

# Creating an Account

If you have been sent an invite email clicking the link will take you to the sign up page where the details we have on record will be pre-populated. Please keep these as they are set to prevent issues linking up to your account.

**Sign up**

Let's start with a few bits about yourself.

If you already have a tahdah account click here to login

482059

AMA

TEST

ama.test@example.com

**Date Of Birth**

1 | December | 1991

I agree to the Army Mountaineering Association terms and conditions

I agree to the tahdah terms and conditions

Next | →

On the next page you will need to input a username and password, please ensure that the password meets the requirements listed at the bottom of the form.


## We are almost done!

You will need to create a username and password, which you will use to login.

If you already have a tahdah account [click here to login](#)

For security reasons your password must be at least 7 characters long and it must contain:

- At least 1 upper case letter and;
- At least 1 lower case letter and;
- At least 1 number and;
- At least 1 special character (for example !\$%^&\*?)

Next | 

Once you proceed an email will be sent to your email address to confirm it's correct and valid. You will be required to click the link in the email before being able to access your account.

## Verify Your Email

We've sent an email to

**ama.test@example.com**

Please check your email and click the link.

### Wrong email?

Change Email | 

### Not received an email?

Our email should arrive within a minute.

Not there? Check your junk or spam folder.

Our email will come from [no-reply@tahdah.co](mailto:no-reply@tahdah.co)

If you do not receive an email within 90 minutes, please try logging in again to receive a new code.

Once confirmed you will be presented with the login screen where you will need to enter your username and password set earlier.

## Confirm Email

Thank you for confirming your email.  
You may now login.

  
  
  Remember me

The first thing you will need to do after logging in is opt in/out to the listed mailing options. You must press save at the bottom of the page to proceed into the system.

Account Settings / Email Subscriptions

Manage Your Email Subscriptions.




**Emails you cannot opt-out of** - As part of the terms and conditions of usage the tahdah system will send you essential emails that you are unable to opt out of, these include : Booking Confirmations, Financial Transaction Receipts, Password Reminders, Renewal Reminders.

**Subscription to Marketing Emails** - If you unsubscribe from these then you will not receive emails such as : Newsletters, New Awards, New Products, Workshops, Events, etc.

**Subscription to Automated Emails** - If you unsubscribe to these then you will not receive emails such as : Guidance emails on your award progression e.g.: Assessment needed & Training Needed. Course & Workshop Reminders, DLog Reminders. These are all emails that are intended to help.

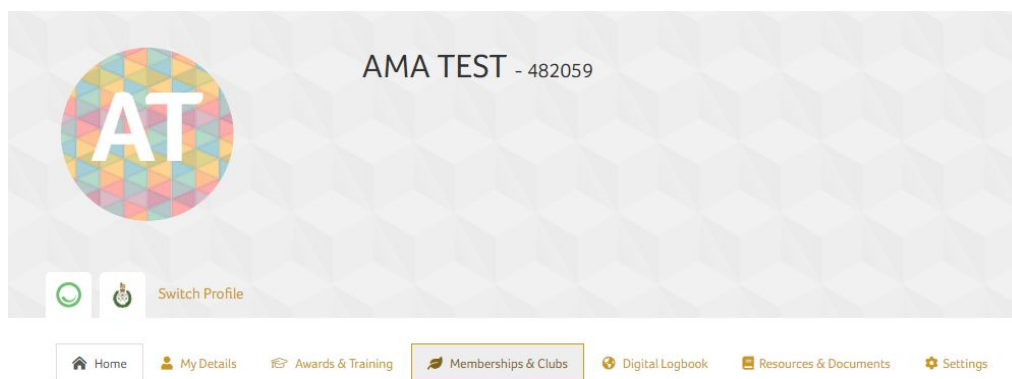
**Associations** - If you unsubscribe you will not receive - Newsletters, Event and Workshop Promotions or any other emails from your association.

