

FAI CONNECT
POWERED BY COMET



How to Book a Course/Event on MyComet

**IRELAND'S FOOTBALL
MANAGEMENT SYSTEM**

Step 1

Go to [FAI CONNECT SUPPORT - BOOK A COURSE](#) to begin.

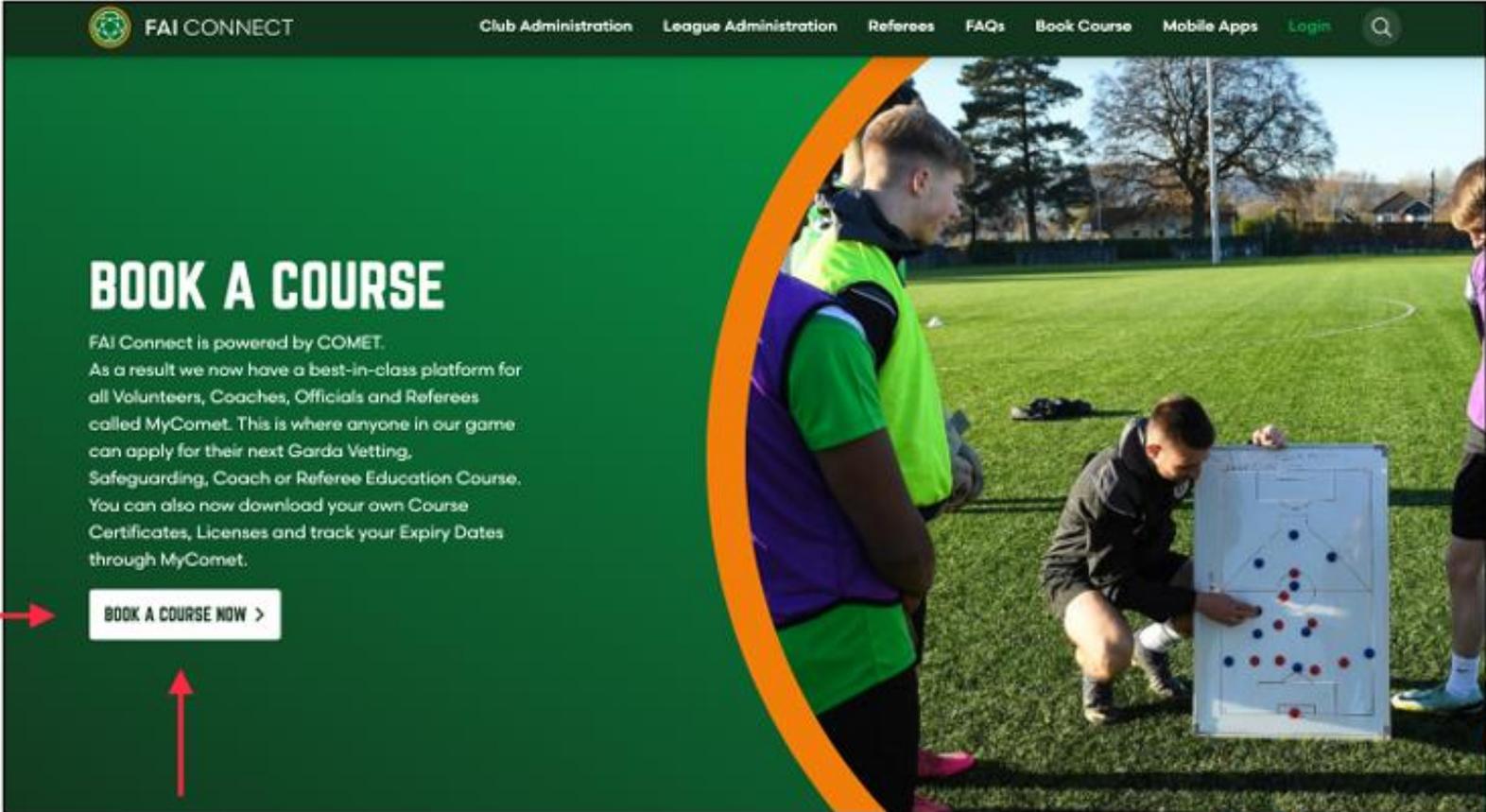


The screenshot displays the FAI Connect website interface. At the top, there is a navigation bar with the FAI Connect logo on the left and menu items: Club Administration, League Administration, Referees, FAQs, Book Course, Mobile Apps, and Login. A search icon is also present. The main content area features a large green background with a white circular graphic on the right side. The text on the page reads: **BOOK A COURSE**. FAI Connect is powered by COMET. As a result we now have a best-in-class platform for all Volunteers, Coaches, Officials and Referees called MyComet. This is where anyone in our game can apply for their next Garda Vetting, Safeguarding, Coach or Referee Education Course. You can also now download your own Course Certificates, Licenses and track your Expiry Dates through MyComet. Below the text is a white button with the text **BOOK A COURSE NOW >**. The background image shows a coach in a green and purple vest talking to a young player who is kneeling and looking at a tactical board on a grass field.



Step 2

- To book onto a course please select **BOOK A COURSE NOW**, shown by the red arrows below.



