

Trinity College London

# Centre Portal Guidelines

Music and Drama

Navigation and Home  
Centre Details  
Managing Organisations  
Managing Contacts  
Creating an Order  
Individual Enrolment

## Mass Enrolment

Diploma Enrolment  
Group Enrolment  
Written Exam Enrolment  
Re-opening Orders  
Enrolment Details  
Invoices  
Examiner Visits  
Timetables  
Material Printing

Trinity Online Centre portal web address:

[www.trinitycollege.co.uk/portal](http://www.trinitycollege.co.uk/portal)

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

## Before you Enrol

You should create your Order first, see:  
[www.trinitycollege.com/CreateAnOrder](http://www.trinitycollege.com/CreateAnOrder)

## Enrolling Candidates

There are two ways to input solo enrolments: By entering candidates one by one directly into Trinity Online, or by using the mass enrolment spreadsheet, which enables you to collate information that you can then cut and paste directly into the mass enrolment page on Trinity Online. Both options are available from the 'Enrol Candidates' tab within your order. For information on individual enrolment see: [www.trinitycollege.com/IndividualEnrolments](http://www.trinitycollege.com/IndividualEnrolments)

## Spreadsheet Enrolment

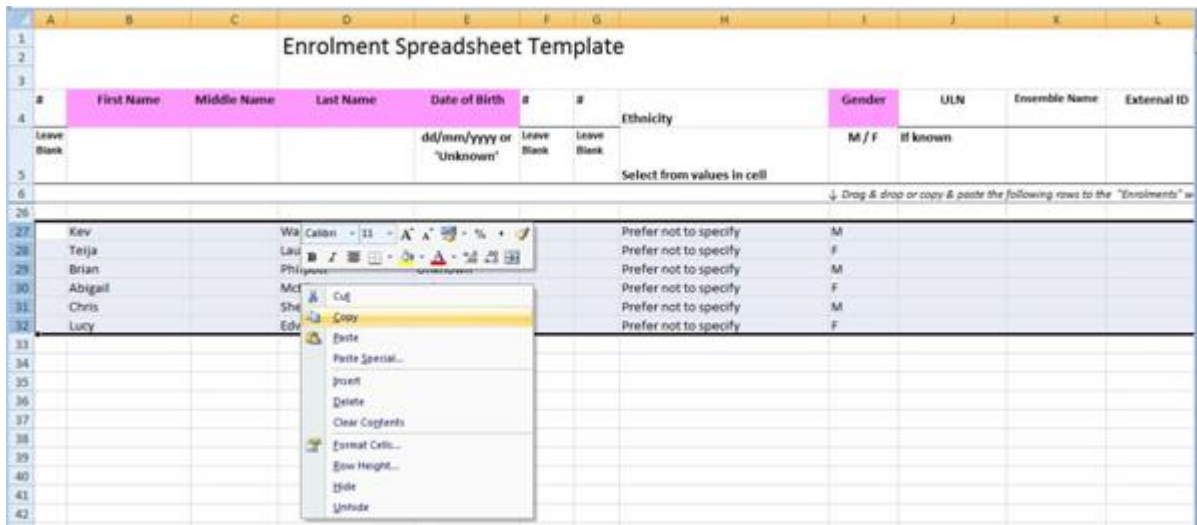
Video: <https://www.youtube.com/watch?v=R2vTeVJF4xs>

Download the spreadsheet from the Enrol Candidates tab, see below. There are separate versions of the spreadsheet for different types of exam, make sure you choose the correct one. We advise you to download a new spreadsheet for each examination session in case changes have been made to the spreadsheet. Open and save the spreadsheet to your files. All columns highlighted in Pink are mandatory and all columns highlighted in blue are optional. The final two pages of this guide detail further information on each column if further guidance is needed.

