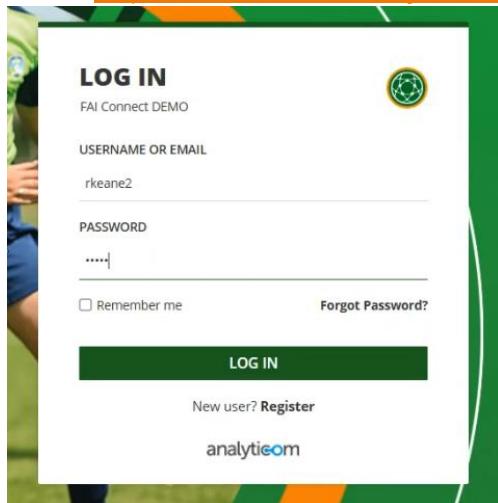


## FAI Connect Club CONTACT INFORMATION

This guide will demonstrate how the club can edit its contact information on MyComet

### HOW TO EDIT CLUB CONTACT INFO

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



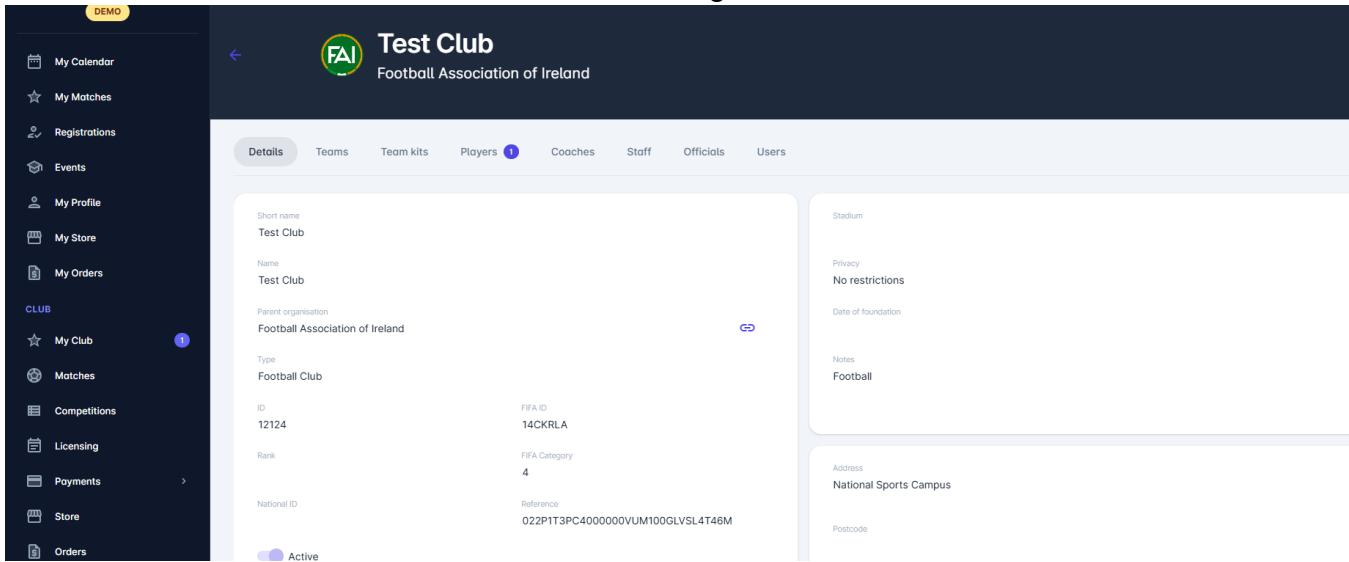
2. Once signed in, go to Club > My Club on the left side menu



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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.



