

## Online registration guide for institutions

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

To get your own access to this portal you need to email us at [pcp.registration@britishcouncil.cz](mailto:pcp.registration@britishcouncil.cz) so we can set up your user account.

### 1) Activate your PCP account

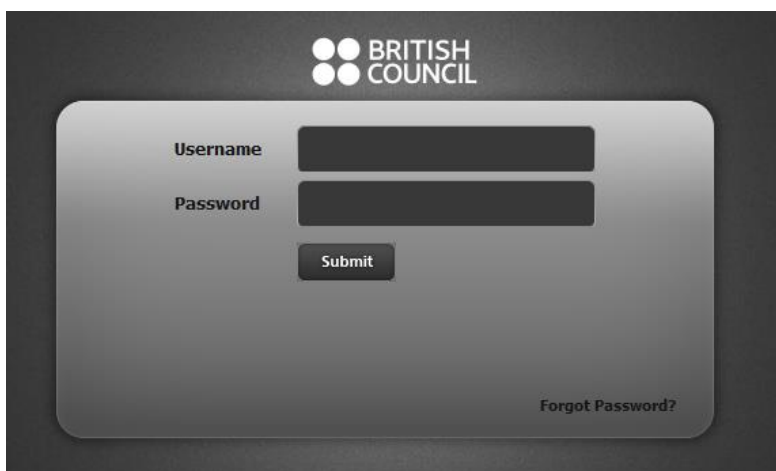
To gain access to PCP you need to **activate your account via a link** in an email sent from [noreply.rex@britishcouncil.org](mailto:noreply.rex@britishcouncil.org) (subject: Verify User Details) – **create your password** which you will use to log in to PCP. Memorize your password or save it to a safe 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 already created your password; in case you cannot remember it click on “Forgot Password”.



The image shows a login form for the British Council PCP. At the top, the British Council logo is displayed. Below it, there are two input fields: one for 'Username' and one for 'Password'. A 'Submit' button is located below the password field. In the bottom right corner of the form, there is a link that says 'Forgot Password?'.

### 3) Registration of candidates = “Upload Candidates”

After you log in you will see the following environment:

The screenshot shows the British Council Preparation Centre Portal interface. The header includes the British Council logo, the text 'Preparation Centre Portal Cambridge Exams Registration System', and the user name 'Eva Pechlako Logged in at :'. A navigation bar contains 'Uploads', 'Registrations', 'Account', and 'Logout'. Below this is a 'Registration Summary' section with a table. The table has five columns: 'Exam Name', 'Test Date', 'Exam Format', 'Number of Candidates', and 'Exam Total Cost'. Each column has a small downward arrow icon.

In the “Uploads” menu choose “Upload candidates”:

The screenshot shows the 'Upload Candidates' page in the British Council Preparation Centre Portal. The header is identical to the previous screenshot. The main content area has a title 'Upload Candidates' and a progress bar with four steps: '1 Exam and Venue', '2 Upload Candidates', '3 Confirmation', and '4 Complete'. Below the progress bar, there is a 'Location:' section with two radio buttons: 'At Preparation Centre' (selected) and 'At British Council'. On the right side, there is a 'Template' frame containing two links: 'Download a candidate detail template' (with a green download icon) and 'How to fill Template' (with a red document icon).

- 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 roll-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 roll-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 exam please contact your registration centre.

**GuardianFirstName, GuardianLastName** – fill in for **YLE exams**, otherwise leave blank

**ForUkVisa** – choose “No”; if a candidate is a non-EU citizen **and** takes the exam in order to get a visa to the United Kingdom, choose “Yes” and enter his/her 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. In case you register to more than one centre, save a separate file for each centre and exam (e.g. FCE Brno, FCE Olomouc, CAE Brno). **For YLE exams, please fill out separate files for Starters, Movers and Flyers files.**

- As “Location” always choose “At British Council”. Then successively choose “Centre” (e.g. Prague, Brno, Pardubice...), “Venue”, exam name (“Exam”) and exam date (“Date”).
- **For YLE exams, please always choose “At Preparation Centre”**  
**Then choose exam name (“Exam”) and exam date (“Date”)**
- The price of the exam will appear. Click “Next”:

BRITISH COUNCIL Preparation Centre Portal  
Cambridge Exams Registration System

Uploads Registrations Account Logout

Upload Candidates

1 Exam and Venue 2 Upload Candidates 3 Confirmation 4 Complete

Location:  At Preparation Centre  At British Council

Centre: British Council Prague

Venue: British Council PRAGUE

Exam: FCE For Schools (Paper Based)

Date: 22/03/2014

Price: Kc 4950.00

Next

Download How to

- 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.

