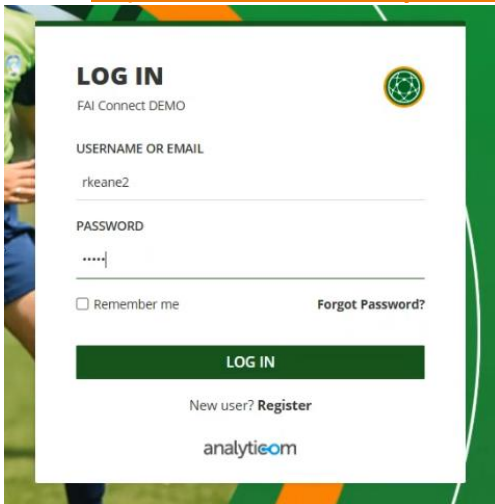


FAI Connect Club CONTACT INFORMATION

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





Football Association of Ireland

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.

DEMO

My Calendar
My Matches
Registrations
Events
My Profile
My Store
My Orders
CLUB
My Club
Matches
Competitions
Licensing
Payments
Store
Orders

Test Club
Football Association of Ireland

Details Teams Team kits Players Coaches Staff Officials Users

Short name
Test Club

Name
Test Club

Parent organisation
Football Association of Ireland

Type
Football Club

ID
12124

Rank
4

National ID

FIFA ID
14CKRLA

FIFA Category
4

Reference
022P1T3PC400000VUM100GLVSL4T46M

Stadium

Privacy
No restrictions

Date of foundation

Notes
Football

Address
National Sports Campus

Postcode

Active

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

ID
12124

Rank
4

National ID

FIFA ID
14CKRLA

FIFA Category
4

Reference
022P1T3PC400000VUM100GLVSL4T46M

Active

Logo
230308_FAI_LOGO_MASTER.PNG

Club Identification

Other

Address
National Sports Campus

Postcode

Place
National Sports Campus

Country
Republic of Ireland

Latitude, longitude

Contacts
Add

Edit



FAI CONNECT
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IRELAND'S FOOTBALL
MANAGEMENT SYSTEM



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. 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

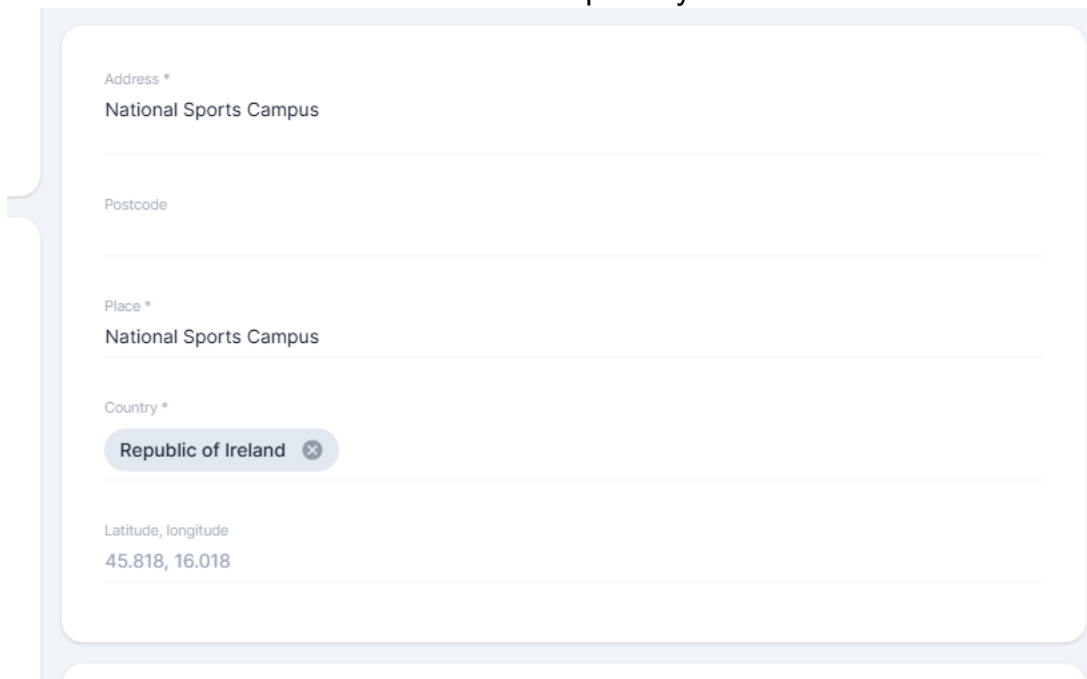
The screenshot shows the 'Test Club' details page in the FAI Connect system. The page has a dark blue header with the FAI logo and 'Football Association of Ireland'. Below the header is a navigation bar with tabs: Details, Teams, Team kits, Players (1), Coaches, Staff, Officials, and Users. The 'Details' tab is active. The main content area is divided into two columns. The left column contains club information: Short name (Test Club), Name (Test Club), Parent organisation (Football Association of Ireland), Type (Football Club), ID (12124), FIFA ID (14CKRLA), Rank, and FIFA Category (4). The right column contains the 'Stadium' section, which has a dropdown menu showing 'Aviva Stadium'. Below the dropdown are fields for 'Privacy' (No restrictions), 'Date of foundation' (20/08/2025), and '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 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



