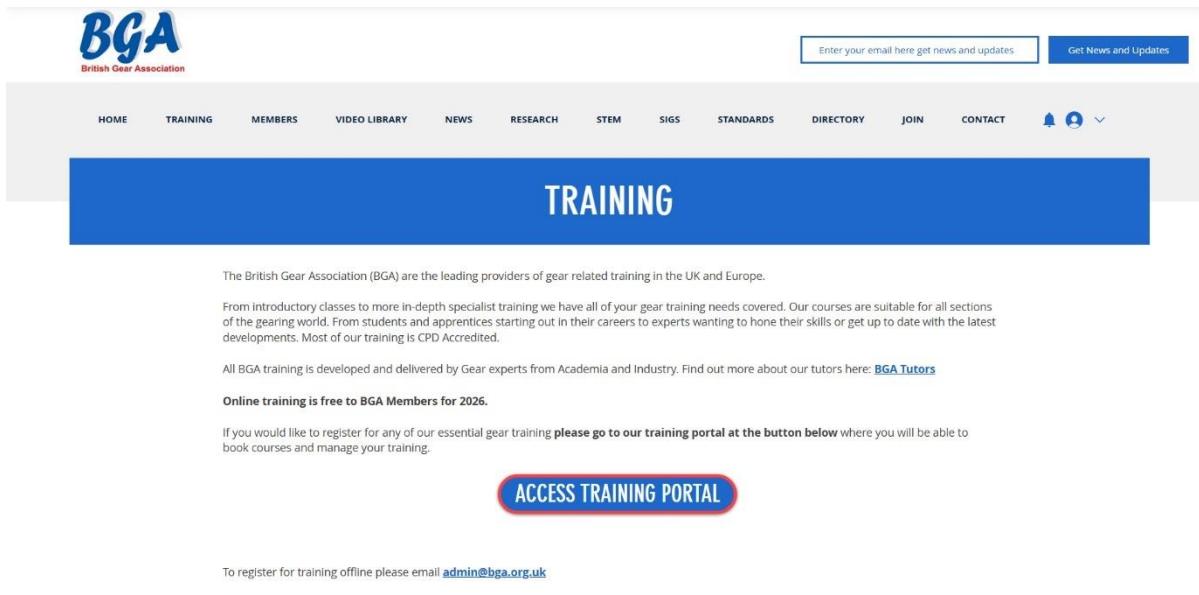


# BGA TRAINING PORTAL USER INSTRUCTIONS

## ACCESSING THE TRAINING PORTAL

You can access the Training Portal from the Training Page at the BGA Website here:

<https://www.bga.org.uk/training>



The screenshot shows the BGA website with a navigation bar at the top. The 'TRAINING' menu item is highlighted. Below the navigation is a large blue banner with the word 'TRAINING' in white. Underneath the banner, there is a paragraph of text about the BGA's training services, followed by a large blue button labeled 'ACCESS TRAINING PORTAL' with white text. At the bottom of the page, there is a note about registering for training offline.

The British Gear Association (BGA) are the leading providers of gear related training in the UK and Europe. From introductory classes to more in-depth specialist training we have all of your gear training needs covered. Our courses are suitable for all sections of the gearing world. From students and apprentices starting out in their careers to experts wanting to hone their skills or get up to date with the latest developments. Most of our training is CPD Accredited.

All BGA training is developed and delivered by Gear experts from Academia and Industry. Find out more about our tutors here: [BGA Tutors](#)

