

# UIAA Training Management System (TMS).

## 1. How to register qualifications onto the system and apply for accreditation.

The system requires 5 steps:

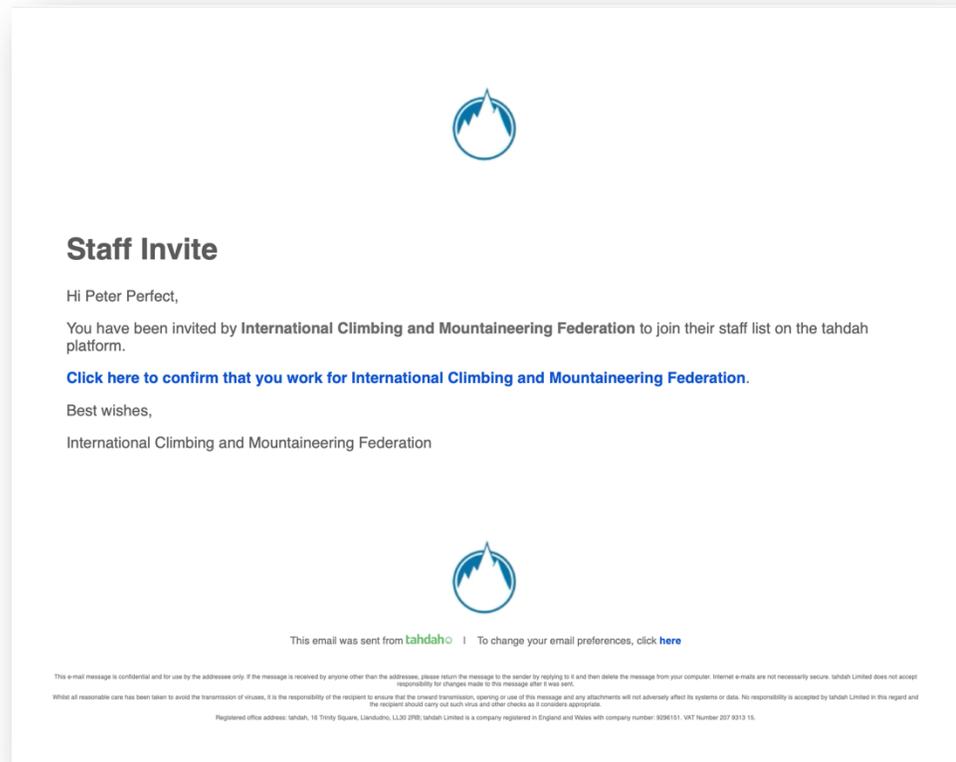
- A. Create a **personal** account on tahdah
- B. either: (i). respond to an email invitation to link to an organisation already on the system or:  
(ii). Contact [training@theuiaa.org](mailto:training@theuiaa.org) to request administrative permission levels.  
and: add or amend any relevant details, such as address, contact details etc.
- C. Invite other members of staff that will be involved in the accreditation process
- D. Add the awards you want to become accredited
- E. Apply for accreditation of your awards

### A. Create your own account.

This process is described in “How to register on the UIAA Qualifications Management System.pdf”

### B. Register as a staff member for your Organisation

Once the UIAA has been informed about your role in the organisation, you should receive an email like this.

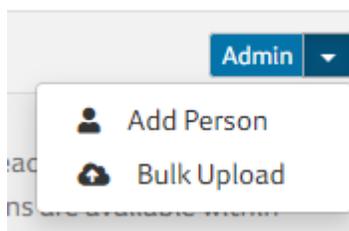


Completing this process is also described in “How to register on the UIAA Qualifications Management System.pdf”

