



Football Association of Ireland

FAI Connect – a Comprehensive Guide on Player Registration



FAI CONNECT
POWERED BY COMET

**IRELAND'S FOOTBALL
MANAGEMENT SYSTEM**



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Introduction

Welcome to the Player Registrations User Guide for the FAI CONNECT System. This guide will provide you with a comprehensive understanding of how the Player Registration process will work on FAI CONNECT to both a Club and a Competition (League).

Registration to a Club

On the FAI Connect System, a registration to a club will move between 4 steps:

1. ENTERED
2. SUBMITTED
3. APPROVED
4. CONFIRMED



ENTERED/SUBMITTED/APPROVED/CONFIRMED - What do these steps mean?

1) ENTERED

This means the registration request has been started by the club. Whenever a registration request changes to ENTERED, the player or parent/guardian will be notified via email and a registration form will be attached to the email so that the player or parent/guardian can print this out and sign accordingly or return to the club electronically. The club can also generate the form themselves via FAI CONNECT.

2) SUBMITTED

This means the club has sent the registration request to the FAI for approval. If the registration is rejected and returned back to the club, the status will move back to ENTERED and the club will be notified immediately via email with the rejection reason, along with a hyperlink in the email to get straight back on to the player's page to correct the request and resubmit accordingly.

3) APPROVED

This means the FAI has approved the registration of the player. The club now receives an email notification informing them to proceed with Payment for the player. The player is not fully registered until payment is made.

4) CONFIRMED

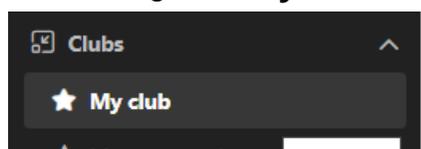
When the club proceeds to Pay for the player the status will immediately change to **CONFIRMED** once payment is received. This player is now registered. The player or parent/guardian will receive an email confirming this. The email will also contain the player's e-registration card.

A club can keep up to date with all registration related matters on FAI CONNECT at all times through the **My Club** section of your FAI CONNECT account. The **My Club** page is where all of your club information is stored. This page is updated in real-time meaning any actions undertaken by the FAI make will show in this section immediately. Likewise, if the club undertakes any actions in this section, the FAI would also be able to see these changes immediately as well.

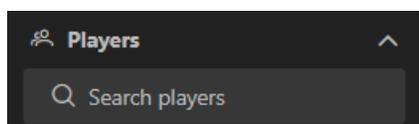
The standard registration to a Club process on FAI CONNECT

When registering players on FAI CONNECT, you will notice the system follows a very repetitive and familiar pattern.

1. Find the player on FAI CONNECT. If a player is registered with your club you can find them through the **My Club** button on FAI CONNECT.



If they are not registered with your club you will need to find them through the **Search Players** button on FAI CONNECT.



2. Fill in the mandatory fields – if the system already contains data for that player, please double check this is accurate and up to date and amend if necessary. The mandatory fields on FAI CONNECT are the same for all types of registration and do not change.

For an **International Transfer Request**, you must also fill in the **notes section** on the registration request.

Notes:

Additional notes by club or registrations admin. For foreign players please type previous club and country or declare that player never been registered before.

Save Save as... Cancel Documents Options

Please Note: For all existing players on the system migrated from FAInet (the previous FMS of the FAI) there may not be a photo, an ID Document, an email address, or a piece of the contact address, so these pieces of information will be the very minimum you will require to be able to register a player on FAI CONNECT.

3. You should now be on stage **ENTERED**. At this point the club or the player or parent/guardian can print this form. The form can also be signed digitally which we will show you how to do later in this guide.

4. Upload a scanned copy or photo of this form onto FAI CONNECT. Once the form has been **signed and dated by the player or parent/guardian** you simply save a copy of this to your device ready to upload on to FAI CONNECT. If you're uploading a photo of the registration form please make sure all of the information and the player's photograph + ID document are clear and legible or they will be rejected and returned to the club by the FAI via FAI CONNECT.

5. Submit the registration form via FAI CONNECT. You can submit registration forms at the click of a button at your convenience. There is no longer any need to travel anywhere to submit a hand written registration request in person!

What are the different types of Player Registration requests on FAI CONNECT?

On the FAI CONNECT System, there are different types of Player Registration requests that you may need to make:

1. First Registration

Registering a player that has never held a registration in Ireland before.

2. Termination's

Cancelling a player's registration on FAI CONNECT with your club.

3. New Registration of an Existing Player – Unattached

Registering an unregistered player for your club whose details are already on FAI CONNECT. This will include all players that held a playing record on the previous FAI Player Registration system called FAInet and migrated unregistered.

4. National Transfer of an Existing Player – Currently Registered

Registering a player for your club that is currently registered with a different club in Ireland on FAI Connect.

5. International Transfers (ITC's)

Registering a player for your club that is transferring into Ireland from another country.

6. Loans – of Professional Player's Only

Registering a Professional player to play for Club B, whilst the player has an active Contract registered with Club A.

7. Registration to a Competition

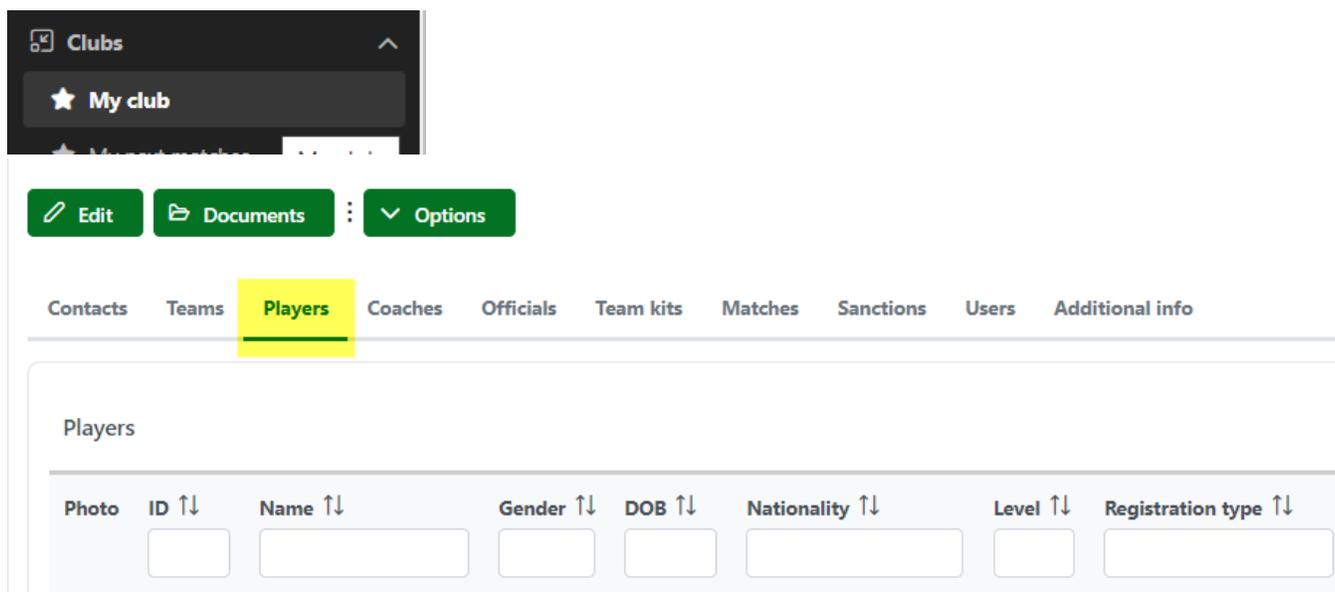
The Mandatory Step which must be taken for all player's to be Eligible in a League Competition.

As you will see in this guide and when completing registrations on FAI CONNECT, all registration types will follow the same steps meaning the process will become very familiar and repetitive to you as you begin to use FAI CONNECT more and more.

Searching for players on FAI CONNECT

1) How to find players on FAI CONNECT that are currently registered with your club

To find a full list of all of your club's registered players, you simply need to click on the **My Club** button. **My Club** is where all of your club information is held. To access it you click the **Clubs** button on the left hand section of your FAI CONNECT screen to expand the menu on the left hand side, and then select the **My club** button which is below it. You then need to click on the **Players** tab to show a full list of all your registered players, as well as those that may be in the registration process at stage **ENTERED** or **SUBMITTED**.



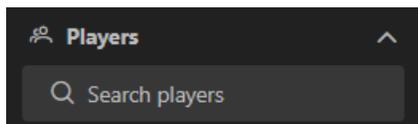
2) How to search for players on FAI CONNECT that are not registered with your club

Due to GDPR you cannot simply search for any player in FAI Connect. Instead, you will need to have specific information to be able to find a player. You can find a player on FAI CONNECT using one of the following criteria:

1. Surname or First Name and date of birth (all three preferably used to narrow search)
2. FAI CONNECT ID number (if known)

You must ensure that you obtain this information legally and with the consent of the player or parent/guardian before proceeding.

To find a player go to **Players** and then select **Search Player's** which is below it. You then need to input the criteria above and click Search.

A screenshot of a web form titled 'Search players'. The form is divided into two columns. The left column contains fields for 'ID:', 'FIFA ID:', 'Status:' (with a dropdown menu set to 'ACTIVE'), 'Gender:' (with a dropdown menu set to 'Choose'), 'Family name:', 'First name:', 'Short name:', 'Marketing notifications:' (with a dropdown menu set to 'Choose'), and 'National team:' (with a dropdown menu set to 'Choose'). The right column contains fields for 'Nationality:', 'Date of birth:', 'Country of birth:', 'Place of birth:', 'Father/Mother name:', 'Position:' (with a dropdown menu set to 'Choose'), and 'Short name for TV:'. A green 'Search' button is located at the bottom left of the form. Two yellow callout boxes with numbers '1' and '2' are overlaid on the form. Callout '1' points to the 'ID:' field. Callout '2' points to the 'Family name:' and 'First name:' fields. The 'Date of birth:' field is also highlighted in yellow.

How to fill in an address on FAI CONNECT

1) Go on the Contacts tab

To fill in a player's address on FAI CONNECT, you need to click on the **Contacts** button on the player's page. This button is located right next to the registration page, which is called **Active Registrations**. To fill in the address, you need to input the Street (Address), Postcode (Eircode), Town, County.

Active registrations **Contacts** Additional info History

Address:

Postcode:

Town:

County:

Country: Republic of Ireland

Long,Lat:

2) Selecting the County

Click on the **magnifying glass**, this will bring up a pop up box containing all Counties. You simply click on the correct County and it will automatically fill in the box for you.

Town:

County:

Country: Republic of Ireland

Choose Region/Place

ID <input type="button" value="T"/> <input type="button" value="D"/>	Place <input type="button" value="T"/> <input type="button" value="D"/>	Parent <input type="button" value="T"/> <input type="button" value="D"/>	Postcode <input type="button" value="T"/> <input type="button" value="D"/>
1	County Antrim		
2	County Armagh		
3	County Carlow		
4	County Cavan		
5	County Clare		
6	County Cork		
7	County Derry		
8	County Donegal		
9	County Down		
10	County Dublin		

1 - 10 of 32 results << < 1 2 3 4 > >>

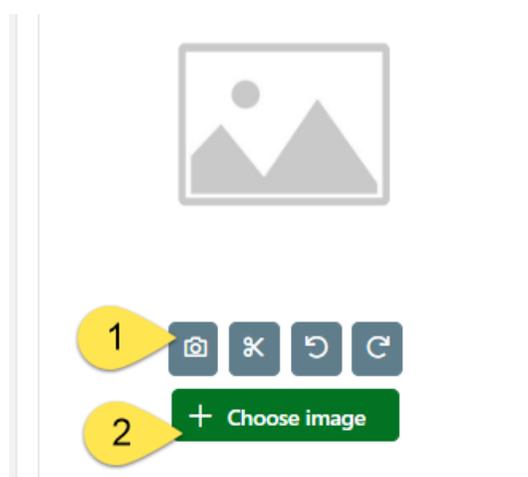
3) Address is now filled in

Once you have the address completed, It can even register the longitude and latitude which will bring up the exact location on a map within FAI CONNECT. To do this, click the Google Map icon as shown and select the Address Result to lock in the Geo-Location.

How to upload a photo on FAI CONNECT

1) Where is the photo section located?

The photo section will always be on the left upper hand side of the player's page. There are 2 ways in which you can upload a photo to FAI CONNECT which we will now cover.



2) Taking a photo using your laptop or device

If your laptop or device has a web cam or camera built in, you can take a photo using this device and save it instantly on FAI CONNECT. To do this you just need to click on the **camera icon** highlighted on the screen. This will bring up a camera screen on your device which we will show on the next page. Once you have clicked the **person icon** and this box has appeared, simply take the photo of the individual by clicking the **Capture** button. The photo is now uploaded. As soon as you click **Capture**, the system will take you back to the player's page and the picture will appear in the **photo box**.

3) Uploading a photo that is already saved on your PC or laptop device

In addition to taking a photo with your PC or laptop device, you can also upload a photo you already have saved on your device. By clicking on the **Choose image** button, the system will take you to your PC or laptop device to select a photo you may already have saved. This allows you to upload a photo for a player without physically receiving from the individual in person. Select the Relevant Photo As soon as you click **Choose image** the system will take you into your device to select the picture. Simply double-click on the relevant photo to upload it to FAI CONNECT.

4) The photo has now been uploaded onto FAI CONNECT

As soon as you double-click on the relevant photo, this photo will immediately be uploaded onto FAI CONNECT. **We strongly advise you then delete any images of players from your device as soon they have been uploaded to FAI Connect for the purpose of Registration only.**

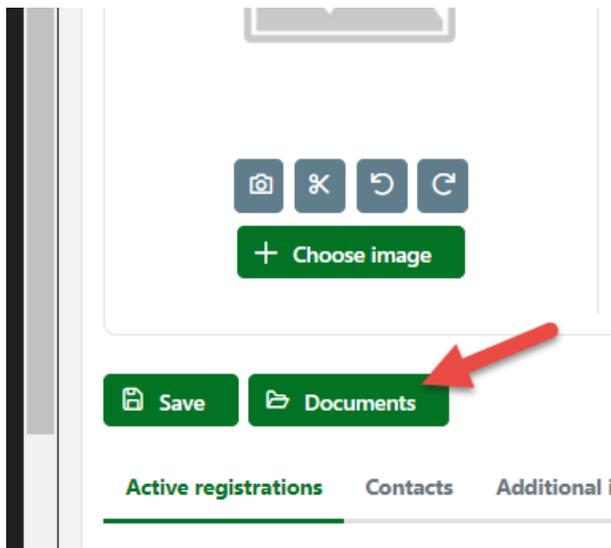
5) Always remember to Crop the photo!