**Test Club**  
Football Association of Ireland

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

**Short name**  
Test Club

**Name**  
Test Club

**Parent organisation**  
Football Association of Ireland

**Type**  
Football Club

**ID**  
12124      **FIFA ID**  
14CKRLA

**Rank**  
4      **FIFA Category**  
4

**National ID**  
022P1T3PC400000VUM100GLVSL4T46M

**Active**

**Stadium**  
Privacy  
No restrictions

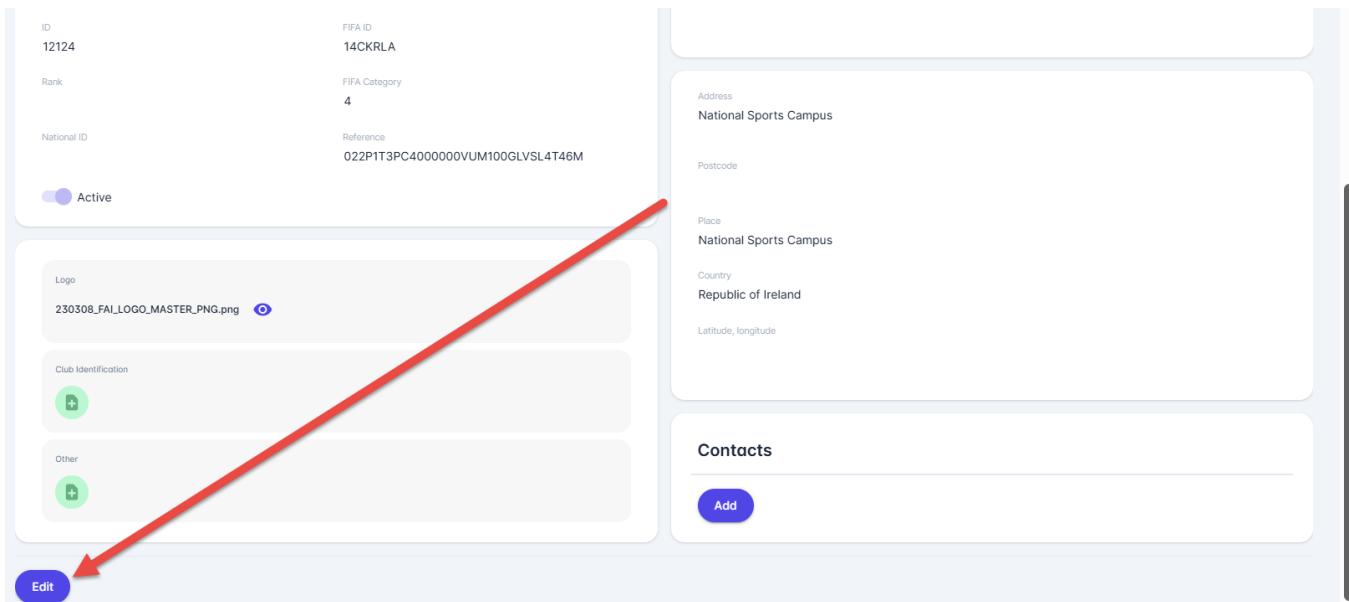
**Date of foundation**

**Notes**  
Football

**Address**  
National Sports Campus

**Postcode**

4. To edit any club info, scroll down to the bottom of the Details page and click EDIT



**ID**  
12124      **FIFA ID**  
14CKRLA

**Rank**  
4      **FIFA Category**  
4

**National ID**  
022P1T3PC400000VUM100GLVSL4T46M

**Active**

**Logo**  
230308\_FAI\_LOGO\_MASTER\_PNG.png

**Club Identification**

**Other**

**Edit**

**Address**  
National Sports Campus

**Postcode**

**Place**  
National Sports Campus

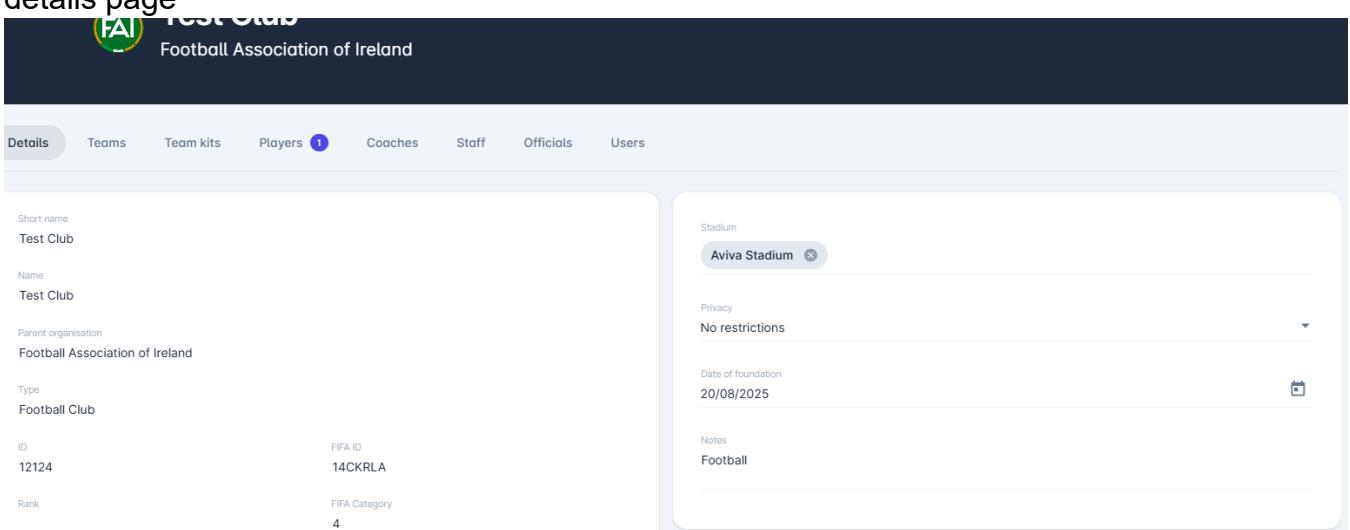
**Country**  
Republic of Ireland

**Latitude, longitude**

**Contacts**

**Add**

5. Please note you will not be able to edit the name of the club. This is set by the FAI Connect Administrators and if it needs amending you must email [faiconnect@fai.ie](mailto:faiconnect@fai.ie). All other information however can be amended.
6. To assign a Home Venue to your club. Go to the Stadium section in the top right of the details page