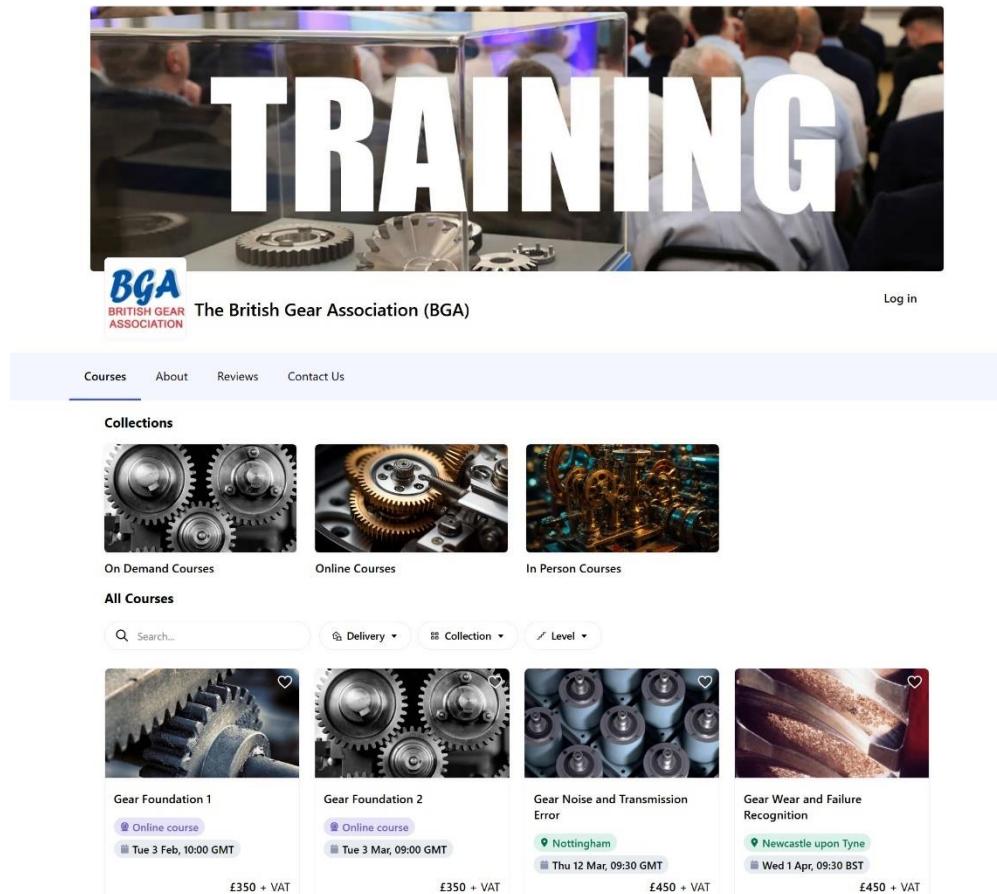
Online training is free to BGA Members for 2026.

If you would like to register for any of our essential gear training **please go to our training portal at the button below** where you will be able to book courses and manage your training.

**ACCESS TRAINING PORTAL**

To register for training offline please email [admin@bga.org.uk](mailto:admin@bga.org.uk)

When you click on the access button you will be re-directed to the full course listings.



The screenshot shows the BGA Training Portal. At the top, there is a large banner with the word 'TRAINING' in white. Below the banner, the BGA logo and the text 'The British Gear Association (BGA)' are visible. On the right, there is a 'Log in' button. The main content area has a 'Collections' section with three categories: 'On Demand Courses', 'Online Courses', and 'In Person Courses'. Below this, there is a 'All Courses' section with a search bar and filters for 'Delivery', 'Collection', and 'Level'. Four course cards are displayed: 'Gear Foundation 1', 'Gear Foundation 2', 'Gear Noise and Transmission Error', and 'Gear Wear and Failure Recognition'. Each card shows a thumbnail image, the course name, a status indicator (e.g., 'Online course'), the date and time, and the price (£350 + VAT, £450 + VAT, £450 + VAT, £450 + VAT).

Courses    About    Reviews    Contact Us

Log in

**Collections**

On Demand Courses    Online Courses    In Person Courses

**All Courses**

Search...    Delivery    Collection    Level

**Gear Foundation 1**  
Online course  
Tue 3 Feb, 10:00 GMT  
£350 + VAT

**Gear Foundation 2**  
Online course  
Tue 3 Mar, 09:00 GMT  
£350 + VAT

**Gear Noise and Transmission Error**  
Nottingham  
Thu 12 Mar, 09:30 GMT  
£450 + VAT

**Gear Wear and Failure Recognition**  
Newcastle upon Tyne  
Wed 1 Apr, 09:30 BST  
£450 + VAT

## LOG INTO YOUR ACCOUNT OR CREATE A NEW ACCOUNT

The first thing you need to do is log in.