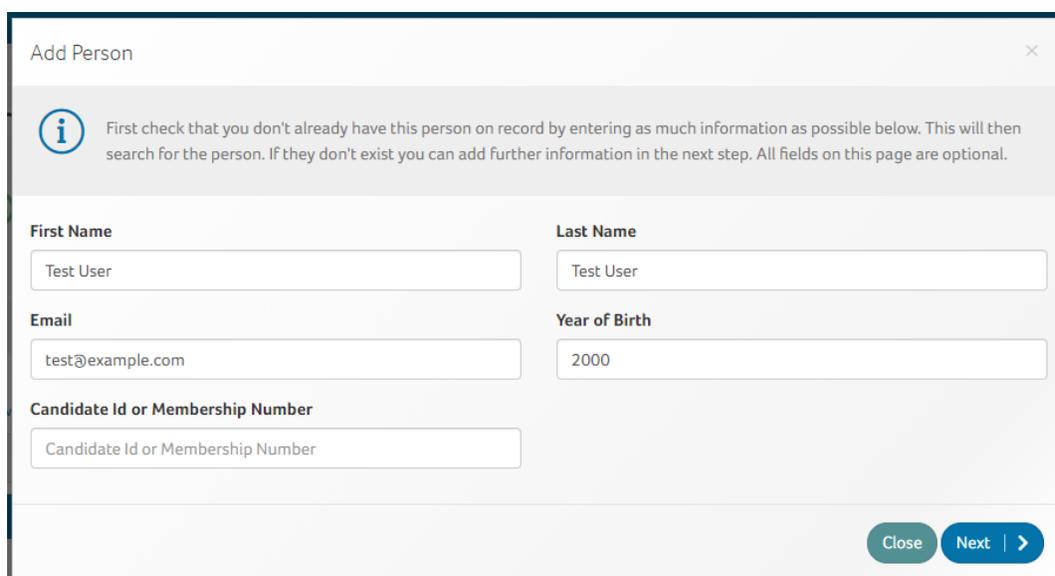
### C. Invite other Members of Staff

This process can be used to invite new staff to join one at a time. Once complete the individual will receive an automated email from the system inviting them to join. **If you have added somebody else's name as the lead contact in the organisation details, now would be a good time to add yourself as a member of staff. (Or you can wait for the lead person to add you instead, but make sure they have access to this guidance booklet).**

1. Go to the 'Our People' tab and click on the 'Admin' button and then 'Add Person'



Next enter the person's first name, last name, email and year of birth, if they are an existing member you can also enter their membership number. This process will check to see if the individual is already associated with your organisation. Click 'next' when you are ready to proceed.

A screenshot of a web form titled 'Add Person'. At the top, there is an information icon and a text box stating: 'First check that you don't already have this person on record by entering as much information as possible below. This will then search for the person. If they don't exist you can add further information in the next step. All fields on this page are optional.' Below this are five input fields: 'First Name' (containing 'Test User'), 'Last Name' (containing 'Test User'), 'Email' (containing 'test@example.com'), 'Year of Birth' (containing '2000'), and 'Candidate Id or Membership Number' (containing 'Candidate Id or Membership Number'). At the bottom right, there are two buttons: 'Close' and 'Next | >'. The 'Next' button is highlighted in blue.

3. The next stage is to add some additional details about the individual, the mandatory areas are first name, last name, gender, email and date of birth.

### Create Person

Please complete the rest of the details for this person. After adding them you will be able to add any additional information and perform other actions. If you include an email address the person will receive an email inviting them to join. If they already have an account on tahdah they will be able to merge this account with their main account if they wish.

**\* First Name**  **\* Last Name**  **\* Gender**

**Email**  **Phone Number**

**Town**  **Postcode**

**\* Date Of Birth**  **Country**

The Date Of Birth field is required.

[Create Person](#) [Close](#)

It is important that you enter the email address and date of birth correctly, as these details will be used to verify the individuals account when they accept their invitation.

Click 'Create person' when you have finished.

### Staff Added

All done. You can now add optional membership and additional roles to this account Or click the link below to view the full record to add address details, book courses or any other actions you wish to take.

 Test User Test User  
01/01/2000

test@example.com  
[View Profile](#) | [View Account Details](#)

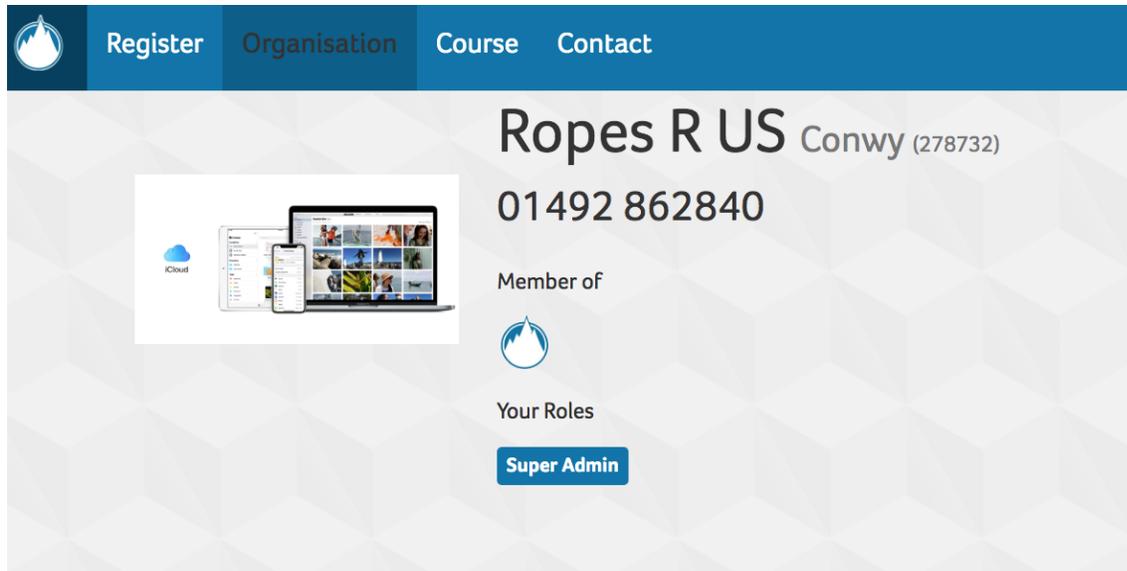
**Roles**  
You can add roles now to this person if they require additional access rights and they will be applied once they accept their invitation.

