

Trinity College London

Centre Portal Guidelines

Music and Drama

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Managing Contacts

Creating an Order

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Material Printing

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

The Update Order Details Tab is where you can generate a printable summary of your enrolments, add Special Educational Needs for your candidates, and manage vouchers including re-entry permits.

Generate Summary of Entries

If you would like to see a list of all entries before you submit your order you can produce one via the 'Update Order Details' tab. Click on the button "Generate Summary of Entries".

This will produce a printable PDF document which you can view under the "Attachments" tab. The document will show a list of candidate details and a summary of fees. Please note that this summary does not show any discounts, these will be added after the order is submitted and invoiced.

Special Educational Needs

Any Special Educational Needs forms you receive should be sent to Trinity's London office. The addresses to email are:

drama-csn@trinitycollege.com or
music-csn@trinitycollege.com

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

Please also ensure you tell your coordinator at Trinity that there are candidates with special requests in the order.

Though it is possible to enter some details and requests through the portal this will not ensure that the process will be completed.

Re-Entry Permits and Vouchers

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

If one of your candidates presents a re-entry permit or other voucher then enter all candidate details as usual, ensuring that you select the existing candidate record with the original identity number (the number allocated by TOL for previous enrolments found printed on the re-entry permit).

When you have saved your enrolments click on the "Enrolment Details" tab. You will then see a list of all candidates entered in the order. To add a voucher your order status will need to be either Open or Re-opened. If you have already submitted your order then see the below guide for how to re-open it:

<http://www.trinitycollege.com/ReOpenOrder>

Find the candidate within the list and select their line so it is highlighted in purple. Now click the 'Add Voucher' button, select the voucher to be used in the pop-up window, and click Add Voucher again.

Order: 1-920598411

Submit

Order Information		Pricing Details		Comments
Centre Number: 13172	Requested Start Date: 30/03/2018	Total Gross Price: £70.00		
Subject Area: Rock and Pop	Requested End Date: 30/03/2018	Centre Admin Fee%: 12.5%		
Venue: <input type="text"/>	Examiners Requested: 1	Centre Admin Fee: £0.00		
Venue Number: <input type="text"/>	Total Exam Duration: 0 Day, 0 Hour and 20 Minute	Total Net Price: £70.00		
Status: Open	Written Exam Date: <input type="text"/>	Invoice Total: £0.00		
Processing Status:	Written Exam Start Time:	Payment Log Amount: £0.00		
Processed Lines: <input type="checkbox"/>	Timetabled: <input type="checkbox"/>	Outstanding Amount: £0.00		

Enrol Candidates | **Enrolment Details** | Attachments | Examiner Visits | Written Exam Events | Tasks

Examinations

Generate Reports | Email Appointment Slips | **Generate Summary of Entries** | **Add Voucher**

Candidate Number	Candidate Name	Candidate Birth D	Examination	Exam Type	Price	Voucher	External Funding	Status
1-842063401	Kevin Ward	16/10/2001	Rock and Pop Bass Grade 5	Practical	£70.00			Open

If you are familiar with the portal from 2017 or before then you may expect the voucher to only take effect once the order is submitted, however that is no longer the case. Now, after it's added, the voucher will show up as a separate line with the discount appearing in brackets, and the pricing totals will recalculate accordingly.

Examination	Exam Type	Price	Voucher	External Funding	Status
Rock and Pop Bass Grade 5	Practical	£70.00			Open
Discount - Candidate Voucher		(£35.00)	1-920599613		Open