



هيئة البحرين للسياحة والمعارض

Bahrain Tourism & Exhibitions
Authority



ARTIST PERMISSION

User Guide

Bahrain Tourism & Exhibitions Authority

Published: 13 April 2026

Version 2.0



About This Guide

This guide provides official step-by-step instructions for event organizers and artists applying through the BTEA portal. It covers two types of applications:

- **New Artist Permission**
- **Event Permission**

How to use this guide

Follow each section in order as you go through the portal.

Pay attention to highlighted Notes and Tips, they include important reminders.

Replace any sample data shown in screenshots with your own information.



Contents

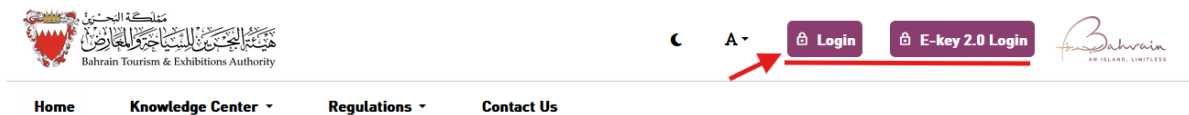
1. Login.....	3
2. Artist Service.....	4
A. Choose Your Property	4
B. Locate Artist Permission	4
3. New Artist Permission Application	5
4. Artist Permission.....	6
4.1 Fill in Artist Application Details.....	6
4.2 Duration of Stay	7
Event Information.....	7
4.3 Artists	7
4.4 Advertisement & Tickets Information.....	8
5. Application Status	9
6. Payment	10
7. Approved & Artist Band Licensed.....	11
8. Artist Extension.....	12
When Can You Submit an Extension?.....	12
What You Can Update in an Extension Request.....	12



1. Login

To get started, open your browser and visit the BTEA E-Service Portal:

<https://portal.btea.bh/>



- Locate the "**Login**" button in the top-right corner of the page and click on it.
- Enter your **eKey** credentials on the sign-in page.
- Click "**Sign In**" to access the portal.



eKey Login Page

Login

Personal Number

Password

[Forgot Password?](#) [New User? Register](#)

SIGN IN



2. Artist Service

The screenshot shows the BTEA Portal dashboard. At the top, there is a navigation bar with 'Main Page' and 'Contact Us' links, and a user profile dropdown menu labeled (A). Below the navigation bar, the dashboard displays a 'Welcome' message and the user's last login time. The main section is titled 'Tourism Property Management' and contains a grid of service tiles. The 'Artist Permission' tile is highlighted with a red box and labeled (B). The tiles include: Home (My tourism property management dashboard), Artist Permission (Follow up applications and download payment receipts), Revive Property (Revive your tourism license), Edit License (Edit property license), Property Update (Update property details), License Renewal (Renew your Hotel, Apartment, Restaurant, or Office's License), Inspection (Site Visits) (Inspections and classifications), Violation Settlement (Pay for violations settlement), and Exhibition Participation.

A. Choose Your Property

- On the dashboard, find the dropdown menu labeled **Authorized Person** at the top right.
- Select your property from the list.

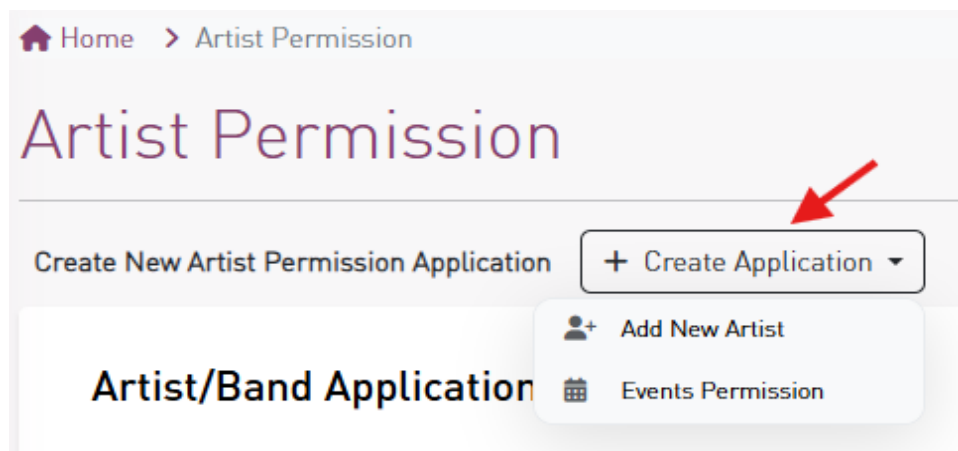
B. Locate Artist Permission

- Scroll down the dashboard to find the Artist Permission icon (shown as B in the image above).
- Click on it to open the Artist Permission section.



3. New Artist Permission Application

1. Click on "Create Application".
2. Choose either "Add New Artist" or "Events Permission" depending on what you need.



Note: The application period and fee calculation vary by application type. Bahraini Nationals are exempt from fees.



4. Artist Permission

4.1 Fill in Artist Application Details

Home > Artist Permission > Create

New Artist Permission Application

Submit a new request for artist permission.

