



Hayya Media Portal
User Registration Manual

Hayya هَيَّا

Email: media@hayya.qa

The Hayya Media Portal (HMP) is a web-based resource for media attending an **EVENT** in Doha–Qatar. The Hayya Media Portal is the main platform that will enable Media to apply for necessary permits to enter and film in Qatar during the event.

Applying through HMP's single application process, enables Media applicants to obtain:

- Hayya E-visa
- Nationwide filming & photography Permit valid for the duration of the Media accreditation.
- Hand Carry equipment clearance.

Important Notes:

- Media must hold one accreditation only: Media 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 for 3 months from the application date
 - Facial Photo (JPEG <2 Mb) (should comply to the entry permit regulations) it should be passport size, to the shoulder level and with clear background.
 - Credentials:
 - EVENT NAME – MEDIA - Organization Card
 - EVENT NAME – HOST BROADCAST - Passport/QID Copy
 - EVENT NAME – MEDIA PARTNER - Passport/QID Copy
 - EVENT NAME – NON RIGHTS HOLDER - Passport/QID Copy
 - The accepted document types are – PDF / JPEG / PNG / TIFF; <2 Mb

Please contact media@hayya.qa for any Hayya Media Portal related queries.

Registration – Step-by-Step Process

STEP 1: Reaching the Registration Page

- Please visit the Hayya Media Portal through <https://media.hayya.qa>
- Click on the 'Log in' button on the far top right of the page or click on Apply for Accreditation
- Click on the 'Click here to Sign Up' button at the bottom of the 'Sign in' Page. If you have already registered for any past events, **please use the same username and password.**

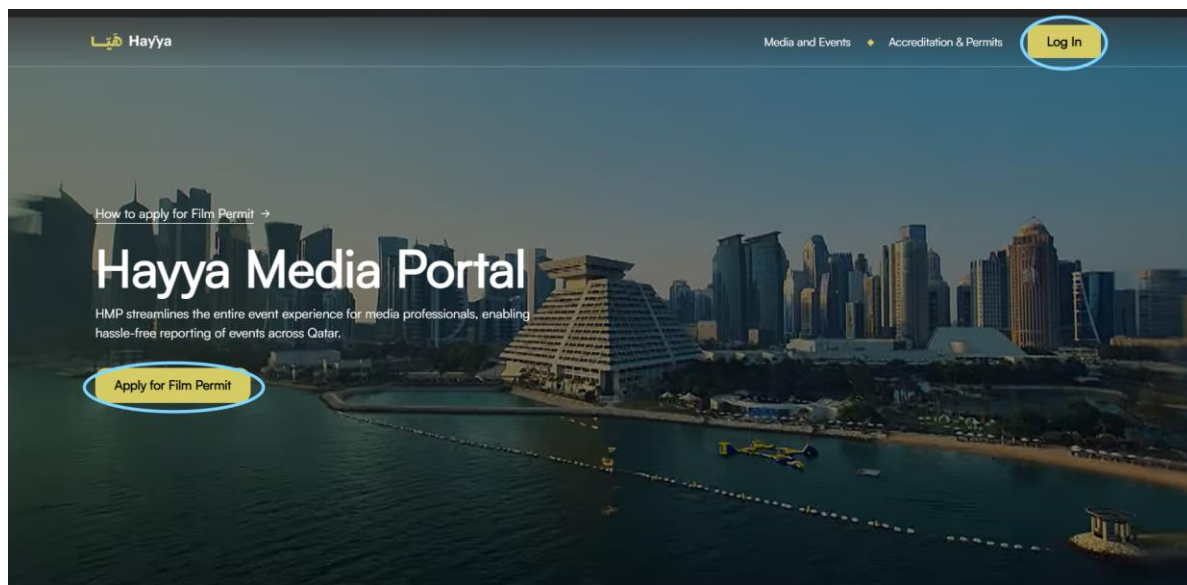


Figure 1: Home Page

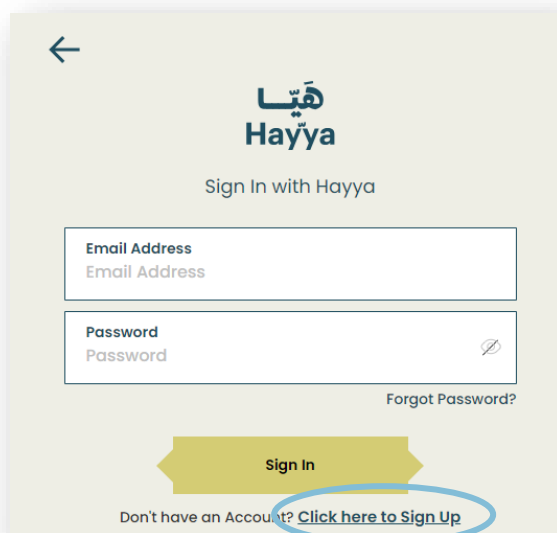


Figure 2: Sign-In / Sign Up page

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**'

←

User Details

Let's get your Account created, so you can enjoy the Hayya experience!