The screenshot shows the 'Details' tab selected in the navigation bar. The stadium field is populated with 'Aviva Stadium'. Other fields include 'Privacy: No restrictions', 'Date of foundation: 20/08/2025', and 'Notes: Football'.

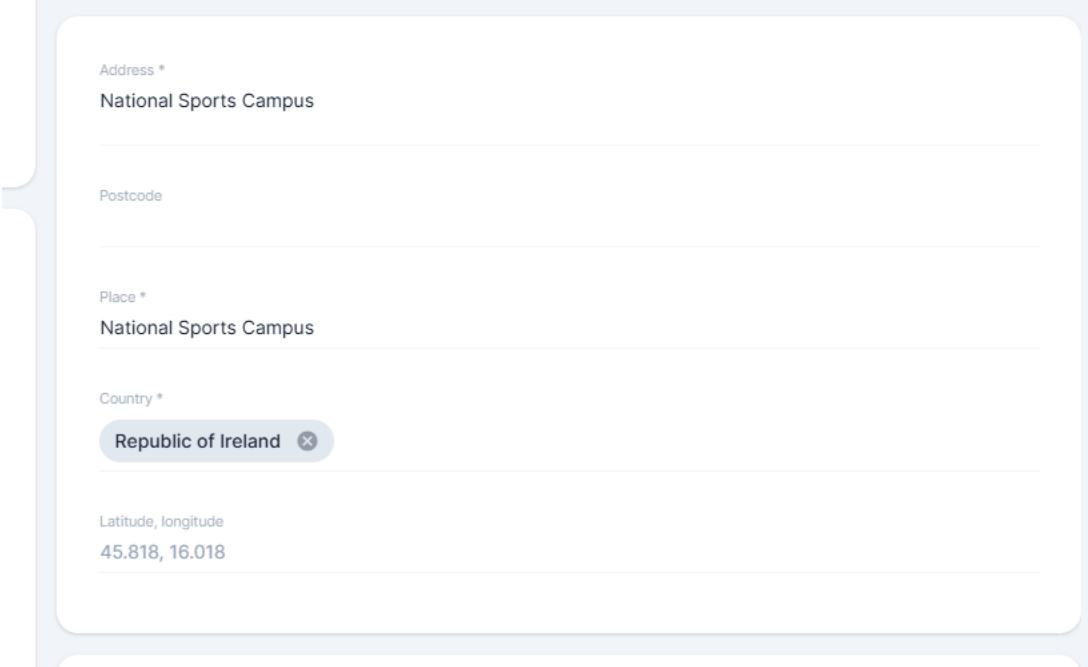
| Field               | Value                           |
|---------------------|---------------------------------|
| Short name          | Test Club                       |
| Name                | Test Club                       |
| Parent organisation | Football Association of Ireland |
| Type                | Football Club                   |
| ID                  | 12124                           |
| Rank                | 4                               |
| FIFA ID             | 14CKRLA                         |
| FIFA Category       |                                 |
| Stadium             | Aviva Stadium                   |
| Privacy             | No restrictions                 |
| Date of foundation  | 20/08/2025                      |
| Notes               | Football                        |

Begin typing a venue name under the Stadium field to automatically load a similarity list showing all venues/stadiums with that name. Once your venue appears, select it from the list. If your venue does not appear, please email [faiconnect@fai.ie](mailto:faiconnect@fai.ie) to have it created.

