

Tigerlily

Client Portal Guide



1. Accessing the portal

To access your client portal, please click the link provided below. Then, use the **username** and **password** you created during registration, as confirmed in your welcome email. **Do not use your email address unless you have set that as your username.**

<https://tigerlilytraining.co.uk/login>

The image shows a screenshot of the Tigerlily login interface. At the top, the 'Tigerlily' logo is displayed in a light purple font. Below the logo, there is a form with three main sections: 1) An 'Account:' label followed by a text input field containing 'Tigerlily'. 2) A password input field with a grey background and a series of black dots representing the password. 3) A large, bright green button with the text 'sign in' in white. Below the button, there are three links in a light purple font: 'I want to try to log in using my course details', 'I want to reset my password', and 'I want to re-enter my email address / TLN / username'.



2. Your Portal welcome page

Where you can find:

- **Billing** – Unpaid invoices and vouchers
- **Course** – Courses requiring attention and upcoming courses
- **Learners** – Certified and expiring
- **Book** - In-house courses, online courses and book and open venue course

The screenshot shows the Tigerlily Training Staff Training Portal dashboard. The header includes the Tigerlily logo, the title 'Tigerlily Training Staff Training Portal', a thank you message, and a 'Sign out' button. The main content area is divided into a left sidebar and a main grid. The sidebar contains sections for 'My Account' (with user details for Tony Parr), 'Billing' (showing 5 unpaid invoices, 9 vouchers, and 0 training credits), 'Learners' (21 certificated, 3 expiring), and 'Courses' (54 requiring attention, 0 upcoming). The main grid features a red alert banner for 54 courses needing attention, four course booking cards (Open Venue, Online, In-house, and Resources/Webinars), and three summary sections: 'Upcoming Courses' (no courses), 'Learners' (1 expired, 5 expiring), and 'Resources'.

Tigerlily Tigerlily Training Staff Training Portal Sign out [→]
Thank you for using Tigerlily Training

My Account
My Details
Tony Parr
manager@tigerlilytraining.co.uk
+447776258729
[View details](#)

Billing
Unpaid invoices 5
Vouchers 9
Training credits 0
[View billing](#)

Learners
Certificated 21
Expiring certificates 3
[View learners](#)

Courses
Courses req. attention 54
Upcoming courses 0
[View courses](#)

Action required! You have 54 courses needing your attention [View](#)

[Book an Open Venue Course](#)

[Book an Online Course](#)

[Book an In-house Course](#)

[Resources Webinars](#)

Upcoming Courses [View all courses \[→\]](#)
You have no upcoming courses. Contact us on 0300 3020 999 to book your next training now.

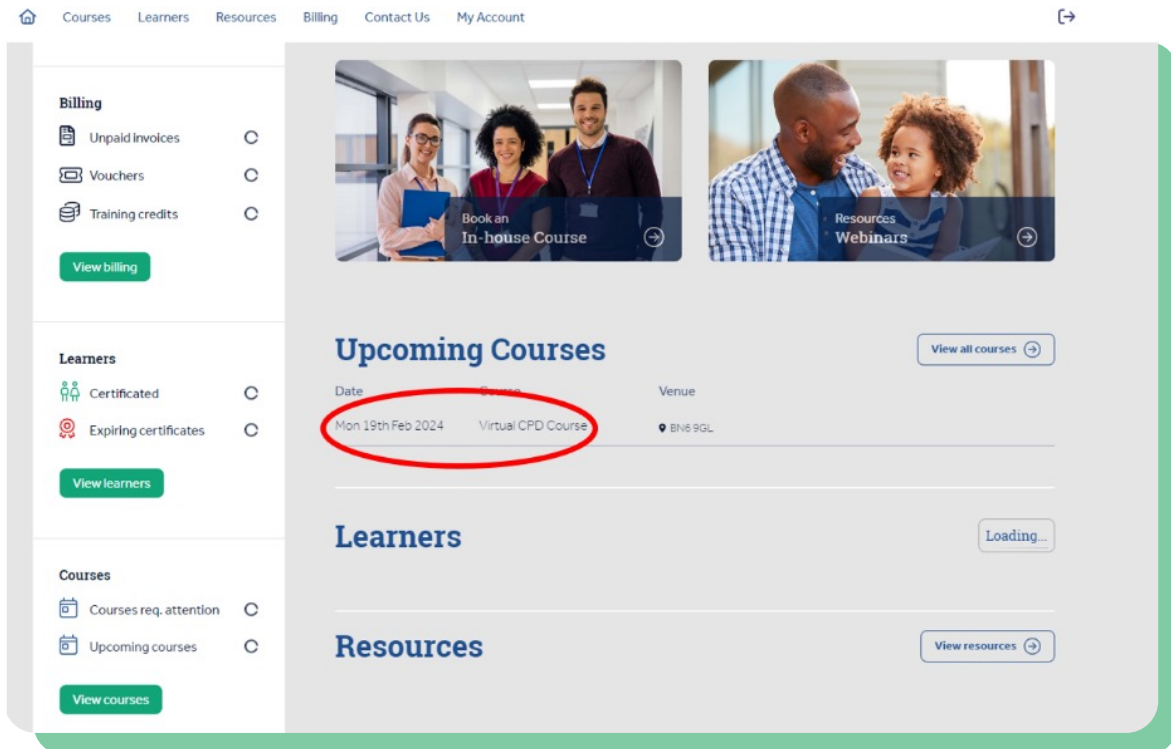
Learners [View learners \[→\]](#)
1 learner expired
5 learners expiring this month

