

Hayya Media Portal User Registration Manual



Call: 2022 (Qatar) | +974 4441 2022 (International) Email: media@hayya.qa | Visit: www.hayya.qa 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 <u>one accreditation only</u>; 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

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Please contact 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



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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
 - o A digit
 - o 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'

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Confirm New Password*	~
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I want to get offers and news from Visit Qatar.	n Qatar Tourism and



STEP 3: Account Creation

- Select 'AFC Accreditation'
- Click 'Next'

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			Select
			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):
 - o Media
 - o Photographer
 - o Broadcast
 - o Or Similar
- Once the Profile is selected, the following <u>mandatory fields</u> 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 <u>Media Channel</u>:
 - o 'Service'
 - o 'Belonging'
 - o 'Organisation'
 - o 'Category'
 - o 'Role'
- Insert your 'Organisational Information'
 - Ensure website includes 'www.' at the beginning
- Click 'Next'

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Verification	+ PROFILE DETAILS Puckler	
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		Next





STEP 5: Account Creation Cont'd

- Select the 'Official Document' to be uploaded
 - Document must be valid until at least 30 April 2024
 - o 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
 - o Photo should not be blurry and must be clear of reflections and shades
- Upload a 'Passport Scan'
 - o 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'
 - o 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'



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	Qatar Nationals & Residents are urged to apply using their QKD, applying using the passport may delay your application	

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Passport Namber	sport Number) (MMGD/YYYY		
	Minimum Pasaport expline date should be 30th June 2023.		
	+ CONTACT INFORMATION		
	Emergency Contact Name*	Emergency Contact Mobile Number*	
	Emergency Contact Name	- +974	
+ ADDITIONAL DATA			
Are you bringing any equipment from outside Qatar?*	Are you bringing any equipment from outside Qatar?* Are you bringing any equipment from outside Qatar?* O free O No O Yee O No		
○ Yes ○ No			
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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)

Eack To Home	
Hayya Media Portal	
Your application is pending. You will receive a confirmation email once your application has been approved.	
Our team may contact you for additional information or clarification.	
If you would like to proceed with your Equipment Permit application, please click on the "Declare Now" button below	
Declare Now	
Home Page	
Redirect in 12 seconds	

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

