



FAME Registration Guidelines

Media Individual User (MIU)

STEP BY STEP REGISTRATION IN FAME FOR MEDIA INDIVIDUAL USER (MIU)

Before you start...

What is FAME?

FAME – Football Administration and Management Environment – is a UEFA application designed to manage all UEFA football management and administration needs. FAME is used to offer successfully validated sports professionals the possibility to access the media channel, the media portal, your professional profile, and request accreditation and media bookings for UEFA events.

The MEDIA Portal

The MEDIA Portal, embedded in the FAME application, is designed to offer services to the following successfully validated sports professionals: Press, video journalists, photographers, photo editors, and photo technicians.

Technical requirements

The media portal is compatible with tablets and smartphones, with the following operating systems, and browsers:

Browser Compatibility

- Desktop: IE11, Firefox on Windows, Chrome and Safari on Mac OS.
- Mobile (tablets and smartphones): Chrome on Android, Safari on iOS.

Operating System Compatibility

- Desktop: Windows 8.1 and above and Mac OS 10.11 and above.
- Mobile (tablets and smartphones): iOS 10 and above and Android 7.0 and above.

Register yourself as a FAME user

You must register yourself before you can request an accreditation. To do so, access the following link:

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



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USER AND DATA PROTECTION TERMS AND CONDITIONS

First-time users of FAME must accept the online FAME Portal "User and Data Protection Terms and Conditions" when accessing the application.

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

Read and agree to the online "FAME Portal - User and data protection terms and conditions" by ticking the box on the left and then clicking on

USER

In this page, you are requested to enter your email address. Should you already have your email address linked to another account in FAME, you will not be able to proceed and should contact media.accreditations@uefa.ch

PERSON REGISTRATION

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

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

User Information

Identify E-mail *

You will then receive an email with a verification code to insert in order to be able to proceed with you request.



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PERSON REGISTRATION

TERMS AND CONDITIONS USER ORGANISATION CONTACT DETAILS DETAILS SUMMARY

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

User Information

Identity E-mail *

IDENTITY E-MAIL VERIFICATION

An e-mail has been sent to the provided address; it includes a "Verification Code". Please enter it and Confirm to prove that the address is really yours.

Verification Code: 373974

CONFIRM CANCEL

ORGANISATION

In the tab "Organisation", you will be requested to specify your employment status and to select the organisation you work for, should you be fully employed.

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 USER ORGANISATION CONTACT DETAILS DETAILS SUMMARY

Position

Employee Freelance

Company Represented

Existing Organisation Other Organisation. Please insert data

NEXT

A pop-up window will open where you will be able to enter the organisation's name (1.) Click on "search" (2.). If your organisation is registered in FAME, it will appear on the list, tick the box next to the organisation (3.) Finally, click on "Select" (4.).

ORGANISATION SELECTION

SEARCH PANEL

Name: abc Country: [All]

Results per Page: 15

ADVANCED CLEAR SEARCH

Select

	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		

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

PERSON REGISTRATION

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

Position
 Employee Freelance

Company Represented
 Existing Organisation ... X
 Other Organisation. Please insert data

Type*
Name*
VAT Number
Street*
Second Street
Third Street
Fourth Street
City*
Postcode*
Country*
Phone*
e.g. +41 555 1111111
Web Address
Description*

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

PERSON REGISTRATION

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

Position
 Employee **Freelance**

Company Represented
 Existing Organisation X
 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 on "search" (2.); click on the box next to the organisation (3.) and then click on "Select" (4.).



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ORGANISATION SELECTION ✕

SEARCH PANEL

Name 1. Country

Results per Page

2.

4.

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

Page: 1

You can now click on

CONTACT DETAILS

PERSON REGISTRATION

TERMS AND CONDITIONS USER ORGANISATION **CONTACT DETAILS** DETAILS 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 phone and mobile number:

+ International code area code local telephone number.

For example: +41 555 11111

At the bottom right corner of the window, click on to submit your details.



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DETAILS

Please ensure that your "Personal Nationality Information" and your "Identification Document" data is complete, accurate and exactly as shown in your ID/Passport.

In the "Classification" section, select the category "Media" and your Subcategory (Press, Photographer, Photo Editor, Photo Technician or Video Journalist).

