FAI CONNECT
POWERED BY COMET

How to Book a Course/Event on MyComet

IRELAND'S FOOTBALL MANAGEMENT SYSTEM

Step 1

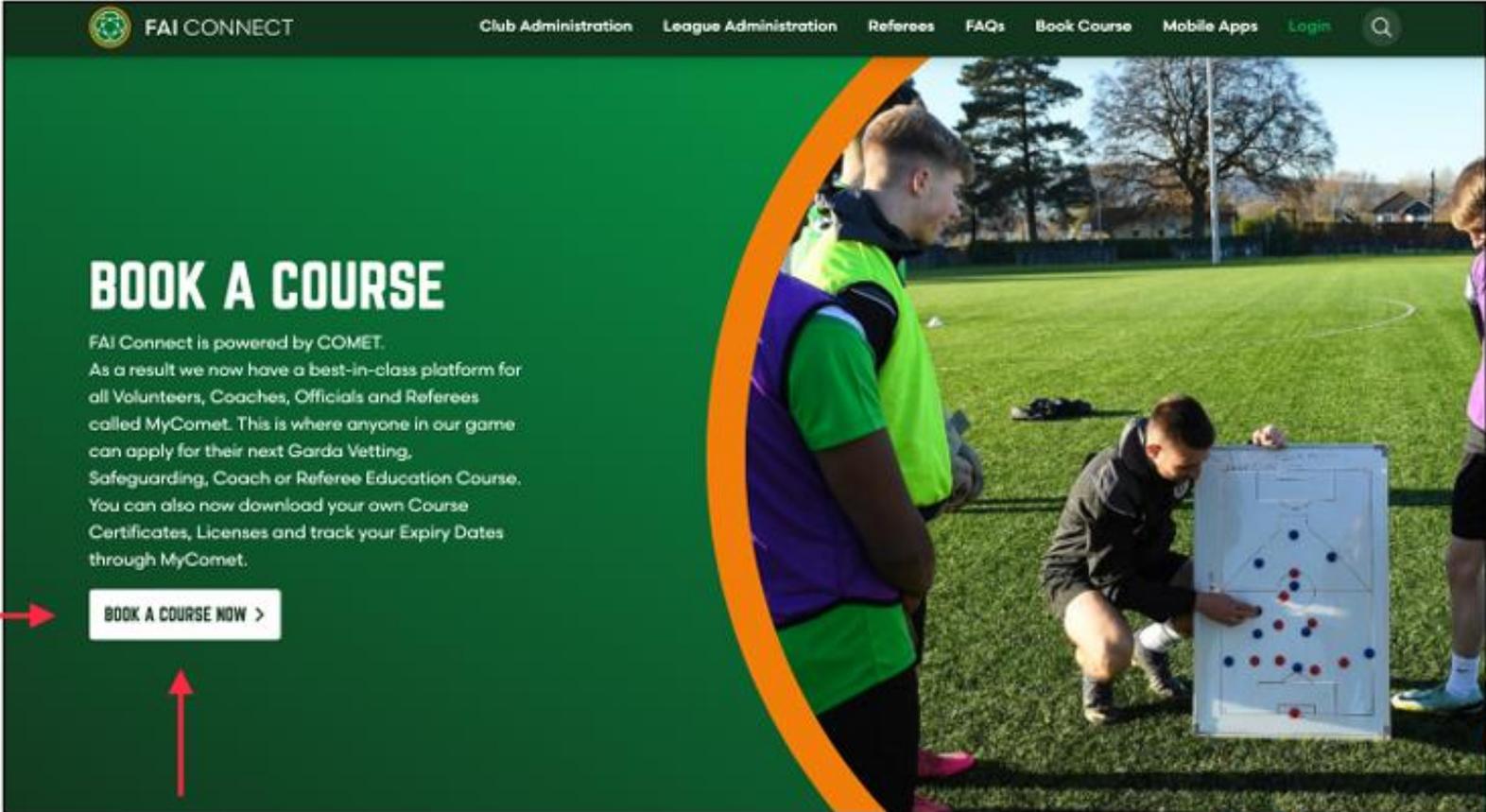Go to **FAI CONNECT SUPPORT – BOOK A COURSE** to begin.

