

Trinity College London

# Centre Portal Guidelines

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Centre Details

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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.

## Overview

Please note that previous versions of the centre portal required Schools to be registered as associated organisations of your centre before they could be included for printing on candidate certificates. This is no longer the case. School names may be included in the enrolment screen without being set up here.

You can manage all details of organisations associated with your centre under the "Centre Details" tab. Organisations are schools, venues, hotels and billing organisations (where these are separate entities from your centre). It is important to ensure that this data is kept up to date and that you do not create duplicates. Venue information here will appear on appointment slips, certificates and on examiner itineraries.

Click on "Associated Organisations" - this will take you to the screen where you can view and amend current records or add new organisations. You will see a list of all of the organisations associated with your centre and their relationship to the centre.

## Adding New Schools, hotels, venues, and billing organisations

Note that private exam centres cannot add new venues as these need to be contracted separately. Please contact your coordinator if you need to use a new venue.

The screenshot shows the 'Centre Details' page for 'Trinity College London Test'. The page has a navigation bar with tabs: Home, Centre Details (selected), Candidates & Contacts, Bookings, Replacement Certificate Requests, and Enrolments. Below the navigation bar, there is a 'Centre' dropdown menu and a 'Generate Centre Logo' button. The main content area is divided into two columns. The left column contains 'Centre Details' with fields for Centre Number (13172), Phone 1, Phone 2, Phone 3, Fax, Email, and Web address. The right column contains 'Sub Region\*' (London), 'Subject Areas' (Music), and checkboxes for 'Intend to print?', 'Willing to Host?', and 'Polling Station'. Below the main content area, there are three tabs: 'Associated Organisations (Schools, Hotels, Venues and Billing)' (selected), 'Teachers', and 'Attachments'. At the bottom, there is a 'Print Label' button, a dropdown menu, and a search icon. The footer shows 'Relationship', 'Organisation', and 'Organisation Number' fields.

Video: [02. Trinity Centre Portal: Managing Organisations \(vimeo.com\)](https://vimeo.com/20240303)

+ Clicking on the New button (the large + sign, see above) takes you through to the screen below. When this form appears click on the small icon at the right-hand side of the "Organisation" field. This will display a pop-up list of all organisations saved on the system from across the world.



Organisations X

+  ➔ 1 - 10 of 10+

Name	Organisation Number	Status	Centre	School	Venue	Hotel	Address Line 1	Address Line 2	City
ACTEX Santiago	45458	Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Rúa Estocolmo Nº 8		Santiago de Compo...
Academia Abaco	15	Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Rua Manuel Murguf...		Orense
Academia Anjo	1908	Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Rosalía de Castro 7...		Burela
Academia Trinidad, ...	2791	Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Pl. de la Trinidad 6 ...		Orense

➔ At the top of this pop-up screen enter the name of the organisation you want to add in the field at the top right and click the go button.

If the organisation you have searched for **is** returned in the results, select it by clicking on the line and click "OK" at the bottom right.

+ If the organisation you have searched for **is not** returned in the results, then click the new button and add all the known details. You should also tick the type of organisation that you are adding (School, Venue etc.)

Organisations X

➔ ⏪

<p><b>Organisation Detail</b></p> <p>Name★: <input type="text"/></p> <p>Organisation Number: <input type="text"/></p> <p>School: <input type="checkbox"/></p> <p>Hotel: <input type="checkbox"/></p> <p>Venue: <input type="checkbox"/></p> <p>Agency: <input type="checkbox"/></p>	<p><b>Contact Detail</b></p> <p>Phone 1: <input type="text"/></p> <p>Phone 2: <input type="text"/></p> <p>Phone 3: <input type="text"/></p> <p>Fax 1: <input type="text"/></p> <p>Fax 2: <input type="text"/></p> <p>Email 1: <input type="text"/></p> <p>Email 2: <input type="text"/></p>	<p><b>Address</b></p> <p>Address Line 1★: <input type="text"/></p> <p>Address Line 2: <input type="text"/></p> <p>City★: <input type="text"/></p> <p>Country★: <input type="text"/> <span style="float: right;">▼</span></p> <p>County/State: <input type="text"/></p> <p>Postal Code: <input type="text"/></p>
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Click on the Save button at the top right. The record will be created with an organisation number and will be added to the top of the list of all organisations. Click "OK" at the bottom right of the box to associate it with your centre.

In either case use the drop-down menu called 'Relationship' to select whether the organisation is a hotel, venue, school, or billing organisation and click "Save" to complete the process.

### **Amending organisation details**

You can also amend details of organisations here – select the organisation by clicking on the row for the organisation you wish to update. The details for your selected organisation will now be shown in the box to the right of the list of organisations. Type corrections directly into the text boxes. Note that there is no Save button, the changes will be saved automatically when you click away from this organisation.

### **Printing labels for organisations**

To print address labels for any of the organisations listed, simply select multiple records, and then click "Print Label". You can use the Ctrl key on your keyboard to select multiple lines. To collect your labels file, return to the "Home" screen and select "Print labels" in the actions box.