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To: **Clubs**
Leagues
Area Associations

June 2021

Dear Sir / Madam,

Re: FIFA TMS Training Reminder

The Football Association of Wales ("FAW") writes by way of a reminder regarding highly recommended online training to obtain access to the FIFA Transfer Matching System ("TMS"). The FIFA TMS is a mandatory online portal that must be used for the International Transfer of professional and amateur players.

If Clubs have already completed the training and received its access details, then it can ignore this circular. For those who are yet to complete the training and wish to do so, details of how to complete the course have been enclosed. For ease, details of the appropriate course for the applicable level of the pyramid have been summarised below (please do note complete any of the other course available):

For Clubs in Tiers 1-3 –

"TMS Club Training - International" with the registration code **TMSClubTrainingInternational** (no spaces).

For Clubs in Tiers 4 and below -

"TMS Club Training - Amateurs" with the registration code **TMSClubTrainingAmateurs** (no spaces).

Once you have passed the course, please email a **PDF copy** of the downloaded completion certificate along with a **PDF copy** of your proof of ID (passport / driver's license) to registrations@faw.co.uk. The FAW will apply to FIFA on your behalf who will in turn send you a FIFA TMS username and password via the email address provided.

By way of a further reminder Clubs will be unable to obtain an International Transfer Certificate ("ITC") for a Player unless it has completed the training and undertaken the International Transfer via the FIFA TMS. The FIFA TMS should also be used in addition to a Clubs existing obligation to register players via FAW COMET.

The FIFA TMS cannot be used to obtain an ITC for players under the age of eighteen (18) unless those players have had a corresponding minor application approved by FIFA or have had an



application approved by the FAW under its Limited Minors Exemption. Clubs wishing to register minor players requiring an International Transfer should contact the FAW via the details below as further documentation may be required.

Should you have any questions, then please do not hesitate to contact me.

Yours Sincerely,



Aron Hughes
Player Registrations Manager
Football Association of Wales

E: registrations@faw.co.uk



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://tmstraining.litmoseu.com/self-signup/>
2. Enter your **first name** and **last name**
3. Enter and confirm your **email address**
VERY IMPORTANT: you must enter a **personal email address NOT a shared one**. This email address will also be used for your TMS account.
4. Enter one of the registration **codes** below based on your responsibilities in TMS.
Please enter the registration code without spaces.

Online Courses Self Sign Up

Register to access courses by entering the code provided to you

First Name:

Last Name:

Email:

We will send account login information to this address

Confirm Email:

Language
 ▼

Code:

[Register](#)

User responsibilities	Learning path	Registration code
Club international (Professional and amateur transfers)	TMS Club Training - International	TMSClubTrainingInternational
Club domestic (Professional and amateur transfers)	DTMS Club Training	DTMSTrainingClub
Club international - amateurs (Amateur transfers only)	TMS Club Training - Amateurs	TMSClubTrainingAmateurs
Club international & domestic (Professional and amateur transfers)	TMS Club Training	TMSClubTraining

Once you, as a club user, have completed the respective learning path, you will have met your training requirements with regard to your user responsibilities.

User responsibilities	Learning path	Registration code
Association international (Professional and amateur transfers)	TMS Association Training - International	TMSAssociationTrainingInternational
Association international (Amateur transfers only)	TMS Association Training - Amateurs	TMSAssociationTrainingAmateurs
Association domestic (Professional and amateurs transfers)	DTMS Association Training	DTMSTrainingAssociation

Once you, as an association user, have completed the respective learning path, you will have fulfilled your training requirements with regard to your user responsibilities.

- Once you have completed your learning path, you can download your certificate from the “Achievements” tab 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 must:

- be a direct employee of the club or the association¹ and, as an individual user, will be subject to strict data protection obligations;
- be trained to use TMS by either an association TMS user, a TMS user of the same club or by completing the relevant e-learning course;
- have basic computer skills;
- have a good working knowledge of one of the four official FIFA languages (English, French, German or Spanish);
- not already be an active TMS user for another club or association;
- not be an intermediary as defined in the Regulations on Working with Intermediaries;
- not be a professional player as defined in the Regulations on the Status and Transfer of Players;
- provide a personal email address which is not general or shared; and
- be over the age of 18.