Address *

National Sports Campus

Postcode

Place *

National Sports Campus

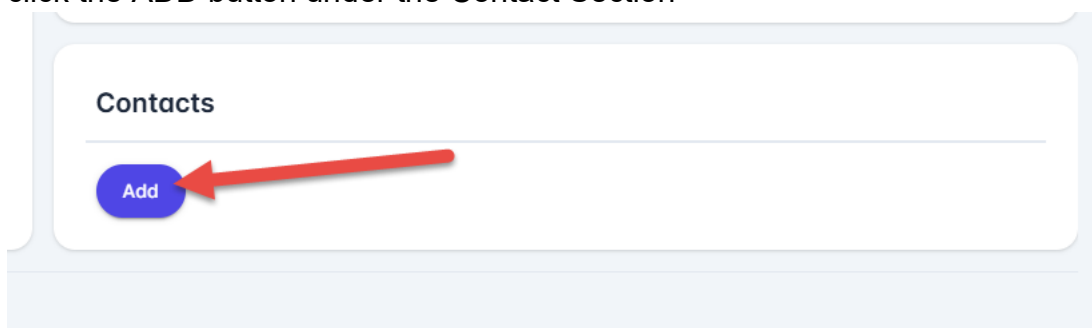
Country *

Republic of Ireland ✕

Latitude, longitude

45.818, 16.018

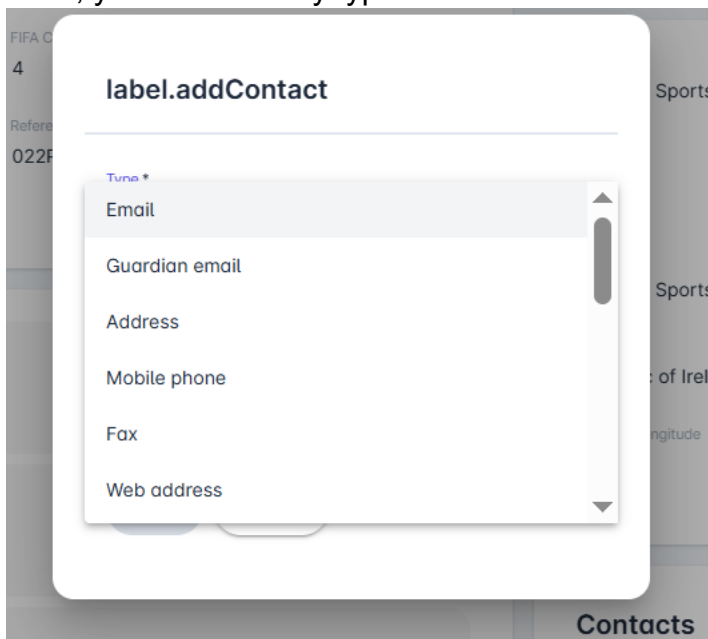
8. To add Club Contact information go down to the bottom right of the Details page and click the ADD button under the Contact Section



