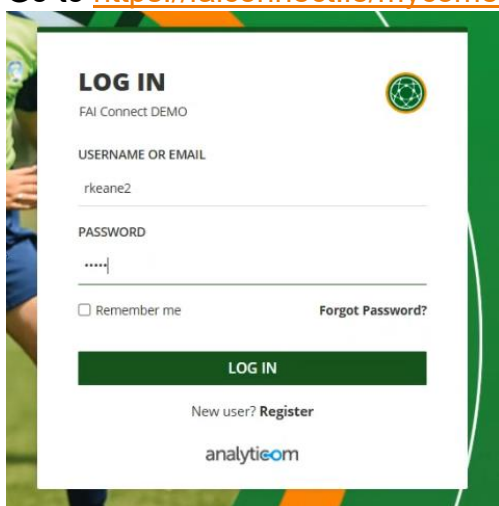


FAI Connect – Add New Club User

This guide will demonstrate how the club can add a new Club User on MyComet

HOW TO ADD A NEW CLUB USER

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



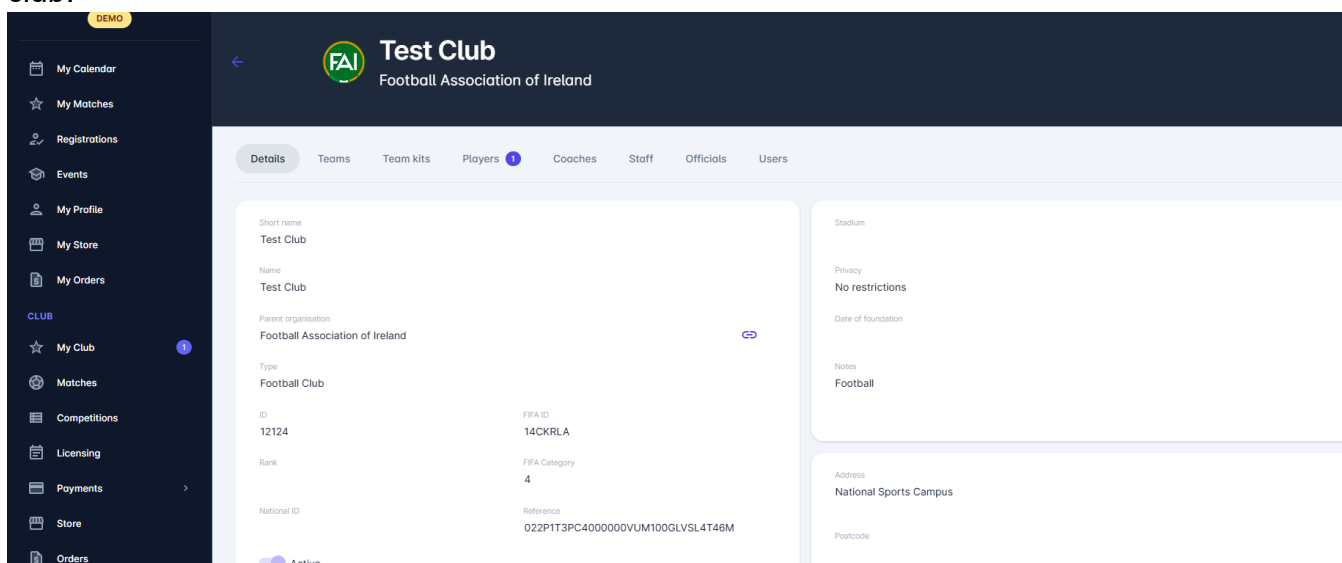
2. Once signed in, go to Club > My Club on the left side menu



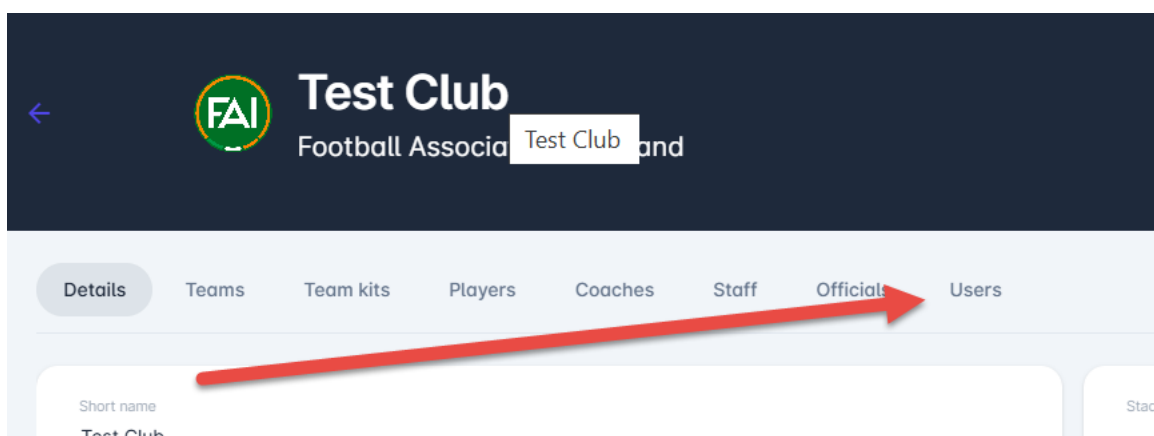


Football Association of Ireland

3. This will load your new My Club page where you can view all information about your club.



4. To add a new club user, click on the tab labelled Users



FAI CONNECT
POWERED BY COMET

**IRELAND'S FOOTBALL
MANAGEMENT SYSTEM**



5. Here you will see a list of any club user profiles currently associated with your club whether they are Active/Not active

