

Quick Guide Administrative Account



Sign up and manage your company staff with an administrative account



Go to the Website
safeusediisocyanates.eu



Create an Administrative Account
to register multiple persons



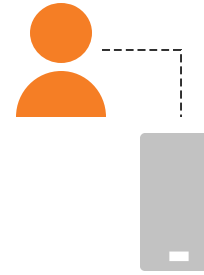
Register Multiple Persons for Self E-Learning

You have a group of trainees, that you would like to register for a Self-E-Learning. For this you can upload a group of trainees to the platform book and pay the Self-E-Learning for them; Read our Guide for the Administrative Users. You already have an Admin user: open your admin account.

Hint:
language selection



Step 1 Create your account



Reach Restriction Training

- 1 Go to <https://passport.events/administrative/register>

Hint:
use an email linked to and inbox

idloom
passport

Create your administrative account

Company representatives (e.g., HR Managers) can create a free administrative account in the platform to upload their contacts in bulk, segment them, register them in bulk to events and trainings, and follow up their certifications.

E-Mail Address *

Next

- 2 Fill in your details using your **company email address**

Choose an Account name

idloom
passport

Create your administrative account

Company representatives (e.g., HR Managers) can create a free administrative account in the platform to upload their contacts in bulk, segment them, register them in bulk to events and trainings, and follow up their certifications.

First name *

Last name *

Company *

Job title *

Mobile phone *

Account name

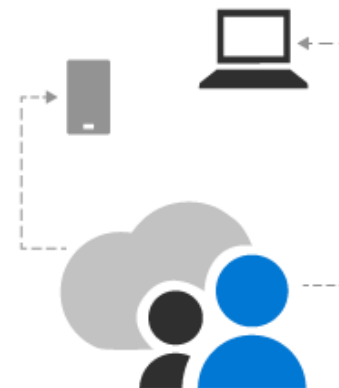
- 3 Check your inbox or spam folder for the verification link

Administrative account created successfully.
Before proceeding, please check your email for a verification link.

Login



Step 2 Import your staff



Reach Restriction Training

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Login to <https://passport.events>

Before you upload your staff you need to define the info you would like to see on your imported list. To do so go to “settings”



5

Some fields are mandatory and standard but you can always or change the order of a field by dragging /dropping

+ Add field

Hint:

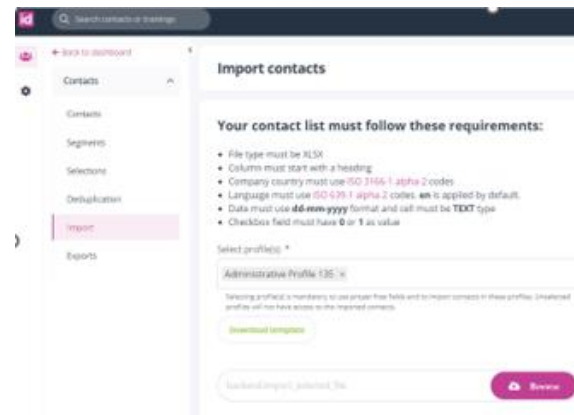
It will determine the lay-out of your template

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	First name	Last name	E-mail	Phone	Company name	Street	Street n°	Zip code	City	Country	Sector	Language	
2	Nico10	Stock10	nicolas.stockreiter+10@gmail.com		idloom								
3	Nico11	Stock11	nicolas.stockreiter+11@gmail.com		idloom								
4	Nico12	Stock12	nicolas.stockreiter+12@gmail.com		idloom								
5	Nico13	Stock13	nicolas.stockreiter+13@gmail.com		idloom								
6	Nico14	Stock14	nicolas.stockreiter+14@gmail.com		idloom								
7	Nico15	Stock15	nicolas.stockreiter+15@gmail.com		idloom								
8													
9													
10													



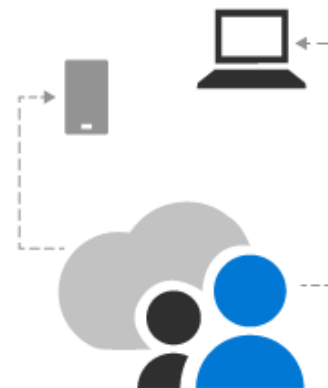
6

Under “contacts”  go to **Import**  and download the template





Step 2 Import your staff



Reach Restriction
Training

7 Complete the template

Your contact list **must** follow these requirements :

