



STEP BY STEP REGISTRATION IN F.A.M.E. FOR MEDIA INDIVIDUAL USERS (MIU)

Before you start...

What is F.A.M.E.?

F.A.M.E. – Football Administration and Management Environment – is UEFA application designed to manage all UEFA football management and administration needs.

Media and Broadcaster representatives wishing to request accreditations for UEFA Final Tournaments, Draws, Congresses or Club Finals must apply for a registration, and if their registration is accepted by UEFA, they will have a username and a password to access their account through their respective portal.

F.A.M.E. Portals

The MEDIA Portal is for:

- Written press, website reporters and photo editors
- Photographers
- Photo technicians

The BROADCASTERS Portal is for:

- Radio/TV crews (commentators, reporters, technicians, cameramen, producers)

Technical requirements

FAME has been optimized for:

- Windows 7 – Internet Explorer 8.x
- Windows 7 – Firefox 3.6.x
- Mac OS X – Safari 5.x

Important note: Please note that FAME is not compatible with the Google Chrome browser.

Register yourself as a F.A.M.E. user

You must register yourself before you can request an accreditation. To do so, open a browser window and enter:

<http://www.uefa.com/MIUFAMERegistration>

F.A.M.E. Portal - User and Data Protection Terms and Conditions

First-time users of F.A.M.E must accept the online F.A.M.E. Portal - User and Data Protection Terms and Conditions when accessing the application.



FAME Registration Guidelines

Media Individual Users

PERSON REGISTRATION

TERMS AND CONDITIONS | DETAILS | ORGANISATION | CONTACT DETAILS | WEB | NUMBER

UEFA – FAME Portal – Terms and Conditions of Use & Privacy Policy

The object of these terms and conditions of use (hereinafter the "Agreement") and the Privacy Policy is to govern the relationship between Union des Associations Européennes de Football (UEFA) and all its subsidiaries, including without limitation, UEFA Events SA (hereinafter "UEFA") and the FAME Portal Users (both hereinafter referred to as the "Parties" or each as a "Party") in relation to the access to and use of the portal by the FAME Portal User (hereinafter the "User").

By ticking the box below, you confirm that you have read, understood and accepted the terms and conditions of use of this Agreement and the Privacy Policy.

