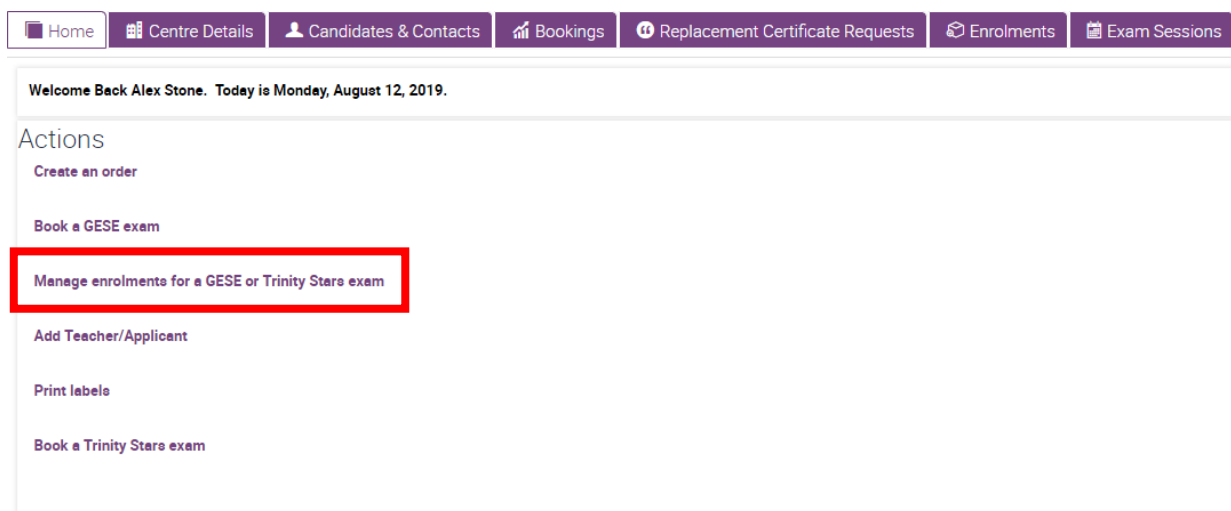


Enrolling Trinity Stars Performers

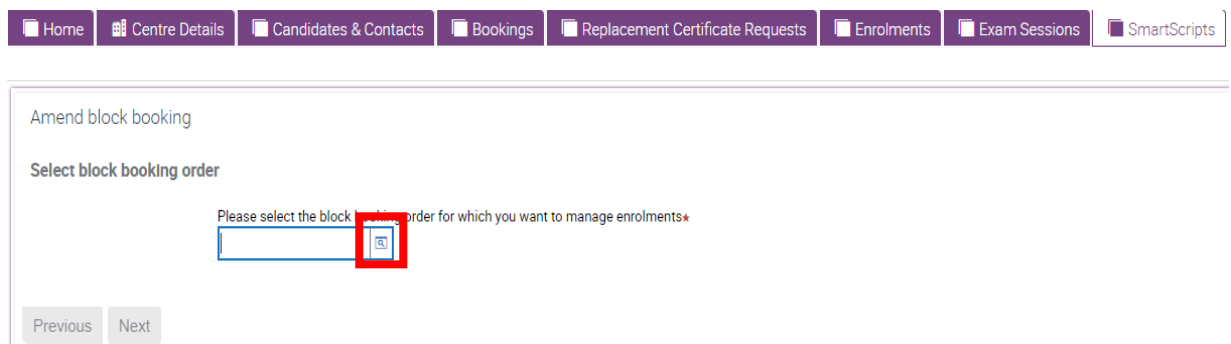
Now that you have booked your exam the next step is to enrol your candidates.

1. Click on **Manage enrolments for a GESE or Trinity Stars exam** from the **Actions** box.



The screenshot shows a navigation bar with the following items: Home, Centre Details, Candidates & Contacts, Bookings, Replacement Certificate Requests, Enrolments, and Exam Sessions. Below the navigation bar, a welcome message reads: "Welcome Back Alex Stone. Today is Monday, August 12, 2019." The main content area is titled "Actions" and contains a list of options: "Create an order", "Book a GESE exam", "Manage enrolments for a GESE or Trinity Stars exam" (highlighted with a red box), "Add Teacher/Applicant", "Print labels", and "Book a Trinity Stars exam".