Step 2

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

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.

Step 4

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

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.**
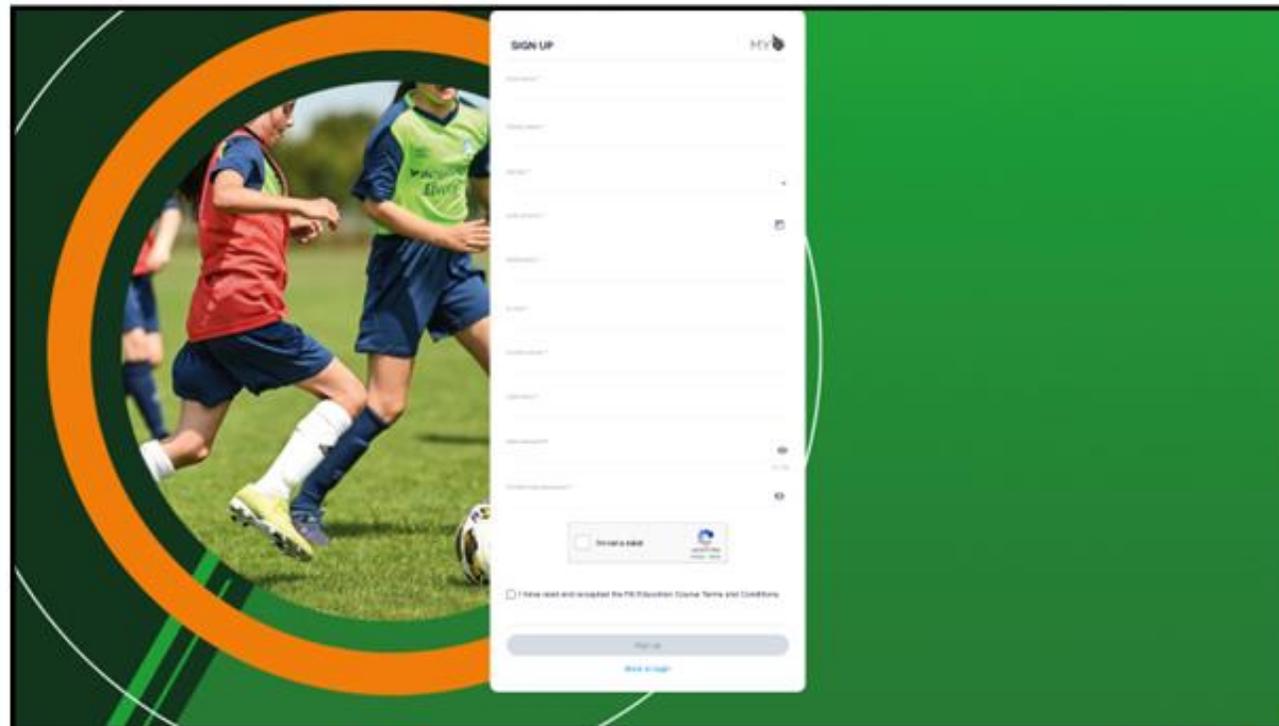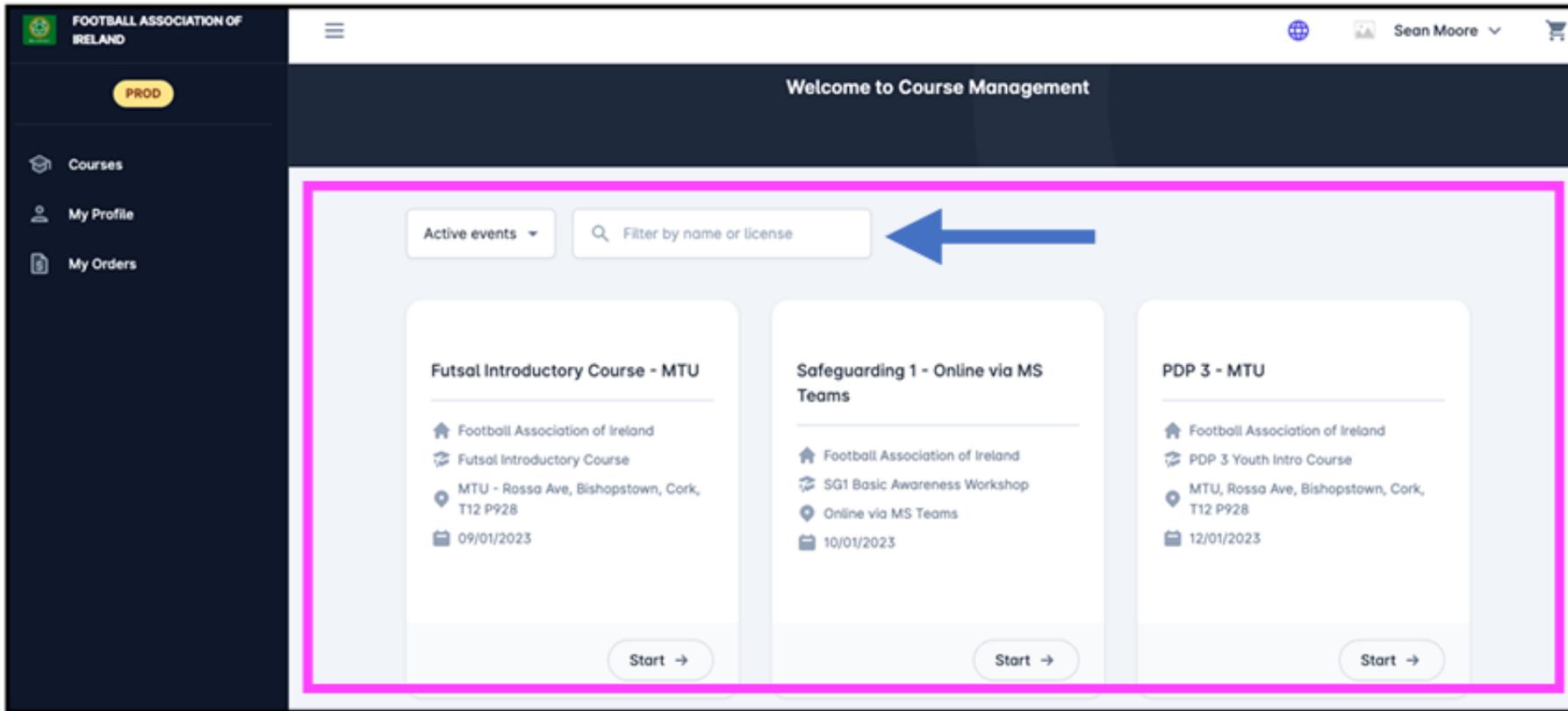

