



# Credentials application procedure 2022/23

**Photographers**

# CREDENTIALS APPLICATION PROCEDURE FOR PHOTOGRAPHERS - 2022/23 SEASON

As the entity in charge of managing accreditations for photographers, the *Liga Nacional de Fútbol Profesional* [National Professional Football League] (hereinafter, "LaLiga") makes an accreditation system to facilitate the process through the accreditations portal hosted on LaLiga's official website:

<https://acreditaciones.laliga.com/en>

This collective must register to get their accreditations for the various football stadiums of the matches of LaLiga Santander, LaLiga SmartBank and matches which require LaLiga's accreditation.

Media outlets can apply for their accreditation once they have successfully completed the **registration process** on the accreditations portal and this procedure has been approved by LaLiga, with the undertaking that the data entered in the various forms they have to complete contain truthful information. This process must be carried out **at least 10 calendar days** before the holding of the match for which they wish to accredit themselves to guarantee that there is enough time to process the application.

After providing all documents and gaining the approval of LaLiga, they shall be granted access within the accreditations portal to accredit themselves for the matches within the deadlines agreed.

The accreditation is not guaranteed solely by sending the application, it must expressly be accepted by LaLiga. If the application is accepted, LaLiga shall send a confirmation to the registration email address, once the Accreditation application deadline has ended.

## General Terms and Conditions

Using photographs is strictly for **editorial and/or journalistic purposes**. Use of photographs for commercial or advertising ends must be completed with the prior and express authorisation of LaLiga, of the person depicted and the Club involved.

Accredited photographers shall limit themselves to taking **still images** of matches, **excluding any type of audio-visual recordings**. Further not permitted is the use of these still images to produce audio-visual montages.

Published images, save as previously authorised by LaLiga, cannot include the logo of the competition embedded as a watermark, e.g. LaLiga Santander, LaLiga SmartBank and matches commercialised by LaLiga.

The application for accreditations of photographers shall be made to access the playing area and the press room (if the Club allows access to the press conference and the option is enabled

on the portal when the accreditations are requested). Credentials are issued on a nominative basis to personnel who will perform a specific function during the event.

The location within the playing field shall be in areas authorised for this purpose. In exceptional circumstances, strictly due to a lack of available space, LaLiga may restrict the number of photographers accredited for a given match and the number of photographers authorised to remain inside the press room during the manager conferences.

Photographers cannot go into the changing room tunnel under any circumstances, and cannot go onto the playing field at any time before, during or after the match is played, unless it is to place remote cameras as provided under the section below.

Likewise, wandering around the stands and other areas of the stadium is not allowed, with the exception of the areas specifically designated in the surroundings of the playing field.

Before the match starts, and exclusively to cover the entry of players, photographs of captains, and team photographs, photographer attendance in the bench area shall be permitted. In any event, they shall leave this area to return to the area established above before the match kicks off.

At half-time, photographers are allowed to change their location from one goal line to another, if they wish to do so and there is enough room, and they shall move when no players are on the playing field. At the end of the match, photographers shall stay in their designated positions, and are not allowed to wander around the area near the changing-room tunnel.

It is **compulsory** to wear the corresponding bibs handed over by the local Club whenever you are in the surroundings of the playing field.

In the event of repeated absences from matches for which credentials have been granted, without justified cause and without having previously notified LaLiga of said circumstance, the media outlet may be prohibited from requesting future credentials.

## Remote photography cameras

Remote control photography cameras placed behind the goals are authorised, subject to strict supervision and control.

A line shall be established behind the goals to place these cameras. The tripods of the cameras installed cannot be higher than 12 centimetres. Any camera placed outside the designated area or exceeding the height stated shall be removed. Access to the cameras for their placement and adjustment, before the match and half-time, shall be subject to the system established by the local Club, according to LaLiga. Likewise, the placement of cameras on the Television U-area is prohibited.

By attending to each stadium's features, LaLiga will be able to adopt complementary measures to avoid acoustic interference between the television production's remote cameras and ambient microphones.

## Accreditation portal registration process

Media outlets, agencies and photographers acting as independent professionals (freelancers) cannot apply for their accreditation until successfully completing the registration process, until this process is approved a by LaLiga. To do this, the following address shall be entered in a browser window:

<https://acreditaciones.laliga.com/en>

To register for the first time, you must click on: *"If you have not yet registered, please do so here."*



**LaLiga**

Credentials Log-in

Email

Password

LOG IN

[If you have not yet registered, please do so here.](#)

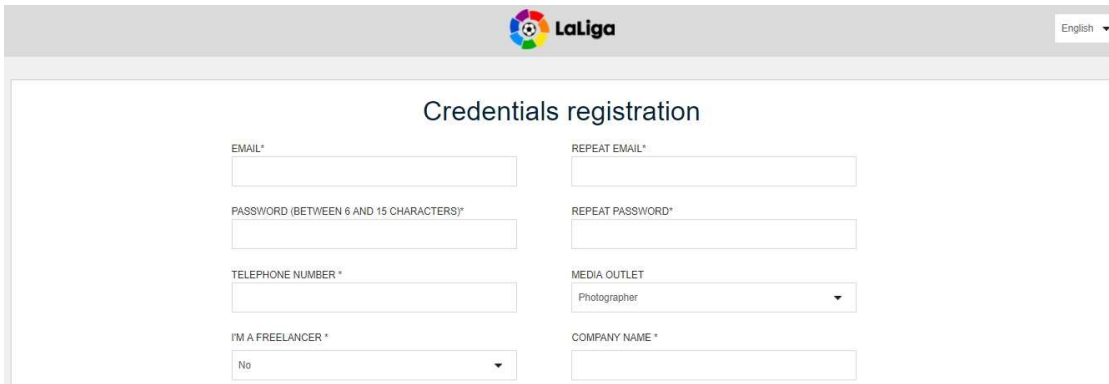
An email address (**preferably a corporative one**) must then be entered, and you need to choose a password (with 6 to 15 characters) to use to access the accreditations portal, a contact telephone no., the type of media (TV, Radio, Photographer, Written Press) and the name of the media outlet.

