

ARTIST PERMISSION APPLICATION GUIDE

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INTRODUCTION

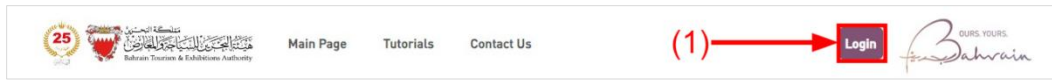
*The **Artist Permission User** Manual provides official guidance for event organizers and artists on obtaining two types of permissions: **New Artist Registration** and **Event Permission**, this manual is designed to be your reliable guide, making it easy for you to navigate the application process and secure the necessary permissions for your events. With step-by-step instructions and clear explanations, it ensures you meet all ministry requirements smoothly and efficiently*

- **Use this manual as your guide** to easily find your way around the artist permission portal and complete your application with confidence.
- **Look for the highlighted tips** these provide quick reminders and important steps you'll want to follow.

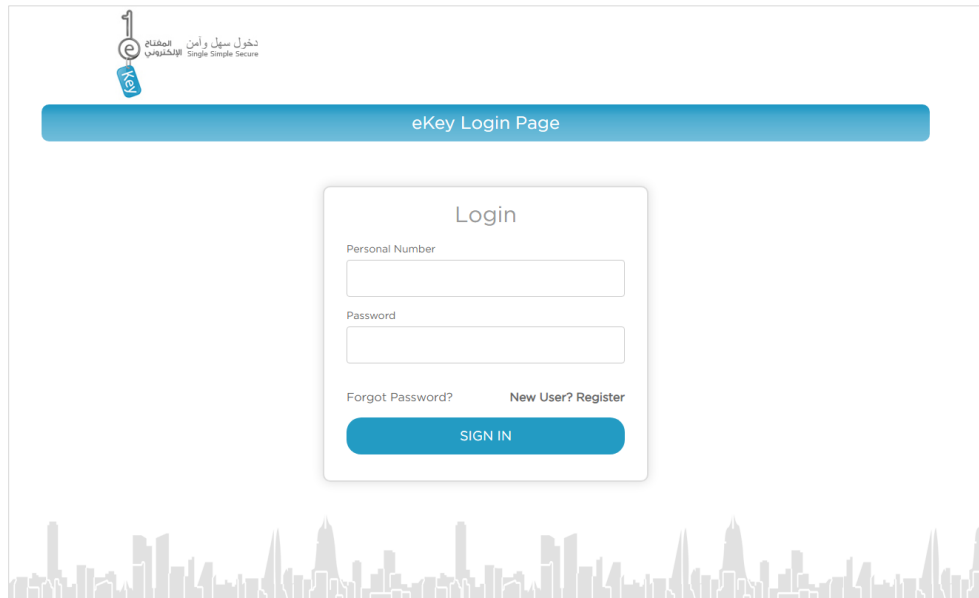
The examples and details shown are just samples, replace them with your own information as you go through your application.

LOGIN


- Head to BTEA E-Service Portal through URL: <https://portal.btea.bh>
- locate the 'Login' button in the top right corner and click it



- Use your eKey Credentials Click 'SIGN IN' to access to the portal.

A screenshot of the eKey Login Page. At the top left, there is a logo for 'eKey' with the text 'دخول سهل و آمن' (Simple Secure) and 'Single Simple Secure'. Below this is a blue banner that says 'eKey Login Page'. In the center, there is a white login form with the title 'Login'. It contains two input fields: 'Personal Number' and 'Password'. Below these fields are two links: 'Forgot Password?' and 'New User? Register'. At the bottom of the form is a blue button labeled 'SIGN IN'. The background of the page features a stylized city skyline at the bottom.

ARTIST SERVICE

Main PageTutorialsContact Us

DashboardWelcome,

Previous Payments List

Show 5 entriesSearch:

System Reference	Payment Type	Payment Amount	Payment Date	Action
ART-24-01753	Licensing Artist Band	10.000	08-10-2024	Receipt
ART-24-01744	Licensing Artist Band	10.000	06-10-2024	Receipt
ART-24-01741	Licensing Artist Band	5.000	01-10-2024	Receipt
ART-24-01740	Licensing Artist Band	10.000	01-10-2024	Receipt
ART-24-01733	Licensing Artist Band	5.000	29-09-2024	Receipt

Showing 1 to 5 of 29 entriesPrevious123456Next

Property Management

(A)Manager

(B)

Artist Permission

Follow up applications and download payment receipts.

