



# 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](mailto:contact@peugeot-press-testdrive.com)

Enjoy your visit to our website !

The Organisation Team



## REGISTRATION PAGE

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PRESS KIT

Sophie ELINGUEL

### Step 1 : New registrations

[New registration](#)

### Step 2 : Manage registrations

[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 7010Z 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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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...

1



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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NEW PEUGEOT 508 SW



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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Step 1 : New registrations  
New registration

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Manage the group registrations

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

Confirm import

1

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

Source : [www.peugeot-press-testdrive.com](http://www.peugeot-press-testdrive.com)

3 registrations inserted.

OK 2

1. Then your registered guests appear like this :

3 registrations

	Lastname	Firstname
	ELINGUEL	Sophie
	LAALAJ	Youssef
	UTH	Miriam

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	Arrival_airport of arrival	Terminal of arrival	Arrival date
1	France	Test	Woman	ELINGUEL	Sophie	sophie.elinguel@novateam.fr	3362311					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	80300
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.

1

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

3 registrations

	Lastname	Firstname
 <span>1</span>	JINGUEL	Sophie
 X	LAALAJ	Youssef
 X	UTH	Mirjam

 Export the list Validate changes

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

Download the flight tickets 2

Arrival ticket

Departure ticket

Practical information

Personal message sent with practical information  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





# REGISTRATION PAGE

## Step 1

Register guests

## Option 2

Register guests individually

## INTERNATIONAL PRESS TEST DRIVE NEW PEUGEOT 508 SW



### Add guests individually :

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Sophie ELINGUEL

[Step 1 : New registrations](#)  
[New registration](#)


[Step 2 : Manage registrations](#)  
[Manage the group registrations](#)

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”.



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

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

Select

Download the flight tickets

Arrival ticket

2

Select

Departure ticket

Select

Practical information

Personal message sent with practical information

3

Validate and register a new person

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. 4



# REGISTRATION PAGE

## Step 2

Modify the registered information



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## Modify the registered information :

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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

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 Last Name \* First Name \* Email Mobile number Food requirements / Allergy Please fill in if "Other" Disability / Reduced mobility Additional information 

#### TRANSPORT (ARRIVAL)

Type of transport Airport of Departure Terminal of arrival Arrival date Arrival time Company Flight Number Additional information 

#### TRANSPORT (DEPARTURE)



# REGISTRATION PAGE

## Step 2

[Export data](#)

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Export data:

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Sophie ELINGUEL

Step 1 : New registrations

Step 2 : Manage registrations

New registration

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



# 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
	ELINGUEL	Sophie
	Youssef	Youssef
	Mirjom	Mirjom

Export the list

Validate changes  
Registrations summary

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

2. The following message appears:

Source : www.peugeot-press-testdrive.com

Do you confirm the deleting ?

OK 2

Annuler

3. Click on the “OK” button to confirm, otherwise click cancel/annuler. 2

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

2 registrations

	Lastname	Firstname
	LAALAJ	Youssef
	UTH	Mirjom

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# REGISTRATION PAGE

## Step 2

Sending an email with practical  
information

# INTERNATIONAL PRESS TEST DRIVE NEW PEUGEOT 508 SW



## Sending an email with the practical information to your guest :

WELCOME REGISTRATION PROGRAMME COMMUNICATION DOWNLOADS PRACTICAL INFORMATION PRESS KIT

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*

2 registrations

	Lastname	Firstname
X	LAALAJ	Youssef
X	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 ?

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.

### 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 below the practical email information

The flight tickets and programme will be enclosed with your email.



PEUGEOT INTERNATIONAL PRESS TEST DRIVE  
**MOTION & EMOTION**

**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 personal 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](http://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

# INTERNATIONAL PRESS TEST DRIVE NEW PEUGEOT 508 SW



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## DAY 1:

From 16.00

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

18.00

19.00

19.30

23.00

## DAY 2:

From 7.00

Breakfast  
**New PEUGEOT 508** Test Drives Briefing  
**New PEUGEOT 508** Test Drives - Part 1  
Switch point & coffee break  
**New PEUGEOT 508** Test Drives - Part 2  
Lunch at the hotel  
**New PEUGEOT 508** Test Drives - additional engines  
Free time  
Meeting in the hotel lobby - Departure to A Trego restaurant  
**New PEUGEOT RIFTER** press conferenc & cocktail  
Dinner & after-dinner  
Return to hotel - Overnight stay

8.00

8.15

12.30

14.00

16.00

19.30

20.00

22.00

00.00

## DAY 3:

From 07.00

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

08.30

08.45

12.30

14.00

16.00

## HOTEL COLOMBUS MONTE-CARLO

Address: 23 Avenue des Papalins, 98000 Monaco

Phone: +377 92 05 90 00

Website: [www.colombushotel.com](http://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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# COMMUNICATION DOWNLOADS PAGE

# INTERNATIONAL PRESS TEST DRIVE NEW PEUGEOT 508 SW

[WELCOME](#)[REGISTRATION](#)[PROGRAMME](#)[COMMUNICATION DOWNLOADS](#)[PRACTICAL INFORMATION](#)[PRESS KIT](#)[DOWNLOAD THE INVITATION IN DIGITAL FORMAT](#)[DOWNLOAD PRACTICAL INFORMATION](#)[DOWNLOAD USER GUIDE IN FRENCH](#)[DOWNLOAD USER GUIDE IN ENGLISH](#)[INVITATION LETTER \(LETTRE VISA/LETRE VISA\) \(FORMAT .DOC\)](#)

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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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# **PRACTICAL INFORMATION PAGE**

# INTERNATIONAL PRESS TEST DRIVE NEW PEUGEOT 508 SW

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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](http://www.columbushotels.com)



## 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/fr/](http://www.diplomatie.gouv.fr/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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# PRESS KIT PAGE

# INTERNATIONAL PRESS TEST DRIVE NEW PEUGEOT 508 SW

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