

## Quick Tips

The links below are training videos that will walk you through different functions of the website. Please feel free to share these videos as appropriate.

- **Quick Quote as a tenant user** - walks through how to get a quote on the site:

<https://gallagher.viewscencasts.com/dd56fb54a76846fba36475a36defec9>

- **Generating an invitation code (institution manager)** - walks through how institution event staff can create a quote and send to the tenant user:

<https://gallagher.viewscencasts.com/baa6ee15c2aa48ba855e79da202ed764>

- **Paying for Event Coverage on behalf of your tenant user (institution manager):**

<https://gallagher.viewscencasts.com/71ef1ae7e2904251aece93fe754a73a9>

As your tenant users begin to make purchases you will automatically receive copies of the certificates of insurance. These will be sent to the contacts you designated when you registered for the site.

As the institution manager you have the ability to edit your profile, manage locations, set up new users and set preferences for your account. To log into your account, please go to the TULIP website and click on the Log In button in the upper right corner of the site. This will take you to the Administration Log In page.

**Your User ID is your email address.** On your first log in you will enter your email address and then click the Forgot Password box. The system will automatically generate a secure password and email it to you. You will then be able to log in and change your password. The link below is a tutorial for how to set your password:

**Password set up:** <https://gallagher.viewscencasts.com/00dd4f42f5e94fe3bbff040af0233f02>

The following link is a detailed tutorial for managing your profile and the options available to you. Please review this tutorial to become familiar with the administration functions. This includes the option to set up purchase notifications (separate from certificates).

<https://gallagher.viewscencasts.com/0b06153e55a74cpcb9aad84d1de196de>

If when you registered for the TULIP website you included contacts for different venues on your campus, they have the ability to manage the profile information for just the location they are attached to. They will log in to the administration section in the same way as mentioned above.