Remember - Please press save once completed

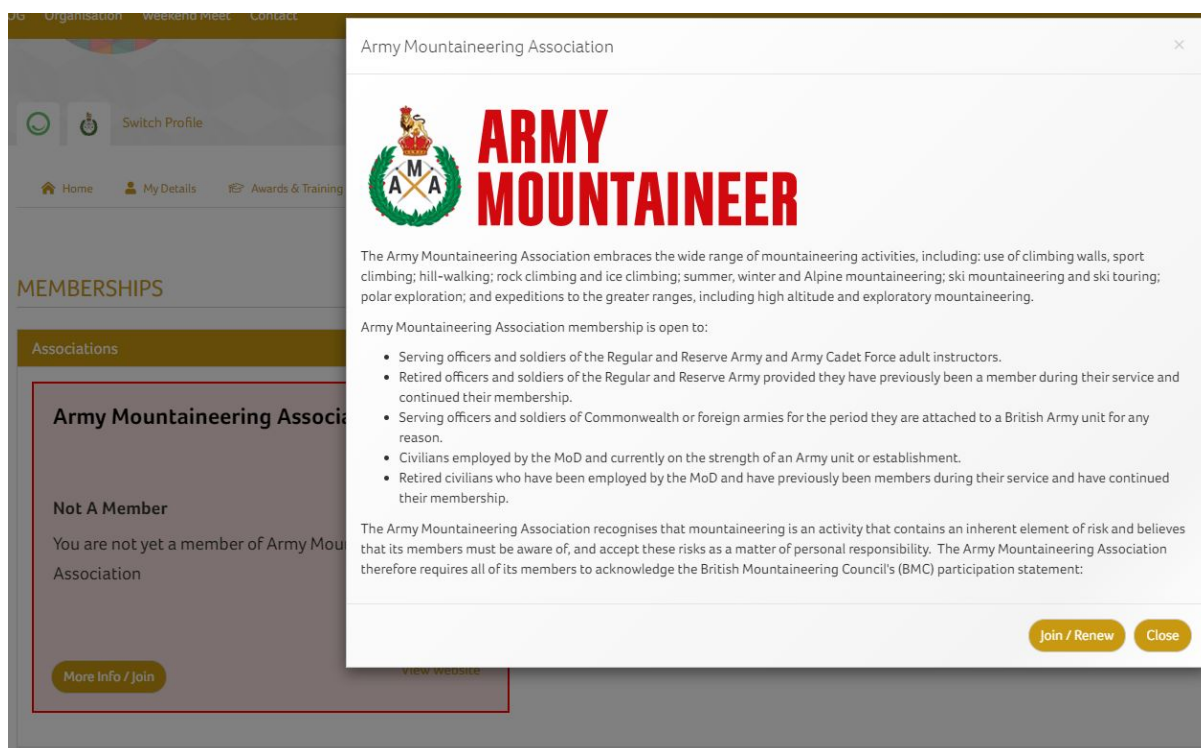
Name	Select All
 <b>tahdah</b> <span>Not subscribed</span> Stay updated on new features and developments on the tahdah system. Get news about new training opportunities, jobs and news from your sector as well as special offers from across our network.	<input type="checkbox"/> OFF
 <b>Army Mountaineering Association Marketing</b> <span>Not subscribed</span> Stay up to date on the latest information, new courses, job opportunities, news and products.	<input type="checkbox"/> OFF
 <b>Army Mountaineering Association Reminders and Notifications</b> <span>Not subscribed</span> These are useful emails that guide you through your time with Army Mountaineering Association. Currently this includes messages reminding you about course and workshop bookings, letting you know about workshops that help maintain your CPD points or maintain your directorship status and notifications that you can now book an assessment having completed training, or that you are now entitled to join a professional body. We recommend you switch these on to ensure you get the most out of your registration.	<input type="checkbox"/> OFF

# New Member

Once into your account head over to your profile and click on the 'Memberships & Clubs' tab, if you are an existing member please skip these steps and navigate to the 'Existing Member' section at the end of this help document.



From this page you can click on 'More Info/Join' then 'Join/Renew' to proceed to the payment stage for your new membership.



