



Setup for the digital season pass of the Jungfrau Region

- User documentation for vacation home owners -

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Dokument approved and published	2021-12-02	Martin Schaarschmidt

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Jungfrau Region 🗗





Introduction

This short documentation is an extract from the administrator manual for the CM Studio .GRM-CLOUD from MASCH Software Solutions.

It describes the administration of digital season passes for vacation home owners, who can independently register and issue the digital season passes for themselves and their authorized family members or life partners.

This document does not include instructions on how to classify eligible persons or groups of persons. All necessary requirements, to whom you as a vacation home owner and payer of a visitor's tax flat rate may issue these digital season passes, are regulated by the visitor's tax regulations of the respective municipality. You can find more detailed documentation in German language only at the following link:

https://www.registration-jungfrauregion.swiss/kurtaxen-reglement/

For questions regarding the visitor's tax regulations of your municipality, please contact the local tourist office or Jungfrau Region Tourismus AG at +41 (0)33 521 4343.





Login to the digital reporting system of the Jungfrau Region

The digital registration system of the Jungfrau Region is the basis for the issuance of digital guest cards for your visitors as well as for the administration and issuance of digital season passes for you as the owner of a vacation home in the Jungfrau Region.

You can access the login page of the digital registration system via the following link:



https://www.registration-jungfrauregion.swiss/admin/

Please now use your login and the corresponding password. You defined both by yourself as part of the registration process for the digital registration system and these should be available to you. If you have forgotten your password, please follow this link to renew your password:

https://www.registration-jungfrauregion.swiss/en/remind-password/

The related password reset instructions can be found at:

https://customer-service.masch.com/en/faq-24/.





Management and creation of digital season passes

After login, you can switch the language of your user interface to English, by clicking on the FLAG icon at the top bar in the right corner.

(The screen shots of our document are not translated, but will be translated within the software itself.)

After this, you should click in the left module bar on the module:GRM-CLOUD.The user interface of the digital reporting system opens:

		💽 Website Preview	👩 Help
GCM-CLOUD GRM-CLOUD			
🔛 Modules	Guests Wait list Data sources E-mail Templates User Digital annual pass (settings) Settings Access Rights		
GCM-CLOUD GRM-CLOUD	Testhold Exected v	 Q Add Q Offline fas ✓ Edit 	entry 🛞
	Inbax Check-In Stay Check-Out Report Report-Inchine	Partially co data to the	e clipboard
	Filer Search Rest	Send guest	
	🖸 🖬 Rows 1 - 3 of 3 total 🗈 😳	Send guest	e-mail to

If you are a vacation home owner paying flat tourist tax for your apartment, you will see the "**Digital season pass (settings)**" tab in the file tab bar. Click on this tab with your mouse:

Guests Wait list Data sources E-mail Templates User D	igital annual pass (settings)	Settings	Access Rights	
Testhotel Erkerhof v				Add 🛛 😵 Send digital annual/season card
3 annual/season guest card(s) have been applied for. In total, you can issue up to 3 cards to your eligible family members and do If you request additional cards, they will be submitted to the tourism office		ivation.		
Bitte beachten Sie, dass digitale Jahres-/ Saisonkarten den Regeln des Kurtaxen-Reglement unterliegen, dass Sie berechtigten Personen gehören, erfassen Sie bitte regulär über die Gäste INBOX.	e unter diesem Link für Ihre Gemeinde ein	ehen können! Für	weitere Fragen zum Kurtaxen-Reglement, wenden Sie sich bitte an Ihr Tourismusbürol Gäste, die nicht zu den bezugs-	
Cohabitant E-mail Relation	Gästekartenklasse Guest card issu	ed Active		
✓ Mr. Jürg Mustermann oleg.schildt⊚masch.com Owner	Klasse A 2021-11-30 13:	10 🗸 🔯		

The administration of your digital season passes will open. The explaining text phrases are depending on the specifications of your municipality and may differ from the screenshot shown here.