The screenshot shows the FAI Connect website interface. At the top, there is a navigation bar with the FAI Connect logo and menu items: Club Administration, League Administration, Referees, FAQs, Book Course, Mobile Apps, and Login. The main content area has a green background with a large white circle containing a photo of a coach and players on a field. The text 'BOOK A COURSE' is prominently displayed. Below it, a paragraph explains that FAI Connect is powered by COMET and provides a platform for various roles. At the bottom of this section, a white button with the text 'BOOK A COURSE NOW >' is highlighted by two red arrows: one pointing from the left and one pointing from below.

FAI CONNECT

Club Administration League Administration Referees FAQs Book Course Mobile Apps Login

BOOK A COURSE

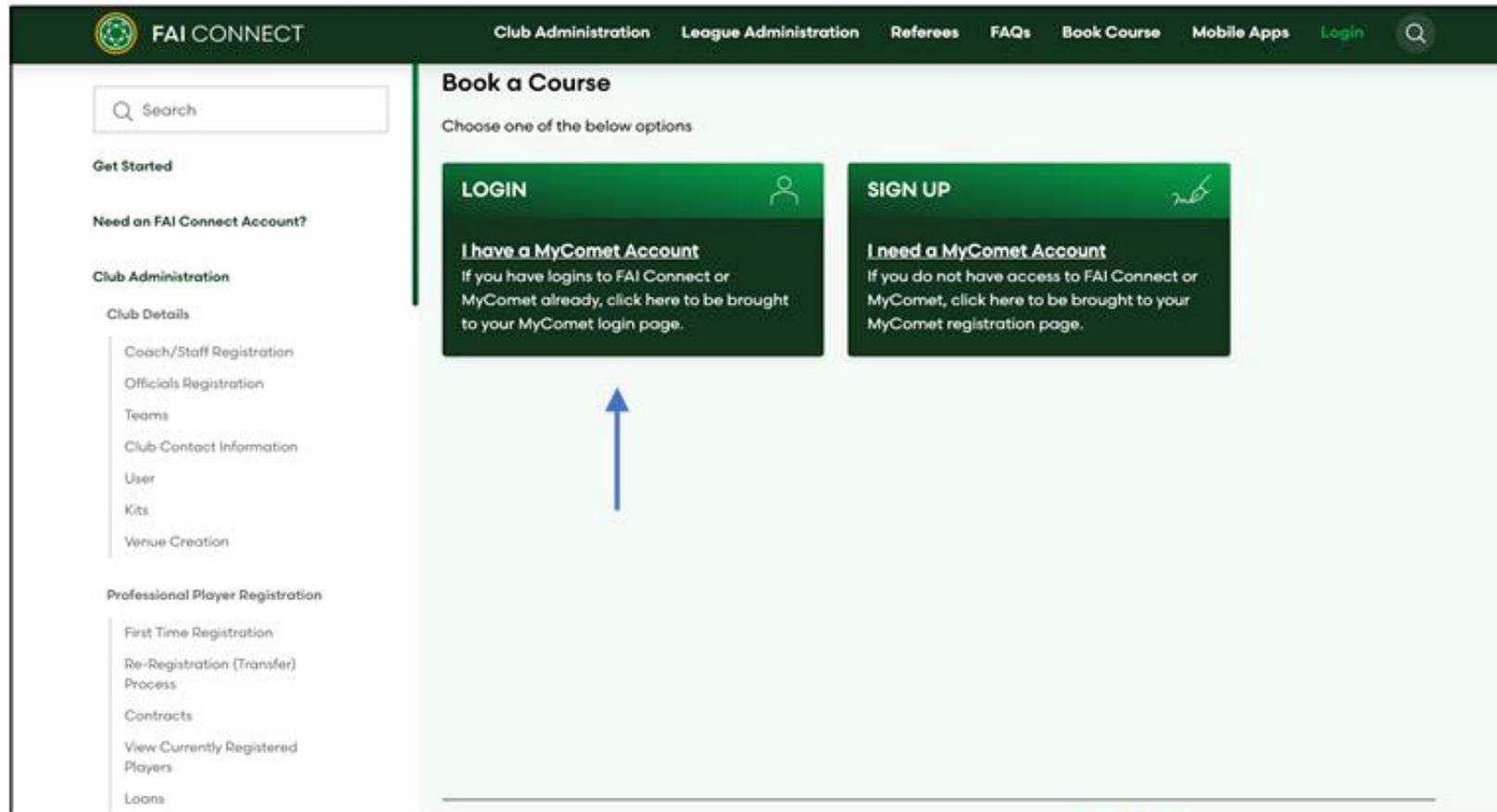
FAI Connect is powered by COMET.
As a result we now have a best-in-class platform for all Volunteers, Coaches, Officials and Referees called MyComet. This is where anyone in our game can apply for their next Garda Vetting, Safeguarding, Coach or Referee Education Course. You can also now download your own Course Certificates, Licenses and track your Expiry Dates through MyComet.

BOOK A COURSE NOW >



Step 3 (Account already created)

- If you have *not yet* created an account, **move on to Step 4**. If you have already created a **MYCOMET ACCOUNT** please select **LOGIN**, highlighted by the blue arrow below. Then proceed to Step 6.



