

Communications
Regulatory Authority
State of Qatar

هيئة تنظيم
الاتصالات
دولة قطر

e-Spectrum Portal Applications Process

for FIFA World Cup
Qatar 2022™

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e-Spectrum Portal Application Process



e-Spectrum Portal Application Process

This document provides a detailed description of the process to use the CRA special events portal. It covers the steps to submit spectrum applications and requirements and testing and tagging appointments as well as applications tracking and downloading authorizations and licenses.

1. Registration

1. Please note that the registration will be done only once.
2. The event page link (URL) would be provided via the email to the applicants received from CRA spectrum management department along with the invitation code which redirects to the below event login page (example). The process starts when "Register Here" button is clicked.

The screenshot shows a web browser window displaying the Spectrum Portal for FIFA World Cup Qatar 2022. The page header includes the Communications Regulatory Authority logo and navigation links. The main content area features the event title and a 'Test Version' label. A welcome message is displayed, followed by a login form with fields for Username and Password, and buttons for Login and Forgot Password. A 'Register Here' button is highlighted with a red box.

- 3. Fill the Web account information including the "Invitation code" provided by CRA via email and then click next:

User Registration Form

Web Account Information | Applicant(s) Information | Summary

Web Account Information

Fields marked as required. Please ensure to not leave them empty

Login Name * testuser

Password * [masked] Normal
Minimum password length: 7

Confirm Password *

Invitation Code *

Account Owner Details

First Name *
Last Name *
Telephone *
Mobile *
Fax *
E-mail Address *

Cancel

- 4. The next step is to fill the applicant's details as follows:

User Registration Form

Web Account Information | Applicant(s) Information | Summary

Applicant(s) Information

Fields marked as required. Please ensure to not leave them empty

Applicant Type * Company

Applicant (legal name) *

Nationality / Place of registration * Please select...

PO Box *

Building *

Street Name *

City *

Country * Please select...

C.R. Number *

Authorized Person

First Name *
Last Name *
Position *
Telephone *
Mobile *
Fax *
E-mail Address *

Technical Contact Different then Authorized person

Financial Contact Different then Authorized person

5. The last step is to submit the application and the account would be created in the e-spectrum portal.

The screenshot shows the 'User Registration Form' in a 'Summary' tab. It includes sections for 'Web Account Information' and 'Applicant(s) Information', each with an 'Edit' button. There are 'Previous', 'Cancel', and 'Submit' buttons at the bottom. A 'Download Draft as PDF' button is also visible in the top right.

Now the account can be accessed through login details as follows:

The screenshot shows the 'Spectrum Portal FIFA World Cup QATAR 2022 Test Version' login page. It features a 'Welcome to the FWC 2022 Spectrum TEST Page' message. The login form includes radio buttons for 'External Applicant' and 'CRA Employee', a 'Please Login' section with 'Username' and 'Password' fields, and a 'Login' button. A 'Forgot Password?' link and a 'Register Here' link are also present.

2. Apply for Spectrum Licenses

Step 1: Select the License Type:

First step is to select the license type for which the application is to be submitted by starting the process by clicking "+ Requirement" and then selecting the relevant License type as follows:

Special Event - Event ID = PMSE21-0106

* Fields marked as required. Please ensure to not leave them empty

Event Details | Event Access | Event Venues | **Spectrum Licenses** | Equipment Registration | Testing and Tagging

+ Requirement ...

- All Applications
- Drafts
- Track Applications
- Active Licenses

Event Organizer Information

Organizer Number: QAT-10743 | Organizer Name: _____

Application Selection

Select Application(s) *

- Mobile PMSE Area
- PMSE Transportable Earth Stations (TES)
- PMR Area
- Fixed PMSE Area
- PMSE FM

Cancel | Next

Step 2: Select the Application method:

There are two ways to apply for a spectrum license:

- A. Excel Import
- A. Fill application Form

Either option could be selected after selecting the license type as follows:

Application Selection

Select Application(s) *

- Mobile PMSE Area
- PMSE Transportable Earth Stations (TES)
- PMR Area
- Fixed PMSE Area
- PMSE FM

Select Data Entry Method: *

- Excel Import
- Fill Application Form

Cancel | Next

A. Excel Import:

1. This method is available for three license categories and excel templates are available for all of them:
 - "Mobile PMSE Area"
 - "Fixed PMSE Area"
 - "PMR Area"

Note: This application method allows the launching of applications for multiple area networks together provided that the desired frequency channels are the same.

