

ACCREDITATION SITE MANUAL



Table des matières

| | | |
|------|---|---|
| I. | Login on the accreditation site..... | 2 |
| a. | Already have an account..... | 2 |
| b. | You want to add a user to an already existing company | 2 |
| c. | You are a new company..... | 2 |
| II. | How to accredit ? | 3 |
| a. | Create a new accreditation..... | 4 |
| b. | Add a person | 4 |
| c. | Add a vehicle | 5 |
| III. | Manage my accreditation requests | 8 |
| IV. | Practical information..... | 8 |

I. Login on the accreditation site

a. Already have an account

Log on to the website: <https://registering.aso.fr> and log in with your login details that you have previously received by email in the "Login" tab and go to page 3

b. You want to add a user to an already existing company

Please contact your ASO referrer so that he can do it, the "account creation" tab, does not allow to add a user to an already existing company but to **create a company**.

c. You are a new company

Log on to the website: <https://registering.aso.fr> and go to the "account creation" tab.

Then fill in the form with all the requested information.

Connexion Création de compte

Inscription d'une société

IDENTITÉ
Nom de société* Maison mère ADRESSE*
Rue* Code pos Ville* Pays

SECTEUR D'ACTIVITÉ
Secteur d'activité COMMENTAIRE

INTÉRÊT SPORTIF
Univers

FAMILLES*

Inscription des contacts + Ajouter

IDENTITÉ*
M. Nom* Prénom*

Fonction

CONTACT*
Téléphone mobile Téléphone fixe

Email*

IDENTIFIANT*
Identifiant*

Enregistrer

It will allow you to access the tests on which you must be accredited.
Ex: Run in Marseille = "Running, mountain biking, cyclo sportive, Mud Day"
Tour de France = "Cycling"

It corresponds to your sector of activity.
Ex: Partner = Cycling Marketing

Fill in at least one or more referees who will be in charge of entering the accreditations, if possible a permanent person in the company.

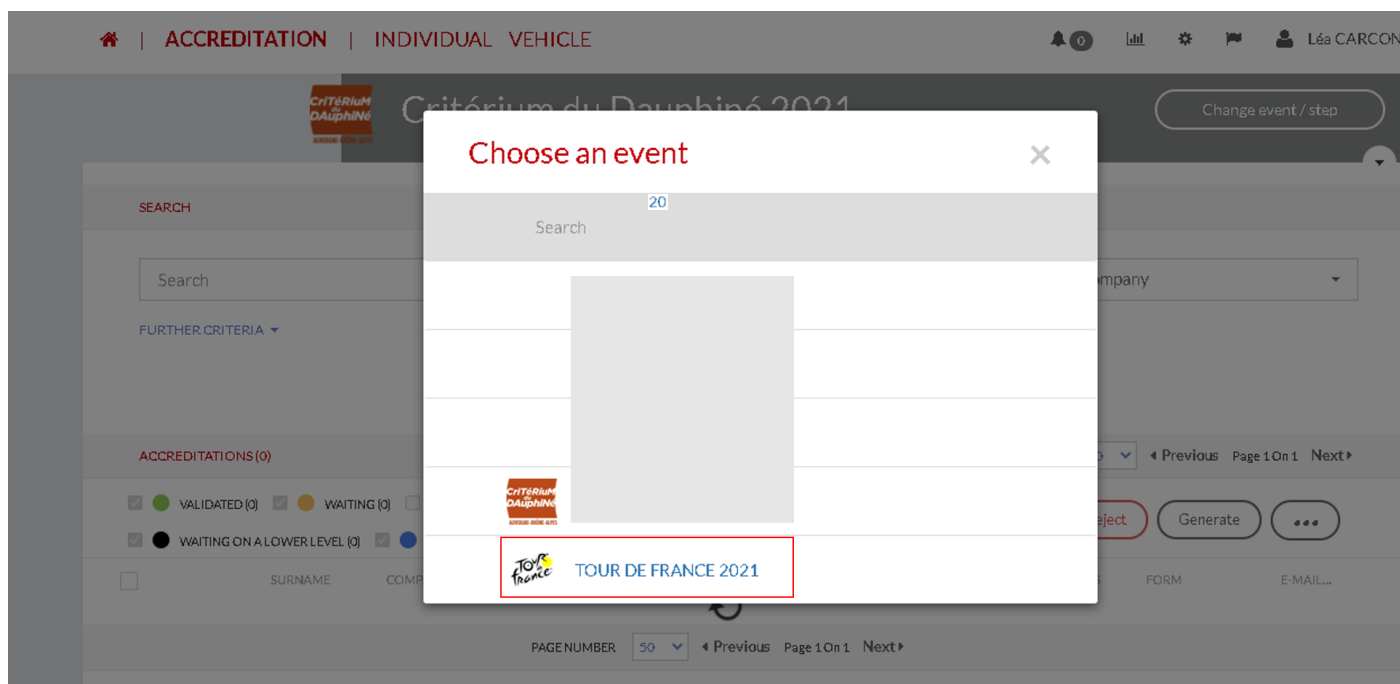
Once your company is registered, please contact your A.S.O contact to inform them of the creation of your account. Once the company validated, you will receive an email with your login allowing you to connect to the **Registering site**.

