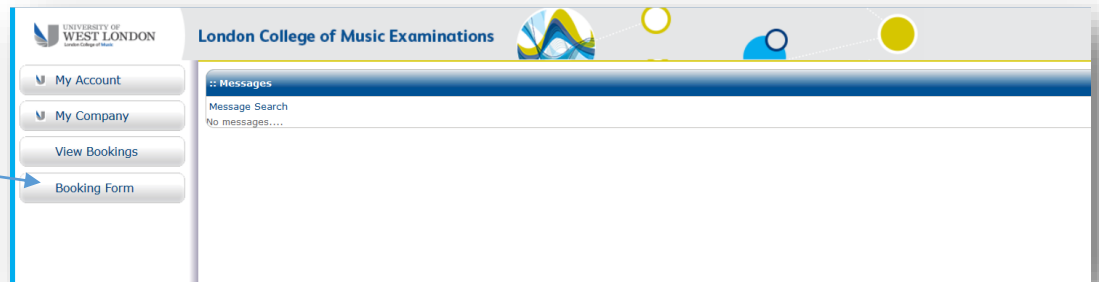


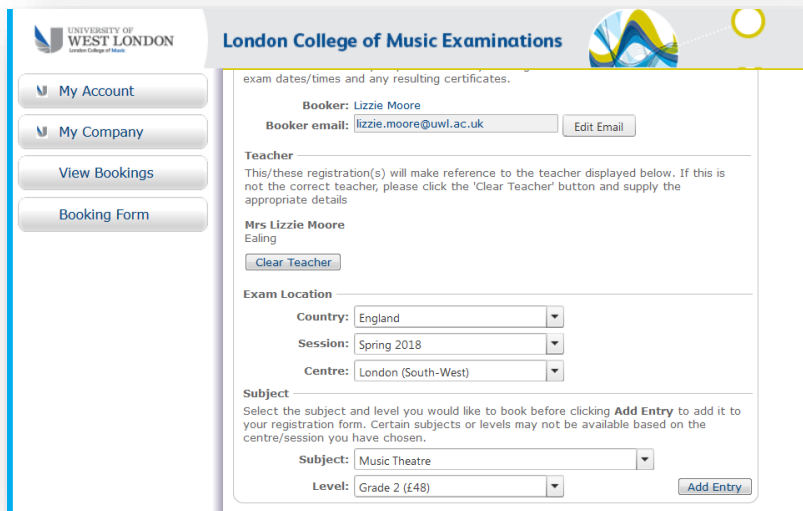
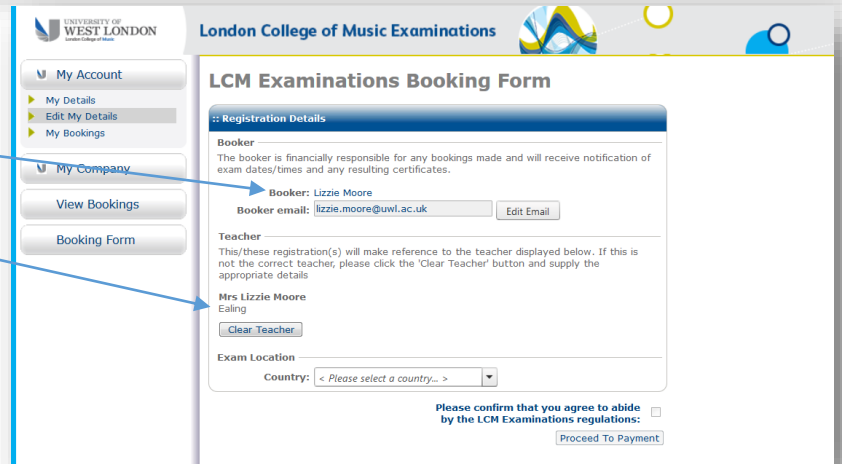
Open ERIC and click on 'Booking Form'



