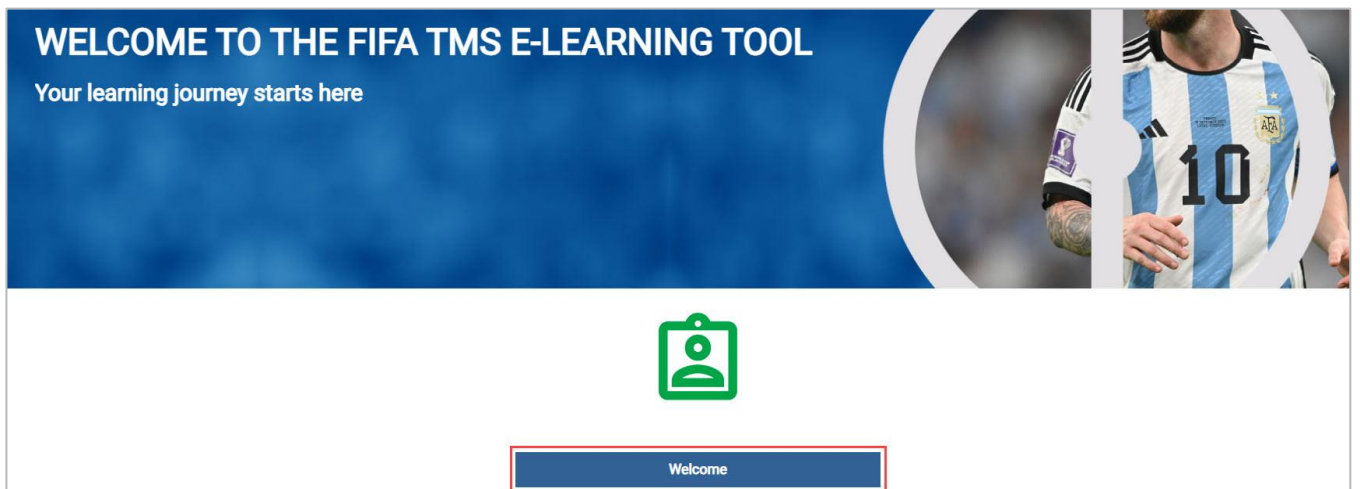


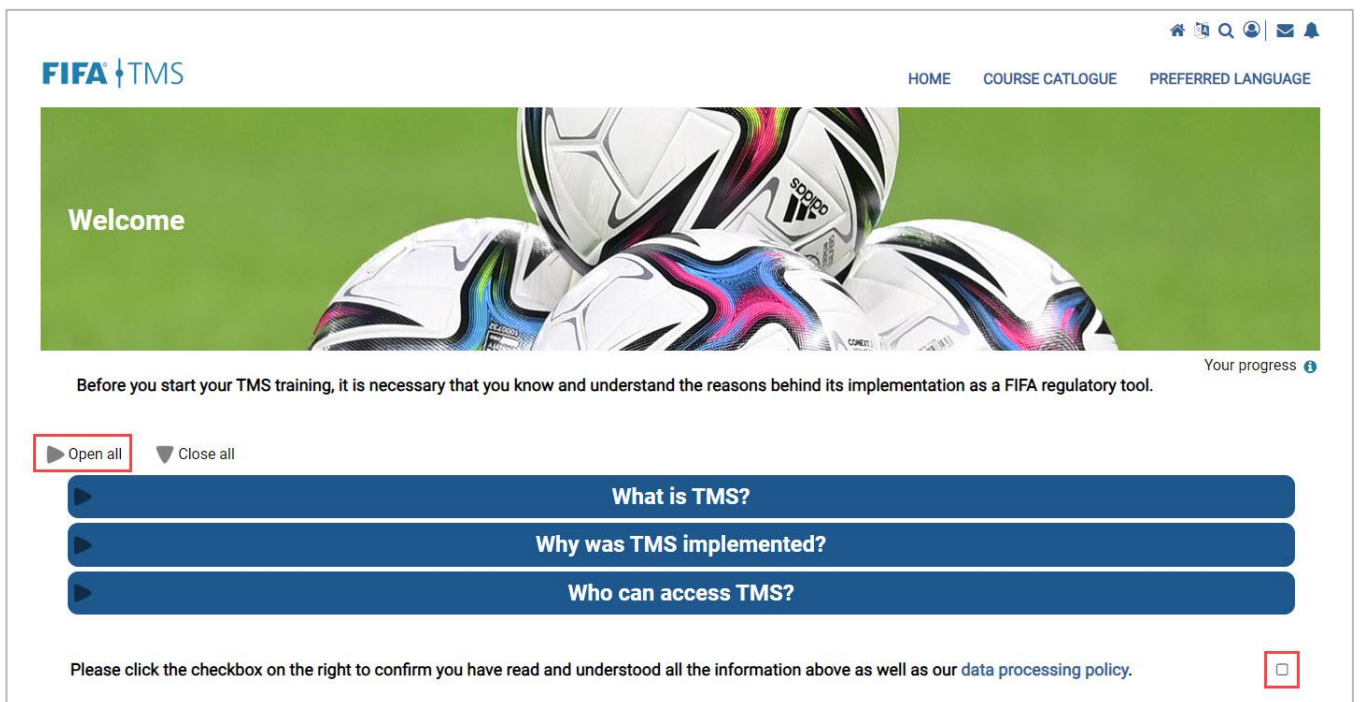
## How to navigate in the e-learning tool

