

## **Instructions for creating a profile for accreditation**

Are you registering for our accreditation portal for the first time? By following these step-by-step instructions, you will be able to create your profile. With this profile, you will be able to log in and apply for accreditation for all home games at the MEWA ARENA with one easy click.

### **1) Register an editorial team/agency**

Step 1: Go to the website [akkreditierungen.mainz05.de](http://akkreditierungen.mainz05.de). If you do not already have a profile, click on 'create new profile'.

Step 2: Register a new company

Please state your agency/editorial team by name here and choose the company type 'Media/Press'. In the next step, either your own data or that of the contact person/office within the editorial team/agency can be given. When entering a telephone number, please make sure that the country code (in Germany +49) is included in the field and there are no spaces between the digits.

Create a username and password.

Tick to accept the stadium regulations as well as the DFL media guidelines and click continue as soon as all required fields are filled out.

Step 3: Enter a company address

Please enter the address of the editorial team/company or a private address, as well as the telephone number of those to be accredited or the contact person, and click continue as soon as all required fields are filled out.

Step 4: Document upload

Please skip this, as the press IDs will be uploaded later.

Step 5: Confirm

Either press 'back' to make any corrections, or proceed to send the registration request.

### **2) Create employee**

Step 1: After confirming your registration in the accreditation portal, click on the 'employee' tab in the bar at the top.

Select 'create employee' and upload all the data, as well as a photo of those applying for accreditation. In the field Media ID, either give a press ID number or leave the field empty.

Under company affiliation, select Media Representative Photo or Media Representative Print and enter your role/occupation. Please DO NOT tick 'External service provider'. Continue to the next step.

Under 'Document upload', please upload the press ID. Continue and confirm request.

Step 2: Left click on the confirmation email in order to read through the required information and confirm it by ticking.

Please note: Agencies or editorial teams can create multiple employee profiles if applying for accreditation for multiple journalists or if different individuals will attend every game.

### **3) Submit accreditation request**

The editorial team and/or the applicant can easily register every confirmed employee in the portal for all approved games.

Step 1: Choose a match and submit an accreditation request – select the 'Events' tab in the bar on the top and click on the corresponding game(s).

Step 2: Click on 'Create request'. Enter 'Accreditation' when asked to list the nature of the request. Then select 'Day accreditation' as well as 'Accreditation zone' and 'Press box space' and/or parking space as required. Continue.

Step 3: Select the employee(s) for whom you are submitting the accreditation request and continue.

Step 4: Double check your information before submitting the request.

Multiple accreditation requests can be sent at once.

**You will receive a confirmation or rejection via email. If confirmed, the accredited persons will receive their accreditation by QR Code, as well as the access permit for the press parking lot P2, if required.**