The booking form will open and you will be listed as both the booker here

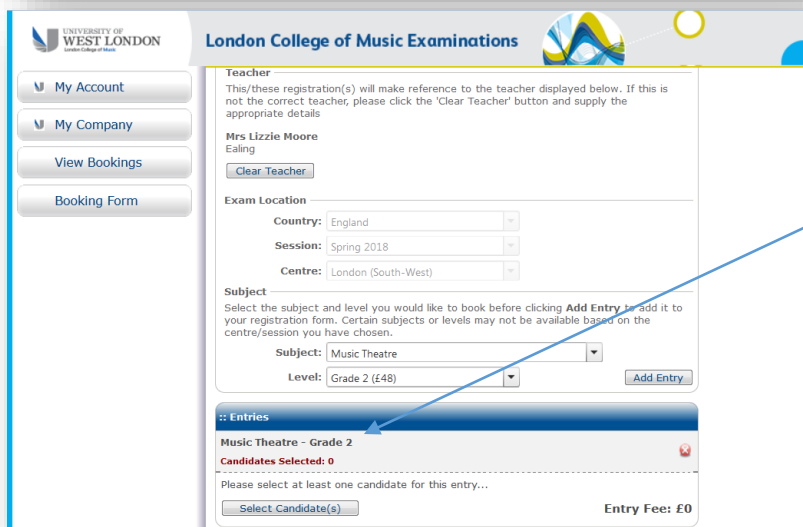
... and as the teacher here

If you do not want to be listed as the teacher you can delete it by clicking 'Clear Teacher'.



First, select the country, session and exam centre, where you want to enter candidates, from the drop-down menus.

Next, select the subject and level from the drop-down menus and click 'Add Entry'



The subject and level combination you have selected will be displayed here...

...and to enter candidates for this exam click on 'select candidates'.

After clicking 'select candidate(s)', the user selection window will open:

If you have entered candidates before, they will be listed in your 'company' and to view them click the green arrow here

The 'User Selection' window displays the 'Company' as 'Lizzie Moore'. The 'Last Name' and 'User ID' fields are empty. A green arrow icon is visible next to the 'User ID' field. The main area contains a table with columns 'Name' and 'UserID', but it is currently empty. Below the table are buttons for 'Import Users', 'New User', 'OK', and 'Cancel'.

The 'User Selection' window now shows a list of candidates in the table:

Name	UserID
<input type="checkbox"/> Kirby, Jack	dadoug
<input type="checkbox"/> Marchant, Alexandra	codoug
<input type="checkbox"/> Moore, Lizzie	lawalk2

An arrow points to the 'OK' button at the bottom of the window.

To select a candidate, tick the box next to their name...

...and then click 'OK'

The booking form shows the following details:

- Country: England
- Session: Spring 2018
- Centre: London (South-West)
- Subject: Music Theatre
- Level: Grade 5 (£61)

The 'Entries' section shows 'Music Theatre - Grade 2' with 'Candidates Selected: 1'. A table lists the candidate:

NCN Number	Optional	Booking Information
Alexandra Marchant	<input type="checkbox"/>	<input type="checkbox"/>

Buttons for 'Select Candidate(s)' and 'Add Entry' are visible. The 'Entry Fee' is £48.

The candidate's name will now be listed on the booking form under the subject and level for which they have been entered.

If you want to add more candidates for this exam, you can tick more than one name from the user selection window.

The booking form now shows two entries:

- Music Theatre - Grade 2 (Candidates Selected: 1)
- Music Theatre - Grade 5 (Candidates Selected: 0)

The 'Subject' and 'Level' dropdowns are highlighted with a blue arrow. The 'Entry Fee' for the new entry is £0. At the bottom, the 'Sub Total' and 'Total' are both £48.00. A checkbox for 'Please confirm that you agree to abide by the LCM Examinations regulations:' is present, along with a 'Proceed To Payment' button.

To enter another candidate for a different exam, select the new subject and/or level from the drop-down menus here and then click 'add entry' again.

The new subject and level will be displayed on the form and you can repeat the process to enter candidates for this exam by clicking 'select candidate(s)'.

Name	UserID
<input type="checkbox"/> Kirby, Jack	dadoug
<input type="checkbox"/> Marchant, Alexandra	codoug
<input type="checkbox"/> Moore, Lizzie	lawalk2

If the candidate you wish to enter does not already exist in your company, you will need to create a new user.

