

TCMT- RESERVATION SYSTEM

TABLE OF CONTENTS

1. How to log in?
2. Reservation on computer
3. Reservation on smartphone
4. Access to courts


1. HOW TO LOG IN?

There are 2 ways to connect to the TCMT reservation system :

- Internet
- Smartphone

1.1. CONNECT WITH INTERNET

- a. On your computer or smartphone, open a browser, preferably Google Chrome.
- b. Write in the search bar: « tcmt.plugin.ch ».
- c. Press **Enter**.
- d. To the left on the screen, under « se connecter », put your username and your password that you have received from TCMT and click « Se connecter ».



Se connecter :

nom d'utilisateur

.....

Se connecter

Note : Plugin may ask you to validate your profile when you first log in.

Fill in all the boxes where it says: « *Ce champ est requis ».

- a. Click on edit my profile « Modifier mon profil ».

1.2. CONNECT WITH SMARTPHONE

Download « Plugin.ch » application from the App Store (pour IOS) or from Google Play Store (pour Android).

- a. Open « Plugin.ch » and put your username and password in the corresponding boxes

Note : If you stay inactive for too long, PlugIn automatically disconnects you. You will have to reconnect.

2. RESERVATION ON COMPUTER

2.1. TO MAKE A RESERVATION

- a. Click on reservation « Réserver ».
- b. Choose the date on which you would like to make a reservation.



- c. Choose from the table the time and the court on which you would like to play on.

	Terrain 1	Terrain 2
08:00		
08:30		
09:00		
09:30		
10:00		
10:30		
11:00		

Example :

- d. A window opens. Check the date, time and that court number are correct. If there is an error, click on the cross at the bottom right of the window and try again.
- e. Under players « Joueurs », under your name, put the name of the person who will play with you.
- f. Click add a reservation « Ajouter la réservation ».

Note : You can make a reservation with a guest. You will find the guest in the list under the name « **Invité TCMT** » and you need to add the guest name under the additional information. The guest will be charged to you with a fee of Fr XY per hour.

2.2. CHECK YOUR RESERVATION

At any time you have the option of seeing your reservation on the left of the screen below « Réservation en cours ».



SPORT	DATE	TER.
Tennis	2016-05-10 12:00	3

2.3. CANCEL A RESERVATION

- Under reservation in progress « Réservations en cours », click on « Tennis ». This brings you directly to your reservation.
- Click on your reservation on the table.
- A windows opens. Click delete reservation « Supprimer la réservation ».

2.4. CHANGE USER NAME AND / OR PASSWORD

- Click on my profile « Mon profil ».
- Under username « Nom d'utilisateur » enter the new username.
- Under « Password » and « Confirmer » enter the new password (**Note :** you cannot see your current password. If you have forgotten it, please contact the TCMT).
- Click modify my profile « Modifiez mon profil ».

3. RESERVATION ON SMARTPHONE

3.1. MAKE A RESERVATION

- Click on the icon at the top left corner.
- Go to home « Accueil ».
- Choose the date you would like to make a reservation.
- Move the screen to the right or left to change the court.

- e. Click on the time you would like to make a reservation (it is necessary that a green view is displayed the chosen time)
- f. Under players « Joueurs », below your name, put the name of the person whom you will play with.
- g. Click confirm « Confirmer ».

3.2. DELETE A RESERVATION

- a. Click on your reservation.
- b. To the right of your name, click on delete « Supprimer ».

4. ACCESS TO THE COURTS

The opening of the court you have chosen will be done with the TCMT badge by the gray box next to the door. Please confirm the booking by each player.