- 1. Object**
 - 1.1 UEFA has developed a Portal network, the URL of which is currently <https://uefa.fame.uefa.com> (which URL may be changed by UEFA at its discretion), for the purpose of publishing and sharing information and documents related to football (the "Portal") with Users listed by UEFA including without limitation the User.
 2. **Grant of rights and access control**
 - 2.1 In consideration of the User agreeing to adhere to the terms and conditions of this Agreement, UEFA hereby grants to the User a non-exclusive, non-transferable and non-assignable right to access and use the Portal on the terms and conditions set out in this Agreement during the term of this Agreement which shall last from the date of signature of this Agreement unless and until this Agreement is terminated in accordance with Clause 11 ("Term").
 - 2.2 The User hereby agrees and acknowledges that the rights of access to and use of the Portal are granted by UEFA personally and only to the User in accordance with the authentication process set out in this Agreement.
 - 2.3 The login information ("Identification Tools") shall be communicated to the relevant User personally at the email address provided by the User. The login name and password (minimum 8 characters, including one capital letter, one lower case letter and one number) designated by the User or UEFA must be changed immediately upon receipt to a password freely selected by the User but complying with the same rules.
 - 2.4 The Portal services shall become available to the User upon notification of his (her) personal Identification Tools.
 - 2.5 The User shall at all times during the Term keep confidential and not disclose to any third party the Identification Tools and shall immediately notify UEFA if he/she knows or has grounds for suspecting that any Identification Tools have become known to anyone other than the User. In these circumstances the User shall immediately change, delete and/or block the password. If necessary, the User must request new Identification Tools from UEFA.
 - 2.6 UEFA reserves the right to deny, cancel and/or refuse access to the User, if UEFA determines, in its sole discretion, that such access is or may be damaging to UEFA's interests and/or the Portal.
 3. **Technical requirements**
 - 3.1 The User shall be fully responsible for ensuring that the User's computer and/or User's computer system complies with all applicable laws and reasonable security precautions.
 - 3.2 The User shall be fully responsible for the compatibility of the hardware and software used for connecting to the Portal and for all back-up arrangements.
 - 3.3 UEFA disclaims any responsibility for any defects which may exist or for any costs, loss of profit, loss of data or consequential losses arising from User's breach of these technical requirements.
 4. **Use of the Portal**
 - 4.1 The User shall use the Portal only in a manner consistent with this Agreement, and in accordance with the guidelines provided by UEFA and generally in such a way as to ensure compliance with all applicable laws and regulations.
 - 4.2 The User shall adhere to all terms and conditions of use posted on the Portal from time to time.
 - 4.3 In the event of any unauthorised use of the Portal UEFA reserves the right to immediately suspend, restrict or terminate the access to the Portal for any User and to terminate this Agreement for breach of a material term pursuant to Clause 11.
 5. **UEFA Content**
 - 5.1 "UEFA Content" means all information and material of whatever nature (including without limitation all statistics, data, databases, documents, files, pictures, trademarks, logos and trade secrets whether created or assembled by UEFA or any third party) included on the Portal.
 - 5.2 The User hereby acknowledges and agrees that UEFA Content is for the User's personal use only and shall be treated as confidential information and not disclosed to third parties without the prior written consent of UEFA. The User shall undertake all necessary measures in order to preserve and ensure the strict confidentiality of such UEFA Content. The content of the Media Information System is excluded from the above mentioned confidentiality clause.
 - 5.3 Although UEFA has taken all reasonable care that the UEFA Content is accurate at the time of publication, no representation or guarantee (including liability towards third parties), expressed or implied, is made as to its accuracy, reliability or completeness.
 6. **Ownership and use of software**
 - 6.1 All software provided by UEFA for the installation of the Portal is and remains at all times the sole and exclusive property of UEFA.
 - 6.2 The User is prohibited from copying, reproducing in all or in parts, editing, mixing or integrating with or into other software, any software provided by UEFA.
 7. **Ownership of the Portal**
- 16. Information sharing and disclosure**
 - 16.1 UEFA will not sell, rent or transfer your personal identifying information to third parties, such as but not limited to IT service supplier, consultants and any other third party processing personal data on behalf of UEFA, without your consent and for reasons other consistent with the purpose for which the data were originally collected or for other purposes authorized by law. However, by approving this Privacy Policy, you expressly give your consent and agree to the disclosure of your personal data by UEFA and your consent is deemed to be given to third parties when:
 - 16.1.1 UEFA needs to send the information to the police/state authorities to carry out security controls in relation to venues or events you have requested access to.
 - 16.1.2 UEFA needs to send the information to third parties who work on behalf of or for UEFA to provide a product or service you have requested. Unless otherwise stated so, these third parties are prohibited to use the personal identifying information UEFA provides to them beyond what is necessary to provide the product or service to you.
 - 16.1.3 UEFA needs to comply with court or authority orders.
 - 16.1.4 UEFA finds that it is necessary, as determined in UEFA's sole discretion, to investigate, prevent or take action regarding illegal activities, suspected fraud, emergency situations involving potential threats to the physical safety of any persons, violations to UEFA's terms of use or as otherwise required by law.
 - 16.2 Before disclosing your personal data to third parties, UEFA will ensure that sufficient security measures and adequate data protection are guaranteed by the third party and take reasonable steps to ensure compliance with those measures.
 - 16.3 In particular, UEFA ensures that an adequate protection is guaranteed for personal data to be transferred abroad. In some specific cases when this level of protection is not guaranteed, UEFA will obtain your prior consent or establish with the recipient of personal data a contractual framework or sufficient safeguards that ensure an adequate level of protection abroad.
 - 16.4 As part of its internal data auditing process, UEFA may conduct regular checks on processing by third parties, especially with respect to security measures.
- 17 Access to your personal identifying information**
 - 17.1 Upon request sent by email to UEFA at data.protection@uefa.com, you have the right to request information on personal data related to you which are processed by UEFA. You may access your personal data and request that inaccurate or incomplete information be corrected, or eventually the deletion of the data where the purpose of data processing has lapsed or ceased to be applicable for other reasons.
 - 17.2 UEFA may refuse, restrict or defer the provision of information where a formal enactment so provides, where this is required to protect the overriding interests of third parties and/or where his own overriding interests so require.
- 18 Data security**
 - 18.1 UEFA defines and implements the appropriate technical and organizational measures necessary to maintain the security of personal data, according to the nature of the personal data processed and the circumstances of the processing, with the objective of avoiding (in the realm of the possible and having regard to the state of the art) non-authorized or unlawful processing or access (Confidentiality), its alteration (Integrity) and/or loss (Availability).
 - 18.2 If you communicate with UEFA otherwise than by FAME (e.g. by e-mail), you should however note that the secrecy of Internet is uncertain. By sending sensitive or confidential e-mail messages or information which are not encrypted you accept the risk of such uncertainty and possible lack of confidentiality over the Internet.
- 19 Data retention and archiving**
 - 19.1 UEFA does not, as a matter of business practices, maintain personal data longer than necessary for the purposes stated, unless otherwise agreed to by the User. In particular, as soon as possible after the termination of the Agreement, personal data will be deleted by UEFA.
- 20 Miscellaneous**
 - 20.1 The Privacy Policy is available at any time through FAME and may be revised from time to time. Notice of significant revisions will be provided through FAME and will apply automatically unless you decide to cancel your FAME account.
- 21 Applicable Law**
 - 21.1 This policy for data protection comprises the internationally accepted principles of data protection, without replacing the existing national laws. It applies in all cases as far as it is not in conflict with the respective national law; additionally, the Swiss law shall apply. UEFA is subject to Swiss data protection laws when collecting and processing personal identifying information.
- 22 Corporate Users or Company Front Office users**
 - 22.1 By accepting the corporate user role and approving this Privacy Policy on behalf of or for others, you confirm having obtained prior to data capture the written acceptance of this Privacy Policy by the data subject. You accept the responsibility of informing each person or entity comprised in your target population of these rules and procedures. UEFA is entitled to require at any time the written acceptance of any data subjects. Any breach of this obligation will lead to termination of the Agreement according to Clause 11.

