



Register, book, and manage your workforce training with ease.

A complete walkthrough of the sponsor company portal — creating your account, completing your new customer registration form, booking training slots, and managing invoices, certificates and documents, all in order.

20 easy steps

Sponsor role

Company / Training & Sentinel coordinator

vstraining.org.uk/login

Sponsor portal

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Registration & Approval

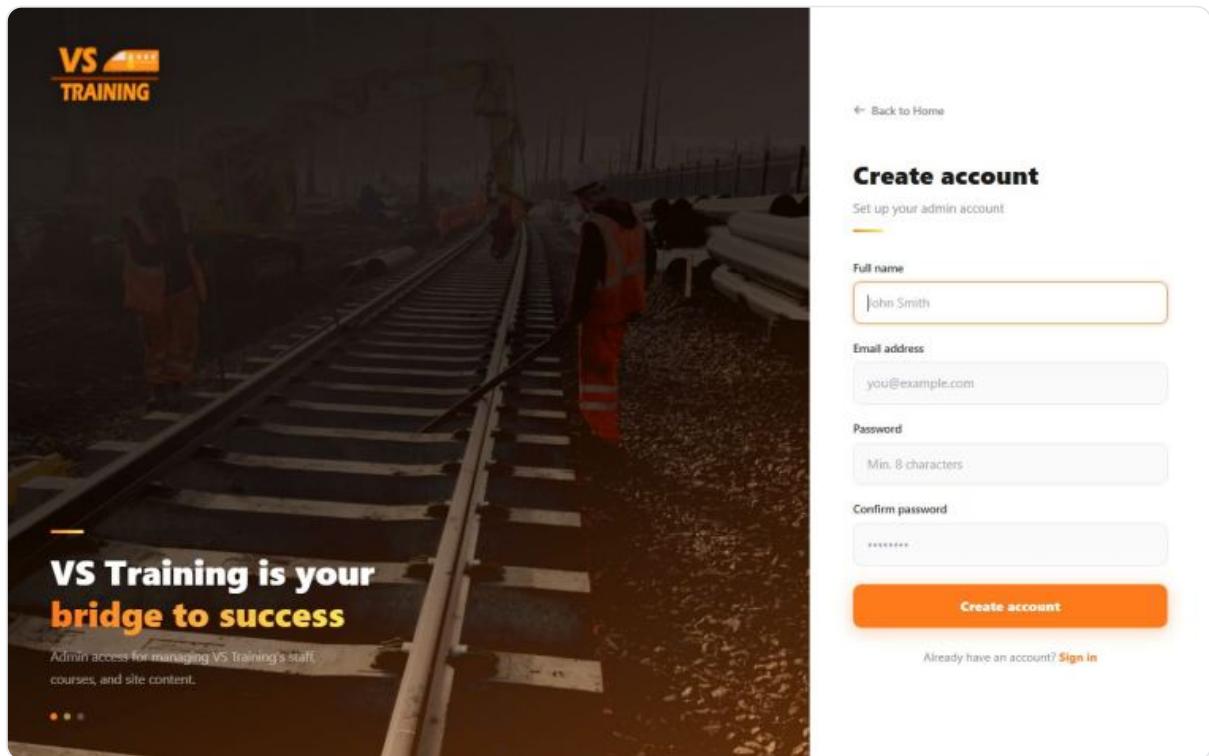


Create your account

GET </register>

Go to the VS Training home page and scroll down to the **For Sponsor Companies** section in the footer, then select **Register Your Company**. Enter your full name, work email address, and choose a password (minimum 8 characters).

This is the email VS Training will use for all booking, invoice, and approval correspondence, so use one you check regularly.

The image shows a registration form for VS Training. On the left is a large banner image of a construction site at night with the VS Training logo and the text 'VS Training is your bridge to success'. On the right is a white form area with a 'Back to Home' link, a 'Create account' title, and a 'Set up your admin account' subtitle. The form contains input fields for 'Full name' (with 'John Smith' as an example), 'Email address' (with 'you@example.com' as an example), 'Password' (with a 'Min. 8 characters' hint), and 'Confirm password'. Below these is an orange 'Create account' button and a link for 'Already have an account? Sign in'.