Whenever you have uploaded a photo on to FAI CONNECT, the final step to remember is that you MUST **Crop** this photo. This is to ensure that the photo sits correctly on the registration form, player registration card and any team sheets they appear on. If you do not crop the photo it will not appear clearly so there is an increased risk the FAI will reject the registration request. To crop the photo you simply need to click on the **scissors icon** highlighted once the photo has been uploaded or wait for the system automatically recognise that the image needs cropping, As soon as you have clicked the **scissors icon** this box will pop up. You simply need to drag the lighter shaded box over the players face, as highlighted. Once you have done this, just click the **Crop** button. The system will take you back to the player's page and this photo will now sit perfectly on the registration form, the electronic registration card and any team sheets for matches the player is involved in.

How to upload an ID Document on FAI CONNECT

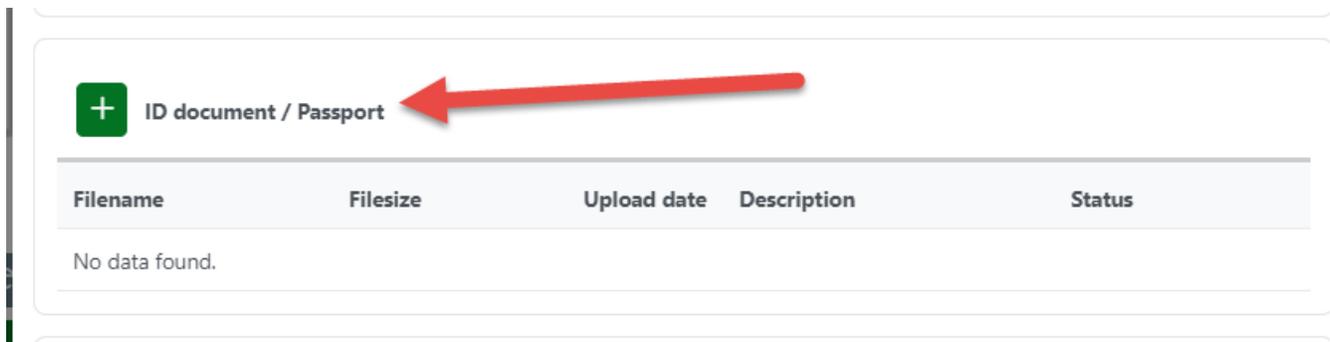
1) Where is the ID Upload section located?

The ID upload section will always be on the left upper hand side of the player's page in the Documents folder.



2) Uploading an ID document from your device

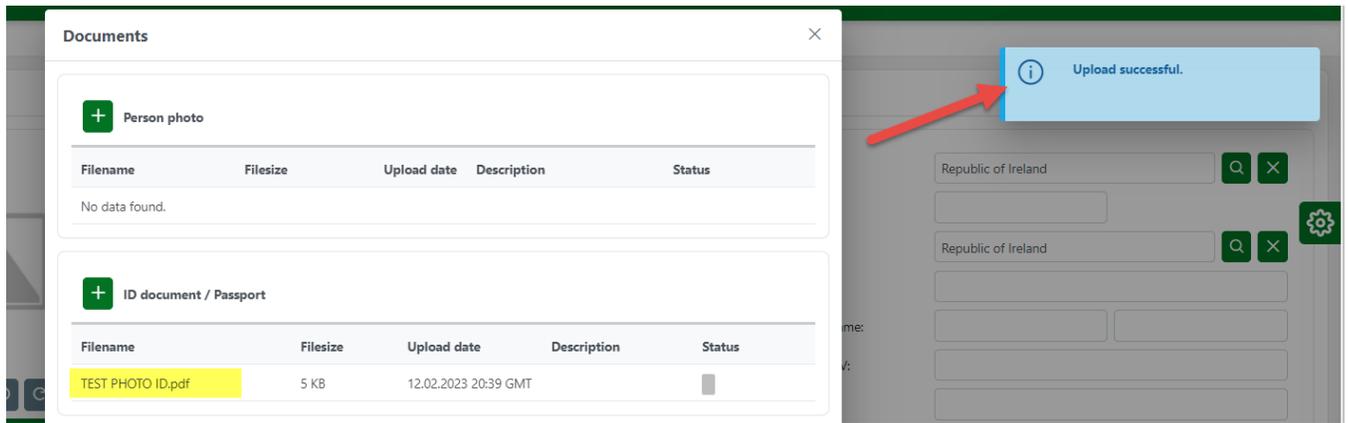
By clicking on the **Documents** button, and then the plus symbol in the relevant upload area, a window will open to click the **Choose** button. The system will take you to your device to select a document you may already have saved. Select the Relevant ID Document. Simply double-click on the relevant document to upload it to FAI CONNECT.



3) The ID Document has now been uploaded onto FAI CONNECT

As soon as the document has been uploaded, it will be date and time stamped.

You will also see the automated system response highlighting that the Upload was Successful. You can close the Documents upload area to proceed.

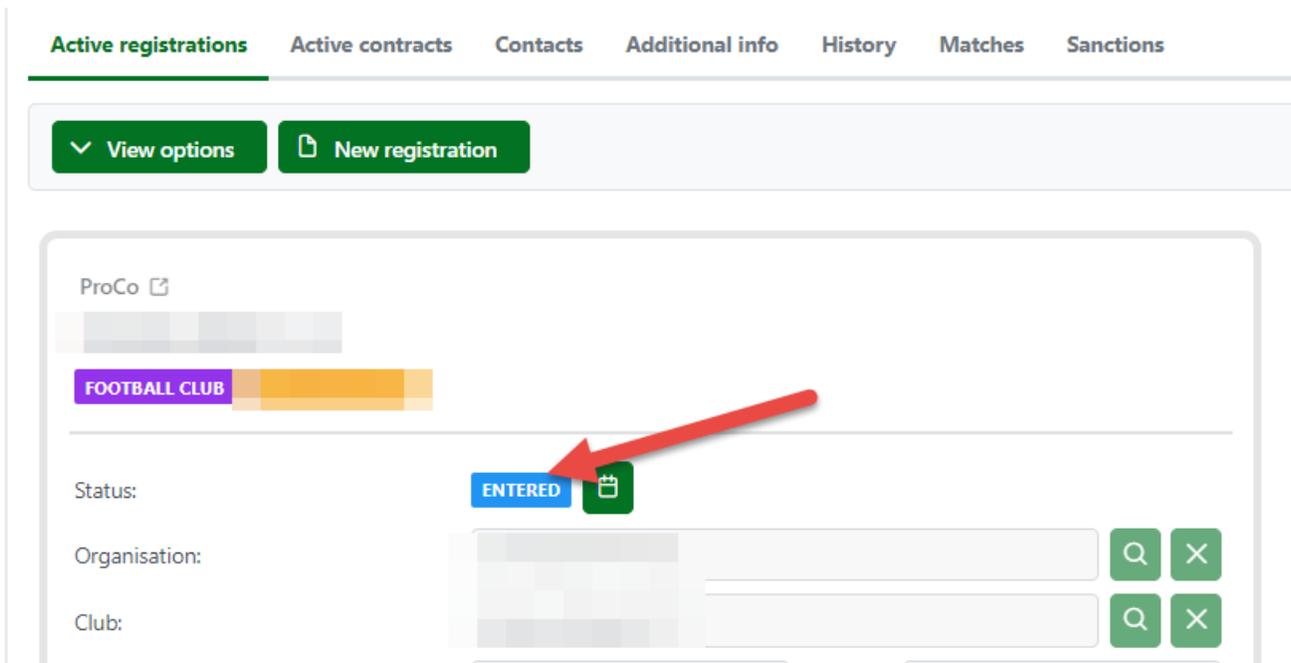


We strongly advise you then delete any ID Documents from your device as soon they have been uploaded to FAI Connect for the purpose of Registration only.

Completing the Registration Form

1) Stage 1 - ENTERED

For all types of registration, once you have filled in all mandatory fields correctly and clicked **Save**, the registration request will reach the **ENTERED** stage. It is at this point that the registration form can now be accessed. An email will now automatically be sent to the player or parent/guardian (using the email address provided in the registration process) containing a PDF of the registration form. The club will also be able to generate the registration form on FAI CONNECT.



2) How do you complete the registration form to upload on to FAI CONNECT?

To complete any type of registration request on FAI CONNECT you will always need to complete the registration form in one of 3 ways.

- a). The player or parent/guardian can print the registration form to sign and send back to the club. This can be via hard copy or a scanned copy or photo of the signed form to send to the club electronically - so long as the form is clear and legible.
- b). The player or parent/guardian can digitally sign the form on their smart phone or tablet and send back to the club via email/whatsapp etc. to upload on to FAI CONNECT.
- c). The club can print the form off ready for the player or parent/ guardian to physically sign.

Now let's show you how to do each of the above.

3) Submitting the registration form to the FAI within 5 business days of the Player or Parent/Guardian's signature

PLEASE NOTE: The FAI Rule relating to registration requests needing to be submitted within 5 business days of the player or parent/guardian does not relate to the date you printed the form. As shown on point 1 of the above picture. A form can be used at ANY time. It is only once the player or parent/guardian has signed and dated the form that it needs to reach the FAI within 5 business days of this signature.

Player or Parent/Guardian can print the form to sign

The moment you get to stage **ENTERED**, the player or parent/guardian will automatically receive an email notification informing them of the request made by your club. The email will also contain a PDF attachment of the registration form so that the player or parent/guardian can print this form off ready to sign and date accordingly. This function offers flexibility as the player or parent/guardian can complete and return this to the club, meaning you don't have to physically meet the player or parent/ guardian to complete the process. Before printing the registration form the player or parent/guardian should always check the photo is shown clearly in the photo box on the form and that all of the information is correct.

Always check the form before printing When generating the registration form please check the form before printing to ensure the photo is showing and cropped correctly. If you do not **crop** the photo before proceeding to this stage, the screen shot above shows what the photograph will look like on the form. **This form will be rejected by the FAI.** You therefore need to **crop** the photo so that it will fit in this box correctly. This is also important for photos to fit onto the team sheets correctly. If for whatever reason the photo is missing from the form, you simply click the **refresh** button highlighted on the top left of your screen to load the page again. Please refer to the earlier pages of this guide on how to **Crop** a photo.

Completing the Registration Form

Once you are happy the photo is now sitting correctly in the box (as highlighted) and all of the information is correct, the form is ready to be signed. The club signature will be pre-populated as an e-signature to provide a clear audit trail of the club user that generated this form. The player or parent/guardian needs to read the relevant terms and conditions and sign and date the form.

PLEASE NOTE: This must be submitted to the FAI within 5 business days of the player or parent/guardian signature, as per FAI Rules and Regulations.

Completing the Registration Form – Marketing Preference

There is also a marketing section at the bottom of this page. The player or parent/guardian are automatically opted out to receive marketing information and therefore would only need to tick this box if they **did** want to receive any communication from the FAI. It is important to note that the only communications sent to individuals would be directly from the FAI as opposed to any third parties or FAI partners. The FAI will not pass any details on to third parties to contact individuals so there is no need to worry in relation to being bombarded with spam email.

Player's PRINT Name (or parent/legal guardian's name if under 18)	
Player's signature (or parent/legal guardian's if under 18)	
Date of signature	

By ticking this box, I confirm I **DO WANT** to receive via email, exclusive offers, news, information and marketing notifications from the FAI.

where the Player is under 18 years old, by Ticking this box, I as the Player's parent or legal guardian, confirm on behalf of the above-named player, that the player's image on this form may be displayed on the [COMET Live App](#).

THE CLUB MUST ENSURE THAT THIS REGISTRATION FORM IS SUBMITTED TO THE FAI IN ACCORDANCE WITH THE FAI COMET REGULATIONS AND WITHIN FIVE (5) BUSINESS DAYS OF THE DATE OF THE PLAYER'S SIGNATURE OR PARENT/LEGAL GUARDIAN'S SIGNATURE AS APPLICABLE.

Completing the Registration Form – Photo Consent for Underage Player's image to display on FAI Connect App (COMET Live)

There is also a section at the bottom of this page where any player under 18 must have the player's parent or legal guardian confirm on behalf of the player that the image uploaded to the player profile can be displayed on the Comet Live App known as FAI Connect. If this box is ticked, the club can change the privacy settings which are defaulted to Hide the photo publicly to allow the image to be shown on the public App.

Player's PRINT Name (or parent/legal guardian's name if under 18)	
Player's signature (or parent/legal guardian's if under 18)	
Date of signature	

By ticking this box, I confirm I **DO WANT** to receive via email, exclusive offers, news, information and marketing notifications from the FAI.

where the Player is under 18 years old, by Ticking this box, I as the Player's parent or legal guardian, confirm on behalf of the above-named player, that the player's image on this form may be displayed on the [COMET Live App](#).

THE CLUB MUST ENSURE THAT THIS REGISTRATION FORM IS SUBMITTED TO THE FAI IN ACCORDANCE WITH THE FAI COMET REGULATIONS AND WITHIN FIVE (5) BUSINESS DAYS OF THE DATE OF THE PLAYER'S SIGNATURE OR PARENT/LEGAL GUARDIAN'S SIGNATURE AS APPLICABLE.

How can the Player or Parent/Guardian send the signed and dated form back to the Club?

Once the player or parent/guardian have signed and dated the form they can do the following:

1. Scan the form and send back to the club via email.
2. Take a photo of the form and send back to the club via email – make sure this is clear and legible.
3. Sign and return the original printed copy to the club for them to upload onto FAI CONNECT.

