



*Hayya Media Portal*  
**User Registration Manual**

**Hayya هَيَّا**

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The Hayya Media Portal is a web-based resource for media attending the Asian Football Cup (AFC) in 2024, Doha - Qatar. The Hayya Media Portal is the main platform that will enable **Media & Broadcasters with an authorisation to obtain AFC Accreditation** from the AFC Media Channel to apply for necessary permits to enter and film in Qatar during the tournament.

The 4-step application process at the Hayya Media Portal has been streamlined to enable Media & Broadcast applicants to complete a single application to generate the following:

- Entry Permit valid from date of Issue to 01 June 2024
- Media Accreditation valid for the duration of the tournament
- Nationwide filming & photography Permit valid for the duration of the Media Accreditation

#### Important Notes:

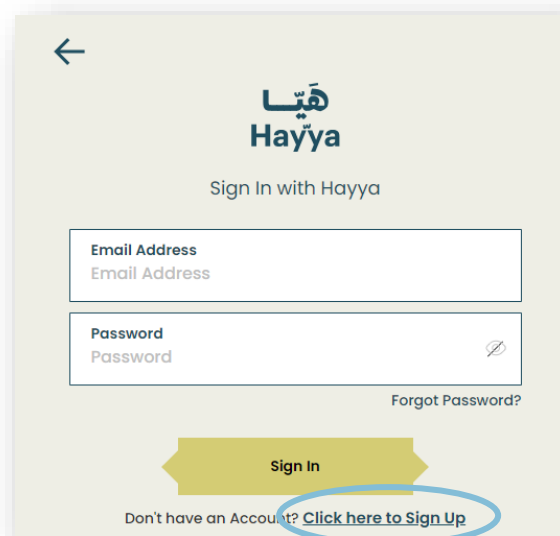
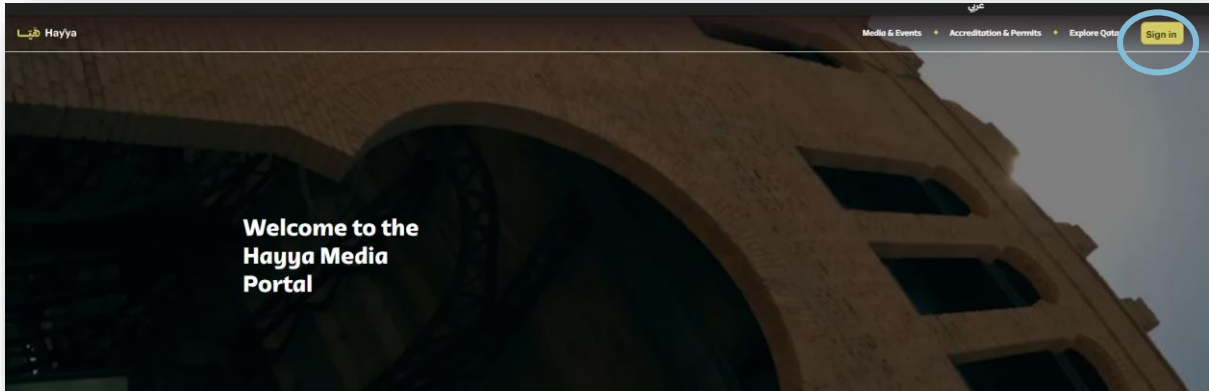
- Media / Broadcasters must hold one accreditation only: Media / Broadcast Accreditation, and not any other form of accreditation
- All information provided in the Hayya Media Portal application must be accurate
- All personal information must be identical to the information included in the applicant's Passport or Qatar Identification Document (QID)
- The application process takes around 5 minutes
- It is advisable that all information and attachments required as part of the application are readily available with the applicant ahead of commencing the application, including:
  - Passport or Qatar Identification Document (QID) Scan (JPEG <2 Mb) – **Document must be valid until April 2024**
  - Facial Photo (JPEG <2 Mb)
  - Credentials: **Accreditation Authorisation Email from the AFC** – PDF / JPEG / PNG / TIFF; <2 Mb

Please contact [media@hayya.qa](mailto:media@hayya.qa) for any Hayya Media Portal related queries.