General Information

Property: Applicant Name: Applicant Email:

Applicant Mobile Phone: Applicant CPR: Application Date:

Personal Information

(1) Secondary Email: (2) Secondary Mobile Phone:

(3) Outlet:

Show Regulations

The form will automatically fill in general information for you, including:

- Property
- Applicant Name
- Applicant Email and Mobile Phone
- Applicant CPR
- Application Date

Complete the remaining fields as follows:

3. Enter your Secondary Email and Secondary Mobile Phone (if applicable).
4. Select the required Outlet from the dropdown list.
5. **Click "Show Regulations" to review any outlet restrictions before continuing.**

Show Regulations

Note: Make sure all required fields are filled in correctly before moving to the next step.



4.2 Duration of Stay

Details: Duration of Stay

Period From: 15-Apr-2026 | Period To: 15-Jul-2026

Details: Event Information

Please enter the event dates in order

Start Date and Time: 15-Apr-2026 1:00 AM | End Date and Time: 15-Apr-2026 2:00 AM | Delete

+ Add Date

Artists

You need to save draft first to be able to add artists

- The start date must be at least 3 days in advance, excluding weekends and public holidays.
- The maximum permitted duration of stay is 3 months.

Event Information

- Click "Add Date" to enter the event dates.

Note: Event dates entered under Event Information cannot exceed the selected Duration of Stay.

4.3 Artists

Tip: You need to save the application as a draft first before you can add artists.

To add artists to the application:

6. Click "Add Artist" and fill in the artist details.
7. Repeat the process for each additional artist you need to include.



4.4 Advertisement & Tickets Information

Advertisement Information

Are advertisement flyers (Yes/No) ?

Yes No

Tickets Information

Tickets Categories *

Maximum 500 characters allowed.

Tickets Capacity *

Maximum 500 characters allowed.

Are there tickets:

Yes No

I acknowledge and 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.

اقر والتعهد بالاطلاع على نصوص الترخيص والالتزام بما ورد فيه.
أتعهد أن الفنانين المدرج أسمائهم يعملون مهنة فنان وذلك بصفت ما سبق ذكره ضمن تخصصات الفنان.

[Cancel Application](#) [Save Draft](#) [Submit](#)

Note: You must "acknowledge and pledge" before you can submit the application. You can save the application as a draft at any time to continue later. Drafts are saved for 30 days, with a maximum of 3 drafts per artist type.



5. Application Status

After submitting your application, you can track its progress through the portal. Below are the possible statuses and what they mean.

Rejected:

Artist/Band Applications

Pending Applications
 Completed Applications

Show entries Search:

System Reference	Application Date	Application Type	Status	Actions
NEWBAND-27584	25-02-2026	New - استقدام	Rejected	

The application was not approved. You will need to review the reason provided and submit a new application if needed.

In Progress:

NEWBAND-28045	12-04-2026	New - استقدام	In Progress
---------------	------------	---------------	-------------

The application is currently being reviewed by the Artist Team for processing and verification. No action is required from your side at this point.

Sent Back:

NEWBAND-28044	12-04-2026	New - استقدام	Sent Back To Portal	<input type="button" value="Continue"/> <input type="button" value="Cancel"/>
---------------	------------	---------------	---------------------	---

No document attached for the artist

The application has been sent back to you for further modification. A reason will be provided. You can make the required changes and resubmit or cancel the application at any time if you no longer wish to proceed.



6. Payment

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

Once your application is ready for payment, here is what to do:

8. You will receive a notification by Email or SMS asking you to complete the payment.
9. Log in to the portal and click the "**Pay**" button next to your application.
10. Complete the payment process.

Note: You have a grace **period of 3 days** to complete the payment. If payment is not made within this period, the application may be automatically cancelled.



7. Approved & Artist Band Licensed

System Reference	Application Date	Application Type	Status	Actions
NEWBAND-27857	15-03-2026	New - استخدام	Approved & Artist Band Licensed	Download Attach Equipment & Airlines Details View Receipt (A) Download Receipt (B) Download Letter (C)

Showing 1 to 1 Applications

Once your application is approved, the following options will be available:

- **A.** View Receipt
 - Click to view the payment receipt for the approved application.
- **B.** Download Receipt
 - Click to download a copy of your payment receipt.
- **C.** Download Letter
 - Click to download the official approval letter.

Tip: *Optional Next Step: You may attach the required Equipment & Airlines Details by clicking "Attach Equipment & Airlines Details." This makes the equipment entry process easier after approval.*



8. Artist Extension

NEWBAND-14767

29-09-2024

New - استخدام

Approved & Artist Band Licensed

Extend

If your artist license has been approved and has reached or passed its **expiry date**, you can request an extension through the **portal**.

When Can You Submit an Extension?

- **Before the expiry date:** You can submit an extension request up to **14 days** before the license expires.
- **After the expiry date:** You also have a grace period of **"14 days"** after the license expires to submit an extension request.

What You Can Update in an Extension Request

11. Modify Event Information Date, update the event dates as needed.
12. Manage Artist Information, keep or remove existing artists.
13. Update Attachments, re-attach advertisement flyers and ticket files if required.

Note: Extension requests are only available for applications with the status **"Approved & Artist Band Licensed"**