The screenshot shows the 'Mass Enrolment' interface with the following elements:

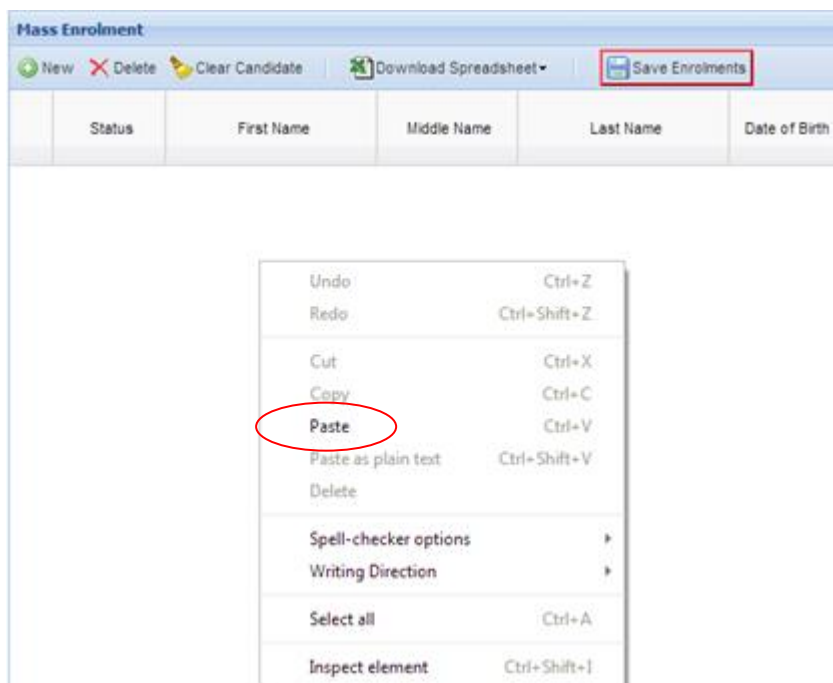
- Navigation tabs: Enrol Candidates, Enrolment Details, Attachments, Examiner Visits, Written
- Section title: Mass Enrolment
- Action buttons: New (+), Delete (X), Clear Candidate (trash), Download Spreadsheet (dropdown), Save Enrolments (highlighted with a red box)
- Table headers: Status, First Name, Name, Date of Birth
- Dropdown menu items: Music, Drama, International ESOL, International ESOL SELT, GESE China, GESE India, Arts Award Ex/Br/SI/Gd, Arts Award Discover, Rock & Pop, Trinity Stars, UK ESOL, PPAD, TESOL TYLEC

Once all information is recorded on the spreadsheet highlight ALL columns (including column A) and all the rows needed as below.



Do NOT click on the 'New' button on the Trinity Online screen when using the spreadsheet.

The next step depends on which browser programme you are using. In most browsers you can simply right click and copy as shown above, then in Trinity Online right click on the blank enrolment area and paste as shown below.



In some browsers such as Safari it is necessary instead to drag and drop the information from the spreadsheet to Trinity Online. This is achieved by selecting the area as above, then moving the cursor to the very edge of the selected area until the cursor changes. Then drag the selection to the enrolment area.

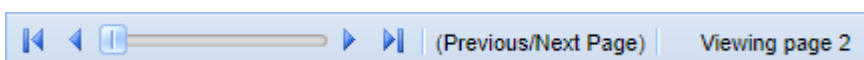
If you run a large centre then we suggest that you copy and then save around fifty candidates at a time rather than hundreds at once. Though the system has been tested with up to a thousand candidates at a time it is much easier to deal with any errors if enrolling smaller numbers at a time.

Depending on how many candidates you are enrolling and how busy the system is there may be a short delay before the data appears in Trinity Online. If there are any errors or missing data it will be highlighted in red as shown below. If this happens then you can correct the data directly in the system without having to go back to the spreadsheet.

Status	First Name	Middle Name	Last Name	Date of Birth	Existing Candida...	Candidate Number	Ethnicity	Gender	ULN	Ensemble Name	Exer... ID	Exam Suite	Product	Product Code	Minimum Age Verifica...	Teacher Adviser	Teacher On Cert
1	Keve		Ward	Unknown	?			M				Brass	Baritone Grade 1	01BTN			Skip Levesley

A common error is choosing an incorrect product for an Examination Suite. Click on the red area to see a drop-down list of exams, and you can make the correction by choosing the right item from the list.

The candidates enrolled are broken into 'pages' of fifty candidates at a time to stop the system slowing down. These pages can be clicked through using the arrow buttons at the bottom of the screen.



Please always remember to click 'Save Enrolments' once all the red sections are amended or else you will lose whatever is on the screen.