When selecting the photographer option, you must choose between the following options:

- You wish to accredit yourself as a media outlet or an agency and you are going to accredit the photographers with whom you have a contract relationship: choose "NO" in the option "I'M A FREELANCER" and enter the "COMPANY NAME" for which you are going to ask for accreditations and where the documents required for registration are going to be presented. The most useful thing to do is to enter the trade name (name of the media outlet), as the name entered here shall be the one displaying on the accreditation lists.

Where you represent a single-shareholder company and are the Sole Director of such company (whether or not you have hired staff), you must accredit yourself following the guidelines provided under the paragraph above.

- You wish to accredit yourself as a freelance professional: you must choose “YES” in the option “I’M A FREELANCER” and enter the “NAME OF THE ACCREDITED PROFESSIONAL”, i.e. your name and surname(s), as the name entered here shall be the one displaying on the accreditation lists. After your application to register on the portal has been approved, when you ask for accreditations for each match, you will be asked to provide the name of the media outlet you are requesting accreditation for, separately for each specific game.



The first time you register, you must accept the *Privacy Policy*. To do this, check the box “*I DECLARE THAT I HAVE READ AND ACCEPTED THE PRIVACY POLICY*” at the end of the registration page.

Media undertake that the data they provide in the various forms are true.

Once registration has been completed, you will receive a confirmation email from LaLiga to access the accreditations portal with the username and password provided above by your media outlet.

#### DOCUMENTATION FOR MEDIA OUTLETS ACCREDITING THEIR STAFF PHOTOGRAPHERS

*(There is a small glossary of terms, at the end of the document, on the information and documents to produce, for the international media).*

Once you are inside the accreditation’s portal, before you can accredit yourself for the matches in the deadlines provided, you must provide a series of **details** in such portal, e.g.:

- Company name
- TAX ID or TIN (Tax Identification Number / Corporate Number)
- Address
- Website
- Incorporation date
- Nationality

Additionally, you must attach several **documents**, which are detailed below:

- General commercial information of the company, [Companies House] at least detailing the company's name, type of entity, address, the identity of the directors, the tax identity number and the corporate objects (must be related to a media outlet).
- Documents proving the relationship between the professional to be accredited and the company.

In case of Labour Relation (Social Security forms TC1 or RLC and TC2 or RNT), or in the case of a Contract if the relationship is commercial

- Certificates proving Social Security payment clearance with a maximum of 30 days since the certificate was issued.
- Certificates proving that payments with the Tax Agency are up to date or with a maximum of 30 days since the certificate was issued.
- Documents proving that a professional and general civil liability policy has been taken out with a minimum coverage of €300,000.
- Declaration of responsibility for media outlets, which can be downloaded within the accreditations portal and a **signed** copy shall be attached in PDF format together with the remaining documents.
- If you are seeking to accredit yourself for an *international media outlet/communication agency, with no permanent establishment in Spain* you will additionally be asked, for the attendance to a given match, to provide a letter from the editor with a specific commission to cover such match for the media outlet/agency concerned. You may later be asked to send the published work, which shall be sent to LaLiga **within a term of 5 calendar days** . If this is not done, your media outlet/agency may be deleted within the portal and, where applicable, banned from requesting future accreditations.
- You may be asked for additional documents when you register such as, for instance, examples of previous work, either through the accreditations portal or via the email of the department of accreditations (acreditaciones@laliga.es).
- During the season and at LaLiga's request, you may be asked for instances of the work completed for matches in which your media outlet/agency has been accredited, which must be sent to LaLiga **within a term of 5 calendar days** . If this is not done, your media outlet/agency

may be deleted within the portal and, where applicable, banned from requesting future accreditations.

#### FREELANCE PHOTOGRAPHER DOCUMENTS

*(There is a small glossary of terms, at the end of the document, on the information and documents to produce, for international freelance photographers).*

Once you are in the accreditations portal, before being able to accredit yourself for the matches within the deadlines provided, you must furnish some **information** in this portal, which is detailed below:

- Name and surnames
- For Spaniards: DNI [*National Identity Card*] No.
- For Foreign Nationals: Passport/Residence Permit/Foreigner Identity Card No.
- Nationality
- Address
- Telephone number
- Email address

You must also attach a series of documents, which are detailed below:

- Registration with the Census for Businesspeople and Professionals (Form 037) [Economic Activity Tax] within the activity applicable to photography. The professional activity being carried out shall relate to coverage for sport journalistic and/or editorial purposes.
- Last payment of contributions receipt -RLC- (Receipt of Self-Employed Workers or independent Professional Services). Following initial registration, and once the user has been validated by LaLiga, the self-employed worker's receipt shall be uploaded every month to the accreditations portal to continue applying for these accreditations. An option will be enabled in the portal to allow this **from the 1st to the 5th day of every month**. The accreditations cannot be requested until the relevant receipt has been uploaded. If the accreditation has not been uploaded on the date provided, and is uploaded after the application deadline ends, **users can accredit themselves for the next application deadline** (accreditations requested outside the deadline after failing to upload the document are not permitted). Not providing the documents requested can lead to the deletion of your user registration in the portal, and no further accreditations may be requested in future.
- ID of the professional, Passport, Residence Permit or Foreigner Identity Card.
- Documents proving that a professional and general civil liability policy has been taken out with a minimum coverage of €300,000. Also, known as a civil liability insurance that should be bought in case of not having one. It can be contracted through your local insurance broker.
- Examples of editorials published in the press, as recent as possible.
- Letters from editors of media outlets you collaborate with.