**BGA**  
BRITISH GEAR  
ASSOCIATION

The British Gear Association (BGA)

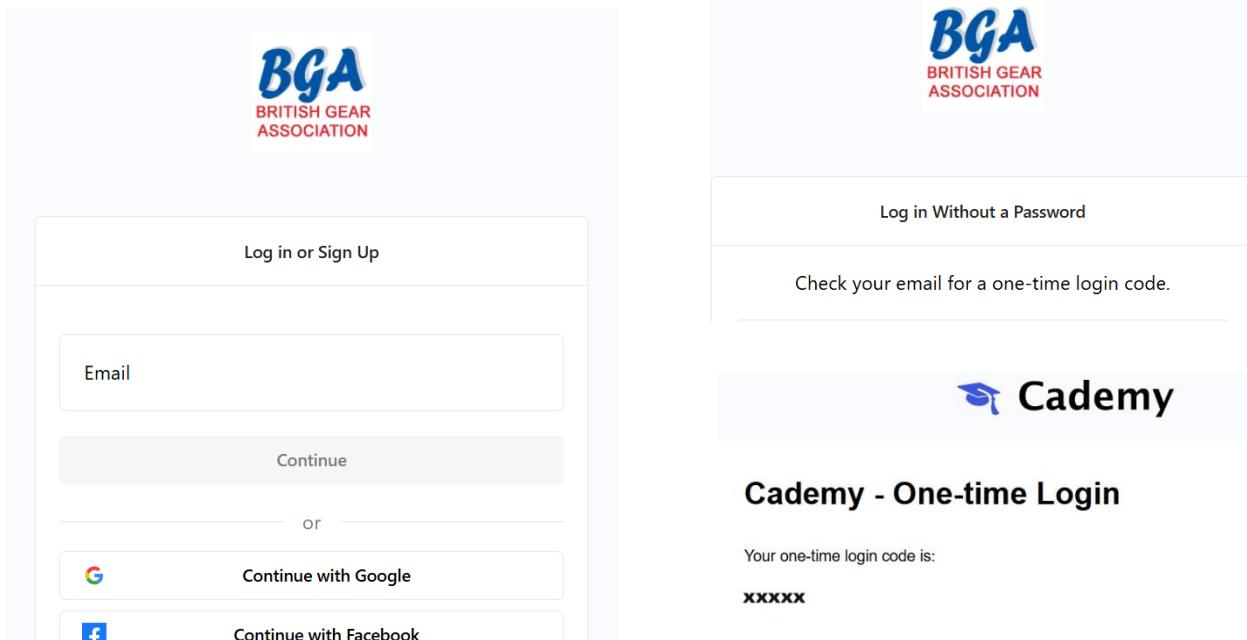
Log in

Courses   About   Reviews   Contact Us

**If you have booked training with us between 2024 and 2026 your account has already been set up and your email will be recognised when you sign in.**

If you have not booked training with us, please click Log In to set up your account. **Please ensure you use your company email so that you will be assigned Membership Discount if your organisation is a BGA Member company.**

Type your email into the log in page and your email address will be recognised and send you a one time log in code to your email



**BGA**  
BRITISH GEAR  
ASSOCIATION

Log in or Sign Up

Email

Continue

or

Continue with Google

Continue with Facebook

**BGA**  
BRITISH GEAR  
ASSOCIATION

Log in Without a Password

Check your email for a one-time login code.

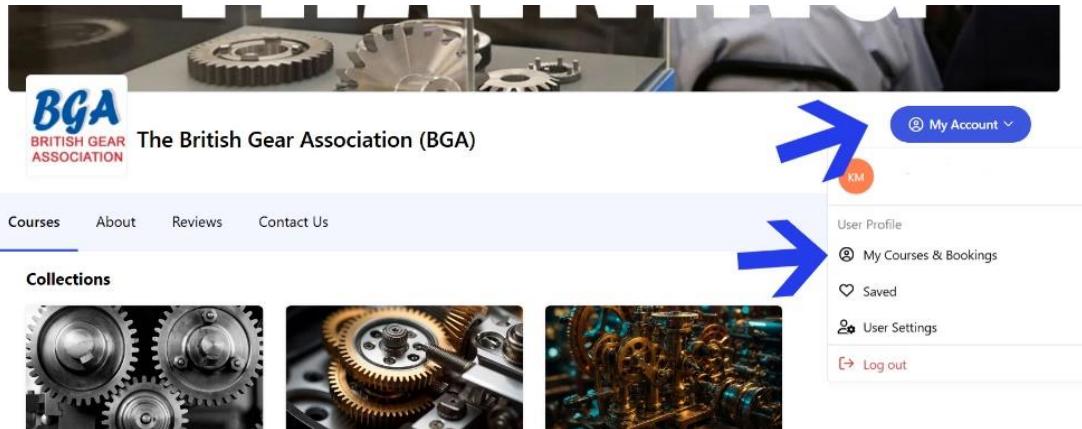
**Cademy**

**Cademy - One-time Login**

Your one-time login code is:  
**xxxxx**

# VIEW YOUR ACCOUNT AND ACCESS YOUR COURSES

Once you are logged in you can view your current by clicking “My Account” and then “My Courses and Bookings”.



