



## FAI Connect Club Coaches, Staff & Official Registration

From June 3<sup>rd</sup>, 2025, FAI Connect will have a self-registration workflow introduced.

Only Coaches, Staff & Officials registering to a club should sign up to MyComet to self-register. Coaches, Staff & Officials who are currently with a club and moving clubs from July 1<sup>st</sup>, 2025, can either self-register to initiate the registration, or the new club they are joining can initiate the registration.

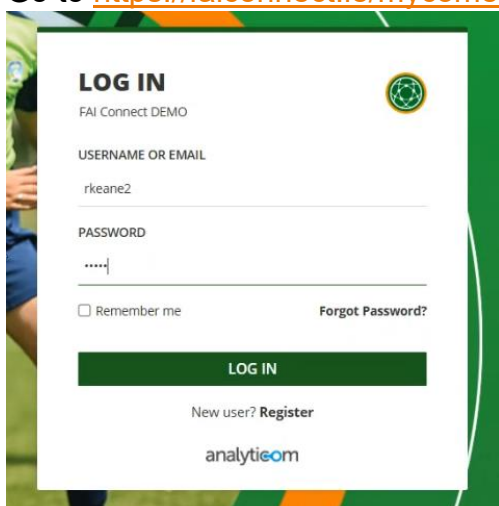
Coaches, Staff & Officials who will remain with their current club do not need to sign up or re-register.

This guide will demonstrate how the club can register the Coaches, Staff & Official via MyComet.

*If a club wishes to sign a new Coaches, Staff & Official who has never been registered before and there is a barrier where the Coaches, Staff & Official/parent does not have the ability to self-register i.e. language, technology, literacy etc. then the club admin can follow these steps but you MUST get a FAI Connect generated Registration Form signed and uploaded.*