### Welcome and induction

1. When you log in for the first time, you will be required to do the "Welcome/Induction" course. Click on "Welcome".



2. Click on "Open all" and read the information listed in each section. At the end, you will need to confirm that you have completed the welcome course.

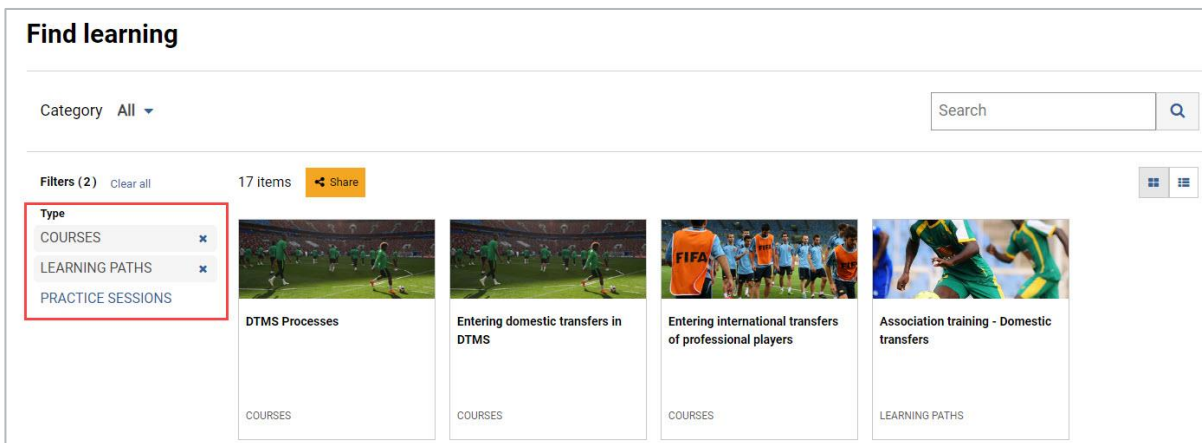


# Doing the training

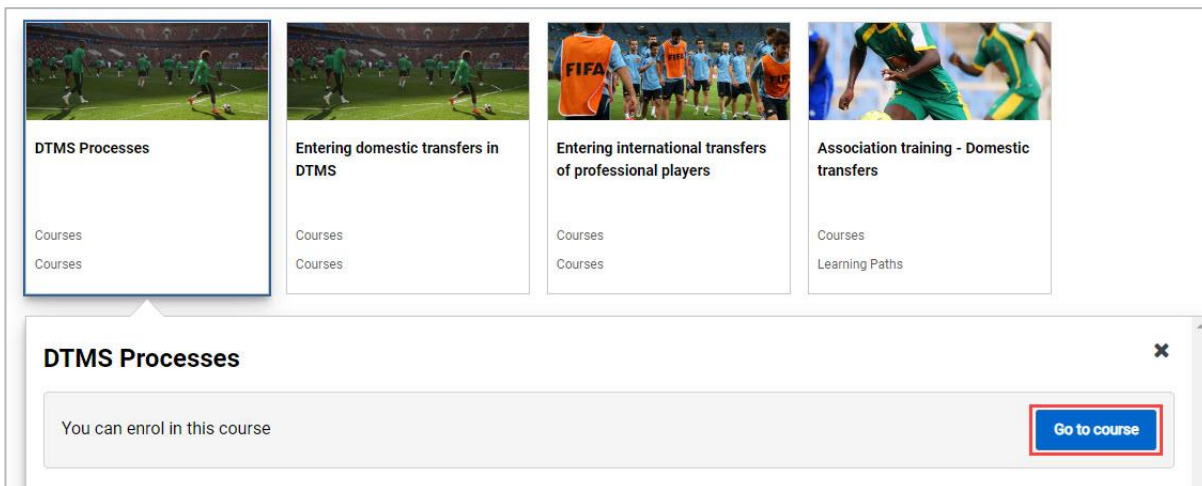
- 3. If you selected training at the first login (see the [Training new TMS users with the e-learning tool](#) section), the relevant learning path will already be assigned to you and it will be accessible from the home page.



