Trinity College London

Centre Portal Guidelines

Music and Drama

Creating an Order

Trinity Online Centre portal web address:

www.trinitycollege.co.uk/portal

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

Overview

An order must be created in Trinity Online before enrolling candidates. An order may be re-opened even after you have submitted it to add further late entries or transfers, see the separate guide for how to do that: www.trinitycollege.com/ReOpenOrder

Please do not create new orders for late entries or transfers. Each order created will have a minimum fee applied; if you submit an order created with only one or two candidates this will show the incorrect fee. If a minimum fee has been applied to an order in error, please get in touch with your coordinator.

All orders should be provisionally booked in advance by completing the **Booking Form**.

Only one order should be created per exam session, except that written exam enrolments must have a separate order from practical enrolments.
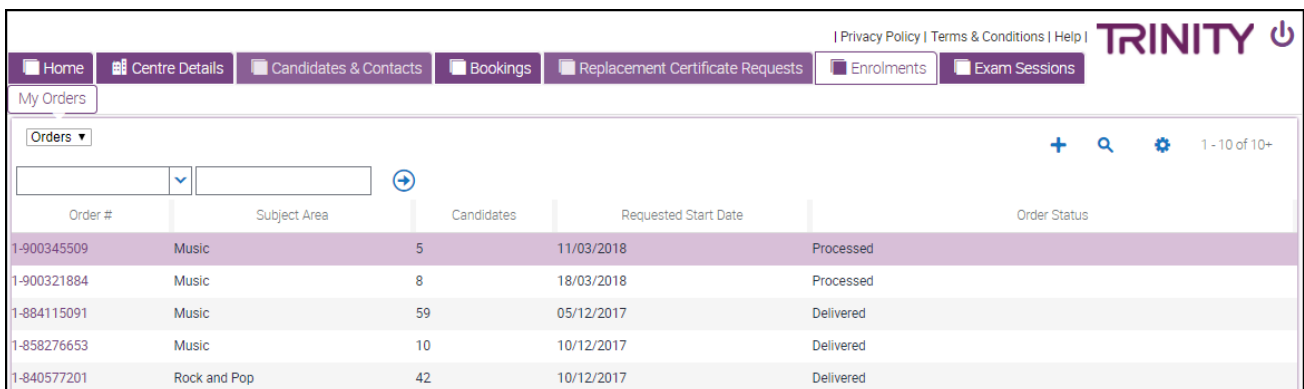
If you have pre-booked a diploma examiner, then diploma entries may be included in the same order as grade enrolments. If your order does contain a diploma exam, please state this in the comments box.

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Video: 5. Creating an Order (vimeo.com)

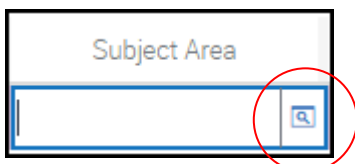Click on the 'Enrolments' tab found at the top of the screen.

This will take you to the Enrolments screen, below. If you already have an open order, then you can click on the order number to go into it.

 If you need to create a new order then click the plus icon and choose the 'Subject Area' from the drop-down menu by clicking on the widget within the box (Music, Drama, Rock and Pop etc.).

If you have used the portal before 2018 then you may expect to fill in more information at this stage, however, you will find all the other fields are greyed out. This is because the rest of the information is filled in from the details page inside the order, so click the order number now to go to the screen below.

Select the 'Venue' where your exams will be held by using the widget list. If you are using multiple venues, then you can leave this blank and the venues are then selected when setting up Examiner Visits later.

Set the 'Requested Start date' and 'Requested End Date'. If you run a public centre and do not know the exact dates, put in the week/s that you have requested that your session takes place. For example, for week beginning 14 November, choose Start Date 14/11/2015 and End Date 20/11/2015.
These dates can be changed later.

The amount of 'Examiners Requested' is automatically set to 1 but if you are sure, you require than one on a single day then you can enter a different number here. Please make sure your Trinity contact is aware of your request.

The order number will now appear towards the top left of the screen and should be used in any correspondence relating to the session. The order details can be changed by clicking into the appropriate field and overwriting the information. Note that there is no save button, changes are saved automatically. If you wish to change dates or the number of examiners requested, then please inform your Trinity contact. The order is now ready for you to start enrolling candidates, see the separate guides for more information:
www.trinitycollege.com/IndividualEnrolments
www.trinitycollege.com/EnrolmentsUsingSpreadsheet

For information on written exam enrolment see the separate guide:
www.trinitycollege.com/WrittenEnrolments