A. Choose Your Property:

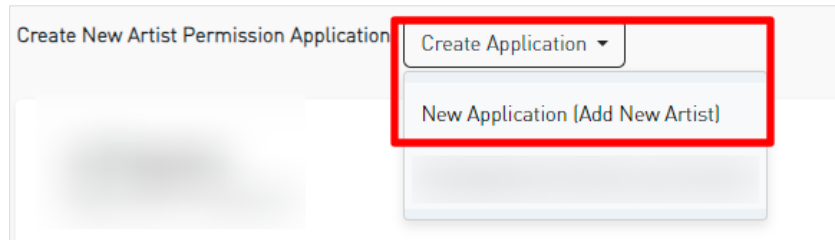
- On the dashboard, locate the dropdown menu labeled Authorized Person at the top right
- Select your property from the list provided

B. Locate Artist Permission:

- Scroll down to find the Artist Permission icon (marked as (2) in the image)
- Click on it to access and manage your applications, follow up on application status, and download payment receipt

NEW ARTIST PERMISSION APPLICATION

1. Click **Create New Application**
2. Choose either New Application (**Add New Artist**) or New Application (**Events Permission**) based on your requirements

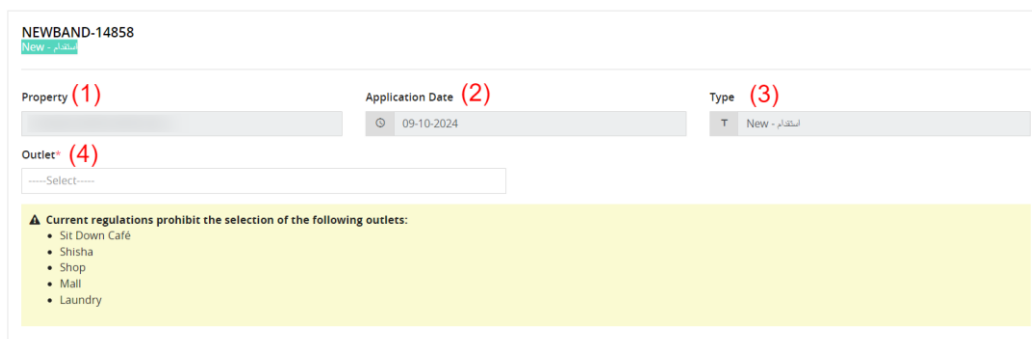


Create New Artist Permission Application

Create Application ▾

New Application (Add New Artist)

1. Artist Permission



NEWBAND-14858

Property (1)

Application Date (2) 09-10-2024

Type (3) T New - جديد

Outlet* (4) -----Select-----

⚠ Current regulations prohibit the selection of the following outlets:

- Sit Down Café
- Shisha
- Shop
- Mall
- Laundry

Choose the relevant outlet from the dropdown list

Note: Only Hotel Property Can choose Outlet, Certain outlets are restricted as per regulations (Ex., Shisha Cafe, Shisha, Shop, Mall, Laundry)

1.1 Applicant Information:

Applicant Information

Applicant Name (1)

Applicant CPR (2)

Applicant Email (3)

Applicant Mobile Phone (4)

Secondary Email (5)

Secondary Mobile Phone (6)

1.2 Duration of Stay:

Details: Duration of Stay

Period From (1)

Period To (2)

- The **Period From** must be a minimum of 3 days in advance (excluding weekends)
- The maximum allowable period is **3 months**

1.3 Performance Information

Details: Performance Information

Please enter the performance dates in order

Start Date and Time (1)

End Date and Time (2)

X Remove

14-10-2024 12:00 AM

14-10-2024 12:00 AM

Add Date

To add performance dates, click **Add Date**

Repeat the process for additional performance dates as needed

1.4 Artists Information:

The screenshot shows a web form titled "Artists" with a "Remove" link in the top right. The form contains several input fields and file upload buttons, each annotated with a red number in parentheses:

- (1) Name* (text input)
- (2) Gender* (dropdown menu, currently showing "Male")
- (3) Nationality* (dropdown menu, currently showing "Select")
- (4) Type* (dropdown menu, currently showing "Singer")
- (5) Passport No./CPR* (text input)
- (6) Social Media Accounts (text input)
- (7) Passport Valid till* (date picker)
- (8) Birth Date* (date picker)
- (9) Passport Attachment* (file upload button: "Choose file ...", "Add File")
- (10) Copy of ID Attachment* (file upload button: "Choose file ...", "Add File")
- (11) Artist Contract Attachment* (file upload button: "Choose file ...", "Add File")

At the bottom left of the form is a button labeled "Add Artist".