Please note that the digital season passes are subject to the rules of the tourist tax regulations, which you can review <u>under the link provided on this screen</u> for your respective municipality! Please take care, that those documents are currently available only in German language.

For further questions about the visitor's tax regulations, please contact your tourist office! Guests who do not belong to the entitled persons, please register regularly via the guests INBOX and thus issue a temporary digital guest card for these guests for their stay.





Add / edit digital season passes

Guests Wait list	Data sources	E-mail Templates User	Digital annual pas	ss (settings)	Settings	Access Rights	E	
Testhotel Erkerhof	~							🕞 Add 🛛 🛞
2 <i>11</i>								annual/season card
	e up to 3 cards to you	applied for. ar eligible family members and do be submitted to the tourism office			vation.			
Bitte beachten Sie, dass digital berechtigten Personen gehören,			e unter diesem Link für	Ihre Gemeinde einsel	hen können! Für	weitere Fragen zum Kurtaxen-Reglement, wenden Sie sich bitte an Ihr Tourismusbüro! Gäste, die nicht zu den bezugs-		
Cohabitant	E-mail	Relation	Gästekartenklasse	Guest card issued	d Active			
Mr. Jürg Mustermann	oleg.schildt@masch.com	Owner	Klasse A	2021-11-30 13:40) √ 🔯			

For adding an additional new digital anual pass, please click with your mouse on the "**Add**" function button as shown on the screen above.

User data		
Title*	Mr.	~
First name	Jürg	
Last name*	Mustermann	
Birth date*	2000-11-11	
SEX*	Male	~
E-mail*	oleg.schildt@masch.com	
Phone	+2203 123456789	
Street name*	Kölner Str. 52	
House Nr.		
ZIP code*	51149	
City*	Köln	
Language*	German	~
Relation*	Owner	
Active		
Gästekartenklasse	Klasse A	
Guest card issued	2021-11-30 13:40	
Note		
	1	

The following window will now open:

Please now enter the required data for issuing a digital season pass. All fields marked with "*" are mandatory and must be filled in. Use the "**Relation**" drop-down list to enter the degree of relationship that entitles the registered person to receive the digital season pass.





After saving, please do not forget to activate the digital season pass:

