



User Guide

This guide is created to help you to understand the functioning of the registration site so you can use it easily and efficiently.

You will find all the details about the functionalities of the platform.

If you encounter a problem, please contact the organization team via :

contact@peugeot-press-testdrive.com

Enjoy your visit to our website !

The Organisation Team



REGISTRATION PAGE

WELCOME

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Sophie ELINGUEL



[Step 1 : New registrations](#)

[New registration](#)

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[Manage the group registrations](#)

Thursday 14 june - Friday 15 june

Dear manager,

We thank you for using the platform.

1- Click on "download the template" and upload your file with your participants information

or

2- Click on "register someone" to add 1 attendee at a time



Parcourir...



[Register someone](#)

Le site est publié par AUTOMOBILES PEUGEOT, société anonyme au capital de 172 711 770 Euros, dont le siège est au 07 rue Henri Sainte-Claire Deville, 92500 Rueil-Malmaison (France), immatriculée au Registre du Commerce et des Sociétés de PARIS sous le numéro B 552 144 503. N° d'identification : FR 23552144503, 552 144 503 R.C.S. Nanterre - APE 70102 N° SIRET : 552 144 503 01248 Téléphone : 01 55 94 81 00

This page allows :

Step 1 :

1. To upload the full data set (matrix) for several guests.
2. To add individually a guest.

Step 2 :

1. To modify data which are already registered.



REGISTRATION PAGE

Step 1

Register guests

Option 1

Loading of the matrix
(addition of several guests at the same time)



Upload the full data set for several guests

We advise you to load the matrix on the platform once it will be completed as much as possible (especially details about transportation).

NB : Please do not forget to register the internal guests.

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Thursday 14 june - Friday 15 june

Dear manager,
We thank you for using the platform.

1- Click on "download the template" and upload your file with your participants information
or
2- Click on "register someone" to add 1 attendee at a time

1

Parcourir...

Register someone

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1. Fill out the matrix, which has been send in the email with your User Details.
2. Upload the matrix by clicking on the link "Select a file". 1

IMPORTANT :

You can upload more than one matrix. For example: the first one can contain 10 guests and the second one can contain 5 guests.

CAREFUL, to avoid duplication :

Please use a blank matrix for each time you upload new guests. Do not add the new guest to a previous matrix as previous uploads will be duplicated.

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Once the matrix is correctly loaded, all the fields will be completed automatically following the example below:

1. If everything is OK, click on “confirm import” 1

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Dear manager,

We thank you for using the platform.

Click on Register someone or use the Excel import to add new people to your country or go to the [second step](#) to update their file and/or send them practical information.

[Export to excel](#)

Session	Country	Media	Gender	Last name	First Name	Email	Mobile number	Food requirements	Food requirements_Other	Disability	Additional information	Arrival type of transport	Airport of departure	Arrival_airport of arrival	Terminal of arrival	Arriv
1	France	Test	Woman	ELINGUEL	Sophie	sophie.elinguel@novateam.fr	+33623885479					Plane	PARIS CDG	NICE	2	06/1

1 [Confirm import](#)

2. The following window will appear saying the number of registered guests. Click on “OK” to confirm 2

Source : www.peugeot-press-testdrive.com

3 registrations inserted.

2 [OK](#)

1. Then your registered guests appear like this :

3 registrations

	Lastname	Firstname
	ELINGUEL	Sophie
	LAALAJ	Yousef
	UTH	Mirjam

[Export the list](#) [Validate changes](#)

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The cells that appear in yellow are not correctly completed.

For example, you can see on the picture that the mobile number is missing. 1

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[Export to excel](#)

Session	Country	Media	Gender	Last name	First Name	Email	Mobile number	Food requirements	Food requirements_Other	Disability	Additional information	Arrival type of transport	Airport of departure	Airport of arrival	Arrival_airport	Terminal of arrival	Arrival date
1	France	Test	Woman	ELINGUEL	Sophie	sophie.elinguel@novateam.fr	336231)					Plane	PARIS CDG	NICE		2	06/11/2018

1 - Required phone number format : +33 123456789 1

[Validate changes](#) 2

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Please correct, then click on "validate changes". 2



