

TMS e-learning: registration guide

If you meet the TMS user requirements (see full list of requirements at the end of this document) and do not have access to TMS yet, you can complete the required TMS training using the TMS e-learning tool.

Follow the instructions below to register and access the e-learning tool:

1. Access the **link**:
<https://education.fifatms.com/login/signup.php>
2. Enter your **username**
VERY IMPORTANT: you must enter a **personal email address NOT a shared one**. This email address will also be used for your TMS account.
3. Choose your **password** to access the e-learning tool.
4. Enter your **email address** (use the same as the username)
5. Enter your **first name** and **surname**
6. Fill out the details under “TMS”:
 - a. **Organisation type:** club or association
 - b. **Member association:** if you are a club user, select the member association to which your club is affiliated
 - c. **Training:** choose the appropriate learning path depending on the permissions needed in TMS

Choose Training*

Choose...

Choose...

Club - International and domestic transfers

Club - International transfers (amateur / professional)

Club - International transfers (amateur)


Club - International transfers (professional)

Club - Domestic transfers (amateur / professional)

Association - International transfers (amateur / professional)

Association - Domestic transfers

7. Finally, click on **“Request account”**



New account

▼ Collapse all

There are required fields in this form marked *.

▼ Choose your username and password

Username*

The password must have at least 8 characters, at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #

Password*

Unmask

▼ More details

Email address*

First name*

Surname*

City/town

Country

Select a country ▼

▼ TMS

Organisation Type*

Choose... ▼

Member Association*

Choose... ▼

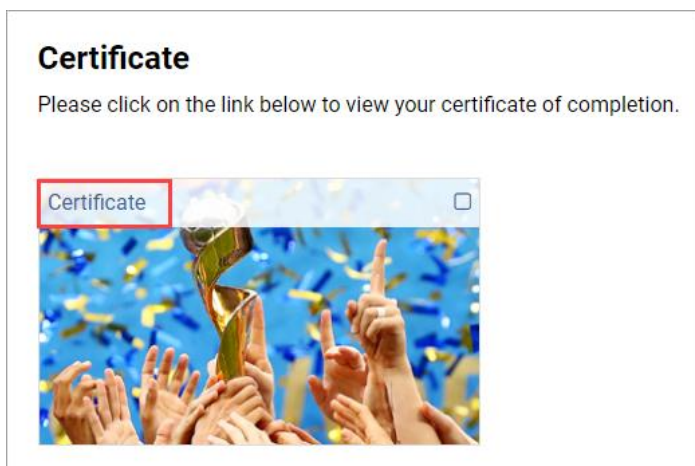
Choose Training*

Choose... ▼

Request account

Cancel

8. Once you have completed the respective learning path, you will have met your training requirements with regard to your user responsibilities.
9. You can download your certificate and send it to the relevant person either at your club or association in order to request the activation of your TMS account.



All TMS users:

- a) Shall be a direct employee of the relevant club or association. In the absence of employees, a volunteer or executive member could be permissible.
- b) Shall be trained to use TMS by a TMS user of the relevant association or club, or by completing the TMS e-learning training programme.
- c) Shall have basic computer skills.
- d) Shall have a good working knowledge of at least one of the following official FIFA languages: English, French or Spanish.
- e) Shall pass a background check run by FIFA, ensuring in particular that the prospective user has never been convicted of a criminal charge regarding matters related to: organised crime, drug trafficking, corruption, bribery, money laundering, tax evasion, fraud, match manipulation, misappropriation of funds, conversion, breach of fiduciary duty, forgery, legal malpractice, sexual abuse, violent crimes, harassment, exploitation of child or vulnerable young adult trafficking, and/or similar.
- f) Cannot be an active TMS user for more than one organisation at the same time.
- g) Cannot hold any position or perform any activity that could generate a conflict of interest.
- h) Cannot be a professional football player.
- i) Cannot be a football agent.
- j) Shall provide a personal email address (corporate if possible) that is not general or shared.
- k) Shall be 18 years of age or older.