

Trinity College London

Centre Portal Guidelines

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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.

Revision: 11/2023

Before you Enrol

You should create your Order first, see:
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 using the mass enrolment spreadsheet see:

www.trinitycollege.com/EnrolmentsUsingSpreadsheet

Individual Enrolment

Video: <https://vimeo.com/trinitycollegelondon/individual-enrolment-cj-rp>

Digital Certificate

Please note that from September 2023, Trinity will be issuing digital certificates only (with an option to buy paper). Digital certificates are issued 24-48 hours after Trinity validates results. A digital certificate is an electronic document that shows proof of a qualification. It looks the same and carries the same validity as a paper certificate. It offers many benefits, such as fast and secure delivery and sharing it online as a link, PDF or QR code. Therefore, it is essential that when entering the candidate's details, you must enter the candidate's (or parent/guardian if under 18) email address correctly, so the certificate can be sent directly to them. **Do not** use the email address of the exam centre or teacher. Failure to do so may result in the certificate being delayed. For more information on digital certificates please visit the [website](#).

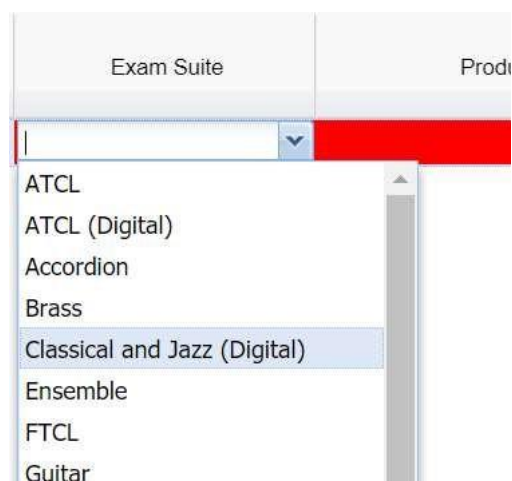
| Status | First Name | Middle Name | Last Name | Date of Birth | Existing Candida... | Candidate Number | Ethnicity | Gender | ULN | Ensemble Name | Exter... ID | Exam Suite | Product |
|--------|------------|-------------|-----------|---------------|---------------------|------------------|-----------|--------|-----|---------------|-------------|------------|---------|
|--------|------------|-------------|-----------|---------------|---------------------|------------------|-----------|--------|-----|---------------|-------------|------------|---------|



Within your order, you will see a section titled Enrol Candidates. At the top left of this section click on 'New'. This will create the first line for your enrolments.

You can click into each box in turn to enter details, or you can use the Tab key on your keyboard to move from left to right, and Shift-Tab to move back from right to left. You have the option to choose 'Unknown' from the calendar if the candidate has not provided a date of birth. The boxes highlighted in red are the bare minimum required to save your enrolments, but please consult your syllabus to ensure that you are aware of any requirements for the exam you are entering. For example, some exams have a minimum age and for these, a date of birth must be entered.

The Exam Suite, Product and Instrument/Subject columns are a little different from entering for face-to-face exams and products cannot be used digital exams. From the Exam Suite select either 'Classical and Jazz (Digital)' or 'Rock and Pop (Digital)' from the drop-down list (see below)



Please note that you are now able to choose between Repertoire (only) and Technical work pathways for Digital Classical & Jazz grades for more information please click [here](#). These are generic grades within the suite chosen and the instrument will be selected next, apart from grades 6-8 singing which need to be selected here due to their changed marking structure.