Email Address*

Email Address

Send Verification Code

New Password*

New Password

Confirm New Password*

Confirm New Password

Given Name*

Given Name

Surname*

Surname

☐ 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 Cancel

Figure 3: Sign Up page

STEP 3: Account Creation

- Select 'EVENT NAME'
- Click 'Next'

Figure 4: Event Page sample

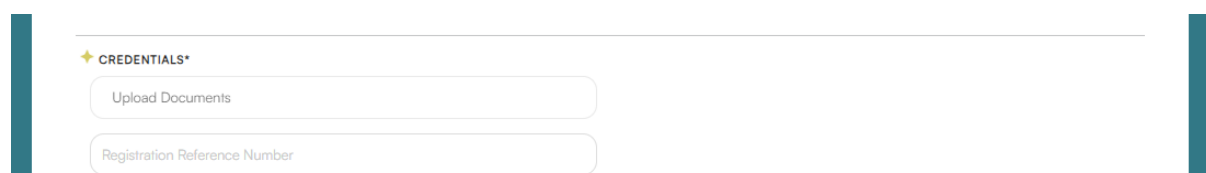
STEP 4: Account Creation Cont'd

- Select the profile information from the drop down
- Insert your 'Organisational Information'
 - Ensure website includes 'www.' at the beginning
- Click 'Next'

Figure 5:Registration Page – Professional Data

STEP 5: Account Creation Cont'd

- Select the 'Official Document' to be uploaded
 - **Document must be valid for 3 months from the date of application**
 - 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
- In successfully uploading the above documents, the 'Personal Information' section would be auto populated apart from 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
- Upload Credentials:
 - **EVENT NAME – MEDIA** - Organization Card
 - **EVENT NAME – HOST BROADCAST** - Passport/QID Copy
 - **EVENT NAME – MEDIA PARTNER** - Passport/QID Copy
 - **EVENT NAME – NON RIGHTS HOLDER** - Passport/QID Copy



The screenshot shows a section titled 'CREDENTIALS*' with a yellow star icon. Below the title are two input fields: 'Upload Documents' and 'Registration Reference Number'. The fields are outlined in a light gray border and have a white background. The text 'Upload Documents' is in a smaller font size than 'Registration Reference Number'.

Figure 6: Credential Upload

- Read through the 'Film Permit Terms & Conditions' and click '**Accept**' to move forward with the application
- Read through the section of **terms and conditions** and tick to agree
- Click '**Submit**'

Figure 7:Registration Page - Personal Data

Figure 8: Terms and Conditions

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)

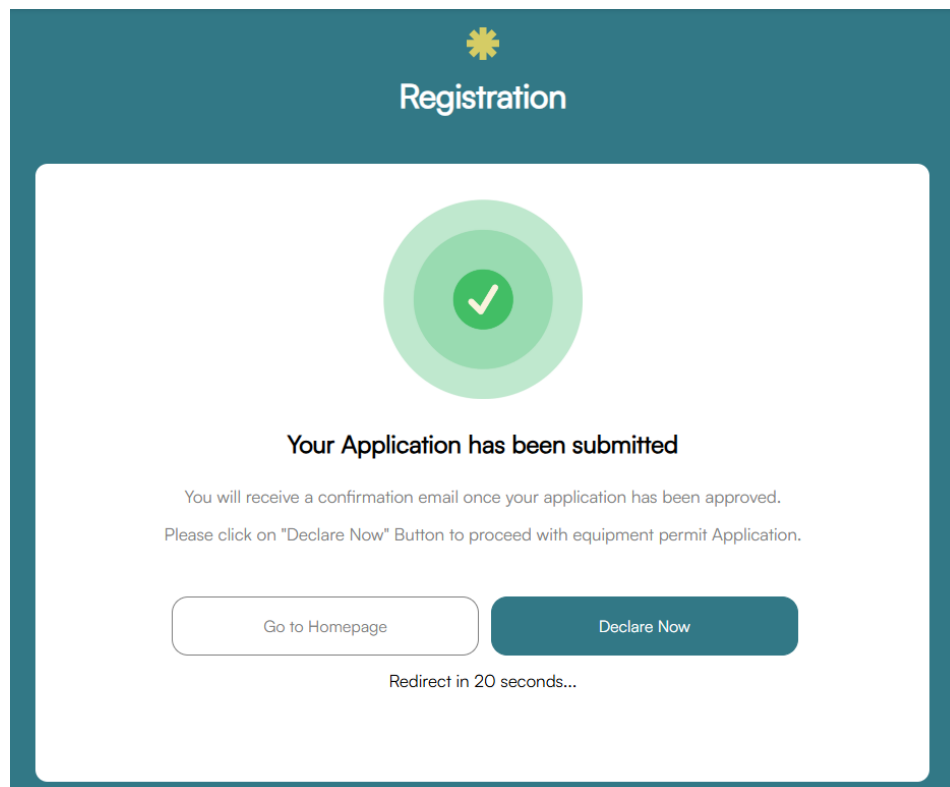


Figure 9: Application Registration Completion

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