- Declaration of responsibility form for freelancers, which can be downloaded within the accreditations portal. A **signed** copy must be attached in PDF format, together with the remaining documents.
- If the professional is asking to be accredited for an *international media outlet/communication agency, with no permanent establishment in Spain*, you will additionally be asked, for attendance to a given match, for a letter from the editor with a specific commission to cover such match for the media outlet/agency concerned. You may later be asked to send the published work, which shall be sent to LaLiga **within a term of 5 calendar days**. If this is not done, your media outlet may be deleted within the portal and, where applicable, banned from requesting future accreditations.
- During the season and at LaLiga's request, you may be asked for instances of the work completed for matches in which your media outlet/agency has been accredited, which must be sent to LaLiga **within a term of 5 calendar days**. If this is not done, your media outlet/agency may be deleted within the portal and, where applicable, banned from requesting future accreditations.

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All the documents requested have to be furnished and, therefore, documents need to be uploaded in each of the sections, to allow the system to store your application. Once all documents have been provided, these documents shall be reviewed by the legal department at LaLiga, which may ask for additional information and documents through the accreditations portal. Please review the portal regularly during the entire process, as we will use this portal to notify you about any incidents connected to your documents.

Once your application has been approved by LaLiga, you will receive a further confirmation email granting you access to the rest of the accreditations portal, so that you can ask to accredit yourself for matches **within the deadlines provided**.

## Document validation process (for users already validated in previous seasons)

Users already validated on the accreditations portal of LaLiga in previous seasons, and wanting to continue to be accredited, must access the portal before the season starts **with the username and the password that they were already registered with** and **submit all documents** set out under the section above, making sure it is **as up-to-date as possible**.

Only **one user per media outlet/agency/freelance professional** is allowed. Therefore, if you do not remember your username and/or password, please send an email to the accreditations department ([acreditaciones@laliga.es](mailto:acreditaciones@laliga.es)).

As we said at the beginning of this document, it is compulsory to complete this process **at least 10 calendar days** before the match you wish to start the accreditation process for is due to take place, to ensure there is enough time to process the application.



To make this procedure easier, within your user access in the portal (under the “PROFILE” section), you will find the documents you uploaded last season, for consultation and downloading.

The screenshot shows the LaLiga profile page. On the left is a dark sidebar with navigation links: APPLICATIONS, NEW APPLICATION, STAFF, PROFILE, PRIVACY POLICY, and TERMS OF USE. The main content area is titled 'Profile' and contains a 'RELATED CHANNELS' section with input fields for EMAIL (ACCESS USER), TELEPHONE NUMBER, PASSWORD (BETWEEN 6 AND 15 CHARACTERS), and REPEAT PASSWORD, followed by a 'SAVE' button. Below this is a 'Documents' section with tabs for 'Season 2018/2019' and 'Season 2017/2018'. A table displays the documents for the 2018/2019 season.

Date	Season	Type	File	Actions
25/06/2019 16:51	Season 2018/2019	Nota de información general mercantil sobre la sociedad, emitida por el Registro Mercantil, que contenga, al menos, la denominación social, forma jurídica, domicilio, la identidad de sus administradores, número de identificación fiscal y objeto social.	documento prueba.docx	
25/06/2019 16:51	Season 2018/2019	Documentación que acredite la relación entre el profesional a acreditar y la empresa (Modelos TC1 o RLC y TC2 o RNT en caso de relación laboral y/o Contrato en caso de relación mercantil).	documento prueba.docx	

Please consider that the DECLARATION OF RESPONSIBILITY FORM must be downloaded from the portal for the new season, and the signed copy must be uploaded again in PDF format.

In addition, for media outlets accrediting their staff photographers, the following documents shall be up-to-date on a date later than 1 July:

- Documents proving the relationship between the professional to be accredited and the company (Social Security forms TC1 or RLC and TC2 or RNT, in the case of a labour relationship and/or a Contract if the relationship is commercial).
- Certificates proving Social Security payment clearance.
- Certificates proving that payments with the Tax Agency are up-to-date.

For freelance photographers, the following documents needs to be updated:

- “Last payment of contributions receipt -RLC- (Receipt of Self-Employed Workers)”. Once the user has been validated by LaLiga, the self-employed worker’s receipt shall be uploaded every month to the accreditations portal to continue applying for these accreditations. An option will be enabled in the portal to allow this **from the 1st to the 5th day of every month**. The accreditations cannot be requested until the relevant receipt has been uploaded. If the accreditation has not been uploaded on the date provided, and is uploaded after the application deadline ends, **users can accredit themselves for the next application deadline** (accreditations requested outside the deadline after failing to upload the document are not permitted). Not providing the documents requested can lead to the deletion of your user registration on the portal, and no further accreditations may be requested in future.
- Examples of editorials published in the press on matches you were accredited for last season.