When the user selection window opens, click 'new user' at the bottom.

You can then complete the form with the candidate's details.

The only mandatory fields on this form are:

- First name
- Second name
- Gender
- DOB
- Ethnicity (prefer not to say)

You must answer yes/no to the disability question – if your candidate does have a disability please contact the LCME office.

You can leave their address blank if we have your postal and email address.

Click 'add' and then this new candidate will be available for you to select in the user selection window.

Disability

Do you consider yourself to have a disability? Yes No

If yes, please provide details of your disability below and outline any special requirements e.g. enlarged sight-reading. Documentary evidence must be supplied as soon as possible. We

Mailing Address

Address: (Optional)

City:

County:

Country:

Postcode:

Forte is the LCM Examinations newsletter and we occasionally send emails containing information about syllabuses, publications and other LCM news. Please check this box if you do NOT wish to receive either of these.

Email Updates:

UNIVERSITY OF WEST LONDON
London College of Music

Country: England
Session: Spring 2018
Centre: London (South-West)

Subject
Select the subject and level you would like to book before clicking **Add Entry** to add it to your registration form. Certain subjects or levels may not be available based on the centre/session you have chosen.

Subject: Music Theatre
Level: Grade 5 (£61)

Entries

Music Theatre - Grade 2
Candidates Selected: 1

NCN Number Optional	Booking Information Special requirements and/or timetable requests	
Alexandra Marchant <input type="text" value="Optional"/>	<input type="text" value="Optional"/>	<input type="button" value="X"/>
<input type="button" value="Select Candidate(s)"/>		Entry Fee: £48

Music Theatre - Grade 5
Candidates Selected: 1

NCN Number Optional	Booking Information Special requirements and/or timetable requests	
Jack Kirby <input type="text" value="Optional"/>	<input type="text" value="Optional"/>	<input type="button" value="X"/>
<input type="button" value="Select Candidate(s)"/>		Entry Fee: £61

Please note, exam bookings will be confirmed once payment is received and cleared.

Sub Total: £109.00
Total: £109.00

If you need to delete a candidate click the X next to their entry.

If you need to delete all candidates entered for one type of exam, click the X in the subject heading e.g. here

UNIVERSITY OF WEST LONDON
London College of Music

My Account
My Company
View Bookings
Booking Form

Entries

Music Theatre - Grade 2
Candidates Selected: 1

NCN Number Optional	Booking Information Special requirements and/or timetable requests	
Alexandra Marchant <input type="text" value="Optional"/>	<input type="text" value="Optional"/>	<input type="button" value="X"/>
<input type="button" value="Select Candidate(s)"/>		Entry Fee: £48

Music Theatre - Grade 5
Candidates Selected: 1

NCN Number Optional	Booking Information Special requirements and/or timetable requests	
Jack Kirby <input type="text" value="Optional"/>	<input type="text" value="Optional"/>	<input type="button" value="X"/>
<input type="button" value="Select Candidate(s)"/>		Entry Fee: £61

Pianoforte - Grade 1
Candidates Selected: 1

NCN Number Optional	Booking Information Special requirements and/or timetable requests	
Merv Young <input type="text" value="Optional"/>	<input type="text" value="Optional"/>	<input type="button" value="X"/>
<input type="button" value="Select Candidate(s)"/>		Entry Fee: £40

Please note, exam bookings will be confirmed once payment is received and cleared.

