



**CREDENTIALS
APPLICATION PROCEDURE
2024/25**

WRITTEN PRESS



CREDENTIALS APPLICATION PROCEDURE FOR WRITTEN PRESS - 2024/25 SEASON

As the entity in charge of managing accreditations for written press, 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 EA SPORTS and LALIGA HYPERMOTION and matches which require LALIGA's accreditation. Applications for accreditation from the written press media who wish to attend matches in which Real Madrid CF and FC Barcelona play as the home team will be made through the club's press department.

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 into 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. 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

Print media credentials are granted to media outlets and news agencies who publish information and/or news **in written format** about the sporting event, in printed media and/or online media (newspapers or magazines), who regularly update their contents, and which either have a separate sports section, or which are entirely sports themed. It is an essential requirement of accreditation that these media outlets **update their content daily** and **regularly track** the current status of the teams for which they wish to request credentials, which should be understood as attendance at training sessions, events, and recurrent information on the clubs' daily news, among others.

Live written commentary about the match may be published. However, it is not permitted **to capture still images** or **record any type of audio-visual content**.

Credentials are issued on a nominative basis to personnel from media outlets or news agencies who perform a specific function during the event and will be granted strictly for **editorial and/or journalistic purposes related to the event/sport**. If you are interested in obtaining credentials for other purposes (e.g. commercial or advertising), it must be done with prior and express authorisation from LALIGA and the corresponding Club. It is important to note that accreditation will only be granted to professionals over 16 years of age who maintain a contractual relationship with their respective media outlet.



The credentials application can be submitted to access a press box, press room and mixed zone (if the local Club allows access to the press conference and/or mixed zone, and this option is available in the portal at the time of requesting the credentials).

In exceptional cases, and due strictly to a lack of available space, LALIGA may limit the number of accredited journalists for a match and the number of journalists authorised to be inside the press room and the mixed zone when the coaches and players make their appearances.

The passing through of players through the mixed zone will be voluntary on the part of the Clubs/SADs.

Users may not wander through the stands and other areas of the stadium except those indicated in the credentials.

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.


Accreditation portal registration process

Media outlets and news agencies cannot apply for their accreditation until successfully completing the registration process, until this process is approved 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"*.

An email address (**without fail, 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.



Credentials registration

EMAIL*	REPEAT EMAIL*
<input type="text"/>	<input type="text"/>
PASSWORD (BETWEEN 6 AND 15 CHARACTERS)*	REPEAT PASSWORD*
<input type="text"/>	<input type="text"/>
TELEPHONE NUMBER *	MEDIA OUTLET Download Written press instructions
<input type="text"/>	Written press ▼
MEDIA TYPE *	MEDIA OUTLET NAME *
International Media Outlet ▼	<input type="text"/>
WEBSITE *	
<input type="text"/>	



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 you are inside the accreditations 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: 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).
- 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.

Below this information, you will need to select that you represent an INTERNACIONAL MEDIA OUTLET.

LALIGA

MEDIA OUTLETS >
PROFILE >
PRIVACY POLICY >
TERMS OF USE >
English

Validate Media Outlet

Acreditaciones Internacional

Pending documentation

DETAILS TO BE COMPLETED:

COMPANY NAME *
TAX ID NUMBER *
REGISTERED ADDRESS *
WEBSITE *
www.laliga.com/
DATE OF INCORPORATION *
01 January 1970
NATIONALITY *
Por determinar

MEDIA TYPE *
Select a category...
Autonomous and/or local Media Outlet
National Media Outlet
International Media Outlet

INTERNACIONAL MEDIA OUTLETS Full season applications (to attend matches across the season)

This section lists the documentation that must be presented for all international media outlets who plan to regularly track the progress one of LALIGA EA SPORTS and/or LALIGA HYPERMOTION teams. It is an essential requirement of accreditation that these media outlets **update their content daily** and **regularly track** the current status of the teams for which they wish to request credentials, which should be understood as attendance at training sessions, events, and recurrent information on the clubs' daily news, among others.



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

- The box corresponding to international media outlet must be checked. You must indicate the team(s), within its corresponding category, that you will **regularly** track in the corresponding box and provide at least five editorial examples, as recent as possible, of each one of the indicated teams.