- Letters from editors of media outlets you collaborate with updated after 1 July.

The remaining documents must be valid at the time they are submitted through the accreditations portal.

All the documents requested have to be furnished and, therefore, documents need to be uploaded in each of the sections, to allow the system to store your application. Once all documents have been provided, these documents shall be reviewed by the legal department at LaLiga, which may ask for additional information and documents through the accreditations portal. Please review the portal regularly during the entire process, as we will use this portal to notify you about any incidents connected to your documents.

Once your application is approved by LaLiga, you will receive a further confirmation email granting you access to the rest of the accreditations portal, so that you can ask to accredit yourself for matches **within the deadlines provided**.

## Accreditation application deadline

The application receipt deadline opens on **Monday at 8:00h (8 am)** (time in peninsular Spain), and closes on **Wednesday at 15:00h (3 pm)** (time in peninsular Spain), for the matchdays of LaLiga Santander and LaLiga SmartBank played from **Friday to Monday**. For **weekday matches** of LaLiga Santander and LaLiga SmartBank, the deadline opens and closes a week earlier. Specifically, the deadline opens on **Wednesday at 8:00h (8 am)** (time in peninsular Spain) and closes on **Friday at 15:00h (3 pm)** (time in peninsular Spain).

These periods may be amended in the event of high-demand matches, play-off days or public holidays, and their amendments communicated sufficiently in advance through the accreditation portal and established channels.

## Conditions of use of the accreditation

Accreditations solely authorise the holder (hereinafter, the "holder") to access, transit, occupy and work in the areas indicated to him / her within the enclosure stated on the accreditation (hereinafter, the "Enclosure"), by the club set out on the accreditation (hereinafter, the "Club") and/or by the *Liga Nacional de Fútbol Profesional* [*National Professional Football League*] (henceforth, "LaLiga") and/or authorised staff. The holder must follow any instructions relating to his/her own tasks in respect of the activity or service for which s/he is accredited. Nominal accreditations can only be used by their holder. Accreditations do not authorise the holder to occupy a seat to be used by the public attending the Enclosure, unless otherwise provided.

Accreditations are co-owned by the Club and LaLiga, which reserve the right to cancel or to withdraw them at their own discretion. The holder undertakes to comply with these conditions of use of the accreditations, and to use the accreditation for the purpose for which it was granted. Undue use of an accreditation shall lead to its withdrawal, and the barring of the holder from taking part in own events of the Club and LaLiga. The holder cannot record or

reproduce or publicly communicate sounds, images, videos, data and/or statistics of the events occurring inside the Enclosure which their accreditation gives them access to, unless otherwise expressly authorised by LaLiga. Additionally, the holder cannot bring any method or mechanism of detection, reproduction, issue and dissemination of images, sounds, data and/or statistics linked to the match, unless this is for uses authorised by LaLiga. Specifically, s/he cannot record images using smartphones, tablets or other audio-visual recording devices without gaining the prior and express approval of LaLiga, or publish such images on profiles on social networks. Live and/or playback streaming of the events occurring in the Enclosure cannot be carried out under any circumstances, without gaining the prior and express authorisation of LaLiga. Accreditations are only valid for the events indicated by the Club, for the season they relate to. Accreditations are personal and non-transferrable, and the holder must be able to accredit his / her identity with an official document, if required to do so. Moreover, the holder shall carry the accreditation in a clearly-visible location, and undertakes to its safekeeping.

The holder is bound to comply with any regulations to which the organisation of sport events is subject, or those governing any other events organised by the Club, as well as health and safety rules (including body searches) applicable and implemented at the Enclosure. Specifically, holders undertake to comply with Royal Decree 203/2010, approving the Regulation on the prevention of violence, racism, xenophobia and intolerance in sport, Law 42/2010 of healthcare measures against tobacco and regulating tobacco consumption, Law 31/1995 on occupational risk prevention and the subsequent Royal Decree 171/2004 implementing such regulation. The holder cannot carry any political, commercial or other messages, which have not previously been authorised by the Club.

The holder accesses the Enclosure with his / her accreditation to working areas of media outlets where s/he shall observe appropriate behaviour to avoid disturbing the work of other accredited media and the development of sport event itself. Therefore, inappropriate behaviour inside these areas, such as asking players for autographs, unauthorised interviews, drinking alcohol, “effusively” encouraging one of the teams, wearing T-shirts and/or scarfs of teams in such working areas, and any other non-compliance with published rules, may give rise to the withdrawal of the accreditation.

The holder agrees to be recorded or photographed in the Enclosure by security cameras and/or by authorised staff due to the own needs of organisation, security and dissemination of the activities taking place in the Enclosure, and the Club or third-party authorised persons may use them for these purposes, and the holder shall not be entitled to any compensation or objections. Moreover, s/he authorises the fixation, recording, reproduction, broadcast, dissemination and public communication of recorded images or photographs taken of him / her in the framework of the sport event organised by LaLiga, without limitation as to time or territory, and with no entitlement to any compensation or remuneration paid by LaLiga.

*(You can also view these conditions on the accreditations portal, in the section called CONDITIONS OF USE).*

## Staff name changes outside the deadline for media outlets or agencies accrediting their photographers

Changes outside the deadline of accreditations are not allowed, save for unforeseeable circumstances, which cannot be prevented, and happening for exceptional reasons, like force majeure events (adverse weather conditions, accidents, illnesses...).