NOTE:
When entering Nationality please enter the country of Nationality i.e. Republic of Ireland instead of Irish

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).
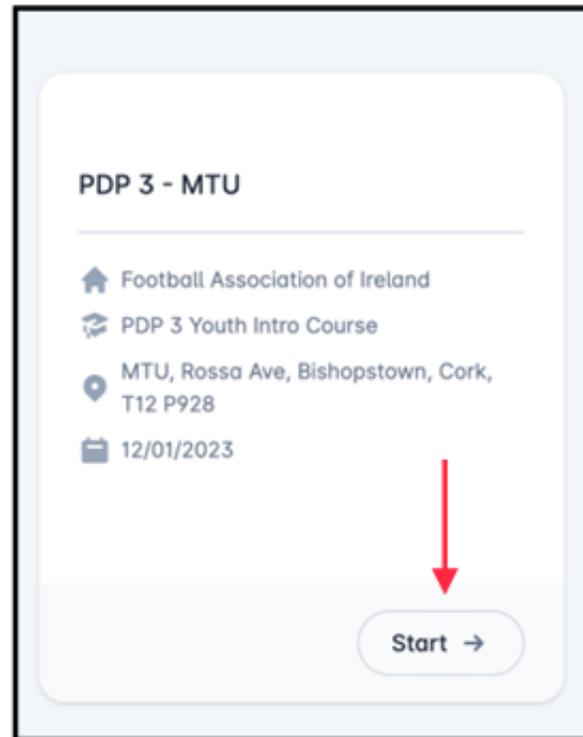