In this same section you can also add the date of your club foundation. If you know this please enter it. If you only know the year of foundation then please use 01/06/YYYY.



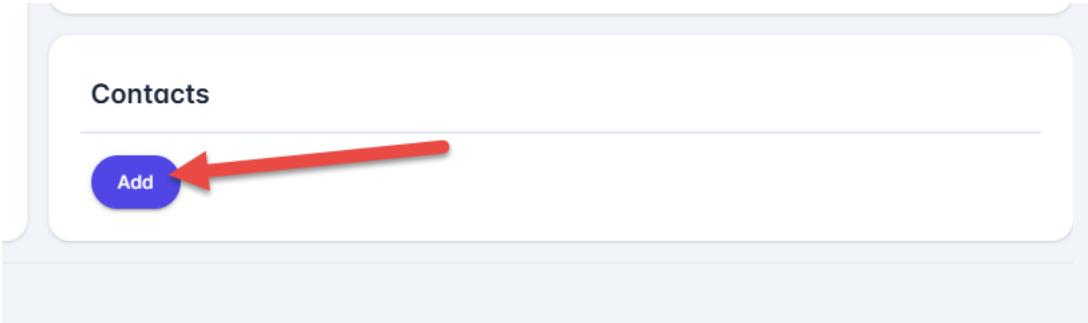
7. You can also edit the club address to be publicly available on the FAI Connect App



The screenshot shows a form for editing club address details. The fields are as follows:

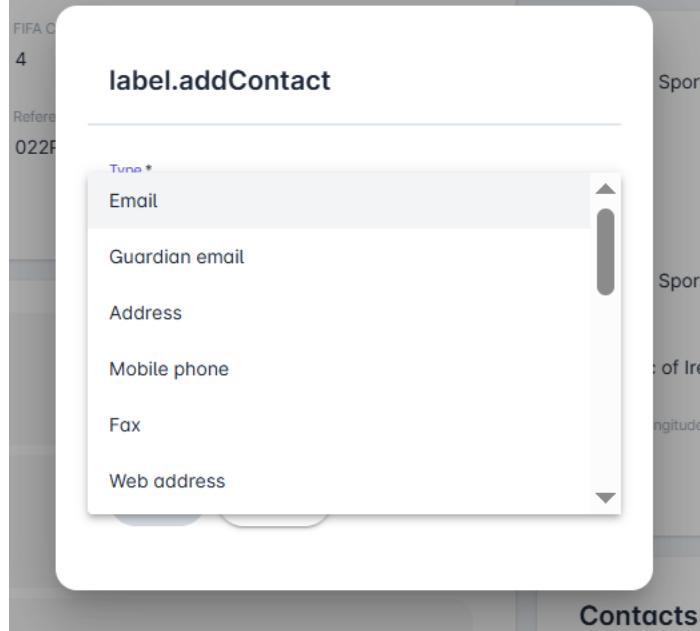
- Address \***: National Sports Campus
- Postcode**: (empty)
- Place \***: National Sports Campus
- Country \***: Republic of Ireland (with a delete icon)
- Latitude, longitude**: 45.818, 16.018

8. To add Club Contact information go down to the bottom right of the Details page and click the ADD button under the Contact Section



The screenshot shows a 'Contacts' section with a single 'Add' button highlighted by a red arrow.

Here, you can add any type of contact info such as Email/Phone/Social Media links etc.