- 4. If no courses have been assigned to you yet, you will be taken to the course catalogue where you can find all the courses and learning paths. Use the filters to show or hide the relevant training type.



- 5. You can enrol to a particular course or learning path by selecting the relevant training and clicking on "Go to course".



6. Then click on "Enrol" and click on the course title to access the content.

**Club training - International transfers (amateur only)**

Enrol

You need to enrol to access this course

Your progress

### Getting started with TMS

Welcome to this course showing you how to get started with TMS.

Getting started with TMS

7. If the content does not launch automatically due to the pop-up blocker, click on "Click to Launch Manually". To avoid getting this message in the future, you can allow the pop-up windows in the browser.

### Club training - International transfers (amateur only)

**Your content did not launch.**

Make sure popups are enabled for this site and try again.

[Click to Launch Manually](#)

https://education.fifatms.com/mod/scorm/player.php

Prod

Permissions for education.fifatms.com

pop-up windows

Open pop-up windows

Open 1 blocked pop-up...

Block

Allow

Block

8. When you have finished a course, click on the exit button in the top-right corner.

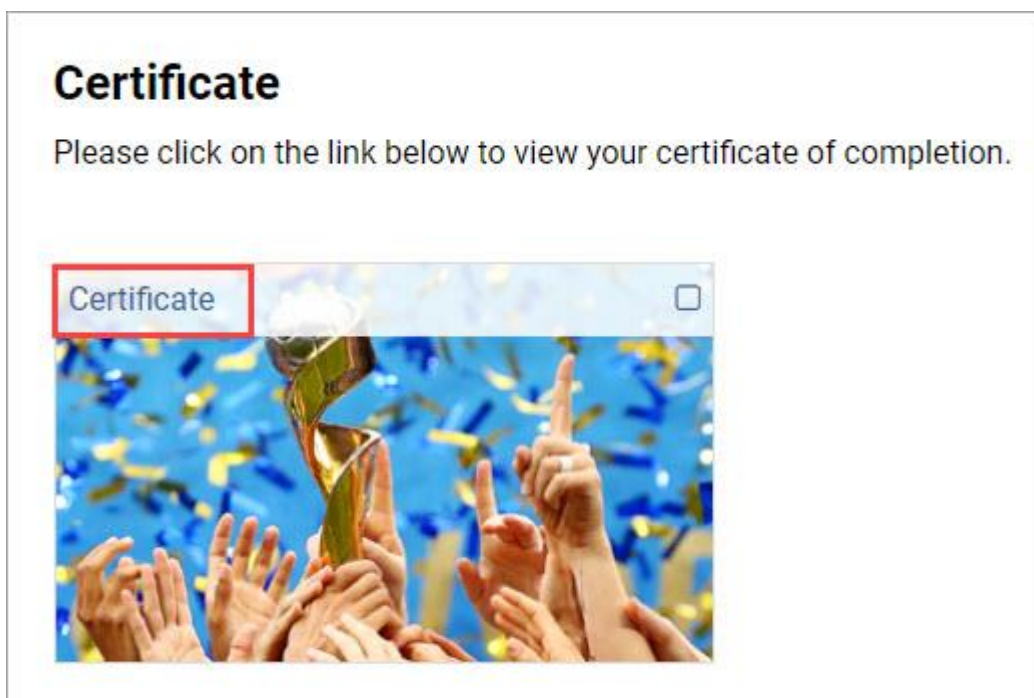
The screenshot shows the course interface for 'The fundamentals of transfers' on the FIFA TMS platform. At the top, the 'FIFA TMS' logo is visible on the left, and an exit button (a square with a right-pointing arrow) is highlighted with a red box on the right. The main content area has a dark background with a soccer ball and goal net image. The title 'The fundamentals of transfers' is prominently displayed. Below the title, a welcome message states: 'Welcome to this course, which introduces the fundamentals of transfers. It should take you about 10 minutes to complete and by the end of the module you will:'. This is followed by a bulleted list of learning objectives: 'understand the transfer process in TMS;', 'understand the different transfer instruction types;', 'learn which documents are mandatory; and', and 'know about the confidentiality of documents.'. Further down, it notes: 'This course contains some material that can be viewed best on a device with a large screen, such as a laptop.' and 'This course covers article 8 of Annexe 3 to the FIFA Regulations on the Status and Transfer of Players (RSTP)'. At the bottom, there are four blue boxes representing course modules: '1 The transfer process', '2 Transfer instruction types', '3 Uploading transfer documents', and '4 Knowledge Check'. Each box has a green progress bar at the bottom, and the entire row of boxes is highlighted with a red border.