These changes shall be informed as soon as possible to the Accreditations Department at LaLiga by **email** ([acreditaciones@laliga.es](mailto:acreditaciones@laliga.es)), providing detailed information on the reason for the change requested and the incident occurring, and providing the details of the people (name, surnames and IDs) to be replaced and the details of the substitutes.

LaLiga shall not, under any circumstances, agree to modifications outside the deadline for reasons not mentioned above (for instance: no changes shall be agreed to for editorial or organisational reasons of the media outlet).

Persons with prior credentials who, exceptionally, due to illness, are replaced by another person from the same media outlet, will be replaced or withdrawn from the lists of the rest of the subsequent matches until the end of the matchweek.

Moreover, for organisational and logistical reasons, **LaLiga shall not accept any amendments of the accreditations as of 6 hours prior to the start of the match.**

Media outlets and agencies accrediting their photographers are the parties responsible for notifying the relevant changes in the scenarios indicated above. No name changes of photographers accredited as freelancers are permitted.

## Accreditation applications outside the deadline

Accreditation applications outside the corresponding deadline or outside the accreditations portal shall not be processed.

Below you will find a **step-by-step** guide on how to ask for accreditations on LaLiga's portal.

# ACCREDITATION APPLICATION PROCEDURE USING LALIGA'S ACCREDITATION PORTAL

## Technical requirements

Windows Version:

- Firefox, Chrome and Safari
- Internet Explorer, for IE 10 and later versions

MAC Version:

- Firefox, Chrome and Safari

## Access to the portal

<https://acreditaciones.laliga.com/en>

Media outlets can make their application once the accreditations deadline of the corresponding matchday is open, by accessing the accreditations portal with the username and the password they provided when they registered.



### Credentials Log-in


[If you have not yet registered, please do so here.](#)

## Media outlet and agency staff accrediting their photographers *(not applicable to freelance photographers)*

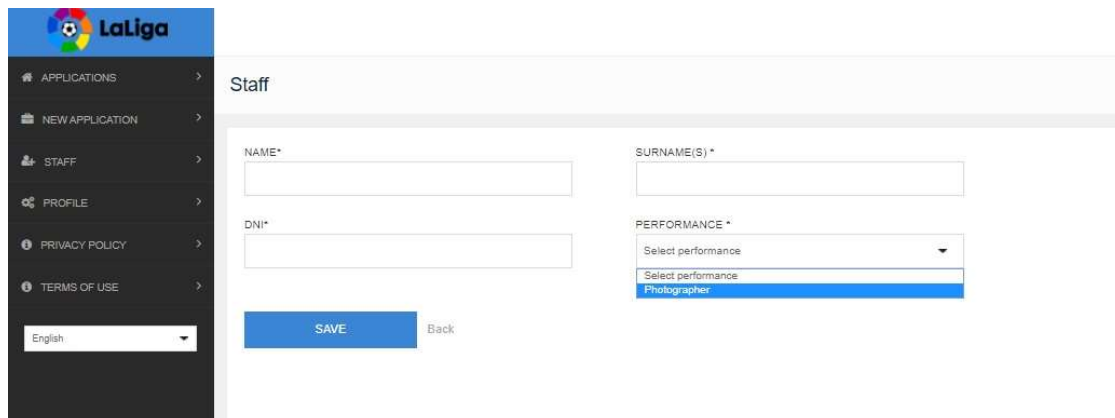
In this section, you will find the database of the staff of your media outlet attending the matches.



The screenshot shows the 'Staff' section of the LaLiga application. On the left is a sidebar with navigation options: APPLICATIONS, NEW APPLICATION, STAFF, PROFILE, PRIVACY POLICY, and TERMS OF USE. The main area displays a table of staff members. At the top right of the table is an 'ADD NEW' button. The table has columns for Name, Surname(s), DNI, Performance, and Actions. A single entry is shown with the name 'PRUEBA' and surname 'UNO', DNI '789456132Q', and performance 'Photographer'. Below the table is a pagination control showing '<< 1 / 1 >>'.

Name	Surname(s)	DNI	Performance	Actions
PRUEBA	UNO	789456132Q	Photographer	 



Every time you need to accredit a new person for a match, their personal details shall first be entered into this section, and it will then be stored in the database of staff of your media outlet. To do this, press the ADD NEW option and enter the details requested.