PERSON REGISTRATION

TERMS AND CONDITIONS USER ORGANISATION CONTACT DETAILS **DETAILS** 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 * First Name *
Title Date of Birth *
(dd/mm/yyyy)
Gender * M F

Personal Nationality Information

Nationality *
Place of Birth * Country of Birth *

Identification Document

Type *
Number * Issued on *
(dd/mm/yyyy)
Issued by * Expiration * Never Expires
(dd/mm/yyyy)

Classification

Category *
Subcategory *

Press
Photographer
Photo Editor
Photo Technician
Video Journalist

Media References

Please, upload a copy 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).

Under "Media References", click on the button at the bottom of the page in order to upload the relevant documents according to **UEFA's Media Validation Policy**:

- **Employed Press and Photographers:**
 - Currently valid press card or an employment letter on letter head duly dated and signed by the organisation;
 - At least two (2) and maximum five (5) recently published samples (articles or photos) with credit to the author/photographer and the date clearly identified. The samples must have been published within the last 12 months prior to the registration.



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- **Freelancer Press and Photographers:**

- Currently valid press card or two letters of collaboration from two bona fide media organisations duly signed and dated on letter head.
- At least two (2) and maximum five (5) recently published samples (articles or photos) with credit to the author/photographer and the date clearly identified. The samples must have been published within the last 12 months prior to the registration.

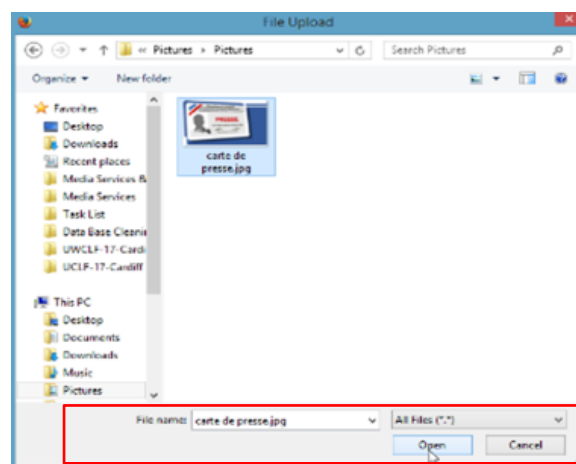
- **Employed Video Journalist:**

- Currently valid press card or an employment letter on letter head duly dated and signed by the organisation.
- At least two (2) and maximum five (5) published samples (within the last 12 months) which must contain a video and may also include text and images. The content piece must be clearly credited to you as the author.

- **Freelancer Video Journalist:**

- Currently valid press card or 2 letters of collaboration issued by two different bona fide media organisations duly signed and dated on letter head;
- At least two (2) and maximum five (5) published samples (within the last 12 months) which must contain a video and may also include text and images. The content piece must be clearly credited to you as the author.

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



If a document has been uploaded correctly, it will appear listed. To add an additional document, you can start the process again. By pressing "x" you can delete uploaded documents.


Once all documents are uploaded, you can click on **NEXT**. Please upload a maximum of ten (10) documents only.



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SUMMARY

Review 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.

Identification Document			
Type	Passport	Issued on	09/07/2015
ID Number	sas	Issued by	Sas
Expiration	08/07/2020	Never Expires	No

Classification			
Category	Media	Subcategory	Written Press

Media References	
Documents	-- Press Card 2018.pdf 

Organisation Details			
Position	Employee	Name	abc Inc
Type	Media	VAT Number	
Street			
City		Postal Code	65789
Country	Switzerland	Phone	
Web Address			
Note			
Media Organisation			

Contacts and Addresses			
Email			
Instant Messaging			
Phone			
Mobile			
Fax			
Street			
City	Nyon	Postcode	1260
Country	Switzerland		

Security Check


<small>For security reasons please enter the code shown above:*</small>
<input type="text" value="827074"/>





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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 email will be sent to the email address you entered during the registration process to notify you that your request has been received and will be processed.

If your FAME user registration is approved by UEFA, a confirmation email will be sent to you validating your FAME user account and providing you with details on how to access the FAME Media Portal.

You only need to register **once** in FAME. You can change your personal details in your profile at anytime.

If your organisation changes, please inform UEFA by email to 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