



# ACCREDITATION SITE MANUAL



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## 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

⚠ Be careful to respect the lower and upper case of your login, if you have any doubt please contact your referent A.S.O, do not recreate a company!

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

Please contact your referent ASO 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.

#### Company registration

IDENTITY		ADDRESS *		
Company name *	Parent company	Street *		
FIELD OF ACTIVITY		Post code	City *	Country
Field of activity				
SPORT		COMMENT		
Sport				
UNITS *				

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

#### Contact registration

IDENTITY *		+ Add	
Mr	Surname *	Name *	
Function			
CONTACT *			
Mobile phone	Landline		
E-mail *			
LOG-IN *			
Log-in *			

Save

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 this you must go to the next page !**

## II. How to accredit ?

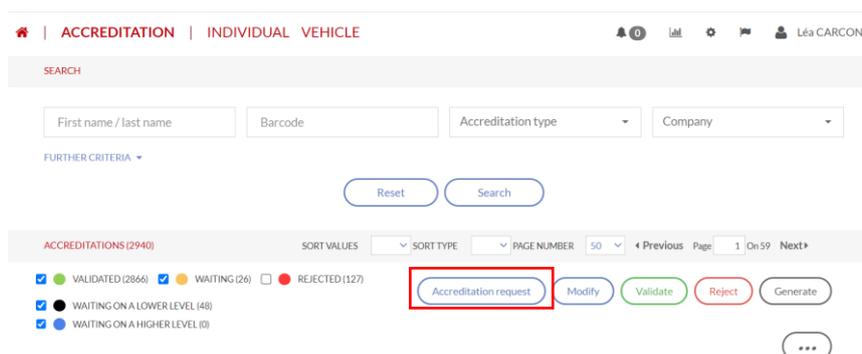
Once connected, you will arrive on the first page where you must click on « Accreditations » the on the second page where you can choose an event :



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

Thank for creating your accreditations **ONLY** in the "ACCREDITATIONS" tab, the other tabs "Laissez-Passer", "People" and "Vehicles" will not serve you.

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





### a. Create a new accreditation

Accreditation request individuals

COMPANY \*  
UNIT \*  
INDIVIDUAL  
Search  
Add an individual  
PROFILE \*  
PRESENCE \*  
Daily  
STAGES \*  
ALL ACCESS  
DELIVERY PLACE  
COMMENT (0/2048)

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

Find the person if they have already been created.  
If not, click on "Add an individual"

Select the profile corresponding to your occupation.

Select duration: permanent or daily.

Select presence stages (if "daily" presence)

Part reserved for A.S.O., you can write in the comments section if you need specific access.

Back Validate  
Ta save, click on "validate"

For the Dakar, other fiels must be filled in :

- Data on the identity document
- Emergency contact
- Origin and mode of travel (information needed for our carbon footprint)

### b. Add a person

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

Add an individual

PHOTO (jpg, gif, png) \*

Upload Take a picture

You cannot import a PDF file.

SURNAME \*  
NAME \*  
COMPANY \*  
NATIONALITY \*  
DATE OF BIRTH \*  
MM/DD/YYYY \*  
LANDLINE NUMBER  
TELEPHONE NUMBER  
E-MAIL  
Number of characters is limited to 30  
PLACE OF BIRTH \*  
FUNCTION \*  
PROFESSIONAL CARD NUMBER  
GENDER \*

Cancel Validate



### III. Manage my accreditation requests

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

SEARCH

First name / last name Barcode Accreditation type Company

FURTHER CRITERIA

STAGES All UNIT PROFILE All

SEE THE VALID ACCREDITATIONS ON THIS PERIOD BY:  CREATION DATE  LAST UPDATE DATE

PRESENCE All ZONES All EXCLUSIVE ZONE(S)

ZONING BASED ON PROFILE All SUR-ZONING BASED ON PROFILE All DELIVERY PLACE All

PHOTO All GENERATED All

REQUESTED BY Search EDITED BY Search

ADD AFFILIATE PROVIDER ACCREDITATIONS  DOUBLES  ONLY RENTAL VEHICLES  
 ONLY BLACKLISTED  ERROR WHEN SENDING TO ACCESS CONTROL  SENT TO ACCESS CONTROL

Reset Search

ACCREDITATIONS (2940) SORT VALUES SORT TYPE PAGE NUMBER 30 Previous Page 1 On 59 Next

VALIDATED (2866)  WAITING (26)  REJECTED (127)  
 WAITING ON A LOWER LEVEL (48)  WAITING ON A HIGHER LEVEL (0)

Accreditation request Modify Validate Reject Generate ...

<input type="checkbox"/>	SURNAME	COMPANY	PROFILE	ZONES	STATUS	E-MAL...
<input type="checkbox"/>			Journalist			
<input type="checkbox"/>			Other press			
<input type="checkbox"/>			Photographer			
<input type="checkbox"/>			Other press			
<input type="checkbox"/>			Other press			
<input type="checkbox"/>			Journalist			
<input type="checkbox"/>			Journalist			
<input type="checkbox"/>			Photographer			

Status of the request.

Acces zones granted by A.S.O.

You can modify an accreditation as long as it is not validated. If so, please contact your A.S.O. Referent.