- File type must be XLSX
- Column must start with a heading
- Company country must use [ISO 3166-1 alpha-2](#) codes
- Language must use [ISO 639-1 alpha-2](#) codes. **EN** is applied by default
- Date must use **dd-mm-yyyy** format and cell must be **TEXT** type
- Checkbox field must have **0** or **1** as value

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	First name	Last name	E-mail	Phone	Company name	Street	Street n°	Zip code	City	Country	Sector	Language	
2	Nico10	Stock10	nicolas.stockreiter+10@gmail.com		idloom								
3	Nico11	Stock11	nicolas.stockreiter+11@gmail.com		idloom								
4	Nico12	Stock12	nicolas.stockreiter+12@gmail.com		idloom								
5	Nico13	Stock13	nicolas.stockreiter+13@gmail.com		idloom								
6	Nico14	Stock14	nicolas.stockreiter+14@gmail.com		idloom								
7	Nico15	Stock15	nicolas.stockreiter+15@gmail.com		idloom								
8													
9													
10													

Hint:

If your staff has **NO email address** -> use **Gmail+ or Yahoo+ trick**
This trick only works with Gmail or Yahoo (not with a company account)

You can append a plus (“+”) sign after your Gmail email address and after that, you can insert any combination of words or numbers to create any number of personalized email IDs.

All the confirmation mails will arrive in your primary gmail inbox.

Example :

Primary ID: kde1611@gmail.com

Staff without email :

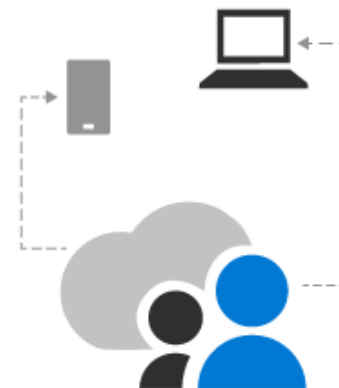
Simon Grande -> Kde1611+Sgrande@gmail.com

Paul Petit -> Kde1611+Ppetit@gmail.com

No spaces before the @sign



Step 2 Import your staff




Reach Restriction
Training

8 Save your completed list

9 Click on  to upload your file

10 Click on  to import your contacts

11 Under 'contacts'  you will find all the contacts imported

IMPORTANT

Due to a double security check
an email address can not be
changed/updated once imported.

Import contacts

Your contact list must follow these requirements:

- File type must be XLSX
- Column must start with a heading
- Company country must use ISO 3166-1 alpha-2 codes
- Language must use ISO 639-1 alpha-2 codes; en is applied by default.
- Date must use dd-mm-yyyy format and cell must be TEXT type
- Checkbox field must have 0 or 1 as value

Select profile(s) *

Administrative Profile 135 x

Selecting profile(s) is mandatory to use proper free fields and to import contacts in these profiles. Unselected profiles will not have access to the imported contacts.

[Download template](#)

backendimport_selected_file



Preview

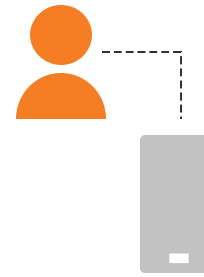
Only the 3 first contacts are shown

First name	Last name	E-mail	Phone	Company
Nico10	Stock10	nicolas.stockreiter+10...		idoom
Nico11	Stock11	nicolas.stockreiter+11...		idoom
Nico12	Stock12	nicolas.stockreiter+12...		idoom



Step 3

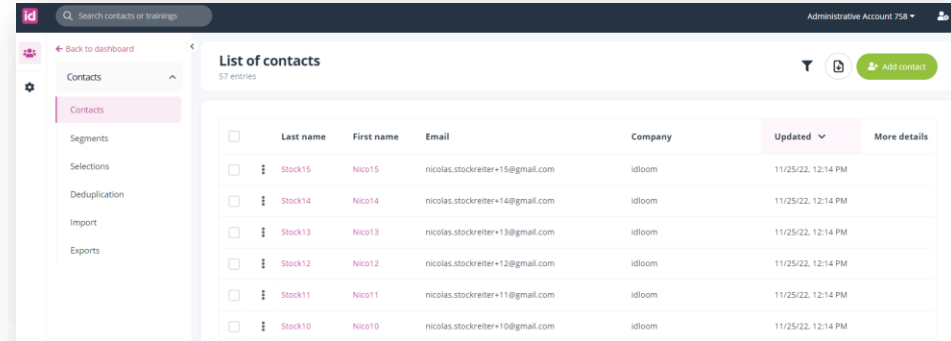
Make a selection of your contacts to link to a training