2. After selecting the "Excel Import" option, You will be redirected to "Batch Import Functionality" page with the below 2 options as shown below:
 - **Step 1** is to Download Excel Template in which the application data is to be exerted
 - **Step 2** is to Upload filled in Excel File into the e-spectrum portal

3. After selecting the "Download Excel Template" option the next step is to select the desired Frequency Allocation and then channels so that the relevant frequency channels could be added to the excel.



Special Event - Event ID = PMSE21-0106

Frequency Information
Venues Information
Download Excel Template

Frequency Information

* Fields marked as required. Please ensure to not leave them empty

Add Channels

Cancel

- After adding the desired Frequency allocation and channels next step is to add the desired Venue details. Click on the button "Next" and you will be redirected to the "Venues Information" page shown below:

Special Event - Event ID = PMSE21-0106

Frequency Information
Venues Information
Download Excel Template

Venues Information

* Fields marked as required. Please ensure to not leave them empty

Please select the Venue(s) which will be covered by your stations.

Select Venue(s)

No Venues

Previous
Cancel
Next

- In most cases Venue information would already be configured in the system for a particular event for which you have been granted permission to submit applications. You can search for the configured venues by clicking "Search" button.

Special Event - Event ID = PMSE21-0106

Search for Venues

* Fields marked as required. Please ensure to not leave them empty

Search parameters

Venue Name	Venue Code
<input type="text"/>	<input type="text"/>

Search

Search results

Select All

Select Venue	Venue Name	Venue Code	Venue Name (In Arabic)
<input checked="" type="checkbox"/>	Hyalil Plaza	007	

Number of Records: 1

Add Selected Venue(s) to Event

Note The venue selection is mandatory only in case the Area of Operation configured for the event is set to “Restricted within Event Venues” in the system. In case “Not Restricted within Event Venues” configuration is set, you will have the option to define the area in 3 different ways in the downloaded excel sheet:

- **Venue Case:**

In case the area license covers specific venue within the event, fill the corresponding Venue ID by referring to the IDs available under the “Venues” sheet.

Note that only one venue can be specified per application.

- **Circular Area:**

In case the area license covers a Circular Area, fill the Area Center coordinates along with the Area Radius.

- **Rectangular Area:**

In case the area license covers a rectangular Area, fill the Upper Left point and Bottom Right point coordinates.

Venues	Circular Area										Rectangular Area															
	Notes:										Notes:															
	2. Fill only in case your area license covers a circular Area. This section will be ignored if "Venue" (Column H) is filled 3. DO NOT FILL this section if "Venue" (Column H) or "Rectangular Area" (Columns I to J) are filled										2. Fill only in case your area license covers a Rectangular Area. This section will be ignored if "Venue" (Column H) is filled 3. DO NOT FILL this section if "Venue" (Column H) or "Rectangular Area" (Columns I to J) are filled															
Mandatory field 2. If venue code is specified per application 3. List of Event venues can be found under the "Venues" sheet	Area Center - Longitude				Area Center - Latitude				Area Radius (km)	Upper Left point - Longitude				Upper Left point - Latitude				Bottom Right point - Longitude				Bottom Right point - Latitude				
	Degrees	E/W	Minutes	Seconds	Degrees	N/S	Minutes	Seconds		Degrees	E/W	Minutes	Seconds	Degrees	N/S	Minutes	Seconds	Degrees	E/W	Minutes	Seconds	Degrees	N/S	Minutes	Seconds	
1	33	E	31	16	23	N	37	36	20	33	E	31	16	23	N	37	36	20	33	E	31	16	23	N	37	36
5	33	E	31	16	23	N	37	36	20	33	E	31	16	23	N	37	36	20	33	E	31	16	23	N	37	36

6. Now select any of the configured Venues for which the application is to be submitted and the Excel would be ready for download and for filling in the rest of the application data.

Venues Information

Fields marked as required. Please ensure to not leave them empty.
Please select the Venue(s) which will be covered by your stations.

[Select Venue\(s\)](#)

	venue code	venue name	venue name (in Arabic)
1	007	Hyatt Plaza	

Number of Records: 1

[Previous](#)
[Cancel](#)
[Next](#)

Special Event - Event ID = PMSE21-0106

Frequency Information
Venues Information
Download Excel Template

Download Excel Template

* Fields marked as required. Please ensure to not leave them empty

Your Excel Sheet is Ready to be downloaded, please click Download Excel

Previous
Cancel

7. After that the rest of the information is to be filled into the downloaded excel sheet as per the instructions provided therein and then upload the sheet into the system under the respective license category accordingly as shown below:

Batch Import

Batch Import

* Fields marked as required. Please ensure to not leave them empty

Welcome to the Batch import functionality provided by CRA!

With this Functionality you are able to upload multiple Prise events applications in one batch.