## Registration – Step-by-Step Process

### **STEP 1: Reaching the Registration Page**

- Click on the [link](#) provided in the AFC Accreditation Authorisation Email received in your inbox
- Link will direct you to the Hayya Media Portal <https://media.hayya.qa>
- Click on the 'Sign in' button on the far top right of the page
- Click on the 'Register Here' button at the bottom of the 'Sign in' Page



**STEP 2: User Details**

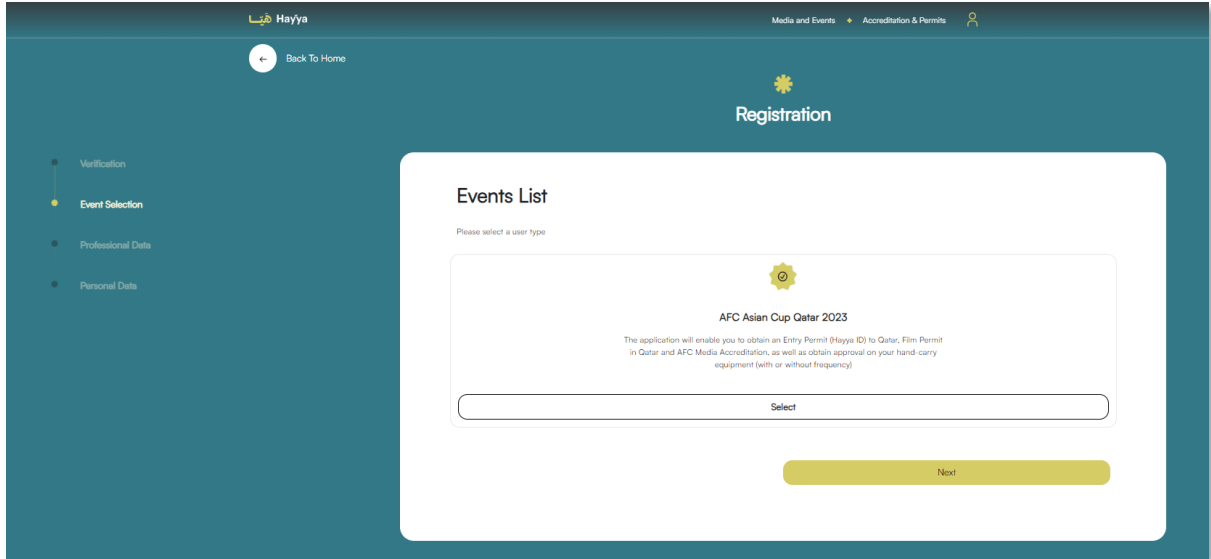
- Insert a valid 'Email Address'
- Click on 'Send Verification Code'
- Insert the 'Verification Code' (6-digits) received onto the inbox of the provided email address and click 'Verify Code'
- Insert a 'New Password' that must be at least 8 characters and include:
  - A lowercase letter
  - An uppercase letter
  - A digit
  - A symbol
- Insert the same password selected under 'Confirm New Password'
- Insert 'Given Name' & 'Last Name' in their respective boxes
- Accept the Terms & Conditions provided
  - You may visit the Terms & Conditions by clicking on the title
- Then '**Create**'

The screenshot shows a mobile application interface for user registration. At the top left is a back arrow. The title is 'User Details' with a subtitle 'Let's get your Account created, so you can enjoy the Hayya experience!'. The form contains the following elements:

- Email Address\***: A text input field with a placeholder 'Email Address'.
- Send Verification Code**: A yellow button with a right-pointing arrow.
- New Password\***: A text input field with a placeholder 'New Password' and a visibility icon (eye).
- Confirm New Password\***: A text input field with a placeholder 'Confirm New Password' and a visibility icon (eye).
- Given Name\***: A text input field with a placeholder 'Given Name'.
- Surname\***: A text input field with a placeholder 'Surname'.
- Terms & Conditions**: Three checkboxes with associated text:
  - I have read and accepted the Terms & Conditions, and the Privacy Policy.
  - I wish to receive offers, marketing content & communications from Hayya to update me and keep me informed during my visit to Qatar.
  - I want to get offers and news from Qatar Tourism and Visit Qatar.
- Create** and **Cancel**: Two yellow buttons with right-pointing arrows at the bottom.