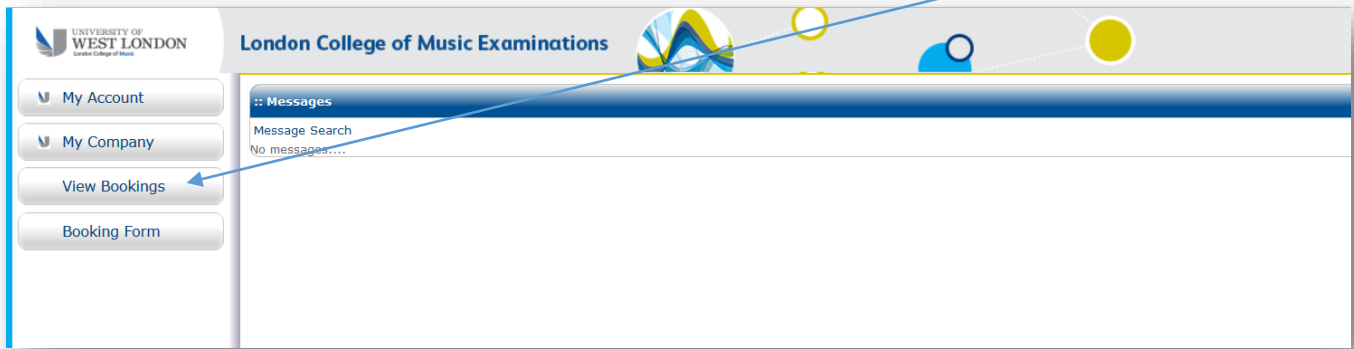
Sub Total: £149.00
Total: £149.00

Please confirm that you agree to abide by the LCM Examinations regulations:

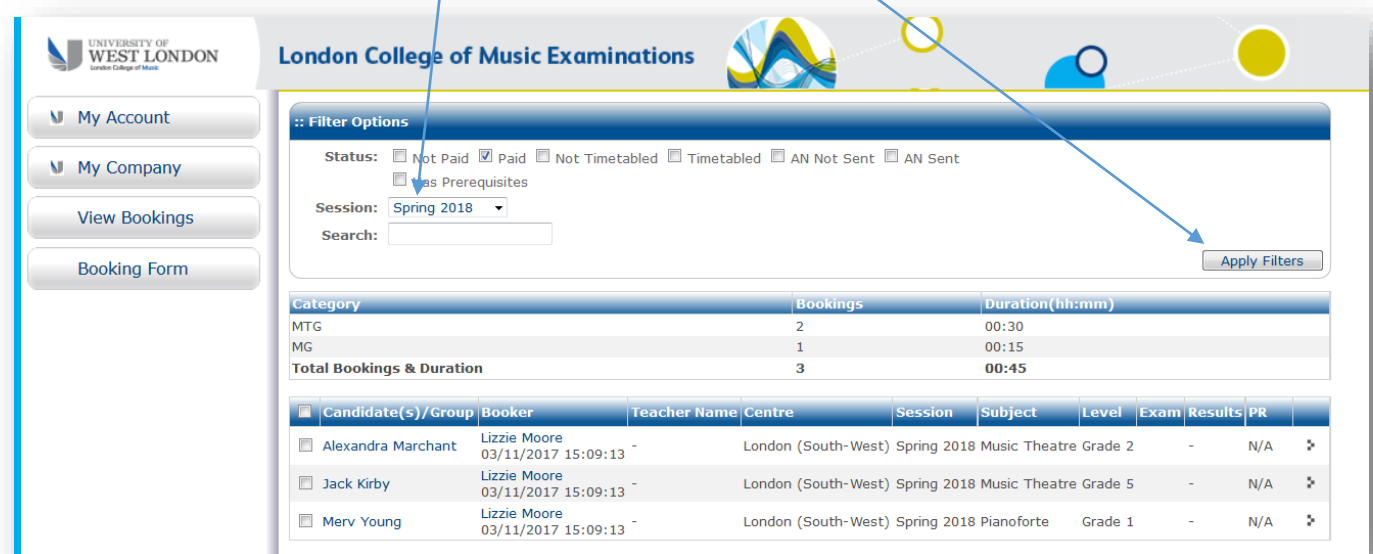
Once you are happy with your entries tick the box to confirm that you agree to abide by the regulations and click 'proceed to payment'.

You will then be transferred to a secure payment page where you can use a debit/credit card to pay the exam fees.

To view the candidates you have entered open the 'View Bookings' page by clicking on this link on the home page.



Select the session you wish to view here and then click 'apply filters'



The candidates you have entered will be displayed with other information relating to their entry.

When their exam date has been finalised, this will be displayed in the 'exam' column, and when their result has been published, this will be displayed in the 'results' column:

