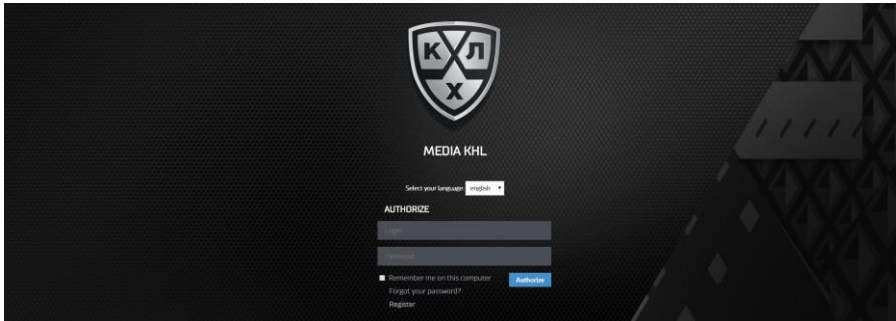




STEP-BY-STEP INSTRUCTIONS
for registration at media.khl.ru

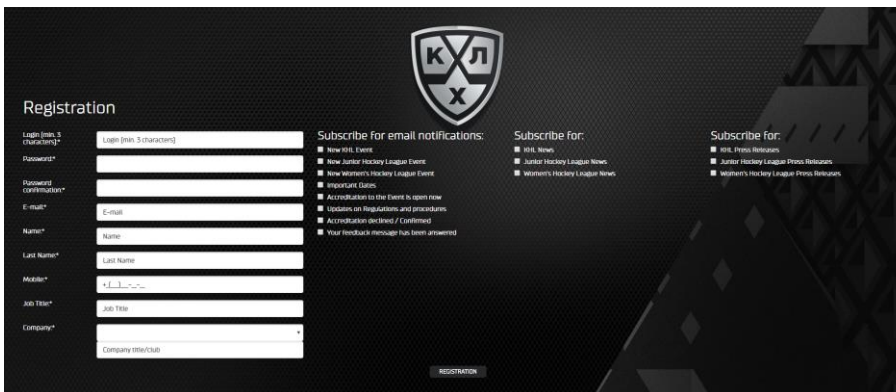
STEP 1. Go to the KHL MediaPortal



To begin the accreditation application process, candidates must first create an account on the KHL MediaPortal at the web page: www.media.khl.ru

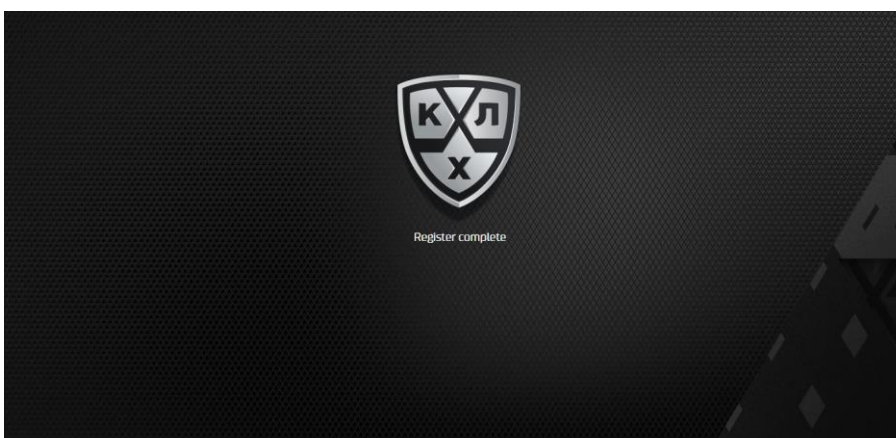
Click on the **“REGISTER”** button

STEP 2. Complete the registration form



The registration form comprises a number of fields requiring basic information (login, password, full name, e-mail address etc.), and also allows you to select the kind of news and updates you would like sent to your email inbox.