We require your address in order to become a member and make payment, if you are presented with the Address form please populate accordingly.

## Additional Addresses

We need to know your address to complete this request. Please enter your address details.

**\* Address Line 1**

Address 1

**Address Line 2**

Address 2

**Address Line 3**

**\* Town**

Llandudno

**\* County**

Conwy

**\* Country**

United Kingdom

**Postcode**

LI30 2RB

At the bottom of the page you will be presented with 2 payment options which are card or a yearly direct debit. If you are planning on paying via Direct Debit you will be directed away from the system where you will be required to fill in your bank account details which will be used to set up a direct debit mandate.

## Payment Options

I agree to the [terms and conditions](#)

I agree to share relevant personal details from my tahdah account with Army Mountaineering Association for the purposes of recording me as a member and providing administration of my membership. I understand that once registered there is no right to removal of my membership unless I cancel within 14 days. [For more information click here.](#)



Credit Card £20.00 pa

stripe



Annual Direct Debit: £20.00 pa

GO CARDLESS

**Note:**

Your renewal date after successful payment will be 13/11/2020.

Direct debits can only be set up with a UK bank account.

All prices are subject to change. You will be notified in advance of any changes.




If paying by card you will be required to input your card details where you have the ability to store for future use if needed. This is optional and not required to make payment for your membership.

Payment

Total £20.00

Have you read and agree to our [terms of service](#)

How would you like to pay?


   Credit / Debit Card

Card payments are securely processed on our behalf by Stripe. Your payment details will be processed and stored by Stripe. We do not store any card details on our server and will only ever process payment with your authorisation.

**Name on Card**

**Card Details**

**Would you like to save this card for future use?**



Once your payment has been processed your new membership will be active and you will be presented with your order number.

## ORDER COMPLETE

Thank you for your order. For your reference the order number is 218401 - full details are below.

### Membership

#### Member

Membership For Member

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1 year membership at £20.00

# Existing Member

If you already have an existing Army Mountaineering Association membership and are due for renewal an invoice will have been produced which requires payment. To pay online simply head over to your profile and click on the 'Payment History' tab under 'My Details'.



If you have an outstanding balance you will be presented with the Army Mountaineering Association logo and balance due to be paid. To pay your outstanding balance click on the 'Pay Balance' button.

## Purchases

The 'Purchases' section displays the Army Mountaineering Association logo, a balance of £20.00, and a 'Pay Balance' button. Below this is a table of purchase history.

Date	Item Type	Amount	Details
13/11/2019 16:38:05	Membership Fee	£20.00	Membership For Member <a href="#">Invoiced</a> <a href="#">Download</a>

You will be presented with a popup where you can input your card details, once populated click the 'Submit Payment' button to process your payment.




Pay Army Mountaineering Association Balance ×

You are currently showing as owing Army Mountaineering Association **£20.00**, you can pay off this balance using your card below or alternatively assign a PO number. Paying by purchase order will not reduce the balance until the payment has been made and Army Mountaineering Association have marked it as paid.

I agree to the [terms and conditions](#)

I agree to share relevant personal details from my tahdah account with the organisations I am ordering from for the purposes of fulfilling my order and providing administration of my order including returns and refunds. I understand that once I have placed my order there is no right to removal of my order. [For more information click here.](#)

How would you like to pay?


   Credit / Debit Card

Card payments are securely processed on our behalf by Stripe. Your payment details will be processed and stored by Stripe. We do not store any card details on our server and will only ever process payment with your authorisation.

**Name on Card**


**Card Details**

**Would you like to save this card for future use?**  
 Friendly Name




Once the payment has been processed your outstanding balance will be reduced to £0 and the payment shown against the invoice which was outstanding.

Purchases



**£0.00**

Purchases				
Date	Item Type	Amount	Details	
 13/11/2019 16:38:05	Membership Fee	£20.00	Membership For Member <input type="button" value="Paid"/> <input type="button" value="Download"/>	
			<b>Payments</b> 13/11/2019 <b>£20.00</b> Card Payment <i>Payment for Membership For Member</i>	