

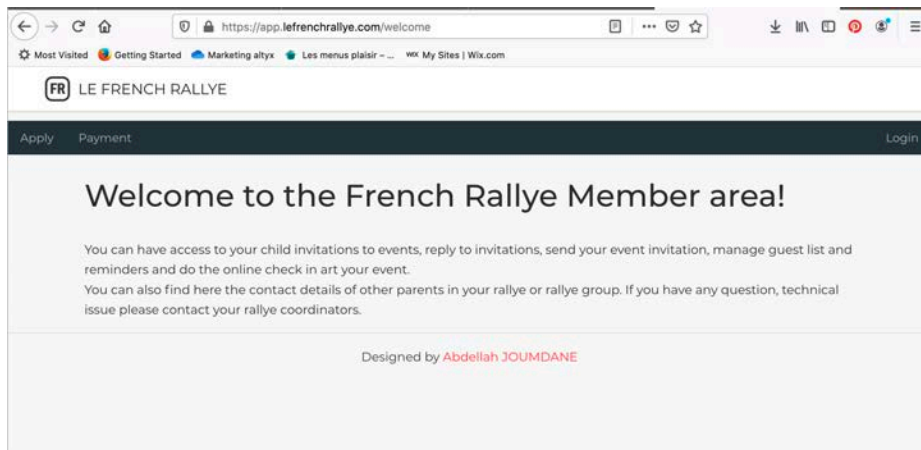
Website guide for parents

On the “Members” section of the French Rallye website you can see your invitations, reply to invitations, send the invitation to your event to the parents of your rallye, manage your event guest list, check in, and find other members contact details in your group or your Rallye.

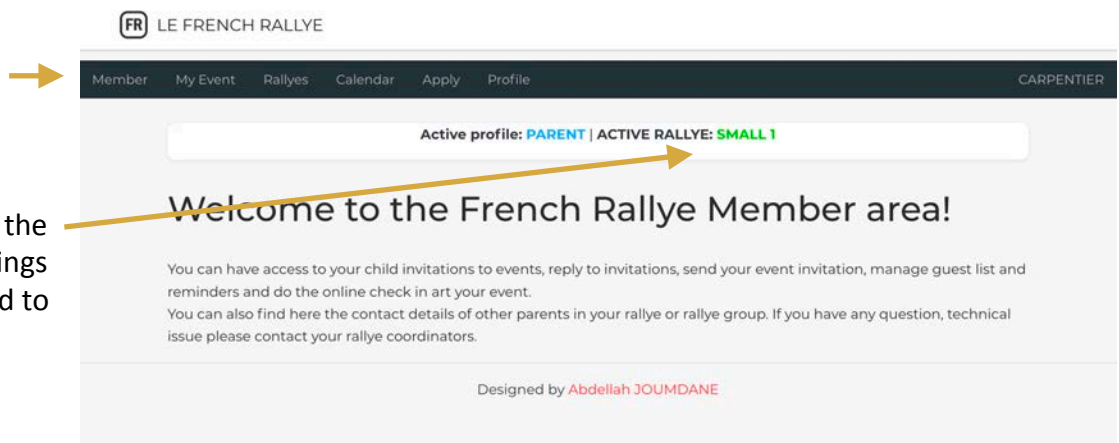
Connection

Go to <https://app.lefrenchrallye.com> and login with your email address + your password*

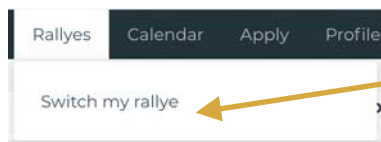
* You received your password with your membership confirmation email. Please keep it safe and ask your coordinator to reset a new password in case you’ve lost it.