STEP 3. Confirmation of successful registration



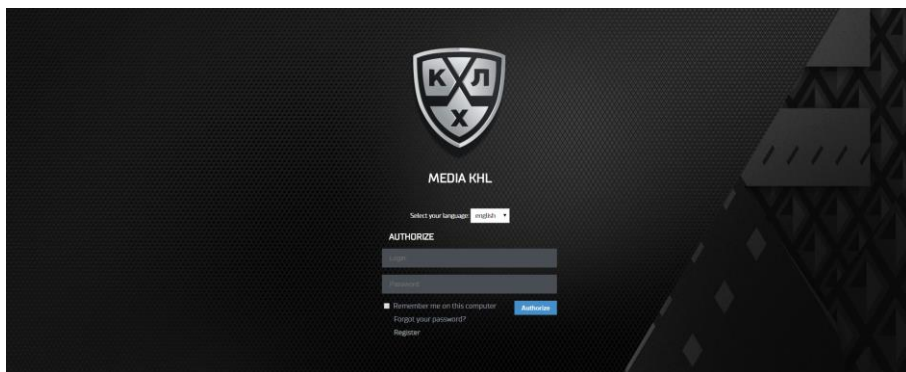
After completing the registration form, send your information by clicking on the **“REGISTRATION”** button

Within 24 hours you will receive notification confirming successful registration, sent to the email address specified by the applicant during the registration process.



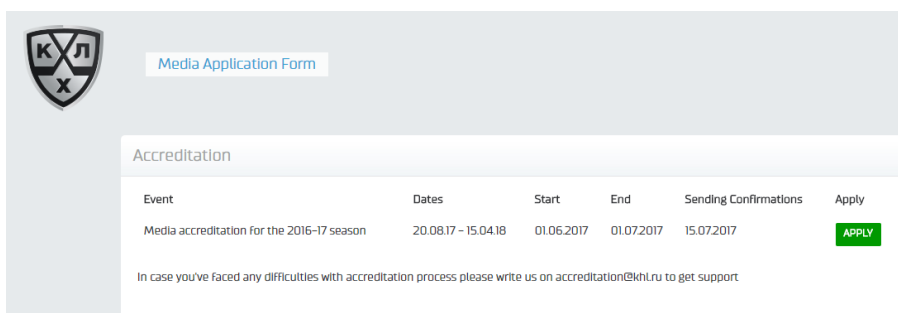
**STEP-BY-STEP INSTRUCTIONS
On how to apply for 2017-18 season accreditation**

STEP 1. Go to the KHL MediaPortal



Enter your login and password (login and password become active on receipt of the corresponding notification)

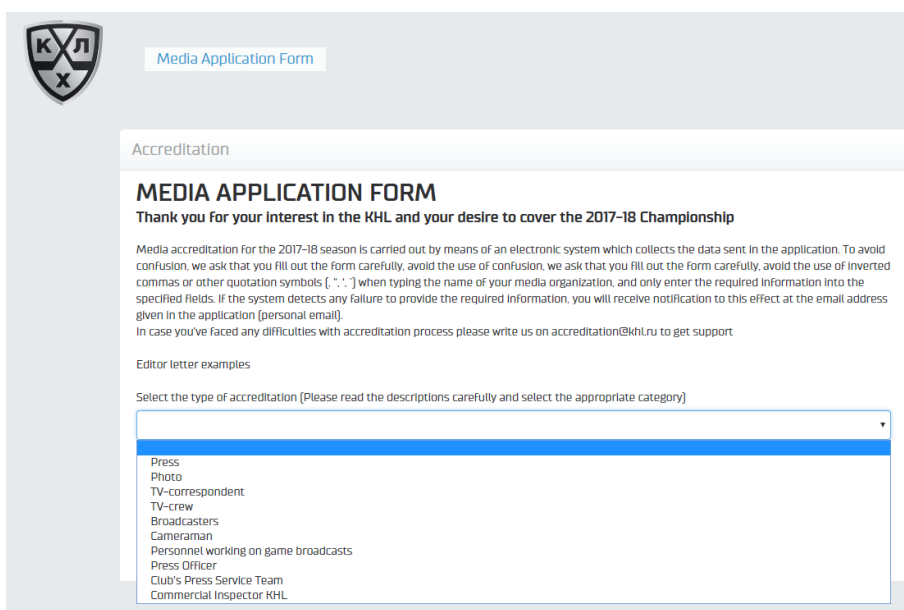
STEP 2. Verify and select required service



After successfully logging in, you will be automatically re-directed to the **“ACCREDITATION”** page.

