Membership sign up

CIMSPA tahdah Platform User Guide
Welcome

Thank you for choosing to become a CIMSPA Member. This guide will assist you in getting setup as a CIMSPA member using the CIMSPA tahdah platform. If you have any questions whilst using the system, please feel free to contact our dedicated Client Engagement Team via email info@cimspa.co.uk or call 01509 226 474.
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1. Creating your account – getting set up

Sign up

Let’s start with a few bits about yourself.
☐ If you already have a tahdah account click here to login

Existing Candidate Id (if you have one)

First Name

Last Name

Email

Date Of Birth

Day  Month  Year

☐ I agree to the CIMSPA terms and conditions

☐ I agree to the tahdah terms and conditions

Next

Your verified online profile.
To watch a short instructional video on setting up your CIMSPA tahdah account, go [HERE](#).

1. ‘Sign Up’ – Create your CIMSPA tahdah account.
2. ‘Existing Candidate ID’ – If you have an existing tahdah platform candidate ID, enter it here.
3. ‘First Name’ – Enter your first name.
4. ‘Last Name’ – Enter your last name.
5. ‘Email’ – Provide us with your email address.
6. ‘Date of Birth’ – Provide us with your date of birth.
7. ‘Terms and Conditions’ – Click to agree to CIMSPA and tahdah terms and conditions, to view these, click on each hyperlink.
1.1 Creating your account – getting set up

1. Go to your ‘My Details’ tab and hover over ‘Additional Information.’
2. You will need to choose a username and password for the system, please follow the instructions for password rules.
3. Once this is completed you will receive a verification and you will need to click on the hyperlink in the email to verify your new CIMSPA tahdah account.
4. Enter the username and password you provided us to log into your CIMSPA tahdah account.
5. On your initial set up page you will need to set your email subscriptions, if you wish to be subscribed and ensure you receive regular membership and qualification updates, please click the button to on.
6. Now you have created your account you will need to set your email subscriptions.
7. If you wish to receive emails CIMSPA regarding your membership, awards and qualifications, click the 'on' icon to subscribe.
2 Starting your membership application

2.1 Adding your Awards (Qualifications / Degrees)

1. Go to the Awards & Training tab (1) and click ‘Add Qualification’ (2).

2. Next select your qualification from the dropdown list and provide us with the date you completed it (this is the date on your certificate), who your training provider was and a copy of your certificate. Click ‘Send Request’ when you have finished.

If your qualification is not contained within the dropdown list, please go to section 2.1.1 of this manual.
3. You will now see the qualification as ‘Awaiting Approval’ on your Awards and Training Screen. Once we have approved the information you have submitted, the status will change to approved and where applicable CPD points awarded. You will receive an email notification once this has been completed.

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Details</th>
<th>Result/Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>15/04/2019</td>
<td>Training Request</td>
<td>Provider: Dunn Training Limited</td>
<td>Awaiting Approval</td>
</tr>
</tbody>
</table>

2.1.1 Adding Qualifications / Degrees that are not listed

If your qualification is not contained within the dropdown list, this means CIMSPA have not yet reviewed the content of the qualification through its endorsement scheme. You can still submit your qualification to us – please follow the simple steps below. Once we have reviewed your submission, we will contact you by email to let you know the outcome.

8. Go to your ‘My Details’ tab and hover over ‘Additional Information.’

Here you will see several options. Please see opposite for further details on which option to select.

- **Yoga / Pilates Instructor – Letter of Support**
  If you wish to submit a letter of support, please click this option and complete the details required.

- **Overseas Qualification (Non-European & ROI)**
  If your qualification is from a Non-European country or the Republic of Ireland, please click this option and complete the details required.

- **Overseas Qualification (European EREPS)**
  If you hold a European qualification, please click this option and complete the details required.

- **UK Qualification (not currently listed)**
  If you hold a UK qualification that is not currently listed, please click this option and complete the details required.
2.2 Adding your training (CPD)

1. Go to the Awards & Training tab (1) and click ‘Add CPD’ (2).

2. Next select your CPD title from the dropdown list of. If your CPD is not listed, please type ‘Non CIMSPA Recognised CPD’ and select that option to proceed.
3. You will now see the details about the CPD title you have selected. Please provide us with the date you completed the training, the name of the training provider, location of training and a copy of your attendance / completion evidence. Click ‘Save’ when you have finished.

4. You will now see the CPD title listed on your ‘Awards & Training’ tab showing as ‘Pending’. Once we have reviewed and approved your submission, the status will change to ‘Approved’ and the appropriate number of CPD points awarded. You’ll receive an email once this has been completed.
2.3 Completing your application

You can login to your CIMSPA tahdah profile at any time and view your membership status by clicking on the ‘Membership and Clubs’ tab. Here you will see:

- Membership number.
- Membership category.
- Renewal date.
- Membership status.
- If an organisation pays for your membership, you will see this here.

From this screen, you can also:

- Apply for membership
- Renew your membership when your renewal is due (see section 3.3 of this manual).
- We hope you’ll never want to, but if you wish to cancel your membership you can request this here.
- Download a copy of your membership certificate.

Click ‘More Info /Join’ to start your membership application process.
From the drop-down list choose the membership category.

- From the drop-down list choose the membership category you wish to apply for.
- Only the membership categories you are eligible for will be available for you to choose.
- If you choose the affiliate category, you are confirming that you are not eligible for any other membership and will need to tick the declaration box.

Please ensure you choose a membership type, otherwise we will not be able to verify your request

- Please provide us with your occupation.
- Please provide us with your job title.
- Please ensure that you click tick that you agree to the terms and conditions.
• From the options below, choose how you would like to pay for your membership.

• Until we have approved / received payment for your membership and your application has been approved your membership screen will show as below.

• Once we have received payment for your membership and your application has been approved your membership screen will show as below.