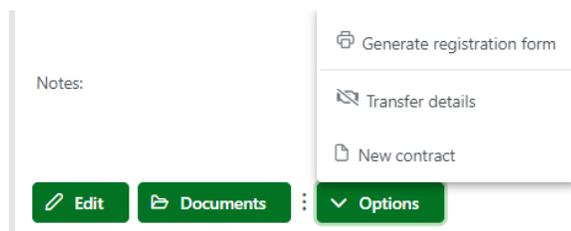
How to digitally sign a Registration Form

Player or Parent Guardian opens the email on their smartphone or tablet

Individual creates a PDF on their Phone This can be done on both Android and Apple phones. Click on the Pen icon Zoom in to the signature section on the form to sign and date. Send back to the club via email etc. on the smartphone or tablet.

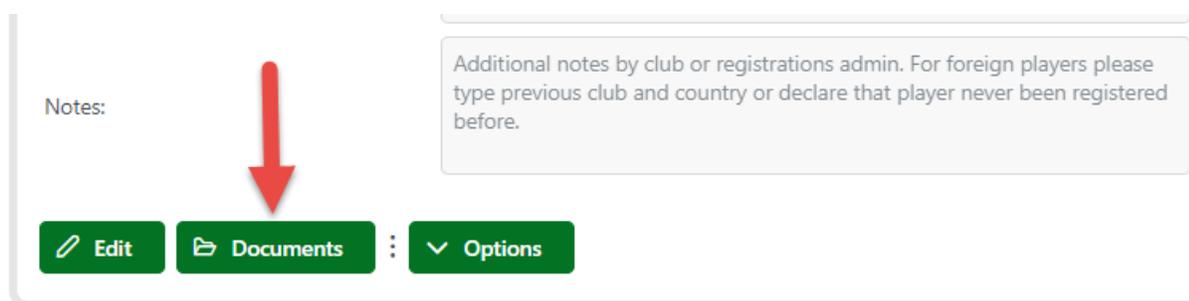
How can the Club access the Registration Form?

For all types of registration, once you have filled in the mandatory fields correctly and clicked **Save**, you will always be on the **ENTERED** stage. It is at this point that the registration form can now be accessed. The club will be able to generate the form on FAI CONNECT by clicking **Options** and then clicking on the **Generate registration form** button. This will immediately load a PDF version of the form that the club can save on their device to print out at their convenience for the player or parent/guardian to sign.



Uploading the Registration Form onto FAI CONNECT

Once the player or parent/guardian have signed and dated the form and the club have a copy of this saved on their device, they are now ready to upload this registration form onto FAI CONNECT. You would always do this via the **Documents** button on the player's **Active Registrations** page. Once a form is signed, dated and saved electronically, the club are ready to upload the form onto FAI CONNECT and proceed to the next stage of the registration request.



1) Saving the form on your device to upload on to FAI CONNECT.

Once the form has been signed and dated by the player or parent/guardian, you can do the following:

1. Scan the document and save it to your device, ready to upload onto FAI CONNECT.
2. Take a photo of this form and save to your device, ready to upload onto FAI CONNECT.

If you are taking a photograph of the form, the photo and all of the information has to be clear and legible or the FAI will reject this form and ask you to submit a clearer copy of the registration form.

You decide where on your device you wish to save all of your registration forms and the player photos that you need to upload on to FAI CONNECT.

We strongly advise you then delete any images of players & their registration forms from your device as soon they have been uploaded to FAI Connect for the purpose of Registration only.

Begin Registration Process

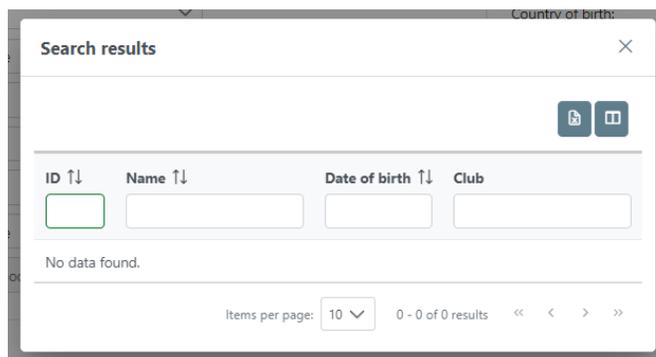
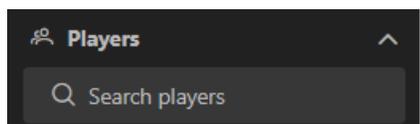
The next section of this guide will take you through each of the different Player Registration types you might need to complete on FAI CONNECT.

First Registration

Registering a player that has never held a registration in Ireland before.

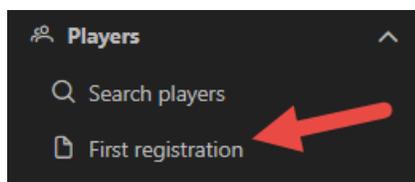
1) Search for the player

Check to see if the player already holds a record on FAI CONNECT. This is to ensure no duplicates are created. To do this you would click the **Search Players** button. You can then search for the player using their Surname or First Name and Date of Birth to see if they have a record on FAI CONNECT. If no results are found for this player, you would proceed as a **First Registration**.



2) Making a First Registration request on FAI CONNECT

To make a First Registration request you would click the **Players** box on the left-hand side of the screen. You would then select the **First Registration** button as highlighted.



3) Fill in the mandatory fields.

These mandatory fields will always be the same and will be in red. If the player is under 16, the system will automatically recognise that the parent/guardian email address will be required instead of the player's. As well as the fields marked in red, you always need to provide a **photo** of the player, an **ID Document** such as Passport/Drivers License or Birth Cert as well as fill in the players **address** through the **Contacts** tab. Once all mandatory fields have been filled in, you then click **Save**.

ID:	<input type="text"/>	Nationality:	<input type="text" value="Republic of Ireland"/>	<input type="button" value="Q"/>	<input type="button" value="X"/>
FIFA ID:	<input type="text"/>	Date of birth:	<input type="text"/>		
Status:	<input type="text" value="ACTIVE"/>	Country of birth:	<input type="text" value="Republic of Ireland"/>	<input type="button" value="Q"/>	<input type="button" value="X"/>
Gender:	<input type="text" value="Choose"/>	Place of birth:	<input type="text"/>		
Family name:	<input type="text"/>	Father/Mother name:	<input type="text"/>	<input type="text"/>	
First name:	<input type="text"/>	Short name for TV:	<input type="text"/>		
Short name:	<input type="text"/>	Email:	<input type="text"/>		
Marketing notifications:	<input type="checkbox"/>	Guardian email:	<input type="text"/>		

4) Uploading the photo

As highlighted at the beginning of this guide, you can upload the photo on FAI CONNECT in 2 ways:

1. Take a photo with your device by clicking on the **camera icon**.
2. Or Click on the **Choose image** button and select a photo that is already saved on your device.

Always remember to crop the photo once it is on the screen. Simply click the scissors icon highlighted to do this.

5) Upload the ID Document

As highlighted at the beginning of this guide, a mandatory upload of an ID Document is required for new player's and any player migrated from FAInet moving club's and does not have one uploaded already.

6) Filling in the address

As highlighted at the beginning of this guide, to fill in the address you just need to click on the **Contacts** button and then type in the **mandatory fields**.

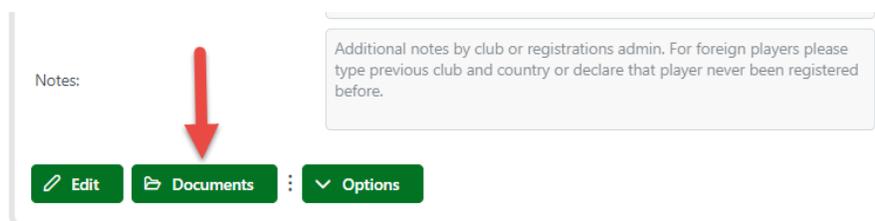
7) Stage 1 - ENTERED

Once you have filled in the mandatory fields correctly and pressed **Save**, you will be on the **ENTERED** stage. The next thing you need to do is get the form signed and dated by the player or parent/guardian. You can do this in 3 ways:

1. The player or parent/guardian can print this off to sign and send back to the club. This can be via hard copy, photo or scan - as long as the form is clear and legible.
2. The player or parent/guardian can sign the form on their smart phone or tablet without printing and send back to the club via email to upload onto FAI CONNECT.
3. The club can print the form off ready for the player or parent/ guardian to sign. Please refer to the introduction section of this guide on how to complete the registration form.

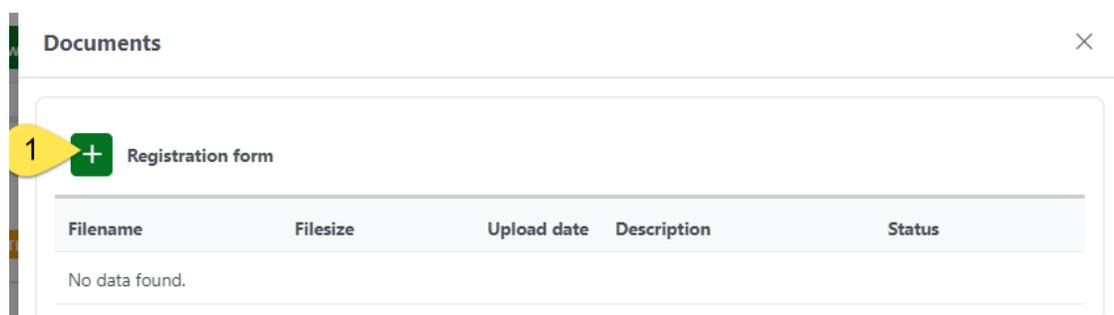
8) Upload the Registration Form onto FAI CONNECT

Once you've saved the registration form to your device, you then need to upload it to the player's page on FAI CONNECT. You do this by clicking on the **Documents** button. This will take you to the document upload page. **PLEASE NOTE:** Until you upload the Player Registration Form onto FAI CONNECT in the **Documents** section, you will not be able to submit the Player Registration request.



9) Selecting the Registration Form to upload

Once you have clicked the **Documents** button, this pop-up box will appear.



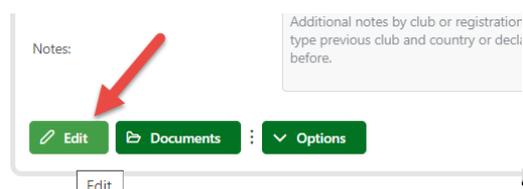
Firstly select the **type** of form as **Registration Form**. Then click the **Choose** button. This will open up your documents on your device. You simply need to go to the location you have saved the registration form on your device and double-click on the document. This will immediately upload the form onto FAI CONNECT. If you upload the wrong document by mistake, you simply add the correct one. You can't delete a document on FAI CONNECT (in order to keep a complete audit trail), but you can upload as many documents as you may need if a mistake is ever made so do not worry. The FAI will be checking these documents to ensure they are correct and will reject a registration request accordingly if they are not.

10) Form successfully uploaded onto FAI CONNECT

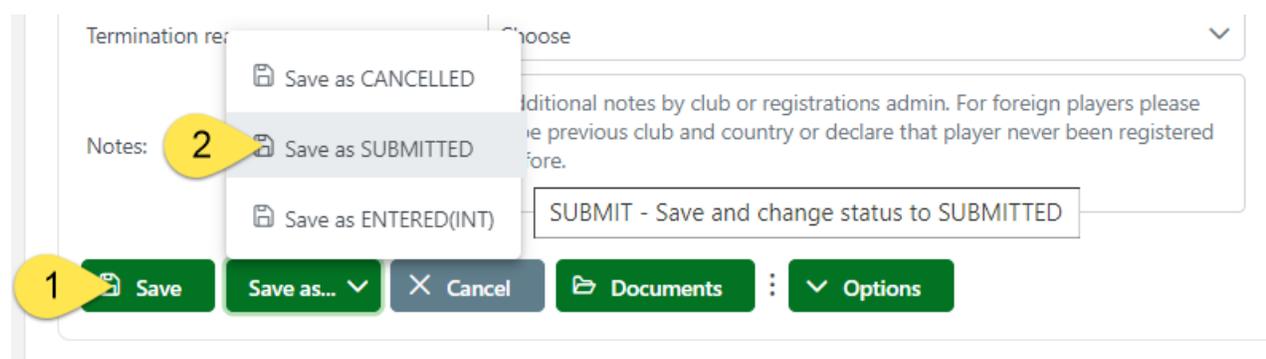
Once you have clicked on the document to upload it, the form will be showing in the **Registration form** section with the status **Active**. You can now close this box to return to the players page using the small white cross highlighted in the top right hand corner of the **Documents** box.

11) Submitting the registration request to the FAI

Once form has been saved in the **documents** section, you are ready to submit the registration request to the FAI. To do this you need to click the **Edit** button on the players **Active Registrations** page. The **Edit** button always needs to be clicked when you are looking to make any action on a player registration.

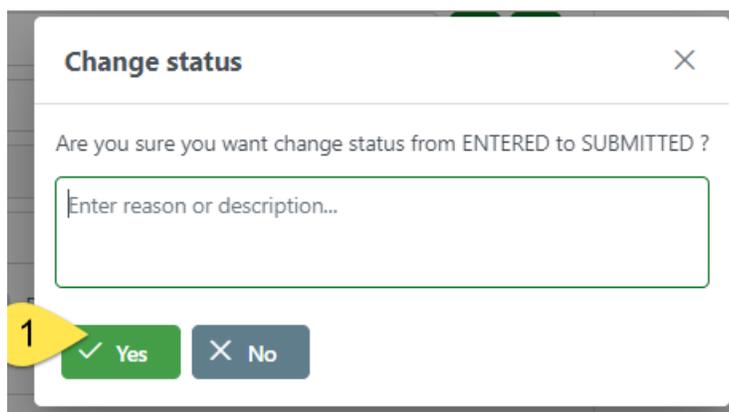


After clicking the **Edit** button, you then need to click on the **Save as... Save as SUBMITTED** button. If you want to go back a step for any reason, click on the small **Cancel** button with the red circle.



