



QUICK GUIDE FOR EMPLOYERS

www.irish-firewarden.ie

Creating Your Employer Account

Please complete the employee registration by following the steps shown on the platform.

If you need to register several employees, **the best option is to create one business account** using your official company email, which allows you to pay quickly with your **company card, Apple Pay, or Google Pay** and ensures that **all invoices are delivered directly to your company email** with correct billing details. When creating your account, enter your full company information, including your company address, and during payment you will be asked for your **company name, company address**, and any required billing details, which will be added automatically to the invoice. After the payment is completed, the **invoice will appear instantly in your account** and you will also receive a **payment confirmation email**.

The screenshot shows the website's navigation bar with links for HOME, FIRE WARDEN FAQs, TRAINING TEAMS, and CONTACT US. It also features a Login button and a Register button. Below the navigation bar, there are four icons representing: 349,500 Certificates Issued, 24/7 Fire Warden Course, Money Back Guarantee, and HSA & CPD Accredited. The main content area is titled 'Fire Warden Course Ireland' and describes the course as 'Online Fire Warden Training with Instant Certificate'. The text details the course content, including Fire Warden duties, fire risk assessment, fire extinguisher classes, and the PASS technique. A prominent orange button labeled 'REGISTER FOR FIRE WARDEN CERTIFICATION' is highlighted with a yellow arrow. At the bottom, there are four statistics: 349,500+ CERTIFIED LEARNERS, 4.9★ AVERAGE RATING, 98% PASS RATE, and 24/7 COURSE ACCESS.

Employees emails

Employees can be registered using either their personal email addresses or company email addresses created by you. Both options work perfectly on our platform, so you can choose whichever is more convenient for your organisation.

Purchasing Courses

We recommend purchasing the courses first, so you can assign them instantly to your employees whenever needed. The courses never expire, so you can use them at any time.

Bulk Purchase Discount

Save more when you buy more 🎉 **get 10% off** when you add **10 or more courses** to your cart, **and 20% off** when you **add 50 or more**, with the system **automatically** applying the correct discount in your cart based on the number of courses added.

The screenshot displays the 'Review Your Order' interface. At the top, a progress bar shows 'Cart' (1), 'Review' (2), and 'Payment' (3). Below this, the 'Your Courses' section lists 'Fire Warden' (€35 per person) with a quantity of 10. A red box highlights the quantity selector. The 'Order Summary' section shows a subtotal of €350, a 10% volume discount applied (-€35), and a total of €315.00. Red arrows point to the discount notification and the bulk discount line item. A 'Continue to Payment' button is at the bottom.

| Item | Price |
|----------------------------------|----------------|
| Subtotal | €350 |
| Bulk Discount (10% off) Applied! | -€35 |
| Total | €315.00 |

Registering Employees

To register an employee, navigate to the **'For Employers'** section on bar menu on our website, then click on **'Register your employee'**

Fill in the form with your employee's details and make sure the email is correct. They will receive an email with their **login details** and a password they can change at any time.

To avoid any issues, please make sure you enter your employee's **correct full name** and **email address** and that you assign the right course to the right person. Once a course is sent, it cannot be changed or reassigned.

The screenshot displays the 'Register your employees' page on the Irish Fire Warden website. The left-hand navigation menu includes 'Home', 'Profile', 'My Courses', 'For Employers', 'Employer Dashboard', 'Register employee', 'Instructions', 'Invoices', 'Certificates', and 'Help us improve'. The 'For Employers' and 'Register employee' items are highlighted with red arrows labeled '1' and '2' respectively. The main content area features a form titled 'Register your employees' with the instruction: 'Fill in the details below and click "Add Employee". We'll email the login credentials instantly.' The form has two input fields: 'EMPLOYEE'S FULL NAME' (with a red arrow labeled '3' pointing to the 'First Name Last Name' text) and 'EMPLOYEE'S EMAIL ADDRESS' (with a red arrow labeled '4' pointing to the 'name@example.com' text). Below the form is a blue 'Add Employee' button. Underneath the form is an 'Information' section with three numbered steps: 1. 'After registering all employees, you can access the **Employer Dashboard** from the menu bar at any time to review all your submitted registrations.' 2. 'To send courses to employees for study, open the **My Courses** page from the menu bar and click **Send Course**. A list of all registered employees will appear.' 3. 'If your employee cannot find the login email, even after checking **Inbox** and **spam**, there is no need to worry - the account is already active. Ask them to open the **Login page**, click **Reset Password**, and enter their registered email to get a new link in a few seconds. Please make sure the **email address** and **full name** were added correctly, since these details can't be edited later. If either was entered incorrectly, the only fix is to delete the account and create a new one with the correct details. Thank you for always taking a moment to double-check the details you enter.'