The screenshot displays the FAI CONNECT website interface. At the top, the navigation bar includes the FAI CONNECT logo and menu items: Club Administration, League Administration, Referees, FAQs, Book Course, Mobile Apps, and Login. A search bar is located on the left side of the page. The main content area is titled 'Book a Course' and prompts the user to 'Choose one of the below options'. Two primary options are presented in green boxes: 'LOGIN' (with a person icon) and 'SIGN UP' (with a document icon). Below the 'LOGIN' box, a blue arrow points upwards, indicating the recommended action for users with an existing account. The 'SIGN UP' box is also visible, providing instructions for new users. The left sidebar contains various administrative and registration links, such as 'Coach/Staff Registration', 'Officials Registration', 'Teams', 'Club Contact Information', 'User', 'Kits', 'Venue Creation', 'Professional Player Registration', 'First Time Registration', 'Re-Registration (Transfer) Process', 'Contracts', 'View Currently Registered Players', and 'Loans'.



Step 4

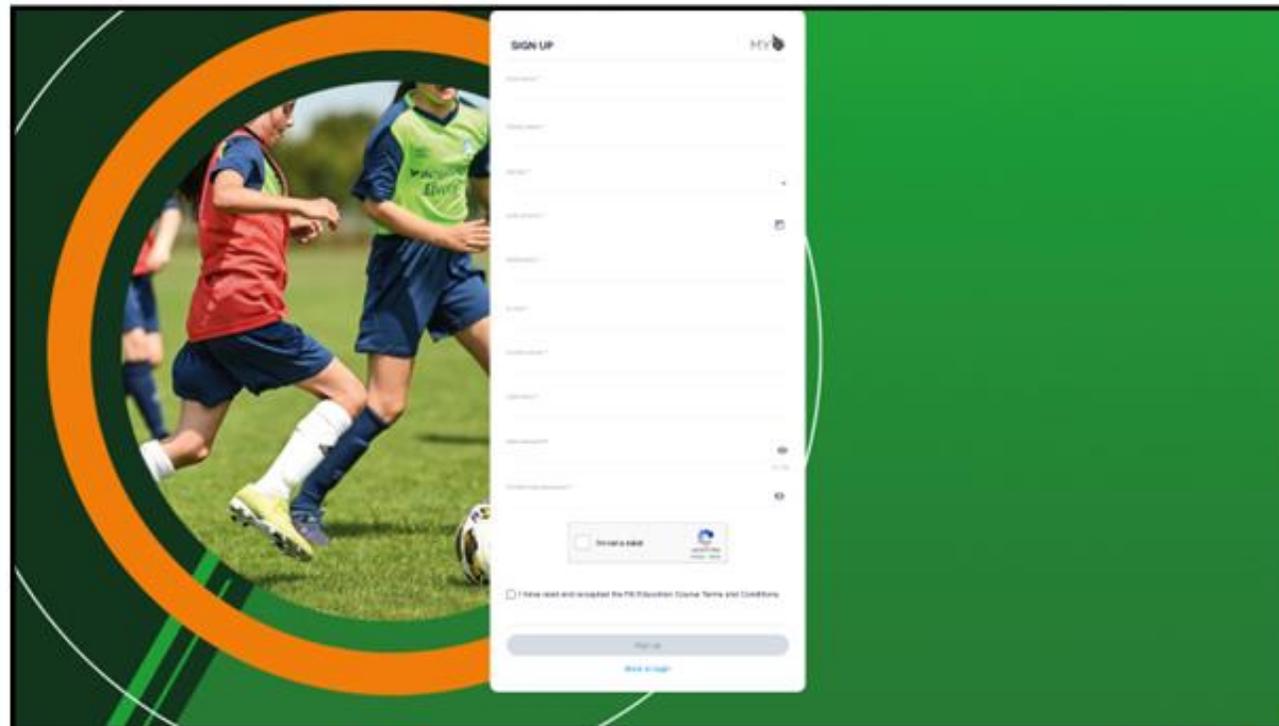
- To create a **NEW MYCOMET ACCOUNT** please select **SIGN UP**, highlighted by the red arrow below.

The screenshot displays the FAI Connect website interface. At the top, there is a dark green navigation bar with the FAI Connect logo on the left and menu items: Club Administration, League Administration, Referees, FAQs, Book Course, Mobile Apps, and Login. A search icon is also present. Below the navigation bar, the main content area is titled 'Book a Course' and includes a search box and the instruction 'Choose one of the below options'. Two green buttons are visible: 'LOGIN' with a person icon and 'SIGN UP' with a document icon. The 'SIGN UP' button is highlighted with a red arrow pointing upwards. Below the buttons, there are two text boxes: one for users with existing accounts and one for new users. The left sidebar contains a search box and several menu categories: 'Get Started', 'Need an FAI Connect Account?', 'Club Administration' (with sub-items like Coach/Staff Registration, Officials Registration, Teams, Club Contact Information, User, Kits, Venue Creation), and 'Professional Player Registration' (with sub-items like First Time Registration, Re-Registration (Transfer) Process, Contracts, View Currently Registered Players, Loans).



