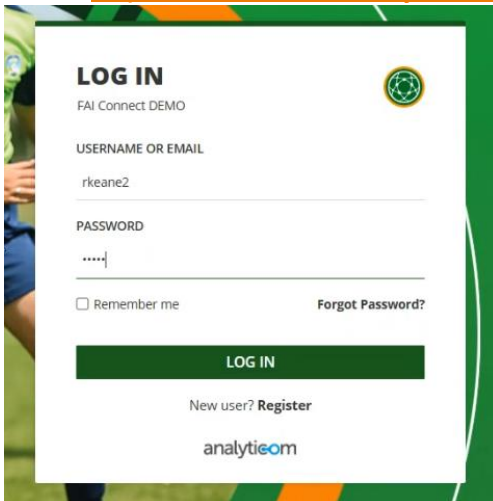


FAI Connect – Creating teams/squads to be assigned to Competitions

This guide will demonstrate how the club can create a new team/squad so they can be added to a competition. Once this team/squad has been created it can be added to a competition by the competition administrator. The club can then add players/coaches/staff/officials to the roster and they will be made active by the competition administrator.

Log in – Main faiconnect/mycomet page

1. Go to <https://faiconnect.ie/mycomet> and log in



The screenshot shows the FAI Connect login interface. At the top, it says 'LOG IN' and 'FAI Connect DEMO'. Below this, there are two input fields: 'USERNAME OR EMAIL' with the text 'rkeane2' and 'PASSWORD' with masked characters '.....'. To the right of the password field is a link that says 'Forgot Password?'. Below the input fields is a green 'LOG IN' button. At the bottom, it says 'New user? Register' and 'analyticom'.

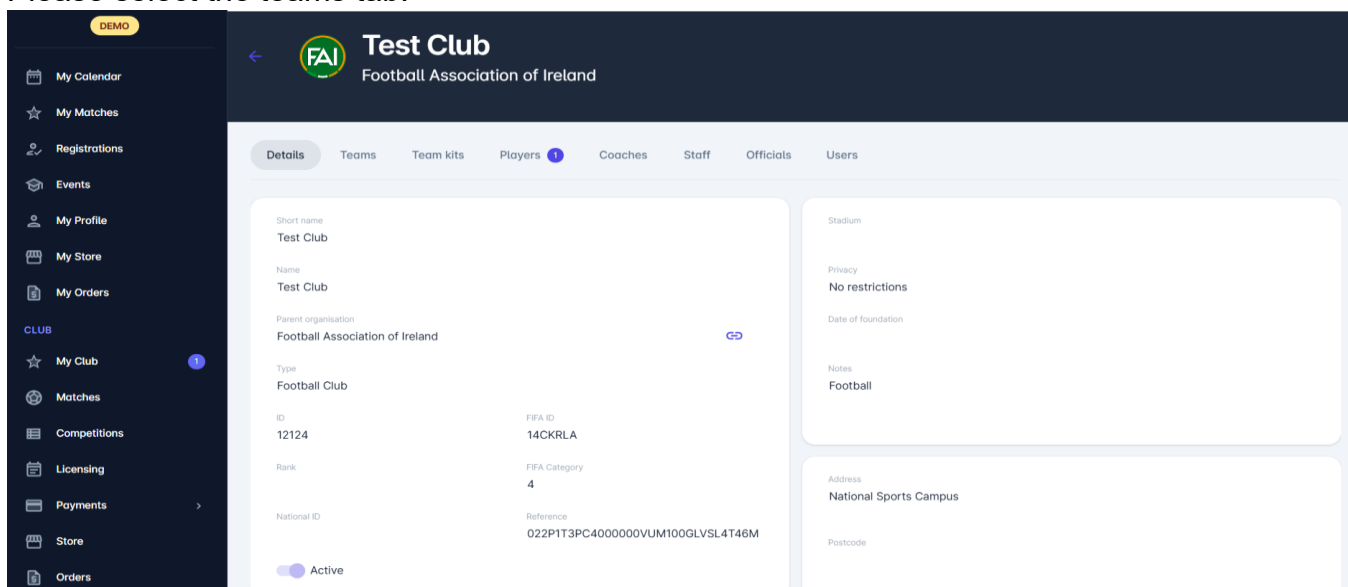
2. Once signed in, go to Club > My Club on the left side menu



Football Association of Ireland



3. This will load your new My Club page where can edit all information about your club. Please select the teams tab.



FAI CONNECT
POWERED BY COMET

**IRELAND'S FOOTBALL
MANAGEMENT SYSTEM**



4. You will then be brought to the list of current teams at your club. If no teams have been created click the add button on the right hand side of the page to create one.

The screenshot shows the FAI Test Club interface. On the left is a dark sidebar with a 'DEMO' button at the top. Below it are menu items: My Calendar, My Matches, Registrations, Events, My Profile, My Store, My Orders, CLUB, My Club (highlighted with a blue circle and a '1' badge), Matches, and Competitions. The main content area has a header with the FAI logo and 'Test Club Football Association of Ireland'. Below the header are tabs: Details, Teams (selected), Team kits, Players (with a '1' badge), Coaches, Staff, Officials, and Users. The 'Teams' tab displays a table with columns: ID, Name, Stadium, and Active. There are two rows: ID 76076, Name Team 4, Stadium, and Active (checked); and ID 76075, Name Team 3, Stadium, and Active (checked). Above the table is a search bar 'Filter by Name, ID or Place' and an 'Active' dropdown menu. An 'Add' button is in the top right corner.

ID	Name	Stadium	Active
76076	Team 4		✓
76075	Team 3		✓

5. Enter details in each of the tabs. Please keep details consistent for each team name.

The screenshot shows the FAI Test Club interface with a 'New team' modal open. The modal has fields for: Short name * (Test Club 2025), Name * (Test Club 2025), Type * (Football Club), National ID, and Rank. At the bottom of the modal are 'Save' and 'Cancel' buttons. The background shows the same 'Teams' tab as the previous screenshot, but it is dimmed. The sidebar and header are also visible.





- When created and saved select the team you want to edit. You can then edit all below details to cater for that particular team such as venue.

DEMO

Team 4
Test Club

Details Team kits

Short name
Team 4

Name
Team 4

Parent organisation
Test Club

Type
Futsal Club

ID
76076

Rank

National ID Reference

Active

Stadium

Privacy
No restrictions

Date of foundation

Notes

Address
National Sports Campus

Postcode

Place

- You can then select the team kits tab to edit/create teams kits for your created team. Only add this if this specific team has a different kit to the main club kit.

Details Team kits

Team kits

+



8. Select the green plus tab and add team colours for Home/Away/GK. When added select the save tab.

Club kits detail

Kit type *

Home kit

Description

Kit pattern *

Monochrome

Active

First shirt colour

Short colour

Second shirt colour

Sock colour



Save

Cancel