Reach Restriction Training

12

In 'contacts' select the contacts you would like to link to a specific training

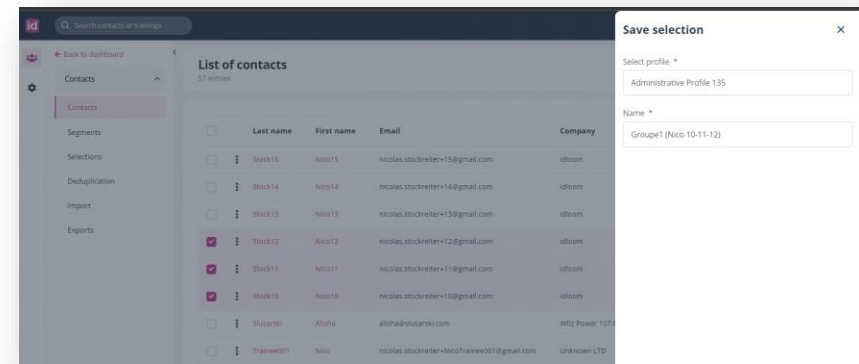


DO NOT FORGET THIS STEP

13

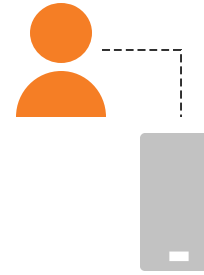
Once selected click on  (top right) and save or add to a selection

Example of selection name : Training 045



Step 3

Make a segment of your contacts to link to a training



Reach Restriction Training

DO NOT FORGET THIS STEP

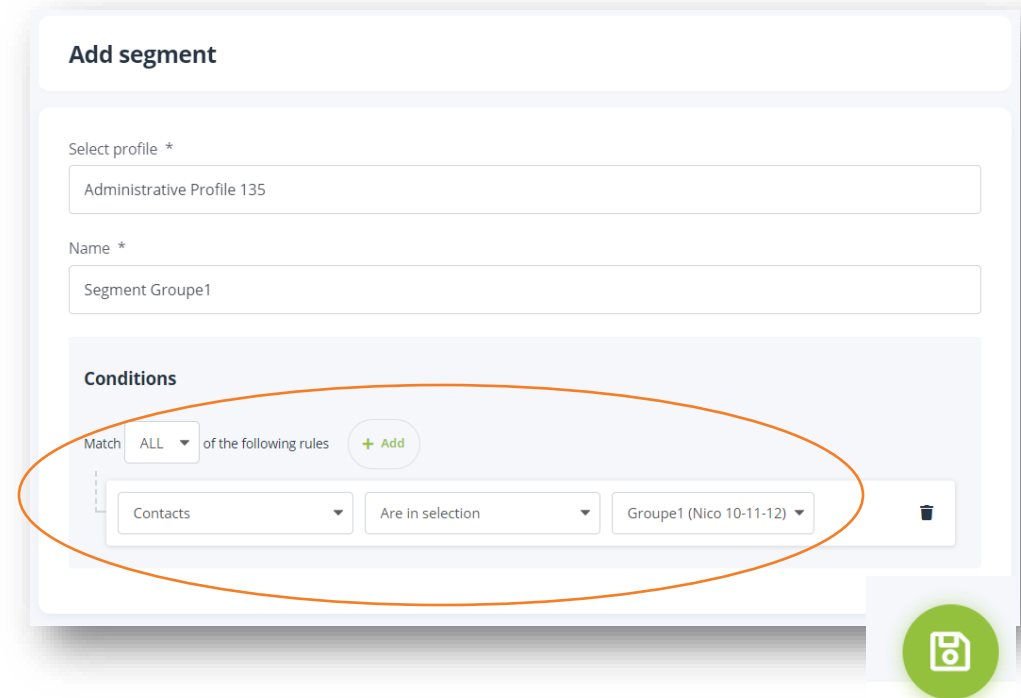
14

Create a segment from the selection

Add a segment  (top right)

15

Tip: this segment will be requested when registering to a training (see step 20)



16

Set the conditions as shown on the screenshot
“All contacts are in selection [name of the selection]”
+ Save



Step 4 Link your segment to a training

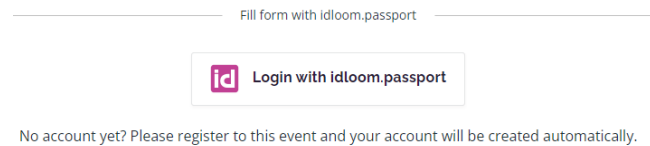


Reach Restriction Training

- 17 Go to the training list of the Safe Use Diisocyanates website to select your training
<https://isopa-aisbl.idloom.events>