Mr. Jürg Mustermann 2000-11-11 Male Male 10 1203 123456789 1203 12149 10 1149 10 1149 1140 1140 1140 1140 1140 1140 1140 1140 1140 1140 1140 1140 1140 1140 1140 1140 <tr< th=""><th>Mr. ame Jürg me* Mustermann ate* 2000-11-11 Male Male Nr. ite* Sile* Sile* Sile* Sile* Kölner Str. 52 Nr. Ite* Sile* Sile* Male Ite* Sile* Sile* Sile* Man Ite* Sile* Sile* Ite* Sile* Man Ite* Sile* Ite* Sile* Ite* Sile* Ite* Sile* Ite* Sile* Ite* Sile* Ite* Ite* Sile* Ite* Ite* <t< th=""><th>Properties</th><th></th></t<></th></tr<>	Mr. ame Jürg me* Mustermann ate* 2000-11-11 Male Male Nr. ite* Sile* Sile* Sile* Sile* Kölner Str. 52 Nr. Ite* Sile* Sile* Male Ite* Sile* Sile* Sile* Man Ite* Sile* Sile* Ite* Sile* Man Ite* Sile* Ite* Sile* Ite* Sile* Ite* Sile* Ite* Sile* Ite* Sile* Ite* Ite* Sile* Ite* Ite* <t< th=""><th>Properties</th><th></th></t<>	Properties	
Mr. Image: Constraint of the second of	Mr. Mr. anne Jürg ame Mustermann ate* 2000-11-11 Male Male ioleg.schildt@masch.com +2203 123456789 name* Kölner Str. 52 Nr. 51149 ie* 51149 ioman m* Vomer in* Owner in* Mase A	ser data	
Mustermann 2000-11-11 Male oleg.schildt@masch.com +2203 123456789 +2203 123456789 ne* Kölner Str. 52 51149 51149 German Köln Correr Ovner Image: Strein	met Mustermann ate* 2000-11-11 Male Image: Source oleg.schildt@masch.com Image: Source +2203 123456789 name* Kölner Str. 52 Nr. Image: Source te* 51149 ge* German to Nurer n* Owner image: Source textextastastastastastastastastastastastastast	īitle*	Mr. 🗸
Mustermann 2000-11-11 Male 0leg.schildt@masch.com +2203 123456789 +2203 123456789 +201 51149 51149 6erman Köln German Owner Owner Internet Klasse A	Mustermann ate* 2000-11-11 Male Male ite: ble: 52 Nr. ite: 51149 ite: 60in 70in	first name	Jürg
2000-11-11 Male oleg.schildt@masch.com +2203 123456789 +2203 123456789 he* Kölner Str. 52 51149 51149 German Owner Owner I Klasse A	ate* 2000-11-11 Male Image: Cancel of the second of	.ast name*	Mustermann
aleg.schildt@masch.com idg.schildt@masch.com idg.schildt@masch.	view oleg.schildt@masch.com i+2203 123456789 name* Kölner Str. 52 name* Kölner Str. 52 ie* 51149 ge* German n* Owner n* Owner i_ I artenklass Klasse A	Birth date*	2000-11-11
Implementation	i i <td>EX*</td> <td>Male ~</td>	EX*	Male ~
New Kölner Str. 52 Image: Str. 52 <	name* Kölner Str. 52 Nr. Image: Str. 52 be* 51149 commande Köln ge* German n* Owner in Owner artenklass Klasse A	-mail*	oleg.schildt@masch.com
Image: Second secon	Nr. Constant for the second for the	hone	+2203 123456789
Köln German Owner I I I I I	le* 51149 Köln ge* German ✓ n* Owner □ artenklass Klasse A	treet name*	Kölner Str. 52
Köln German Owner I I I I I	Köln ge* Owner □ artenklasse	louse Nr.	
German Owner □ anklasse A	ge* German	IP code*	51149
Owner □ anklasse	o Owner Image: Compare the second s	City*	Köln
enklasse A	artenklasse Klasse A	.anguage*	German v
enklasse Klasse A	artenklasse Klasse A	Relation*	Owner
		ctive	
	2021-11-30 13:40	Gästekartenklasse	Klasse A
Issued 2021-11-30 13:40		Guest card issued	2021-11-30 13:40
		lote	
		CH Software So	lutions

Then complete the data entry with a mouse click on the "Save and close" function button. You can now send the issued digital season pass. To do this, mark the recorded person on the left with a check mark:

	e up to 3 cards to you	pplied for. r eligible family members and dor e submitted to the tourism office			vation.	
berechtigten Personen gehören,	erfassen Sie bitte regulär über					
Cohabitant	E-mail	Relation	Gästekartenklasse	C	d Active	
Mr. Jürg Mustermann	oleg.schildt@masch.com	Owner		2021-11-30 13:40	√ (
Ms. Alina Schneider	mkwsch63@gmail.com	and cohabitants	Klasse A	2021-11-30 13:40	v (
Mr. Matthias Liedtke	mker omait.com	Relatives straight line (parents/children)	Klasse A	2021-11-30 13:40	v (

and trigger the sending of the digital season pass via the function button "Send digital annual / season pass". This will then be sent to the stored e-mail address.





