Trinity College London

Centre Portal

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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 – Trinity College London Exam Centre Logo

We encourage you to use the Trinity College London Brand in your centre and within your marketing and promotional collateral and activities. Please refer to the Trinity Registered Exam Centre Brand Guidelines for guidance and compliance.

File formats

Logos are now available in high resolution PNG files (with transparent backgrounds) for digital use. You will also have access to a white version, which may be used on darker backgrounds. If you require versions for print colour space (CMYK), please contact your local representative.

Active and provisional Trinity College London centres will be provided with Purple, black and white versions of logos, where Rock & Pop centres only use black and white versions. Usage indicated below:

	TRINITY COLLEGE LONDON **Purple logo**	**TRINITY** COLLEGE LONDON **Black logo**	**TRINITY** COLLEGE LONDON **White logo**
Trinity College London Registered Exam Centre	**Primary use** For use on white/light backgrounds	**Limited use** Only if black and white use is required	**Secondary use** For use on dark backgrounds, where the primary logo would not otherwise be visible
Trinity College London Provisional Exam Centre			
Rock & Pop Registered Exam Centre	N/A	**Primary use** For use on white/light backgrounds	
Rock & Pop Provisional Exam Centre			

How to access and download your logo versions

◗ Navigate to the 'Centre Details' tab:

| 🖥 Home | 🏢 Centre Details | 👤 Candidates & Contacts |

◗ In the 'Centre Details' area, click 'Generate Centre Logo' to create the logo files:

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▶ Once generated, the appropriate logo files will appear in the 'Attachments' tab at the bottom of the Centre Details screen.

▶ Click the attachment name of the required logo file. A File Download window will open.

▶ Click 'Download'. The file will be saved to your device.

▶ Open the downloaded file to access the Centre logos.

▶ The file is titled **Trinity Centre Logo Pack** and includes the centre number.

For example, for an active centre called 'Centre 999', generating logos would create a file titled 'Trinity_Centre_999_LogoPack_trinity.zip'

▶ Once you have downloaded your package, you will need to unzip it to view the files.