Course Allocation and Access

Once you finish the registration and purchase the required courses, you can start **assigning them to your employees**. They can **log in with the details sent to their email** and begin training anytime. If they cannot find the email, they should **check their spam folder** or use **Forgot Password** to reset their login. Every time you assign a course, **our system sends your employee an email** informing them that a new course was added to their account and is **ready to study**.

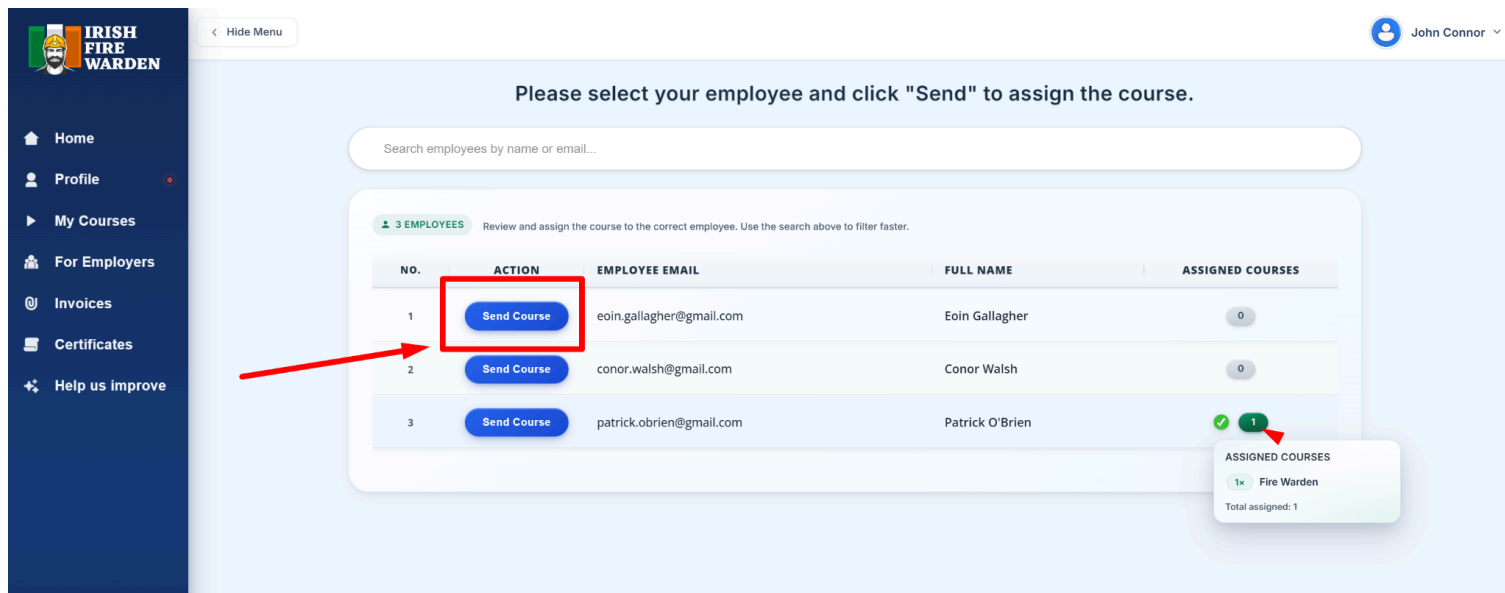
The screenshot shows the 'IRISH FIRE WARDEN' portal. The sidebar on the left contains navigation options: Home, Profile, My Courses (highlighted with a red arrow labeled '1'), For Employers, Invoices, Certificates, and Help us improve. The main content area is titled 'Fire Warden Courses' and includes a 'MY COURSES' tab. Below the title, it says 'Track your progress, continue learning, and download certificates for completed courses.' A 'Total courses: 5' badge is visible. A table lists five 'Fire Warden' courses, each with a 'Purchased' status and 'Send' and 'Start' buttons. A red arrow labeled '2' points to the 'Send' button for the first course.