Step 5

- Fill out the details on the page, name, DOB, etc. Input your email address, create a username and password. Please take note of your username and password as this will be your login details going forward. Select **I am not a Robot & FAI T&C**. Finally click **SIGN UP**.

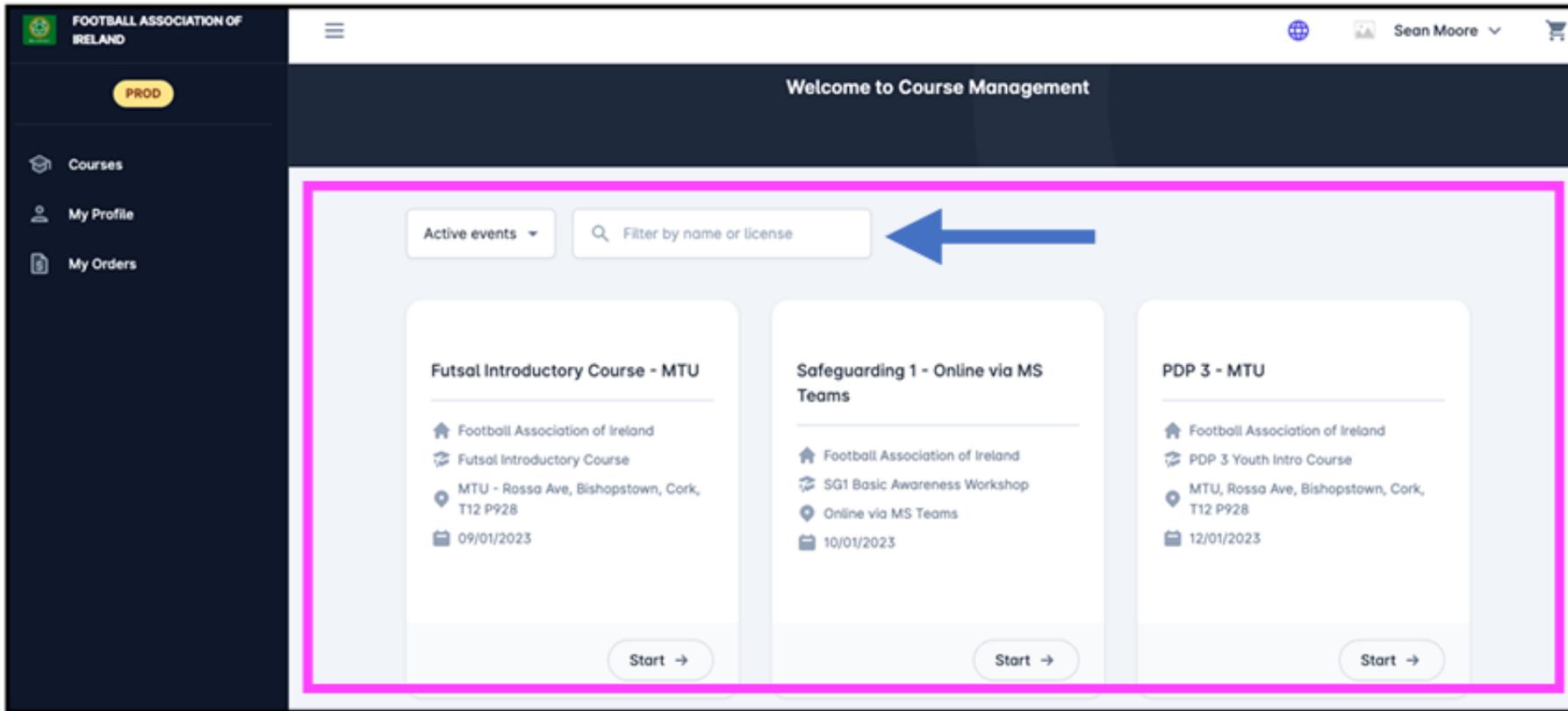


NOTE:
When entering
Nationality please
enter the country
of Nationality i.e.
Republic of
Ireland instead of
Irish



Step 6

- Browse through some of our upcoming Coach Education courses on the home page, highlighted by the Pink Box or use the Filter option highlighted by the Blue Arrow (Type in the name of the course).



The screenshot displays the 'Welcome to Course Management' page for the Football Association of Ireland. The interface includes a dark sidebar with navigation options: 'Courses', 'My Profile', and 'My Orders'. The main content area features a search bar labeled 'Filter by name or license' with a blue arrow pointing to it, and a dropdown menu for 'Active events'. Below the search bar, three course cards are displayed, each with a 'Start' button. The courses are:

- Futsal Introductory Course - MTU**: Football Association of Ireland, Futsal Introductory Course, MTU - Rossa Ave, Bishopstown, Cork, T12 P928, 09/01/2023.
- Safeguarding 1 - Online via MS Teams**: Football Association of Ireland, SG1 Basic Awareness Workshop, Online via MS Teams, 10/01/2023.
- PDP 3 - MTU**: Football Association of Ireland, PDP 3 Youth Intro Course, MTU, Rossa Ave, Bishopstown, Cork, T12 P928, 12/01/2023.