### Coaches, Staff & Official Registration – Club Method

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

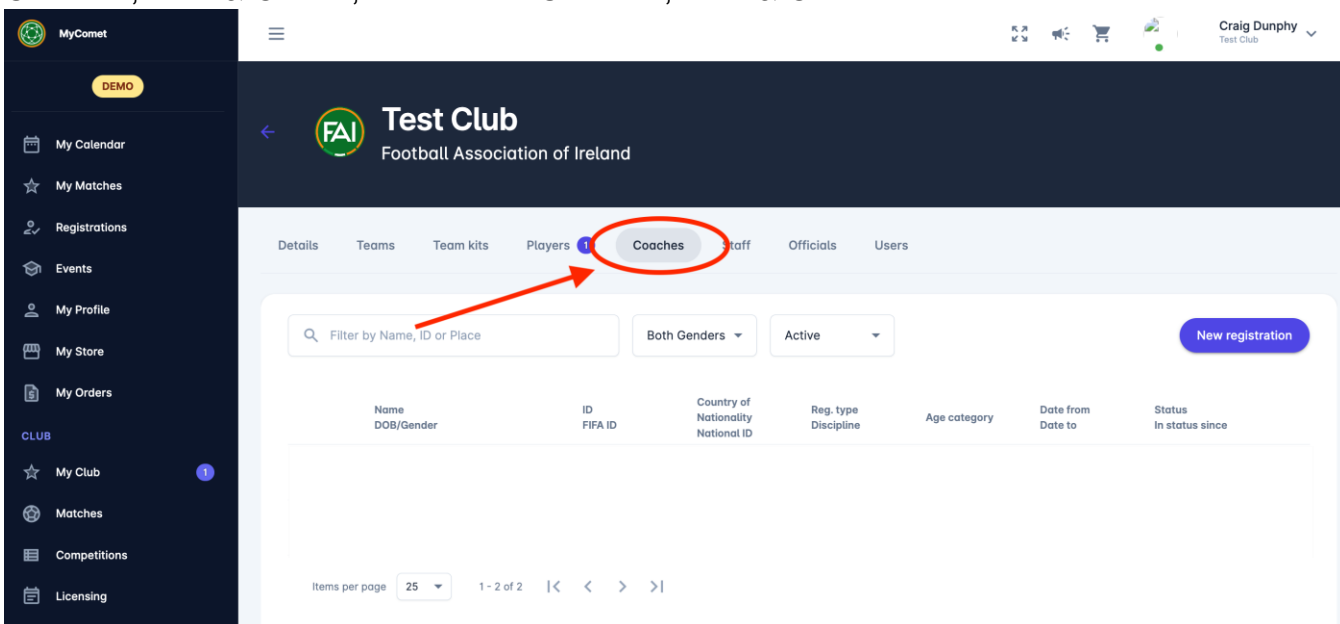




2. Once signed in, go to Club > My Club on the left side menu

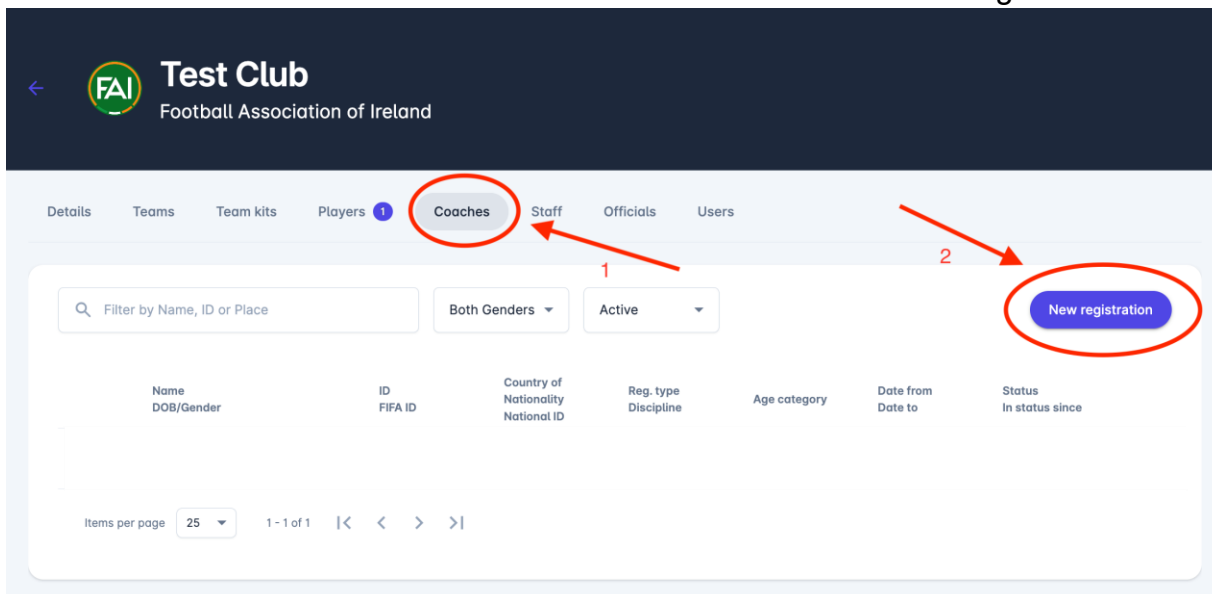


3. This will load your new My Club page where can edit all information about your club such as Address, Contact Information and Club logo etc. To proceed to Register a Coaches, Staff & Official, click on the Coaches, Staff & Officials tab.

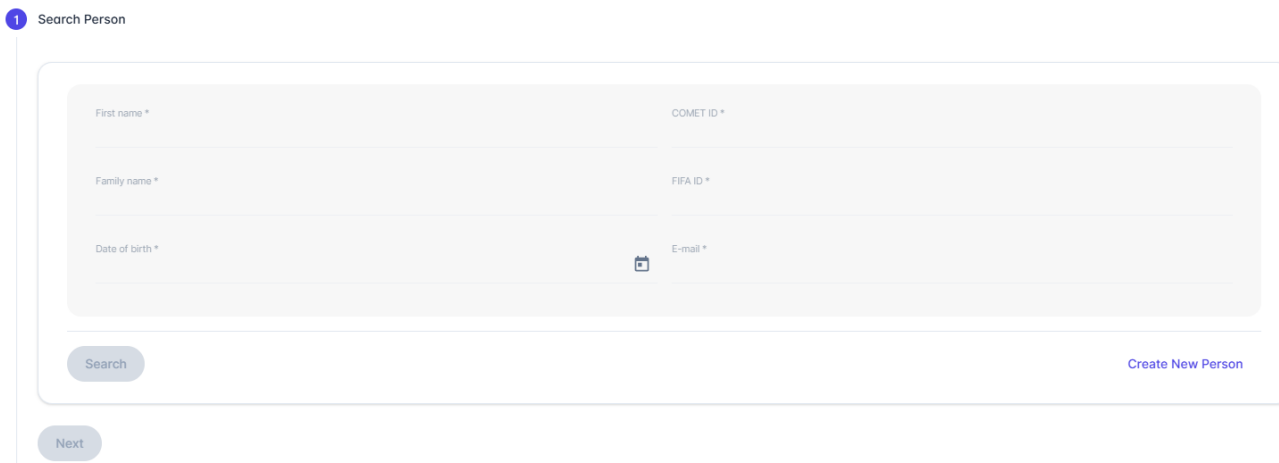




- 4. You will then be brought to the list of Coaches, Staff & Officials registered to your club and their status shown. From here click on the blue button for New Registration