Contacts

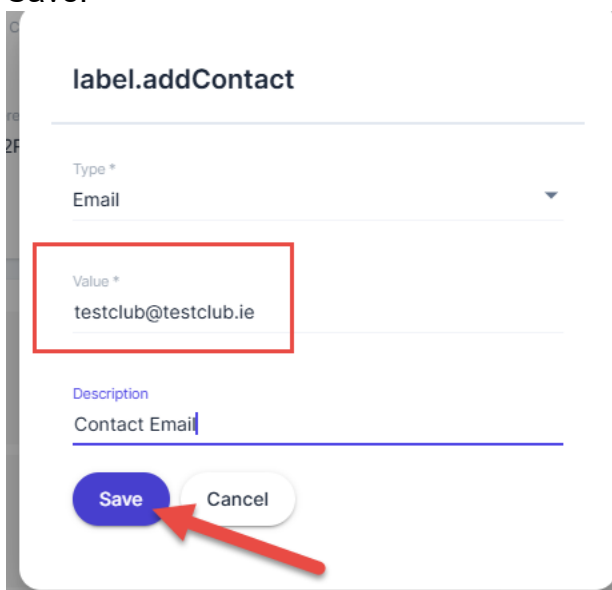
Add

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



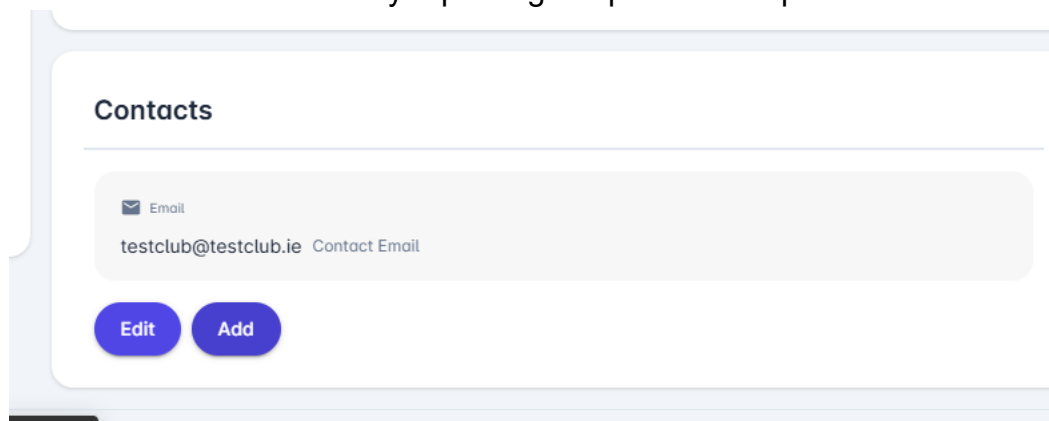
The screenshot shows a modal window titled "label.addContact". Inside, there is a dropdown menu labeled "Type *" with the following options: Email, Guardian email, Address, Mobile phone, Fax, and Web address. The "Email" option is currently selected.

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



The screenshot shows the same "label.addContact" modal window. The "Type *" dropdown is set to "Email". The "Value *" field contains the email address "testclub@testclub.ie". Below this, the "Description" field is labeled "Contact Email". At the bottom, there are two buttons: "Save" (highlighted with a red arrow) and "Cancel".

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.