MEDIA TYPE *

International Media Outlet

DOCUMENTATION TO BE ATTACHED:

This section lists the documentation that must be presented for all media outlets whose publications are on a international level and who plan to regularly track the progress one of LALIGA EA SPORTS and/or LALIGA HYPERMOTION teams.

It is an essential requirement of accreditation that these media outlets update their content daily and regularly track the current status of the teams for which they wish to request credentials.

Instructions:

- The box corresponding to international media outlet must be checked. You must indicate the team(s), within its corresponding category, that you will regularly track in the corresponding box and provide at least five editorial examples, as recent as possible, of each one of the indicated teams.
- Maximum size: 10MB (Supported formats: jpg, png, pdf, doc and docx).

REQUEST ACCESS TO LALIGA EA SPORTS TEAMS

Athletic Club

REQUEST

You will have to click on the request button for each of the Clubs/SAD you wish to request accreditation for.

Athletic Club - Pending documentation



EDITORIAL EXAMPLE 1

Seleccionar archivo Ninguno archivo selec.

EDITORIAL EXAMPLE 2

Seleccionar archivo Ninguno archivo selec.

EDITORIAL EXAMPLE 3

Seleccionar archivo Ninguno archivo selec.

EDITORIAL EXAMPLE 4

Seleccionar archivo Ninguno archivo selec.

EDITORIAL EXAMPLE 5

Seleccionar archivo Ninguno archivo selec.

REQUEST ACCESS TO LALIGA HYPERMOTION TEAMS

AD Alorcón

REQUEST

You will have to click on the request button for each of the Clubs/SAD you wish to request accreditation for.

AD Alorcón - Pending documentation



EDITORIAL EXAMPLE 1

Seleccionar archivo Ninguno archivo selec.

EDITORIAL EXAMPLE 2

Seleccionar archivo Ninguno archivo selec.

EDITORIAL EXAMPLE 3

Seleccionar archivo Ninguno archivo selec.

EDITORIAL EXAMPLE 4

Seleccionar archivo Ninguno archivo selec.

EDITORIAL EXAMPLE 5

Seleccionar archivo Ninguno archivo selec.



- Documents proving the relationship between the professional to be accredited and the company, for example, a letter from the editor in case of international correspondent; and a contact person of your media outlet.
- 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.
- Declaration of responsibility form, which can be downloaded within the accreditations portal and a **signed** copy shall be attached in PDF format together with the remaining documents.
- Verifiable supporting certification showing website TRAFFIC (in those media that publish online, regardless of whether they also have printed publications).
- 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/news 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/news agency may be deleted within the portal and, where applicable, banned from requesting future accreditations.
- In the event that during the season you want to attend a match of some other team that you do not regularly track, you must send an email to LALIGA at (acreditaciones@laliga.es), containing a letter from the editor of the media outlet justifying the request for such accreditation. This will then be studied by LALIGA. Should the credentials be granted, after the fact, it will be necessary to send the corresponding publication within a period of 5 calendar days.

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 the application has been approved by LALIGA, you will receive another confirmation email giving you access to the rest of the credentials portal so that you may request accreditation for the matches of the teams that you will be tracking during the season and for which you have received approval in the accreditations portal, both home and away, within the established deadlines.

INTERNACIONAL MEDIA OUTLETS Single match applications (to attend a specific fixture)

If you are seeking to accredit yourself for an international media outlet/news agency for the attendance to a given match, you will be asked to write an e-mail to acreditaciones@laliga.es at least 10 calendar days before the match.

In that e-mail you must provide a letter from the editor with a specific commission to cover such match for the media outlet/news agency concerned; documents proving that a professional and general civil liability policy has been taken out with a minimum coverage of €300,000; and provide at least five editorial examples, as recent as possible. You may be asked for additional documents and, in case your application has been approved by LALIGA, a signed copy of an "Declaration of responsibility form" that LALIGA provide must be sent.

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/news agency may be banned from requesting future accreditations.



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** is allowed. Therefore, if you do not remember your username and/or password, please send an email to the accreditations department (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 user profile page. On the left is a dark sidebar with the LALIGA logo and navigation menu items: 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 four input fields: EMAIL (ACCESS USER)*, TELEPHONE NUMBER*, PASSWORD (BETWEEN 6 AND 15 CHARACTERS), and REPEAT PASSWORD. A blue 'SAVE' button is below the form. Below the form is a 'Documents' section with tabs for 'Season 2018/2019' and 'Season 2017/2018'. A table lists documents uploaded in 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	Download icon
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	Download icon

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.