Details

Teams

Team kits

Players

Coaches

Staff

Officials

Users

Search

Active

All Org Types

All Roles

All

Add

Name	Organization	E-mail	Mobile phone	Person name	Person ID	Active	Registered	Roles
						✓	✓	CLUB MANAGER, LICENSING MANAGER - CLUB
						✓	✓	LICENSING MANAGER - CLUB
						✗	✓	CLUB REGISTRATION MANAGER, LICENSING MANAGER - CLUB
						✗	✓	

Items per page

25

1 - 3 of 3

<<

<

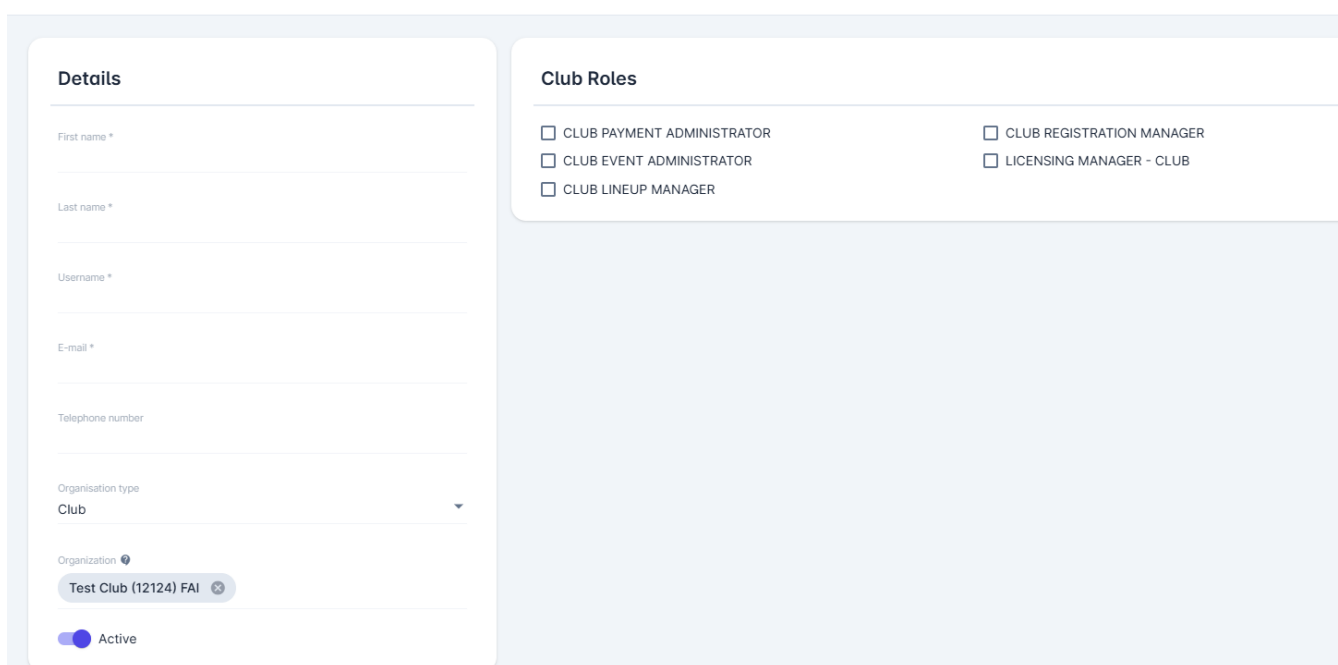
>

>>

If the person you wish to give access to is not listed, click the Add button as show above.

6. Begin entering the information such as Name and email address of the person you wish to assign access to. Then tick the boxes on the relevant roles the person should have for the club.

← **New user**



Details

First name *

Last name *

Username *

E-mail *

Telephone number

Organisation type
Club

Organization
Test Club (12124) FAI

Active

Club Roles

☐ CLUB PAYMENT ADMINISTRATOR

☐ CLUB EVENT ADMINISTRATOR

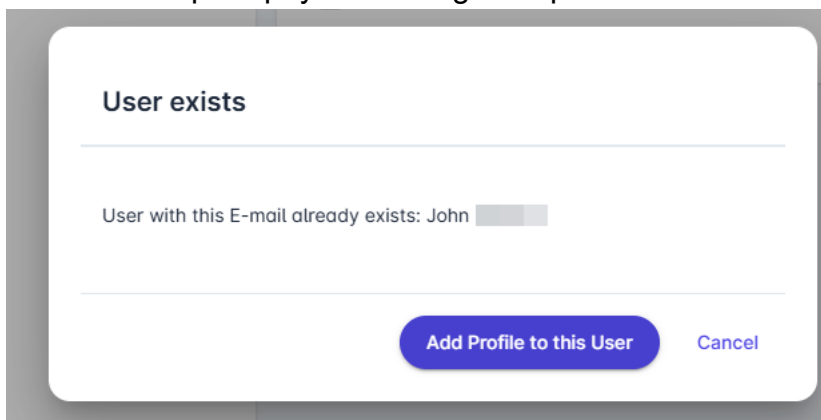
☐ CLUB LINEUP MANAGER

☐ CLUB REGISTRATION MANAGER

☐ LICENSING MANAGER - CLUB



- If the person already has a MyComet account, the system will recognise the email address and prompt you to assign the profile to their account.