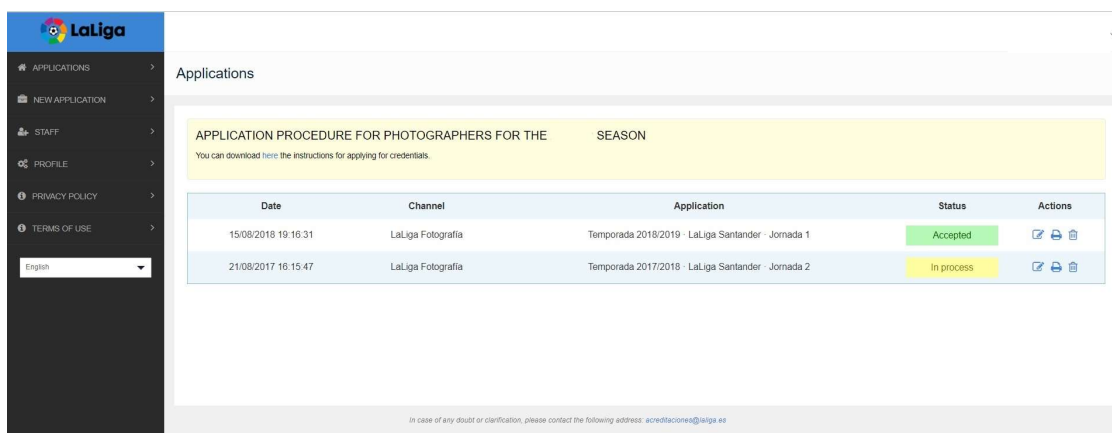








The screenshot shows the 'Staff' section of the LaLiga application with the 'ADD NEW' form. The sidebar is the same as in the previous screenshot. The main area contains a form with fields for NAME\*, SURNAME(S)\*, and DNI\*. There is also a PERFORMANCE\* dropdown menu with options: 'Select performance', 'Select performance', and 'Photographer'. At the bottom of the form are 'SAVE' and 'Back' buttons.

Therefore, in the match to be accredited, you will automatically view the people registered in that database with the dropdown menu of the staff to be accredited. Therefore, you only need to select your name and the remaining details shall be added automatically to the application.

## Applications: status of the application, amendment and downloading process

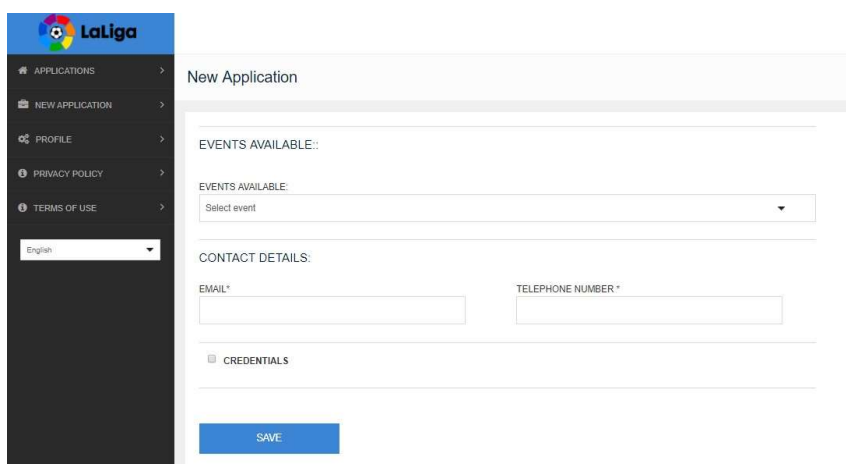
The start screen of the portal provides access to the instructions of the accreditations application process (which are the same instructions provided in this document). Under these instructions, you will find the history of APPLICATIONS. Here you can verify their status throughout the entire application process. While the accreditation application process is open, pressing the edit button , you can modify the application as many times as required. Once the deadline is close, no amendments can be made. You can also download and print off your application by pressing the print button .



Date	Channel	Application	Status	Actions
15/08/2018 19:16:31	LaLiga Fotografía	Temporada 2018/2019 - LaLiga Santander - Jornada 1	Accepted	  
21/08/2017 16:15:47	LaLiga Fotografía	Temporada 2017/2018 - LaLiga Santander - Jornada 2	In process	  

## New application

New accreditation applications can only be created when the deadline is open. To do this, you need to create a NEW APPLICATION.



**EVENTS AVAILABLE:**

EVENTS AVAILABLE:

Select event

**CONTACT DETAILS:**

EMAIL\*

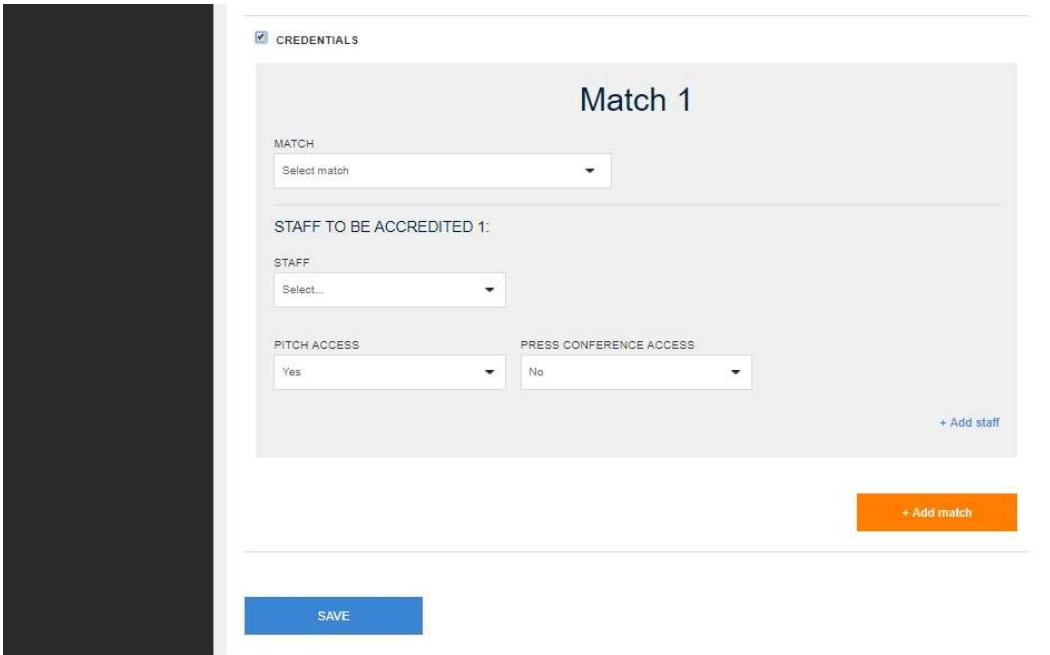
TELEPHONE NUMBER \*

**CREDENTIALS:**

SAVE

You must first select the matchday for which you wish to make the request from the list of EVENTS AVAILABLE (those for which the application deadline is open).