Resources [View resources \[→\]](#)

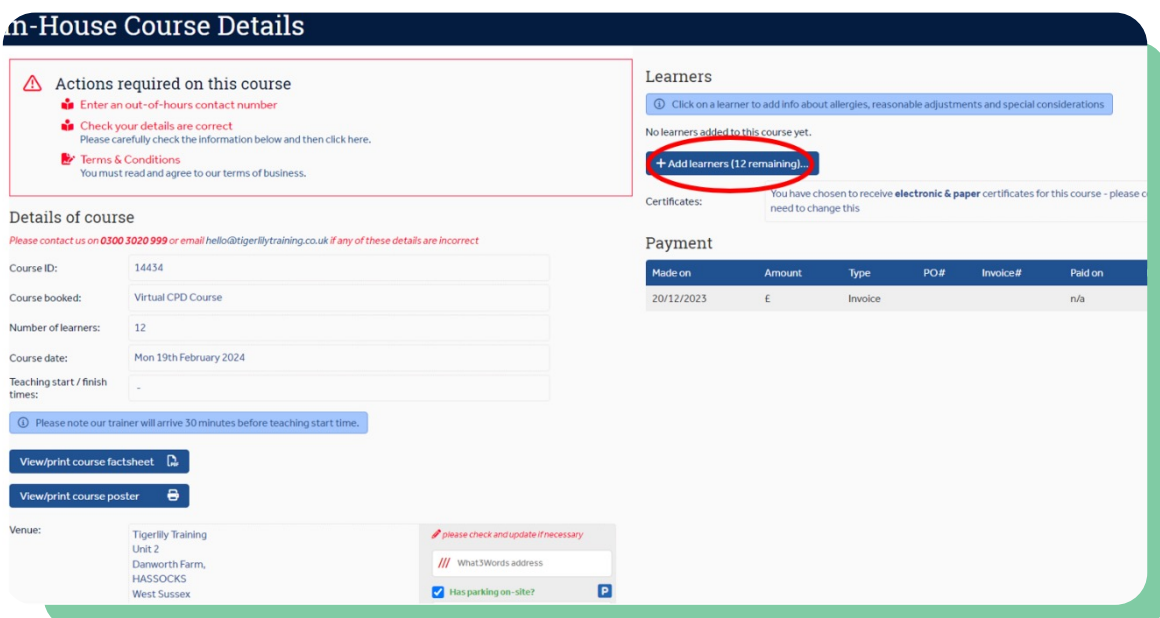


3. Adding Learners to an Upcoming Course

Upon reaching your **home page**, you'll find your upcoming courses listed. Simply scroll down and select the course you wish to view.



To add participants to your course, click on **'Add Names'** located in the top right-hand corner. This will display the number of available spots left for attendees on the day.





Please enter the learner's first and last name, followed by their email address separated by a comma, then click 'Add Learner'.

i Add Learners

Type / paste learners - one per line

You can either just enter learner names, or learner name, email address and your staff ID separated by commas.