I Agree

NEXT

Read and agree to the online "F.A.M.E. Portal - User and data protection terms and conditions" by ticking the box on the left and clicking on

NEXT



FAME Registration Guidelines

Media Individual Users

PERSON REGISTRATION

TERMS AND CONDITIONS | **DETAILS** | ORGANISATION | CONTACT DETAILS | USER | SUMMARY

Welcome to the UEFA on-line information system.
To register please fill in the requested information paying special attention to the contact details provided.
Once your registration has been accepted, you will receive an email confirming your personal data.

Personal Information

Surname* [input] First Name* [input]
Title [input] Date of Birth* [input] X
Gender* M F

Personal Nationality Information

Nationality* [Select] v
Place of Birth* [input] Country of Birth* [Select] v

Identification Document

Type* [Select] v
Number* [input] issued on* [input] X
Issued by* [input] Expiration* [input] X Never Expires

Classification

Category* [Select] v
Subcategory* [Select] v

Media References

Please upload a copy of your presscard and samples of your published work.
You may upload the following file for [more info](#) (for document, ppt or pdf):

Documents* (Click on Browse to start uploading documents)

<

In the next page you must enter your personal information and identification document details. Please specify your "media" subcategory :

Classification

Category* [Media] v
Subcategory* [Select] v
Written Press
Photographer
Website Reporter
Photo Technician

Media References

Under "Media References", click on the button or (depending on the browser used) at the bottom of the page to upload a copy of your presscard and maximum 5 samples of your published work.

PERSON REGISTRATION

TERMS AND CONDITIONS | **DETAILS** | ORGANISATION | CONTACT DETAILS | USER | SUMMARY

Welcome to the UEFA on-line information system.
To register please fill in the requested information paying special attention to the contact details provided.
Once your registration has been accepted, you will receive an email confirming your personal data.

Personal Information

Surname* Dupont
Title [input]
Gender* M F

Personal Nationality Information

Nationality* [Dish] v
Place of Birth* [London] v

Identification Document

Type* [Passport] v
Number* [00000000]
Issued by* [Covad Brian]

Classification

Category* [Media] v
Subcategory* [Photographer] v

Media References

Please upload a copy of your presscard and samples of your published work.
You may upload the following file formats: .jpg, .pdf, .doc/.docx, .ppt / .pptx.

