

XVITH INTERNATIONAL CONGRESS

AFTES 2021

**Underground,
a space for innovation**

**6 TO 8
SEPTEMBER**

Palais des Congrès de Paris
FRANCE

www.aftes2021.fr



**USER MANUAL
EXHIBITORS ACCREDITATION**

ACCESS TO YOUR EXHIBITOR PLATFORM

You can access your exhibitor platform by using the link sent by email or by visiting the Congress website:

<https://livebyglevents.key4register.com/key4register/group.aspx?e=30>

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STEP 1

[AFTES 2020 WEBSITE](#) [PERSONAL ACCOUNT](#)

Welcome on the group registration platform!
If you did not receive your access codes, please contact:
aftes@gl-events.com

User name

Password

[CONNECT](#)

Enter your username and password in the box



STEP 2



[Update your information](#)

First, complete your information form



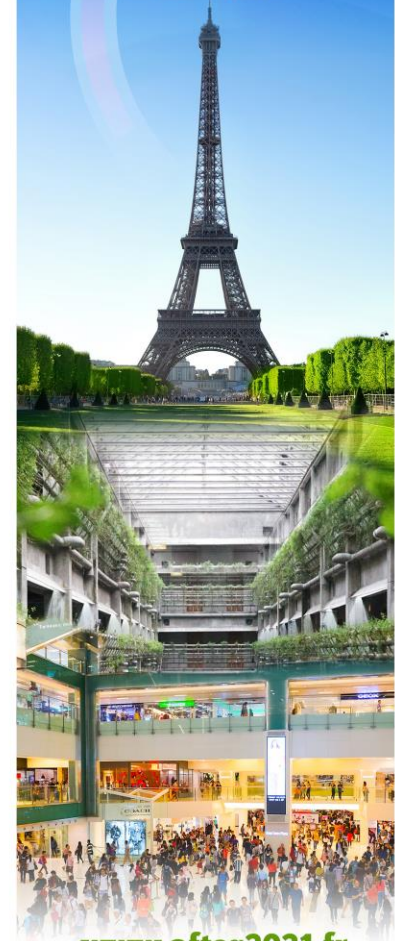
[Manage your attendees](#)

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STEP 3

← TEST EXPO



Address

Enter your billing address in case you would like to purchase additional badges.

Zip code

City

Country

France

Phone

Fax

Website

Logo

*.jpg, *.png

Select

Divers

Description

Your registration fees

Summary of the number of badges allocated

SAVE

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STEP 4



[Update your information](#)

Then manage your badges



[Manage your attendees](#)

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STEP 5

← TEST EXPO

**Step 1 : New registrations**
New registration**Step 2 : Manage registrations**
Manage the group registrations**Step 3 : Invoicing**
Confirm your order and go to the payment

The first step consists in registering your attendees. Please choose a profile and then you can register them:

- **one by one** by clicking on "Register someone" then validate by clicking on "Validate and register a new person".
- **import an Excel file** by uploading and filling the "template". *The mandatory fields are indicated by **.

Once you have imported or registered all your attendees, click on Step 2.

Please choose a profile for new registrations

Select "Exhibitor"

Choisir un fichier | Aucun fichier choisi
[Download the template](#)[Register someone](#)www.aftes2021.fr

STEP 6

2 OPTIONS :

1. Import an Excel file using the Template

OR

2. Registration one by one in manual entry (see next slide)

Please choose a profile for new registrations



1

Choisir un fichier
[Download the template](#)



2

[Register someone](#)



STEP 7

1 Personal information

Title Mr. Ms.

First/Given Name *

Last/Family Name *

Organisation Name *

Department

Address *

Postal Code *

City/State *

Country *

Phone number

E-mail Address *

E-mail for billing address

VALIDATE AND REGISTER A NEW PERSON

1 Complete the form
Required fields are marked with *.
The name of the company will appear on the badge.

Click on save and move on to the next one until you finish your input.

2 To go to the next step click on "Step 2: Manage registrations".

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

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

2



STEP 8

Step 2 allows you to affect registrations to the attendees. You must link a registration to a participant. You can research them by last name and first name.


[Affecting registration to a participant ?](#)

Click on the appropriate fees next to the attendee's name. Then click on "**Validate changes**" to save changes.


If you have pre-ordered registrations, the quotas are indicated above the participants list. Countdown is automatic when you affect registrations.

If not, you can add registrations out of quotas prereserved. The order will be created and the proforma will be issued in Step 3.


[Modifying a participant ?](#)

Click on the pencil symbol  and then "**Validate changes**" to save changes.

[Cancelling a participant?](#)

Click on the cross symbol . Registration will be available in your quota.

[Sending confirmations to your attendees?](#)

You can send your attendees a confirmation with their access codes to their personal account. They will be able to download their certificate of attendance. You simply need to click on the envelope symbol  to send the email automatically.



STEP 9

How do I attach a registration to the participant?

You pre-ordered registrations. **The remaining quotas are shown above the attendee list.** You can add bookings outside the prebooked quotas. The proforma will be issued in step 3.

To attach a registration to a participant, simply click on the corresponding package and then click on "Validate changes" at the bottom right of the table. If this registration has been pre-booked (see summary in the box on your screen circled below), the countdown is automatic. If you had not reserved this type of registration, it will be automatically added to your order.

4 registrations



You have reached the maximum number of registrations to Exhibitor Badge.

				Exhibitor pass			
		Last Name	First Name	Cost (€)	Exhibitor Badge	Add. exhibitor badge	
		Exhibitor	DO	Ma	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		Exhibitor	EXPO	Test	200.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Exhibitor	EXPO	Test		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Exhibitor	PO	Test		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Export the list

Validate changes

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Export the list

Validate changes

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STEP 10

Step 1: New registrations
New registration

Step 2: Manage registrations
Manage the group registrations

Step 3: Invoicing
Confirm your order and go to the payment

Step 3 allows you to download and/or pay your invoice. Paid invoice can only be issued once the payment is received.

You can [download your invoice](#) by clicking on the **PDF symbol**. You can also pay by credit card online by clicking on the button.

If you need to [indicate a purchase order](#) or other reference on the invoice, please use the sidebar "Reference" below the invoice number.

Please send us a proof of payment in order to identify the payment more easily.

You have finished group registrations !

Once all your participants have a service attached, click on "Step 3: Invoicing" at the top.

Your invoice



My orders

Order #12003

Reference

You can modify your reference clicking here.

Label	Quantity	Unit taxes excl.	Price taxes excl.	
Additional exhibitor badge	1	166.67	166.67	
		Total taxes excl.	166.67 €	Total taxes incl. 200.00 €
		VAT 20 %	33.33 €	Paid amount 0.00 €
				Balance 200.00 €

PAY ONLINE

If you have pre-ordered additional badges, we invite you to confirm the order once you have completed your purchases. By clicking on the **PDF icon** you can download the proforma with the terms of payment. **Registrations will be confirmed upon receipt of payment.**

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