If you have made mistakes when entering the personal data, this is not tragic, because you can correct the data at any time via the small button "**Edit**" (marked red here) and then resend it:

Deree	negeen rersonen genoren,	errassen sie bitte regutar über	die daste moon.				
	Cohabitant	E-mail	Relation	Gästekartenklasse	Guest card issued	Active	
	Mr. Jürg Mustermann	oleg.schildt@masch.com	Owner	Klasse A	2021-11-30 13:40	1	
	Ms. Alina Schneider	mkwsch63@gmail.com	Spouses and cohabitants	Klasse A	2021-11-30 13:40	1	
	Mr. Matthias Liedtke	mkwsch63@gmail.com	Relatives straight line (parents/children)	Klasse A	2021-11-30 13:40	1	

If a record is incomplete, this may result in the digital season pass not being sent. In particular, also check your owner account via the "**Edit**" button as shown above. Here, not all personal information is already available due to registration.

You can use the "Edit" function to view your details and complete them if necessary.

Printing the digital season pass

If you do not want to use the digital season pass on your smartphone in Apple Wallet or Google Pay, then you can also use or print out the PDF document sent as an attachment to the e-mail at any time.

If you do not want to send recipients a digital season pass, but only want to make it available as an "analog" printout, then this is also possible. Open the respective data record via the "**Edit**" button:

beree	neigeen i ersonen genoren,	errassen sie bitte regatar aber	die daste indox.				
	Cohabitant	E-mail	Relation	Gästekartenklasse	Guest card issued	Active	
	Mr. Jürg Mustermann	oleg.schildt@masch.com	Owner	Klasse A	2021-11-30 13:40	1	
							_
	Ms. Alina Schneider	mkwsch63@gmail.com	Spouses and cohabitants	Klasse A	2021-11-30 13:40	√	
	Mr. Matthias Liedtke	mkwsch63@gmail.com	Relatives straight line (parents/children)	Klasse A	2021-11-30 13:40	√	

and then click on the button "**Print digital annual/season card**" in the function bar on the right.

A PDF with the digital season pass will then be opened, as you can see in the attachment on the following pages.

~	Help
#	Print digital annual/season card
1	Send digital annual/season card
	Save Save and close
	Cancel







Grindelwald FERIENDOMIZIL - LIEDTKE

Jungfrau Region 🗄

ID Digitale Jahreskarte



219-882-656-002

Karten-Inhaber Herr Michael Mustermann ID Digitale Jahreskarte 219-882-656-002 Geburtsdatum 12.01.1993 Gültigkeit 01.01.2021 - 31.12.2021 Karten-Klassifizierung

A Anzahl Personen 1

Resort

Grindelwald

Unterkunft

Feriendomizil - Liedtke





Renewing the digital season card for a new season

If you want to extend the digital season card in time for the start of the new season, you do not need to enter a new card owner, but only renew the existing record if the card owner has not been changed.

To do this, click on the "**Edit**" button to the right of the listed card owners within the table:

beree	andgeen reisonen genoren,	errassen sie bitte regutar uber	de daste indox.				
	Cohabitant	E-mail	Relation	Gästekartenklasse	Guest card issued	Active	
	Mr. Jürg Mustermann	oleg.schildt@masch.com	Owner	Klasse A	2021-11-30 13:40	∢	
	Ms. Alina Schneider	mkwsch63@gmail.com	Spouses and cohabitants	Klasse A	2021-11-30 13:40	√	
	Mr. Matthias Liedtke	mkwsch63@gmail.com	Relatives straight line (parents/children)	Klasse A	2021-11-30 13:40	√	

The data record for the season card to be extended will then open:

rr. v rg ustermann 00-11-11 Iale v
ustermann 00-11-11
00-11-11
lale v
artin.schaarschmidt@masch.con
203 123456789
ilner Str. 52
149
iln
erman v
vner
1
21-12-15 13:05

Now click on the button "**Update / prolong digital annual/season card**" in the function bar on the right.





The process takes about 30 to 60 seconds and at the end you will see that the new annual/season card has been saved. You can then print it out or send it to your e-mail address using the function buttons above.

Please note that the extension of a digital season ticket can only be issued 10 days before the new validity period.