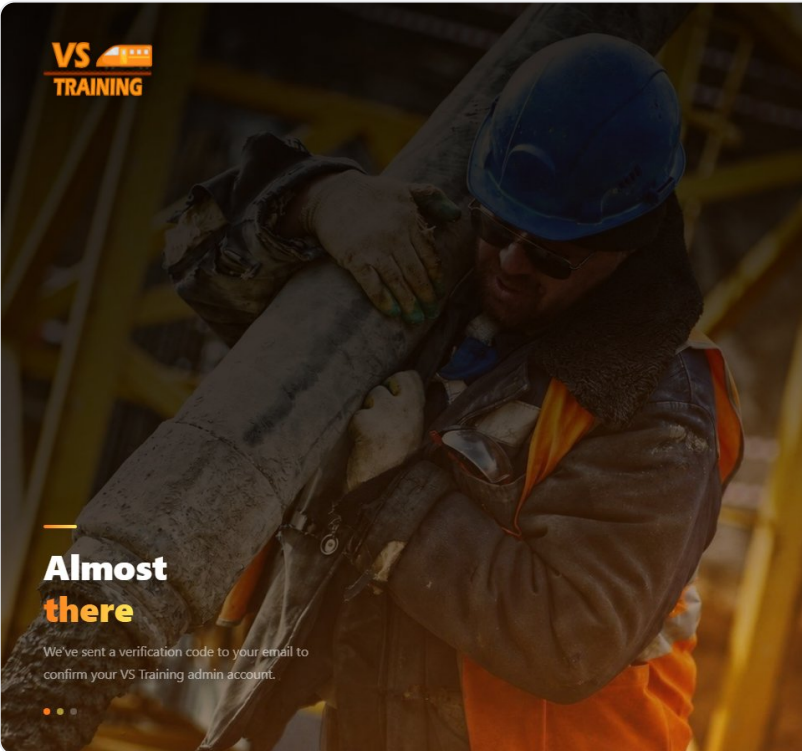
02

Verify your email

GET /register/verify-otp

A 6-digit verification code is emailed to the address you registered with. Enter it here within **10 minutes** of receiving it.

Didn't get a code, or did it expire? Use **Start again** to request a fresh one.



Almost there

We've sent a verification code to your email to confirm your VS Training admin account.

← Back

Verify your email

Enter the 6-digit code sent to **sarah.mitchell@northlinrail.co.uk**. The code expires 10 minutes after it was sent.

Verification code

Verify & create account

Didn't get a code, or did it expire? **Start again**



Add your company details

GET /register/company

Tell VS Training which company you're registering on behalf of, and a contact number. This is what our admin staff will see when reviewing your account request.



**Tell us about
your organisation**

We use this to identify your account when our team reviews your request.

...

Company details

One last detail before your request goes to our team,
sarah.mitchell@northlinrail.co.uk