| Exam Suite | Product | Instrun | Exam Suite | Product | Instru |
|------------------------------|---|---------|---|-------------------------------------|--------|
| Classical and Jazz (Digital) | jazz Repertoire Grade 1 (Digital) ▼ | | Classical and Jazz (Digital) | jazz Repertoire Grade 1 (Digital) ▼ | |
| | <ul style="list-style-type: none"> Classical and Jazz Repertoire Grade 1 (Di... Classical and Jazz Repertoire Grade 2 (Di... Classical and Jazz Repertoire Grade 3 (Di... Classical and Jazz Repertoire Grade 4 (Di... Classical and Jazz Repertoire Grade 5 (Di... Classical and Jazz Repertoire Grade 6 (Di... Classical and Jazz Repertoire Grade 7 (Di... Classical and Jazz Repertoire Grade 8 (Di... Classical and Jazz Repertoire Grade IN (...) Classical and Jazz Technical Grade 1 (Digi... Classical and Jazz Technical Grade 2 (Digi... Classical and Jazz Technical Grade 3 (Digi... Classical and Jazz Technical Grade 4 (Digi... Classical and Jazz Technical Grade 5 (Digi... Classical and Jazz Technical Grade 6 (Digi... Classical and Jazz Technical Grade 7 (Digi... Classical and Jazz Technical Grade 8 (Digi... Classical and Jazz Technical Grade IN (Di... Singing Repertoire Grade 6 (Digital) Singing Repertoire Grade 7 (Digital) Singing Repertoire Grade 8 (Digital) Singing Technical Grade 6 (Digital) Singing Technical Grade 7 (Digital) Singing Technical Grade 8 (Digital) | | <ul style="list-style-type: none"> Classical and Jazz Repertoire Grade IN (...) Classical and Jazz Technical Grade 1 (Digi... Classical and Jazz Technical Grade 2 (Digi... Classical and Jazz Technical Grade 3 (Digi... Classical and Jazz Technical Grade 4 (Digi... Classical and Jazz Technical Grade 5 (Digi... Classical and Jazz Technical Grade 6 (Digi... Classical and Jazz Technical Grade 7 (Digi... Classical and Jazz Technical Grade 8 (Digi... Classical and Jazz Technical Grade IN (Di... Singing Repertoire Grade 6 (Digital) Singing Repertoire Grade 7 (Digital) Singing Repertoire Grade 8 (Digital) Singing Technical Grade 6 (Digital) Singing Technical Grade 7 (Digital) Singing Technical Grade 8 (Digital) | | |

Next select the instrument or subject to be taken from the drop-down selector as shown below.

| Product | Instrument/Subject | Product Code |
|--------------------------------------|---|--------------|
| Classical and Jazz Grade 1 (Digital) | Acoustic Guitar ▼ | C&J01 |
| | <ul style="list-style-type: none"> Flute French Horn Harp (Grades Initial-3 Only) Jazz Clarinet Jazz Flute Jazz Saxophone Oboe Orchestral Percussion Organ Piano Plectrum Guitar Recorder Saxophone Scottish Traditional Fiddle | |

Please provide a **submitter email** address for each candidate or group/pair. A submitter can submit entries for one candidate or many, so do use whichever email address that works best for you, this email address allows you to create their account on the exam portal which you will receive within 1 week of submitting this order.

The image shows a close-up of a web form. At the top, the text 'Email Address' is centered. Below it, a text input field contains the email address 'fake@fake.com'. The field is highlighted with a light blue border.

Please note this is different to the **candidate email** address, you will need to provide an e-mail address that will be used to provide the digital certificate **Do not** use the email address of the exam centre or teacher. Failure to do so may result in the certificate being delayed.

Outstanding Amount

Orders **Enrol Candidates** Enrolment Details Attachments Examiner Visits Written Exam Events Tasks Commission %

Mass Enrolment

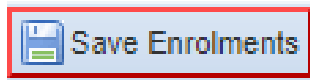
| Status | First Name | Middle Name | Last Name | Date of Birth | Candidate Email Address | Existing Candida... | Candidate Number | Ethnicity | Gender | ULN | Ensemble Name | Ext... |
|--------|------------|-------------|-----------|---------------|-------------------------|---------------------|------------------|--------------|--------|-----|---------------|--------|
| 1 | Test | | Candidate | Unknown | | | | Other, Other | F | | | |

Displaying enrolments 1 - 1 of 1

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.