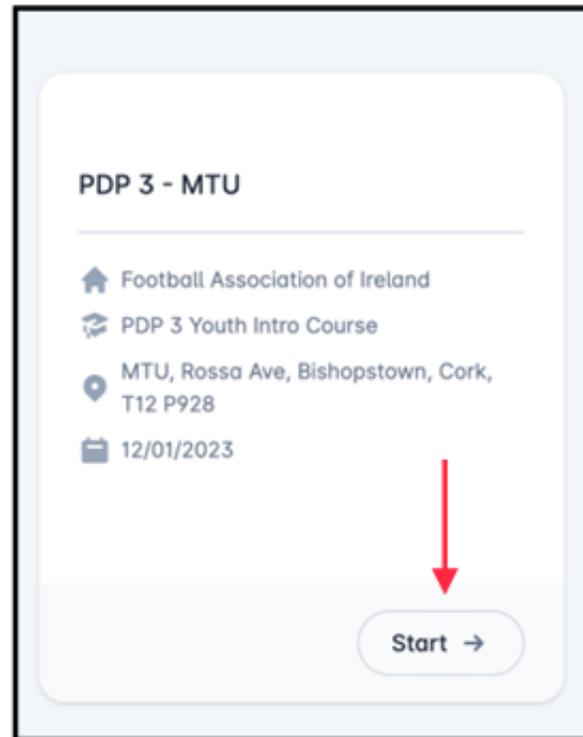
NOTE:
You may have received a Private link to a course so once logged in you can return that link which will bring you to the MyComet page



Step 7

- When you have found your desired course, select **START**, highlighted with the **Red Arrow**.

(Desired Course)



Step 8

- Before booking, ensure that you meet all course requirements, do the course times & dates suit ? & the price, highlighted by Red Boxes.

The screenshot shows a course booking interface with several sections. A red box highlights the 'About' section, which includes:

- Status:** ACTIVE
- Location:** MTU, Rossa Ave, Bishopstown, Cork, T12 P928
- Organisation:** Football Association of Ireland
- Date:** 13/01/2023
- License:** PDP 3 Youth Intro Course
- Duration:** 6 hours

Below the 'About' section is the 'Assessments' section, which is currently empty.

Another red box highlights the 'Pricing and products' section, specifically the 'Participation Confirmation' card for the 'PDP 3 Payment' by the Football Association of Ireland, priced at EUR 45.00.

The 'Application' section shows the application mode as 'Pay after Approval', the application period as '05/01/2023 - 12/01/2023', and the application status as 'NOT ATTENDING'.



Step 9

- The course you are trying to book will have 3 different application modes.
- The application mode is clearly identified in the section highlighted in Red below.
- See what application mode your course says and follow the steps on the next few slides depending on your application mode.

The screenshot shows a course application page with the following sections:

- About**
 - Status: ACTIVE
 - Location: Derdimus Park, Derdimus, Co. Kilkenny
 - Organisation: Football Association of Ireland
 - Date: 05/02/2023
 - License: PDP 1
 - Duration: 6 hours
 - Notes: Sunday 5th February 10:00am - 16:00pm IN PERSON All FAI Education should start with a Safeguarding 1 course and your Garda Vetting application. All participants must be aged 16 or over. Participants should ensure that all necessary personal and health insurance is arranged prior to and for the full duration of the course.
- Application** (highlighted in red)
 - Application mode: Just Pay
 - Application status: NOT ATTENDING
 - Information: In order to apply to the seminar, please purchase a Participation Confirmation item below
- Assessments**

Name	Description
Items per page: 25 0 of 0 < > >>	
- Pricing and products**
 - Participation Confirmation (Football Association of Ireland)
 - FAI logo
 - PDP 1 Payment
 - Price: EUR 45.00



Just Pay Mode

- If your application mode say **JUST PAY**, simply click the cart symbol, highlighted by the Blue Circle to add the chosen course to your shopping cart.