**STEP 3: Account Creation**

- Select 'AFC Accreditation'
- Click 'Next'



**STEP 4: Account Creation Cont'd**

- Select a 'Profile' from the drop-down menu that represents you and that **matches your selection at the AFC Media Channel** (*the below is not an exact representation of the drop down menu*):
  - Media
  - Photographer
  - Broadcast
  - Or Similar
  
- Once the Profile is selected, the following mandatory fields will appear please select from the drop down menu the description that represents you and that is **in line with your selection at the AFC Media Channel**:
  - 'Service'
  - 'Belonging'
  - 'Organisation'
  - 'Category'
  - 'Role'
  
- Insert your 'Organisational Information'
  - Ensure website includes 'www.' at the beginning
  
- Click '**Next**'

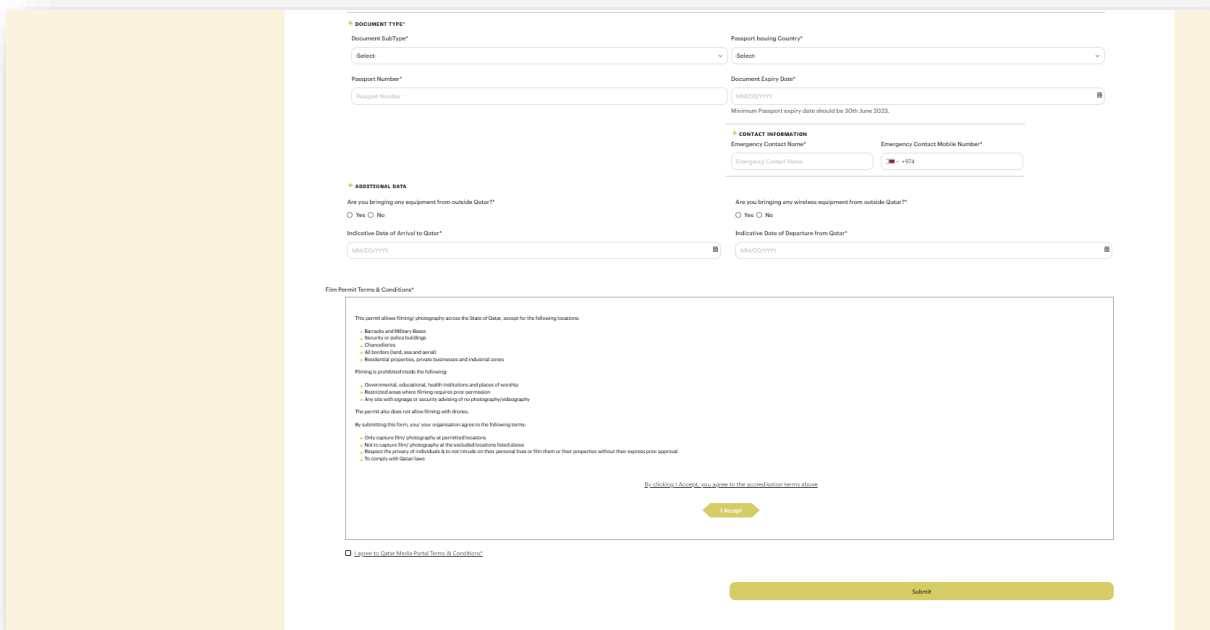
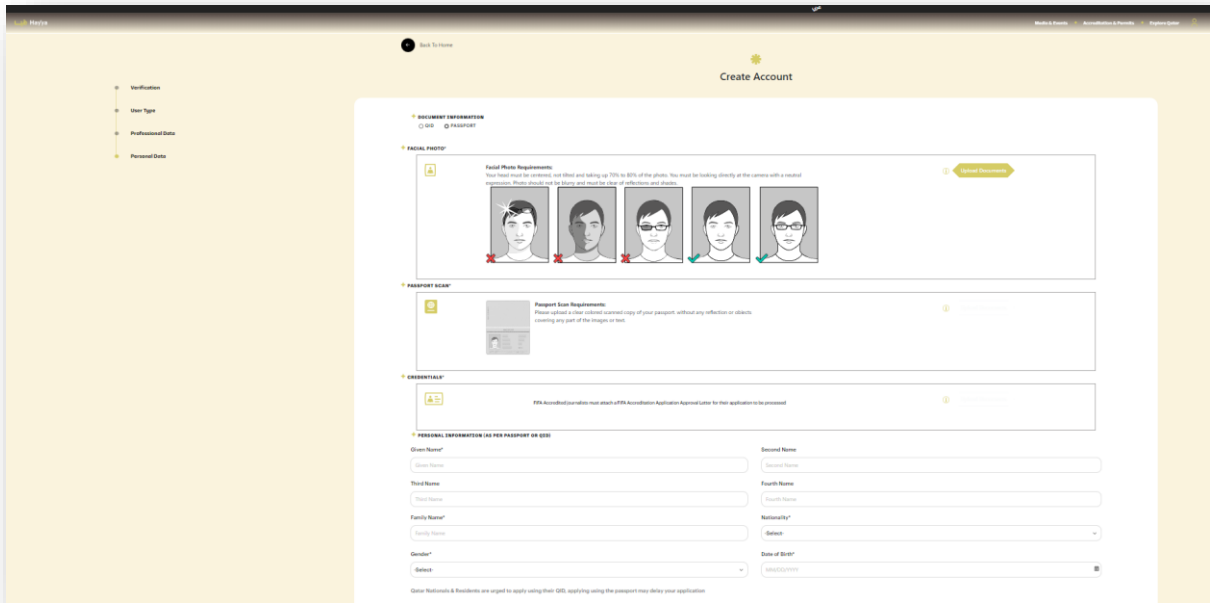
The screenshot shows the 'Registration' page on the Hayya portal. The page has a dark teal header with the Hayya logo and navigation links. A sidebar on the left contains a menu with 'Professional Data' highlighted. The main content area is a white registration form with the following sections:

- PROFILE DETAILS:** A dropdown menu for 'Profile' with '-Select-' as the current selection.
- ORGANISATION INFORMATION:** Fields for 'Name of media organisation\*', 'Address\*', 'Country\*' (dropdown), 'Email\*' (text), 'Phone\*' (with a '+974' country code dropdown), and 'Website\*' (text).
- MEDIA INFORMATION:** A dropdown for 'Media Type\*' and radio buttons for 'Published / On air\*' with options: Daily, Weekly, Monthly, and Other (Specify).
- LANGUAGE\*:** Radio buttons for 'Arabic', 'English', and 'Other (Specify)'.
- REACH\*:** Radio buttons for 'International', 'National', and 'Regional'.

A yellow 'Next' button is located at the bottom right of the form.

### **STEP 5: Account Creation Cont'd**

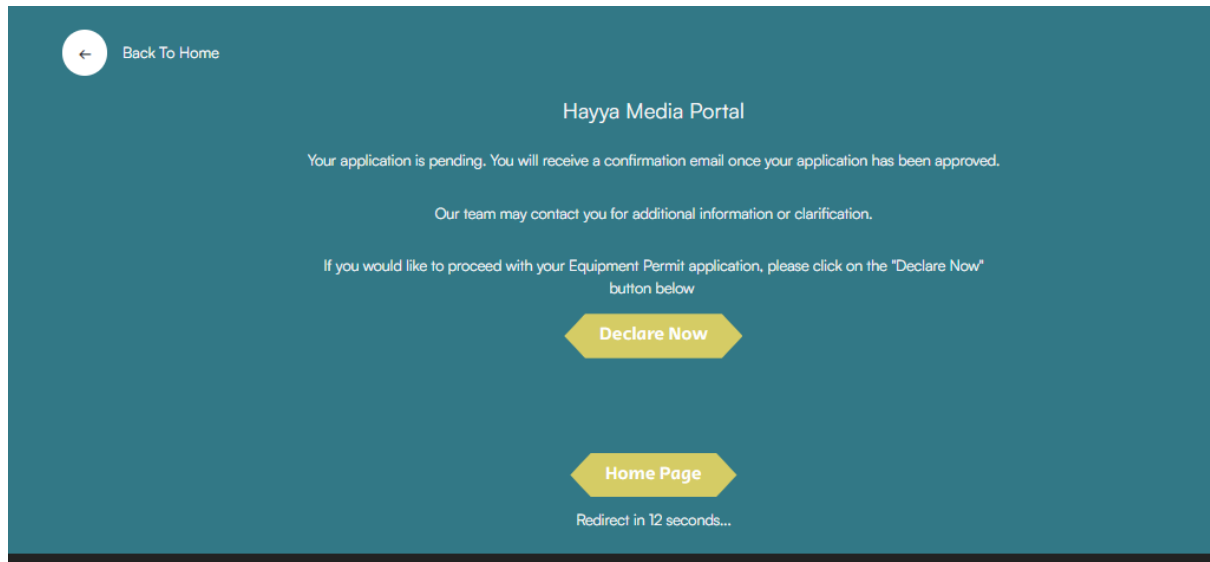
- Select the '*Official Document*' to be uploaded
  - **Document must be valid until at least 30 April 2024**
  - Qatar Identification Card to be used by Qatari Nationals & Residents
- Upload a '*Facial Photo*'
  - Required Format is JPEG, Max Size 2 Mb
  - Your head must be centered, not tilted and taking up 70% to 80% of the photo
  - You must be looking directly at the camera with a neutral expression
  - Photo should not be blurry and must be clear of reflections and shades
- Upload a '*Passport Scan*'
  - Required Format is JPEG, Max Size 2 Mb
  - A clear colored scanned copy of your passport, without any reflection or objects covering any part of the images or text
  - **Important Notice:** The Facial Photo and Photo on the passport must have a >90% resemblance. If the Facial Photo is very different from that on the passport, the passport upload might be automatically rejected
- Upload '*Credentials*'
  - Please upload the **AFC Accreditation Authorisation** received via email from the AFC Media Channel
  - Required Format is PDF / JPEG / PNG / TIFF; <2 Mb
- In successfully uploading the above three documents, the 'Personal Information' section would be auto-populated with the exception of the '*Contact Information*', kindly complete any remaining field (**highlighted in blue for your ease of reference**)
- Select appropriate fields against 'Additional Data'
  - This selection is key to gaining access to needed form for Hand-Carry Equipment approvals
  - Please specify through clicking on the correct fields whether you plan to bring Hand-Carry Equipment with or without frequency
- Read through the '*Film Permit Terms & Conditions*' and click '**Accept**' to move forward with the application
- Check '**I agree to the Hayya Media Portal Terms & Conditions**' which you may access through clicking on the link in order to move forward with the application
- Click '**Submit**'





**OUTPUT: Complete Application Notification**

- Upon successful completion of the form, the following page will appear, and will redirect the applicant to 'Declare' the Hand-Carry Equipment if ready to do so, and if no, the applicant will be directed to the Hayya Media Portal Homepage automatically within seconds
  - In the event the applicant requires more time to upload their Hand-Carry Equipment, he/she can revisit the site at any time to do so (for as long as the items are submitted for clearance 2 weeks ahead of arrival to Qatar)



**SIGN-IN: Prior to processing of the Application**

- Using the same Email Address & Password created in the Registration, the applicant may try to Sign In
- If the Application is still under approval, the above notice will appear and will redirect the applicant to the Hayya Media Portal Homepage automatically or enable Hand-Carry Clearance

**END OF DOCUMENT**