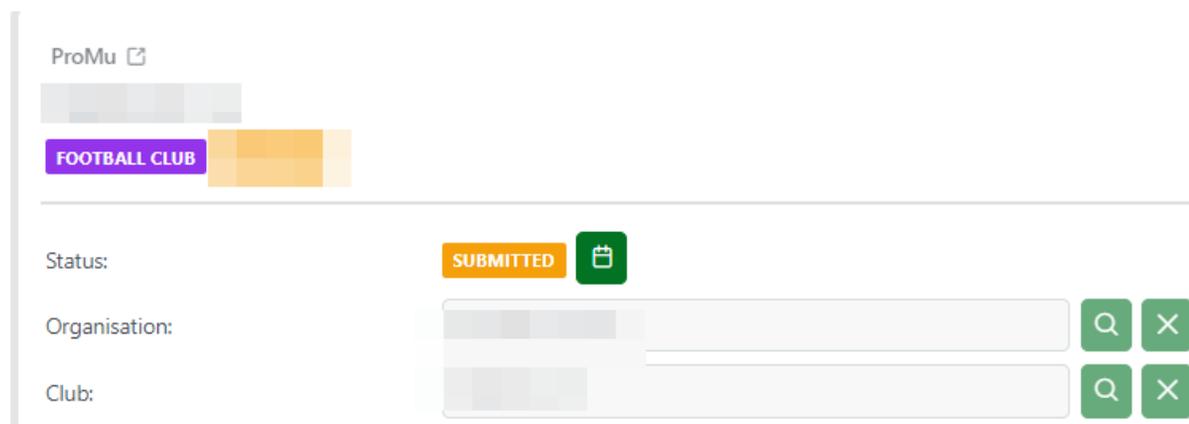
13) Confirming your submission

By clicking the **Save as SUBMITTED** button on the previous page it will bring up this pop-up box. You then need to click the **Yes** button. You do not need to write anything in the **Reason/description** box, this is completely optional for your own records or if there's any relevant information you feel you need to add.



14) The form has now been submitted to the FAI for approval

After confirming your submission, the Status will immediately have changed from **ENTERED** to **SUBMITTED**. This confirms that the club has submitted the request to the FAI for approval. The request will immediately be sitting in the FAI's Player Registration dashboard for approval.



15) Player is APPROVED and now Requires Payment of Player Registration Levy

Proceed to pay for the Approved player – please see our separate guide on this here > <https://support.faiconnect.ie/wp-content/uploads/2023/09/FAI-Connect-Player-Registration-Levy-How-to-Pay-Guide.pdf>

16) Email confirmation to the Player or Parent/Guardian

As soon as a registration request is confirmed by the FAI, the player or parent/guardian will receive an email that will contain their E-Registration Card. The E-Registration card can only be opened on a smart phone or tablet and is very easy to share with people via email and whatsapp etc.

17) Checking the status of your Player registrations on FAI CONNECT

As a club you can also keep a record of all registration requests submitted to the FAI at any time by clicking the **My Club** button. To do this you click on the **Clubs** button and this will expand this folder and you then click on **My Club**. On the **My Club** page, there is a tab called **Players**. This is where all your player details are visible in real-time. When the FAI confirms the request, the player or parent/guardian will be notified via email and you will be able to see this change on the system immediately through your **My club** section as to whether a registration is on stage **ENTERED**, **SUBMITTED**, **APPROVED** or **CONFIRMED**. You can sort this dashboard by player status/name/age etc so it is a quick way to check on all of your registered players and those you are looking to register.

Players 🔍 🗨

Photo	ID ↑↓	Name ↑↓	Gender ↑↓	DOB ↑↓	Nationality ↑↓	Level ↑↓	Registration type ↑↓	Discipline ↑↓	Status ↑↓	E-mail
	<input type="text"/>	Amateur	Reregistration	Football	ENTERED	<input type="text"/>				
	<input type="text"/>	Amateur	Transfer	Football	SUBMITTED	<input type="text"/>				
	<input type="text"/>	Amateur	First registration	Football	CONFIRMED	<input type="text"/>				

Recap - First Registration

1. Click on the **First Registration** button from the **Players** drop-down menu on the lefthand side of your FAI CONNECT account.
2. Fill in all the mandatory fields and click **Save**. The status will now show as **ENTERED**.
3. Club or player or parent/guardian can now access the registration form.
4. Player or parent/guardian signs and dates the registration form.
5. Club saves a copy of the signed form to their PC or Laptop Device.
6. Upload the form onto FAI CONNECT via the **Documents** button at the bottom of the players **Active registration** page.
7. Submit the registration request to the FAI by clicking the **Edit** button at the bottom of the players **Active registration** page and then click **SUBMIT**.
8. Confirm this submission by clicking **SUBMIT** in the pop-up box that appears.
9. When **APPROVED** by the FAI, proceed to Payment of the player registration levy.
10. Player or parent/guardian will receive a confirmation email once this registration has been **CONFIRMED** (after payment).
11. The club can keep up to date with the request progress at any time through the **My Club** button.

A **First Registration** is the longest type of registration you will need to do on FAI CONNECT as it involves you creating a completely new record for the individual.

Simply follow the standard registration process to submit this registration request:

1. Fill in the mandatory fields.
2. Get the form signed and dated.
3. Save on to your device.
4. Upload the form on to FAI CONNECT.
5. Submit to the FAI via FAI CONNECT.

Termination's

Cancelling a player's registration on FAI CONNECT. **This should only be actioned if the player no longer wishes to play football for your club.**

Please note that if a player's registration is terminated on FAI CONNECT outside of a Re-Registration Period, they cannot then re-register for any club until the next Re-Registration Period.

If a player wishes to leave your club to play for another club in Ireland, this should always be done as a **National Transfer** and is the quickest way to do this. The player or parent/guardian will also receive an email when their registration is terminated so they will know if this action has been taken.

1) Find the Player on FAI CONNECT

To terminate a player registration you firstly need to find your player on FAI CONNECT. You do this through the **My Club** button and finding the player from your player list. You then click on the player to move on to their registration page and begin the process.

2) Click 'Edit'

Once on the players **Active Registrations** page, because you need to carry out an action you need to click the **Edit** button (the edit button on the Active Registration with your club)

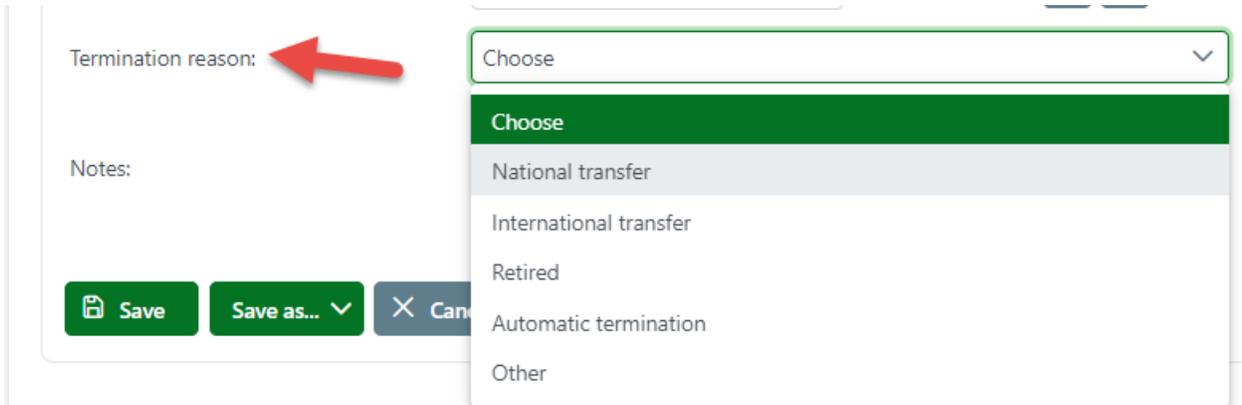
3) Fill in the required information

Once you have clicked **Edit**, you then need to do the following:

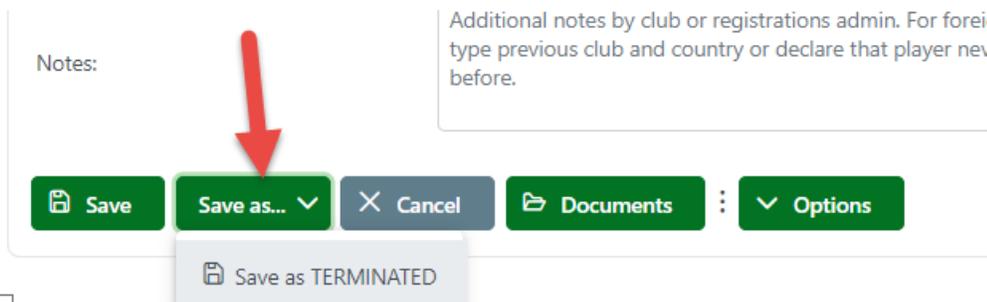
1. Fill in the **date to** box - this will always be the date you are carrying out the registration termination.

The image shows a form with two rows of input fields. The first row is labeled 'Date from:' and has a greyed-out input field. The second row is labeled 'Date to:' and has a yellow-highlighted input field. A red arrow points from the 'Date to:' label to the yellow-highlighted field.

2. Select the **Termination Reason** by clicking on the **Termination reason** box that says **Choose**. This will bring down a drop-down menu of all the possible reasons for a player termination. Simply select the relevant reason in each instance.



Once you've done the above you can then click **Save as... Save as TERMINATED.**



4) Confirm the registration termination.

Once you have clicked the **Save as TERMINATED** button on the previous page, you then need to confirm the registration termination by clicking **Yes** in this pop-up box.

As with all types of registrations you do not need to put anything in the **Reason/description** box unless you wanted to for your club records or wanted to share any relevant information with the FAI.

5) The registration is now terminated

Once you have confirmed the player termination the system will take you back to the players **Active Registrations** page and you will notice their registration with your club will have disappeared. The player is no longer registered with your club and will not show up on your player list in the **My Club** section of your FAI CONNECT account.

6) The Player or Parent/Guardian will automatically be notified of the registration termination

The moment you terminate a player registration the player or parent/guardian will receive an email notifying them of this to ensure the club has not done so without valid reason. Therefore if terminating a registration this should be done with the full consent of all parties or in the case of a dispute, with documented and legitimate grounds for doing so.

Recap - Termination's

1. Find the player through the **My Club** section of your FAI CONNECT account.
2. Click on the player to move on to the player's **Active registration** page.
3. Click on **Edit** at the bottom of the player's **Active registration** page.
4. Confirm the **Date of the Termination** and the **Termination reason** for this termination. Then click the **TERMINATE** button.
5. Confirm the termination in the pop-up box that appears by clicking **TERMINATE** again.
6. The player's registration with your club has now been terminated.
7. The player or parent/guardian will be notified of the termination via email.

New Registration of an Existing Player – Unattached

Registering an unregistered player for your club whose details are already on FAI CONNECT.

1) Find the Player on FAI CONNECT

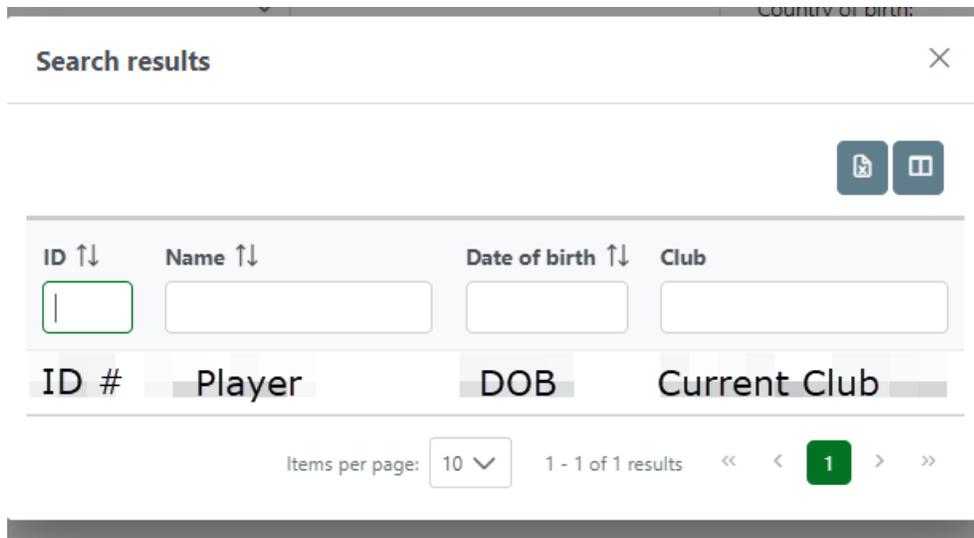
As the player is not currently registered for your club you need to find them on FAI CONNECT. To do this you would click on the **Search Players** button highlighted. Then find them using one of the required search criteria:

1. Surname or First Name and date of birth (all three preferably used to narrow search)
2. FAI CONNECT ID number (if known)

You must ensure to obtain this information legally and with the relevant consent if searching for a player outside of your club.