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4  
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022F  
Sports  
Sports  
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ngitude  
Contacts

**label.addContact**

Type \* Email

Guardian email

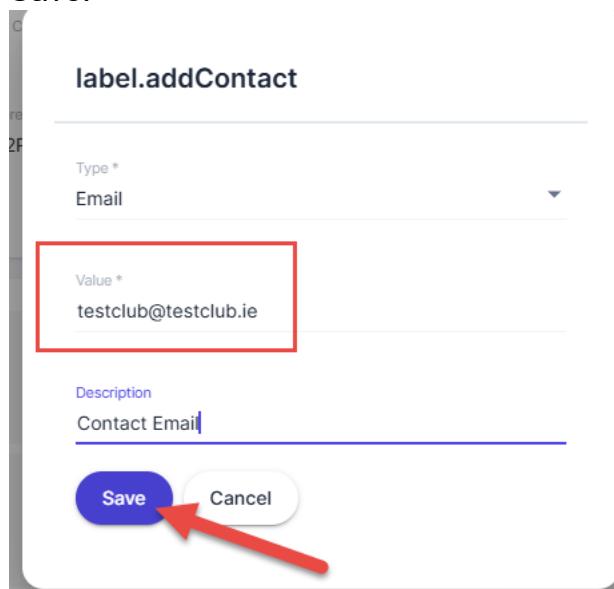
Address

Mobile phone

Fax

Web address

Value you is the address/ number or link you wish to add, once inputted please select Save.