If you have already booked any 2026 they will be listed in your bookings. We have used Gear Foundation in this example but your page may look different.

## My Courses & Bookings

A screenshot of a course booking page. The course is titled "Gear Foundation 1" by "The British Gear Association (BGA)". It shows the dates "3 Feb 2026, 10:00 - 5 Feb 2026, 12:30 (multiple dates)" and the status "Live Online course". To the right of the course details is a small image of a gear. The background of the page features a large image of several interlocking gears.

Click on the course and it will take you to the page for the course. Here you can access Teams Meeting links (please add to your calendar), more information about the course and a button to start the course.

A screenshot of the "Gear Foundation 1" course page. At the top, there is a "Booking Info" section with a "Start Course" button. Below this is a "Links to TEAMS meetings" section with a list of four Microsoft Teams meeting links for different dates in February 2026. A blue arrow points down to the "Participants" section. The "Participants" section shows one participant, "K MCG", with the email "admin@bga.org.uk". A blue arrow points down to the "Tutor details" section, which features a photo of a man and the text "My name is Graham Penning and I am the tutor on this course." The "Extra Details" section at the bottom contains a thank you message and a note about finding course notes.

If you click the “Start Course” button this will take you to a page where you can download course notes and access quizzes that will be used on the day of the course (**please do not try to do the quizzes before the course you will be directed to complete them on the day**).

Not all courses have quizzes so your course page may look different to the example below.

The screenshot shows a course download page for 'Gear Foundation 1'. On the left, there's a sidebar with 'Course Progress' at 0%, 'Course Dates' (03/02/26, 10:00 GMT → 05/02/26, 12:30 GMT), and 'Section 1' with options to 'Download Course Notes', 'Gear Fundamentals Foundation - Quiz', 'Designing Gears and Gearboxes Foundation - Quiz', and 'Gear Manufacture Foundation - Quiz'. The main content area is titled 'Download Course Notes' and lists three PDF files: 'GF1-2 2025 Notes R.pdf', 'GF1-3 2025 Notes R.pdf', and 'GF1-1 2025 Notes R.pdf'. At the bottom is a blue button labeled 'Complete & Continue →'.

## MAKE A NEW BOOKING

Go to [www.bga.org.uk/training](http://www.bga.org.uk/training) to access the Training Portal. You will see all of our upcoming courses listed. Please take note as to whether the course is online or in person.

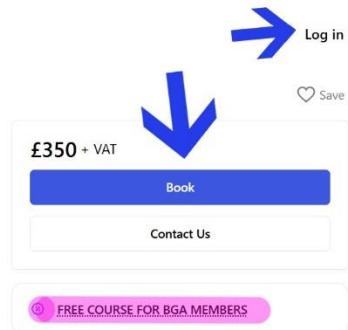


The screenshot shows the BGA Training Portal. At the top, there's a logo for 'The British Gear Association (BGA)' and a 'Log in' button. Below the logo, there are navigation links for 'Courses', 'About', 'Reviews', and 'Contact Us'. The main content area is titled 'Collections' and shows three categories: 'On Demand Courses', 'Online Courses', and 'In Person Courses'. Under 'All Courses', there are four course cards: 'Gear Foundation 1' (Online course, Tue 3 Feb, 10:00 GMT, £350 + VAT), 'Gear Foundation 2' (Online course, Tue 3 Mar, 09:00 GMT, £350 + VAT), 'Gear Manufacturing and Transmission Error' (Nottingham, Thu 12 Mar, 09:30 GMT, £450 + VAT), and 'Gear Wear and Failure Recognition' (Newcastle upon Tyne, Wed 1 Apr, 09:30 BST, £450 + VAT). A blue arrow points to the 'Gear Foundation 1' course card.

Click on a course and it will take you to the booking page, where you can find more information about the course and register your place. BGA Members receive free online training so please **ensure you are logged into your account** so that you receive your discount which will **automatically be applied at check out**.



## Gear Foundation 1



### Highlights

Delivered Online

3 days

All levels

### Dates



On the next page choose how many spaces you want to book.



