

Trinity College London

# Centre Portal Guidelines

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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 it before logging in.

## Before you Enrol Diplomas

You should create your Order first, see:  
[www.trinitycollege.com/CreateAnOrder](http://www.trinitycollege.com/CreateAnOrder)

This guide assumes you have familiarity with the basics of how to enrol individual candidates. See the below guide for more:

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

Diploma-level qualifications cannot be assessed by every Trinity examiner. This is particularly true of music exams. You should refer to any guidelines published by Trinity in your country to ensure that diploma enrolments can be included with your exam visit before submitting your order.

If you usually use a Mass enrolment spreadsheet, then complete any diploma enrolments first before proceeding with the rest of your enrolments as usual.

## Digital Certificates

Please note that from September 2023, Trinity will be issuing digital certificates only (with an option to buy paper). Digital certificates are issued 24-48 hours after results are validated by Trinity. A digital certificate is an electronic document that shows proof of a qualification. It looks the same and carries the same validity as a paper certificate. It offers many benefits, such as fast and secure delivery and you can share it online as a link, PDF or QR code. Therefore, it is essential that when entering the candidate's details, you must enter the candidate's (or parent/ guardian if under 18) email address correctly, so the certificate can be sent directly to them. **Do not** use the email address of the exam centre or teacher. Failure to do so may result in the certificate being delayed. For more information on digital certificates please visit the [website](#).

## Diploma Enrolment Overview

All diploma exams, including those that only have one unit, will have more than one row of information on Trinity Online. There will be one line for the Main Enrolment, and one line for each unit the candidate is taking. Each line **MUST** have the same Candidate Number or else the system will not recognise the enrolment as valid.

Single-unit diplomas are set up to automatically enrol the unit when you enter the main enrolment. Multiple unit diplomas are not. The next page explains how to enrol single unit diplomas, and the page after explains how to enrol multiple unit diplomas.

## Single Unit Diplomas

Video: [8. Diploma Enrolment \(vimeo.com\)](#)

Enter the candidate details as normal and select the Exam Suite. For music exams the Exam Suite is ATCL, LTCL or FTCL. For Drama exams the Exam Suite is 'Performing Diplomas'. On the Product drop-down list select the appropriate exam. Do not select anything with 'Unit' or 'U1' in the title.

You should now see 'MAIN ENROLMENT' in the Product Code column. If this is not the case then you have chosen the wrong product and will need to go back and correct it. Once the system has finished saving you should have two lines as below. The candidate Number on the two lines should be identical.

Exam Suite	Product	Product Code
ATCL	ATCL Recital (B flat Bass)	
	ATCL Recital (B flat Bass)	
	ATCL Recital (B flat Bass) U1 Recital	
	ATCL Recital (B flat Cornet)	
	ATCL Recital (B flat Cornet) U1 Recital	
	ATCL Recital (Baritone)	
	ATCL Recital (Baritone) U1 Recital	
	ATCL Recital (Bass Trombone)	
	ATCL Recital (Bass Trombone) U1 Recital	
	ATCL Recital (Bassoon)	
	ATCL Recital (Bassoon) U1 Recital	
	ATCL Recital (Cello)	
	ATCL Recital (Cello) U1 Recital	
	ATCL Recital (Clarinet)	
	ATCL Recital (Clarinet) U1 Recital	
	ATCL Recital (Double Bass)	
	ATCL Recital (Double Bass) U1 Recital	

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	Product Code
1	Open	Kev		Ward	Unknown		1-920913691						ATCL	ATCL Recital (B flat Bass)	MAIN ENROLMENT
2	Open	Kev		Ward	Unknown		1-920913691						ATCL	ATCL Recital (B flat Bass) U1 Recital	

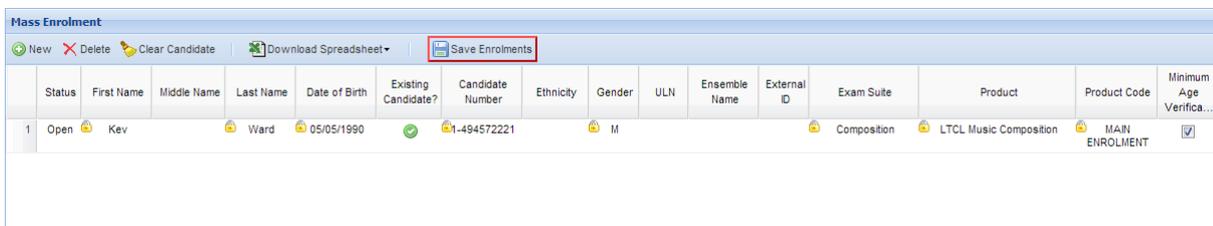
If there is a minimum age requirement for the diploma, then you must enter a Date of Birth and tick the Minimum Age Verification box before submitting the order.

If the unit does not correctly appear when you Save Enrolments, then you can use the multiple unit diploma process from step two.

## Multiple Unit Diplomas

Depending on the qualification you may need to enrol two or three units along with the Main Enrolment. If the candidate in question has already taken one unit of their diploma separately (for example if a written paper has been taken before the practical unit is attempted) then you should have a Candidate Number. If so please use this Candidate Number and start at step two below.