| NO. | COURSE | STATUS & CERTIFICATE | ACTIONS |
|-----|-------------|----------------------|-------------|
| 1 | Fire Warden | Purchased | Send Start |
| 2 | Fire Warden | Purchased | Send Start |
| 3 | Fire Warden | Purchased | Send Start |
| 4 | Fire Warden | Purchased | Send Start |
| 5 | Fire Warden | Purchased | Send Start |

IMPORTANT: Please do not click any Start Course button unless you plan to take the course yourself. Once you open it, the course activates on your account and cannot be assigned to an employee. After a course is assigned to an employee, it cannot be reversed or moved. Each course can be sent only once and becomes permanently linked to the chosen student.

Our platform is easy to use, well organised, and accessible to all 😊

After selecting your course and clicking **"Send Course"** a list of your registered employees will appear.



The screenshot shows the 'IRISH FIRE WARDEN' platform interface. A sidebar on the left contains navigation options: Home, Profile, My Courses, For Employers, Invoices, Certificates, and Help us improve. The main content area displays a message: 'Please select your employee and click "Send" to assign the course.' Below this is a search bar and a table of 3 employees. The table has columns for NO., ACTION, EMPLOYEE EMAIL, FULL NAME, and ASSIGNED COURSES. The 'ACTION' column contains 'Send Course' buttons for each employee. A red box highlights the 'Send Course' button for the first employee, Eoin Gallagher. A red arrow points to this button. The 'ASSIGNED COURSES' column shows '0' for Eoin Gallagher and Conor Walsh, and '1' for Patrick O'Brien. A tooltip for Patrick O'Brien shows '1x Fire Warden' and 'Total assigned: 1'.

| NO. | ACTION | EMPLOYEE EMAIL | FULL NAME | ASSIGNED COURSES |
|-----|-------------|--------------------------|-----------------|------------------|
| 1 | Send Course | eoin.gallagher@gmail.com | Eoin Gallagher | 0 |
| 2 | Send Course | conor.walsh@gmail.com | Conor Walsh | 0 |
| 3 | Send Course | patrick.obrien@gmail.com | Patrick O'Brien | 1 |

Clicking **Send Course** assigns the course to your employee. They will receive an email with the course details and a button to begin. You can also check their assigned courses anytime by **hovering** your **cursor** over the number. The system will automatically show how many courses they have and which ones are assigned to that student.

If your employee can't find the login email after checking **inbox** and **spam**, or accidentally deleted it, no worries! The account is already active. They can simply visit the **Login page**, click **Reset Password**, and enter their registered email to get a reset link right away. Please double-check the email address is correct. If it's wrong, just delete it and create a new account with the right one, as we can't change existing emails for security reasons. Thanks for taking a moment to verify the details.

You can open the **Employer Panel** anytime to see your **employee list** and instantly view how many courses each person has. Hover over the course count to preview

the full list, and click **View** in the Action column to check an employee's exact progress or **download** their certificate if they have completed the course. When managing many employees, use the top filters to quickly find what you need and stay organized.

The screenshot displays the 'IRISH FIRE WARDEN' TEAM MANAGEMENT PORTAL. The main heading is 'Employer Dashboard' with a sub-heading 'Manage your team, track certifications, and ensure workplace compliance. All your training data in one place.' and an 'Add Employee' button. Below this are five summary cards: '3 Team Members', '1 Download all certs', '0 In Training', '1 Not Started', and '1 All Done'. A search bar and filter options are present, showing '3 of 3 employees'. A table lists three employees with their details and course progress. A notification at the bottom states: 'Employee can't find the login email? No worries, the account is already active. GOOD TO KNOW. Ask them to open the Login page, click Reset Password, and enter the registered email to get a new link in a few seconds. Please make sure the email address and full name were added correctly, since these details can't be edited later. If either was entered incorrectly, the only fix is to delete the account and create a new one with the correct details.'

| # | EMPLOYEE | EMAIL ADDRESS | TOOLS | TRAINING | COURSES | CERTIFICATES | ACTION |
|---|--------------------|--------------------------|-------|-------------|------------|--------------|----------------------|
| 1 | EO Eoin Gallagher | eoin.gallagher@gmail.com | | Not Started | 1 Course | 0 | View |
| 2 | CO Conor Walsh | conor.walsh@gmail.com | | No Courses | No courses | 0 | View |
| 3 | PA Patrick O'Brien | patrick.obrien@gmail.com | | Completed | 1 Course | 1 | View |

By clicking on the **View**, you can view the status of each course whether it is only **Assigned**, **In Progress**, or **Completed**.