Documents* (Click on Browse to start uploading documents)

File Upload

Organize | New folder | Pictures

File name: carte de presse.jpg | All Files (*.*)

Select the files on your computer then click the button (you can upload only one image at a time, therefore repeat the operation by clicking on the button or to upload your documents).



FAME Registration Guidelines

Media Individual Users

PERSON REGISTRATION

TERMS AND CONDITIONS **DETAILS** ORGANISATION CONTACT DETAILS USER SUMMARY

Welcome to the UEFA on-line information system.

To register please fill in the requested information paying special attention to the contact details provided. Once your registration has been accepted, you will receive an email confirming your personal data.

Personal Information

Surname * Dupont First Name * Dupont
Title * Date of Birth * 01/04/1978
Gender * M F

Personal Nationality Information

Nationality * British
Place of Birth * London Country of Birth * Switzerland

Identification Document

Type * Passport
Number * 5555555 Issued on * 01/04/2005
Issued by * London Expiration * 01/04/2020 Never Expires

Classification

Category * Media
Subcategory * Written Press

Media References

Please, upload a copy of your presscard and examples of your published work. You may upload the following file formats: .jpeg, .PDF, .doc/.docx, .ppt / .pptx.

Documents *
Click on *Browse* to start uploading document(s).
carte de presse.jpeg

If a document has been well uploaded, it will appear listed.

By pressing "x" you can delete uploaded documents.

Once all documents are uploaded, you can click on

NEXT

If you are employed by a MEDIA organisation, choose "Employee" and then click on "..." to select the organisation you work for.

PERSON REGISTRATION

TERMS AND CONDITIONS DETAILS **ORGANISATION** CONTACT DETAILS USER SUMMARY

Position

Employee Freelance

Company Represented

Existing Organisation
 Other Organisation. Please insert data



FAME Registration Guidelines

Media Individual Users

	NAME	STATUS	COUNTRY	PHONE	EMAIL	WEB ADDRESS
<input checked="" type="checkbox"/>	abc Inc	Active	Switzerland			
<input type="checkbox"/>	abc Inc 2017	Active	Switzerland	+41 77 888 88 88		
<input type="checkbox"/>	ABC newspaper	Active	Spain	+34 913399000		
<input type="checkbox"/>	ABC SEVILLA	Active	Spain	+34 954488600		
<input type="checkbox"/>	ABC Television	Active	USA	+1 713 6660713		

A pop-up window will open where you will be able to enter the organisation name (1.) click "search" (2.); if your organisation is registered in F.A.M.E it will appear in the list, click the box next to the organization (3.) and then click "Select" (4.).

PERSON REGISTRATION

TERMS AND CONDITIONS DETAILS **ORGANISATION** CONTACT DETAILS USER SUMMARY

Position

Employee Freelance

Company Represented

Existing Organisation Other Organisation. Please insert data

Type * Media

Name * ABCD

VAT Number

Street * Football street 2

Second Street

Third Street

Fourth Street

City * Nyon

Postcode *

Country * Switzerland

Phone * +41 555 55555
e.g. +41 555 1111111

Web Address

Description * Media Organisation

If your bona fide media organisation does not yet exist in F.A.M.E., you must create it in the database, click on "Other Organisation", insert all requested data, and then click **NEXT**.



FAME Registration Guidelines

Media Individual Users

If you are a freelancer, please select "Freelance". Click on "... " and search for the organization "FREELANCER + your country of business".

PERSON REGISTRATION

TERMS AND CONDITIONS DETAILS **ORGANISATION** CONTACT DETAILS USER SUMMARY

Position

Employee **Freelance**

Company Represented

Existing Organisation **...**

Other Organisation. Please insert data

A pop-up window will open where you will be able to look for your country of business (1.) click "search" (2.); click the box next to the organization (3.) and then click "Select" (4.).

ORGANISATION SELECTION ×

SEARCH PANEL

Name **1.** Country

Results per Page **2.**

4. Select

	NAME	STATUS	COUNTRY	PHONE	EMAIL	WEB ADDRESS
<input checked="" type="checkbox"/> 3.	FREELANCER Switzerland	Active	Switzerland			

< > + Page: 1

You can now click



FAME Registration Guidelines

Media Individual Users

PERSON REGISTRATION

TERMS AND CONDITIONS | DETAILS | ORGANISATION | **CONTACT DETAILS** | USER | SUMMARY

In order to complete the registration process, please fill in your contact details.

