



Instructions for Web-based On line Block Entry Form

There are two options for registering: **Please note: only use one or the other method.**

- A. Upload candidate details using the spreadsheet template provided. This option is taken if the invoices and/or certificates are to be sent to the candidates because the addresses are required.
- B. Enter the candidate details directly on to the Online Registration web page according to their speaking partners if required. Certain fields are mandatory, e.g. Last Name, First Name, Gender, Date of Birth. This option is taken if the school is invoiced and sent the certificates.

Method A and B

1. Go to www.cambridge-esol-sg.ch for St Gallen & Appenzell or www.cambridge-esol-thurgau.ch for Thurgau.
From the Home Page select 'School Entry'.
Enter email address and password provided by ESOL St. Gallen, info@cambridge-esol-sg.ch.
2. Login.
3. Select 'Session' & 'Level'.
4. Click 'New' Level . A new drop down box is now shown on the right hand side of the screen. Add the levels for which you wish to enter candidates. These will then appear in the drop-down list on the left.



show all levels = all exams in all regions are listed for your information and extended venue choice.

Method A: Using Spreadsheet (Excel or similar)

1. **Please note that this method is the ONLY method whereby we can offer individual invoices and/or certificates to your students.**
2. Before you login to the Block Entry Form, you must complete the Excel Spreadsheet with your candidates' details. The excel sheet is found on our websites under 'Terms and Conditions'. Please save a copy on your computer. Make sure that the candidate information is entered correctly and that candidates are listed according to their speaking partners. Columns 1-5 are mandatory.
3. Login in to the 'Block Entry Form' using your email and password.
4. Click Upload Data .
5. Click Browse to locate your file.
6. Choose the file that you wish to upload from your computer and click 'Open' and then 'OK' on the 'Block Entry Form'. An error message may appear referring to row 1. This is normally due to the column labels which could be deleted before saving. However, you will see on the candidate list that all candidates have been successfully uploaded so no action is required.
7. When more than 10 candidates have been entered for a particular level, further pages will be created and can these can be viewed by mouse clicking on the numbering on the bottom right of the form.
8. Changes: If you need to make amendments, Please re-upload the amended spreadsheet, which will overwrite the previous upload.

9. Signing, i.e. printing name, and dating the form will lock the form and no further changes can be made for that level. **Do not sign the form until all your entries have been made.** If you have signed the form by mistake and wish to add more candidates, contact the Cambridge ESOL office at info@cambridge-esol-sg.ch.
10. Click Check box 'I have read and accepted the Conditions and Regulations'. Bring them to the attention of your students.
11. After successful upload, click the 'Display Data' button to view your list of registered candidates (**active pop up blockers or using browsers other than Internet Explorer will disable this feature**). An email with this information will be sent automatically to the email address used for the entries.

Fax (0712780044) or post a copy of the candidate list with the signature of each candidate next to their name. **This is confirmation of their agreement to be registered immediately with Cambridge ESOL UK and to pay the exam fee in full.**

Payment is in accordance with the agreement made between Cambridge ESOL SG & TG and your school. We prefer payments made via Bank or E-Banking.

Method B: Manual Entry

1. If your school has an arrangement for Supp (Supplementary grade Information), check box for each candidate requiring this.
2. 'Corp Teach' – enter a speaking test date selected from the computer-based & paper-based examination lists to be found on the website.
3. Click Add. The entered candidate will appear on a list below. **Remember** to add candidates in accordance with the desired speaking partner, if required.
4. The last candidate entered will appear at the top of the list i.e. in reverse order.
5. Wrongly entered candidates may be deleted by clicking the Delete option.
6. When more than 10 candidates have been entered for a particular level, a second page will be created and this numbering can be seen on the bottom right of the form. You can login at any time and add more candidates to the list (please read number 13).
7. Signing, i.e. printing name, and dating the form will lock the form and no further changes can be made. **Do not sign or lock the form until all your entries have been made.** If you have signed the form by mistake and wish to add more candidates, contact the Cambridge ESOL office at info@cambridge-esol-sg.ch
8. Click Check box 'I have read and accepted the Conditions and Regulations'. Bring them to the attention of your students.
9. After successful upload, click the Display Data button to view your list of registered candidates (**active pop up blockers or using browsers other than Internet Explorer will disable this feature**). An email with this information will be sent automatically to the email address used for the entries.
10. Fax (0712780044) or post a copy of the candidate list with the signature of each candidate next to their name. **This is confirmation of their agreement to be registered immediately with Cambridge ESOL UK and to pay the exam fee in full to your school.**

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For any technical assistance required, please contact dkerley@cambridge-esol-sg.ch, subject: technical assistance required.

Thank you for registering with our Centre. If you require assistance please contact the office:

Karen Kerley info@cambridge-esol-sg.ch or call 071 278 00 40 or fax 071 278 00 44