Log in

[← Back](#) > 1. Date > 2. Spaces > 3. Log in or Sign Up > 4. Contact Info > 5. Payment > 6. Confirmation

## Select Spaces

Number of places

£350

- 1 +

### Available Discounts

**FREE COURSE FOR BGA MEMBERS**

Discounts and vouchers are redeemed in the final step.

### Gear Foundation 1

By The British Gear Association (BGA)

From: 3 Feb, 10:00 GMT  
To: 5 Feb, 12:30 GMT

1 space

Delivered live online

Free cancellation 7 days prior

1 x Number of places £350

VAT £70

Total £420

Continue →

When you click continue you will be directed to the contact information page to enter your details.



The British Gear Association (BGA)

My Account

← Back > 1. Date > 2. Spaces > 3. Contact Info > 4. Payment > 5. Confirmation

Log out

Do you wish to enroll yourself into this course?

Let us know if you're registering yourself or others.



Yes, enroll me

I want to access this course



No, enroll someone else

Registering on behalf of others

Your Details

We'll use this information for your booking confirmation and communication.

First Name \*

Last Name \*

Email \*

You cannot edit this email address.

Phone

Company

Consent & Terms

Please review and accept our terms and marketing preferences.

I'm happy to receive occasional emails from The British Gear Association (BGA).

I accept the Terms and Privacy Policy? \*

Gear Foundation 1

By The British Gear Association (BGA)

From: 3 Feb, 10:00 GMT

To: 5 Feb, 12:30 GMT

1 space

Delivered live online

Free cancellation 7 days prior

1 x Number of places £350

VAT £70

Total £420

Continue →

Powered by Cademy

If you are a BGA Member you will see that Membership discount has been applied.



The British Gear Association (BGA)

My Account

← Back > 1. Date > 2. Spaces > 3. Contact Info > 4. Payment > 5. Confirmation

Discounts Applied:

FREE COURSE FOR BGA MEMBERS

100% off

Discounts applied, no payment required to complete your registration.

✓ Complete

Gear Foundation 1

By The British Gear Association (BGA)

From: 3 Feb, 10:00 GMT

To: 5 Feb, 12:30 GMT

1 space

Delivered live online

Free cancellation 7 days prior

1 x Number of places £350

FREE COURSE FOR BGA MEMBERS: 100% off £350

Total £0

Click complete to confirm your registration.



**The British Gear Association (BGA)**

My Account

[← Back](#) > 1. Date > 2. Spaces > 3. Contact Info > 4. Payment > 5. Confirmation

## ✓ Booking Confirmed

Check your inbox for a confirmation email

Booking reference: a12a9278-3deb-41a0-a29c-9f2421c45f38

Access Course

Download Receipt

Add to Calendar

Share with your network



### Gear Foundation 1

By The British Gear Association (BGA)

From: 3 Feb, 10:00 GMT

To: 5 Feb, 12:30 GMT

1 space

Delivered live online

Free cancellation 7 days prior

1 x Number of places £350

FREE COURSE FOR BGA MEMBERS: 100% off - £350

## PAYING FOR A COURSE IF YOU ARE NOT A BGA MEMBER OR IF THERE IS A FEE TO BE PAID

Click on pay by invoice and we will contact you to arrange invoicing and payment as normal.



**The British Gear Association (BGA)**

[← Back](#) > 1. Date > 2. Spaces > 3. Contact Info > 4. Payment > 5. Confirmation

### Billing Details

Same as contact details

### Select Payment Method

Click for payment by invoice.

We will contact you to arrange invoicing and payment

Confirm Payment

If you click access course before payment has been made you will see this page which will be updated when the invoice we send you has been settled.

← My Courses & Bookings

✉ Contact

## Gear Foundation 1

Booking Info Forum



### Please Complete Payment

Payment needs to be made before you can access this course

[View Invoice](#)

d4236587-25fb-4d48-9a11-9f250356fd1e

1 Space

Booked on: 27/01/2026

Cancel up to 7 days prior

#### Summary

1 x Number of places £350

VAT £70

Participants

If you have any questions or encounter any problems please contact the BGA Office: [admin@bga.org.uk](mailto:admin@bga.org.uk)

📍 British Gear Association. University of Newcastle upon Tyne . Unit 1 & 2B Wincomblee Road Newcastle upon Tyne . NE6 3QS

📞 +44 (0)191 208 6160

✉ [admin@bga.org.uk](mailto:admin@bga.org.uk)

🌐 [www.bga.org.uk](http://www.bga.org.uk)

Co. Reg: 286604