Loading of the passport to facilitate the check-in of your guests

Note : a photocopy of the passport or ID-card of each guest is mandatory for a stay in Monaco : uploading it on the site will save time during check-in at the hotel

1. Click on the icon  to open the participant file.

2. The following window appears :

TRANSPORT (DEPARTURE)

Type of transport	Plane
Airport of arrival	Paris CDG
Departure Date *	13/06/2018
Departure Time *	18:30
Company	Air France
Flight number	AF1505
Additional information	

Check-in information

Street	15 avenue felix louat
Postal code	60300
City	Senlis
Country	France

Please upload here a photocopy of the passport or id-card, compulsory for check-in at the hotel.

Passport copy

Download the flight tickets

Arrival ticket

Departure ticket

Practical information

Personal message sent with practical information

3. Download the Passport copy of your guest. 

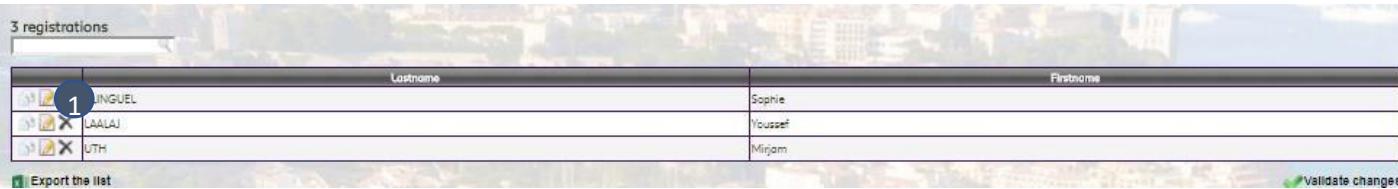
4. Click on "validate" at the bottom pf your screen.



Loading of the flight tickets

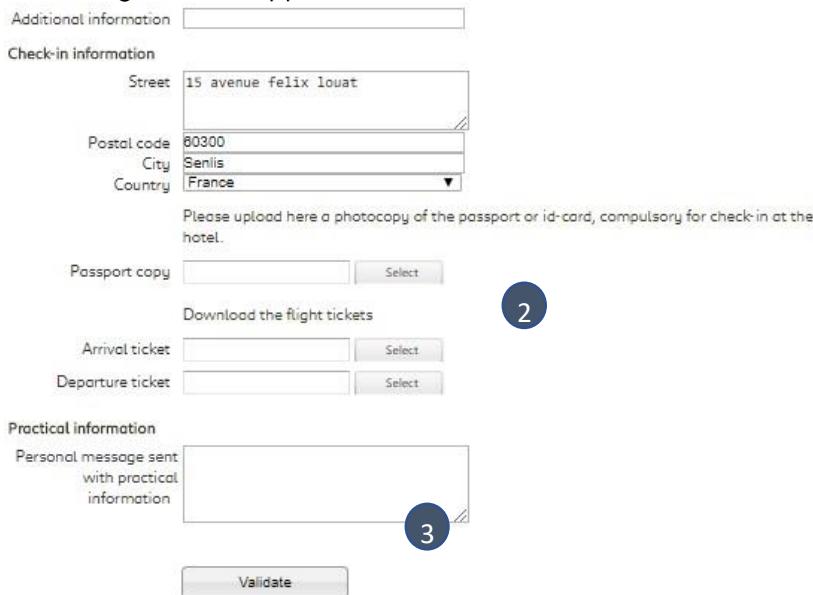
Please think to register the flight tickets of your participants on the platform. To do so, you have to :

1. Click on the icon  to open the file of your participant. 1



Lastname	Firstname
MINGUEL	Sophie
LAA(LAJ)	Youssef
UTH	Mirjam

2. The following window appears :



Additional information

Check-in information

Street

Postal code

City

Country

Please upload here a photocopy of the passport or id-card, compulsory for check-in at the hotel.

Passport copy Select

Download the flight tickets 2

Arrival ticket Select

Departure ticket Select

Practical information

Personal message sent with practical information

Validate 3

3. Download the two-way tickets if they are 2 different files (Departure and Arrival are not on the same ticket). If the two-way ticket is only one file (Departure and Arrival are on the same ticket), then download it in "Arrival ticket". 2

4. Click on "validate" 3

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Step 1

Register guests

Option 2

Register guests individually

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Add guests individually :

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Dear manager,

We thank you for using the platform.

