

## Book your Trinity Stars session

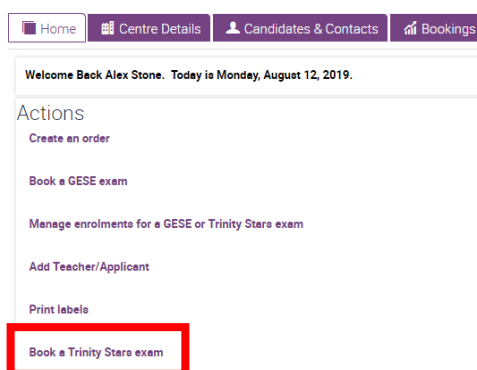
Go to the Trinity Online exam portal: <https://portal.trinitycollege.co.uk>, and follow the steps below to enrol performers and book your Trinity Stars session.

When you log-in to the Trinity portal you will be taken to your Home page:

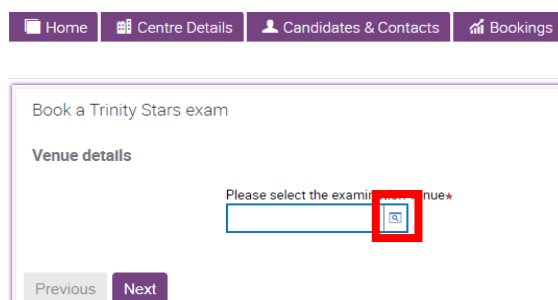
To book your session you must follow all of steps 1-6 in the following pages.

Nb. if you make a mistake at any point, *do not* click the back button on your internet browser. Always click Cancel and start again, otherwise duplicate orders will be created.

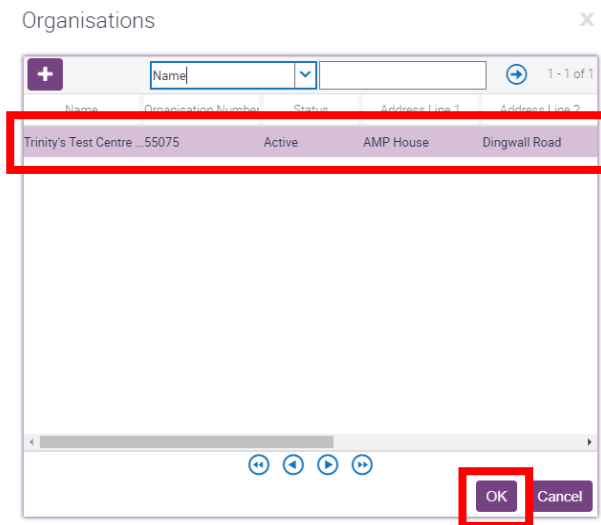
1. Select **Book a Trinity Stars exam** from the **Actions** box



2. Select your exam venue. Click on the magnifying glass icon to open a list of your registered exam venues



Highlight the correct venue by clicking on that row, then click **OK**, followed by **Next**.



3. Check all details are correct for the exam day contact. If the contact listed will not be the main contact on the day of the exam, select **No**, then **Next** and you will be able to update these details. When all details are correct, click **Next**.

Book a Trinity Stars exam

Please confirm details for the main contact on the exam day. If the main contact will be someone else

First Name  
Alex

Middle Name  
[Empty field]

Last Name  
Stone

Mobile  
[Empty field]

Work Phone  
[Empty field]

Email  
alex.stone@trinitycollege.co.uk

Is the main contact shown above going to be the contact on the day?  
 Yes  
 No

Previous Next

- Select the exam date. To select your exam date, click on the calendar icon to open the calendar.

Select the correct date for the exam – it must be at least 28 working days away – then click **Next**.

Book a Trinity Stars exam

Exam date

Please select the date for which you would like to request a block booking. This must be at least 28 days away from today's d

Previous **Next**

- Select the start time and duration of the session. Click into the drop-down menus and select the correct start time and duration, click **Next**

Home Centre Details Candidates & Contacts Bookings Replacement Certificate Requests Enrolments Exam Sessions SmartScripts

Book a Trinity Stars exam

Exam date

Please specify the requested start time :\*

09:30

Please select the type of block booking session you would like to book\*

2 hours

Previous **Next**

- Click **Finish** to book your session

Exam Sessions SmartScripts

Required Information\*

anied by full payment, except in the case of centres with an invoicing agreement.

e Screen.

located at the top of your Home screen.

Finish Cancel

**Your Trinity Stars session is now booked.**

You will now receive an automated email containing confirmation of your exam booking and the session invoice.

The next step is to enrol your performers. For help with this, please go to '*Enrolling Trinity Stars candidates*' guidance.