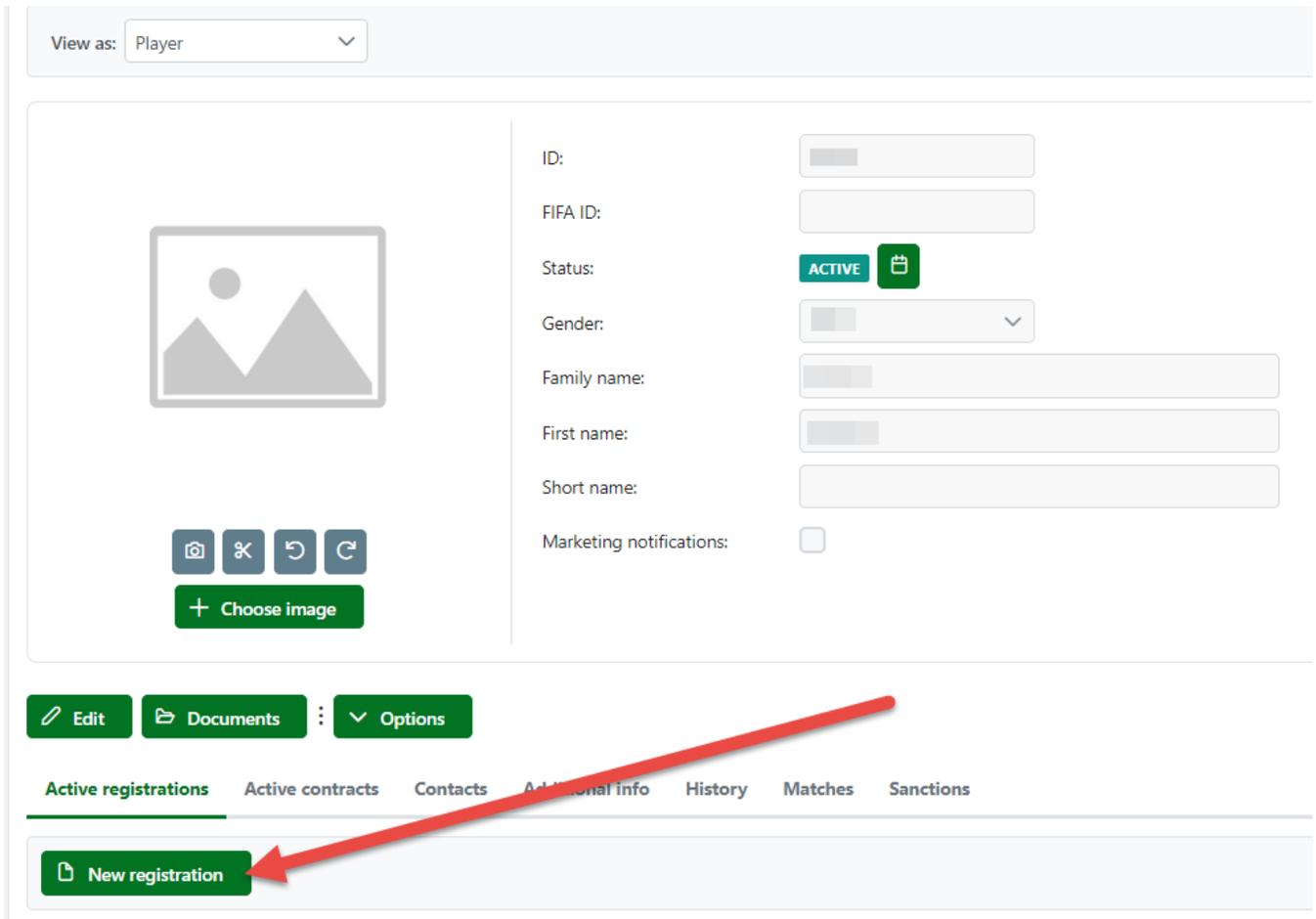
2) Select the Player from the search results

Once you click **search**, this will pull up the search results for the player you are looking for on the system. Simply click on the player's name from the list available, as highlighted in this example, in order to proceed.



3) Click on New Registration

Once on the players page you simply need to click the **New registration** button as they currently don't have an active registration.



View as: Player

ID:

FIFA ID:

Status: ACTIVE 

Gender:

Family name:

First name:

Short name:

Marketing notifications:

+ Choose image

Edit Documents Options

Active registrations Active contracts Contacts Additional info History Matches Sanctions

New registration

4) Check the mandatory fields

Once you have clicked the **New registration** button from the previous page you now need to follow the standard registration process. This begins with filling in all of the mandatory fields. If any information needs updating you need to do this by firstly clicking the **Edit** button on the player details section of the page and updating any information that requires updating.

Remember that for most players who migrated from FAInet , there will be no photo, no email address and part of the address missing so you will need to update this information in order to register any player on FAI CONNECT.

If there is a player photo already, don't forget to check the player's photo is up to date and still a true likeness and that the players current address is still correct on the **Contacts** tab highlighted. Once you are happy all information is correct, click the **Save** button highlighted.

5) Access the Registration Form

Once you have got to the **ENTERED** stage, the player or parent/guardian will receive an email notification informing them of the request made by your club and the club will also be able to access the registration form via the **Generate Registration Form** button.

Please refer to the **Completing the Registration Form** section in the introduction of this guide to see how the player or parent/guardian can complete the registration form.

6) Upload the Registration Form onto FAI CONNECT

Once you've saved the signed and dated registration form to your device, you then need to upload it to the players page on FAI CONNECT. You do this by clicking on the **Documents** button (at the bottom of page in relation to the Active Registration with your club). This will take you to the document upload page. **PLEASE NOTE:** Until you upload the Player Registration Form onto FAI CONNECT in the **Documents** section, you will not be able to submit the Player Registration request.

7) Selecting the Registration Form to upload

Once you have clicked the **Documents** button, this pop-up box will appear. Firstly select the **type** of form as **Registration Form**. Then click the **Choose** button. This will open up your documents on your device.

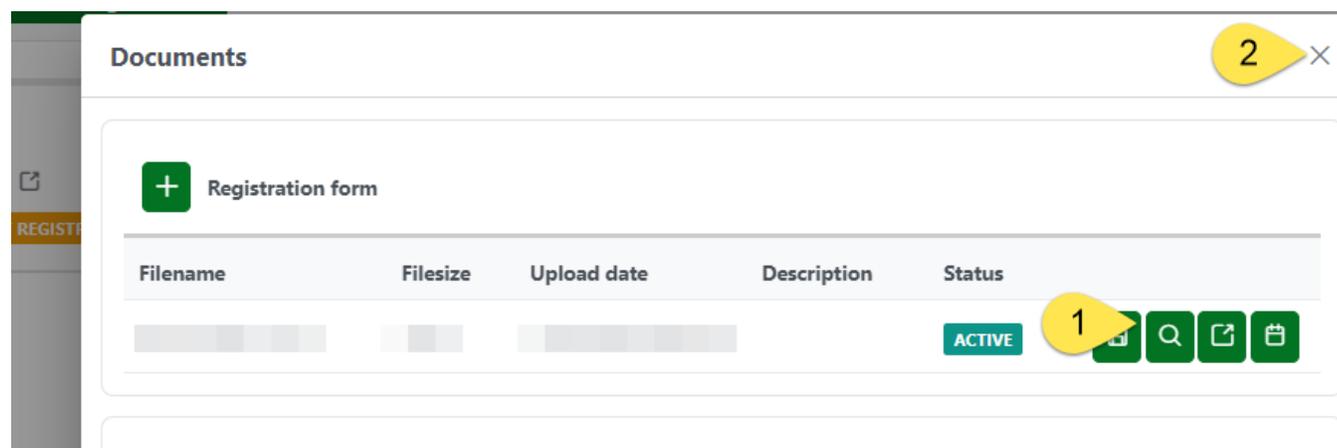
8) Selecting the Registration Form - continued

You simply need to go to the location you have saved the registration from on your device and double-click on the document. This will immediately upload the form onto FAI CONNECT.

If you upload the wrong document by mistake, you simply add the correct one. You can't delete a document on FAI CONNECT (in order to keep a complete audit trail), but you can upload as many documents as you may need if a mistake is ever made so do not worry. The FAI will be checking these documents to ensure they are correct and will reject a registration request accordingly if they are not.

9) Form successfully uploaded onto FAI CONNECT

Once you have clicked on the document to upload it, the form will be showing in the **Registration form** section with the status **Active**. If you ever want to double-check the document quickly and easily you just need to click the **magnifying glass** highlighted to view a small version of the document, or the button highlighted next to this to view it in full size. You can now close this box to return to the player's page using the **small white cross** highlighted in the top right hand corner of the **Documents** box.

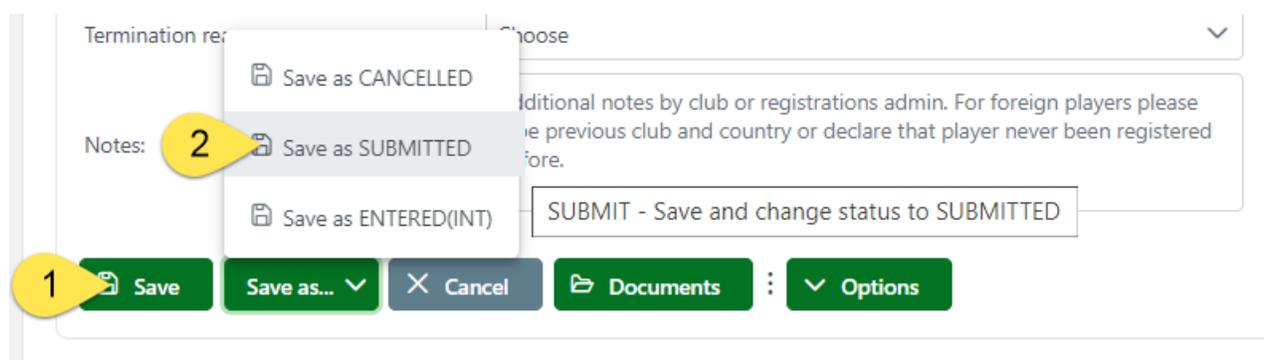


10) Submitting the registration request to the FAI

Once form has been saved in the **Documents** section, you are ready to submit the registration request to the FAI. To do this you need to click the **Edit** button on the players **Active Registrations** page. The **Edit** button always needs to be clicked when you are looking to make any action on a player registration.

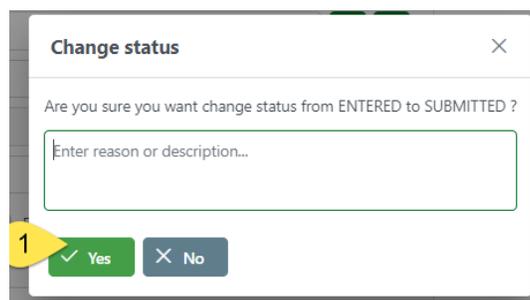
11) Click 'SUBMIT'

Once you have clicked the **Edit** button, you then need to click on the **Save as... Save as SUBMITTED** button. If you want to go back a step for any reason, click on the **Cancel** button.



12) Confirming your submission

By clicking the **SUBMITTED** button on the previous page it will bring up this pop-up box. You need to click the **Yes** button. You do not need to write anything in the **Reason/description** box, this is completely optional for your own records or if there's any relevant information you feel you need to add.



13) The form has now been submitted to the FAI for approval

After confirming your submission, the Status will immediately have changed from **ENTERED** to **SUBMITTED**. This confirms that the club has submitted the request to the FAI for approval. The request will immediately be sitting in the FAI's dashboard for approval.

14) Player is APPROVED and now Requires Payment of Player Registration Levy

Proceed to pay for the Approved player – please see our separate guide on this here > <https://support.faiconnect.ie/wp-content/uploads/2023/09/FAI-Connect-Player-Registration-Levy-How-to-Pay-Guide.pdf>

15) Player or Parent/Guardian will get a confirmation email as soon as registration is confirmed

As soon as a registration request is confirmed by the FAI, the player or parent/guardian will receive an email that will contain their E-Registration Card. The E-Registration card can only be opened on a smart phone or tablet and is very easy to share with people via email and whatsapp etc.

16) Checking the status of your Player registrations on FAI CONNECT

As a club you can also keep a record of all registration requests submitted to the FAI at any time by clicking the **My Club** button. To do this you click on the **Clubs** button and this will expand this folder and you then click on **My Club**. On the **My Club** page, there is a tab called **Players**. This is where all your player details are visible in real-time. When the FAI confirms the request, the player or parent/guardian will be notified via email and you will be able to see this change on the system immediately through your **My club** section. You can sort this dashboard by player status/name/age etc so it is a quick way to check on all of your registered players and those you are looking to register.

Players 🔍 🗨

Photo	ID ↑↓	Name ↑↓	Gender ↑↓	DOB ↑↓	Nationality ↑↓	Level ↑↓	Registration type ↑↓	Discipline ↑↓	Status ↑↓	E-mail
						Amateur	Reregistration	Football	ENTERED	
						Amateur	Transfer	Football	SUBMITTED	
						Amateur	First registration	Football	CONFIRMED	

Recap - New Registration of an Existing Player – Unattached

1. Find the player through the **Search Players** section of your FAI CONNECT account. Search using Surname, First Name and date of birth, or FAI CONNECT ID.
2. From the search results, click on the player to move on to the players **Active registrations** page.
3. Click on **New Registration**.
4. Fill in/update all relevant mandatory fields and click **Save**.
5. Player or parent/guardian completes the registration form.
6. Club saves a copy of the signed form on to your Device.
7. Upload the form on to FAI CONNECT via the **Documents** button at the bottom of the players **Active registrations** page.
8. Submit the registration request to the FAI by clicking the **Edit** button at the bottom of the player **Active registrations** page and then clicking **Save as.. Save as SUBMITTED**.
9. Confirm this submission by clicking **SUBMIT** in the pop-up box that appears.
10. When **APPROVED** by the FAI, proceed to Payment of the player registration levy.
11. Player or parent/guardian will receive a confirmation email once this registration has been **CONFIRMED**.
12. The club can keep up to date with the request progress at any time through the **My Club** button.

National Transfer of an Existing Player – Currently Registered

Registering a player for your club that is currently registered with a different club in Ireland.