Uploads Registrations Account Logout

### Upload Candidates

1 Exam and Venue 2 **Upload Candidates** 3 Confirmation 4 Complete

Upload Candidate Details:  No file chosen

**Summary**

Exam : FCE For Schools (Paper Based)  
Venue : British Council PRAGUE  
Date : 22/03/2014  
Price : Kc 4950.00

**Template**

[Download a candidate detail template](#)

[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”:

Uploads Registrations Account Logout

### Upload Candidates

1 Exam and Venue 2 Upload Candidates 3 **Confirmation** 4 Complete

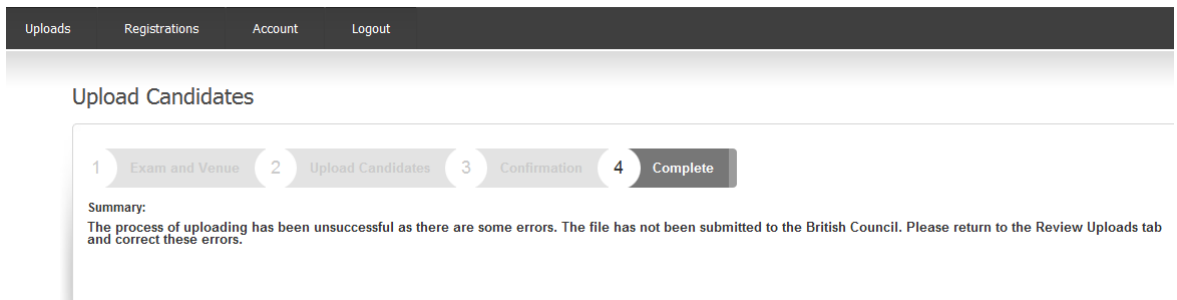
Exam : FCE For Schools (Paper Based)  
Venue : British Council PRAGUE  
Date : 22/03/2014  
Registration Method : Spreadsheet Registrations

I have read and agree to the above Terms and Conditions. [Terms and Conditions](#)

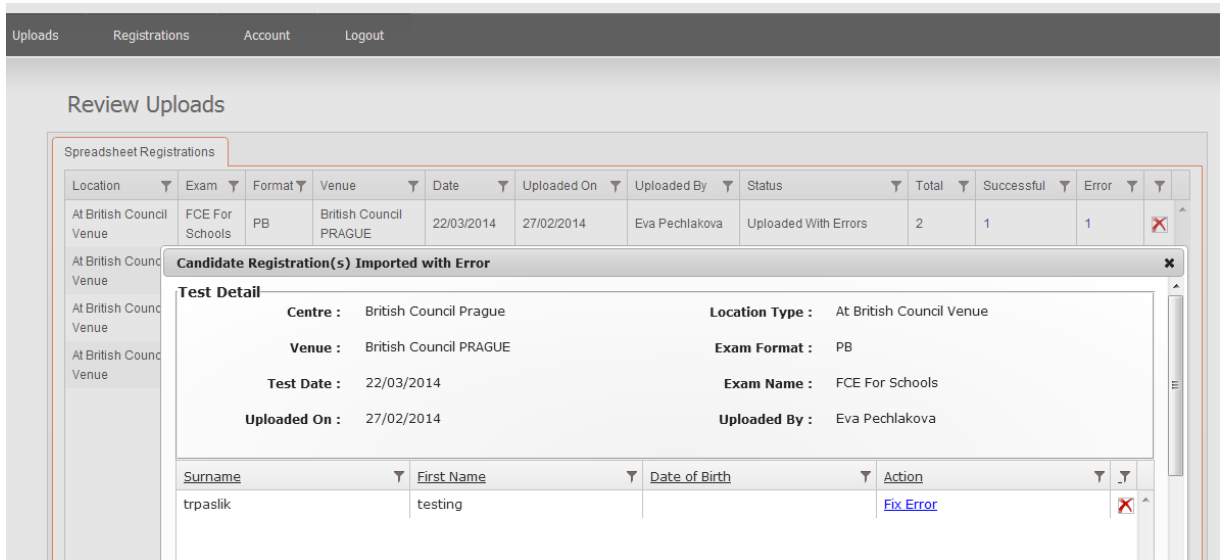
If the file was filled in correctly you will get a message on screen saying that the uploaded file was sent to the British Council for approval. After the registrations are approved by British Council you cannot change or delete any of the candidates by yourself. To make changes after approval you need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

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:

**Candidate Registration Detail**

• Date of birth is invalid

**Test Detail**

Centre : British Council Prague      Location Type : At British Council Venue  
 Venue : British Council PRAGUE      Exam Format : PB  
 Test Date : 22/03/2014      Exam Name : FCE For Schools  
 Fees : 4950.00 CZK

**Candidate Detail**

First Name : \* testing      Gender : \*  Male  Female  
 Surname : \* trpaslik      Date of Birth : \*    
 ⓘ Date of Birth Required

Guardian First Name :       Guardian Surname :

**Contact Detail**

Telephone :  123456789      Mobile :

Email : \*  eva.pechlakova@sezn

**Medical/Health Details**

Do You Have Any Special Requirements Due to Ill Health/Medical Conditions? :  Yes  No

Save      Cancel

- 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 upload the file again.