2. Select the exam for which you wish to enrol candidates: click on the magnifying glass icon.



The screenshot shows a navigation bar with the following items: Home, Centre Details, Candidates & Contacts, Bookings, Replacement Certificate Requests, Enrolments, Exam Sessions, and SmartScripts. Below the navigation bar, the page title is "Amend block booking". The main content area is titled "Select block booking order" and contains the text: "Please select the block booking order for which you want to manage enrolments." Below this text is a text input field with a magnifying glass icon (highlighted with a red box) to its right. At the bottom of the page, there are two buttons: "Previous" and "Next".

You will see a list of your exam orders in the window. To select the correct exam order, click anywhere on the row to highlight, then click **OK**.

Pick Order X

Order #▼1 - 10 of 10+

Order #	Subject Area	Type	Status	Requested Start
1-1357357099	INT ESOL	Block Booking	Re-opened	31/10/2019 09:30
1-1359089410	Trinity Stars	Block Booking	Re-opened	30/09/2019 09:00
1-1361484290	Trinity Stars	Block Booking	Invoiced	19/09/2019 09:00
1-1357352850	INT ESOL	Block Booking	Invoiced	18/09/2019 10:00
1-1359518900	Trinity Stars	Block Booking	Processed	12/09/2019 09:00
1-1359499057	Trinity Stars	Block Booking	Processed	09/09/2019 09:00
1-1356997499	Trinity Stars	Block Booking	Re-opened	05/09/2019 09:00
1-1356996636	Trinity Stars	Block Booking	Invoiced	02/09/2019 09:00
1-1358344480	Trinity Stars	Block Booking	Invoiced	31/08/2019 09:00
1-1356485489	INT ESOL	Block Booking	Re-opened	30/08/2019 10:00

◀ ▶ ⏪ ⏩

OK Cancel

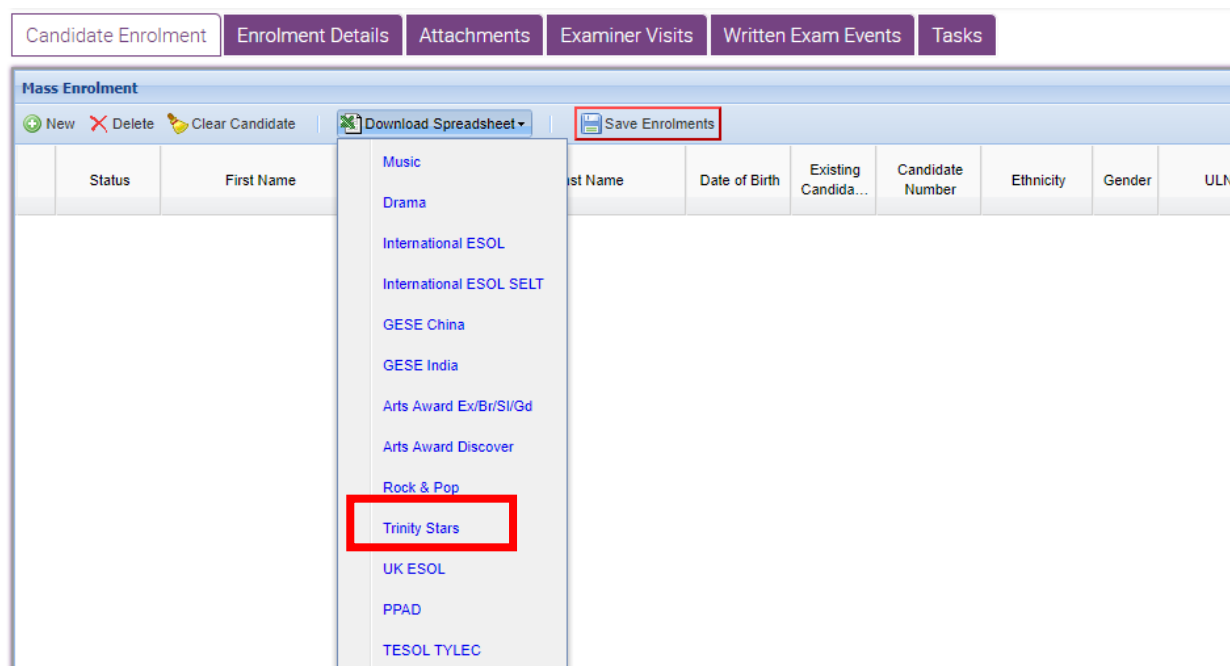
...then click **Finish**.

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Required Information ★

Finish Cancel

- To enrol your candidates using the enrolment spreadsheet, click on **Download Spreadsheet** and select **Trinity Stars**.



- Enter candidate details into the enrolment spreadsheet. You must complete all columns headed in pink, using the drop-down menus to select the **Exam Suite** and **Examination/Product name**.

TRINITY COLLEGE LONDON		Trinity Stars Enrolment Spreadsheet Template											
#	First Name	Middle Name	Last Name	Date of Birth	#	Candidate Number	Ethnicity	Gender	ULN	Ensemble Name	External ID	Exam Suite	Examination/ Product Name
Leave Blank				dd/mm/yyyy or 'Unknown'	Leave Blank	If previously enrolled for Trinity exam	Select from values in cell	M / F	If known			Select from values in cell	Select from values in Cell or see values in 'List of Examinations' Tab
↓ Drag & drop or copy & paste the following rows to the "Enrolments" webpage ↓													
7	test1		test1	01/01/2000				M		Group Name		Trinity Stars	Trinity Stars (Member) Stage 1
8	test2		test2	02/01/2000				M		Group Name		Trinity Stars	Trinity Stars (Member) Stage 1
9	test3		test3	03/01/2000				M		Group Name		Trinity Stars	Trinity Stars (Member) Stage 1
10	test4		test4	04/01/2000				M		Group Name		Trinity Stars	Trinity Stars (Member) Stage 1
11	test5		test5	05/01/2000				M		Group Name		Trinity Stars	Trinity Stars (Member) Stage 1
12	test6		test6	06/01/2000				M		Group Name		Trinity Stars	Trinity Stars (Member) Stage 1
13	test7		test7	07/01/2000				M		Group Name		Trinity Stars	Trinity Stars (Member) Stage 1
14	test8		test8	08/01/2000				M		Group Name		Trinity Stars	Trinity Stars (Member) Stage 1
15	test9		test9	09/01/2000				M		Group Name		Trinity Stars	Trinity Stars (Member) Stage 1
16	test10		test10	10/01/2000				M		Group Name		Trinity Stars	Trinity Stars (Member) Stage 1
17										Group Name			Trinity Stars Stage 1
18													
19													

- Ensemble name:** enter a name for the entire group
- Exam Suite:** use the drop-down menu to enter Trinity Stars
- Examination/Product Name:** use the drop-down menu to enter the correct Trinity Stars Stage – against each learner this must include “(Member)”
- After the last learner, enter a row including only: **Ensemble name** (to match the group name against each learner); **Exam Suite** (Trinity Stars); **Exam/Product** (the correct Trinity Stars Stage – without “Member”)

TRINITY COLLEGE LONDON Trinity Stars Enrolment Spreadsheet Template

#	First Name	Middle Name	Last Name	Date of Birth	#	Candidate Number	Ethnicity	Gender	ULN	Ensemble Name	External ID	Exam Suite	Examination/ Product Name
Leave Blank				dd/mm/yyyy or 'Unknown'	Leave Blank	If previously enrolled for Trinity exam		M / F	If known			Select from values in cell	Select from values in Cell or see values in 'List of Examinations' Tab
6													
7	test1		test1	01/01/2000				M		Group Name		Trinity Stars	Trinity Stars (Member) Stage 1
8	test2		test2	02/01/2000				M		Group Name		Trinity Stars	Trinity Stars (Member) Stage 1
9	test3		test3	03/01/2000				M		Group Name		Trinity Stars	Trinity Stars (Member) Stage 1
10	test4		test4	04/01/2000				M		Group Name		Trinity Stars	Trinity Stars (Member) Stage 1
11	test5		test5	05/01/2000				M		Group Name		Trinity Stars	Trinity Stars (Member) Stage 1
12	test6		test6	06/01/2000				M		Group Name		Trinity Stars	Trinity Stars (Member) Stage 1
13	test7		test7	07/01/2000				M		Group Name		Trinity Stars	Trinity Stars (Member) Stage 1
14	test8		test8	08/01/2000				M		Group Name		Trinity Stars	Trinity Stars (Member) Stage 1
15	test9		test9	09/01/2000				M		Group Name		Trinity Stars	Trinity Stars (Member) Stage 1
16	test10		test10	10/01/2000				M		Group Name		Trinity Stars	Trinity Stars (Member) Stage 1
										Group Name		Trinity Stars	Trinity Stars Stage 1