Once you login you will find available sections in the top black bar

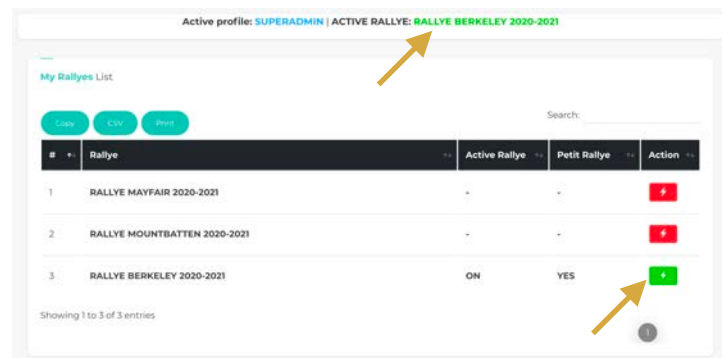


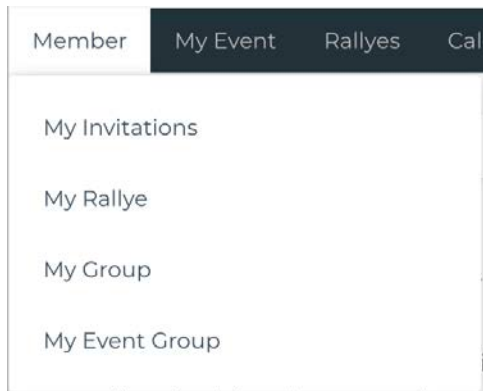
Underneath is the indication of the “active rallye”. If you have siblings in different rallyes, you will need to switch to the “active rallye” for each of your children.



To do so, click on the “rallyes” tab and select “switch my rallye”.

On the list below click on the red “action” button of the Rallye you wish to connect to. it will turn to green and the name of the active rallye will appear in green on the top of your screen.





“Member” tab and menu

In this section you can reply to your child’s invitations, find details of members of your rallye or your event group.

- **My invitations**

My kids Invitations list
You will find below the invitations of your children from all rallyes

All Attending Not replied Not attending

| ID | Child | Child name | theme dress code | Event Date | Starts at | Ends at | Status | Action |
|----|-------|------------|--------------------|------------|-----------|---------|-------------|--------|
| 4 | | Nicolas | HOLLYWOOD | 2020-09-12 | 19:00 | 23:00 | NOT REPLIED | |
| 8 | | Nicolas | MILLE ET UNE NUITS | 2020-10-24 | 19:30 | 23:30 | NOT REPLIED | |

You will find the list of invitations you received for your child (or children if you have siblings in different rallyes).

To reply to the invitation click on the green button in the “action” column on the right.

You can then select if your child will be “attending” or “not attending” the event.

The status of each invitation will display accordingly.

If you replied “attending” you can always change your reply later to “not attending”.

- **My Rallye**

Names and contact details for all the parents and children members of your Rallye (if you need to contact one of the hosting parents for example or make arrangements with another family for the drop off or pick up of your child).

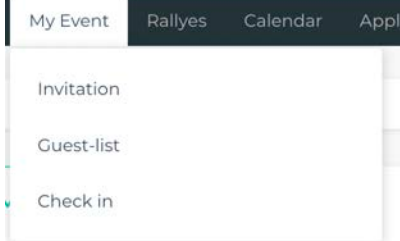
- **My Group**

This section is for parents/ children of the “Petit Rallye” only. Names and contact details for all the parents and children in your Petit Rallye group (Red or Green)