¹ In certain cases, a volunteer may 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.

How to navigate in the e-learning tool

1. When a session is opened, the student will automatically be taken to the home page. The most relevant information is grouped in four different sections or pages: "Home", "Content Library", "Achievements" and "Instructor" (see no. 1 in the screenshot).
2. If a registration code was entered at the first login, the relevant learning path will already be assigned to the student and it will be accessible from the navigation bar. It is possible to filter the view depending on the status of the course (see no. 2 in the screenshot).
3. Click on the user profile icon in the top right-hand corner to add personal information and change the account settings (see no. 3 in the screenshot).

The screenshot shows the FIFA e-learning tool home page. At the top left, the 'FIFA Home' header is visible. A navigation bar contains four items: 'Home', 'Content Library', 'Achievements', and 'Instructor', which are highlighted with a red box and labeled with a red '1'. In the top right corner, a user profile icon with the initials 'KK' is highlighted with a red box and labeled with a red '3'. Below the navigation bar, a welcome message reads 'Welcome, Test User'. The main content area features four circular progress indicators: 'To do' with a value of 5, 'Overdue' with a value of 0, 'Completed' with a value of 7, and a 'Login Week Streak' of 6. A 'Total 12' indicator is positioned below these circles. Below the progress indicators, a filter bar is highlighted with a red box and labeled with a red '2'. This bar includes tabs for 'All', 'In Progress', 'Overdue', 'Not Started', and 'Completed', along with a search input field containing the text 'Search for assigned courses and learning paths'. The main content area displays three course cards: 'IN-DEPTH ASSOCIATION TRAINING', 'CRASH COURSE FOR CLUBS', and 'DTMS ASSOCIATION TRAINING'. To the right, a 'News' section contains a welcome message and a Spanish translation of the same message.

4. Navigate to the content library to enrol in a course not previously assigned. Use the search field and filters available on the left-hand side of the panel to narrow the search according to your preferences (see no. 4 in the screenshot).

5. It is possible to search for courses that fall into a specific category by browsing through "Topics" and ticking the relevant course topic(s).

Note: all the courses are grouped by language in the "Topics" filter (see no. 5 in the screenshot).

6. Click on the relevant course to access it (see no. 6 in the screenshot).

The screenshot displays the user interface of an e-learning tool. At the top, a search bar is labeled with a red '4' and contains the text 'Search content by title or description'. Below the search bar, there are two filter buttons: 'Topic: Claims' and 'Topic: Minors'. On the left side, there are three filter sections: 'Content Type' with checkboxes for Assets, Courses, Learning Paths, and Collections; 'Topics' with a search field and checkboxes for Deutsch, English, Become proficient, Claims (checked and highlighted with a red box), DTMS, Introduction, and Minors (checked and highlighted with a red box); and 'Languages' with checkboxes for English (United States), French (France), German (Germany), and Spanish (Spain). A red '5' is placed next to the 'Topics' section. On the right side, there are two course cards. The first card is for 'MINORS' and the second is for 'CLAIMS'. The 'CLAIMS' card is highlighted with a red box and a red '6' is placed next to it. Both cards show a course rating of five stars and a description. At the top right, there are buttons for 'Reset filters' and 'Sort: Default'.

7. Click on “Start this course” to open the first course module. The percentage figure displayed on the right-hand side shows how much content of the course has already been completed.

Claims ★★★★★

This course outlines the processes applied to claims for solidarity contribution and training compensation in TMS

Start this course

0%

Modules ★ Reviews

- ▶ Submitting a claim
- ▶ Quiz: Submitting a claim ⓘ
60% Passmark
- ▶ Managing a claim ⓘ
- ▶ Quiz: Managing a claim ⓘ
60% Passmark
- ▶ **Claims: Give us your feedback!**

8. At the end of the course, the student might be asked to complete a short survey to help us gather feedback.
9. If you have any additional questions or feedback, contact us at TMShelpdesk@fifa.org or via the support portal. We appreciate your continued support!