John Smith, john.smith@email.com,
Emily Johnson, emily.j@email.com,
David Brown, david.brown@email.com,
Jessica Davis, jessica.d@email.com,
Michael Wilson, michael.w@email.com,
...

Names to add (max 12)

i Type or paste learner names on the left to begin

To modify or remove a learner's details, click on the respective name. This will allow you to update the name and email address, or delete the entry if necessary.

Learners

i Click on a learner to add info about allergies, reasonable adjustments and special considerations

John Smith

Virtual CPD Course

john.smith@hotmail.com

Allergies / reasonable adjustments / special considerations

Your staff ID for John Smith

Cancel

Save

Delete

TLN: 241200262312

Once all the learners are added the screen will change and allow you to issue all learners their logins

Details of course

Practical: Paediatric Practical
Course date: Sat 30th March 2024
Teaching start / Finish times: 09:30am - 16:30pm
T & C: Click to view our Terms & Conditions

Please note our trainer will arrive 30 minutes before teaching start time.

View/print course poster

Venue

Melbury Centre
27, Broad School Road
Woking Surrey GU21 5HD

Free parking on site
We have a car park which holds up to 30 cars plus 2 disabled parking. Parking at The Melbury Centre is controlled by SMART PARKING - if you fail to enter your vehicle registration number you will receive a parking fine. In the reception there is a tablet where you enter the registration of your car.

View venue details / map

Bookings

Place on	By	Amount	Type	PCN / Invoice#	Paid on	Payment#
22/05/2024	Amber Parr @training@parlytraining.co.uk +44777628729	£295.00	Phone	-/-	22/05/2024	FREE

Learners

Finley Harrison	Full Paediatric First Aid		
Jasmine Woodley	Full Paediatric First Aid		
Lucy Alexander	Full Paediatric First Aid		

i Issue learners their portal login details

Refreshers

+ Issue Refreshers...



4. Billing

You can view your outstanding invoices under billing.

This will take you through to view your paid and outstanding invoices.

Invoice#	PO#	Invoiced on	Course date	Venue	Total	
INV-2879		08/09/2020	25/09/2020	Hurstpierpoint, Hassocks West Sussex	50.00	Call us on 0300 3020 999 to arrange payment
INV-2877		08/09/2020	25/09/2020	Hurstpierpoint, Hassocks West Sussex	50.00	Call us on 0300 3020 999 to arrange payment
INV-2875		08/09/2020	22/09/2020	Croydon & District Masonic Hall	100.00	Call us on 0300 3020 999 to arrange payment
INV-2872		08/09/2020	22/09/2020	Croydon & District Masonic Hall	100.00	Call us on 0300 3020 999 to arrange payment
		10/03/2021	12/03/2021	Elstree The Manor Hotel	570.00	Call us on 0300 3020 999 to arrange payment
amber		02/02/2024		At your setting	400.00	Call us on 0300 3020 999 to arrange payment

Invoice#	PO#	Invoiced on	Course date	Venue	Total	Billing method	Paid: on	ref
-	-	-	30/03/2024	Woking Maybury Centre	285.00	Phone	22/03/2024	FREE



5. Voucher Codes

Voucher codes can also be found under billing, these are for booking open venues and are brought in bulk via your account manager.

You can view all your unused and used vouchers here:

The screenshot shows a web interface with two sections: 'Unused Vouchers' and 'Used Vouchers'. The 'Unused Vouchers' section has a 'Download as CSV' button and an 'Issue vouchers...' button. It contains a table with 11 rows of unused vouchers. The 'Used Vouchers' section has a 'Download as CSV' button and contains a table with 1 row of used vouchers.

Code	For	Booker pays:	Issued & Unissued
TIGz63hw9sf7s	Full Paediatric First Aid	0.00	-
TIGudhq4jriul	Full Paediatric First Aid	0.00	-
TIGq9vchycdl4	Full Paediatric First Aid	0.00	-
TIGrasdtzdfuu	Full Paediatric First Aid	0.00	-
TIGt1wcmrvnl	Full Paediatric First Aid	0.00	-
TIGbctkziex7d	L3 Safeguarding Designated Person (DSL) Virtual	0.00	-
TIGwbp1afzanj	L3 Safeguarding Designated Person (DSL) Virtual	0.00	-
TIGdahdc9bfbf	L3 Safeguarding Designated Person (DSL) Virtual	0.00	-
TIG3zi7b9wppy	L3 Safeguarding Designated Person (DSL) Virtual	0.00	-
TIGestelle80x0del47l	Full Paediatric First Aid	0.00	-
TIGo16fm8us54	Full Paediatric First Aid	0.00	-

Code	Booked	Learner	Course Date	Venue
TIGdds985wurd	Essential First Aid	Katharine pickering		

You can issue the vouchers by entering the learners email address. If you wish to send multiple vouchers out, you can add further email addresses **separated by commas**.