**Step 1:** Enter the candidate details as normal and select the Exam Suite. Note that for music exams the exam suite will either be the discipline or 'Teaching'. For Drama exams, the Exam Suite is 'Performing Diplomas' or 'Teaching Diplomas'. Then on the Product drop-down list select the appropriate exam. Do not select anything with 'Unit' or 'U1' in the title.

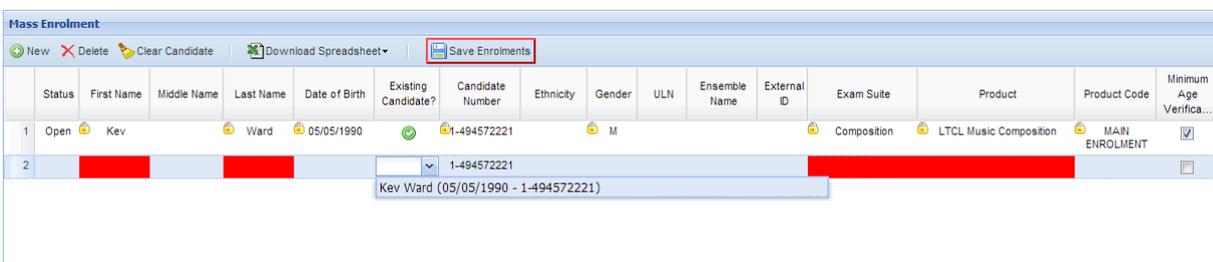


The screenshot shows the 'Mass Enrolment' interface. At the top, there are buttons for 'New', 'Delete', 'Clear Candidate', 'Download Spreadsheet', and 'Save Enrolments' (which is highlighted with a red box). Below the buttons is a table with the following columns: Status, First Name, Middle Name, Last Name, Date of Birth, Existing Candidate?, Candidate Number, Ethnicity, Gender, ULN, Ensemble Name, External ID, Exam Suite, Product, Product Code, and Minimum Age Verifica... The table contains one row with the following data: Status: Open, First Name: Kev, Middle Name: (blank), Last Name: Ward, Date of Birth: 05/05/1990, Existing Candidate?: (green checkmark), Candidate Number: 1-494572221, Ethnicity: (blank), Gender: M, ULN: (blank), Ensemble Name: (blank), External ID: (blank), Exam Suite: Composition, Product: LTCL Music Composition, Product Code: MAIN ENROLMENT, Minimum Age Verifica...: (checkbox checked).

You should now see 'MAIN ENROLMENT' in the Product Code column, as above.

From September 2023, Trinity will be issuing digital certificates only (with an option to buy paper). Therefore it is mandatory to enter an email address, the email address must belong to the candidate (parent or guardian if under 18) so the certificate can be sent directly to them. **Do not** use the email address of the exam centre or teacher. Failure to do so may result in the certificate being delayed.

**Step 2:** Create a new line and enter the exact same candidate Number. Now click the question mark in the 'Existing Candidate?' column, then the down arrow. You should see something like this below. Click the candidate's name and Trinity Online will fill in the candidate details for you.



The screenshot shows the 'Mass Enrolment' interface with a second row added. The first row is the same as in the previous screenshot. The second row has the following data: Status: (blank), First Name: (redacted), Middle Name: (redacted), Last Name: (redacted), Date of Birth: (redacted), Existing Candidate?: (question mark icon), Candidate Number: 1-494572221, Ethnicity: (blank), Gender: (blank), ULN: (blank), Ensemble Name: (blank), External ID: (blank), Exam Suite: (blank), Product: (blank), Product Code: (blank), Minimum Age Verifica...: (checkbox unchecked). A dropdown menu is open under the 'Existing Candidate?' column, showing the candidate's name and details: 'Kev Ward (05/05/1990 - 1-494572221)'.

**Step 3:** Now you just need to complete the unit details on the line and repeat step two for any further units required. Remember to Save Enrolments when you have finished. You should end up with something similar as below. Note that all rows have the same Candidate Number.

Mass Enrolment																
<span>New</span> <span>Delete</span> <span>Clear Candidate</span> <span>Download Spreadsheet</span> <span>Save Enrolments</span>																
	Status	First Name	Middle Name	Last Name	Date of Birth	Existing Candidate?	Candidate Number	Ethnicity	Gender	ULN	Ensemble Name	External ID	Exam Suite	Product	Product Code	Minimum Age Verifica...
1	Open	Kev		Ward	05/05/1990	<input checked="" type="checkbox"/>	1-494572221		M				Composition	LTCL Music Composition	MAIN ENROLMENT	<input checked="" type="checkbox"/>
2	Open	Kev		Ward	05/05/1990	<input checked="" type="checkbox"/>	1-494572221		M				Composition	LTCL Music Composition U1 Professional Portfolio		<input checked="" type="checkbox"/>
3	Open	Kev		Ward	05/05/1990	<input checked="" type="checkbox"/>	1-494572221		M				Composition	LTCL Music Composition U2 Composition Skills		<input checked="" type="checkbox"/>

If there is a minimum age requirement for the diploma, then you must enter a Date of Birth and tick the Minimum Age Verification box before submitting the order.