- 18 Select a training and click on register to a training

- 19 Click on



- 20 Select your identity and retrieve your segment

Follow the next steps towards the payment process and Receive your confirmation email

idloom passport

Select your identity

Identities

Nicolas Stockreiter - ISOPA (Nintels)

Segments

Segment Groupe1 (3)

Select Logout

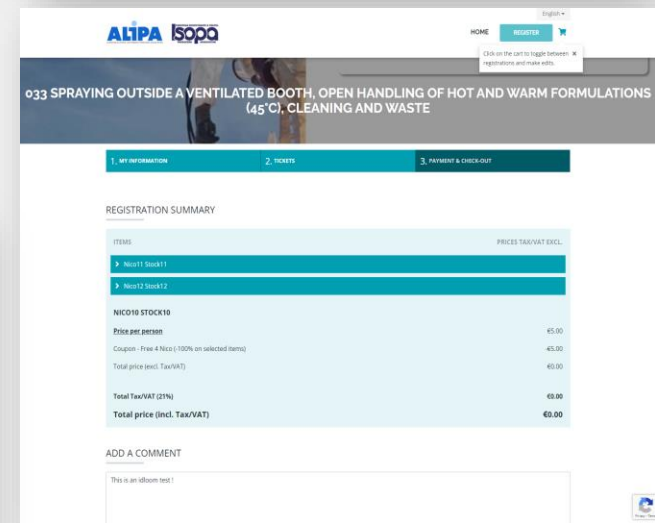
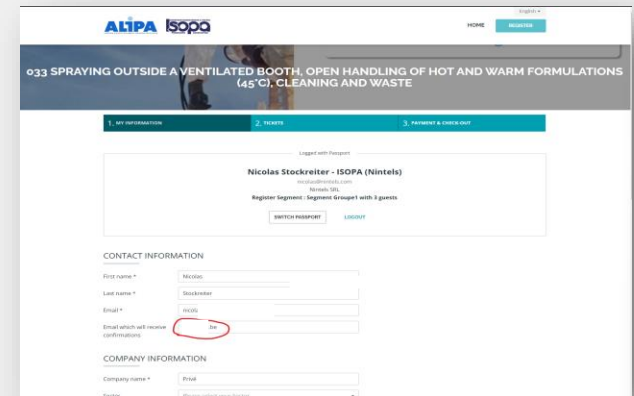


Step 5 Receive confirmation with link to the training

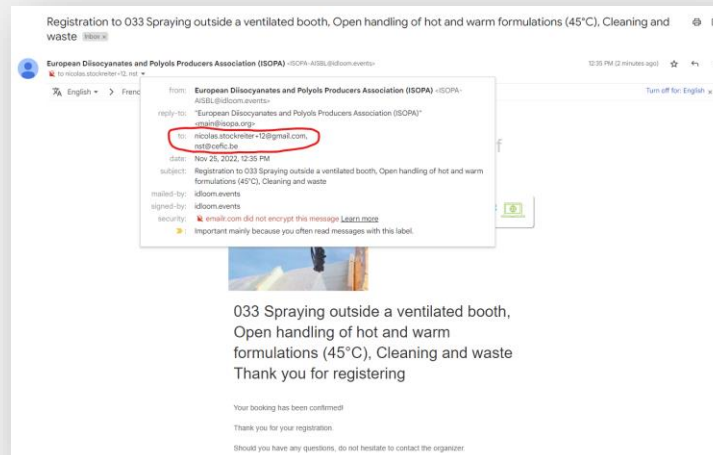


Reach Restriction Training

- 21 Fill in the field “Email which will receive confirmations” and click Next
- 22 Verify and click on check out
- 23 Verify in your Admin mailbox for the recap confirmation
Verify in your trainee mailbox for the registration confirmation



- 24 Verify the mailbox configured in field “Email which will receive confirmations” for the recap and email confirmations
Verify in the header of the confirmation email





Step 6 Follow the training



Reach Restriction Training

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In the confirmation email click on this link

Hint:

If you can not find your confirmation email with the link :
Go to <https://passport.events/me> and use the 'forget password' feature to reset your password and get to your training

Registration to 033 Spraying outside a ventilated booth, Open handling of hot and warm formulations (45°C), Cleaning and waste

ALIPA ISOPA

Confirmation to safe use of diisocyanates training

033 Spraying outside a ventilated booth, Open handling of hot and warm formulations (45°C), Cleaning and waste
Thank you for registering

Your booking has been confirmed!
Thank you for your registration.
Should you have any questions, do not hesitate to contact the organizer:

idloom-passport

Please click on the Go to idloom passport button. You will be redirected to the login page where you can log in to your own environment. In your Passport environment you will have access to your events, trainings, certificates and personal information.