Issue Vouchers

You can issue vouchers to your learners by entering their emails below, separated with commas, semicolons, or new lines. An available voucher will be emailed to each valid address found. The voucher code will remain valid until the course is actually booked.

joe@blogs.co.uk, Jane@blogs.co.uk

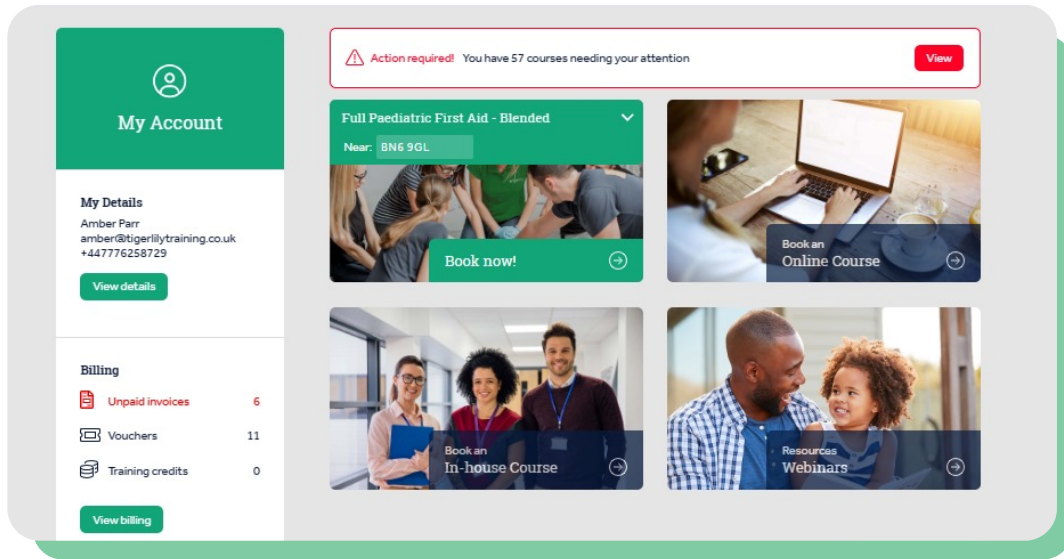
2 email addresses found.
9 remaining unissued vouchers.

Optional message to include in the email to your learners

Cancel Ok



To book a course for the learner on your own, please copy one of your voucher codes. Then, return to the main client portal page, choose **'Open Venues'**, select the desired course, and enter the postcode for the preferred location.



This will bring up a list of locations and dates.

Full Paediatric First Aid - Blended courses near BN6 9GL

This course is also available at your venue from £50 per person for bookings of 12 or more people. [Group Booking](#)

Date	Venue	Cost	Info / Book
Fri 15 Mar 2024 09:30am to 16:30pm	Crawley Central - The Charis Centre (11.7 miles away)	£95	FULL - join the waiting list Info
Fri 22 Mar 2024 09:30am to 16:30pm	Brighton First Aid Training -Leonardo Hotel (behind Station) (8.3 miles away)	£95	Continue Info

Click continue, then book online

Paediatric First Aid Training Course (OFSTED)

Our Blended Full Paediatric First Aid course combines 6hrs of practical training with 6hrs of at home eLearning. The course is EYFS compliant and meets Ofsted registration requirements, CSSIW and Scottish Early Years.

[Read more](#)

Course date: Friday 22nd Mar 2024
Course times: 09:30am to 16:30pm
Location: Brighton First Aid Training -Leonardo Hotel (behind Station), Brighton, East Sussex
Cost: £95.00

[Book online](#) [Group bookings](#) [Go back](#)

Add your details and the voucher code to finish the booking.