Company / organisation name

Contact number

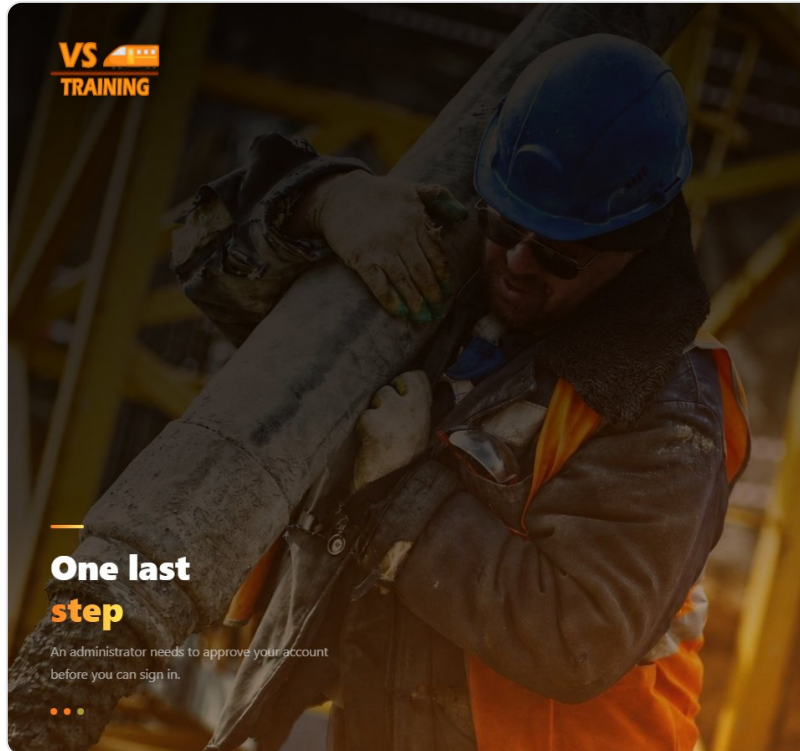
Continue



Wait for approval

GET /register/pending

Your email is verified and your request is now sitting with a VS Training administrator. There's nothing further to do here — you'll be emailed the moment a decision is made.



Email verified

Thanks — sarah.mitchell@northlinrail.co.uk has been verified.

Your account request is now waiting on admin approval. Once approved, you'll receive an email at this address confirming your account and your login details.

[Back to sign in](#)

Admin reviews and approves

A VS Training administrator reviews your request — your verified email, company name, and contact number — and decides whether to approve it.

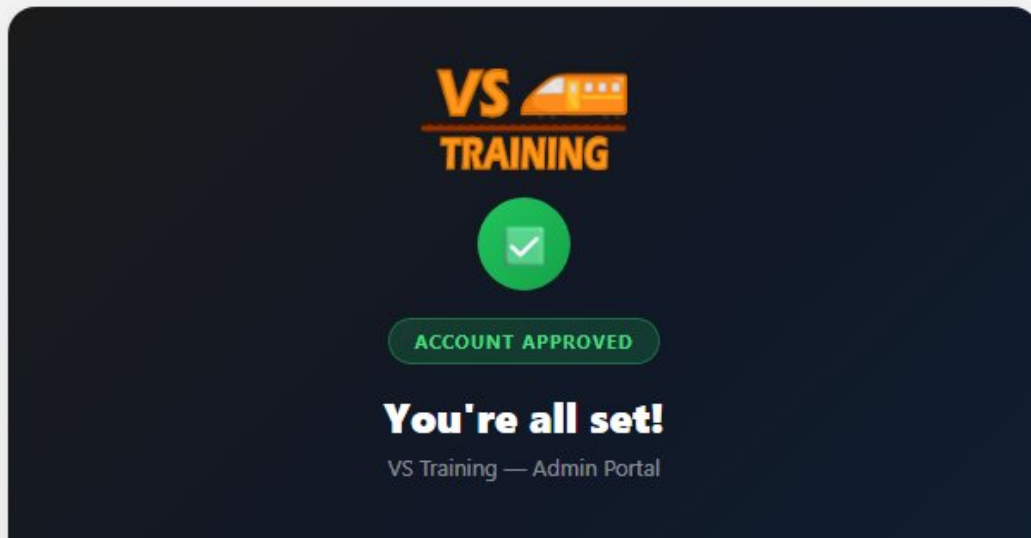
Once approved, you're emailed your login credentials straight away — this is the email to watch for.

If your request is rejected instead, you'll be emailed the reason and can register again with corrected details.

Sign in for the first time

POST /login

Use the email and temporary password from the approval email to sign in. You can change that password at any time from **Change Password** in the sidebar — see step 19.



Hi Sarah Mitchell,

Good news — your VS Training admin account has been reviewed and approved. You can now sign in using the credentials below.

YOUR LOGIN DETAILS

EMAIL	s.mitchell@northlinerailexample.com
PASSWORD	GuidePass123!

For your security, please sign in and change your password as soon as possible.