Click on Register someone or use the Excel import to add new people to your country or go to the [second step](#) to update their file and/or send them practical information.

 [Choisir un fichier](#) Aucun fichier choisi
[Download the template](#)

 [1 Register someone](#)

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1

Click on “Register someone”.

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Fill in the following fields:

NB : Please do not forget to register the internal guests.

SESSION INFORMATION

Media

PERSONAL INFORMATION

Gender Please select

Last Name*

First Name*

Email

Mobile number France 06 12 34 56 78

Food requirements / Allergy Please select

Please fill in if "Other"

Disability / Reduced mobility

Additional information

TRANSPORT (ARRIVAL)

Type of transport Please select

Airport of Departure

Terminal of arrival

Arrival date

Arrival time

Company

Flight Number

Additional information

TRANSPORT (DEPARTURE)

Type of transport Please select

Airport of arrival

Departure Date*

Departure Time*

Company

Flight number

Additional information

Check-in Information

Street

Postal code

City

Country France

Please upload here a photocopy of the passport or id-card, compulsory for check-in at the hotel.

Passport copy 1

Download the flight tickets

Arrival ticket 2

Departure ticket 3

Practical Information

Personal message sent with practical information 3

4

1. In order to make the check-in easier, download the passport copy of your guest. 1
2. Download his / her flight tickets. 2
3. You can add a personal message which will complete the practical information. 3 (cf page 20)
4. Validate the registration.

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Step 2

Modify the registered information



Modify the registered information :

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[New registration](#)

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[Manage the group registrations](#)

- Please click on the icon to edit a file.
- Click on the icon to send them a confirmation with practical information and their transport tickets attached.
 - If you uploaded transport tickets, they will be attached to the email sent by the system
 - If you need to add a personalized message in the practical information email, please edit the registration file and fill-in the field *Personal message sent with practical information*

3 registrations

1

Lastname

Firstname

ELINGUEL	Sophie
LAALAJ	Youssef
UTH	Mirjam

[Export the list](#)

[Validate changes](#)

[Registrations summary](#)

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1. Click on the icon to open a participant file. 1

2. The following window appears. Modify the fields you wish and confirm.

Registered on 13/04/2018

SESSION INFORMATION

Media

PERSONAL INFORMATION

Gender	Woman
Last Name *	ELINGUEL
First Name *	Sophie
Email	sophie.elinguel@novateam.fr
Mobile number	06 23 88 54 79
Food requirements / Allergy	<input type="text" value="Please select a proposal"/>
Please fill in if "Other"	<input type="text"/>
Disability / Reduced mobility	<input type="text"/>
Additional information	<input type="text"/>

TRANSPORT (ARRIVAL)

Type of transport	Plane
Airport of Departure	PARIS CDG
Terminal of arrival	2
Arrival date	06/11/2018
Arrival time	11:30
Company	Air France
Flight Number	AF1205
Additional information	<input type="text"/>

TRANSPORT (DEPARTURE)

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REGISTRATION PAGE

Step 2

[Export data](#)

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Export data:

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Step 1 : New registrations

New registration

Step 2 : Manage registrations

Manage the group registrations

- Please click on the icon to edit a file.

- Click on the icon to send them a confirmation with practical information and their transport tickets attached.

- If you uploaded transport tickets, they will be attached to the email sent by the system

- If you need to add a personalized message in the practical information email, please edit the registration file and fill-in the field *Personal message sent with practical information*

3 registrations

	Lastname	Firstname
	ELINGUEL	Sophie
	LAALAJ	Youssef
	UTH	Mirjam

Export the list

Validate changes

[Registrations summary](#)

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1. Click on the icon to open the Excel file containing the guests list. 1
2. The Excel file allows to apply filters and sort per category.