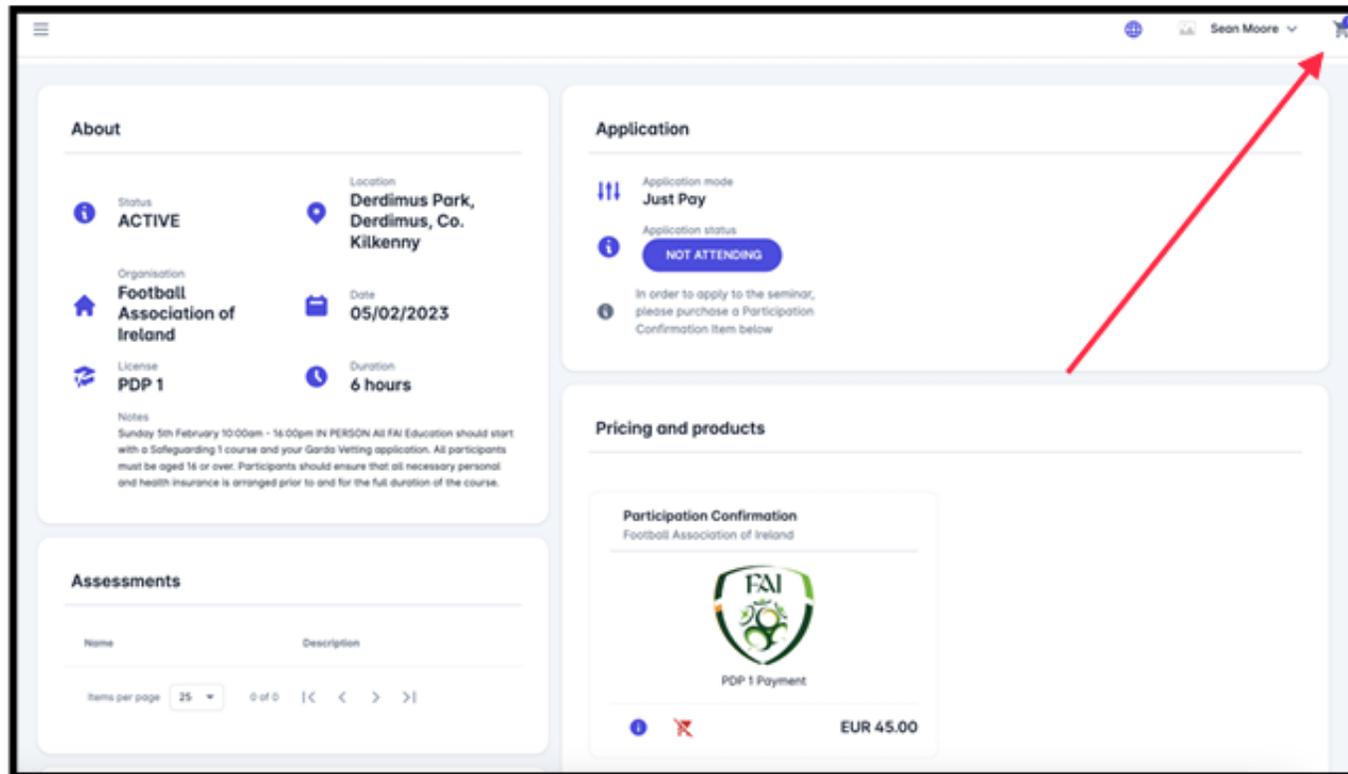
The screenshot displays a course application interface with several sections:

- About:** Includes status (ACTIVE), location (Derdimus Park, Co. Kilkenny), organisation (Football Association of Ireland), license (PDP 1), and date (05/02/2023). Duration is 6 hours.
- Application:** Shows application mode as **Just Pay** (highlighted with a red arrow), application status as **NOT ATTENDING**, and a note about purchasing a Participation Confirmation Item.
- Pricing and products:** Features a **Participation Confirmation** item for the Football Association of Ireland, priced at EUR 45.00. A blue circle highlights the cart icon in the bottom right corner of this section.
- Assessments:** A table with columns for Name and Description, currently empty.



Just Pay Mode

- After you have clicked the cart symbol, now click the shopping cart in the top right corner to proceed to payment. Followed by **Checkout**.



The screenshot shows a user interface for a 'Just Pay' application. The top right corner features a shopping cart icon. A red arrow points from the 'NOT ATTENDING' button in the 'Application' section to this cart icon.

About

- Status: **ACTIVE**
- Location: **Derdimus Park, Derdimus, Co. Kilkenny**
- Organisation: **Football Association of Ireland**
- Date: **05/02/2023**
- License: **PDP 1**
- Duration: **6 hours**

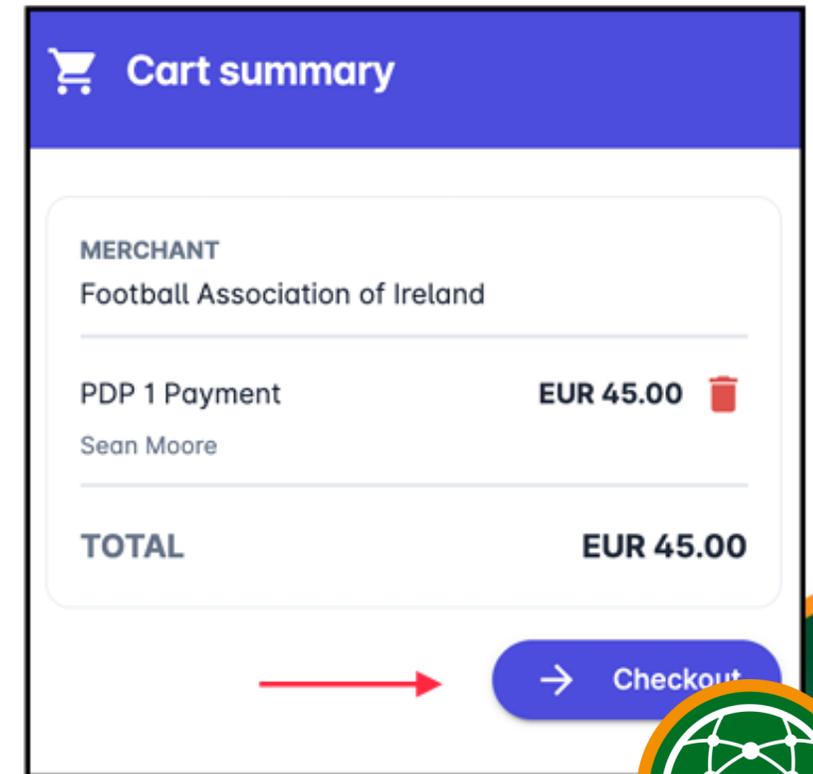
Application

- Application mode: **Just Pay**
- Application status: **NOT ATTENDING**
- In order to apply to the seminar, please purchase a Participation Confirmation item below

Pricing and products

Participation Confirmation
Football Association of Ireland


PDP 1 Payment
EUR 45.00



The screenshot shows a 'Cart summary' page with a blue header. The cart contains one item: 'PDP 1 Payment' for 'Sean Moore' at a price of EUR 45.00. The total is EUR 45.00. A red arrow points from the 'Checkout' button to the right.