Sign in now

VS Training

Questions? bookings@vstraining.org.uk

This is an automated message — please do not reply directly.

Registration form & dashboard

07

Complete the new customer registration form

[GET /admin/questionnaire](#)

Before anything else, VS Training needs your QPF004 New Customer Registration Form — company details, quality and health & safety policies, rail work history, insurance, and a signed declaration across 8 short sections.

This is required. You won't be able to book training until it's submitted. Your progress is saved as a draft in your browser as you go, so an accidental refresh won't lose your answers.

The screenshot shows the 'New Customer Registration Form' interface. On the left is a dark sidebar with the 'VS TRAINING' logo and navigation links: Dashboard, TRAINING (Booking Slots, Booking Records), and ACCOUNT (Customer Registration Form, My Documents, Change Password). The main content area has a header 'New Customer Registration Form' with 'View Site' and 'Logout' links. A blue banner indicates 'QPF004 — REQUIRED' and 'New Customer Registration Form', with a note that details are required and progress is saved as a draft. Below this is a progress bar with 8 steps: 1. Company, 2. Quality, 3. Environment, 4. H&S, 5. Rail Work, 6. General, 7. Enclosures, and 8. Declaration. The 'Part 1 — Company Details' section contains the following fields: Full Company Name (Northline Rail Services Ltd), Address (empty), Contact Name (Sarah Mitchell), Position (empty), Tel (02071234567), Email (s.mitchell@northlinerail-demo.ex), Your Company's Primary Activity (empty), No. of Employees (empty), Year Established (dropdown menu with 'Select year...' selected), and Company Registration No (empty). At the bottom right is a 'Next' button. The user 'Sarah Mitchell' is logged in.

Your dashboard

GET /admin/dashboard

Once your registration form is submitted, your dashboard unlocks — upcoming sessions, seats booked, bookings this year, and your registration form status at a glance, plus quick links into every other screen in this guide.

The screenshot shows the VS Training dashboard for a user named Northline Rail Services Ltd. The dashboard is titled "Dashboard" and includes a "View Site" link and a "Logout" button in the top right corner. The main content area is divided into several sections:

- SPONSOR ACCOUNT**: A blue header section with the text "Welcome, Northline Rail Services Ltd" and the date "Monday, 17 August 2026". Below this, it says "Here's an overview of your training bookings."
- Summary Cards**: Four cards showing key metrics:
 - 2** Total Bookings
 - 3** Seats Booked
 - 2** Upcoming Sessions
 - 2** This Year
- Upcoming Sessions**: A card showing "2 Upcoming Sessions" with a "View bookings" link.
- Total Seats Booked**: A card showing "3 Total Seats Booked" with the note "Across 2 bookings".
- Bookings in 2026**: A card showing "2 Bookings in 2026" with the note "2 total all-time".
- Submitted**: A card showing "Submitted Customer Registration Form" with a "View / Edit" link.
- Recent Bookings**: A section titled "Recent Bookings" with the subtitle "Your latest training bookings" and a "View all" link. It lists a booking for "Personal Track Safety (PTS AC) — Initial" on "19 Aug 2026" with "2 students" and a "1 week ago" timestamp.
- Quick Actions**: A section with two links: "Booking Slots" (Find an available date) and "Booking Records".

Booking a training slot

09

Book a training slot

GET /admin/book-training

From the left-hand menu, under **Training**, click **Booking Slots** — this takes you to the calendar shown below.

The calendar shows every scheduled course date, colour-coded by how many seats remain — green for plenty, amber for few, red for almost full. Click a date to see the trainer, location, and seats left, then tell VS Training how many staff you'd like to book on.

You can never book more seats than are remaining for that date — if you ask for more, the system offers you the nearest alternative dates instead.