**label.addContact**

Type \* Email

Value \* testclub@testclub.ie

Description

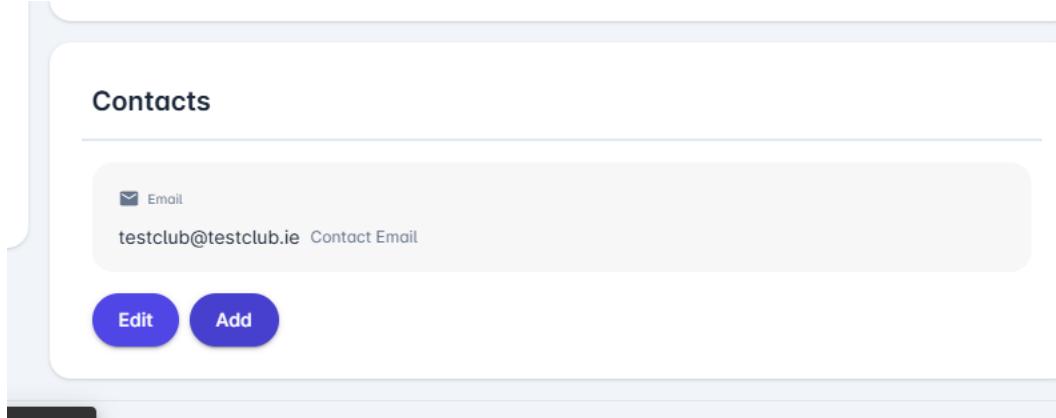
Contact Email

**Save** **Cancel**

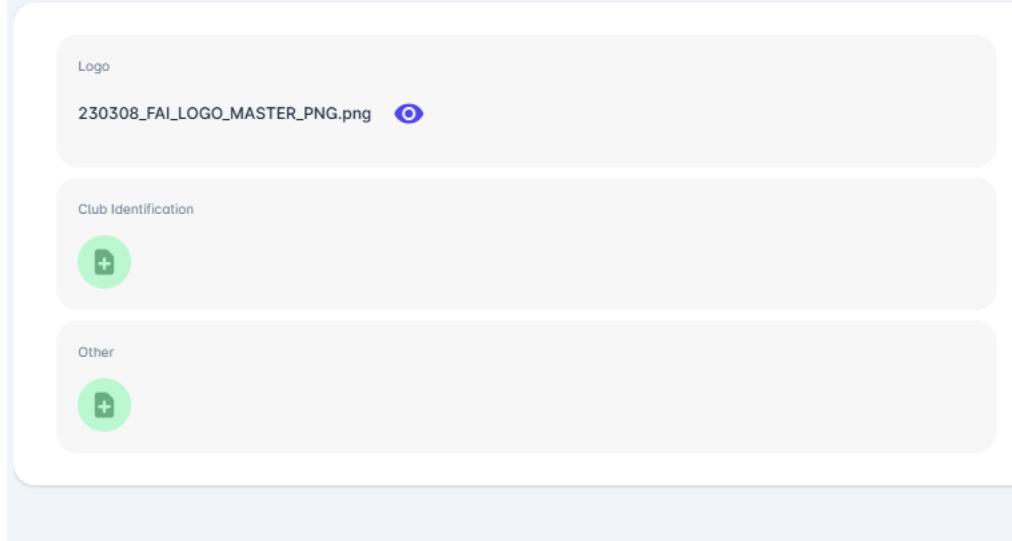


## Football Association of Ireland

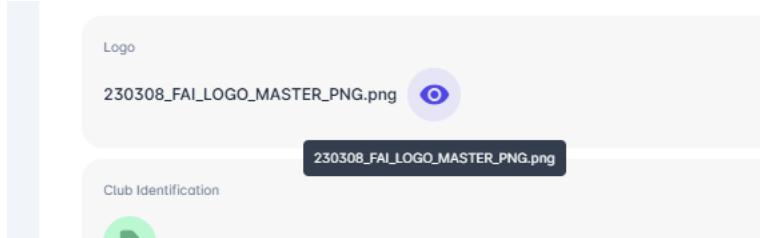
You will know it is added when it displays as shown below, you can click Edit or add more contact information by repeating the previous steps.



9. You can also amend your club logo. This is located at the bottom left of the Details page. Displayed as Logo.



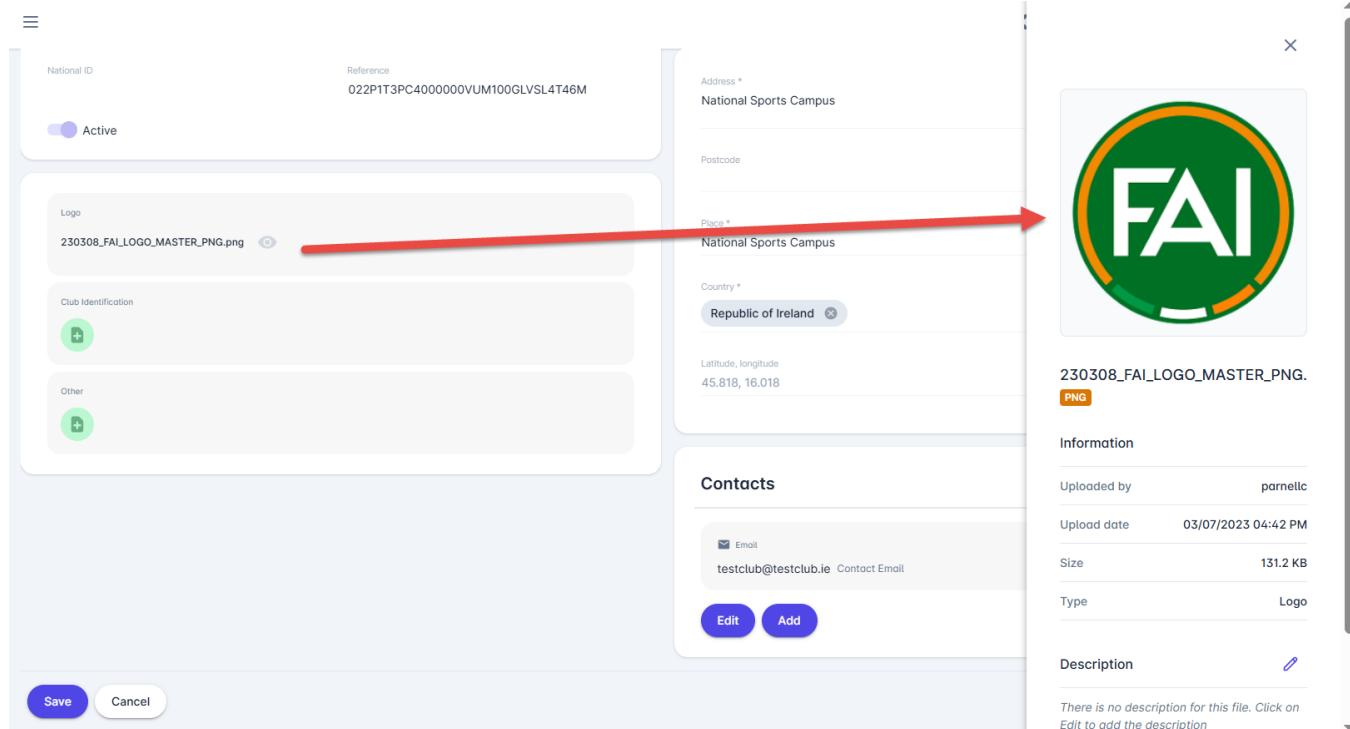
If a logo is already uploaded, you can view this by clicking the “eye” symbol



