

Trinity College London

# Centre Portal Guidelines

Music and Drama

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## Creating an Order

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Trinity Online Centre portal web address:

[www.trinitycollege.co.uk/portal](http://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](http://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.

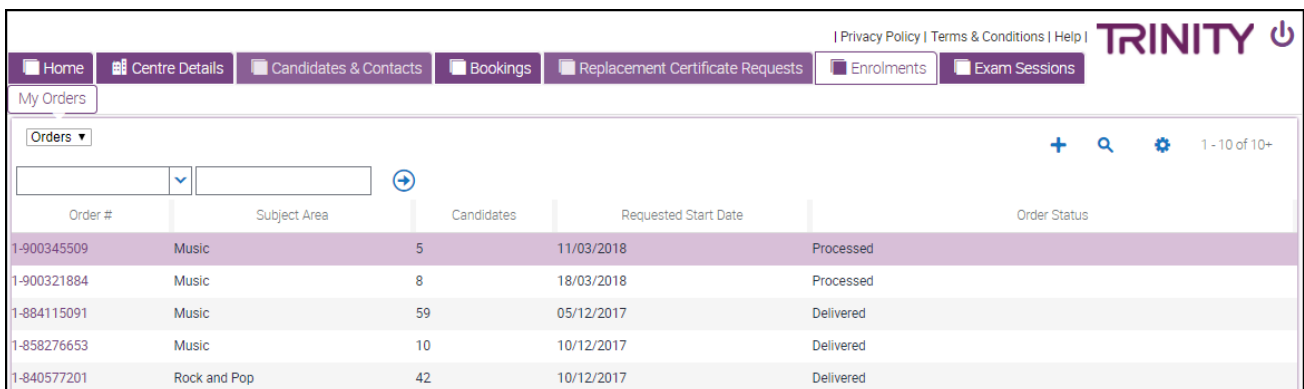
If you have pre-booked a diploma examiner, then diploma entries may be included in the same order as grade enrolments. If your order does contain a diploma exam, please state this in the comments box.

## Creating an Order

Video: [5. Creating an Order \(vimeo.com\)](#)

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

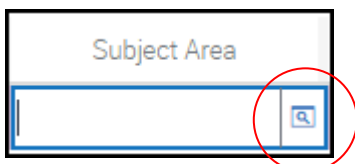
This will take you to the Enrolments screen, below. If you already have an open order, then you can click on the order number to go into it.



Order #	Subject Area	Candidates	Requested Start Date	Order Status
1-900345509	Music	5	11/03/2018	Processed
1-900321884	Music	8	18/03/2018	Processed
1-884115091	Music	59	05/12/2017	Delivered
1-858276653	Music	10	10/12/2017	Delivered
1-840577201	Rock and Pop	42	10/12/2017	Delivered



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.

Order: 1-920648120

[Submit](#)

<b>Order Information</b>		<b>Pricing Details</b>	<b>Comments</b>
Centre Number: 13172	Requested Start Date: <input type="text"/>	Total Gross Price: £0.00	
Subject Area: <span style="color: red;">★</span> Music	Requested End Date: <input type="text"/>	Centre Admin Fee%: 12.5%	
Venue: <input type="text"/>	Examiners Requested: <input type="text" value="1"/>	Centre Admin Fee: £0.00	
Venue Number: <input type="text"/>	Total Exam Duration: 0 Day, 0 Hour and 0 Minute	Total Net Price: £0.00	
Status: <span style="color: red;">★</span> <input type="text" value="Open"/>	Written Exam Date: <input type="text"/>	Invoice Total: £0.00	
Processing Status: <input type="checkbox"/>	Written Exam Start Time: 09:30	Payment Log Amount: £0.00	
Processed Lines: <input type="checkbox"/>	Timetabled: <input type="checkbox"/>	Outstanding Amount: £0.00	

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](http://www.trinitycollege.com/IndividualEnrolments)  
[www.trinitycollege.com/EnrolmentsUsingSpreadsheet](http://www.trinitycollege.com/EnrolmentsUsingSpreadsheet)

For information on written exam enrolment see the separate guide:  
[www.trinitycollege.com/WrittenEnrolments](http://www.trinitycollege.com/WrittenEnrolments)