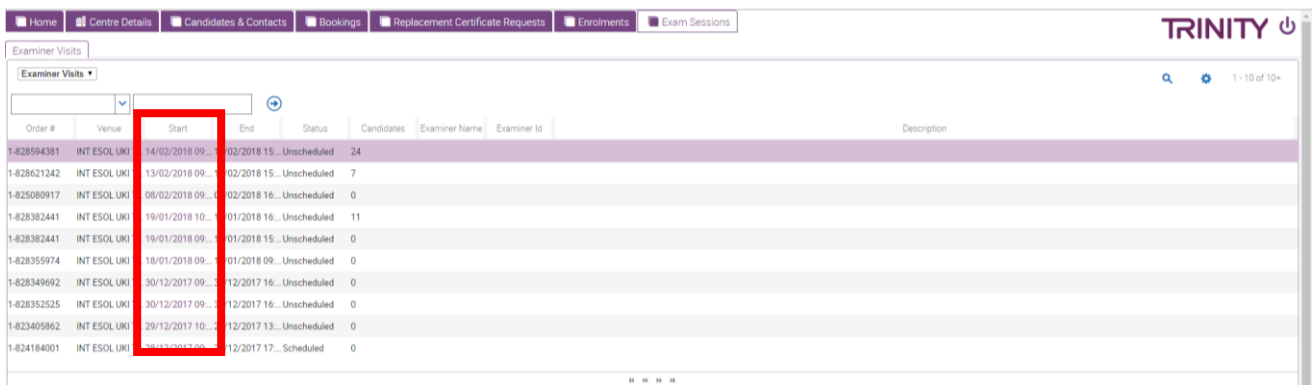# Create Trinity Stars Timetable & print materials

Once you have received the invoice and confirmed the details with Trinity, you must create an exam timetable for the Trinity Stars session, to do this follow all steps in this guide.

1. Click on **My Exam Sessions** from the **Quick Links** box.

2. You will see a list of all exam bookings. Click on the correct exam date, which is shown in the **Start** column

3. Go to **Timetable Candidates**

4. Amend the **Start Time** and ensure that this matches the start time given on the initial booking and agreed with Trinity

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5. You are now ready to timetable your Trinity Stars group:

    i)   Click and hold on the Trinity Stars Stage 1 entry in the left-hand box;

    ii)   Drag the selection over to the right-hand box and release;

    iii)   Go to the **Other** box and, using the drop-down menus, select Type = Feedback, and 30 mins, then click **Add**;

    iv)   Now drag and drop the feedback from the **Other** box to the end of the timetable in the right-hand box;

    v)   Click **Save**

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6. Click **Generate Materials** to prepare the printable copy of the timetable

7. To access all other exam paperwork, go to **Enrolments**, find your order in the list and click on its order number

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8. Click **Generate Reports**, **Generate**, then **OK**

9. To access the paperwork, go to **Attachments**

Your timetable and Trinity Stars paperwork is now prepared.