

ACCREDITATION SITE MANUAL 2023



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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

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 Intérêt sportif

Univers

FAMILLES*

COMMENTAIRE

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

Inscription des contacts + Ajouter

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.

IDENTITÉ*

M. Nom* Prénom*

Fonction

CONTACT*

Téléphone mobile Téléphone fixe

Email*

IDENTIFIANT*

Identifiant*

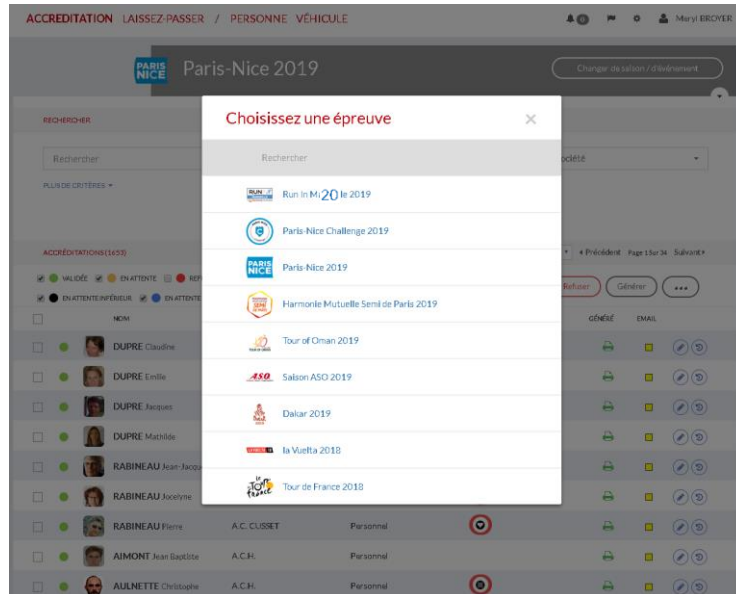
Enregistrer

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 to go to the next page !

II. How to accredit ?

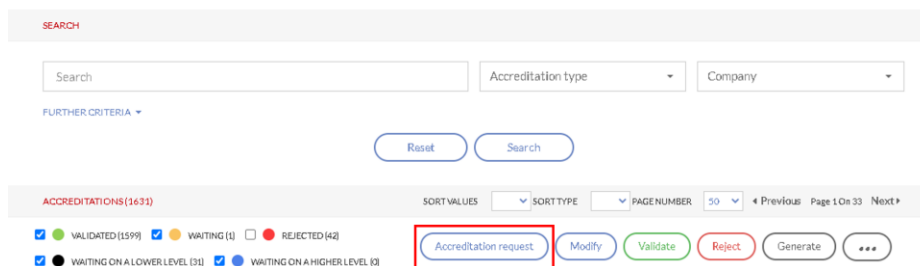
Once logged in, you will arrive on this page which will allow you to choose the test on which you want to accredit:



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

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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).

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PHOTO (.jpg, .gif, .png) *

You cannot import a PDF file.

SURNAME*

COMPANY*

DATE OF BIRTH* MM/DD/YYYY

TELEPHONE NUMBER*

PLACE OF BIRTH* **MANDATORY**

PROFESSIONAL CARD NUMBER

NAME*

NATIONALITY*

LANDLINE NUMBER*

E-MAIL*

FUNCTION* Characters number limited to 30!

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 vehicle yet, select « Rental vehicle ». Please fill in the information when removing the banner..

VEHICLE*
Search → Search for the vehicle if it has already been created. If not, select « Add a vehicle » and 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 the color of your banner.

COMMENT

NUMÉRO DE BANDEAU
Autogenerate number [x]

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

You can find any vehicle thanks to this research, even if it has not been registered on the platform before.

Search for a vehicle

Plate number Brand, Model → Select « License plate »

PLEASE ENTER LICENSE PLATE*

[F] BK-910-XM → 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

BRAND	MODEL	COMMERCIAL DESIGNATION	FUEL	YEAR	CO2 EMISSIONS	
<input type="checkbox"/>	KIA	SPORTAGE	SPORTAGE 20 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

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.

Add a vehicle

SEARCH for a vehicle

TYPE* [dropdown]
ROLE* [input]
BRAND* [dropdown]
MODEL* [input]
LICENCE* [input]
COMPANY* A.S.O. **The company name has been filed previously.**
CO2 EMISSIONS* **You can find the CO2 emissions of your vehicle on the vehicle registration document.**

Cancel Validate **Confirm to complete the registration.**

****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:

IV. Practical information

- For a better use of the accreditation site, please do not use the "Internet Explorer" 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

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