



# UEFA Media Accreditations – FAQs

UEFA Media Services

## Frequently Asked Questions – Media Accreditation

### UEFA Media Validation for the Management of Media Accreditations

**Q:** What does UEFA Media Services need from me in order to perform a media validation and a validation of media accreditation requests?

**A:** UEFA Media Services performs a media validation in order to ensure that the media accreditation applicants are professionally active media or broadcaster representatives in the sports sector. Among the requirements are that the applicant has to be in possession of a valid press card at the time of registration and that he needs to be able to submit one or more recently published samples with a date of publication and the author clearly identified.

**Q:** I am working as a media representative on a freelance basis. Am I eligible to apply for media accreditations at UEFA events as well?

**A:** Yes, you are. The requirements specified above apply for both employees of a media outlet or freelancers active in the football sector.

### Accreditation Procedures

**Q:** Do I have to be registered in FAME in order to apply for media accreditations for UEFA events?

**A:** It depends on the event. For some UEFA events, a FAME profile as media is necessary because the media accreditations and media bookings are managed via the FAME platform. In the UEFA Media Accreditations Deadlines on <http://www.uefa.org/mediaservices/accreditation/index.html> you will find the application procedure per event and the respective deadlines.

**Q:** For which events do I need to be registered in FAME?

**A:** If you wish to register for a media accreditation and media bookings for one of the following events, you need to have an active media profile in FAME: UEFA Champions League Final, UEFA Women's Champions League Final, UEFA Europa League Final, UEFA Super Cup, Group stage Draws of the UEFA Club competitions, UEFA Under 21 tournament, UEFA Euro 2016 Final Draw, UEFA Euro 2016, UEFA Women's Euro.

**Q: How can I apply for a registration in FAME?**

**A:** Depending on your function, you may register either as media, as broadcaster or as a radio representative. Details on the requirements can be found here:

<http://www.uefa.org/mediaservices/accreditation/index.html>

**Q: Are there other media application procedures besides FAME? How can I know how to apply correctly?**

**A:** Yes, there are other ways to apply for media accreditation. It depends on the event. In the UEFA Media Accreditations Deadlines on <http://www.uefa.org/mediaservices/accreditation/index.html> you will find the application procedure per event and the respective deadlines.

**Q: How can I apply for seasonal matches of UEFA club competitions?**

**A:** Media accreditations for seasonal matches of UEFA club competitions are managed by the clubs directly, and not via FAME. Under the following link you will find always an updated media directory of European clubs.

<http://www.uefa.org/documentlibrary/periodicals/firstdivisionclub/index.html>

**Q: How can I apply for matches of the European Qualifiers?**

**A:** Media accreditations for matches of European Qualifiers are managed by the National Associations directly, and not via FAME. Under the following link you will find always an updated directory that contains the contact details and of all European National Associations.

<http://www.uefa.org/documentlibrary/periodicals/firstdivisionclub/index.html>

**Q: Will my media accreditation request be received, if I simply send an e-mail to the media accreditation inbox?**

**A:** No. We strongly recommend you to use the procedure in place to submit media accreditation requests for the respective event you wish to cover. Only then your request will be considered as submitted. In the media accreditation section on uefa.org, you will find a document with all media accreditation deadlines for upcoming events, where it is also stated how you can place your request:

<http://www.uefa.org/mediaservices/accreditation/index.html>

**Q: Where can I find out the accreditation application period and deadlines for upcoming events?**

**A:** In the media accreditation section on uefa.org, you will find a document with all media accreditation deadlines for upcoming events. This document will be updated yearly and if needed:  
<http://www.uefa.org/mediaservices/accreditation/index.html>

## My FAME

**Q: I am a sports profesional member of the media, how can I register in FAME?**

**A:** If you are a media representative (freelancer or employed) please click on the guideline for registration here:

[http://is.gd/MIU\\_EN](http://is.gd/MIU_EN)

Please ensure you have the following documents at hand during the registration:

- Valid press card at the time of registration
- Recently (current or last season) published samples (pictures or articles respectively) of your own work in football with a date of publication and the author clearly identified

Incomplete registration requests will not be processed.

**Q: I work for a broadcasting organisation, or will provide services to a broadcaster organisation, how can I register in FAME?**

**A:** Please double check internally whether there is a broadcaster corporate user managing the organisation's FAME account already. If this is the case, kindly contact the corporate user directly. If your organisation does not possess a FAME corporate account please click on the Link with the name *Registration for TV Corporate User*, you find here:

<http://www.uefa.org/mediaservices/accreditation/index.html>

And please ensure that all details are filled in before you submit the information, incomplete requests will not be treated.