1) Find the Player on FAI CONNECT

As the player is not currently registered for your club you need to find them on FAI CONNECT. To do this you would click on the **Search Players** button highlighted. Then find them using one of the required search criteria:

1. Surname or First Name and date of birth (all three preferably used to narrow search)
2. FAI CONNECT ID number (if known)

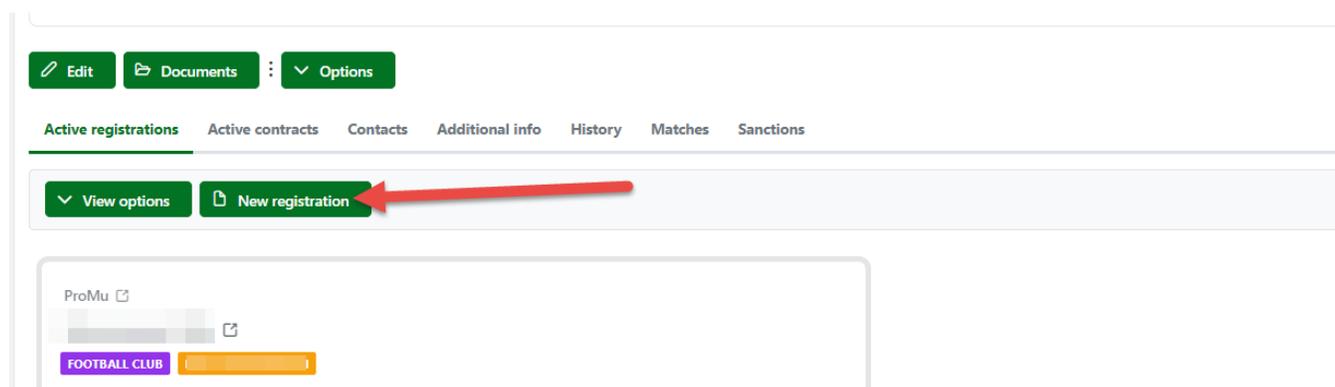
You must ensure to obtain this information legally and with the relevant consent if searching for a player outside of your club.

2) Select the Player from the search results.

Once you click **search**, this will pull up the search results for the player you are looking for on the system. Simply click on the player's name from the list available in order to proceed.

3) Click the New Registration button

After clicking on the player you will be on their **Active Registrations** page and you will now see their active registration with their current club. Because the player is not registered with your club, you will notice you will not be able to view the player's **contact** details at this stage. This tab will be shaded. To begin the National Transfer registration process you need to click the **New Registration** button.



4) Click Save to initiate the National Transfer process

Once you have clicked the **New Registration** button from the previous page you now need to click the **Save** button to move to the **ENTERED** stage with your club and initiate the national transfer process.

Active registrations Contacts Additional info History Matches Sanctions

Add

Status:

Organisation:

Club:

Club FIFA ID: Category:

Discipline:

Level: Amateur Professional

Registration type:

Date from:

Notes:

Additional notes by club or registrations admin. For foreign players please type previous club and country or declare that player never been registered before.

5) The transfer process is now active

The 5 business day notice period will begin the moment you have clicked **Save** on the previous page. By clicking **Save** you have moved the registration request on to the **ENTERED** stage with your club to request the player's registration be moved across to you from their current club.

6) How does the National Transfer process work on FAI CONNECT?

An email will be sent to all parties involved in a national transfer as soon as club B has moved a player's registration request to the **ENTERED** stage when the player is already registered with a different club in Ireland.

Club A (Player's current club):

This email will serve as the 5 business day's notice period and they have 5 business days in total to negotiate with the player to stay with their club, contact the FAI with a legitimate reason if they object to the transfer taking place (i.e. outside of re-registration period etc.), or to release the player to enable them to sign for club B. If club A doesn't act within this period then the FAI will step in to release the player's registration to enable them to sign for club B.

Club B (You as the signing club):

Meanwhile Club B now can move the registration from **ENTERED** to **SUBMITTED** on FAI CONNECT. Club B can submit the player's registration form to the FAI for approval, however this registration cannot be **CONFIRMED** until club A have terminated the player's registration with them or the FAI step in as pointed out above. If the player wishes to cancel the Registration to the new club and remain with Club A, the player or parent/guardian can email faiconnect@fai.ie to request the SUBMITTED registration form be cancelled.

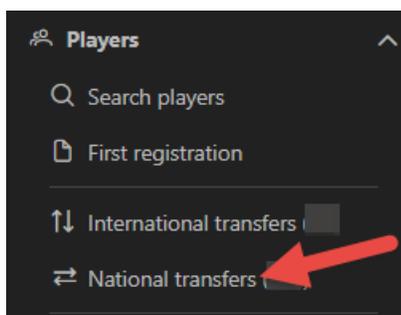
The Player:

The player can sign a registration form with club B to submit to the FAI for approval, however this cannot be CONFIRMED until club A have terminated the player's registration with them. On the old FAI Player Registration system the transfer form was filled in by hand by both clubs and also signed by the player. On the FAI CONNECT system, for a transfer to take place the signing club needs to initiate the process through FAI CONNECT by starting a registration request for the player that is actively registered for a different club.

The player's current club then needs to agree to this through FAI CONNECT by terminating the player's registration with their club. By terminating the registration with the player's current club, the signing club will then be free to submit their registration request to the FAI for the player to register with their club.

7) Managing the status of your club's National Transfers

For all National Transfers in your club, whether coming in or moving out, you can always keep up to date with these on your club's FAI CONNECT account through the **National Transfers** button highlighted.



This page can be seen by both clubs involved in any transfer, as well as the FAI, and is colour coded to show which club needs to complete an action (**shown in orange**). Once a club has completed an action, their colour will change from **Orange** to **Green**. Once club A has terminated the player registration and club B has submitted the request to the FAI then both clubs will be in Green and the FAI will be in a position to action the request. The system also tells all parties how many days a transfer has been in process for so if there is no dispute over the 5 business day notice period and player is not TERMINATED, the FAI will proceed with CONFIRMING the registration to Club B.

National transfers

ID ↑↓	Person ↑↓	DOB ↑↓	Gender ↑↓	ASSOC ↑↓	From club ↑↓	To club ↑↓	Rank ↑↓	Discipline	Date from ↑↓	Time in status ↑↓	Level ↑↓	Status	
									Football	31.01.2023		A	SUBMITTED

Items per page: 10 1 - 1 of 1 results

8) Releasing a player to sign for Club B

All the player's current club needs to do is click on the transfer through the **National Transfers** button shown on the previous page and then click the **Edit** button on the players **Active registrations** page on the registration with their club. It will then bring up this page where you need to put the **date to** as the date you are actioning the request and then select the **Termination reason** as **National Transfer**.

Once you've done the above you can then click **Save as... Save as TERMINATED**. button highlighted and confirm the termination on the pop-up box that will appear by clicking **Yes**.

9) Club B now needs to proceed with the new registration request

You will now notice on the **National transfers** page the colour of the player's current club will have changed to **green**. This is because they have done what they need to and released the player.

You as the signing club will be in **orange** because you need to action the transfer. To proceed with the request you just need to click on this transfer to go on to the player's **Active registration** page and complete the standard registration process.

10) Now complete the standard registration process

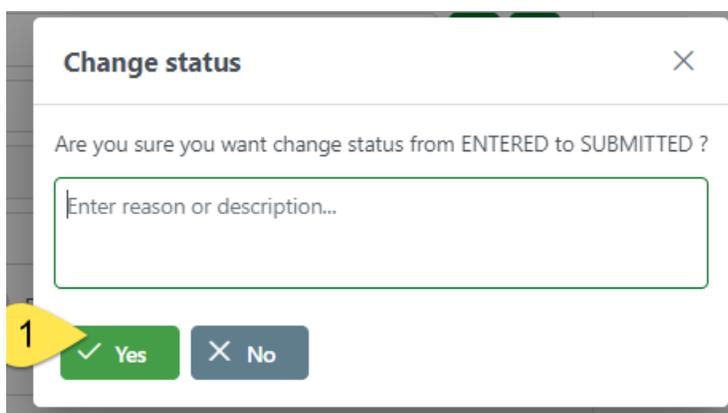
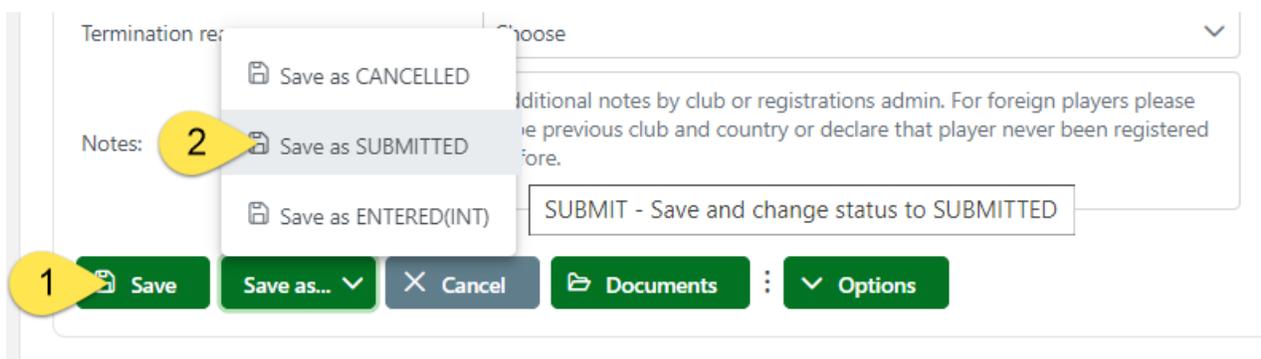
Once you have clicked on the transfer details as per the previous page, you will notice the player's information with club A will have disappeared.

You now need to follow the standard registration process.

1. Fill in/update the mandatory fields. You should now be on stage **ENTERED**.
2. At this point the player or parent/guardian and the club can access the registration form and this need to be signed and dated by the player or parent/guardian.

3. Club saves this signed and dated registration form on their device and uploads the registration form onto FAI CONNECT via the **Documents** button on the players **Active registration** page.

4. Club submits the request to FAI via the **Edit** button on the players **Active registration** page and then clicking **Save as.. SUBMITTED** and **Yes** in the pop-up box that appears to confirm the submission to the FAI. If you submitted the request to the FAI prior to club A releasing the player then the FAI would confirm this as soon as club A release the player or once the FAI have stepped in to release the player if 5 business days is reached.



Recap - National Transfer of an Existing Player – Currently Registered

1. Find the player through the **Search Players** section of your FAI CONNECT account. Search using Surname, First Name and Date of Birth, or FAI CONNECT ID number
2. Click on the player to move on to the players **Active registration** page.
3. Click on the **New Registration** button underneath the players current registration at the bottom of the players **Active registration** page.
4. Now click the **Save** button to move the request to the **ENTERED** stage with your club and initiate the transfer process.
5. At this point an email is sent to all parties outlining the transfer process.
6. You can proceed from **ENTERED** straight away to **SUBMITTED** keeping in mind the player or parent/guardian must sign the registration form.
7. However, this will not be confirmed by the FAI to register the player with your club until club A releases the player.
8. If this isn't done within 5 business days, the FAI will step in to release the player and register with your club accordingly.
9. You always submit the registration request by following the standard registration process. An email will be sent to all parties involved in a national transfer as soon as club B has moved a players registration request to the **ENTERED** stage when they are already registered with a different club in Ireland.

In summary, for a Domestic transfer to work on FAI CONNECT, the following must take place:

Club B requests the player's registration.

Club A releases the player's current registration.

Club B proceeds to submit the player's new registration with their club.

Club A needs to carry out the registration termination process for the transfer to take place.

Until club A does this within the 5 business day period a transfer cannot take place.

However after this period the FAI can step in to release the player if club A has not been in contact with them.

Club B needs to carry out the standard registration process, except they must do this in a way that abides by FAI Rules and Regulations on the transfer of Players.

International Transfers (ITC's)

Registering a player for your club that is transferring into Ireland from another country.

1) Check if the Player is already on FAI CONNECT

For an International transfer into Ireland, you firstly need to check if the player has a record on FAI CONNECT to avoid creating a duplicate. As the player is not currently registered for your club you need to find them on FAI CONNECT. To do this you would click on the **Search Players** button highlighted. Then find them using one of the required search criteria:

1. Surname or First Name and date of birth (all three preferably used to narrow search)
2. FAI CONNECT ID number (if known)

You must ensure to obtain this information legally and with the relevant consent if searching for a player outside of your club.

2) If the Player is not on FAI CONNECT

If the player is not on FAI CONNECT then you would need to proceed as a **First Registration**. After filling in all of the mandatory fields, the only difference for an **International Transfer** to a **First Registration** is that you **MUST** fill in the **Notes** section at the bottom with the players previous club and country. If the player's Nationality or Country of Birth is outside of Ireland, FAI CONNECT will automatically identify that the player may require International Clearance and prompt you to complete the **Notes** section. Once all mandatory fields and the notes section has been completed, you would then click **Save**.

Date from:

Notes:

3) Why is the notes section so important?

The notes will enable the FAI to know which National Association they need to contact to get the necessary international clearance for the player to be registered to play in Ireland for your club. The quicker and more accurate you are in providing this information, the quicker and easier it will be for the FAI to request clearance from the relevant National Association and give that Association the best chance to find the player on their records to provide clearance accordingly. It is also a breach of FIFA and FAI rules if you tried to register a player without International Clearance or falsely claim in this **notes** section that the player has never registered for a club before and does not need International Clearance.

If the player does not know the name of their club, the FAI will still need to check with the National Association of the country the player is coming from. The onus is very much on you and the player to ensure the correct information is provided. Failure to do so could result in action being taken against the club and the player if a player is found to be playing without International Clearance.

4) What needs to go in this notes section?

For an Adult player, the basic level of information the FAI would need is the name of the player's previous club and country. **E.g. Manchester United - England**. If you don't know the club then state the country and club 'unknown'. If you have any further details or information regarding the player's registration in their previous country (for example a registration number or the dates of their registration period) this could also help speed up the process. Any documentation such as registration card etc in their previous country can also be attached via the **documents** button on the players **Active registration** page once you have moved to the **ENTERED (INT)** stage. The FAI will follow up any instances where an adult player claims to have never been registered.

5) FIFA Rules on the International Transfer of Players under the age of 18 – The Protection of Minors (skip to step 8 if registering an adult player)

FIFA rules state that the International Transfer of players is only permitted if the player is aged 18 and over. They also state that a player under the age of 10 DOES NOT require International Clearance. To request International Clearance for a player aged between 10 and 17, one of the criteria below must be met:

- 19.2 (A) – The parent(s) of the player moved for reasons not linked to football i.e. Work
- 19 (C) – Players lives close to the border (no relocation to Ireland) i.e. Lives in NI within 50km radius of the border.
- 19 (A) – Relocation to Ireland for Humanitarian Reasons with his/her parent(s)
- 19 (D) - Relocation to Ireland for Humanitarian Reasons without his/her parent(s)
- 19 (E) – The player is an exchange student undertaking an academic programme i.e. Studying here in Ireland.
- Article 19.3-4 (min. 5-year residency) – The player is registering for the first time and has lived here in Ireland continuously for the last 5 years.