- **My Event Group**

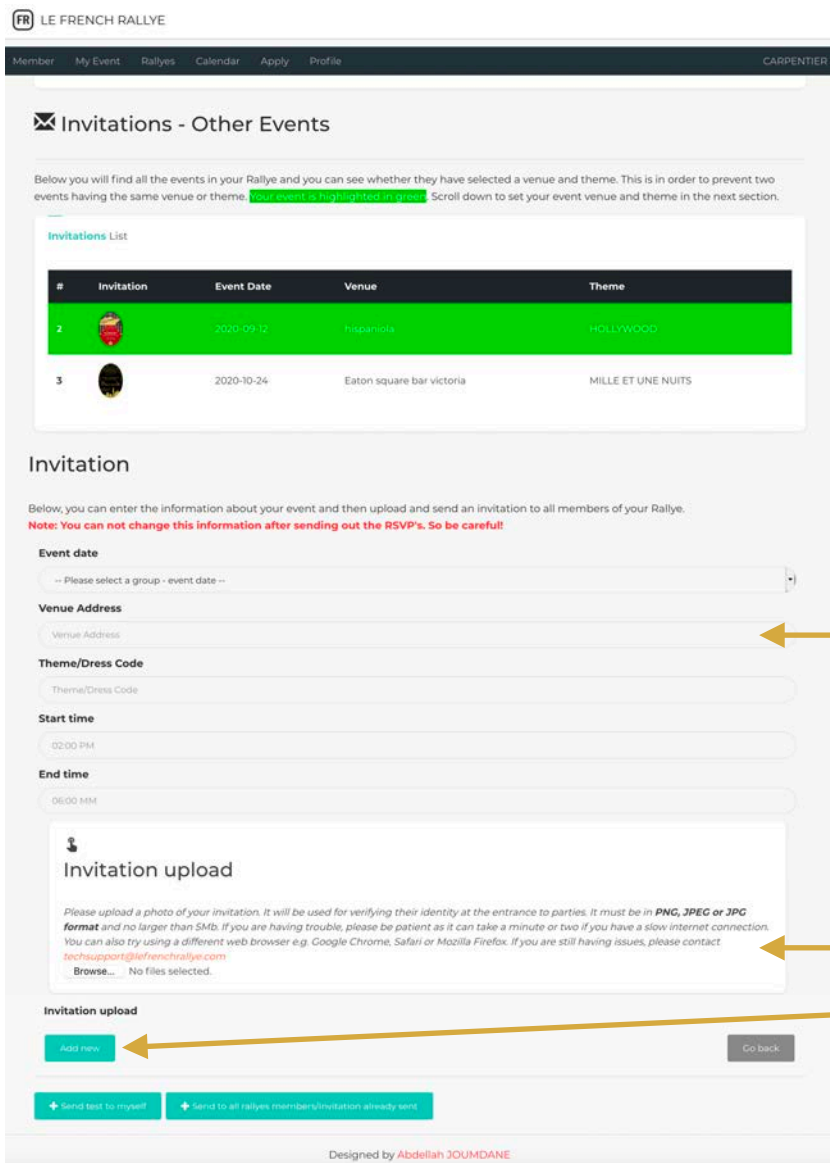
Names and contact details for all the parents and children co-hosting your event. You can use this list to communicate with other parents for the organisation of your event.

“My Event” tab and menu



In this section you can send the invitation for the event you are organising, monitor the replies and send reminders to parents who have not replied yet, and make the check in on the day of your event.

• Invitation



On the top of this section you will find a list of the events for your Rallye. It displays the venue and theme of the party. Check this list before organising your event in order to avoid 2 parties at the same venue, or 2 similar themes to be chosen.

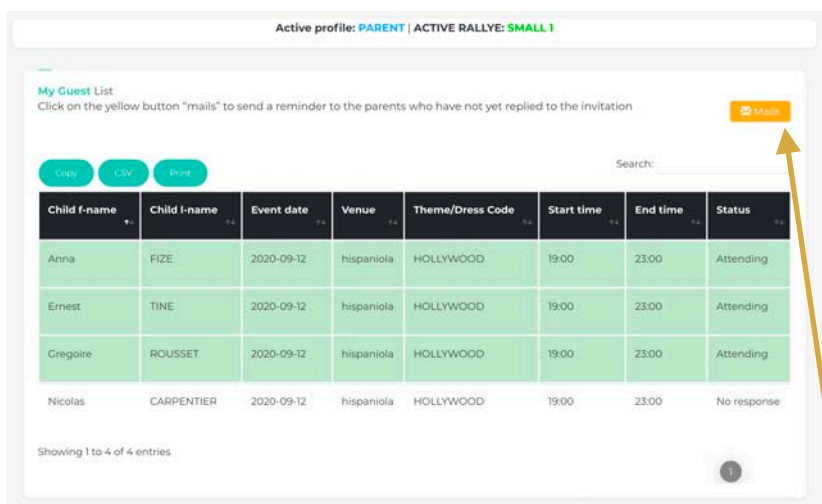
Enter here the venue name + address (postcode)

Before you upload your invitation please make sure you validate it with your rallye coordinators and that no important information is wrong or missing. **All invitation must be in PNG, JPEG or JPG (no powerpoints, GIF, TIFF...).**

After you have uploaded the invitation click on “add new” to save your invitation

You can then click on “send test to myself” to check the invitation is displaying properly in the email. Then if all is OK, click on “send to all rallye members”

• Guest list



You will find here the list of all the children you have invited to your event (all members of your Rallye or Rallye group if you are in the petit Rallye).