[Save & Add Another](#) [Save & Close](#)

4. You now have the option to assign an administrator role(s) to the individual if required; simply click and choose which role (s) to assign. The most likely role is either “Head of Training” (i.e. Technical Director) or “Training Administrator”. If no roles are currently required, leave this blank. Click ‘Save & Close’ when you are finished to send the invite.

#### D. Add a qualification

Your federation will now have the ability to add your qualification. You will need to add each award you want accredited - don't worry we just need the name and a description at this point.



Register Organisation Course Contact

# Ropes R US Conwy (278732)

01492 862840

Member of

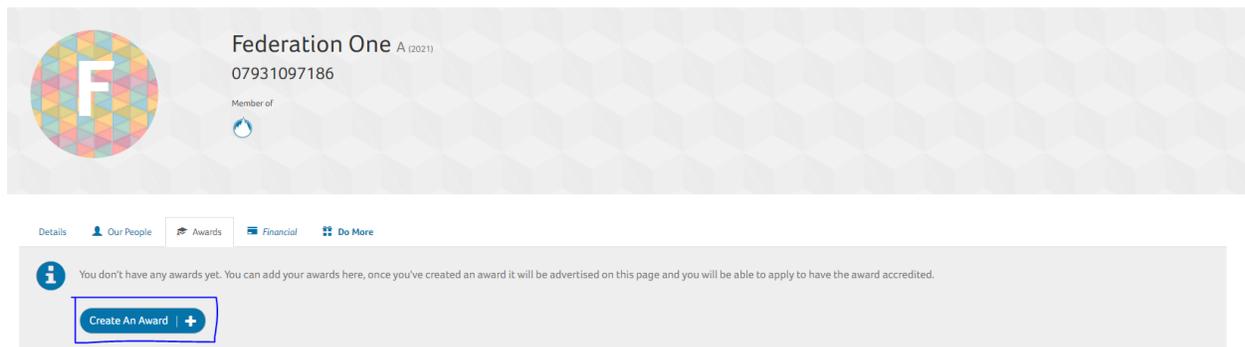


Your Roles

**Super Admin**

Details Our People **Awards** Events Status Financial

If you have followed the registration process and linked up to staff role, the Awards tab should have been added to the organisation profile. Simply click on the award tab and start adding your qualifications. Although there's no reason why you can't enter all your qualifications, you only need to enter any awards that you want to get accredited by the UIAA.



Federation One A (2021)

07931097186

Member of



Details Our People Awards Financial Do More

**Create An Award** +



**Image (Optional)**

i These images are used when displaying information about your award. Adding these is entirely optional, although recommended as it will help to display your award on tahdah in a more professional manner.

**Image**

x
📧

**Video (optional)**

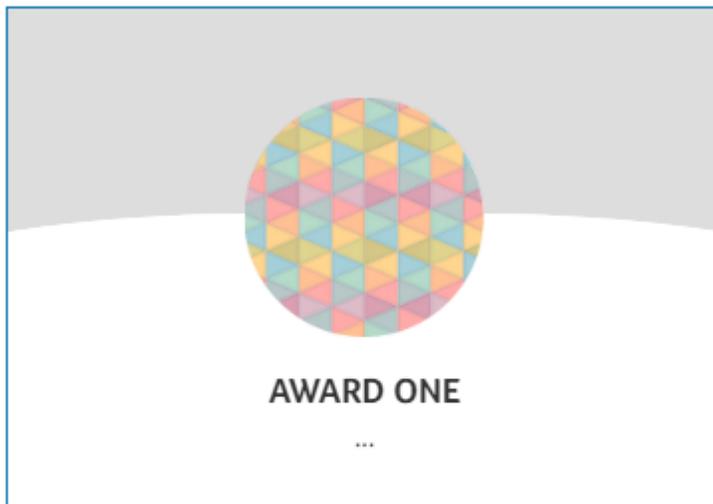
i You can add a link to a YouTube video here. If you add a video it will be displayed on the award details page and can be used to inform potential candidates about the award. You will need to find the embed code by going to the video on YouTube and pressing the share button which will show you the embed code. Embed codes look like this : aj-V7aAH0aA

**YouTube Video Code**

**Video Title**

Once done, just click the save button which will add the qualification to the system as an ‘award’. You can add more awards or update information about this one at any time.