The screenshot displays the VS Training Booking Slots interface. On the left is a dark sidebar with the VS Training logo and a menu including Dashboard, TRAINING (with Booking Slots highlighted), Booking Records, ACCOUNT, Customer Registration Form, My Documents, and Change Password. The main content area is titled 'Booking Slots' and includes a blue header with instructions: 'Click any scheduled date to see the trainer and seats left, then enter each attendee's details. You can never book more seats than are remaining for that date.' Below this is a legend: green dot for 'Plenty of seats', yellow dot for 'Few seats left', and red dot for 'Almost full / fully booked'. The calendar shows August 2026, with 'Today' highlighted. The calendar grid has columns for SUN through SAT. Dates 16 and 17 are highlighted in yellow. Training slots are shown as colored boxes on specific dates:

- Wednesday, August 5: 'Personal Truck Safety (PTS AC) — Initial' (green box) with 544 PM, Matthew Pearce, and 6 of 6 left.
- Thursday, August 6: 'Engineering Supervisor (ES) — Initial' (yellow box) with 8:17 AM, Anthony Dighton, and 3 of 8 left.
- Thursday, August 6: 'Engineering Supervisor (ES) — Initial' (green box) with 4:43 PM, Matthew Pearce, and 8 of 8 left.

Enter your attendees

For each seat you're booking, add the attendee's full name, email, phone number, Sentinel number, date of birth, and NI number — everything the trainer needs on the day. Add a general note for anything else worth flagging.

The screenshot shows the VS Training Booking Slots interface. A modal form titled "Personal Track Safety (PTS AC) — Initial" is open, displaying details for Wednesday, 19 August 2026 at the VS Training Centre, Enfield, EN3 7XU. It indicates 10 seats are available for this date. The form is in Step 1 of 5, with a "Change staff count" option. Below this is a table with columns: NO., STUDENT, FULL NAME, EMAIL ADDRESS, PHONE NUMBER, SENTINEL NO., DOB, and NI NUMBER. An "Add Attendee" button is present. A "Notes" section with a text area for "Additional notes (optional)" is also visible. The background shows a calendar grid with dates 9 through 15.

VS Training

Booking Slots

Personal Track Safety (PTS AC) — Initial

Wednesday, 19 August 2026
Location: VS Training Centre, Enfield, EN3 7XU
10 seats available for this date

STEP 1 OF 5

Change staff count

NO.	STUDENT	FULL NAME	EMAIL ADDRESS	PHONE NUMBER	SENTINEL NO.	DOB	NI NUMBER
-----	---------	-----------	---------------	--------------	--------------	-----	-----------

+ Add Attendee

Notes

Additional notes (optional)

Cancel Continue



Add payment details

Enter a purchase order number if you have one, the invoice contact name, invoice email address, and billing address — this is who and where VS Training sends your invoice to.

Other payment instructions or references are optional — add anything your finance team needs quoted on the invoice.

Personal Track Safety (PTS AC) — Initial×

Wednesday, 19 August 2026
Location: VS Training Centre, Enfield, EN3 7XU
10 seats available for this date

STEP 2 OF 5

Payment Details

Purchase Order (PO) Number

Invoice Contact Name *

Invoice Email Address *

Billing Address *

Other Payment Instructions/References

< Back

Continue

Special requirements

Let us know about any accessibility needs, dietary requirements, or anything else the trainer should be aware of for your attendees. Leave this blank if there's nothing to add.

Personal Track Safety (PTS AC) — Initial

Wednesday, 19 August 2026

Location: VS Training Centre, Enfield, EN3 7XU

10 seats available for this date

STEP 3 OF 5

Special Requirements

If you have any accessibility needs, dietary requirements, or other special requests, please specify below.

[< Back](#)

Continue

13

Additional comments or queries

Add any other comments or questions for VS Training about this booking. This is optional — skip it if you have nothing further to add.

Personal Track Safety (PTS AC) — Initial

Wednesday, 19 August 2026

Location: VS Training Centre, Enfield, EN3 7XU

10 seats available for this date

STEP 4 OF 5

Additional Comments/Queries

< Back

Continue

Confirm and sign the declaration

Tick to confirm the information provided is accurate and that you have the authority to book this training session on behalf of your organisation.

Type your full name as your signature, confirm the date, then select **Confirm Booking** to submit.