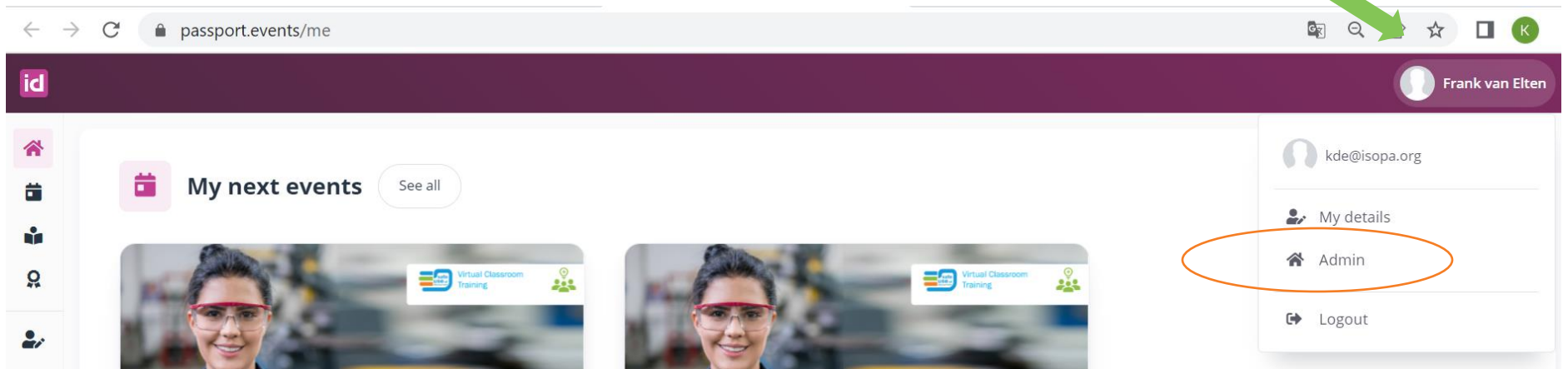
Go to idloom passport

Registration summary

	Prices Tax/VAT excl.
3 x Price per person	€15.00
3 x Coupon - Free 4 Nico (-100% on selected items)	-€15.00
Total price (excl. Tax/VAT)	€0.00
Total Tax/VAT (21%)	€0.00
Total price (incl. Tax/VAT)	€0.00

Important to know

From your personal account you can switch to your Administrative account and vice/versa



The screenshot shows a web browser at the URL `passport.events/me`. The user is logged in as Frank van Elten. A green arrow points to the user profile icon in the top right corner. A dropdown menu is open, showing the following options:

- `kde@isopa.org`
- My details
- Admin** (circled in orange)
- Logout

The main content area displays "My next events" with a "See all" button and two event cards for "Virtual Classroom Training".

Important to know

Click on the arrow will allow you to see some details of this registrant

The administrator is listed but not counted as a registrant.
The price is set to 0 €

An invoice will be generated automatically and sent to the person managing the registrations

1. MY INFORMATION

2. TICKETS

3. PAYMENT & CHECK-OUT

REGISTRATION SUMMARY

ITEMS	PRICES TAX/VAT EXCL.
> A Johnson3	€5.00
> A Johnson5	€5.00
> B Johnson2	€5.00
> B Johnson4	€5.00
▼ Kristine Dewaele	
Registration to this event	€0.00
AJOHNSON1	
Registration to this event	€5.00
Total price (excl. Tax/VAT)	€25.00
Total Tax/VAT (21%)	€5.25
Total price (incl. Tax/VAT)	€30.25

ADD A COMMENT

Enter a comment here

ADD ANOTHER PARTICIPANT

CHOOSE A PAYMENT METHOD AND CHECK OUT

Pay online

SELECT PERSON MANAGING REGISTRATIONS

This person will receive a summary of all registrations and can manage payments and modifications

Kristine Dewaele

PREVIOUS

CONFIRM AND CHECK OUT

Select a payment method to unlock booking