The documents proving the relationship between the professional to be accredited and the company shall be up-to-date on a date later than 1 July.

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 EA SPORTS and LALIGA HYPERMOTION played from **Friday to Monday**. For **weekday matches** of LALIGA EA SPORTS and LALIGA HYPERMOTION, 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 of accreditations

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), 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.**

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

[Password recovery](#)

LOG IN

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



Staff

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

The screenshot shows the LALIGA Staff management interface. On the left is a dark sidebar with the LALIGA logo and navigation options: APPLICATIONS, NEW APPLICATION, STAFF, PROFILE, PRIVACY POLICY, and TERMS OF USE. Below these is a language dropdown set to 'English'. The main content area is titled 'Staff' and features an 'ADD NEW' button in the top right. Below the button is a table with the following structure:

Name	Surname(s)	DNI	Performance	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PRUEBA	UNO	123456799M	Journalist	

At the bottom left of the table, there is a pagination control: << 1 / 1 >>

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 LALIGA Staff management interface with the 'ADD NEW' form. The sidebar is identical to the previous screenshot. The main content area is titled 'Staff' and contains the following form fields:



- NAME* (text input)
- SURNAME(S) * (text input)
- DNI* (text input)
- PERFORMANCE * (dropdown menu with 'Journalist' selected)

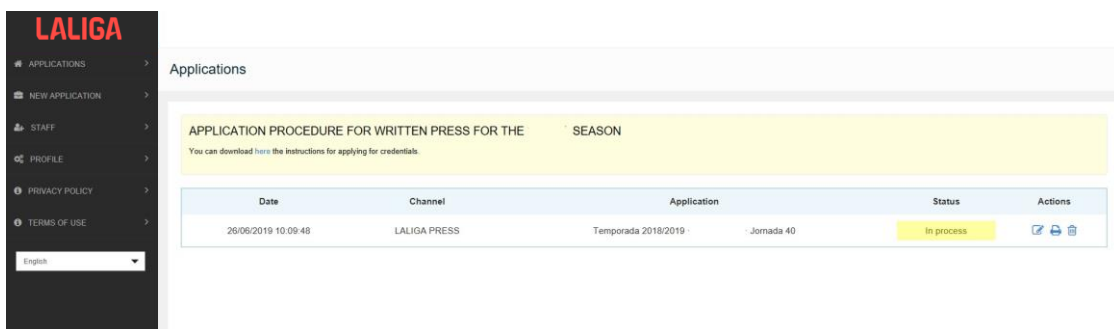
At the bottom of the form, there is a blue 'SAVE' button and a 'Back' link.

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 . 

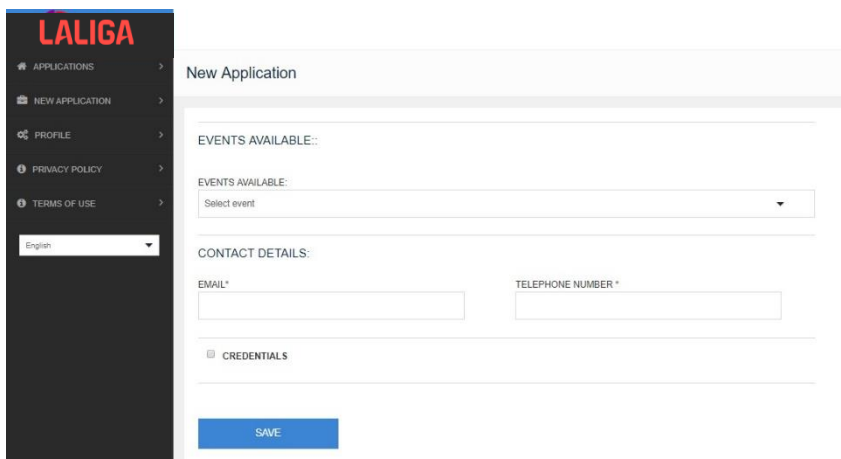


The screenshot shows the LALIGA portal interface. On the left is a dark sidebar with the LALIGA logo and navigation menu items: APPLICATIONS, NEW APPLICATION, STAFF, PROFILE, PRIVACY POLICY, and TERMS OF USE. Below the menu is a language dropdown set to 'English'. The main content area is titled 'Applications' and features a yellow banner with the text 'APPLICATION PROCEDURE FOR WRITTEN PRESS FOR THE SEASON' and a link to download instructions. Below the banner is a table with the following data:

Date	Channel	Application	Status	Actions
26/06/2019 10:09:48	LALIGA PRESS	Temporada 2018/2019 - Jornada 40	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.