Personal Track Safety (PTS AC) — Initial×

Wednesday, 19 August 2026
Location: VS Training Centre, Enfield, EN3 7XU
10 seats available for this date

STEP 5 OF 5

Declaration
☐ I confirm that the above information is accurate and that I have the authority to book this training session on behalf of my organisation.

Signature (type full name) *

Date *

05/08/2026

< Back

Confirm Booking

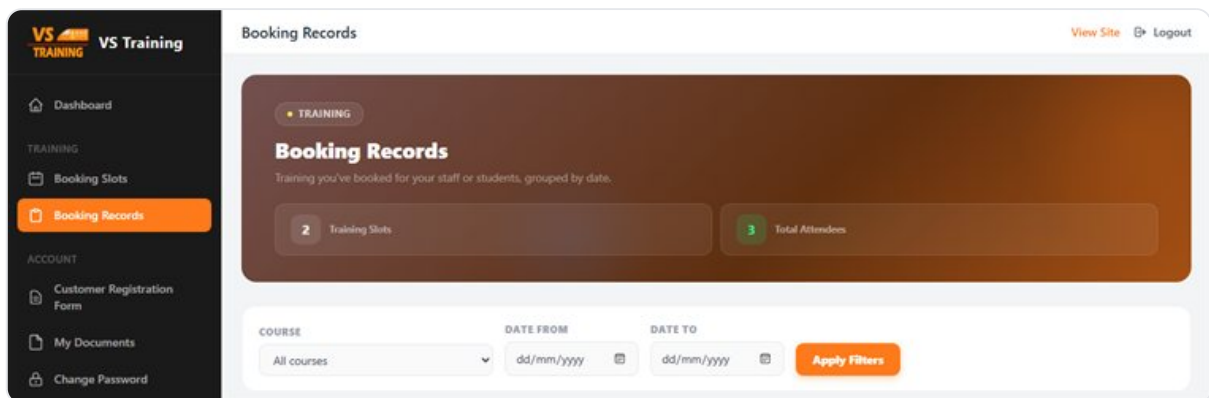
Records, invoices & certificates

15

Track your booking records

GET /admin/bookings

Every booking you've made lives here, with its status — pending, approved, or rescheduled — visible at a glance. Open any booking to see the full detail: schedule, attendees, payment, and declaration together on one page.



Receive your invoice and confirm payment

Once your booking is approved, VS Training sends an invoice by email and it appears on the booking's detail page with the amount, invoice number, and a PDF download.

The invoice shows a subtotal, VAT, and the total due — VAT is added where applicable, so the amount you pay is always the total including VAT, not just the course fee.

After you've paid, go to **Booking Records** and select **View Students** on the relevant date, then select **Confirm Payment** next to your booking. Tick **I confirm that this invoice has been paid in full** in the pop-up — attaching a remittance or receipt is optional but speeds things up on our end.



INVOICE

INV-DEMO-0001

FROM

VS Training Ltd
Suite 6, The Wenta Business Centre
1 Electric Avenue, Innova Park
Enfield, EN3 7XU
bookings@vstraining.org.uk