IRISH FIRE WARDEN

Home Menu | John Connor

TEAM MANAGEMENT PORTAL

Employer Dashboard

Manage your team, track certifications, and ensure workplace compliance. All your training data in one place.

+ Add Employee

3 Team Members | 1 Download all certs | 0 In Training | 1 Not Started | 1 All Done

Search employees... | All Certificates | All Statuses | Newest First | Reset | 3 of 3 employees

FILTER: All Employees | No Courses Assigned (1) | Courses Not Started (1) | All Courses Done (1) | Valid Certificates Only

| # | EMPLOYEE | EMAIL ADDRESS | TOOLS | TRAINING | COURSES | CERTIFICATES | ACTION |
|---|--------------------|--------------------------|-------|-------------|------------|--------------|--------|
| 1 | EO Eoin Gallagher | eoin.gallagher@gmail.com | | Not Started | 1 Course | 0 | View |
| 2 | CO Conor Walsh | conor.walsh@gmail.com | | No Courses | No courses | 0 | View |
| 3 | PA Patrick O'Brien | patrick.obrien@gmail.com | | Completed | 1 Course | 1 | View |

Employee can't find the login email? No worries, the account is already active. **GOOD TO KNOW**

Ask them to open the Login page, click Reset Password, and enter the registered email to get a new link in a few seconds. Please make sure the email address and full name were added correctly, since these details can't be edited later. If either was entered incorrectly, the only fix is to delete the account and create a new one with the correct details.

Once courses are completed, a **PDF file** with the employee's certificate will automatically appear in the **"Certificates"** section. Clicking on it will **download** the certificate instantly.

IRISH FIRE WARDEN

Home Menu | John Connor

← Back to Dashboard | + Assign Course

TRAINING RECORDS

Employee Courses

Patrick O'Brien | patrick.obrien@gmail.com

| COURSE NAME | STATUS | ASSIGNED DATE | EXPIRATION | CERTIFICATE |
|-------------|-------------|---------------|-------------|-------------|
| Fire Warden | Assigned | 12 May 2026 | - | - |
| Fire Warden | In Progress | 12 May 2026 | - | - |
| Fire Warden | Completed | 12 May 2026 | 12 May 2029 | |

For employers with a large number of employees, we have added **extra features** to the **employer dashboard** to simplify the process and speed up certificate downloads.

In the top bar, you will find a separate filter that allows you to **instantly download all certificates** for employees who have successfully completed their courses. Simply click on **Certificates** to open the page where you can download all certificates with a single click. Each certificate title will include the correct employee name, making it easy for you to find them

IRISH FIRE WARDEN

Home | Profile | My Courses | For Employers

Employer Dashboard | Register employee | Instructions | Invoices | Certificates | Help us improve

TEAM MANAGEMENT PORTAL

Employer Dashboard

Manage your team, track certifications, and ensure workplace compliance. All your training data in one place.

+ Add Employee

3 Team Members | 3 Download all certs | 0 In Training | 0 Not Started | 3 All Done

Search employees... | All Certificates | All Statuses | Newest First | Reset | 3 of 3 employees

FILTER: All Employees | All Courses Done (3) | Valid Certificates Only

| # | EMPLOYEE | EMAIL ADDRESS | TOOLS | TRAINING | COURSES | CERTIFICATES | ACTION |
|---|--------------------|--------------------------|---------|-----------|----------|--------------|--------|
| 1 | EO Eoin Gallagher | eoin.gallagher@gmail.com | [Tools] | Completed | 1 Course | 1 [Check] | View |
| 2 | CO Conor Walsh | conor.walsh@gmail.com | [Tools] | Completed | 1 Course | 1 [Check] | View |
| 3 | PA Patrick O'Brien | patrick.obrien@gmail.com | [Tools] | Completed | 1 Course | 1 [Check] | View |