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REGISTRATION PAGE

Step 2

[Delete a guest](#)

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Delete a guest:

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Sophie ELINGUEL



Step 1 : New registrations

[New registration](#)

Step 2 : Manage registrations

[Manage the group registrations](#)

- Please click on the icon to edit a file.
- Click on the icon to send them a confirmation with practical information and their transport tickets attached.
 - If you uploaded transport tickets, they will be attached to the email sent by the system
 - If you need to add a personalized message in the practical information email, please edit the registration file and fill-in the field *Personal message sent with practical information*

3 registrations

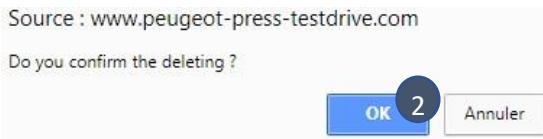
		Lastname	Firstname
	1	ELINGUEL	Sophie
	2	Youssef	
	3	UTH	Mirjam

[Export the list](#) [Validate changes](#)[Registrations summary](#)

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1. Click on the icon to delete a guest from the list.

2. The following message appears:



3. Click on the “OK” button to confirm, otherwise click cancel/annuler.

4. The new list appears without the name of the deleted guest.

		Lastname	Firstname
	1	LAALAJ	Youssef
	2	UTH	Mirjam

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REGISTRATION PAGE

Step 2

Sending an email with practical
information



Sending an email with the practical information to your guest :

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Step 1 : New registrations

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[Manage the group registrations](#)

- Please click on the icon to edit a file.
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 - If you uploaded transport tickets, they will be attached to the email sent by the system
 - If you need to add a personalized message in the practical information email, please edit the registration file and fill-in the field *Personal message sent with practical information*

2 registrations

	Lastname	Firstname
	LAALAJ	Youssef
	UTH	Mirjam

[Export the list](#) [Validate changes](#) [Registrations summary](#)

1. Click on the icon to send an email with practical information.

2. The following message appears :

Source : www.peugeot-press-testdrive.com

Do you confirm you want to send the practical information to this attendee ?

OK

2

Annuler

3. Click on the “OK” button to confirm, otherwise click cancel/annuler.

4. The following message appears if the email has been correctly sent.

Source : www.peugeot-press-testdrive.com

The delegate has been notified.

OK

IMPORTANT :

For a more personalised email, we advise you to send the email from your own mail box. Programme and practical information can be downloaded from the website at the “communication downloads” page so you can attach them to your email.

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Please find bellow the practical email information

The flights tickets and programme will be enclose of your e mail.



Dear Sophie ELINGUEL,

We confirm your participation in the **PEUGEOT** International Press Test Drive.

Please find your personal details below :

Session : Wednesday 27 June - Friday 29 June

Here the personnal message you can add

TRANSPORTATION

Departure from PARIS CDG on 27/06/2018 at 13:30

Flight N°AF1205

Company Air France

Arrival at Nice Côte d'Azur at 14:30

Return from Nice Côte d'Azur Airport on 29/06/2018 at 18:30 at destination of Paris

CDG

Flight N°AF3454

Company Air France

ACCOMMODATION

HOTEL COLUMBUS MONTE-CARLO

Address: 23 avenue des Papalins, 98000 Monaco

Phone: +377 92 05 90 00

www.columbushotels.com

Programme

Please [click here to download your programme.](#)

PRACTICAL INFORMATION

We are pleased to send you enclosed the practical information.

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PROGRAMME PAGE

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[WELCOME](#)[REGISTRATION](#)[PROGRAMME](#)[COMMUNICATION DOWNLOADS](#)[PRACTICAL INFORMATION](#)[PRESS KIT](#)**DAY 1:**

From 16.00	Arrival at Nice Côte d'Azur Airport Shuttle transfer to Columbus hotel
18.00	Check-in & free time
19.00	Meeting in the hotel lobby - Departure to Key Largo restaurant
19.30	New PEUGEOT 508 private evening & press conference
23.00	Return to hotel - Overnight stay

DAY 2:

From 7.00	Breakfast
8.00	New PEUGEOT 508 Test Drives Briefing
8.15	New PEUGEOT 508 Test Drives - Part 1
	Switch point & coffee break
12.30	New PEUGEOT 508 Test Drives - Part 2
14.00	Lunch at the hotel
16.00	New PEUGEOT 508 Test Drives - additional engines
19.30	Free time
20.00	Meeting in the hotel lobby - Departure to A Trego restaurant
22.00	New PEUGEOT RIFTER press conference & cocktail
00.00	Dinner & after-dinner
	Return to hotel - Overnight stay