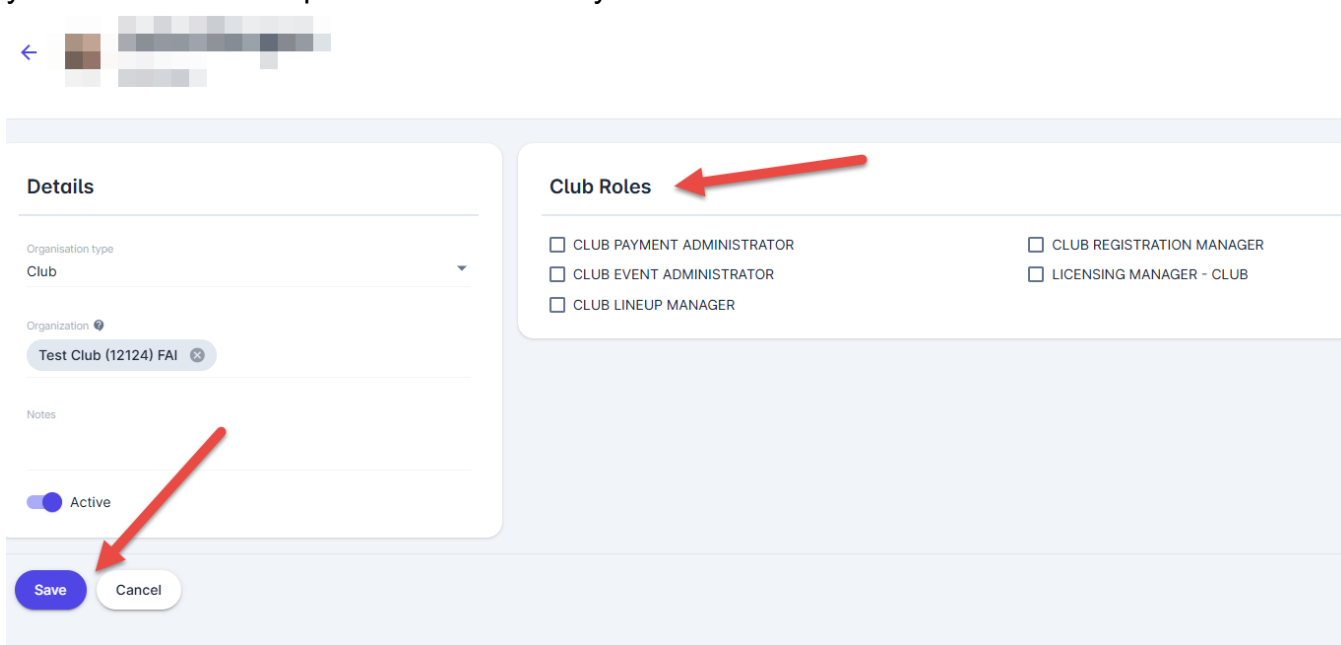


User exists

User with this E-mail already exists: John [REDACTED]

[Add Profile to this User](#) [Cancel](#)

- When you select Add profile to this user, it will reload the page with their Username for you to re-select the specific club roles they should have. Then click Save.



← [REDACTED]

Details

Organisation type
Club

Organization
Test Club (12124) FAI

Notes

Active

[Save](#) [Cancel](#)

Club Roles

☐ CLUB PAYMENT ADMINISTRATOR
 ☐ CLUB REGISTRATION MANAGER

☐ CLUB EVENT ADMINISTRATOR
 ☐ LICENSING MANAGER - CLUB

☐ CLUB LINEUP MANAGER



9. You can then Edit this profile or return to the club user page.



Details

Organisation type
Club

Organization
Test Club (12124) FAI

Notes

☒ Active

Club Roles

☐ CLUB PAYMENT ADMINISTRATOR

☐ CLUB EVENT ADMINISTRATOR

☐ CLUB LINEUP MANAGER

☒ CLUB REGISTRATION MANAGER

☐ LICENSING MANAGER - CLUB

Edit

10. If the person did not exist in the system when you were originally adding their email address, it will create the profile instantly.



Details

User Profiles

Add

Organization name Parent	ID Organisation type	Active Current	Roles
Test Club FAI	12124 Football club	☒ ☒	CLUB REGISTRATION MANAGER

11. They will then receive a username and password to the email address provided and they can complete their profile creation upon login.