## Requesting match accreditations for media outlets and agencies accrediting their photographers

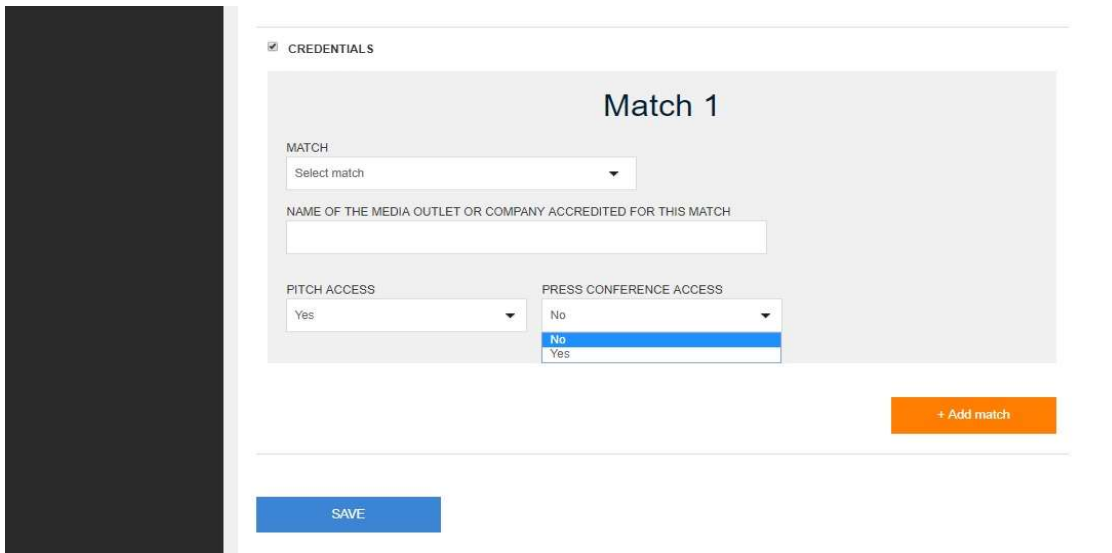


Applications for accreditations are carried out on a match basis for the matchday you wish to attend. Therefore, you must choose the match from the drop-down list, indicating whether you need PRESS CONFERENCE ACCESS (if the Club allows access to the press conference and the option is enabled on the portal when the accreditations are requested), and choosing the staff to attend this match from your staff database (see section “STAFF” of this document to find out how to create a database, so that the names show up on the drop-down list). To add more people going to attend a same match, you can do this by selecting ADD STAFF and following the steps detailed above.

This process shall be repeated for each match of the matchday you wish to attend, and you need to carry on pressing on ADD MATCH until completing your application.



## Requesting match accreditations for freelance photographers



Applications for accreditations are carried out on a match basis for the matchday you wish to attend. Therefore, you must choose the match from the drop-down list, indicating whether you need PRESS CONFERENCE ACCESS (if the Club allows access to the press conference and the option is enabled on the portal when the accreditations are requested). After this, provide the NAME OF THE MEDIA OUTLET OR COMPANY ACCREDITED FOR THIS MATCH (if not provided, the accreditation request will not be processed).

This process shall be repeated for each match of the matchday you wish to attend, and you need to carry on pressing on ADD MATCH until completing your application.

## Privacy policy

You can see the conditions within the accreditations portal under the section called PRIVACY POLICY.

## Modification of the accreditation procedure

LaLiga reserves the right to modify the accreditation procedure, in full or in part. Likewise, LaLiga is hereby authorised, at its discretion, to resolve any unforeseen contingency in the procedure, in accordance with the spirit and purpose thereof.

Given the extraordinary circumstances resulting from the COVID-19 pandemic, this procedure may be partially or wholly amended for the purposes of its adaptation at any time to healthcare, safety and legislative requirements.

## FREQUENTLY ASKED QUESTIONS

### I have an issue with the accreditations portal. How can I resolve it?

Please contact us by email to explain the incident, providing as much detail as possible, by writing to [acreditaciones@laliga.es](mailto:acreditaciones@laliga.es).