- Step 1: Download Excel Template
Choose this option to:
 - In a 1st step: specify the "Channels" first and then, in case your area licenses cover specific venues please select them
 - In a 2nd step: download the corresponding Excel template containing the selected parameters in the 1st step and in which you would fill the details of your areas
- Step 2: Upload Excel File
This Option allows importing a filled Excel File including multiple areas according to the template that can be downloaded under the "Download Excel Template" Option.

Cancel
Next

Upload Excel File

Upload Excel File

* Fields marked as required. Please ensure to not leave them empty

Upload Data

Batch Import

📎

Select File
Import

Cancel

In case any wrong data is available at the level of the excel sheet, a validation message will appear specifying in which row the error is occurring with a guiding error message.

Upload Excel File

* Fields marked as required. Please ensure to not leave them empty.

Upload Data

Batch Import

Excel Row	Field Name	Error Message
5	In_Service_Date - Expiry_Date	Duration should be between event Duration: 06-10-2021-28-10-2021
5	Applicant ID	Applicant does not exist in the Applicants sheet.
6	In_Service_Date - Expiry_Date	Duration should be between event Duration: 06-10-2021-28-10-2021
6	Circular Area	Coordinates are invalid! they must be inside Qatar Country or its Territorial Waters
6	Applicant ID	Applicant does not exist in the Applicants sheet.

In case this happens, you should double check your excel file and correct the errors and then re-upload it as per the steps explained earlier until the application is validated and accepted without errors.

B. Fill Application Form:

The second way to apply for licenses is by filling the relevant application data directly in the portal. This option is applicable to all categories of licenses. The steps for applying through this method are as follows:

1. After choosing the needed Application, specifying the method "Fill Application Form" and then clicking on Next, you would be redirected to the corresponding application form.

Application Selection ✕

Select Application(s) *

Mobile PMSE Area

PMSE Transportable Earth Stations (TES)

PMR Area

Fixed PMSE Area

PMSE FM

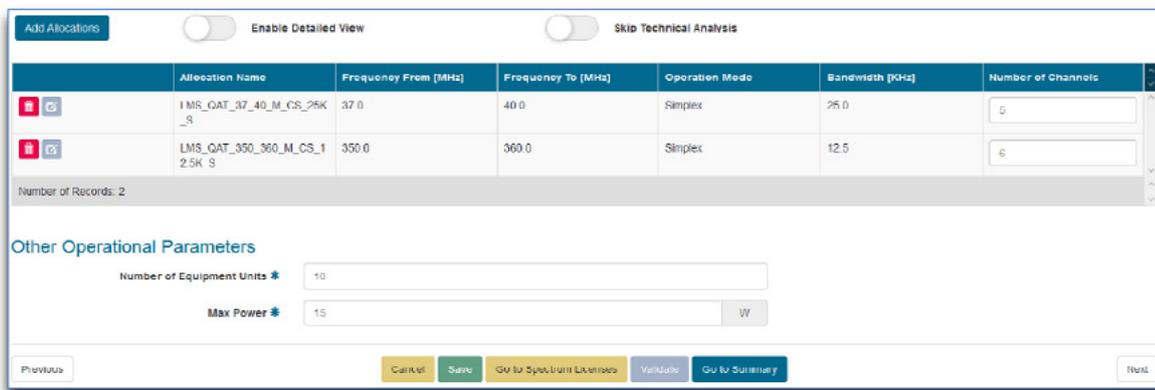
Select Data Entry Method: *

Excel Import

Fill Application Form

2. The next step is to add the Venue related information as follows. In case the Area of Operation configured for the event is set to “Not Restricted within Event Venues”, three different area types are available to choose from:
 - Circular: under this option center point and radius could be entered to define a circular area
 - Rectangular: Under this option coordinated of the upper left and lower right coordinated are entered to define rectangular area.
 - Predefined Avenue: Under this option preconfigured venues could be selected for a particular application

3. After adding the Venue related information, next step is to provide the frequency information i.e. Frequency allocation, number of channel and Maximum Power etc.



The screenshot shows a web interface for adding allocations. At the top, there are two toggle switches: 'Enable Detailed View' (disabled) and 'Skip Technical Analysis' (disabled). Below this is a table with the following data:

	Allocation Name	Frequency From [MHz]	Frequency To [MHz]	Operation Mode	Bandwidth [KHz]	Number of Channels
	IMS_QAT_37_40_M_CS_25K_3	37.0	40.0	Simplex	25.0	5
	LMS_QAT_350_360_M_CS_1_2.5K_3	350.0	360.0	Simplex	12.5	6

Number of Records: 2

Other Operational Parameters

Number of Equipment Units *

Max Power * W

Navigation buttons: Previous, Cancel, Save, Go to Spectrum Licenses, Validate, Go to Summary, Next.

