

TMS e-learning: registration guide

If you do not have access to TMS yet and need to take the e-learning course to become a TMS user, follow the instructions below.

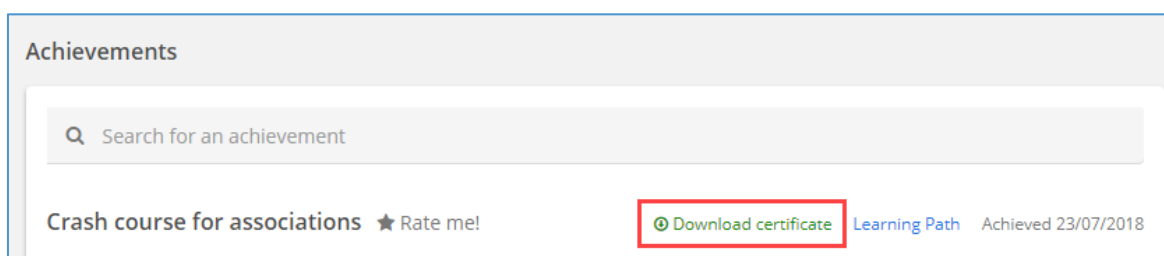
1. Access the link: <https://tmstraining.litmoseu.com/self-signup/>
2. Enter your **first name** and **last name**
3. Enter and confirm your **email address** – please choose a personal/not shared email address as it will be used for the TMS account
4. Enter one of the registration **codes** below based on your role:

| User role | Learning path | Registration code (no spaces) |
|--------------------|-------------------|-------------------------------|
| Club | In-depth training | ClubInDepthCourse |
| Club | Crash course | ClubCrashCourse |
| Club | DTMS training | DTMSClubTraining |
| Association | In-depth training | AssociationInDepthCourse |
| Association | Crash course | AssociationCrashCourse |
| Association | DTMS training | DTMSAssociationTraining |

By completing the “In-depth training”, you will have fulfilled the training requirements with regard to TMS.

By completing the “Crash course”, you will be prompted to complete the “Complementary training” within a certain time span so that you can acquire the relevant TMS knowledge and thus ensure full compliance with the regulatory obligations in TMS.

5. Once you have completed the assigned learning path, you can download the course certificate from the “Achievements” tab and send it to the trainer for your TMS account activation request.



All TMS users must comply with the following requirements:

- Must be a direct employee of the organisation¹
- Must be trained to use TMS by either an association TMS user, a TMS user of the same club or completing the e-learning training programme
- Must have basic computer skills
- Must have a good working knowledge of one of the four official FIFA languages (English, French, German or Spanish)
- Cannot already be an active TMS user for another club or association
- Cannot be an intermediary as defined in the Regulations on Working with Intermediaries
- Cannot be a professional player as defined in the Regulations on the Status and Transfer of Players
- Must provide a personal email address which is not general or shared
- Must be over the age of 18

Document required for the activation of new users:

Proof of identity of the new user – an official government document including:

- Photograph of user
- Full name of user
- Nationality of user
- Date of birth of user

¹ In certain cases, a volunteer could be considered to be a “direct employee” for these purposes. It is important that any person who becomes a TMS user is committed to the organisation and acts on behalf of it when taking a step in TMS.