**Upload Candidates**

1 Exam and Venue    2 Upload Candidates    3 Confirmation    4 Complete

Exam : FCE For Schools (Paper Based)  
 Venue : British Council PRAGUE  
 Date : 22/03/2014  
 Registration Method : Spreadsheet Registrations

I have read and agree to the above Terms and Co

Back      Confirm

**Error message**

Uploaded excel file contains duplicate candidate when compared against registered candidates

Ok

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4) “Review Uploads” (under “Uploads” menu)

Here you can see an overview of all your uploads:

Uploads   Registrations   Account   Logout

### Review Uploads

Spreadsheet Registrations

Location	Exam	Format	Venue	Date	Uploaded On	Uploaded By	Status	Total	Successful	Error	
At British Council Venue	FCE For Schools	PB	British Council PRAGUE	22/03/2014	27/02/2014	Eva Pechlakova	Upload Successful	2	2	0	
At British Council Venue	CPE	PB	British Council PRAGUE	12/06/2014	27/02/2014	Pavla Stara	Accepted	2	2	0	
At British Council Venue	FCE For Schools	PB	British Council PRAGUE	22/03/2014	27/02/2014	Eva Pechlakova	Accepted	2	2	0	
At British Council Venue	FCE For Schools	PB	British Council PRAGUE	22/03/2014	26/02/2014	Eva Pechlakova	Accepted	2	2	0	

10 items per page   1 - 4 of 4 items

After you upload a file you will see **“Upload Successful”** in the **“Status”** column. In 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 British Council you cannot change or delete any of the candidates. In 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

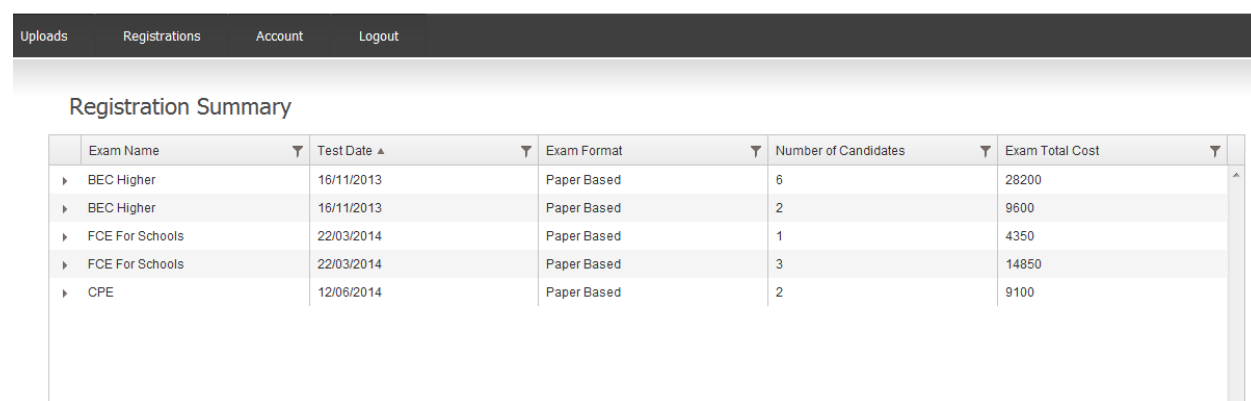
In **Search Registrations** you can see the list of all your candidates. By clicking on a candidate’s surname you will open a new window with candidate details. You can search in the list using filters in each column (exam name, candidate name, exam format etc.):

Uploads   Registrations   Account   Logout

### Search Registrations

Venue	Exam Name	Test Date	First Name	Surname	Reference	Exam Format	Fees	Paid	Special Needs
British Council PRAGUE	FCE For Schools	22/03/2014	Pavia	stara	R-CZ001-01002-00250	PB	4950	Yes	No
British Council PRAGUE	FCE For Schools	22/03/2014	Jana	Berry	R-CZ001-01002-00260	PB	4350	Yes	No
British Council PRAGUE	FCE For Schools	22/03/2014	testing	eta	R-CZ001-01002-00270	PB	4950	Yes	No
British Council PRAGUE	FCE For Schools	22/03/2014	testing	pix	R-CZ001-01002-00280	PB	4950	Yes	No

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



Exam Name	Test Date	Exam Format	Number of Candidates	Exam Total Cost
▶ BEC Higher	16/11/2013	Paper Based	6	28200
▶ BEC Higher	16/11/2013	Paper Based	2	9600
▶ FCE For Schools	22/03/2014	Paper Based	1	4350
▶ FCE For Schools	22/03/2014	Paper Based	3	14850
▶ CPE	12/06/2014	Paper Based	2	9100

#### 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 [pcp.registration@britishcouncil.cz](mailto:pcp.registration@britishcouncil.cz) or contact your centre.