Trinity College London

Centre Portal Guidelines

Music and Drama

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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 before logging in.

Contact Details

The Centre Details page is where your centre's contact information is stored: correspondence address, telephone number(s) and email address.

It is important to keep this information up to date because it determines where we will send any exam materials or updates. It will also be shown on examiner itineraries so that examiners can contact you.

You can update the information at any time by typing in any changes. Note that there is no Save button, changes are automatically saved when you click away from the Centre Details section of the screen.

Associated Organisations and Contacts

Also under the 'Centre Details' tab, you can add and amend associated organisations linked to your centre. This includes schools, venues, and hotels. Please see the separate guide for further information:
www.trinitycollege.com/ManagingOrganisations

As well as keeping your centre details up to date it is important to keep details of your contacts up to date. Please see the separate guide 'Managing Contacts' for further details:
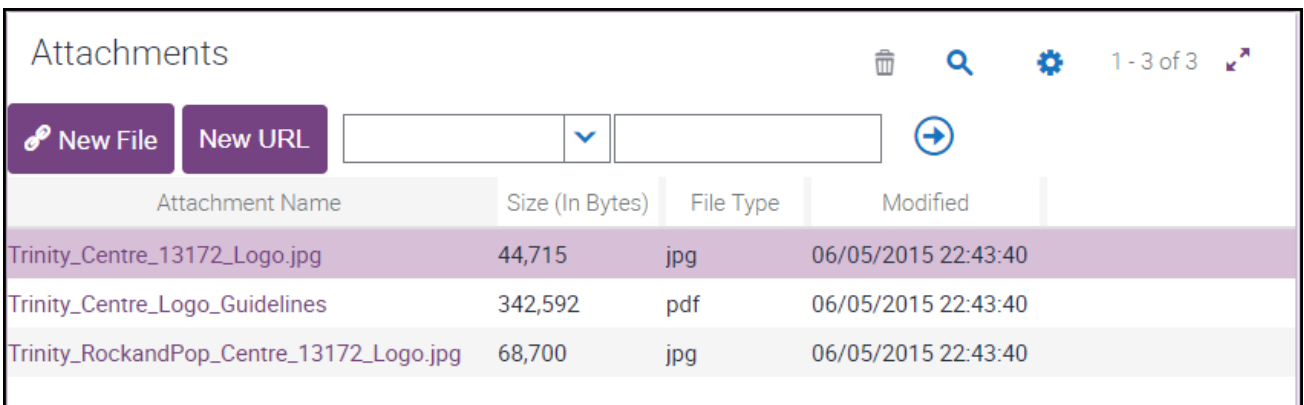www.trinitycollege.com/ManagingContacts

Centre Logo

You can also access your centre logo from the 'Centre Details' area of the portal. Click on 'Generate Centre Logo' to create your logo, which is personalised with your centre number. Then go to 'Attachments' to view your logo and guidelines about using it.
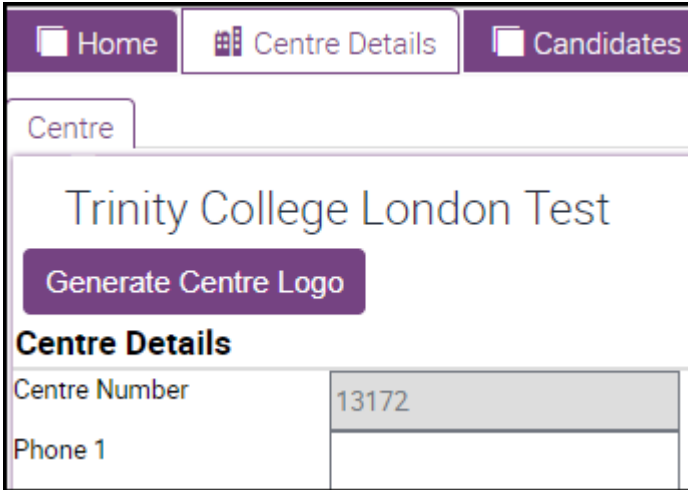
Within 'Attachments' click on the file names to open each file.

If you would like to save the file to your computer, open it and then right-click on your mouse and select the 'save as' option.