- 5. Search for the Coaches, Staff & Official by using their First Name, Family Name, Date of Birth



You can also use a combination of Family Name + Date of Birth/ COMET ID/ E-mail Address



- If the person you search for appears, Select them from the area that appears below with search results. Or alternatively if they do not appear or the profiles presented are not the Coaches, Staff & Official you are registering, select “New Person”.

Search

[Create New Person](#)

### Select Person

| Name<br>DOB/Gender | ID<br>FIFA ID | Country of Nationality<br>National ID | Active registrations          |
|--------------------|---------------|---------------------------------------|-------------------------------|
|                    | 19LX3N2       | IRL                                   | Whitehall Rangers AFC (ProLe) |

Items per page: 25 | 1 - 1 of 1 | < > >> <<

Selected person

Next

- If you chose “Create New Person” then complete the profile similarly to the MyComet sign up page by filling in the fields with the information of the Coaches, Staff & Official. Once completed or if you Selected a person from the search results you can click Next and be brought to the Registration details section

### 2 Registration Details

Registration type \* 1

Date from: 20/08/2025 | Date to:

Discipline \* 2 | Age category \* 3

Notes

Back | Cancel | Save 4



Here input the Registration type “Club Registration”, choose whether the Coaches, Staff & Official is Amateur or Professional and Discipline either Football or Futsal depending on your club. Click Save to proceed.

- 8. The 3<sup>rd</sup> section of the page is now related to Documents required for this registration.

3 Documents

Registration documents

- Registration form
- Photo
- Clearance Documents
- Other

Next Form ▾

If the Coaches, Staff & Official has not initiated the self-registration themselves, please upload a registration form (you can generate this using the “Form” button on the right of screen).

Registration documents

- Registration form
- Photo
- Clearance Documents
- Other

Next

Form ▾

- Generate registration form
- Send registration form





You can also upload a Profile photo of the Coaches, Staff & Official in their Club Kit here (separate to their personal mycomet profile photo).

Clearance Documents should be used to upload ID Documents if/when required by FAI.

Click Next once you are happy to proceed (you can also proceed without uploading and upload documents later).

Registration documents

- Registration form  
download.pdf
- Photo  
capture.png
- Clearance Documents  
TEST PHOTO ID.pdf
- Other

Next Form ▾





- 9. Submit the Registration straight away to the FAI for approval if you are confident all required information is uploaded and ready to approval or Submit Later if you need to return later to upload more documents etc.

4 label.reviewAndSubmit

|   |   |
|---|---|
| <p> Person</p> <p> Registration type<br/><b>Coach</b></p> <p> Date from<br/><b>20/08/2025</b></p> <p> Date to</p> | <p> Club<br/><b>Test Club</b></p> <p> Discipline<br/><b>Football</b></p> <p> Age category<br/><b>Adults - Male - 2x45 min</b></p> <p> Notes</p> |
|---|---|

Back **Submit** Submit later

- 10. You will then be directed back to the Club page where you can go to the Coaches, Staff & Official list and see the Coaches, Staff & Official you have now either SUBMITTED or saved in the status ENTERED.

**Test Club**  
Football Association of Ireland

Details Teams Team kits Players **1** **Coaches** Staff Officials Users

| Name<br>DOB/Gender | ID<br>FIFA ID | Country of<br>Nationality<br>National ID | Reg. type<br>Discipline | Age category | Date from<br>Date to | Status<br>In status since      |
|--------------------|---------------|--|-------------------------|--------------|----------------------|--------------------------------|
|                    |               | IRL                                      | Coach<br>Football       | Adults       | 20/08/2025           | <b>SUBMITTED</b><br>20/08/2025 |

You have now done everything you can as a club to Register your Coaches, Staff & Official. The FAI will either approve/reject/return this registration. Until this registration shows as CONFIRMED the Coaches, Staff & Official is not registered with the club. For more info visit our Support Site here > <https://support.faiconnect.ie/>

