

BMG Training and Assessment Courses - Booking Procedures

British Mountain Guides has integrated some membership services into Mountain Training's Candidate Management System (CMS). This exciting new development will enable you to do the following online:

- update your personal details and emergency contact details
- record your first aid and insurance details
- book and pay for: courses, CPD workshops, AGM workshops
- view your training history
- join the BMG as a Trainee member once you have completed the induction process
- renew your BMG membership on an annual basis

If you are a new candidate who does not have a Mountain Training ID number then you need to create a CMS account.

1. How to create a CMS account

1. Click on the following link: <https://cms.mountain-training.org/Login.aspx>
2. Click **Create an Account**, then click **Register for a new account**
3. Fill in the personal details requested
4. Click **Join**
5. Fill in your personal details as requested then contact the BMG office and they will register you on the scheme.
6. Add a **Profile Picture** by clicking **Profile Picture** from the menu.

Or if you are an existing candidate but have not logged in to the CMS system to create a user account with a user name and password then you need to log in.

2. How to log in to CMS

1. Click on the following link: <https://cms.mountain-training.org/Login.aspx>
2. Click on **Create an Account** then click **Get access to your account**.
3. Fill in the information requested as it appears on your old Mountain Training logbook. You will need this for your Mountain Training ID number. Click **Join**
4. Update your personal details as requested.
5. Add a **Profile Picture** by clicking **Profile Picture** from the menu.

Once you have logged in you can now book on a course.

3. How to book on a course

1. Log in to CMS: <https://cms.mountain-training.org/Login.aspx>
2. Make sure your **personal details** and **emergency contact details** are up to date
3. Click on **Courses** from the top menu
4. Select the **Scheme** as BRITISH MOUNTAIN GUIDE and find the appropriate course.
5. Click the 'i' next to the appropriate course
6. Read and agree to the **Terms and Conditions**
7. Click **Book Now** and fill in your payment details

If your payment is successful you will receive an email confirming your booking on the course.

4. Loan Supported Learners booking onto a course.

BMG Training Scheme candidates who are supported by a Loan are directed to contact the BMG Office in order to book on each individual module of the BMG Training Scheme.

Candidates supported by a Loan must comply with the standard timelines for booking on a Training scheme module. (The BMG Course Convener will advertise the module 8 weeks prior to the start date and the Learner must book on the course 6 weeks prior to the start date.) This is to allow the module to be staffed at the correct ratio of candidates to trainers/assessors.

If a candidate supported by a Loan has booked on a Training scheme module and can no longer attend the course, no refund will be made by the BMG to the candidate. The candidate will be liable for the module fee.