BRITISH COUNCIL

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 exams@britishcouncil.bg so we can set up your user account.

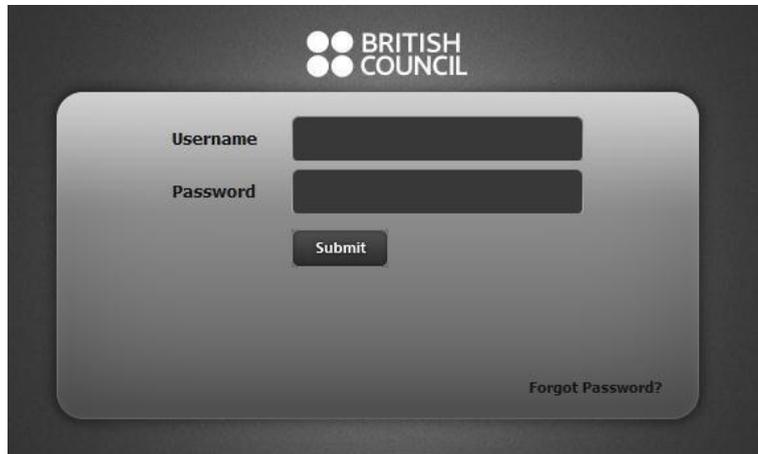## 1) Activate your PCP account

To gain access to PCP you need to **activate your account via a link** in an email sent from noreply.rex@britishcouncil.org (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/
Username = your email address 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".

3) Registration of candidates = "Upload Candidates"

After you log in you will see the following environment:

In the "Uploads" menu choose "Upload candidates":
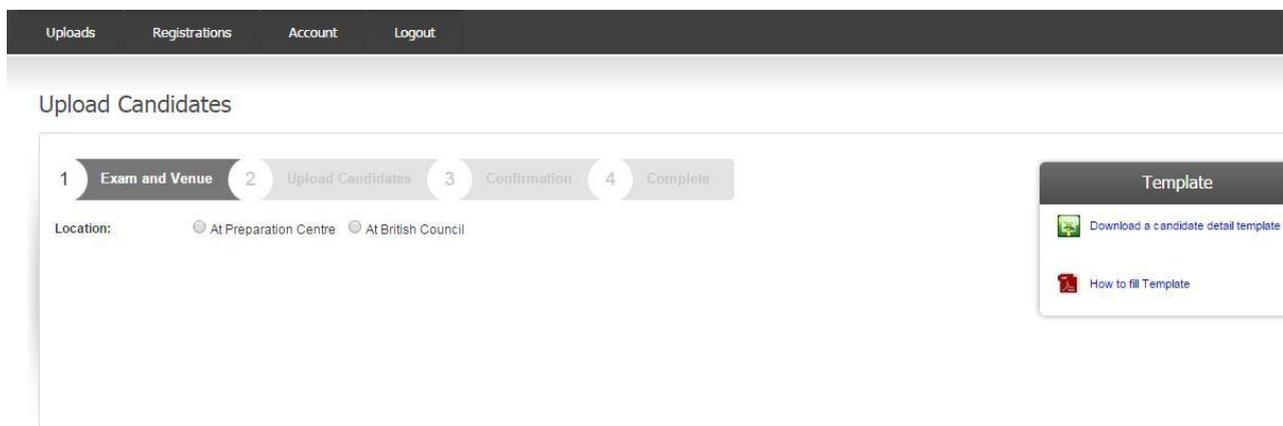
- In the "Template" frame on the right **download a candidate detail template** in Excel. The downloaded file name is "Bulk registration template". In this spreadsheet you need to fill in the following data:

  Title – choose from the drop-down menu: Mr, Miss, Mrs

  OtherNames – First name and other names, if applicable

  FamilyName – Family name

  Email – email address where we will send further information about the exam, namely the confirmation of entry and timetable.

  DoB – date of birth in the following format: dd/mm/yyyy

  Gender – choose from the drop-down menu: Male or Female

  Telephone, Mobile – enter a telephone number with no spaces and no international prefix; at least one of the two columns must be filled in.