### What do I need to do if the accreditation application has been accepted but I cannot attend the match?

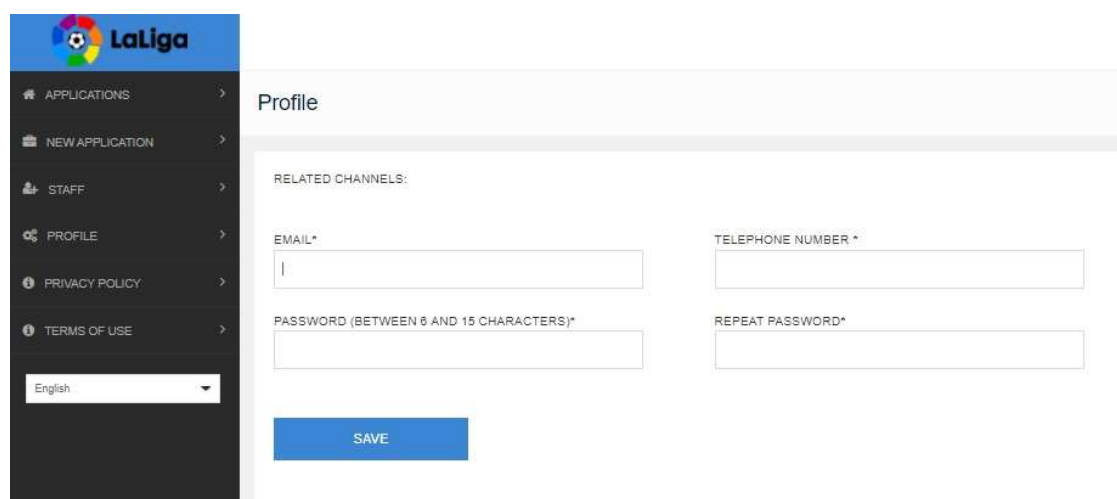
Please notify this as soon as possible by sending an email to [acreditaciones@laliga.es](mailto:acreditaciones@laliga.es) so that we can cancel your accreditation.

### What can I do if I cannot remember my username and/or password?

Please contact us by email to explain the incident at [acreditaciones@laliga.es](mailto:acreditaciones@laliga.es).

### What do I need to do if I want to change by username, contact details (email and telephone number) and/or the password?

You can access the PROFILE section from your user access, and all of these details can be updated in that section.



The screenshot shows the LaLiga website's user interface. On the left is a dark sidebar menu with the LaLiga logo at the top. The menu items are: APPLICATIONS, NEW APPLICATION, STAFF, PROFILE (which is highlighted), PRIVACY POLICY, and TERMS OF USE. Below the menu is a language selector set to 'English'. The main content area is titled 'Profile'. Under the heading 'RELATED CHANNELS:', there are four input fields arranged in a 2x2 grid: 'EMAIL\*', 'TELEPHONE NUMBER \*', 'PASSWORD (BETWEEN 6 AND 15 CHARACTERS)\*', and 'REPEAT PASSWORD\*'. At the bottom of the form is a blue 'SAVE' button.

## **I have made an application through the accreditations portal. When will I get a response?**

After the deadline to apply for accreditations ends, you will get an email informing you if your application has finally been accepted. During the entire process, you can check the status of your application on the accreditations portal. Please pay attention to notices sent by email in case there are any incidents concerning your request, to ensure that issues are resolved as swiftly as possible.

## **In addition to accrediting the photographers from my media outlet/agency, I also want to accredit the news writers. How do I do so?**

The person must register as a new print media user, with a username and password different from the one given for the photographer user, and present the requested documentation for this type of user independently of the documentation submitted for the photographer user.

Keep in mind that only **one print media user is allowed per media outlet or agency** , independently of the user you have as a photographer.

## **I already have a user accredited as a photographer from previous seasons, and now I want to accredit news writers from my media outlet/agency. How do I do so?**

Media outlets whose photographer user was already validated in the LaLiga credentials portal and who also want to be accredited as print media, must register as a new print media user, with a username and password different from the one given for the photographer user, and present the requested documentation for this type of user independently from the documentation submitted for the photographer user.

Only **one print media user is allowed per media outlet or agency** , independently of the user they have as a photographer.

## DOCUMENTS:

### GENERAL GLOSSARY OF TERMS AND DEFINITIONS

- **Company name**  
Is the registered name that allows the company to issue invoices/ billing customers. Is also known as Corporate Legal Name.
- **TAX ID or TIN (Tax Identification Number / Corporate Number)**  
Is the identification number registration certified by Local Tax Administration.
- **Address: Permanent and Legal Residence Country, Province, City.**
- **Incorporation date:** Is referring to date of the forming legal entity is authorized for business commencement issued and based on the Commercial Registration
- **Nationality:** Origin country of the company
- **General commercial information:** Public documents of the entity which verify its existence, corporate name, legal form, domicile, administrator's identity, corporate statues, and tax identity code. In the case of Spanish Entities, a Certification of the Commercial (Mercantile) Registry will be enough.
- **Documents proving the type of relationship between the professional to be accredited and the company:**  
For Labour Relation (Social Security forms Ex.- In Spain is TC1 or RLC and TC2 or RNTT. Homologous documents shall be:
  - ✓ Certificates proving Social Security payment clearance or,
  - ✓ Official document of contributions to the social security system for the employee.
- **Documents for a commercial relationship between the company and the professional designated:**
  - ✓ Certificates proving that payments with the Tax Agency are up to date: legal and official documents that is or are issue by the tax office in your country. This document will confirm that withholding of the % of the Value-Added Tax.
  - ✓ Bills of the services: Electronic invoices detailing the service provided which specified amount of the withdraw of Taxes.
- **Documents proving that a professional and general civil liability policy has been taken out with a minimum coverage of €300,000.**  
Also, known as a civil liability insurance that should be buy in case of not having one. It can be contracted through your local insurance broker. Could be the certificate of the insurance or the contract of this.

For any queries or further details, please write to [acreditaciones@laliga.es](mailto:acreditaciones@laliga.es)



Calle Torrelaguna 60 | 28043 Madrid  
T +34 912 055 000 | [LaLiga.es](http://LaLiga.es)