WARNING : This account creation doesn't correspond to the creation of an accreditation, for that, you need t go to the next page !



II. How to accredit ?

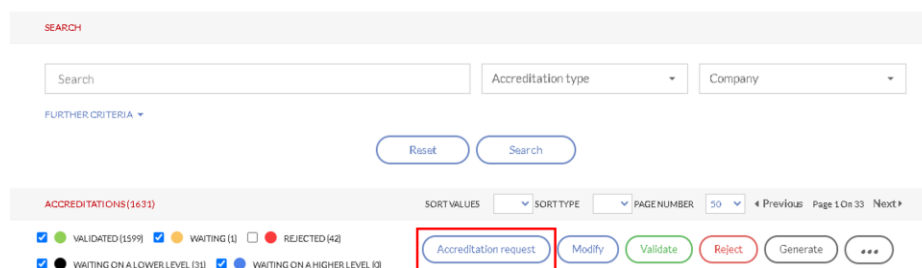
Once logged in, you will arrive on this page which will allow you to choose the test on which you want to accredit:



Once the chosen event, you will arrive on the page of management of your accreditations.

Please create your accreditations **ONLY** in the tab "**ACCREDITATIONS**", the other tabs "Individual" and "Vehicle" will not serve you.

To apply for accreditation, simply click on "**Accreditation request**".





a. Create a new accreditation

ACCREDITATION | INDIVIDUAL VEHICLE

Meryl BROYER

Accreditation request individuals

COMPANY*

UNIT* Change the unit if it does not fit your industry
NB: It is possible for a society to have several units.

INDIVIDUAL* Search the individual if it has already been created
If not, refer to the section « accrediting an individual »

[Add an individual](#)

PROFILE* Select the profile corresponding your occupation

PRESENCE* Select duration: Permanent or daily.

STAGES* Select presence stages (if « daily » presence).

ALL ACCESS

DELIVERY PLACE

COMMENT (0/2048) Indicate here if you want a specific area.

b. Add an individual

If the person has never been accredited before, then click on "Add an individual" in the application for accreditation (as seen above).

ACCREDITATION | INDIVIDUAL VEHICLE

Meryl BROYER

PHOTO (jpg, gif, png)*

You cannot import a PDF file.

SURNAME*

NAME*

COMPANY*

NATIONALITY*

DATE OF BIRTH* MM/DD/YYYY *

LANDLINE NUMBER*

TELEPHONE NUMBER*

E-MAIL*

PLACE OF BIRTH* **MANDATORY**

FUNCTION* Characters number limited to 30!

PROFESSIONAL CARD NUMBER

GENDER*



c. Add a vehicle

Accreditation request vehicles → Select vehicles instead of individuals

COMPANY* UNIT* → Change the unit if it does not fit your industry
NB: It is possible for a society to have several units.

RENTAL VEHICLE → If you do not have information about your vehicule yet, select « Rental vehicule ». Please fill in the information when removing the banner..

VEHICLE* → Search → Search for the vehicul if it has already been created. If not, select « Add a vehicule » an fill in all the fields.

DRIVER* → Search → Enter the name of the registered driver in advance.

PASSENGERS → Search

ZONE* → Select the area that will determine te color of your banner.

COMMENT

NUMERO DE BANDEAU → Autogenerate number

Back Validate → Validate to complete the registration.



d. Accredit a vehicle

To accredit a vehicle, select "Add" and enter the name of the company. Then "Search for a vehicle". 3 search options are possible: by license plate, by brand and model, or by manual search.

1) By license plate

Search for a vehicle

Plate number | Brand, Model | Select « License plate »

PLEASE ENTER LICENSE PLATE*

Enter the vehicle registration.
****WARNING This search only works if the vehicle has been registered in France****

Search

| BRAND | MODEL | FUEL | YEAR | CO2 EMISSIONS |
|---|----------|--------|------|---------------|
| <input checked="" type="checkbox"/> KIA | SPORTAGE | DIESEL | 2011 | 135 |

Select your vehicle.