The image shows a pagination control bar with navigation arrows (back, forward, first, last) and a text label that reads '(Previous/Next Page) Viewing page 2'.

Please always remember to click Save Enrolments on a regular basis as you work, otherwise connection problems may cause data loss. We recommend saving after every two or three candidates.



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 can be entered in the appropriate column and then if you click on the question mark and down arrow in the 'Existing Candidate?' column 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.

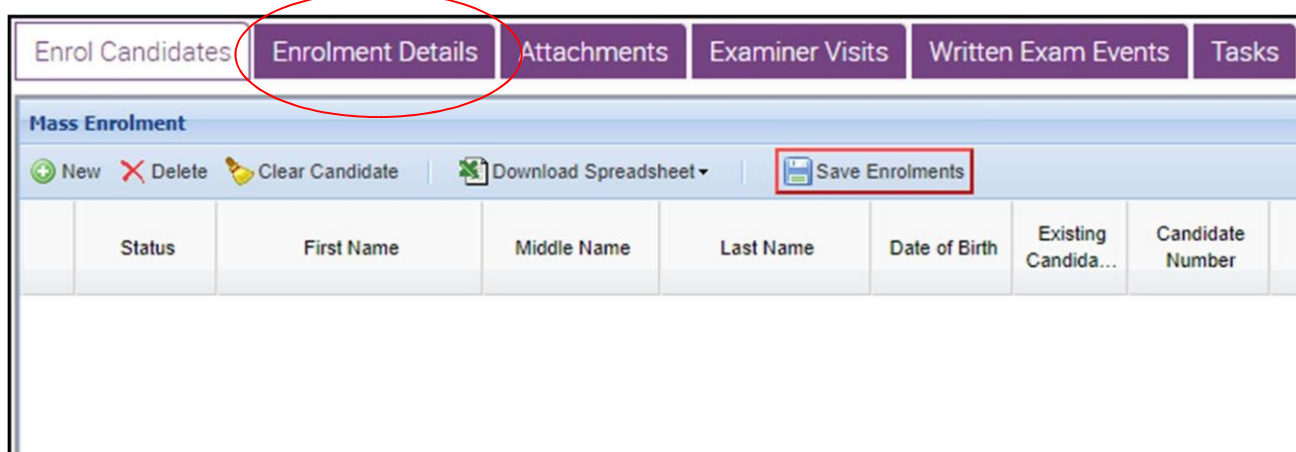
It is important to do this to avoid creating duplicate data, and it's important to do this if the candidate has a re-entry permit or voucher to use.

Diploma Enrolment

Diploma exam enrolment works slightly differently from most exams, for more information please see the separate guide:
www.trinitycollege.com/DiplomaEnrolments

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:



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.

If you run a public centre for Trinity you will be able to Invoice and Process the order yourself from the Enrol Candidates tab.

This is now the end of the process and login details will be received within a week.

Enrolment Columns in Detail

Mandatory columns

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, Product and Product Code: Product and Instrument/Subject: Please note this is a different entry method from face-to-face exams.

- **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 list.

- **Product:** Please enter the subject and grade of the exam from the drop-down list.
- **Instrument/Subject:** Please enter the instrument being taken.

Candidate Email: Please note that from September 2023, Trinity will be issuing digital certificates only (with an option to buy paper). Digital certificates are issued 24-48 hours after results are validated by Trinity. Therefore, it is important that when entering the candidate's details, you must enter the candidate's (or parent/ guardian if under 18) email address correctly, so the certificate can be sent directly to them. **Do not** use the email address of the registered exam centre or teacher. Failure to do so may result in the certificate being delayed. For more information on digital certificates please visit the [website](#).

Optional columns

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

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

School on Cert.: Tick for the school name to appear on the certificate, or leave it unticked if the name is not to be shown on the certificate.