9. You will be taken to the course/learning path page. If you are carrying out a learning path, you can continue with the next course.

The screenshot shows the 'COMPLETED ACTIVITIES' section of the course/learning path page. The title 'COMPLETED ACTIVITIES' is in a blue header. Below it, the status is 'Status: 67%' and a note says 'All criteria below are required'. A list of activities follows, each with a status icon: 'Getting started with TMS' has a green checkmark, 'The fundamentals of transfers' has a green checkmark, and 'Entering international transfers of amateur players in TMS' has a red 'X' icon.

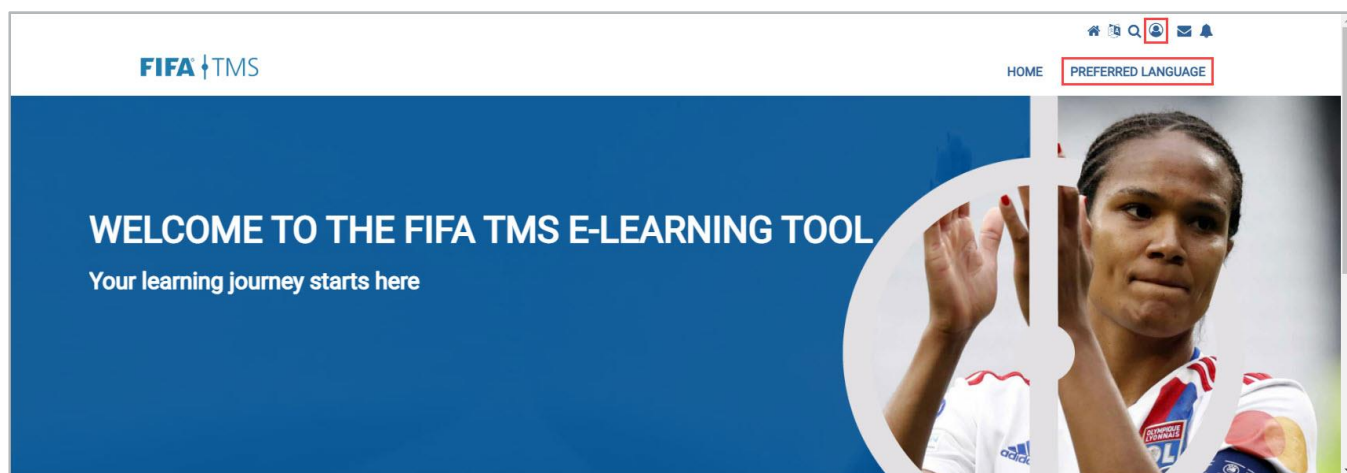


10. Once you have finalised the learning path, you will be able to download the training certificate.  
**NOTE:** the training certificate is only applicable to learning paths, not to individual courses or practice sessions.



## User profile and preferences

11. Click on the user profile icon in the top right-hand corner to add personal information and change the account settings. Click on "Preferred language" to change your account language.  
**NOTE:** the content language is dependent on the account/system language.



12. If you have any additional questions or feedback, contact us at [TMShelpdesk@fifa.org](mailto:TMShelpdesk@fifa.org) or via the support portal. We appreciate your continued support!