Add Artist Details:

1. Name: Enter the artist's full name
2. Gender: Select the artist's gender
3. Nationality: Choose nationality from the dropdown menu
Note: If additional foreign document is required
4. Type: Specify the type of artist (e.g., Singer, Dancer)
5. Passport No./CPR: Enter the passport number or CPR
6. Social Media Accounts: Input any relevant social media accounts for the artist
7. Passport Valid Till: Set the expiration date of the artist's passport
Note: The passport must have a minimum of 3 months remaining before its expiry
8. Birth Date: Enter the artist's date of birth
9. Passport Attachment: Upload a scanned copy of the passport
Copy of ID Attachment: Attach a copy of the artist's ID
10. Artist Contract Attachment: Upload the signed artist contract

Add More Artists:

- Click Add Artist to include additional artists and repeat the process for each

1.5 Advertisement Information:

Advertisement Information	
Is advertisement flyers: (A)	
<input type="text" value="Yes"/>	
Advertisement Site* (B)	
<input type="text" value=".....Select....."/>	
Advertisement Flyers* (C)	
<input type="text" value="Choose file ..."/>	<input type="button" value="Add File"/>

- a. Is advertisement flyers: whether advertisement flyers will be used (select Yes or No)
- B. Advertisement Site: If yes, select the advertisement site from the dropdown menu.
- C. Advertisement Flyers: Upload the advertisement flyer file using the Add File button

1.6 Information Tickets:

Tickets Information	
Are there tickets: (1)	
<input type="text" value="Yes"/>	
Ticket Category and Price Range (2)	
Ticket Category and Price Range*	
<input type="text" value="Choose file ..."/>	<input type="button" value="Add File"/>

- **Are there tickets? (1)**: Select **Yes** or **No**
- **Ticket Category and Price Range (2)**: If **yes**, upload the document via **Add File**

1.7 Acknowledgement

☐ I acknowledge and pledge to read the text of the [Pledge](#) and abide by what is stated therein.
I pledge that the artists whose names are listed work as an artist, with a list for selection according to the activity of the outlet:

☐ أقر والتعهد بالإلتزام على نص التمسك والالتزام بما ورد فيه.
أعهد أن الفنانين المدرج أسمائهم يعملون بمهنة فنان وذلك بحسب ما سبق ذكره ضمن تفاصيل الفنان.

Save & Submit

1. Review the text and ensure you understand the terms outlined in the Pledge
2. Check the box next to the statement: "*I acknowledge and pledge to read the text of the Pledge and abide by what is stated therein*"
2. Confirm that the listed artists are working in accordance with the activity of the outlet
3. Click the Save & Submit button to proceed

1.8 Application Status

in Progress				
Applications in progress				
Show <input type="text" value="5"/> entries		Search: <input type="text"/>		
System Reference	Application Date	Application Type	Status	[action]
NEWBAND-14863	10-10-2024	New - استقدام	In Progress	
NEWBAND-14838	07-10-2024	New - استقدام	Sent Back To Portal Please upload correct attachment	Continue
NEWBAND-14806	05-10-2024	New - استقدام	Pending Payment	Pay

In Progress

- application is currently under review by the Artist Team for processing and verification

Sent Back

- review the instructions provided (e.g., "Please Replace the Attachment File")

1.9 Payment

NEWBAND-14806	05-10-2024	New - استخدام	Pending Payment	Pay
---------------	------------	---------------	-----------------	---------------------

- complete the payment process for the application
- You will receive a notification via **Email/SMS** to pay for the application you requested
- Click on the **Pay** button to proceed with the payment

Note:

- The **grace period for payment** is **3 days**, meaning you have 3 days to complete the payment for the application. Failure to pay within this period may result in the application being cancelled

1.10 Approval & Artist Band License

Recent Applications

Applications recently processed

Show 5 entries

Search:

System Reference	Application Date	Application Type	Status	[action]
NEWBAND-14847	08-10-2024	New - استخدام	Approved & Artist Band Licensed	<div><div>Download</div><div>Attach Equipment & Airlines Details</div></div>

Showing 1 to 5 of 21 entries

View Receipt

Download Receipt

Download Letter

Previous

1

2

3

4

5

Next

- View Receipt: Click to view the payment receipt for the approved application*
- Download Receipt: Click to download a copy of the payment receipt*
- Download Letter: Click to download the official approval letter*

Next Step (Optional):

Attach the necessary Equipment & Airlines Details by clicking on the button labeled Attach Equipment & Airlines Details

2. Events Permission

Create New Artist Permission Application

Create Application ▾

New Application (Events permission)

Creating a New Artist Permission Application:

NEWBAND-14859
Events Permission - تصريح الفعاليات

Property	Application Date	Type
	🕒 09-10-2024	T Events Permission - تصريح الفعاليات

Outlet*

-----Select-----

⚠ Current regulations allow only the selection of the following outlets:

- Specialty Restaurant
- Lounge
- Main Restaurant
- Club Lounge
- Hall
- Fine Dining
- Ramadan Tent
- Beach
- Pool Bar

2.1 Applicant Information

Applicant Information

Applicant Name (1)	Applicant CPR (2)	Applicant Email (3)
Applicant Mobile Phone (4)	Secondary Email (5)	Secondary Mobile Phone (6)

2.2 Duration of Stay

Details: Duration of Stay

Period From (1)

14-10-2024

Period To (2)

13-11-2024

Event Venue (3)

Notes:

- The **maximum duration of stay** allowed is **one month**
- The **Event Venue** field will be **disabled** if the selected outlet type is a restaurant

2.3 Performance Information

Details: Performance Information

Please enter the performance dates in order

Start Date and Time (1)

14-10-2024 12:00 AM

End Date and Time (2)

14-10-2024 12:00 AM

[X Remove](#)

[Add Date](#)

To add performance dates, click **Add Date**

2.4 Artists Information:

The screenshot shows a web form titled "Artists" with a "Remove" link in the top right. The form contains the following fields and annotations:

- Name*** (1): A text input field.
- Gender*** (2): A dropdown menu with "Male" selected.
- Nationality*** (3): A dropdown menu with "Select" as the placeholder.
- Type*** (4): A dropdown menu with "Singer" selected.
- Passport No./CPR*** (5): A text input field.
- Social Media Accounts** (6): A text input field.
- Passport Valid till*** (7): A date picker field.
- Birth Date*** (8): A date picker field.
- Passport Attachment*** (9): A file upload field with "Choose file ..." and "Add File" buttons.
- Copy of ID Attachment*** (10): A file upload field with "Choose file ..." and "Add File" buttons.
- Artist Contract Attachment*** (11): A file upload field with "Choose file ..." and "Add File" buttons.

At the bottom left of the form is a button labeled "Add Artist".

Add Artist Details:

1. Name: Enter the artist's full name
2. Gender: Select the artist's gender
3. Nationality: Choose nationality from the dropdown menu
Note: If additional foreign document is required
4. Type: Specify the type of artist (e.g., Singer, Dancer)
5. Passport No./CPR: Enter the passport number or CPR
6. Social Media Accounts: Input any relevant social media accounts for the artist
7. Passport Valid Till: Set the expiration date of the artist's passport
Note: The passport must have a minimum of 3 months remaining before its expiry
8. Birth Date: Enter the artist's date of birth
9. Passport Attachment: Upload a scanned copy of the passport
10. Copy of ID Attachment: Attach a copy of the artist's ID
11. Artist Contract Attachment: Upload the signed artist contract

3. Add More Artists:

- Click **Add Artist** to include additional artists and repeat the process for each

2.5 Advertisement Information:

Advertisement Information	
Is advertisement flyers:	(A)
<input type="text" value="Yes"/>	
Advertisement Site*	(B)
<input type="text" value="----Select----"/>	
Advertisement Flyers*	(C)
<input type="text" value="Choose file ..."/>	<input type="button" value="Add File"/>