Click here for more information > [FIFA - Protection of Minors](#)

In line with FIFA rules, for players under the age of 18, International Clearance can only be granted in the instances shown on this page taken from the FIFA Regulations on the Status and Transfer of Players. Therefore, in the notes section we would ask that you put any information relevant to these criteria when requesting International Clearance for a Minor.

You will need to provide the mandatory documentation as proof, this would go in the **Upload Area** of the relevant exemption of the players registration on the following page > <https://support.faiconnect.ie/guide/itc-fifa-minor-applications/> .If the required information is not submitted in the first Instance, the FAI would reject the registration request and ask for this information to be provided. Once you Submit the documents into that upload area, they are automatically sent to ITC@fai.ie for cross-checking the Exemption to the FAI Connect Application.

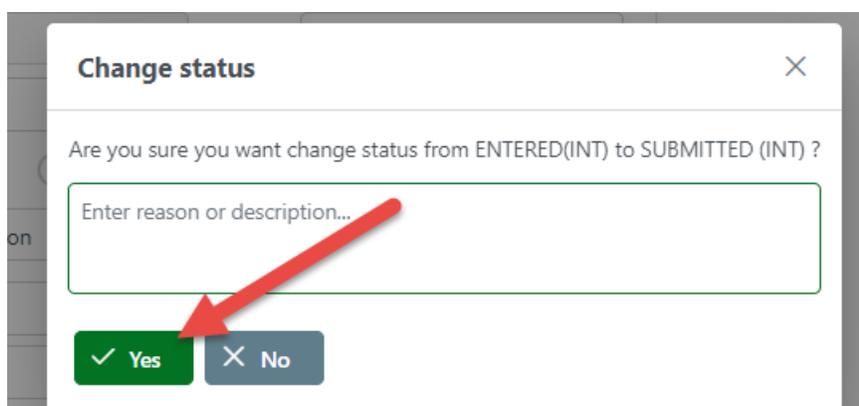
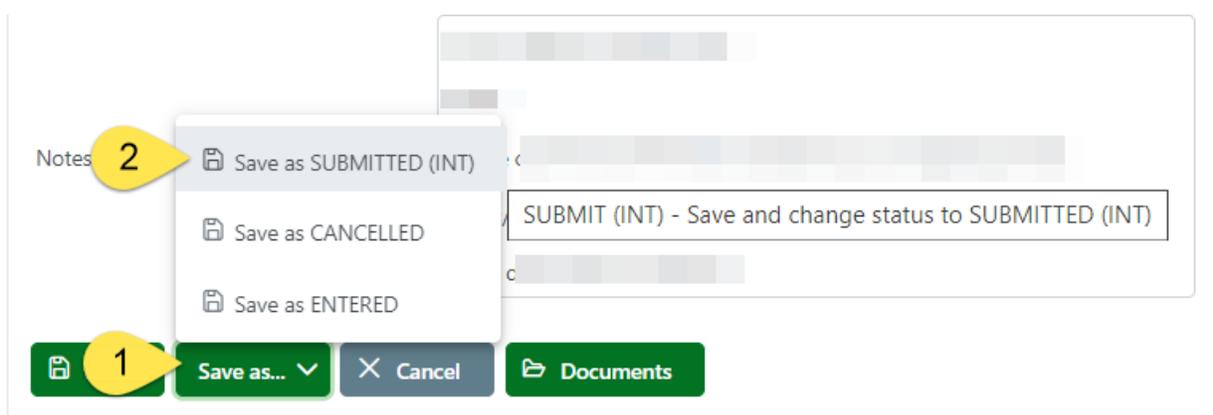
6) Now follow the standard registration process

Once you have clicked **Save** after having filled in the mandatory fields (including the notes section in this instance) you will notice that the status will read **ENTERED (INT)** instead of **ENTERED**. This highlights that the request is for an **International Transfer**.

The screenshot shows a registration form for a player. At the top, there are two tabs: 'FOOTBALL CLUB' (purple) and 'FIRST REGISTRATION' (orange). Below the tabs, the 'Status' field is set to 'ENTERED(INT)' in a blue box, with a red arrow pointing to it. Other fields include 'Organisation' and 'Club' (both with search and clear icons), 'Club FIFA ID' (with a 'Category' dropdown set to 'Choose'), 'Discipline' (set to 'Football'), 'Level' (with radio buttons for 'Amateur' and 'Professional', where 'Amateur' is selected), and 'Registration type' (set to 'First registration').

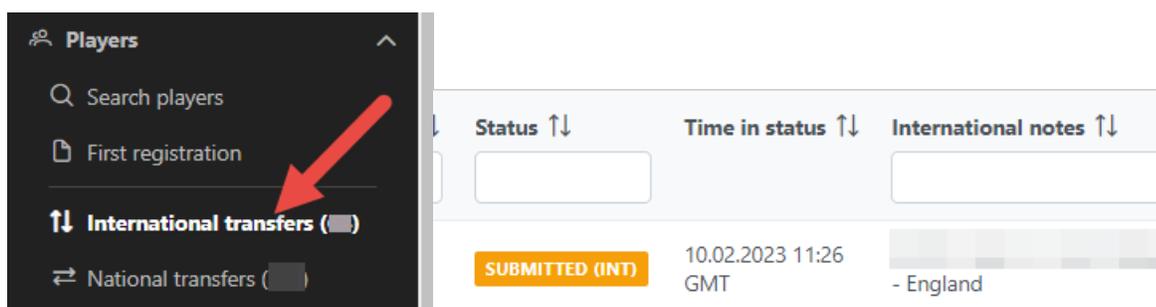
7) Following the standard registration process

1. Fill in/update the mandatory fields - done.
2. Once at stage **ENTERED (INT)** the player or parent/guardian need to sign and date the registration form, this can be done in the ways highlighted in the introduction of this guide.
3. Club saves this on their device and uploads the registration form on to FAI CONNECT via the **Documents** button on the players **Active registrations** page. Include any other relevant documents as required.
4. Club submits the request to the FAI via the **Edit** button on the players **Active registrations** page but this time clicking **Save as.. SUBMITTED (INT)** and confirming this in the pop-up box that appears by clicking **Yes**.



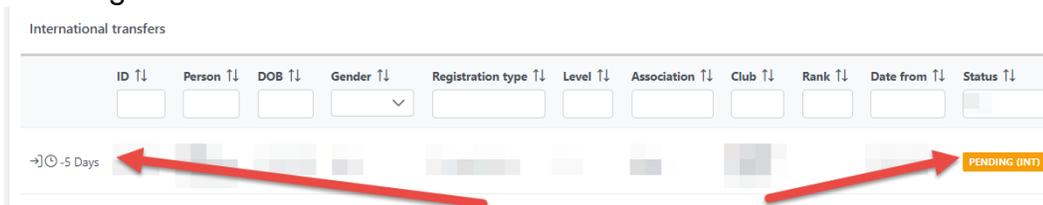
8) Managing the status of your International Transfer Requests

Whenever you submit an **International Transfer** request to the FAI on FAI CONNECT, you can now keep up to date with its status via the **International Transfers** button on your FAI CONNECT account. This page will tell you, to the minute, when you submitted any requests to the FAI, in the **Time in Status** box. It also records the number of days an International Transfer request has been in progress for, which is extremely useful for counting down how long it is taking for a request to be completed in line with the FIFA rule that a National Association has up to 7 days to process an International request before the requesting nation can step in to provisionally register the player.



9) When does the provisional clearance countdown start?

The 7 day provisional clearance counter will begin when the status of the player on your **International Transfers** page has changed from **SUBMITTED (INT)** to **PENDING (INT)**. This means that the FAI has now formally requested International Clearance for the player from the relevant National Association. You can log in to FAI CONNECT to view this at any time through the **International Transfers** button. On the day the counter reaches 0, the FAI can then go into the player's page and issue provisional clearance. If the National Association issues International Clearance before the required time frame, then the FAI will simply go in and change the player's status to **CONFIRMED**. As always the player will get the confirmation email with their registration e-card and the club will be able to see the status on their **My Club** page the moment the FAI has **CONFIRMED** the registration.



Recap - International Transfers (ITC's)

International Transfers - a recap if a Player already exists on FAI CONNECT

1. Search for the Player. If the Player already has a record on FAI CONNECT.
2. Click on the player to go to their Active Registrations page.
3. Click New Registration.
4. Check/Update all mandatory fields.
5. Complete the Notes section with the name of the players previous Club and Country and any other relevant information.
6. Once on stage ENTERED (INT), the player or parent/guardian need to sign and date the Registration Form. This can be done in a number of ways as highlighted in the introduction section of this guide.
7. Save the form on to your device.
8. Upload the form and any relevant supporting documents on to FAI CONNECT via the Documents button on the players Active registrations page.
9. Submit the registration request to the FAI by clicking the Edit button at the bottom of the players Active registration page and then click Save as.. SUBMITTED (INT).
10. Confirm this submission by clicking YES in the pop-up box that appears.
11. Track the status of the request via the clubs International Transfers section on FAI CONNECT.

International Transfers - a recap if a Player doesn't exist on FAI CONNECT

1. Search for the Player. If the Player doesn't have a record, you must proceed as a First Registration
2. Fill in all the mandatory fields.
3. Complete the notes section with the name of the players previous club and country and any other relevant information.
4. Once on stage ENTERED (INT), the player or parent/guardian need to sign and date the Registration Form. This can be done in a number of ways as highlighted in the introduction section of this guide.
5. Save the form on to your device.
6. Upload the form and any relevant supporting documents on to FAI CONNECT via the Documents button on the players Active registrations page.
7. Submit the registration request to the FAI by clicking the Edit button at the bottom of the players Active registration page and then click Save as.. SUBMITTED (INT).
8. Confirm this submission by clicking YES in the pop-up box that appears.
9. Track the status of the request via the clubs International Transfers section on FAI CONNECT.

Loans – of Professional Player’s Only

Registering a Professional player to play for Club B, whilst the player has an active Contract registered with Club A.

Club A should initiate this process first. The Club A admin who is initiating the Loan must have the User Role **CLUB CONTRACT ADMIN** to access the **Active Contract’s** page and select the **Loan** option.

1) Find the Player on FAI CONNECT

To find a full list of all of your club's registered players, you simply need to click on the **My Club** button. **My Club** is where all of your club information is held. To access it you click the **Clubs** button on the left hand section of your FAI CONNECT screen to expand the menu on the left hand side, and then select the **My club** button which is below it. You then need to click on the **Players** tab to show a full list of all your registered players, as well as those that may be in the registration process at stage **ENTERED** or **SUBMITTED**.

2) Select the Player

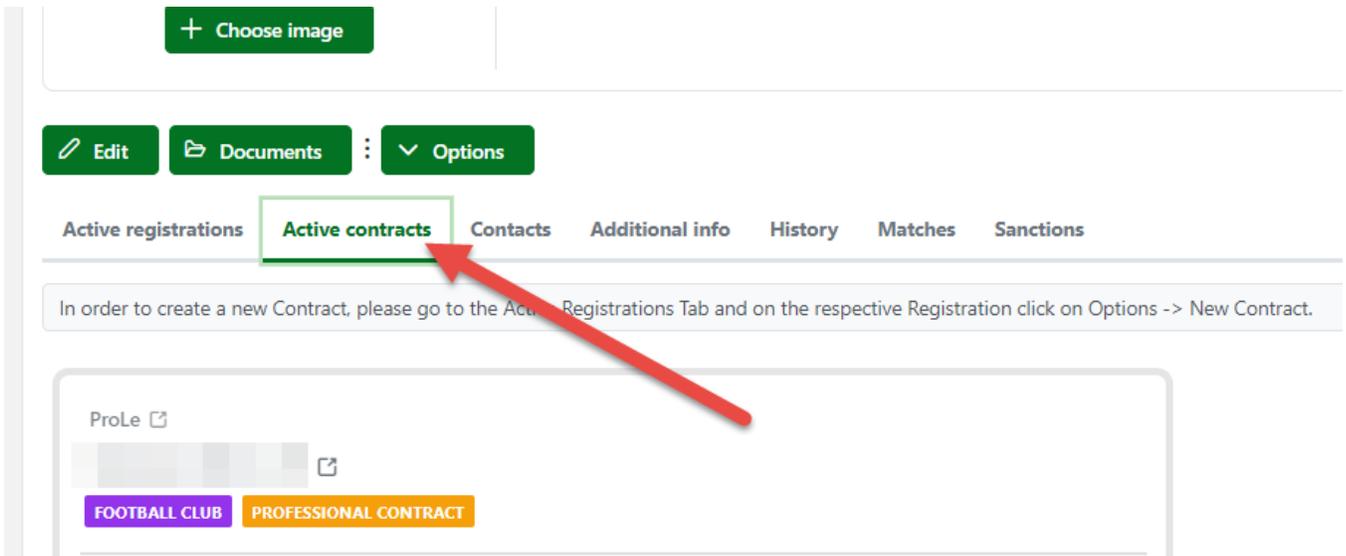
You can then find the Professional Player who should be in the status **CONFIRMED** and have an **Active Contract** in order for you to initiate the **LOAN**. Simply click on the players name from the list available, as highlighted in this example, in order to proceed.