BILL TO

Northline Rail Services Ltd

INVOICE DATE

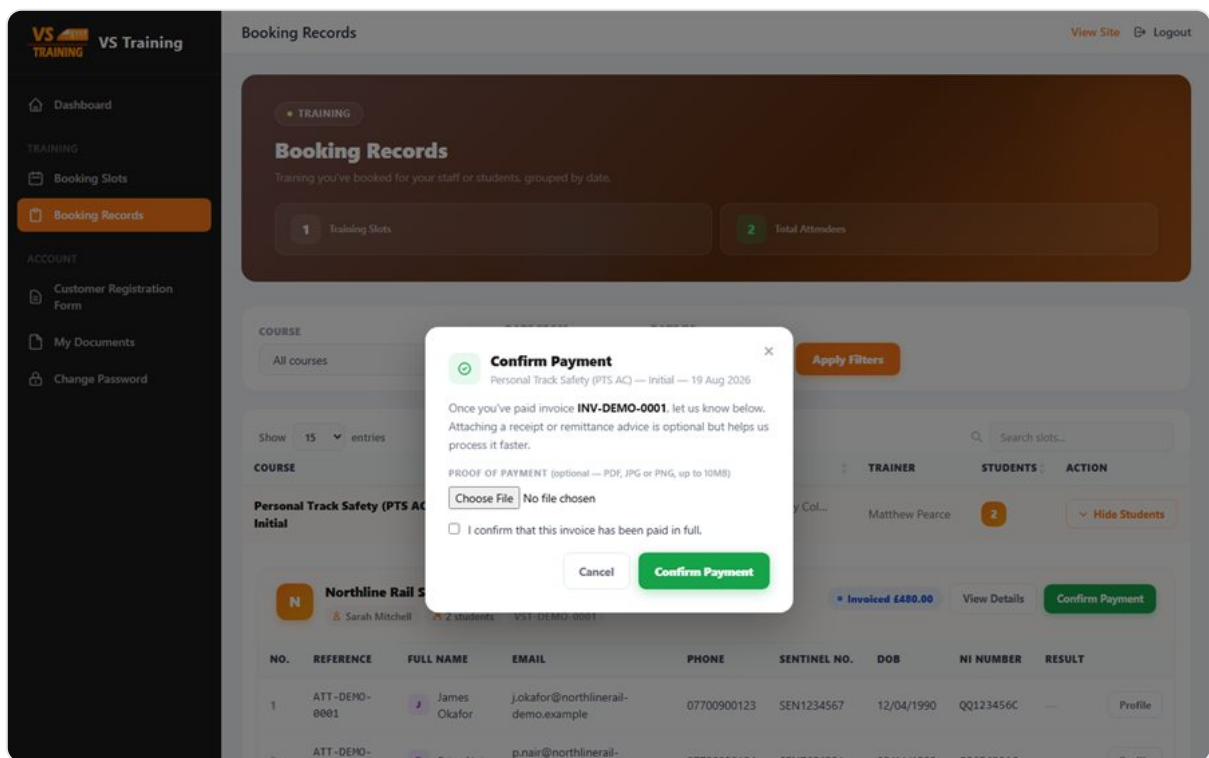
28 July 2026

PURCHASE ORDER NUMBER

DESCRIPTION	BOOKING REF	AMOUNT
Personal Track Safety (PTS AC) — Initial Wednesday, 19 August 2026 · 2 attendees · VS Training Centre, Enfield, EN3 7XU	VST-DEMO-0001	£480.00
	Subtotal	£480.00
	VAT (20%)	£96.00
	Total Due	£576.00

VS Training

bookings@vstraining.org.uk · 02038 130 553 · www.vstraining.org.uk





Get your joining instructions letter

Once VS Training verifies payment and approves the booking, a joining instructions letter — course details, PPE requirements, and directions to the venue — is emailed to your booking's contact email.

Attached to that email is the QPF085 Training Joining Instructions Form, with the course title, date, times, location and trainer already filled in for you, plus the blank QPF076 Identity Verification form for each attendee to complete and bring on the day.

There's no separate download for this in your account, so keep an eye on your inbox (and check junk/spam) in the run-up to your session date.



Dear Sarah Mitchell,

We are contacting you today because you are sponsoring the listed candidates who are enrolled on an upcoming training event. The joining instructions and details of the event are below.

Candidates

James Okafor (ATT-DEMO-0001)

Priya Nair (ATT-DEMO-0002)

EVENT DATE	19 August 2026 [08:30]
EVENT DURATION	1 Day
SCHEDULED EVENT	Personal Track Safety (PTS AC) — Initial
EVENT LOCATION	VS Training Centre, Enfield, EN3 7XU
BOOKING REF.	VST-DEMO-0001

Joining Instructions

The document(s) attached to this email include the Training Joining Instructions and other relevant forms. Please ensure you download/print and/or forward them to the candidate(s), so they have access to these forms on the day.