- A. Is advertisement flyers:** *whether advertisement flyers will be used (select Yes or No)*
- B. Advertisement Site:** *If yes, select the advertisement site from the dropdown menu*
- C. Advertisement Flyers:** *Upload the advertisement flyer file using the Add File button*

2.6 Tickets Information:

Tickets Information	
Are there tickets:	(1)
<input type="text" value="Yes"/>	
Ticket Category and Price Range (2)	
Ticket Category and Price Range*	
<input type="text" value="Choose file ..."/>	<input type="button" value="Add File"/>

- Are there tickets? (1): Select Yes or No
- Ticket Category and Price Range (2): If yes, upload the document via Add File

2.7 Acknowledgment

☐ I acknowledge and pledge to read the text of the [Pledge](#) and abide by what is stated therein.
I pledge that the artists whose names are listed work as an artist, with a list for selection according to the activity of the outlet:

☐ أقر والتعهد بالإطلاع على نص التمسيد والالتزام بما ورد فيه.
أتعهد أن الفنانين المدرج أسمائهم يعملون بمهنة فنان وذلك بحسب ما سبق ذكره ضمن تفاصيل الفنان.

Save & Submit

- Review the text carefully and ensure you understand the terms outlined in the Pledge
- Check the box next to the statement: "I acknowledge and pledge to read the text of the Pledge and abide by what is stated therein"
- Confirm that the listed artists are working in accordance with the activity of the outlet
- Once you have reviewed and checked the box, click the Save & Submit button to proceed

2.8 Application Status

in Progress Applications in progress				
Show <input type="text" value="5"/> entries		Search: <input type="text"/>		
System Reference	Application Date	Application Type	Status	[action]
NEWBAND-14863	10-10-2024	تصريح الفعاليات - Events Permission	In Progress	
NEWBAND-14838	07-10-2024	تصريح الفعاليات - Events Permission	Sent Back To Portal Please upload correct attachment	Continue

In Progress

- application is currently under review by the Artist Team for processing and verification

Sent Back

- review the instructions provided (e.g., "Please Replace the Attachment File")

2.9 Payment

NEWBAND-14806	05-10-2024	Events Permission - تصريح الفعاليات	Pending Payment	Pay
---------------	------------	-------------------------------------	-----------------	---------------------

- complete the payment process for the application
- You will receive a notification via **Email/SMS** to pay for the application you requested
- Click on the **Pay** button to proceed with the payment

Note:

- The **grace period for payment** is **3 days** to complete the payment for the application. Failure to pay within this period may result in the application being cancelled

2.10 Approval & Artist Band License

Recent Applications					Search: <input type="text"/>	
Applications recently processed						
Show <input type="text" value="5"/> entries						
System Reference	Application Date	Application Type	Status	[action]		
NEWBAND-14847	08-10-2024	Events Permission - تصريح الفعاليات	Approved & Artist Band Licensed	Download Attach Equipment & Airlines Details		
Showing 1 to 5 of 21 entries				(A) View Receipt (B) Download Receipt (C) Download Letter	Previous 1 2 3 4 5 Next	

Download Options:

- View Receipt: Click to view the payment receipt for the approved application
- Download Receipt: Click to download a copy of the payment receipt
- Download Letter: Click to download the official approval letter

Next Step *(Optional):*

Attach the necessary Equipment & Airlines Details by clicking on the button labeled Attach Equipment & Airlines Details

ARTIST EXTENSION

Applicant can request an extension for the artist's license application status "**Approved & Artist Band Licensed**" and has expired based on the **Expiry Date of the Duration of Stay**

NEWBAND-14767	29-09-2024	New - استخدام	Approved & Artist Band Licensed	Extend
---------------	------------	---------------	---------------------------------	--------

- Submit an **Extend Request** via the portal:
 - **Before the expiry date:** You can request an extension up to **10 days before** the current license expires
 - **After the expiry date:** You also have a grace period of **10 days** after the license has expired to request an extension

Submit extension option:

- Modify Event Information Date: Update the event dates as needed
- Manage Artist Information: Keep or remove existing artist details or add additional artist information if necessary
- Update Attachments: Reattach advertisement flyers and ticket attachments as required