  SpecialNeeds – choose "No"; if your candidate has special requirements for the exam please contact your registration centre.

  GuardianFirstName, GuardianLastName – leave these blank

  ForUkVisa – choose "No"; if a candidate is a non-EU citizen **and** is taking the exam in order to get a visa to the United Kingdom, choose "Yes" and enter their passport no. in the next column "PassportNumber" (if you choose "No", leave the Passport no. column blank).

  Save the file. For each exam you need to save a separate file.

- 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:

- 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.

- 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":

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 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:

Click on "Fix Error" – 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:

- 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.
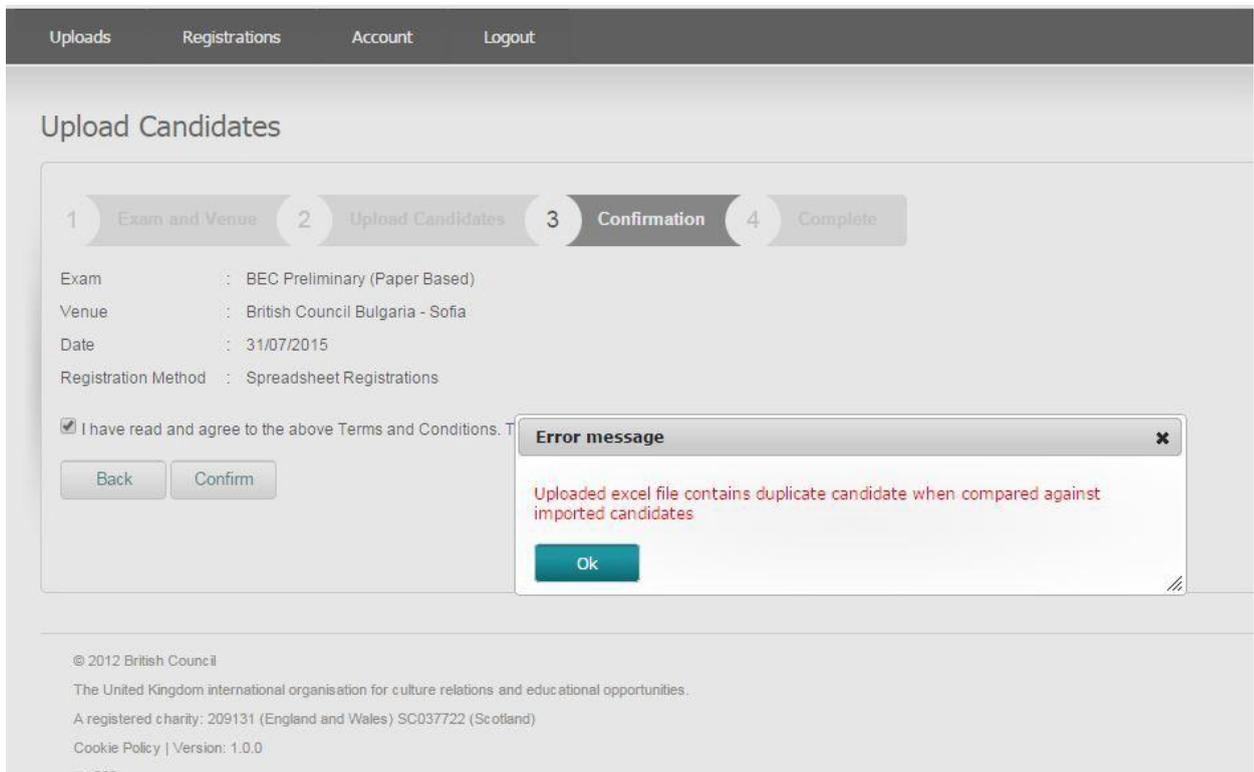
4) **"Review Uploads"** (under "Uploads" menu)
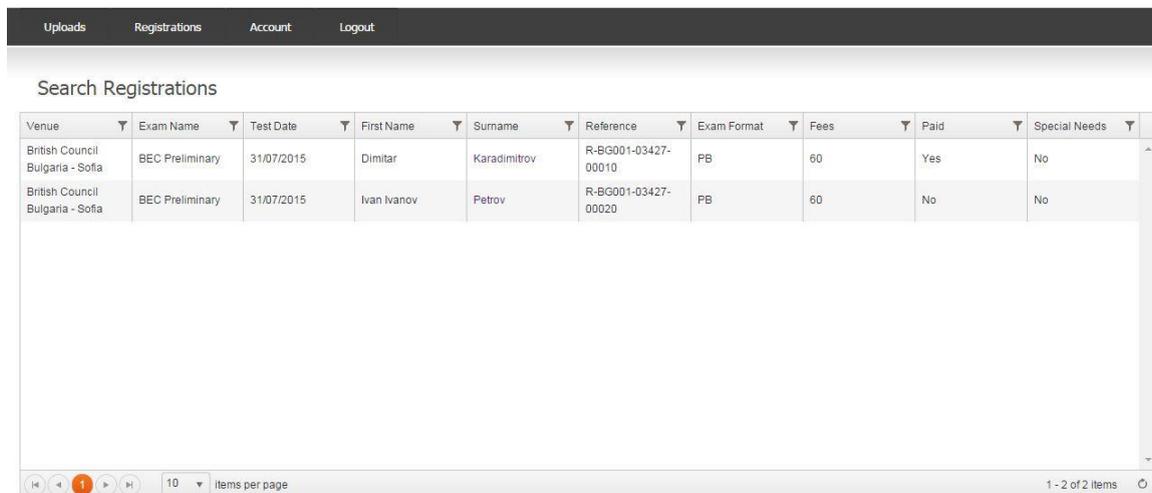
Here you can see an overview of all your uploads:

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).

After the registrations are approved by the British Council you cannot change or delete any of the candidates. 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.):

In the **Registration Summary** you will see a list of your registrations for each exam – candidate numbers and total amounts (including discounts if applicable):
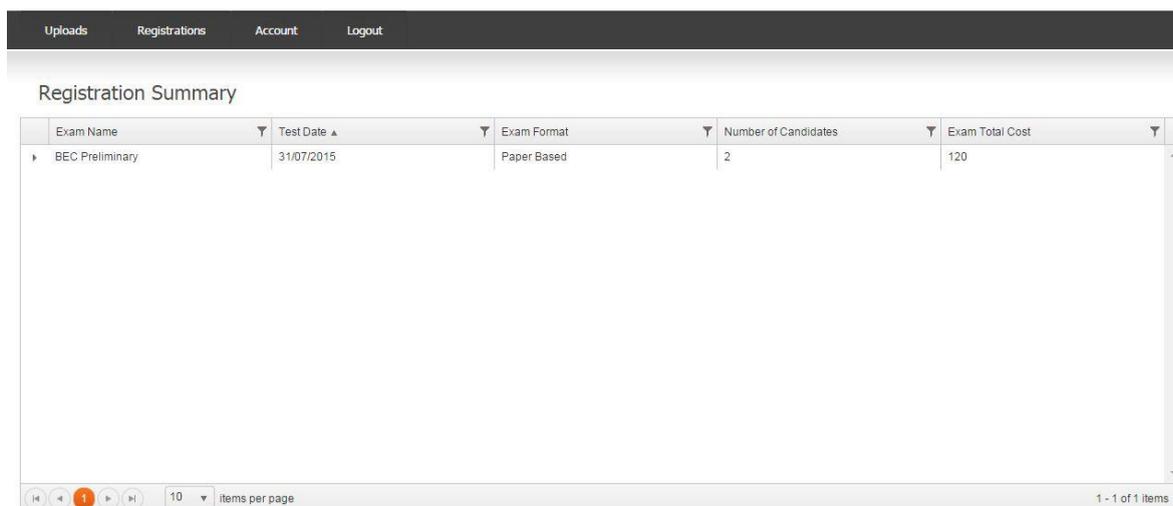
6) **"Account" menu**

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 exams@britishcouncil.bgor call 02/9424301