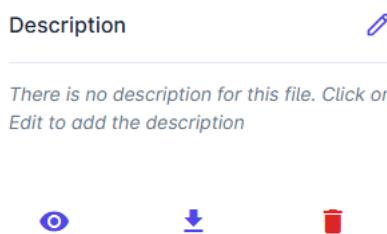
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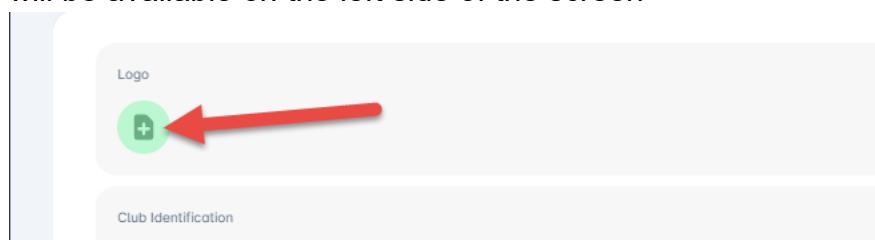
This will then display the logo on a side menu on the right of the screen,



Here you can then Enlarge the image using the preview button (eye symbol again), download or delete the image

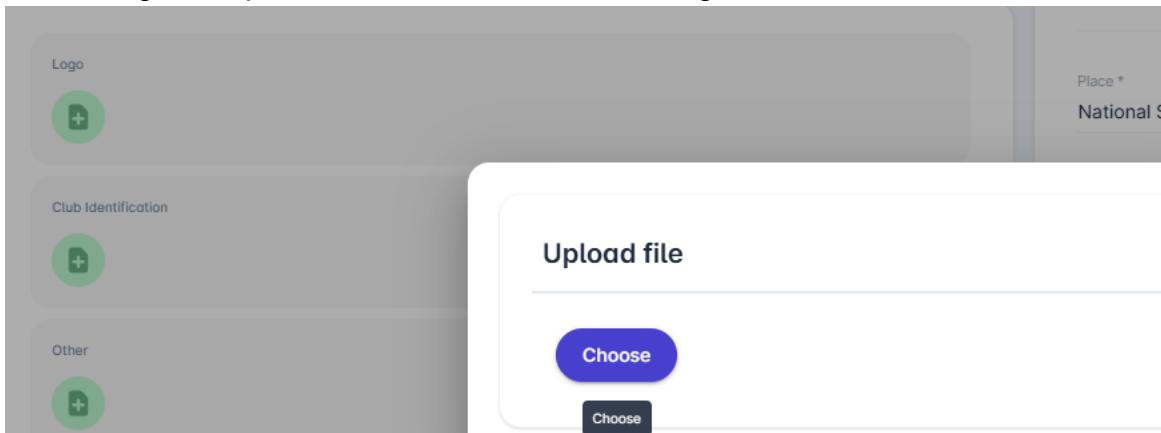


If you delete the logo or if your club currently has no logo uploaded the upload button will be available on the left side of the screen



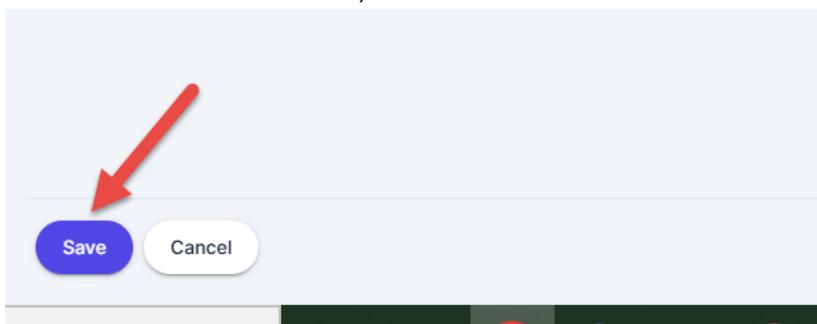
IF REPLACING THE IMAGE ALREADY UPLOADED PLEASE ENSURE YOU USE PNG GRAPHICS WITH TRANSPARENT BACKGROUNDS – this displays better in the FAI Connect App and on MyComet.

Click the green upload file button to add a new logo. Then select Choose.



Then find and select your new logo (we recommend as much as possible to use PNG images with transparent backgrounds).

Once all info is amended, click Save at the bottom left of the screen to finish.



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