DAY 3:

From 07.00	Breakfast & check-out
08.30	New PEUGEOT RIFTER Test Drives Briefing
08.45	New PEUGEOT RIFTER Test Drives - Part 1
	Switch point & coffee break
12.30	New PEUGEOT RIFTER Test Drives - Part 2
14.00	Lunch at Columbus hotel
16.00	New PEUGEOT RIFTER Test Drives - additional engines
	Luggage pick-up at the hotel
	Departure to Nice Côte d'Azur Airport

HOTEL COLOMBUS MONTE-CARLO

Address: 23 Avenue des Papalins, 98000 Monaco
Phone: +377 92 05 90 00
Website: www.colombushotel.com

[DOWNLOAD THE PROGRAM](#)

This program is the one appropriate for your session and your group.

You can download it by clicking on this link :

[DOWNLOAD THE PROGRAM](#)

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- [!\[\]\(19775404b0b616ac4da3c6ca23641e1d_img.jpg\) DOWNLOAD THE INVITATION IN DIGITAL FORMAT](#)
- [!\[\]\(036c7673aa99b07eff47b5abb96f516a_img.jpg\) DOWNLOAD PRACTICAL INFORMATION](#)
- [!\[\]\(30fc27d7106f0f3d87a9f48d1e8ed731_img.jpg\) DOWNLOAD USER GUIDE IN FRENCH](#)
- [!\[\]\(a59d23988806d68b998bba7156f4cd06_img.jpg\) DOWNLOAD USER GUIDE IN ENGLISH](#)
- [!\[\]\(30e6e00353fba45ee3c86da08acd6817_img.jpg\) INVITATION LETTER \(LETTRE VISA/LETTER VISA\) \(FORMAT .DOC\)](#)

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This page allows to download communications documents, knowing : invitation, practical information, programme. They can be modified before sending..

Other documents will be added within the next few weeks (reminder, ...)

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ARRIVAL

A team of hosts / hostesses will welcome you at the airport and escort you to the shuttle for the hotel transfer.

[NICE CÔTE D'AZUR AIRPORT MAP](#)

TRANSFERS

All transfers mentioned in the program will be handled by the organisation team.

ACCOMMODATION

HOTEL COLUMBUS MONTE-CARLO

Address: 23 Avenue des Papalins, 98000 Monaco

Telephone: +377 92 05 90 00

Website: www.columbushotels.com



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FOOD & BEVERAGES

All meals starting from dinner on DAY 1 until lunch on DAY 3 are included in the program.

IMPORTANT: you can inform us about the dietary requirements of your guests in the field « FOOD REQUIREMENTS / ALLERGY » on the registration page of this website.

PEUGEOT PRESS CENTER

A PEUGEOT Press Center will be available in suite number xxx of the hotel. Several desks will be available and equipped with Internet cable for those who need to upload and/or download heavy files. Your personal room keycard allows you access to the PEUGEOT Press Center.

WIFI

TBC (Wifi code at the hotel, ...)

DESTINATION – CAP D'AIL, France

Weather	Average temperature of 19 to 24 ° in June, low rainfall
Time zone	GMT + 1
Currency	Euro
Electricity	220 V
Country Code	+33
Formalities	For residents of the EU and Switzerland a simple ID card or a valid passport is sufficient. For other countries, please refer to the following link www.diplomatie.gouv.fr/ or connect to the French consulate website in your country.

The organisation team remains available to help obtaining the relevant documents to apply for your visa.

[INVITATION LETTER \(LETTRE VISA/LETTRE VISA\) \(FORMAT .DOC\)](#)

[DOWNLOAD PRACTICAL INFORMATION](#)

This page allows to read practical information carefully.

1. You can download it by clicking on this link : [DOWNLOAD PRACTICAL INFORMATION](#)

2. You can also download and modify an invitation letter for obtaining the visa of your guests by clicking on this link : [INVITATION LETTER \(LETTRE VISA/LETTRE VISA\) \(FORMAT .DOC\)](#)

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This page will allow to download the Press Kit once it will be available.