After you click on Save Enrolments a box will pop up to tell you your data has been saved. The enrolments then show on screen with a padlock symbol next to the information to indicate that these are saved. Trinity Online will create Candidate Numbers when the enrolments are saved. At this point you can exit the system without any risk of losing the information and you can continue to add candidates into the order at a later stage.

At this point candidates may be freely deleted or added to your order.

### **Existing Candidates**

If a candidate has taken an exam with Trinity before you may have a candidate Number for them. This may be entered in column G on the spreadsheet. This is the only reason ever to type anything in a column titled 'Leave Blank'. When you have copied and pasted your information into Trinity Online you can click on the question mark and then down arrow in the 'Existing Candidate?' column and the system will retrieve the candidate's details. In the absence of a candidate Number you can enter an existing candidate's name and date of birth, in which case the system will attempt to match these details against existing records when you click the question mark.

It is important to do this to avoid creating duplicate data, and also very important to do this if the candidate has a re-entry permit or voucher to use.

## Diploma Enrolment

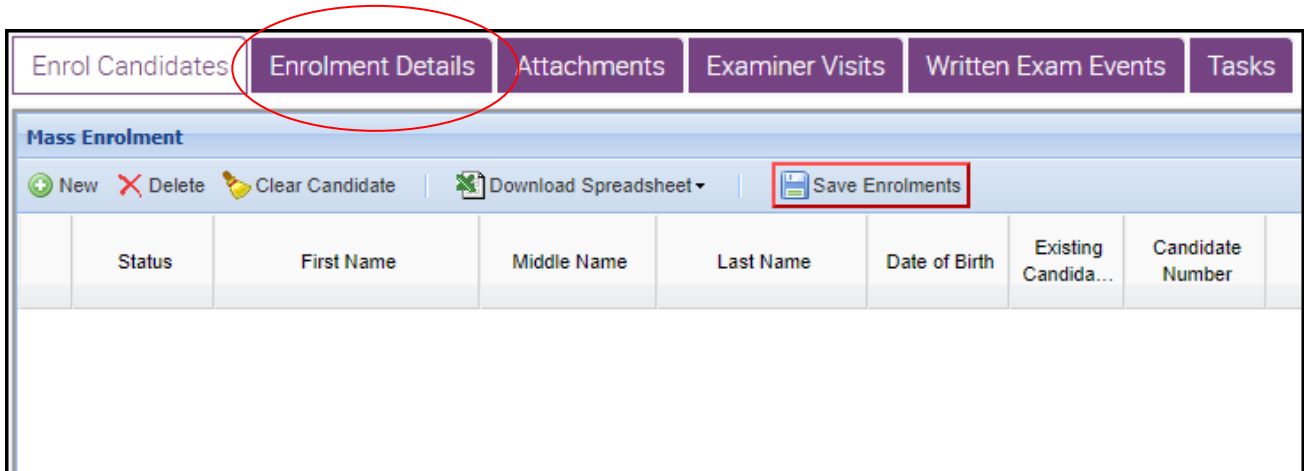
Diploma exam enrolment works slightly differently from most exams, for more information please see the separate guide:

[www.trinitycollege.com/DiplomaEnrolments](http://www.trinitycollege.com/DiplomaEnrolments)

## After Enrolment

When you have enrolled candidates and saved you may select the 'Enrolment Details' tab to see your order with pricing information included. See the separate guides below for information on what you can do on this tab:

[www.trinitycollege.com/UpdateOrderDetails](http://www.trinitycollege.com/UpdateOrderDetails)



The screenshot shows a web application interface for managing enrolments. At the top, there is a navigation bar with several tabs: 'Enrol Candidates', 'Enrolment Details' (which is circled in red), 'Attachments', 'Examiner Visits', 'Written Exam Events', and 'Tasks'. Below the navigation bar, there is a section titled 'Mass Enrolment'. This section contains a toolbar with several icons and buttons: a green plus icon for 'New', a red X icon for 'Delete', a yellow trash can icon for 'Clear Candidate', a green X icon for 'Download Spreadsheet', and a blue floppy disk icon for 'Save Enrolments' (which is highlighted with a red box). Below the toolbar is a table with the following columns: 'Status', 'First Name', 'Middle Name', 'Last Name', 'Date of Birth', 'Existing Candida...', and 'Candidate Number'. The table is currently empty.