Contacts

Email *

IM

Phone *
e.g. +41 555 1111111

Mobile *
e.g. +41 555 1111111

Fax
e.g. +41 555 1111111

Address

Street

City * Postcode *

Country *

On the next page, you need to fill in your personal contact information in the "contact details" section.

When entering your contact details, please pay attention to the format of the telephone number:

+ International code area code local telephone number

For example: +41 555 11111

At the bottom right corner of the window,

click on **NEXT** to submit your details.

PERSON REGISTRATION

TERMS AND CONDITIONS | DETAILS | ORGANISATION | CONTACT DETAILS | **USER** | SUMMARY

Choose your personal username and enter your password.
You will receive confirmation of your registration via email.

Username and Password

Choose your username from the options given or create your own in "Other".

Username

Dupond.Duport
 DupondDupont
 D.Duport
 DDuport
 Dupond.Duport78
 other:

Type in your own personal password in the first box and reconfirm it in the second one.
Please note that the password is case sensitive.
(Min 8 Length, Mixed case, Alphanumeric value is required, Password History duration 365 days)

Password *

Confirm Password *

1. Here you will be able to create your login credentials, choose your username from the options given or create your own username by selecting "other" and entering your preferred username.

2. Then, create your password taking into consideration the requirements and retype it in the second field to confirm it.

IMPORTANT

Your password has to contain at least 6 characters, a capital letter and a numeric character. For example:


Football123

Make sure you keep your username and password in a safe place, easily accessible for the next time you want to use F.A.M.E.



FAME Registration Guidelines

Media Individual Users

Proofread the details to make sure that all information is correct, type the security code in the field box and finally click on the Save icon 

To correct or change information, click on the tab where the change is needed.

PERSON REGISTRATION

- TERMS AND CONDITIONS
- DETAILS
- ORGANISATION
- CONTACT DETAILS
- USER
- SUMMARY**

Personal Information

Surname Dupont First Name Dupond
Title Date of Birth 01/04/1978
Gender M

Personal Nationality Information

Nationality British Place of Birth London
Country of Birth Switzerland

Identification Document

Type Passport Issued on 01/04/2005
ID Number 55555555 Issued by London
Expiration 01/04/2020 Never Expires No

Classification

Category Media Subcategory Written Press

Media References

Documents carte de presse.jpg 

Organisation Details

Position Freelance
Type Media Name FREELANCER.Switzerland
VAT Number
Street
City Postal Code
Country Switzerland Phone
Web Address
Note

Self-employed non-broadcasting media representative not committed to a particular long term, represented by a company or agency that resells their labor. Independent contractors.

Contacts and Addresses

Email media.accreditations@uefa.ch
Instant Messaging
Phone +41 555 111111
Mobile +41 555 111111
Fax
Street Route de Genève 48
City Nyon Postcode 1260
Country Switzerland

User Details

Username Dupond.Dupont

Security Check



For security reasons please enter the code shown above:*





FAME Registration Guidelines

Media Individual Users

After saving the details a pop-up window will open confirming that your registration was successful:

REGISTRATION SAVED

You have now successfully completed the F.A.M.E user request registration process.

You will receive an Email confirming your F.A.M.E user registration data. Please save this mail for future reference.

Kindly note that you have NOT applied for any media accreditations for UEFA events. Once your F.A.M.E user registration is approved by UEFA you will be able to apply to UEFA Events which are available in the F.A.M.E Media specific Portal.

EXIT THE APPLICATION

Press "Exit the application" to end the registration process. An automated e-mail will be sent to the e-mail address you entered during the registration process to notify you that your request has been received and will be processed.

If your F.A.M.E. user registration is approved by UEFA, a confirmation e-mail will be sent to you validating your F.A.M.E. user account and providing you with details on how to access the F.A.M.E. Media Portal.

You only need to register **once** in F.A.M.E. You can change personal details in your profile.

If your organisation changes, please inform UEFA, via media.accreditations@uefa.ch; Only the UEFA Media Services team can change the organisation in media profiles.

Thank you for your interest in UEFA competitions.

UEFA Media Services team