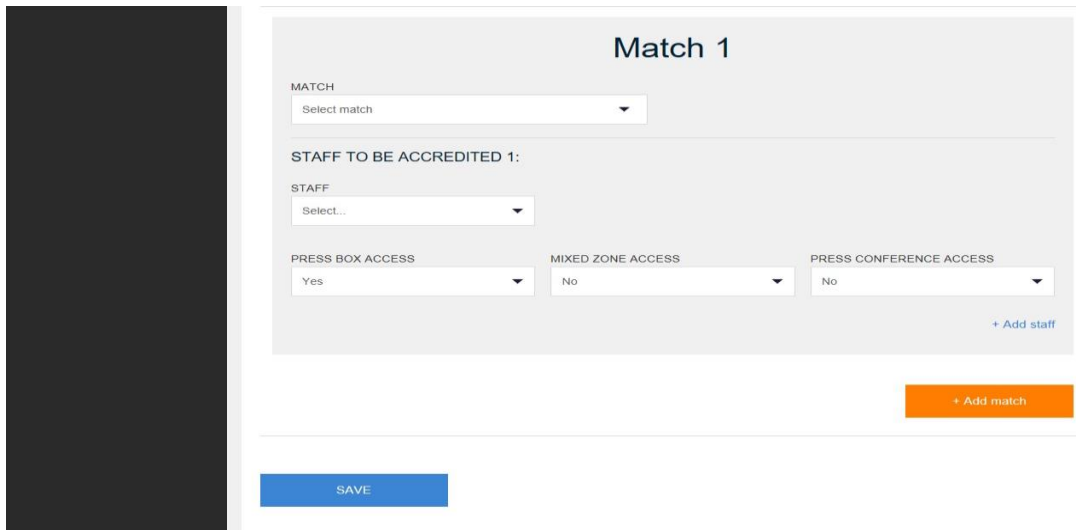
The screenshot shows the 'New Application' form in the LALIGA portal. The sidebar is identical to the previous screenshot. The form contains the following sections:

- EVENTS AVAILABLE::** A dropdown menu with the text 'Select event'.
- CONTACT DETAILS:** Two input fields labeled 'EMAIL*' and 'TELEPHONE NUMBER*'. Below these is a checkbox labeled 'CREDENTIALS'.
- A blue 'SAVE' button at the bottom.

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



The screenshot shows a web form titled "Match 1" for requesting match accreditations. The form includes a "MATCH" dropdown menu with "Select match" as the current selection. Below this is a section for "STAFF TO BE ACCREDITED 1:" with a "STAFF" dropdown menu showing "Select...". At the bottom of this section are three dropdown menus for "PRESS BOX ACCESS" (set to "Yes"), "MIXED ZONE ACCESS" (set to "No"), and "PRESS CONFERENCE ACCESS" (set to "No"). A "+ Add staff" link is located to the right of these dropdowns. Below the staff selection section is an orange "+ Add match" button. At the bottom of the form is a blue "SAVE" button.

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 and ACCESS TO THE MIXED ZONE (if the local Club allows access to the press conference and/or mixed zone, and this option is available in the portal at the time of requesting the credentials), 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.

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.

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 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.

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 user interface. On the left is a dark sidebar with the LALIGA logo and a menu with options: APPLICATIONS, NEW APPLICATION, STAFF, PROFILE, PRIVACY POLICY, and TERMS OF USE. Below the menu is a language selector set to 'English'. The main content area is titled 'Profile' and contains a 'RELATED CHANNELS:' section. Below this are four input fields: 'EMAIL*' (with a dropdown arrow), 'TELEPHONE NUMBER *', 'PASSWORD (BETWEEN 6 AND 15 CHARACTERS)*', and 'REPEAT PASSWORD*'. A blue 'SAVE' button is located at the bottom of the form.



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 status changes and notifications within the portal in case there are any incidents concerning your request, to ensure that issues are resolved as swiftly as possible.

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

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

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

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.

For any queries or further details, please write to acreditaciones@laliga.es

