

ONLINE REGISTRATION GUIDE FOR INSTITUTIONS

Bulk registrations are entered online via the registration portal – Preparation Centre Portal (PCP).

To get your own access to this portal you need to email us at <u>exams@britishcouncil.bg</u> so we can set up your user account.

1) Activate your PCP account

To gain access to PCP you need to **activate your account via a link** in an email sent from <u>noreply.rex@britishcouncil.org</u> (subject: Verify User Details) – **create your password** which you will use to log in to PCP. Memorize your password or save it to a safe place.

2) Logging in to PCP

PCP web address: http://esolb2b.britishcouncil.org/

<u>Username = your email address</u> where you received the system email (see above). Password – you have already created your password; in case you cannot remember it click on "Forgot Password".

	OUNC	iL
Username		
Password		
	Submit	
		Forgot Password?

3) Registration of candidates = "Upload Candidates"

After you log in you will see the following environment:

Registration Su	nmary			
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• As "Location" always choose "At British Council".

Then successively choose "Centre" (British Council Bulgaria), "Venue" ("Venue"), exam name ("Exam") and exam date ("Date"). The current price of the exam will appear. Click "Next". If your city is not in the list, choose Sofia and email our centre your city preference:

1 Exam a	nd Venue 2 Upload Candidates 3 Confirmation 4 Complete	Ten
Location:	O At Preparation Centre At British Council	Download a car
Centre:	British Council Bulgaria 🔻	How to fill Temp
Venue:	British Council Bulgaria - Sofia	
Exam:	BEC Preliminary (Paper Based) •	
Date:	31/07/2015 🔻	
Price:	ле 60.00	
	Next	

• You can see your choice of exam, place and date on the right in the "Summary" frame. To change your choice go back via the Back button.

Upload the file with candidate details – click on "Choose file" and choose the saved file related to the selected exam date and place.

Jploads	Registrations Account	Logout	
lpload C	Candidates		
1 Exa	m and Venue 2 Upload C	andidates (3) Confirmation (4) Complete	Summary
Upload Can	didate Details: Choose File	s No file chosen	Exam : BEC Preliminary (Paper Based) British Council Bulgaria -
	Back		Venue : Sofia Date : 31/07/2015 Price : ne 60.00
			Template
			Download a candidate detail templa
			How to fill Template

- Click on the Next button.
- The following screen will appear. **Read the Terms and Conditions** and click the box to indicate that you agree with them. **You should make your candidates aware of these Terms and Conditions before you send us their registrations**.

Then click on "Confirm":

pload C	andidates			
1 Exan	and Venue	2 Upload Can	didates 3 Confirmation 4 Complete	Te
Exam	: BEC Pr	eliminary (Paper Ba	sed)	Download a
Venue	: British (Council Bulgaria - Se	fia	
Date	: 31/07/2	015		📜 How to fill Te
Registration I	Method : Spread	sheet Registrations		
🕑 I have read	d and agre <mark>e</mark> to the al	po <mark>ve</mark> Terms and Co	ditions. Terms and Conditions	
Back	Confirm			

If the file was filled in correctly you will get a message on screen saying that the uploaded file was sent to the British Council for approval. <u>After the registrations are approved by the British Council you</u> <u>cannot change or delete any of the candidates by yourself. To make changes after approval you need to contact the British Council.</u>

When uploading a file the following issues can occur:

 There are some errors in the file – in this case you will see the following message asking you to correct these errors:



To do this go to "Review uploads" (in the "Uploads" menu), where you can see an **overview of your uploaded registrations**; the "Status" column says "Uploaded with errors". On the right in the "Error" column click on the number ("1" in the example below) and a new window with the candidate will pop up:

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Click on "<u>Fix Error</u>" – a new window pops up showing the error in pink; in the example below the date of birth is missing. Correct the mistake and click the Save button at the bottom. The data will be saved:

Centre :	British Council Bulgaria	Location Type :	At British Council Venue
Venue :	British Council Bulgaria - Sofia	Exam Format :	PB
Test Date :	31/07/2015	Exam Name :	REC Preliminary
rest bute.	51/07/2015	Exam Hame :	
		Fees :	60.00 BGN
andidate Detail			
First Name : *	Ang	Gender: *	O Male O Female
Surname : *	Popova	Date of Birth : *	02/06/1930
For UK Visa Purposes :	◎ Yes ● No	Passport number: *	Passport number
Guardian First Name :	Guardian First Name	Guardian Surname :	Guardian Surname
ontact Detail			Event to a
Telephone :	Telephone	Mobile :	Mobile
Email : *	Email		
	① Email Required		
ledical/Health Deta Do You Have Any Speci Ill Healt	ills ial Requirements Due to h/Medical Conditions? :	No	

• The file might contain some candidates already uploaded earlier. In this case the following error message will appear (see below); such candidates must be deleted from the file and then you can upload the file again.

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Date	: 31/07/201	5		
Registration	Method : Spreadsh	eet Registrations		
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🖉 I have rea	id and agree to the abov	ve Terms and Condition	IS. T Error message	×
Back	Confirm		Uploaded excel file contains duplicate candidate when compared against imported candidates	
			Ok	1.
© 2012 Briti	sh Council			
The United	Kingdom international orga	nisation for culture relation	s and educational opportunities.	
A registered	I charity: 209131 (England	and Wales) SC037722 (Si	cotland)	
Cookie Polic	y Version: 1.0.0			

4) "Review Uploads" (under "Uploads" menu)

Here you can see an overview of all your uploads:

Location 7	Exam T	Format T	Venue T	Date 🔻	Uploaded On 🔻	Uploaded By	Status	Total 🔻	Successful T	Error T	
At British Council Venue	BEC Prelimin	РВ	British Council Bulgaria - Sofia	31/07/2015	04/02/2015	dimitar karadimitrov	Upload Successful	1	1	0	2
At British Council Venue	BEC Prelimin	РВ	British Council Bulgaria - Sofia	31/07/2015	07/01/2015	dimitar karadimitrov	Uploaded With Errors	1	0	1	2
At British Council Venue	BEC Prelimin	PB	British Council Bulgaria - Sofia	31/07/2015	07/01/2015	dimitar karadimitrov	Accepted	1	1	0	

After you upload a file you will see **"Upload Successful"** in the **"Status"** column. At this stage you can delete the uploaded registrations (by clicking the red cross on the right) or change candidate details (you open the list of candidates by clicking on the number in the "Successful" column).

<u>After the registrations are approved by the British Council you cannot change or delete any of the</u> <u>candidates.</u> At this stage you can see **"Accepted"** in the "Status" column. To make changes you need to contact the British Council.

5) "Registrations" menu - Search Registrations and Registration Summary

In **Search Registrations** you can see the list of all your candidates. By clicking on a candidate's surname you will open a new window with candidate details. You can search the list using filters in each column (exam name, candidate name, exam format etc.):

Uploads		Registrations	Account	Lo	gout												
Search F	Reg	gistrations															
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British Council Bulgaria - Sofia		BEC Preliminary	31/07/2015		Ivan Ivanov		Petrov	R-BG001-03427- 00020		РВ		60	No		No		
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In the **Registration Summary** you will see a list of your registrations for each exam – candidate numbers and total amounts (including discounts if applicable):

	Uploads	Registrations	Acc	ount Logout								
	Registrat	ion Summaı	γ									
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	BEC Prelimin	ary		31107/2015		Paper Based		2		120		
C	H 1 F	H 10 V i	tems per p	age							1 - 1 of 1 items	¥

6) "Account" menu

Under Account/My details you can edit user details (name, surname) and change your password.

Under Account/Search Users you can add another user, edit or delete users.

In case you need help with PCP portal please email us at <u>exams@britishcouncil.bg</u>or call 02/9424301