NOTE:
You may have received a Private link to a course so once logged in you can return that link which will bring you to the MyComet page

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.

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.

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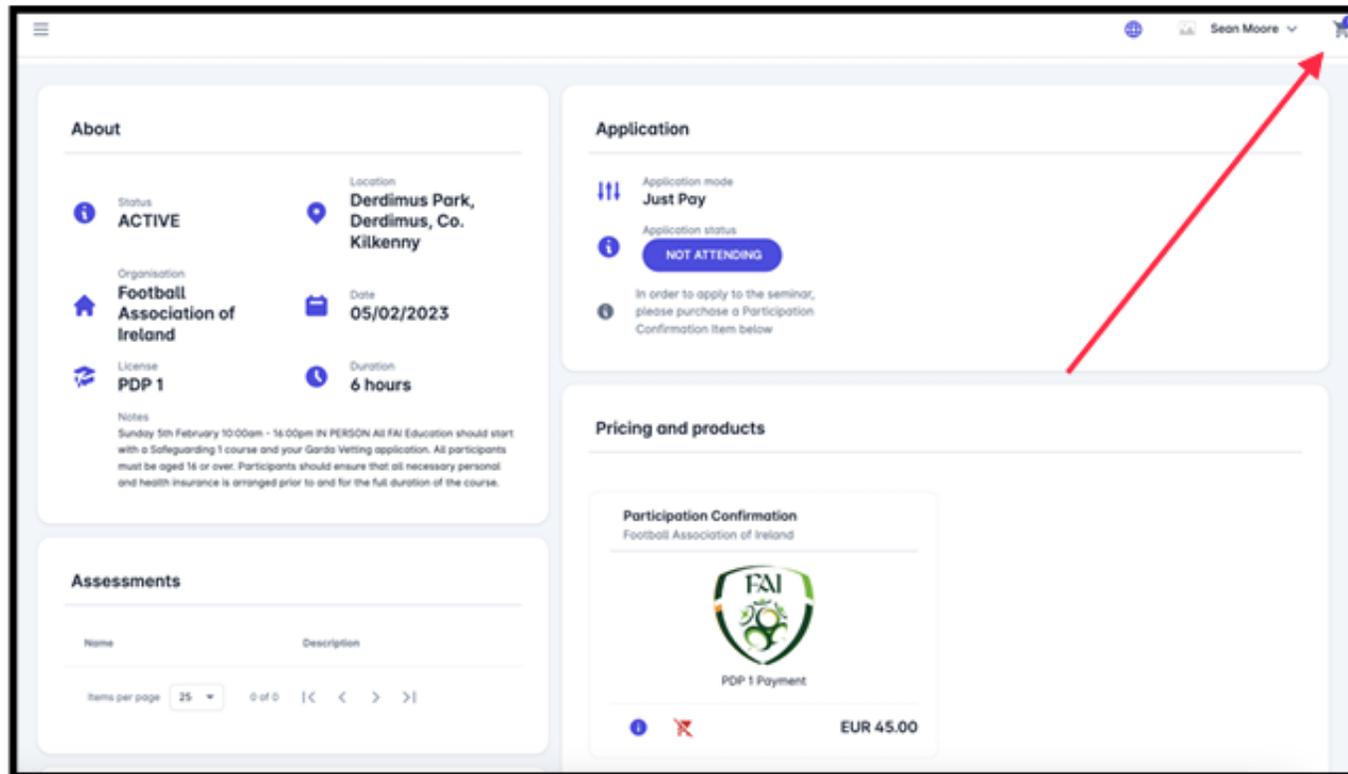
Just Pay Mode
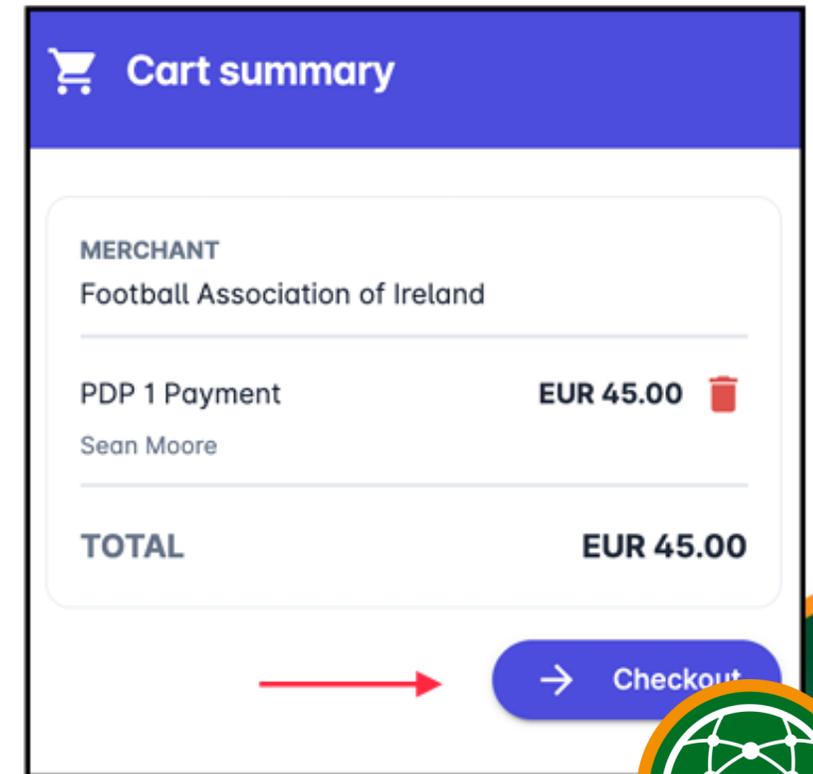
- After you have clicked the cart symbol, now click the shopping cart in the top right corner to proceed to payment. Followed by **Checkout**.