Cancel | Validate | Click on validate to continue the registration. You will have to fill in the type and role of the vehicle, then validate to complete.

****WARNING This search only works if the vehicle has been registered in France****

2) By brand & model

Search for a vehicle

Plate number | Brand, Model | Select « Brand, Model »

ENTER VEHICLE INFORMATION

BRAND * | MODEL *
 KIA | SPORTAGE

FUEL * | YEAR *
 Diesel | 2011

Search

| BRAND | MODEL | COMMERCIAL DESIGNATIO... | FUEL | YEAR | CO2 EMISSIONS |
|---|----------|--------------------------|--------|------|---------------|
| <input type="checkbox"/> KIA | SPORTAGE | SPORTAGE 2.0 CRDI (L... | Diesel | 2011 | 183 |
| <input checked="" type="checkbox"/> KIA | SPORTAGE | SPORTAGE 1.7 CRDI (L... | Diesel | 2011 | 135 |
| <input type="checkbox"/> KIA | SPORTAGE | SPORTAGE 1.7 CRDI (L... | Diesel | 2011 | 143 |
| <input type="checkbox"/> KIA | SPORTAGE | SPORTAGE 2.0 CRDI (L... | Diesel | 2011 | 179 |
| <input type="checkbox"/> KIA | SPORTAGE | SPORTAGE 2.0 CRDI (L... | Diesel | 2011 | 147 |

Cancel | Validate

Select your vehicle and validate. You will have to fill in the "Type" and "Role" fields. Validate to complete the registration.



3) By manual Search

If none of the above solutions worked, you will have to fill in all the fields manually.

****WARNING**** In order for your accreditation request to be validated, the vehicles must carry a minimum of two people (conductor + passenger). If this is not the case, you will see this error message:

III. Manage my accreditation requests

This page will allow you to view the status of your accreditation requests.

The screenshot shows the accreditation management interface. At the top, there are navigation tabs for 'ACCREDITATION' and 'INDIVIDUAL VEHICLE'. Below this is a search bar and several filter categories: 'STAGES', 'UNIT', 'PROFILE', 'PRESENCE', 'ZONES', 'EXCLUSIVE ZONED', 'ZONING BASED ON PROFILE', 'SUB-ZONING BASED ON PROFILE', 'PHOTO', 'GENERATED', 'REQUESTED BY', and 'EDITED BY'. There are also checkboxes for 'ADD AFFILIATE PROVIDER ACCREDITATIONS', 'ONLY BLACKLISTED', 'ACCESS CONTROL', 'EMAIL STATUS', 'PLACE OF BIRTH', 'GENDER', 'DATE OF BIRTH', 'FUNCTION', 'PROFESSIONAL CARD NUMBER', 'COMBANY:', 'DOUBLES', 'ERROR WHEN SENDING TO ACCESS CONTROL', 'BARCODE', 'ONLY RENTAL VEHICLES', and 'SENT TO ACCESS CONTROL'. A 'Reset' and 'Search' button are at the bottom of the filter section.

Below the filters, there is a table of 'ACCREDITATIONS (187)'. The table has columns for 'SURNAME', 'COMPANY', 'PROFILE', 'ZONES', 'STATUS', and 'E-MAIL'. The table contains several rows of accreditation requests. A legend at the top left of the table indicates the status of requests: 'VALIDATED (802)', 'WAITING (21)', 'REJECTED (4)', 'WAITING ON A LOWER LEVEL (52)', and 'WAITING ON A HIGHER LEVEL (8)'. Action buttons like 'Accreditation request', 'Modify', 'Validate', 'Reject', and 'Generate' are visible above the table.

Red boxes and arrows highlight specific features:

- 'You can narrow your research using the different search criteria.' points to the filter categories.
- 'Status of the requests' points to the status icons in the first column of the table.
- 'Vehicules accreditations.' points to the vehicle icons in the first column of the table.
- 'Acces zones granted by A.S.O.' points to the zone selection icons in the 'ZONES' column.
- 'Modification of the requests if they are still waiting, otherwise contact your referent.' points to the 'Modify' and 'Validate' buttons.

IV. Practical information

- For a better use of the accreditation site, please use the « Google Chrome » browser.
- For any problem on the accreditation site, please make a screen shot and send it to your A.S.O. referent so that we can solve it more quickly;

In case of problems you can contact us at

mcazin@aso.fr for the written press, websites and photo agencies

rchassagne@aso.fr for the televisions, radios and shooting crew