After enrolment is complete, and once any re-entry permits or discounts have been applied, you can then Submit the order using the button near the top of the screen.

Video: <https://www.youtube.com/watch?v=qvLPR3Pkwwc>

If you run a private centre then you will now need to email your Trinity contact before going any further. They will issue an invoice for your enrolments and process the order ready for you to timetable your candidates. Please be aware that after Trinity has raised an invoice for your order it will not be possible to remove candidates. See these guides for further information:

[www.trinitycollege.com/ExaminerVisits](http://www.trinitycollege.com/ExaminerVisits)

[www.trinitycollege.com/Timetables](http://www.trinitycollege.com/Timetables)

If you run a public centre for Trinity you will be able to Invoice and Process the order yourself from the Enrol Candidates tab, and can then start on your timetable. See the guides linked above for further information on timetables.

# Spreadsheet Columns in Detail

**Mandatory columns** are highlighted in **pink**.

**First, Middle and Last Names:** These columns are self explanatory; please enter the candidates' names. If the candidate does not have a middle name please leave blank.

**Date of birth:** Please make sure the date of birth is entered in DD/MM/YYYY format, any variation will produce an error. If the date of birth is not known you can leave blank. Some exams have a maximum or minimum age limit, and in this case the date of birth must be included.

**Gender:** Please choose M or F option.

**Exam Suite, Examination/Product Name and Product Code:** There are two options for entering the Examination details, either by using both Exam Suite and Examination/Product Name, OR you can just fill in the Product Code.

- **Exam Suite:** It is best to think of this as the syllabus, for instance for a Trumpet exam the exam suite is Brass. Please choose from the drop-down menu.
- **Examination/Product Name:** Please enter the subject and grade of the exam. You can either choose from the drop-down menu or copy and paste from the List of Examinations worksheet.
- **Product Code:** All codes for the examinations are listed on the List of Examinations worksheet. Please note that the code should be the grade followed by the subject, for example Guitar Grade 5 should be '05GTR'. The 'Main Enrolment' option should only be used for Diploma entries, do not use for grade exams.

**Optional columns** are highlighted in **blue**.

**Applicant:** Entering an applicant name can assist in keeping track of who entered each candidate for their exam, and will enable the generation of an address labels file when exam materials are generated. For applicants only the first and last name will appear on the drop-down list; any titles, middle names or post-nominal qualifications will be omitted. These extra details may be entered on the Candidates & Contacts screen but will not appear in the drop-down list to save space on the screen. Applicants will need to be added to your centre to be recognised, see the separate guide for how to do this:

[www.trinitycollege.com/ManagingContacts](http://www.trinitycollege.com/ManagingContacts)

**School:** Please enter the school name for the candidate here.

**School on Cert.:** Use the drop down to select Y for the school to appear on the certificate, or N if the school is not to be shown on the certificate.

**Venue:** If you use several venues and wish to organise your timetable via this method you can add the venue name. Information added here is for your reference only and will not appear on the appointment slip. Only appointment slips for timetabled candidates will have the venue allocated for their exam. Venues will need to be registered on your centre to be recognised, see the separate guide for how to do this: [www.trinitycollege.com/ManagingOrganisations](http://www.trinitycollege.com/ManagingOrganisations)

### **Other columns.**

Some columns are titled '**Leave blank**'. Leave these columns blank. Do not delete these columns, and do not hide these columns.

**Ethnicity:** This is not mandatory and may be left blank.

**ULN** (Unique Learner Number): This is not mandatory, therefore please leave blank if you do not have the information.

**Ensemble Name:** Only used for Pair and Group exams. See the separate guide on groups for further information:  
[www.trinitycollege.com/EnrollingGroups](http://www.trinitycollege.com/EnrollingGroups)

**Minimum Age Verif.:** If the exam requires a minimum age then the age of the candidate should be confirmed and a capital Y included in this column to confirm they are old enough. For exams where there is no minimum age this is not relevant, so leave blank.

**External ID:** If you wish to include your own reference number then you may do so here.

**First Language:** This information is required for some exam types, but not for others. Consult your syllabus for further information. Music, Rock & Pop and Drama exams never require this information.