Once you have entered all learners into the spreadsheet, highlight all rows populated - click and hold your left mouse button on the number 7 (row header) and drag your mouse cursor down to the very last row of candidate data.

Copy the information and paste into the exam portal (below), then click **Save Enrolments**

Candidate Enrolment Enrolment Details Attachments Examiner Visits Written Exam Events Tasks

Mass Enrolment

New Delete Clear Candidate Download Spreadsheet Save Enrolments

Status	First Name	Middle Name	Last Name	Date of Birth	Existing Candida...	Candidate Number	Ethnicity	Gender	ULN	Ensemble Name	Exter... ID	Exam Suite	Product
1	test1		test1	01/01/2000	?			M		Group Name		Trinity Stars	Trinity Stars (Member) Stage 1
2	test2		test2	02/01/2000	?			M		Group Name		Trinity Stars	Trinity Stars (Member) Stage 1
3	test3		test3	03/01/2000	?			M		Group Name		Trinity Stars	Trinity Stars (Member) Stage 1
4	test4		test4	04/01/2000	?			M		Group Name		Trinity Stars	Trinity Stars (Member) Stage 1
5	test5		test5	05/01/2000	?			M		Group Name		Trinity Stars	Trinity Stars (Member) Stage 1
6	test6		test6	06/01/2000	?			M		Group Name		Trinity Stars	Trinity Stars (Member) Stage 1
7	test7		test7	07/01/2000	?			M		Group Name		Trinity Stars	Trinity Stars (Member) Stage 1
8	test8		test8	08/01/2000	?			M		Group Name		Trinity Stars	Trinity Stars (Member) Stage 1
9	test9		test9	09/01/2000	?			M		Group Name		Trinity Stars	Trinity Stars (Member) Stage 1
10	test10		test10	10/01/2000	?			M		Group Name		Trinity Stars	Trinity Stars (Member) Stage 1
11	[-- No candidate --]		[-- No candidate --]	Unknown	?	[-- No candidate --]				Group Name		Trinity Stars	Trinity Stars Stage 1

5. Once you have enrolled and saved all learners, click on **Submit**.

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

My Orders

Order: 1-1320429121

Submit

Information

Centre Number: 55075 Requested Start Date: 31/05/2019 10:00

Subject Area: Trinity Stars Sales Order Form Applet: 31/05/2019 12:00

Venue: Trinity's Test Centre (UK) Examiners Requested: 1

Venue Number: 55075 Total Exam Duration: 0 Day, 0 Hour and 0 Minute

Status: Open Written Exam Date:

Processing Status: Written Exam Start Time:

Pricing Details

Total Gross Price: £0.00

Centre Admin Fee%:

Centre Admin Fee: £0.00

Total Net Price: £0.00

Invoice Total: £0.00

Payment Log Amount: £0.00

Outstanding Amount: £0.00

Candidate Enrolment Enrolment Details Attachments Examiner Visits Written Exam Events Tasks

Mass Enrolment

New Delete Clear Candidate Download Spreadsheet Save Enrolments

Status	First Name	Middle Name	Last Name	Date of Birth	Existing Candida...	Candidate Number	Ethnicity	Gender	ULN	Ensemble Name	Exter... ID
1	test1		test1	01/01/2000	?			M		Group Name	
2	test2		test2	02/01/2000	?			M		Group Name	

Your Trinity Stars learners are now enrolled.

To create your exam timetable and print your exam materials, please go to the '*Creating Trinity Stars timetable and print materials*' guidance.