4. Add the required documents by clicking on “attached attachments” and enable the checkbox after reading and agreeing on the terms and guidelines. The filled in data can now be submitted for evaluation as shown below:

Special Event - Event ID = PMSE21-0106

Event Details | Event Access | Event Venues | Spectrum Licenses | Equipment Registration | Testing and Tagging | Interference Complaints

Administrative Information | Area Information | Frequency Information | Attachments | **Summary**

Application save successful!

* Fields marked as required. Please ensure to not leave them empty

Expand All Download Draft as PDF

Administrative Information Edit

Area Information Edit

Frequency Information Edit

Attachments Edit

Go to Spectrum Licenses Save Validate Submit Delete

3. Register Deployments

Note: this step is mandatory for all kind of radio devices you are bringing into use during FIFA World Cup Qatar 2022™ whether these devices are subject to frequency license or license-exempt.

Like spectrum license applications there are two ways to register equipment under a particular spectrum license.

A. Excel Import

B. Fill application Form

The Process starts by clicking “+ registration” tab as shown below:

Spectrum Licenses | **Equipment Registration** | Testing

+ Register ...

All Deployments / Equipment Drafts

Track Deployments / Equipment Active Authorizations



Like before the different application methods could be selected as follows:

Application Selection

Select Application(s) *

- Equipment/Device Registration**
Registration of Equipment and Devices Not Requiring a Spectrum License
- Mobile Device**
Registration of an In-ear Monitor, Microphone, Portable Audio Links, Portable Video links, Cordless Cameras, under a valid Mobile PMSE Area
- PMR Stations Registration**
Registration of PMR Base Stations and Terminals under a valid PMR Area License
- Fixed Links**
Registration of Fixed Audio Links, Fixed Video Links under a valid Fixed PMSE Area

Select Data Entry Method: *

- Excel Import
- Fill Application Form

Buttons: Cancel, Next

A. Excel Import:

1. The rest of the process is similar to the one explained above except that after Venue selection the next step is to add equipment details for a particular Spectrum license. The steps could be seen below:

Venues Information

Fields marked as required. Please ensure to not leave them empty.
Please select the Venue(s) which will be covered by your stations.

Select Venue(s)

	Venue Code	Venue Name	Venue Name (in Arabic)
	007	Hyatt Plaza	

Number of Records: 1

Buttons: Previous, Cancel, Next

2. Under the "Equipment Selection" page, select the equipment(s) you need to use for you batch import (Multiple Equipment Selection is allowed).

Venues Information **Equipment Selection** Download Excel Template

Equipment Selection

* Fields marked as required. Please ensure to not leave them empty.
Please specify the equipment(s) you need to use for you batch import. (Multiple Equipment Selection is allowed)

Select Equipment

	Model	Manufacturer	Frequency Range Minimum [MHz]	Frequency Range Maximum [MHz]
<input type="checkbox"/>	ARRM012	Ampla	2400.0	2425.5
<input type="checkbox"/>	Alcatel 1B (5002F)	TCL Communication Ltd	600.0	2500.0
<input type="checkbox"/>	Gallor	Thranic & Thranic	1020.5	1045.5
<input type="checkbox"/>	Viburn Master PT	Sperry marine	2300.0	3100.0
<input type="checkbox"/>	Bridge Visiter E	Sperry marine	9300.0	9500.0

Number of Records: 5

Previous Next

- After adding the equipment, Click on "Next" in order to go to the "Download Excel Template" page.

Venues Information Equipment Selection **Download Excel Template**

Download Excel Template

* Fields marked as required. Please ensure to not leave them empty

Your Excel Sheet is Ready to be downloaded, please click

Previous

After downloading the sheet the relevant information is to be filled into the sheet. Select the "Application" sheet in the excel sheet. The "Applications" sheet contains all columns related to the Equipment/Device Registration applications to be filled. Fill the "Applicant ID" by referring to a specific Applicant ID under the "Applicants" sheet.

The Event Period is shown automatically in the blue section shown below. Fill the Usage Period for each application.

Equipment ID	Number of Equipment Units	Venue
<p>Notes:</p> <p>1. Mandatory Field</p> <p>2. Fill the ID of corresponding equipment under the "Equipment" sheet</p>	<p>Notes:</p> <p>1. Mandatory Field</p> <p>2. Enter the number of Equipment planned to be registered and used within each area license</p>	<p>Notes:</p> <p>1. 1 venue can be specified per application, if your area of operation is not within a venue, please fill "Circular" or Rectangular" areas sections/</p> <p>2. List of Event venues can be found under the "Venues" Sheet</p>
2	3	1
3	4	1

Once filling your excel template, go to "Application Selection", click on "Equipment/ Device Registration", choose "Excel Import" method and click on "Next".