Just Pay Mode

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

Pay After Approval Mode

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

Pay After Approval Mode

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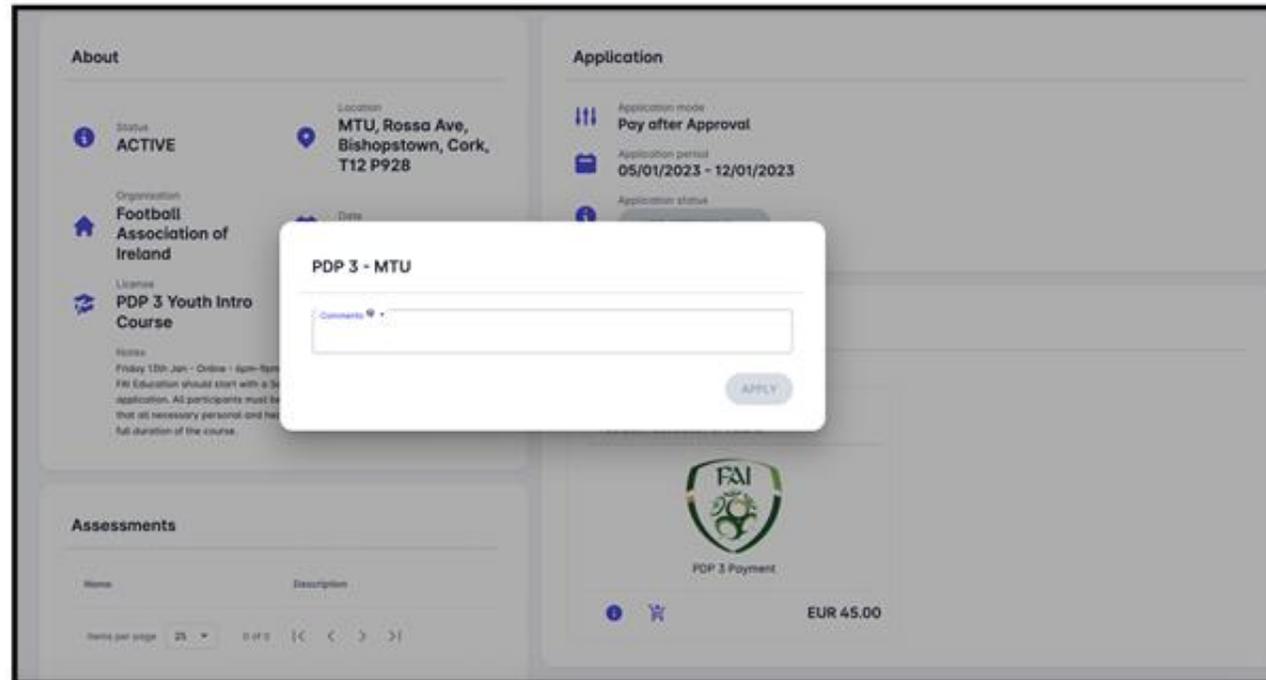
Pay After Approval Mode