If you experience any problems downloading or opening these files, contact us on the details below. Please do not hesitate to contact our office should you need further information.

Thank you.

VS Training

VS Training Ltd, Suite 6, The Wenta Business Centre, 1 Electric Avenue, Innova Park, Enfield, EN3 7XU

Tel: 02038 130 553 · bookings@vstraining.org.uk · www.vstraining.org.uk

Download the pass certificate

GET /admin/attendees/{attendee}

After the course, VS Training records each attendee's result. If an attendee has passed, open their attendee profile from Booking Records and select **Download Certificate** to get their Certificate of Achievement as a PDF.

This online certificate is provided in addition to the Network Rail Certificate, a hard copy of which will be presented to the learner by their trainer on the day, following the successful completion of their course.

The screenshot shows the VS Training Attendee Profile page for James Okafor. The page is divided into three main sections: Attendee Details, Training Booking, and Course Result. The Attendee Details section includes fields for Reference (ATT-DEMO-0001), Email (j.okafor@northlinrail-demo.example), Phone (07700900123), Sentinel No. (SEN1234567), Date of Birth (12/04/1990), and NI Number (QQ123456C). The Training Booking section includes fields for Company (Northline Rail Services Ltd), Course (Personal Track Safety (PTS AC) — Initial), Date (Wednesday, 19 Aug 2026), and Location (VS Training Centre, Enfield, EN3 7XU). The Course Result section shows a 'Pass' status recorded on 04 Aug 2026. A 'Download Certificate' button is located at the bottom right of the Course Result section.

VS TRAINING VS Training

Attendee Profile [View Site](#) [Logout](#)

[Students](#)

James Okafor
Northline Rail Services Ltd · Personal Track Safety (PTS AC) — Initial · 19 Aug 2026

Attendee Details

REFERENCE	EMAIL
ATT-DEMO-0001	j.okafor@northlinrail-demo.example
PHONE	SENTINEL NO.
07700900123	SEN1234567
DATE OF BIRTH	
12/04/1990	
NI NUMBER	
QQ123456C	

Training Booking [View Booking](#)

COMPANY	COURSE
Northline Rail Services Ltd	Personal Track Safety (PTS AC) — Initial
DATE	
Wednesday, 19 Aug 2026	
LOCATION	
VS Training Centre, Enfield, EN3 7XU	

Course Result

✓ Pass Recorded 04 Aug 2026 [Download Certificate](#)



Certificate of Achievement

AWARDED FOR SUCCESSFUL COMPLETION



James Okafor

has attended

Personal Track Safety (PTS AC) — Initial

at

VS Training Centre, Enfield, EN3 7XU

During the training the delegate has achieved the following competencies:

Personal Track Safety (PTS AC) — Initial

NSAR Assured Trainer/Assessor

04 August 2026

SIGNED

DATE

VS Training

ATT-DEMO-0001

Account & support

19

Change your password

GET /admin/profile/password

Update your password at any time from the sidebar. We'd recommend doing this the first time you sign in, since your initial password was emailed to you in plain text.

The screenshot shows a web application interface for 'VS Training'. On the left is a dark sidebar with navigation links: 'Dashboard', 'TRAINING' (with sub-links 'Booking Slots' and 'Booking Records'), and 'ACCOUNT' (with sub-links 'Customer Registration Form', 'My Documents', and 'Change Password' which is highlighted in orange). The bottom of the sidebar shows the user's name 'Sarah Mitchell' and email 's.mitchell@northlineal-demo...'. The main content area is titled 'Change Password' and includes a blue header with the same title and a note: 'Update the password for your own account. You'll need your current password to confirm the change.' Below this are three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. A small note 'At least 8 characters.' is positioned between the 'New Password' and 'Confirm New Password' fields. An orange 'Update Password' button is at the bottom of the form. In the top right corner of the main area, there are links for 'View Site' and 'Logout'.



Supporting documents from VS Training

GET /admin/documents

Site induction packs, policy documents, certificates, or anything else VS Training shares with your company specifically will appear here, ready to download.

