

INSTRUCTIONS

Agenda

- ≥ 2nd May: Registration, activity choice and payment deadline
- > 14th May: Return of the General Conditions and Charter signed
- ➤ 15th to 19th May: Email reception with awarded activities
- ➤ 22nd to 24th May: Remaining activities market
- ➤ From the 15th June: Passport reception by post

Go to http://passeportvacances.ch, and click on the menu « Inscriptions ».

You will find:

- 1. Program
- 2. Instructions
- 3. General Conditions
- 4. Charter

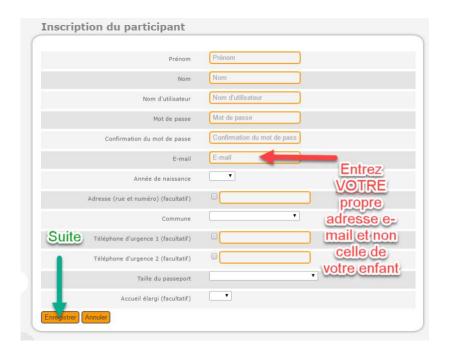
As well as the Button « Je m'inscris » (I register)

Welcome to Groople.

1. Authentication

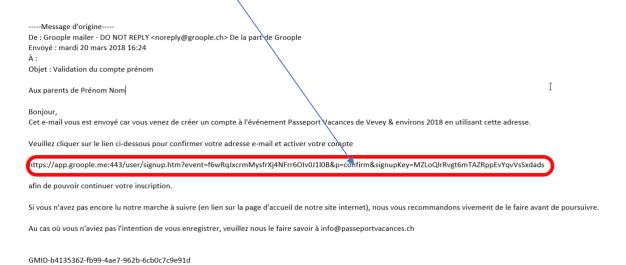
Enter the requested information.

- Attention! Keep the login and password you choose at this point. They will allow you to access your account and the remaining activities market.
- Enter <u>your</u> email address and not your child's.
- In the field "telephone d'urgence" enter the mobile number of a **person we can reach during the activities of the child.**



- ➤ Once you have entered your personal data, you will be redirected to our website www.passeportvacances.ch.
- ➤ In your mail box, you have received an email from Groople: validate your account by clicking on the link. \

Attention: Check your spam.



2. Connect

By clicking on the link, you will validate your account and go to this page.



Click on « Continuer ».

3. Availability

Select your availability and click "Continuer".

- ➤ Green = available Red = absent
- Maximum 15 days for a Small Passport, from 16 days for a Big one
- ➤ Week 1 and 2: July Week 3 and 4: August



Click on « Continuer ».

4. Choice

- > Small Passport: minimum 7 activities
- ➤ Big Passport: minimum 14 activities
- ➤ Choose your activities according to your preferences.

 1^{st} choice = 1^{st} priority, 2^{nd} choice = 2^{nd} priority

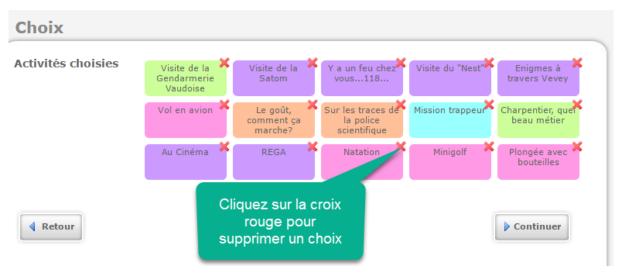
The colors represent the various categories.

The grey boxes represent the days your child is not available.



Your choices will appear at the bottom of the screen.

Attention: At this point, you can click on the "Retour" button and modify your availability and choice of activities.



Click on «Continuer ».

5. Form

Some activities may require additional information. Please complete as requested or continue. Click on « Continuer ».



6. Summary

A summary is then displayed.

<u>Attention</u>: At this point, you can click on the "Retour" button and modify your availability and choice of activities.

Your choices are validated when you click "Terminer".

No modifications are possible after this step.



7. Validation of activities

You receive an email validating your registration.



8. Validation of registration

To validate your registration, you must:

- Sign the validation email received and therefore confirm you have read and approved the General Conditions.
- Have your child sign the validation email received and therefore confirm she/he has read and approved the Charter.
- Return this email by post at the following address:

 Passeport Vacances de Vevey et environs
 Rue du Conseil 17

 1800 Vevey

Or by email at info@passeportvacances.ch

Deadline for the return of the General Conditions and Charter signed is set for the 14th May.