



FAI Connect Club Player Registration

From June 3rd 2025, FAI Connect will have a self-registration workflow introduced. Only players registering to a new club (transfers or first registrations) should sign up to MyComet to self-register. Players who are currently with a club and moving clubs from July 1st, 2025, can either self-register to initiate the transfer, or the new club they are joining can initiate the transfer.

Players 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 player via MyComet.

If a club wishes to sign a new player who has never been registered before and there is a barrier where the player/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.

Player Registration – Club Method

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

LOG IN
FAI Connect DEMO

USERNAME OR EMAIL
rkeane2

PASSWORD
.....

Remember me [Forgot Password?](#)

LOG IN

New user? [Register](#)

analyticom

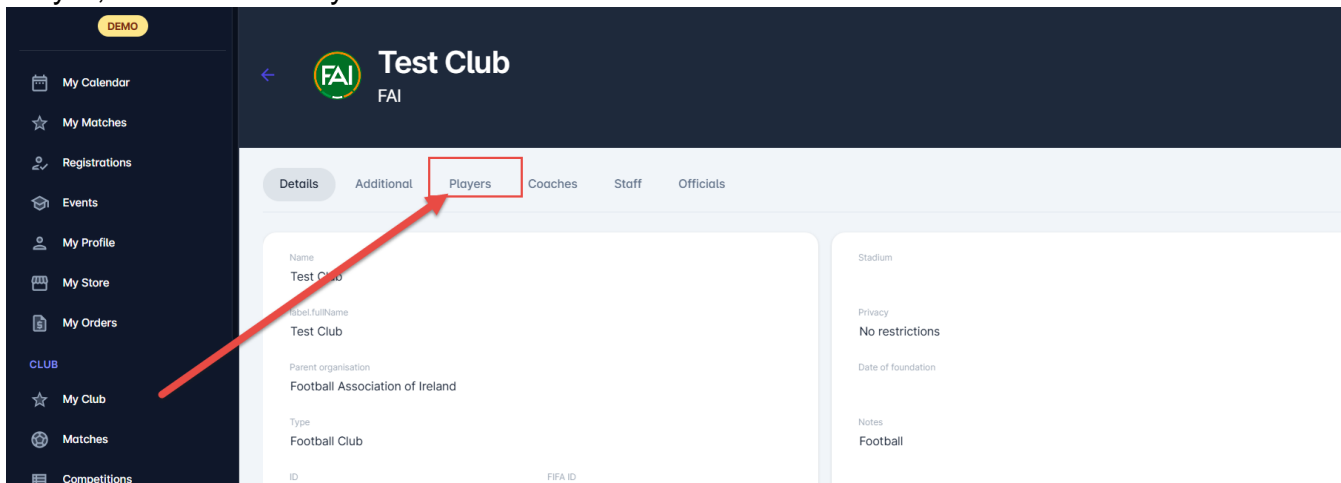




2. Once signed in, go to Club > My Club on the left side menu



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 Player, click on the Players tab.





- You will then be brought to the list of players registered to your club and their status shown. From here click on the blue button for New Registration

The screenshot shows the 'Test Club' management interface. At the top, there's a dark blue header with the FAI logo and 'Test Club FAI'. Below this is a navigation bar with tabs: 'Details', 'Additional', 'Players' (selected), 'Coaches', 'Staff', and 'Officials'. Under the 'Players' tab, there are several filter boxes: 'Filter by Name, ID or Place', 'Both Genders', 'All Reg Types', 'All Disciplines', 'Both Levels', and 'Active'. A prominent blue button labeled 'New registration' is on the right, with a red arrow pointing to it. Below the filters is a table with columns: 'Name DOB/Gender', 'ID FIFA ID', 'Country of Nationality National ID', 'Reg. type Discipline', 'Level Clearance type', 'Date from Date to', and 'Status In status since'. At the bottom, there's a pagination control showing 'Items per page 25' and '0 of 0'.

- Search for the player by using their First Name, Family Name, Date of Birth

The 'Search Person' form is titled '1 Search Person'. It contains several input fields: 'First name *', 'COMET ID *', 'Family name *', 'FIFA ID *', 'Date of birth *', and 'E-mail *'. There is a 'Search' button and a 'Create New Person' link. A 'Next' button is located below the form.

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 player you are signing, select “New Person”.

Search

Create New Person

Select Person

Name DOB/Gender	ID FIFA ID	Country of Nationality 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 player. 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 *
Club Registration 1

Date from: 04/06/2025 | Date to:

Level *
Amateur 2

Discipline *
Football 3 | Clearance type:

Notes

Back Cancel Save 4

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



8. The 3rd 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 player 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 player 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 at a later date).

Registration documents

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

Next Form ▾

- 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 at a later date to upload more documents etc.

4 Review and Submit

Person	Organisation Test Club
Registration type Club Registration	Level Amateur
Date from 09/06/2025	Discipline Football
Date to	Clearance type
	Notes

Back **Submit** Submit later





10. You will then be directed back to the Club page where you can go to the Player list and see the player you have now either SUBMITTED or saved in the status ENTERED.

Name DOB/Gender	ID FIFA ID	Country of Nationality National ID	Reg. type Discipline	Level Clearance type	Date from Date to	Status In status since
		IRL	Club Registration Football	Amateur	09/06/2025	SUBMITTED 09/06/2025

You have now done everything you can as a club to Register your player. The FAI will either approve/reject/return this registration. You will be notified on Approval to proceed to payment of the player. Once PAID, the Registration will be CONFIRMED. Until this registration shows as CONFIRMED the player is not registered with the club. For more info visit our Support Site here > <https://support.faiconnect.ie/>