IRISH FIRE WARDEN

Home | Profile | My Courses | For Employers

Invoices | Certificates | Help us improve

CERTIFICATE MANAGEMENT

Valid Certificates

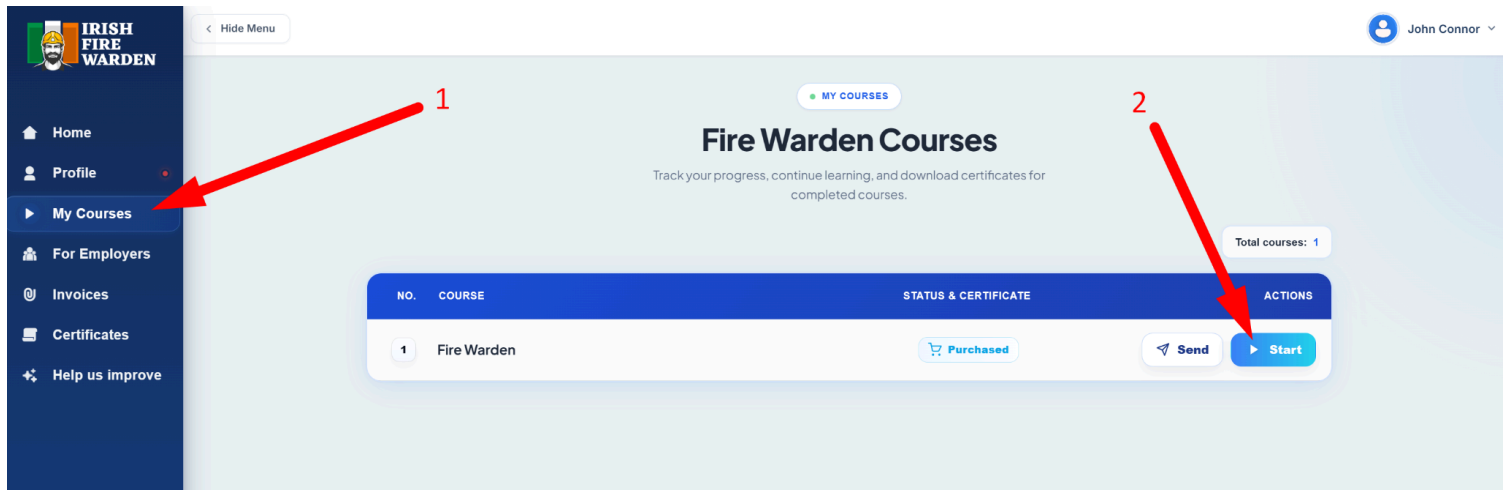
View and download all active employee certificates. Only valid, non-expired certificates are shown here for your compliance records.

3 Valid Certificates | 3 Certified Employees | 1 Different Courses | 0 Expiring in 30 Days

Search by name, email or course... | Download All (ZIP) | 3 certificates

| # | EMPLOYEE | COURSE | STATUS | ISSUED DATE | EXPIRATION | TIME LEFT | CERTIFICATE |
|---|--|-------------|--------|-------------|-------------|-----------|-------------|
| 1 | CO Conor Walsh conor.walsh@gmail.com | Fire Warden | VALID | 12 May 2026 | 12 May 2029 | 1095 days | [Download] |
| 2 | EO Eoin Gallagher eoin.gallagher@gmail.com | Fire Warden | VALID | 12 May 2026 | 12 May 2029 | 1095 days | [Download] |
| 3 | PA Patrick O'Brien patrick.obrien@gmail.com | Fire Warden | VALID | 12 May 2026 | 12 May 2029 | 1095 days | [Download] |

If you want to obtain certification for yourself, you can click the "Start Course" button anytime to begin studying and receive the necessary certification.



Course Information and Certification

All courses follow Irish safety requirements and include a clear theory section you can complete anytime, on any device. The certificate is available immediately after the theory is completed.

Support and Assistance:

We are happy to help with anything you need. You can reach us at info@irish-firstaid.ie or through our **Live Chat** on the website. Our support team is available every day from 8am to 9pm.



Long Term Access

All courses remain available in your account for **2 years**, completely **free**, so your employees can review the material anytime they need.

Our website is accessible **24 hours a day, 7 days a week**, for managing your dashboard, billing, and employee records.

Our platform is designed to be **easy to use, well organised**, and accessible to everyone. Keeping your team healthy and safe is always our top priority.