This will now show on your list of awards. If you have added an image, this will show on the award “badge”.



### **E. Apply for accreditation of award**

Once your awards have been entered onto the system you can apply for accreditation by clicking on the award. Then click on the “Apply for accreditation” button.

This will go to the award detail screen which includes a panel allowing you to apply (or showing an existing accreditation or request).

The screenshot shows a web interface with a header area on the left containing a colorful circular logo and the text "Member of" with a small blue icon. Below the header is a navigation menu with the following items: "Details", "Our People" (with a person icon), "Awards" (with a trophy icon), "Financial" (with a document icon), and "Do More" (with a gear icon). The main content area is divided into two panels. The left panel, titled "Details", contains the text "Award One". The right panel, titled "Accreditations", contains a button labeled "Apply for Accreditation" with a right-pointing arrow icon. The button is highlighted with a blue rectangular border.

Just click the Apply for Accreditation button. This will then display the application form in a new window:

Request Accreditation
×

**Select An Organisation to Accredite**

Federation One
▾

**Select An Accreditation Category**

Sport Climbing
▾

**Select An Accreditation**

Artificial Climbing Wall
▾

**Awards**

Award One
 +

**CPD Categories**

**No CPD Categories Available**  
This organisation does not currently have any cpd categories available.

Alpine Mountaineering
?

**Alpine Walking Knowledge - Main questions to address (if a course is witnessed) ?**

- Alpine Equipment and care of it
- Terrain hazards
- Weather hazards and forecasts
- Dynamic Risk management
- Glaciers - formation / movement / features
- Journey Planning - route choice and use of guidebooks
- Route grading / way-marking
- Environment and access
- Personal liability and insurance
- First aid (may be covered in a separate course: policy required)
- Physiology and injury prevention
- Recognition and treatment of exhaustion / cold and heat disorders and burns
- Protection from sun (solar radiation)
- Tradition and ethics
- Nutrition
- Training

**Duration in days**

N/A
▾

High Altitude Knowledge - are these points verified in the course? 1 point for each heading. Insufficient points for knowledge can normally be addressed through evidence of programme or remit change without requiring a repeat evaluation visit.

This allows you to select which accreditation label they are applying for. If you have several awards within a category (for example “Sport Climbing”) you can enter then all at the same time if you wish. Sections marked with an \* asterisk MUST be answered in order to apply.

Once the form is completed (you can also upload supporting documents if you wish) click ‘Send Request’ and the request is created.

Organisation	Award	Applied For By	Applied Date	Application Form	Status	Certificate Number	
Nutty Crampon	International Mountain Guide	liztahdahtest	29/05/2019	<a href="#">View Form</a>	Approved	1961465-NC	<a href="#">Edit / Update Status</a>
I.R. Iran Mountaineering and Sport Climbing Federation	Summer Mountain Walking	stevlonguiaa	14/11/2018		Applied	N/A	<a href="#">Edit / Update Status</a>

The UIAA will then start working on the application process. An induction will be arranged and you will be mentored until ready for a final validation inspection.

Update Accreditation

## Awards being accredited

This accreditation is accrediting the following awards owned by the requesting organisation. Once approved these awards will show your accreditation against them and you will also be able to make use of these awards in your own prerequisites.

**Accredited Awards**

ABC Test x

[Edit Accredited Award In Detailed View](#)

Once this accreditation is approved the following CPD will be allocated once a candidate achieves the award or when an event is completed with the above CPD attached. Points will only be allocated if the accreditation is valid at the time of allocation.

<p><b>Number of Points</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Points</div> <p><b>Accreditor Candidate</b></p> <p>None Selected</p> <div style="margin-top: 10px;"> <a href="#" style="background-color: #0072bc; color: white; padding: 5px 15px; border-radius: 10px; text-decoration: none;">Change Accreditor</a> </div> <p><b>Suspended</b></p> <input type="checkbox"/>	<p><b>Recognised as CPD by</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Please select a CPD Category</div> <p><b>Mentor Candidate</b></p> <p>None Selected</p> <div style="margin-top: 10px;"> <a href="#" style="background-color: #0072bc; color: white; padding: 5px 15px; border-radius: 10px; text-decoration: none;">Change Mentor</a> </div>
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