**Q: I work for a radio organisation, or will provide services to a radio organisation, how can I register in FAME?**

**A:** Please double check internally whether there is a radio corporate user managing the organisation's FAME account already. If this is the case, kindly contact the corporate user directly. If nobody at your organisation has a FAME corporate account, please apply only if there is no radio corporate user in your organization managing media accreditations on behalf of your colleagues already.

Please click on the Link: *Registration for Radio Corporate User* on

<http://www.uefa.org/mediaservices/accreditation/index.html>

And please ensure that all details are filled in before you submit the information, incomplete requests will not be treated.

**Q: Which FAME portal is the correct one for me to log in?**

A: If you are a member of the media, please log in here:

<https://media.fame.uefa.com/portal/common/authentication/Login.aspx?ReturnUrl=%2findex.htmx>

If you are a broadcaster or a radio, please log in here:

<https://broadcasters.fame.uefa.com/portal/common/authentication/Login.aspx?ReturnUrl=%2findex.htmx>

**Q: Which technical requirements should be considered to operate FAME successfully?**

A: Please make sure you use one of the following browsers:

Microsoft Windows:

- Microsoft Internet Explorer 8.x
- Mozilla Firefox 3.6.x

Mac OS X:

- Apple Safari 5.x

Please note that FAME isn't compatible with the Google Chrome browser, it may be displayed if you try to open FAME but you will not be able to rely on the functionality.

**Q: What should I avoid when using FAME?**

A: Please make sure you have FAME open in one tab only. The use of multiple tabs within a browser will create issues concerning FAME's functionality

**Q: I have a problem within the FAME media or broadcaster portal, what can I do to solve my issue in the most effective way?**

A: If you are using a compatible browser and you are working in one tab only, please follow the instructions you receive in the error message. If there is no error message but you would like us to advise you on the next step, we are happy to do it. Please make a print screen of the step where you are not coming further and send it to [media.accreditations@uefa.ch](mailto:media.accreditations@uefa.ch) explaining the situation.

**Q: I forgot my password, how can I retrieve it?**

A: In the bottom left corner of the login window please click on "Forgot your Password?"

It will bring you to the password recovery window: Please enter the email address you used during the registration process or the latest updated within your profile in order to retrieve your password.

**Q: I forgot my username, how can I retrieve it?**

**A:** Please send an e-mail to [media.accreditations@uefa.ch](mailto:media.accreditations@uefa.ch) and it will be sent to you. Soon, you will be also able to retrieve it the same way you are currently able to retrieve your password.

**Q: My contact details (e-mail address, telephone number, address) changed, how can I update these?**

**A:** In order to update your contact details, please log into your profile and add the correct information.

**Q: My organisation changed, I am not able to change it in FAME, how can I change it?**

**A:** If your organisation changes, please inform UEFA media services by sending an e-mail to [media.accreditations@uefa.ch](mailto:media.accreditations@uefa.ch) with the following details:

- Organisational name
- Website
- Address
- Country
- Telephone number

We will do the change for you.

**Q: My employment situation changed, how can I reflect it in my profile?**

**A:** If your employment situation changes, please inform UEFA media services by sending an e-mail to [media.accreditations@uefa.ch](mailto:media.accreditations@uefa.ch) specifying your new professional direction. We will do the change for you.

**Q: How can I keep my FAME profile up-to-date in relation to my professional activity?**

**A:** You can do that by regularly uploading your recently published work samples and your valid press card in the "Documents" tab. Please keep in mind that UEFA media services uses actively this information during the arbitration procedure for UEFA events.

## Late Bookings Policy

**Q:** If I miss a deadline, will I be able to still apply for a media accreditation?

**A:** No. The tight deadlines and the need to provide you with all working tools in order to cover successfully an UEFA event, are factors that depend very much on whether we know the demand within a safe time window. Please note that late bookings will not be accepted or treated.

Please ensure that you have the *UEFA Media Accreditation Deadlines* document at hand on the media accreditation website. Please consider this schedule within your professional planning.

## Notification Expectations upon Submitting a Media Accreditation Request

**Q:** I submitted a media accreditation / media booking request, when can I expect to receive an answer?

**A:** As a general rule, media are notified a couple of days after the end of the application deadline. For events with a media accreditation application period of a week or less, notifications may be sent between 3 and 1 day prior to the event.

## Event-specific Information

**Q:** I placed a request for one UEFA event and I have some questions that are not mentioned above and rather event-specific, to whom should I address them?

**A:** Please send us your event-specific queries to [media.accreditations@uefa.ch](mailto:media.accreditations@uefa.ch), where UEFA Media Services will be able to assist you.

Thank you for your collaboration

UEFA Media Services



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