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Accredion does **not** support Microsoft Internet Explorer.

openup

EUROvision  
SONG CONTEST  
ROTTERDAM 2021

# manual Applying for press/fan accreditation



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**EBU**

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 **Accredion**

# Before you apply

This is a manual explaining the steps to apply for accreditation to the Eurovision Song Contest as press or fan.

For more information, please refer to the Accreditation Handbook and Privacy Notice which you can find here: [eurovision.tv/accreditation](https://eurovision.tv/accreditation).

1

Create an account on  
<https://ebu.accredion.com>

2

Fill out the application form  
correctly and completely,  
then submit it.

3

Await your application  
being reviewed. You will be  
informed by email if you  
are granted accreditation  
to the event.

. ..

4

If you have an approved  
accreditation request, you  
can pick up your  
accreditation card

step

# 1 Creating an account

Go to <https://ebu.accredion.com> and click on **Create account**.  
If you already have an account, you can use your email address and password.

- Fill out the registration form.
- **Go to your inbox.** Within a few minutes you will receive an email with a confirmation link to activate your Accredion account.
- **Click on the activation link** in the email.
- **Log in** with your email address and password.



By applying for accreditation to **Eurovision Song Contest** you agree and accept that your personal data may be transmitted by the EBU and/or the Host Broadcaster to local/national authorities of the Host Country for a vetting check.



**Done! Please  
check your inbox...**



**Accredion**

Thank you for signing up to ebu.accredion.com. We have sent an email to [john.doe@accredion.com](mailto:john.doe@accredion.com) with a unique link. Please click on the link in the email to activate your account.

**Didn't receive our activation email?**

It may take up to 5 minutes for your activation email to arrive. You may also want to check your spam folder, just in case. Still nothing? Please contact our support team. They'll be happy to help you out!

step

# 2 Applying for accreditation

Once logged in you will see you personal **Dashboard**.  
Click on the **Apply for accreditation** button:



Next, choose **Eurovision Song Contest**  
and choose the relevant form:

[< EVENTS](#)

Apply for accreditation

Eurovision Event

Choose an application form to fill in.

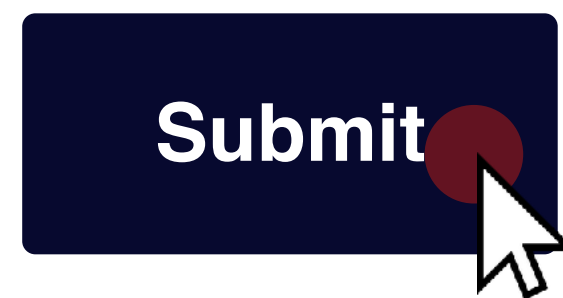
Application form	● Open for applications	Closes at February 29, 2020, 12:00 AM GMT+1
Application form	● Open for applications	Closes at February 29, 2020, 12:00 AM GMT+1



step

## 3 Filling out the form

Fill out all required fields. Make sure that you fill out your **first and last name as written in your identification document**. Also, make sure to upload a **passport style photo** that meets the event's requirements. When you are done, click on the Submit button.



Your Head of Delegation or Head of Press will not have access to your ID document details. These will only be used for vetting check purposes and for picking up your accreditation badge.



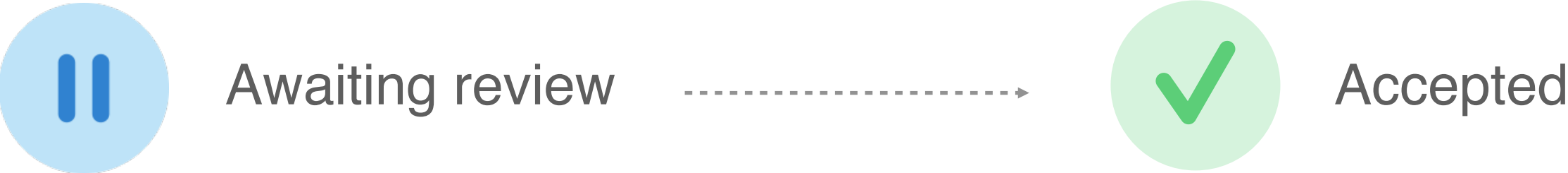
Please submit a photo that meets the following requirements:

- Minimum of 700px width by 900px height.
- JPG or PNG format.
- Show only your head (a minimum of the shoulders visible).
- Clear and in focus.
- In color.
- Be taken against a plain light-colored neutral background.
- Be facing forwards and looking straight at the camera.
- Have a plain expression and your mouth closed.
- Have your eyes open and visible.
- Not have a head covering.
- Not have anything covering your face.

step

# 4 Awaiting review


You can see the status of your application on your dashboard. **You can make changes to your personal data until your application has been reviewed.** You will be notified by email if the status of your application changes.



Eurovision Event

Apply for accreditation

Eurovision Event

 Awaiting review

step

4

## Picking up your accreditation card

After your accreditation request has been approved, **you must personally pick up your accreditation card** at the venue during the opening hours of the Accreditation Centre. Please make sure you bring:

1. The **pick-up voucher**, which you can download from your Dashboard and/or has been sent by email once the application has been accepted by the EBU or the Host Broadcaster.
2. The **passport or ID-card** which you used during the application process.



**At times there may be queues at the Accreditation Centre. It is strongly recommended you take this into account when picking up your accreditation card.**

# Thank you

For questions related to event accreditation  
[accreditation@eurovision.tv](mailto:accreditation@eurovision.tv)

For technical support or questions about the platform  
[support@accredion.com](mailto:support@accredion.com)

Monday-Friday 9:30-17:30 CEST

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We are continuously improving the Accredion manuals. Miss anything or have feedback for improvement? Please contact us at [support@accredion.com](mailto:support@accredion.com). Thank you.