Batch Import

* Fields marked as required. Please ensure to not leave them empty

Welcome to the Batch import functionality provided by CRA!
With this Functionality you are able to upload multiple Pmse events applications in one batch.

Step 1: Download Excel Template
Choose this option to:

- In a 1st step: Select the corresponding event venue(s) only in case your equipment/devices operate within specific venues
- In a 2nd step: download the corresponding Excel template containing the selected parameters in the 1st step and in which you would fill the details of your areas.

Step 2: Upload Excel File
This Option allows importing a filled Excel File including multiple equipment/devices according to the template that can be downloaded under the "Download Excel Template" Option.

Upload Excel File

* Fields marked as required. Please ensure to not leave them empty

Upload Data

In case any wrong data is available at the level of the excel sheet, a validation message will appear specifying in which row the error is occurring with a guiding error message.

Upload Excel File

Upload Excel File

* Fields marked as required. Please ensure to not leave them empty

Upload Data

Batch Import

Select file ...
Select File
Import

Excel Row	Field Name	Error Message
5	In_Service_Date	Error: [In_Service_Date] is a mandatory field
5	Expiry_Date	Error: [Expiry_Date] is a mandatory field

Cancel

In case this happens, you should double check your excel file and correct the errors until it is successfully validated.

B. Fill Application Form:

- The application form method for registering equipment is also somewhat similar to the one explained earlier for spectrum license except that after entering the venue information the next step is to enter the equipment details directly into the system as shown below:

Administrative Information
Area Information
Equipment Information
Attachments
Summary

Search for Equipment

Equipment Details

Equipment Details

* Fields marked as required. Please ensure to not leave them empty

Type

Manufacturer

Model

Frequency Range Minimum [MHz]

Frequency Range Maximum [MHz]

Maximum Output Power

Number of Equipment Units *

Remarks *

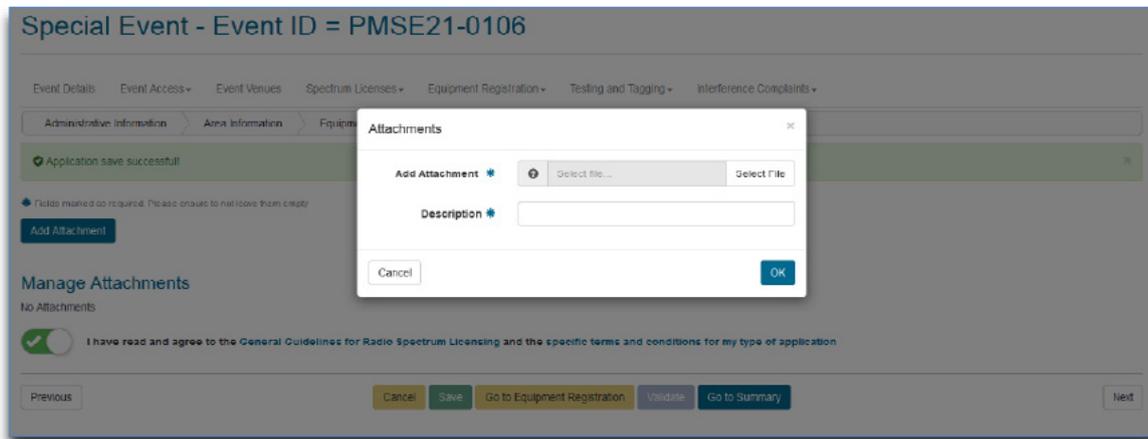
Team Name *

Bandwidth kHz

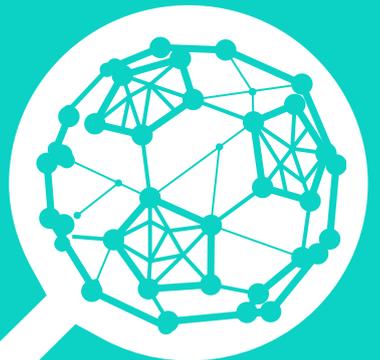
Enter Frequencies in MHz (Separated By Line)

Add Equipment

- The next step is to attach the supported documents and then submit it after accepting terms and conditions as shown below:



Note: The Application workflow for PMSE Transportable Earth Station and PMSE Fm Station is similar to the equipment registration workflow in which the equipment information is added after adding the venue information and the frequency information.



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