

Yearly TP Licence Request Protocol

Below is the TMS Tournament Planner (TP) renewal process for those provinces that wish to offer TP software to member clubs in order to run tournaments.

- Each PTA is to communicate directly with their member clubs that require a TP licence. Please note there will be communication on the TC website and VR support community directing member clubs to make their license requests directly with their PTA.
- PTA to make TP license requests to Tennis Canada, which is to include all information *shown below* in the exact format in excel. (It is recommended to all most of your club licence requests at the same time)

| Province | Version Requested | Group/Club Name | Contact Name | Phone | Email |
|----------|-------------------|--------------------|--------------|--------------|----------------------|
| CAN | 2015 | Club Tennis Canada | John Smith | 555-555-5555 | jsmith@something.com |

- All license requests should be directed to Adriano Fuorivia at adrianof@tenniscanada.com
- TP license files will be sent to PTA's to distribute to member clubs. Typical license order takes 1 week to fulfill.
- Please note, current TP licenses will work until January 31st of the following year. We recommend license renewal requests be made prior to December 1st of the current year in order to ensure uninterrupted use of the TMS TP program.