Click on **“APPLY”**

STEP 3. Application form: select type of accreditation



Types of accreditation:

- Press, including club correspondents
- Photographers, including club photographers
- Club press-attaches (press-secretaries) and press officers
- TV correspondents
- TV broadcasters

Select the desired type of accreditation

STEP 4. Application form: club selection and applicant's data



KONTINENTAL HOCKEY LEAGUE

Select the type of accreditation (Please read the descriptions carefully and select the appropriate category)

Press

Correspondents from news agencies, printed and online publications, editors, radio correspondents

Please select the club from which you wish to collect your accreditation (to be collected from the press office of the specified hockey club)

Please complete the form

MEDIA NAME

Please fill MEDIA NAME field

EDITORIAL E-MAIL

EDITORIAL E-MAIL

Choose the club from which you intend to collect your accreditation card.

Enter all the required professional and personal information about the applicant.

STEP 5. Application form: official letter from media

Official letter from applicant's media organization

Type

Press, Photo, TV

1.2.2. The applicant must confirm has professional intentions and attach to the application an official media require letter signed by either the media outlet's manager or editor-in-chief. The letter must contain the following information:

- General information about the media outlet, its circulation and/or total audience reach along with specifics of its publications
- Provide the grounds for the necessity of obtaining KHL season media credentials and expected coverage of the games. In order to obtain KHL season media credentials, the media outlet must guarantee the coverage of essential minimum of 50% of the games for a certain team (for regional media) or frequent coverage of KHL regular season events (for federal media)
- Commitment to operate within Mass Media law of the Russian Federation and basics of Journalism ethics and KHL Media regulations described in Media Accreditation Requirements for the 2017/2018 KHL season
- Attach certificate number of the media outlet's state registration.

CHOOSE FILE (PDF)

Applicant must supply confirmation of his or her professional intentions and attach to the application an official media letter of request, signed by either the media outlet's manager or editor-in-chief.

STEP 6. Application form: press-clipping

Press Clipping

For **PRESS** and **PHOTO** accreditation please attach Press Clipping (PDF-file) or put web links of your materials. Please list 10 materials / photo reports over the last KHL Season. Web links must be clickable. In case you've started to work recently or applying the accreditation for the first time, please provide us information from your previous job.

For **TV** accreditation please attach Editorial Report with the list of published news over the last KHL Season.

CHOOSE FILE (PDF)

Link 1	Link 2
Link 3	Link 4
Link 5	Link 6
Link 7	Link 8
Link 9	Link 10

The application must also include press clippings (for print journalists), or published images (for photographers), or channel reference (for TV station staff) with information on the volume of published materials covering the KHL during the 2016-17 season. Information must be in *.pdf format, or working links to web pages if published material is on the Internet.



STEP 7. Application form: photograph of applicant

Photo for accreditation

Attach a color photo. In JPEG or PNG format. File size should not exceed 500 KB and image width and height should be a minimum 420 by 525 pixels

CHOOSE FILE (JPEG/PNG)

Photographs must be in color, with applicant face-on, without headwear, and with facial features clearly shown.

STEP 8. Application form: authorize use of personal data

- (*) Confirmation of the Accuracy of Entered Data. I hereby confirm that the Information provided above is true and correct. I understand that providing incorrect data may lead to withdrawal of accreditation
 - I wish to receive newsletter emails from the KHL (optional)
 - (*) I confirm that I have read the Provisions for media accreditation 2017/2018 season
 - (*) I authorize the KHL to process the personal data contained in my media accreditation application
- (*) - Required

SUBMIT MEDIA APPLICATION

Applicant must authorize the use of his or her personal data and the receipt of electronic notifications in the processing of the application.

After completing the application form and supplying all required information, click the **"SUBMIT MEDIA APPLICATION"** button.

STEP 9. Application form: completion of application, applying for another employee, or checking progress of application

If all required fields are completed and correctly sent, the message **"APPLICATION SUCCESSFULLY SUBMITTED"** will be displayed.

You can view the status of your application in the section, **"LIST OF APPLICATIONS"**.

Application status may be one of four variants:

1. **Under consideration**
2. **Approved**
3. **Rejected**
4. **Further information required***

* In the event of an application requiring further information or clarification, the MediaPortal administrator will add a relevant commentary to the application. Applicants will be notified via the email address submitted in their application. The commentary will appear in the relevant field on the application form. Applicants must supply the necessary additional information or clarification and then re-submit the application.

To apply on behalf of another employee, click the **"LIST OF EVENTS"** button and **follow the instructions**.