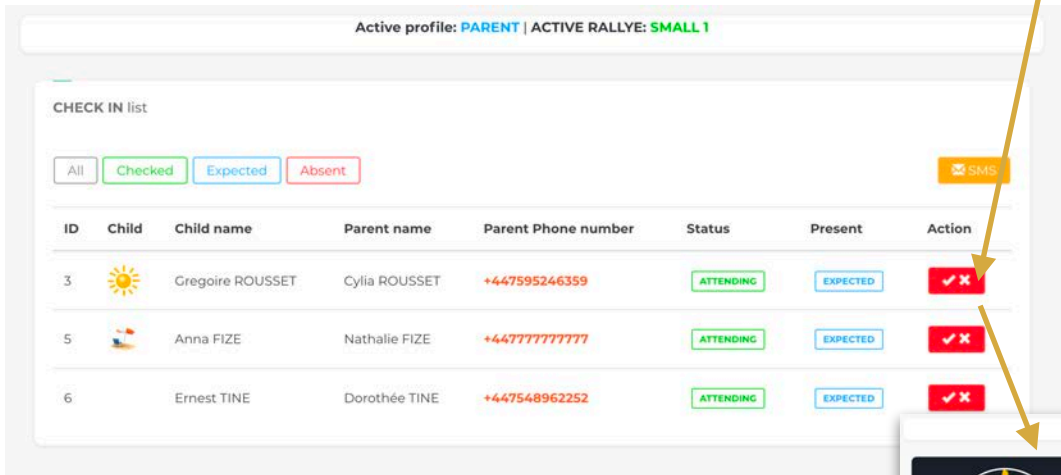
- In **green** (on the top) list of all children who replied “attending” (displayed the far right “Status” column of the list).
- In **white** the list of Children who have not yet replied.
- And in **Red** the list of children who replied “not attending”.

You can click on the “mails” yellow button on the top right to send an automatic reminder email to all parents who have not yet replied to the invitation (you might have to send this reminder more than once).

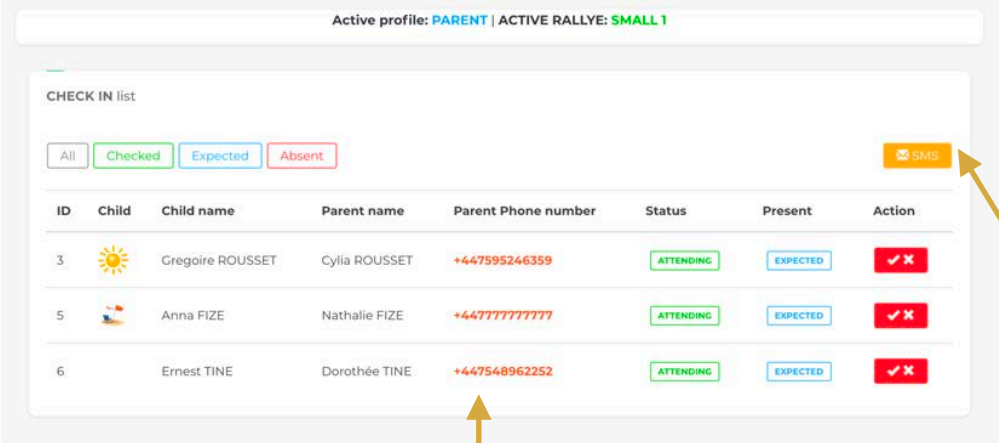
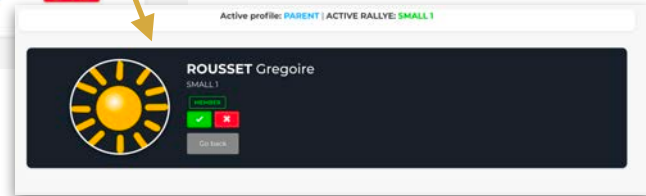
- **Check in**

You can connect to this section on the day of your event to check in the children at their arrival. The list below shows all children who have replied “attending” to your invitation, and therefore are expected at your event.

Find his name of each child arriving at the event in the list, click on the red “action” button on the right column.



A new window pops up with the photo of the child and his / her name. Click on the green button to check him/her in.



At the end of the check in (usually 30 minutes after the start of the event), if you still have children expected but who have not been checked in, you must send a SMS to the parents of these children and inform them their child is missing. From your mobile phone, click on the yellow “SMS” button on the top right of the list, and write your message. It will automatically be sent to all parents whose child is missing.

NB: Alternatively you can contact the parents by phone using the number provided in the list.

Calendar

You can find here the dates of the events for your Rallye