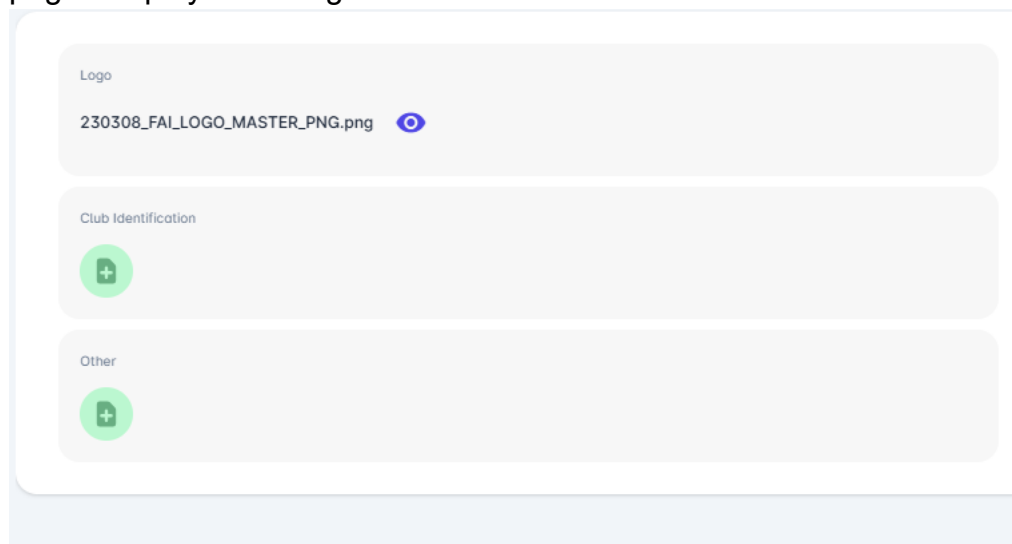
Contacts

Email


testclub@testclub.ie Contact Email

Edit Add


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




Logo

230308_FAI_LOGO_MASTER_PNG.png 

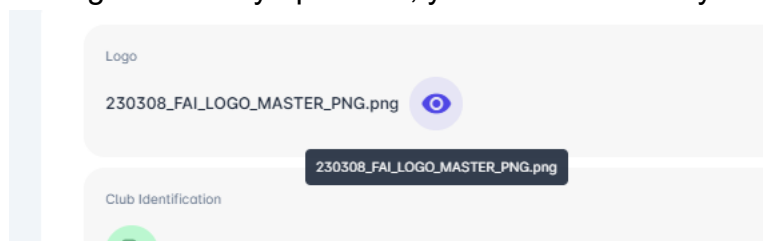
Club Identification




Other




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




Logo

230308_FAI_LOGO_MASTER_PNG.png 



Club Identification






Football Association of Ireland

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

The screenshot shows a club profile form with fields for National ID, Reference, Address, Postcode, Place, Country, and Latitude/longitude. A red arrow points from the 'Logo' field (which contains the file '230308_FAI_LOGO_MASTER.PNG') to a side menu on the right. The side menu displays the uploaded logo and its details: '230308_FAI_LOGO_MASTER.PNG', 'PNG', 'Information', 'Uploaded by: parnellc', 'Upload date: 03/07/2023 04:42 PM', 'Size: 131.2 KB', 'Type: Logo', and 'Description: There is no description for this file. Click on Edit to add the description'.

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

Description 
There is no description for this file. Click on Edit to add the description



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

The screenshot shows the 'Logo' field with a green circular button containing a white plus sign, indicating the upload button. A red arrow points to this button. Below it is the 'Club Identification' field.

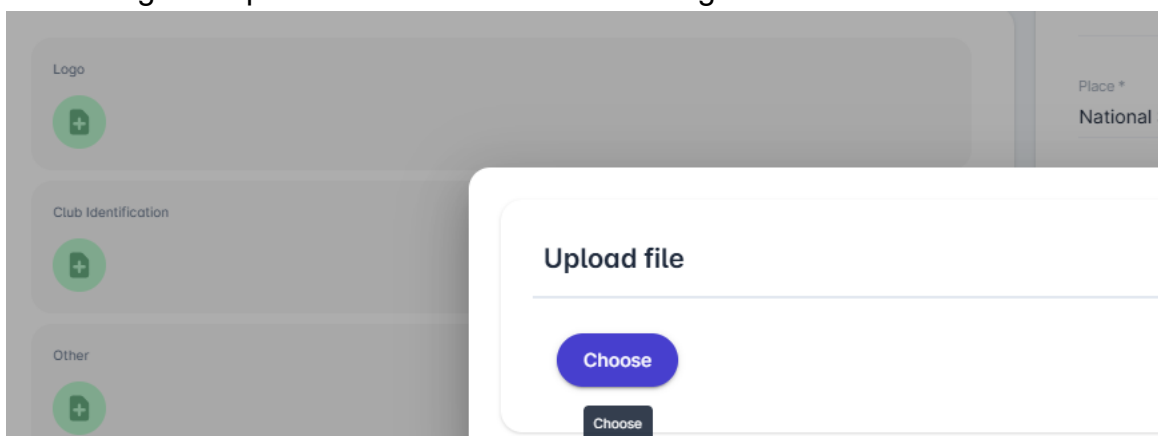


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IF REPLACING THE IMAGE ALREADY UPLOADED PLEASE ENSURE YOU USE PNG GRAPHICS WITH TRANSPARENT BACKGROUNDS – this displays better in the FAI Connect App and on MyComet.

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.

