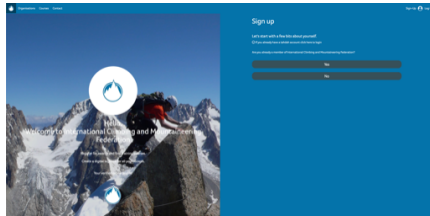## How to register on the UIAA Training Management System (TMS).

A. **Create your own account.** Follow these steps unless you are following a link from an invitation email from the system (see section B for following an invitation).
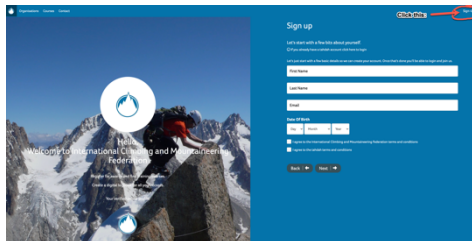Navigate to https://uiaa.tahdah.me/Account and click "Sign-Up" (top R-hand corner).

1

This screen asks you if you are already registered in the system. If you have already registered, click "Yes". Also, if you are unsure (for example if you've started the process before), click "Yes" and the system will search for your details.

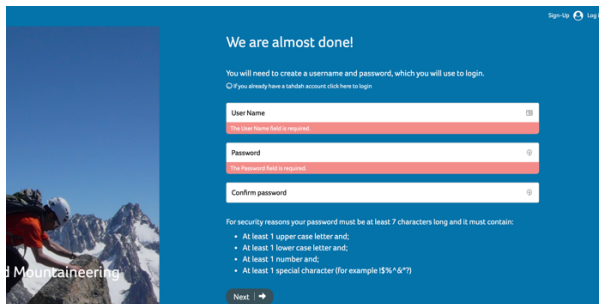Otherwise, click "No" in order to register for the first time.
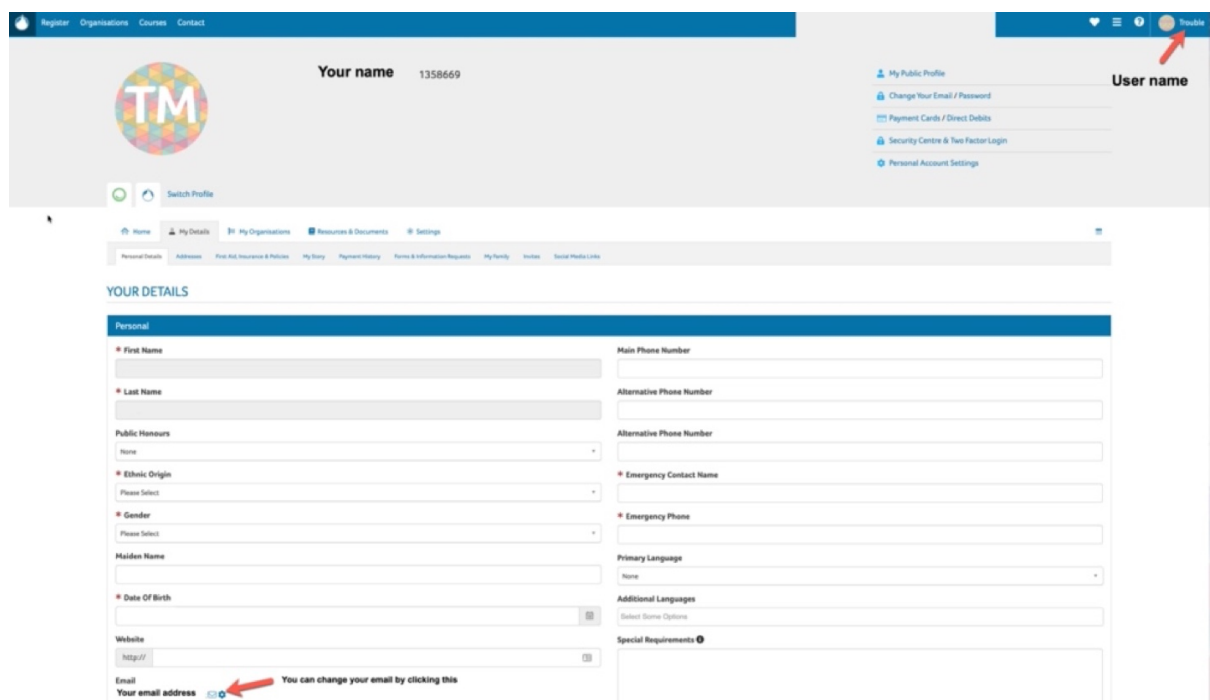If you are not already registered, you will arrive at the next screen:

2

1. Enter name and email address
   o use your **personal** email address
     ▪ Don't use a work address or address attached to a federation position/role).
     ▪ We can attach any federation email address later.
2. Add your date of birth. The system creates a unique record using name, email and birthdate.
3. Agree to the terms of use (you can follow the hyperlinks to check them if you like).
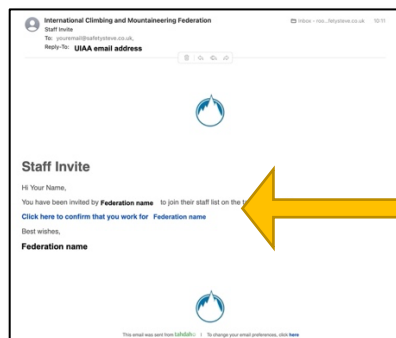4. Click "Next"

3

1. Create a User Name (**not** your email address - letters and/or numbers only) and password
   • Note these down! You will need these to log in.
2. You will receive an email asking you to confirm your email address.
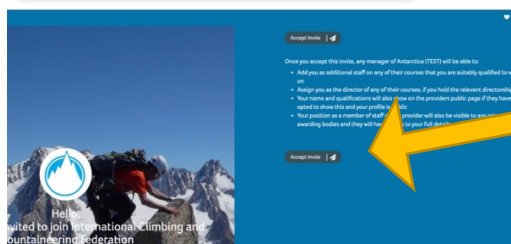
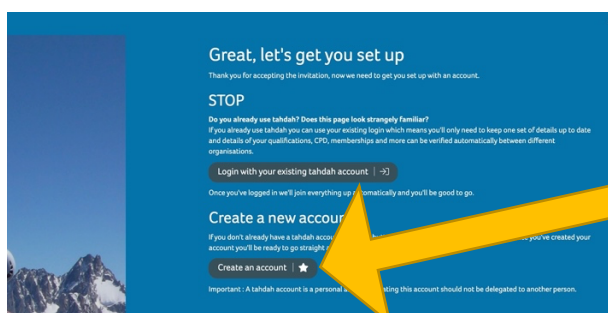That's it! When you log back in you can add more address details if you wish:

B. **Respond to an email invitation from UIAA administration.** If you receive an invitation you should be expecting it, because it will only come after the UIAA administrator has requested your date of birth in order to create a member organisation role for you in the system. The email should look something like this:

Click here to accept the invitation.

Click "Accept Invite"

Choose "Create an account" (unless you have already registered and therefore have a user-name and password).

Read this!

Important! Be sure to enter the same email address that your invitation was sent to. We can change this later if necessary.

Finally, you will see a screen like the one in Step 3 in section A. Enter a user name and password. You will receive a confirmation email. Follow the link and log in to the system.