- 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
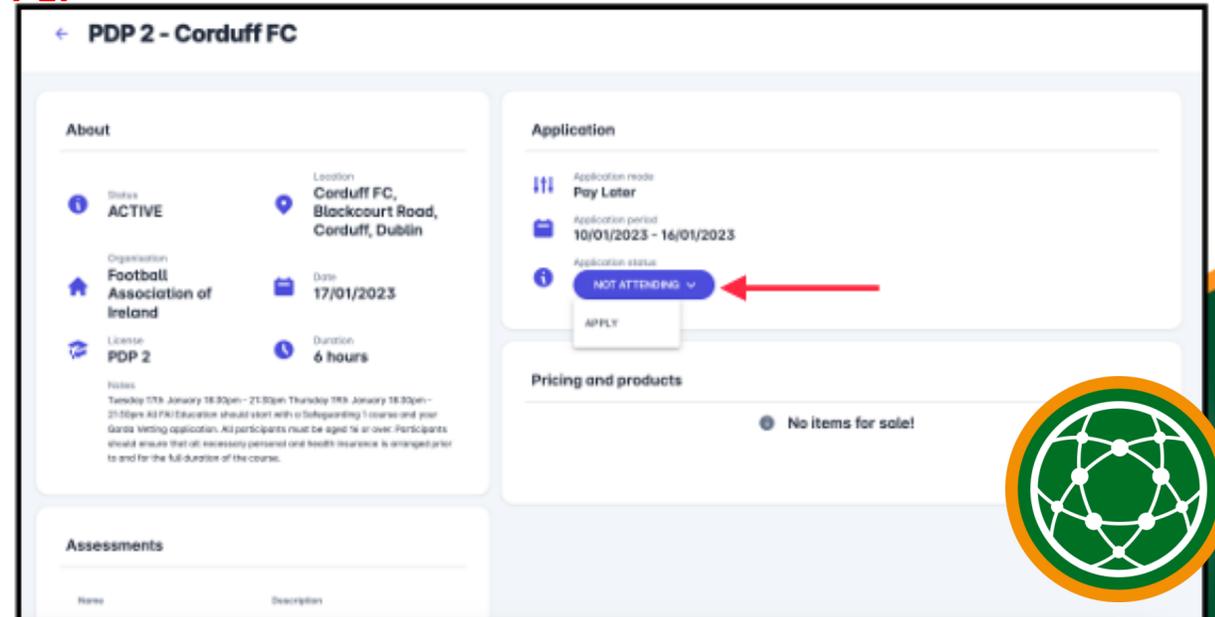
Application mode
Pay after Approval

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.**

THANK YOU

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

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