Cart summary

MERCHANT
Football Association of Ireland

PDP 1 Payment **EUR 45.00**

Sean Moore

TOTAL **EUR 45.00**

Checkout



Just Pay Mode

- Choose Payment Option **STRIPE** and **PLACE ORDER**.

Order details

Merchant Football Association of Ireland falconnect@fal.ie	Customer Sean Moore sean.moore@fal.ie
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Items

Item	Recipient	Total
PDP 1 Payment	Sean Moore	45.00

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

TOTAL: EUR 45.00

Choose payment option

Stripe

Other



Go

Pay After Approval Mode

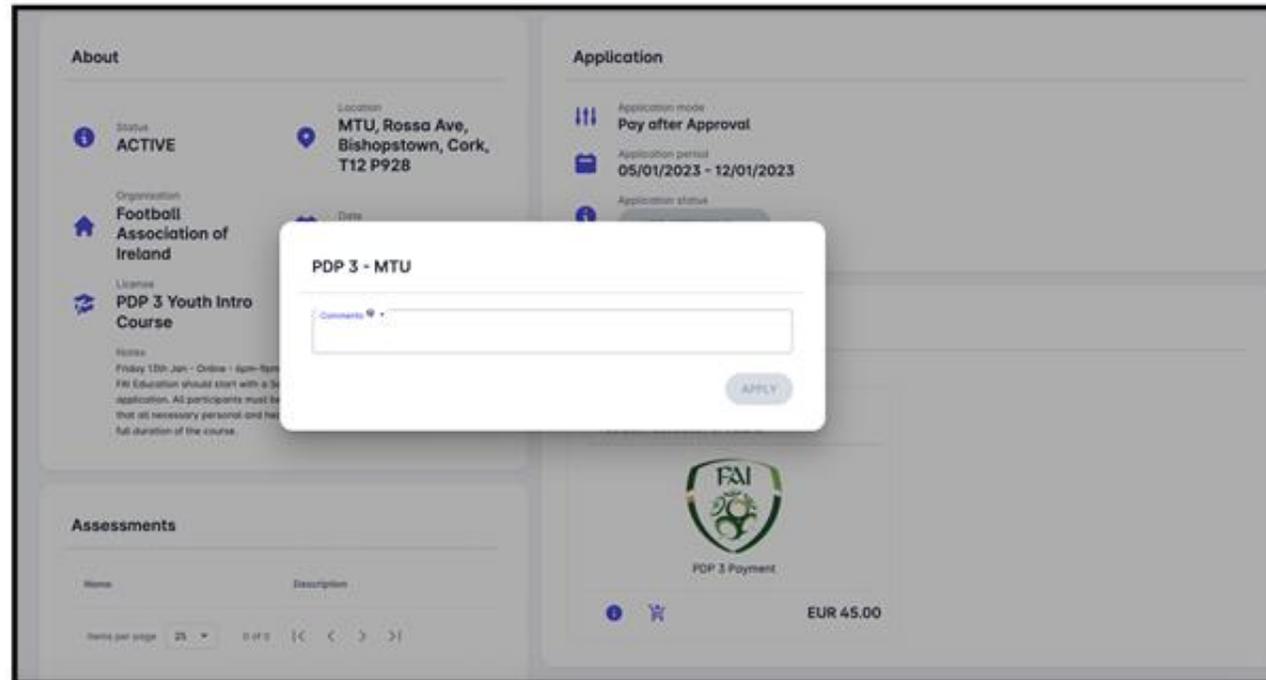
- Click the **NOT ATTENDING** drop down arrow, highlighted by the Red Arrow and select **Apply**.

The screenshot displays a course application interface. On the left, the 'About' section provides details: Status is ACTIVE, Location is MTU, Rossa Ave, Bishopstown, Cork, T12 P928, Organisation is Football Association of Ireland, Date is 13/01/2023, License is PDP 3 Youth Intro Course, and Duration is 6 hours. Below this is an 'Assessments' table with columns for Name and Description. On the right, the 'Application' section shows the Application mode as 'Pay after Approval', the Application period as 05/01/2023 - 12/01/2023, and the Application status as 'NOT ATTENDING' with a dropdown arrow. A red arrow points to the 'APPLY' button below the dropdown. The 'Pricing and products' section shows a 'Participation Confirmation' for the Football Association of Ireland, featuring the FAI logo and a 'PDP 3 Payment' of EUR 45.00.



Pay After Approval Mode

- Add any additional comments. For example, any special requirements that you or the person you are booking for may require, followed by the **course name and location**. Now click **Apply**.



The screenshot displays a web interface for a course application. The background is dimmed, showing sections for 'About' (Status: ACTIVE, Location: MTU, Rossa Ave, Bishopstown, Cork, T12 P928, Organisation: Football Association of Ireland, License: PDP 3 Youth Intro Course) and 'Application' (Application mode: Pay after Approval, Application period: 05/01/2023 - 12/01/2023). A modal window is open in the center, titled 'PDP 3 - MTU', with a 'Comments' input field and an 'APPLY' button. At the bottom right, the FAI logo and 'PDP 3 Payment' for 'EUR 45.00' are visible.



Pay After Approval Mode

- A **SUBMITTED** status will appear. You will now receive an email (one associated to your MYCOMET account) explaining the next steps. When your submitted application has been approved by our FAI Coach Education Team, you will receive a conformation email and next step regarding payment.

Application

 Application mode
Pay after Approval

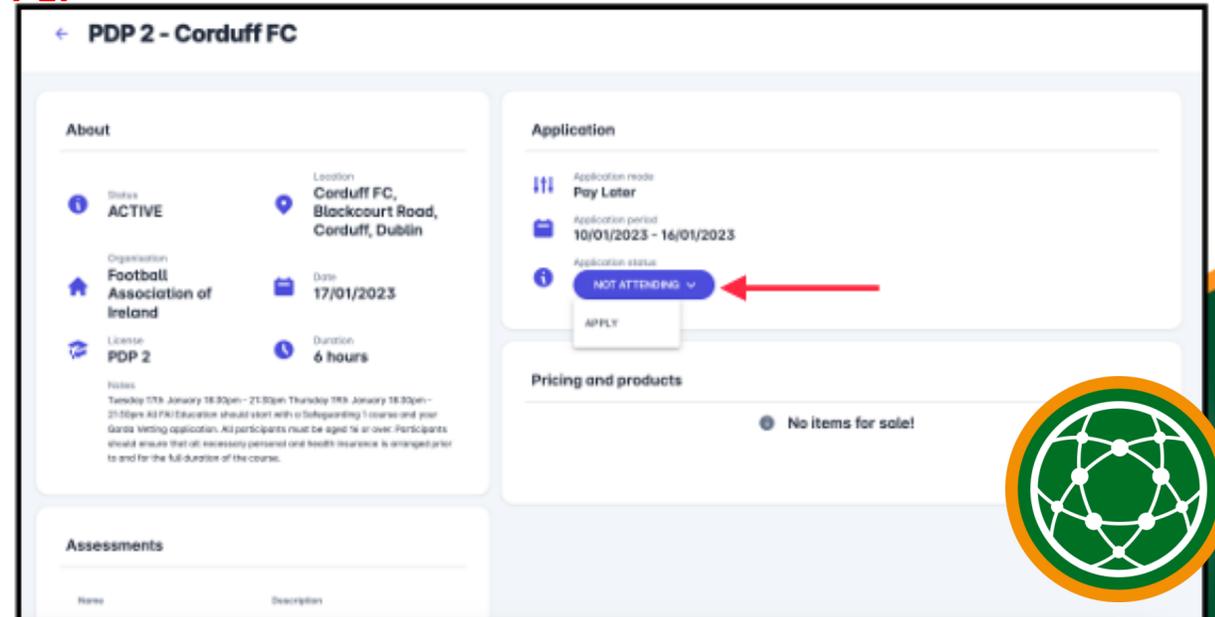
 Application period
05/01/2023 - 12/01/2023

 Application status
SUBMITTED



Private Link Steps

- If your club has provided you with a **Private Link** to your course, after your account is successfully created (Steps 1-5) return to the **private link** and select it.
- You may be asked to Login using your New Username & Password. After this step, you will be brought to your private link for your desired course.
- The application mode will say **Pay Later**. Your club will be invoiced after completion of the course. **Or JUST APPLY**
- Select the **NOT ATTENDING** drop down arrow and **APPLY**.



The screenshot shows a web interface for a course application. The title is 'PDP 2 - Corduff FC'. The page is divided into several sections:

- About:** Contains details such as Status (ACTIVE), Location (Corduff FC, Blackcourt Road, Corduff, Dublin), Organisation (Football Association of Ireland), Date (17/01/2023), License (PDP 2), and Duration (6 hours).
- Application:** Shows the Application mode as 'Pay Later', the Application period as '10/01/2023 - 16/01/2023', and the Application status as 'NOT ATTENDING'. A red arrow points to the 'NOT ATTENDING' dropdown menu, which has an 'APPLY' button below it.
- Pricing and products:** Displays 'No items for sale!'.
- Assessments:** A section with a table for 'Name' and 'Description'.

In the bottom right corner, there is a circular logo featuring a green soccer ball with white lines, set against a white background with a green border.



THANK YOU

**FOR ANY LOGGING IN ISSUES PLEASE
CONTACT FAICONNECT@FAI.IE**

**IF YOUR ISSUE IS GARDIA VETTING OR
COACH EDUCATION RELATED PLEASE
CONTACT THEM RELEVANT DPTS.**