Players

Photo	ID ↑↓	Name ↑↓	Gender ↑↓	DOB ↑↓	Nationality ↑↓	Level ↑↓	Registration type ↑↓	Discipline ↑↓	Status ↑↓	E-mail
						Professional		Football	CONFIRMED	

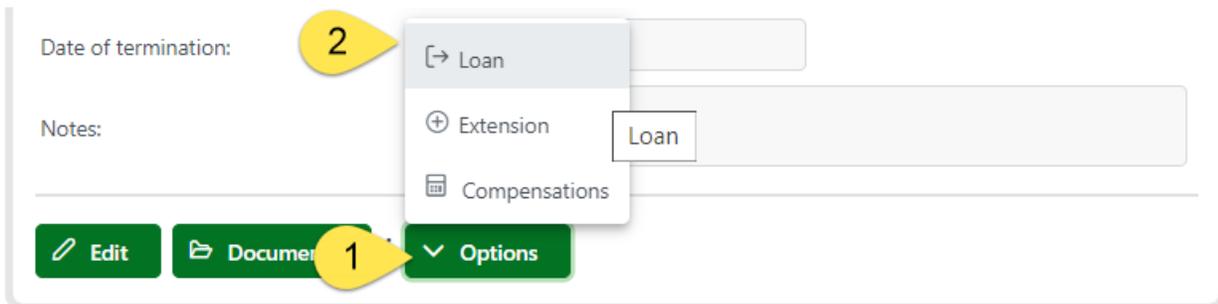
3) Go to Active Contract's

After clicking on the player you will be on their **Active Registrations** page and you will now see their active registration with their current club. Because the player is registered with your club, you will notice you will be able to view the players **Active Contract** tab.



4) Click Loan in Options

To begin the **Loan** process you need to click the **Options** button on the player's Active Contract. Then click the Loan button.



5) Select the Club the player will be Loaned to.

Once you have clicked **Loan**, it will take you through to this page where you will select the club receiving the player which will update their **active registrations**.

To do this, click on the magnifying glass to open up the list of Clubs within the FAI.

Add

Status: ENTERED

Organisation:

Club:

Contract type: Loan agreement

Date from:

Date to:

Notes:

Save Cancel

Type the name of the club into the Filter “Name”.

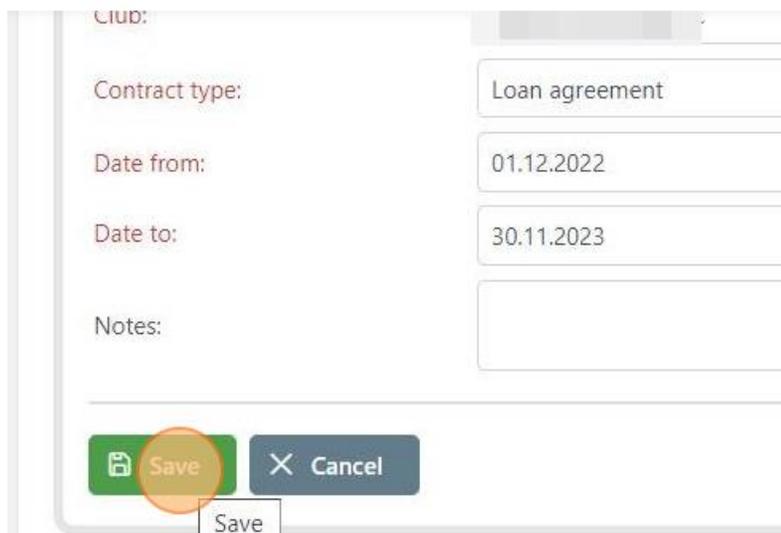
Select the correct club from the search result (if multiple results with the same name the club should have a FIFA ID).

ID	FIFA ID	Type	National ID	Name	Place	Country	Status
		Futsal club				Republic of Ireland	ACTIVE
		Football club				Republic of Ireland	ACTIVE

Items per page: 10 1 - 2 of 2 results << < 1 > >>

6) Adding the Dates of the Loan Period

You should now input the Date From and Date To of the Loan period. Once inputted click the **Save** button.



Club: [Redacted]

Contract type: Loan agreement

Date from: 01.12.2022

Date to: 30.11.2023

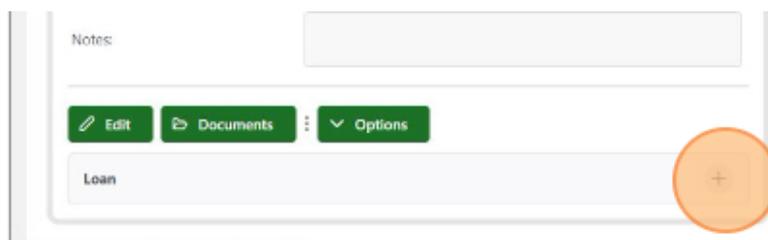
Notes:

[Save] [Cancel]

7) SUBMITTING the Loan application

The Loan should now be in the status ENTERED and showing as an additional option under the player's Active Contract.

Click the "plus" symbol to view the Loan section of the player's active contract with your club.



Notes:

[Edit] [Documents] [Options]

Loan [+]

Now click the Edit button at the bottom of the page. Click Documents to upload the Loan Agreement Document. Add the Loan Agreement to the upload area for Contract.

Once uploaded, finish by clicking **Save as.. SUBMITTED** and confirming this in the pop-up box that appears by clicking **Yes**.

8) Track the progress of the Loan application.

The Loan application is now SUBMITTED. To track the progress of the application with the Receiving club, go to Players.

Click into “National Transfers”. You will then see the Loan Application and the Receiving club's status of the application (Orange signifies they have yet to SUBMIT the signed Registration form).

↑↓	ASSOC ↑↓	From club ↑↓	To club ↑↓	Rank ↑↓	Discipline	Date from ↑↓	Time in status ↑↓
▼							
LEIN					Football		
LEIN	FAltestclub	→	Shamrock Rovers FC		Football	01.12.2022	0 Days
LEIN					Football		

The receiving club will now be the only Club that will appear on the Player's Active Registrations page on the Player Profile.

9) The Receiving Club should now takeover completing the Loan application.

The Receiving Club must now upload the Signed Registration Form for the player to their club. They should go to Player’s and Click into “National Transfers”. They will then see the Loan Application.

10) Now complete the standard registration process

Once the receiving club has clicked on the transfer details as per the previous page, you will notice the player's information with club A will have disappeared.

They now need to follow the standard registration process.

1. Fill in/update the mandatory fields. You should now be on stage **ENTERED**.
2. At this point the player or parent/guardian and the club can access the registration form and this need to be signed and dated by the player or parent/guardian.
3. Club saves this signed and dated registration form on their device and uploads the registration form onto FAI CONNECT via the **Documents** button on the players **Active registration** page.
4. Club B submits the request to FAI via the **Edit** button on the players **Active registration** page and then clicking **Save as.. SUBMITTED** and **YES** in the pop-up box that appears to confirm the submission to the FAI.

Recap - Loans – of Professional Player’s Only

1. Find the player on FAI Connect
2. Go to the player’s profile
3. Go to the player’s Active Contract
4. Click Options and select Loan.
5. Select the Club receiving the player (Club B).
6. Edit the dates of the Loan Period (Date From and To).
7. Submit the Loan registration request.
8. The Receiving Club should now Proceed to Upload the Registration Form.
9. The Receiving Club SUBMITs the Active Registration

Registration to a Competition i.e. The League

When your players are finally in the CONFIRMED status – registered to the Club. They must now be added to a Competition Roster to complete their Registration with the League.

Each league likes to manage their Registrations in different ways whether they request a fee per player, per team etc.

One thing all clubs must do however, is ENTER a list of CONFIRMED players to the Competition Roster as per **FAI Rule 10.3 (Section 6 – Annex 1)**.

This way the League can track how many players are actively playing in their competition, ensure your player(s) is fully eligible to play in their competition and finally for the FAI to track the number of active players across multiple competitions.

On the FAI CONNECT System, a registration to a Competition can move between 3 statuses:

1. ENTERED
2. ACTIVE or REJECTED
3. INACTIVE



ENTERED/REJECTED/ ACTIVE/INACTIVE - What does each status mean?

1) ENTERED

This means the registration request to the Competition has been started by the club. Whenever a player is ENTERED to a Competition Roster, the Competition Administrators will be notified via email and they must now make the player ACTIVE or REJECT depending on certain circumstances.

2) REJECTED

This means the Competition Administrator has rejected your request to Register this player to the Competition. Whenever a player is REJECTED in a Competition Roster, the Club Administrators will be notified via email with the Rejection Reason and they must now take whatever action required depending on certain circumstances i.e. Has not paid Registration Fee etc.

3) ACTIVE

This means the Competition Administrator has Accepted your request to Register this player to the Competition. Whenever a player is ACCEPTED in a Competition Roster, the Club Administrators will be notified via email with the Rejection Reason and the player is now Eligible to play in that Competition.

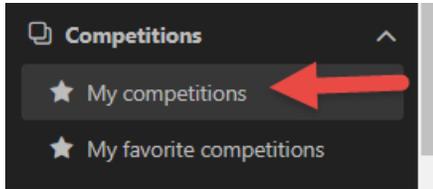
4) INACTIVE

This means the Competition Administrator has made this player inactive in the Competition. Whenever a player is made INACTIVE in a Competition Roster, the Club Administrators will be notified via email with the Inactivation Reason and the player is no longer Eligible to play in that Competition. i.e. If Cup Tied, Requires Re-Grading, TERMINATED etc.

How to add a Player to a Competition Roster

1) Go to the Competitions Tab

Go to the Competitions Tab and click on My Competitions



2) Select the Competition which you need to Register Players to

You can only Register players to a Competition Roster to Competitions in which you have a Team added to.

To do this, click on the Name of the Competition i.e. the League which you need to Register Players to.

If you have teams which are entered into a league for the current season and that League Organisation name does not show, please contact the Competition Organiser to have your Team Added to that Competition. This will then allow the Competition Name to appear on the list like below,

My competitions

National International

List Calendar

Competitions Show all

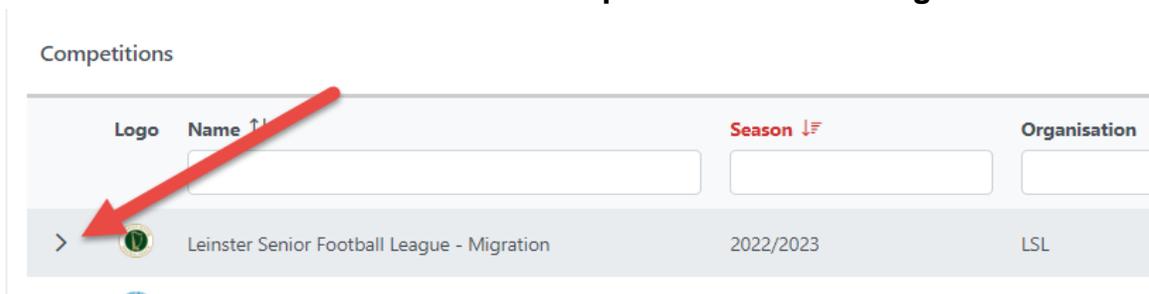
Logo	Name ↑↓	Season ↓↑	Organisation	Team type	Discipline	Gender	Age category	Clubs ↑↓	Status
>	Leinster Senior Football League - Migration	2022/2023	LSL	Club team	Football	Male	Adults	2	ACTIVE
>	Dublin and District Schoolboys/Girls League - Migration	2022/2023	DDSL	Club team	Football	Mixed	U-16	2	ACTIVE
>	21/22 Ireland Cup	2021/2022	FAI	Club team	Football	Male	Adults		ACTIVE

Items per page: 10 1 - 3 of 3 results << 1 >>

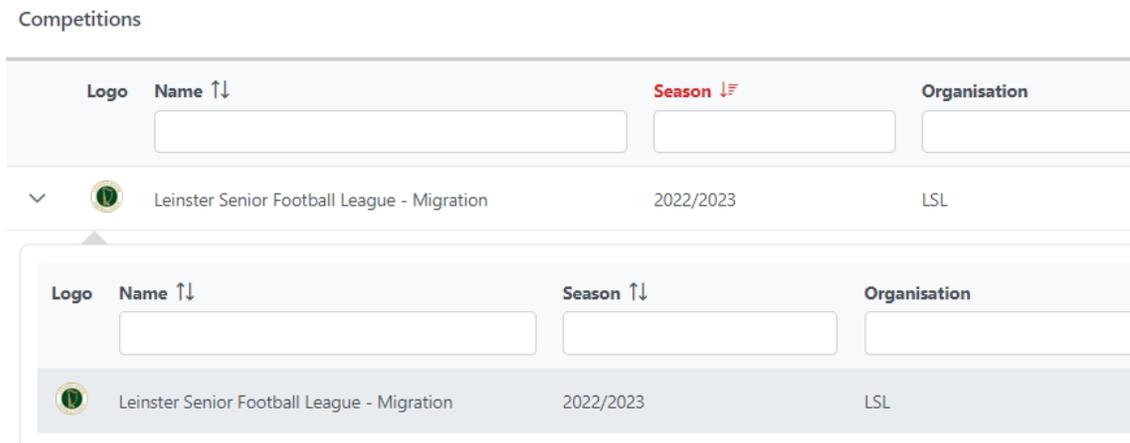
PLEASE NOTE: All 2022/23 Winter Season Leagues which began on FAInet migrated to FAI Connect in a format that allowed the migration of data to be as quick as possible.

The data from the old system FAInet was not easy to manipulate and upload to FAI Connect therefore for the conclusion of this 22/23 season only, the following steps would need to be taken to find the list of Teams.

- **Click on the arrow to the left of the Competition name and logo**



- **This should update the page with a drop down of the exact same Competition Name underneath (duplicated)**



- **Click on the Competition Name which is lower down (sub-competition)**

All FAInet Eligibility lists of those Leagues migrated are merged into the One Competition ID. This means all age groups and all teams can be find within the one competition and can be found by using the Name Filter.

3) Click on Clubs (when in the Competition)

When you get to the Competition Page, click on the tab that say's Clubs

Leinster Senior Football League - Migration

Competition **Clubs**



Parent competition: Leinster Senior Football League - Migration →

ID: 180687

Status: **ACTIVE** 🗑️

Organisation: Leinster Senior Football League 🔍 ✖️

Competition type: Leinster Senior Football League - Migi 🔍 ✖️ →

Season: 2022/2023 ⬇️ ✖️ Prefix:

Name: Leinster Senior Football League - Migration

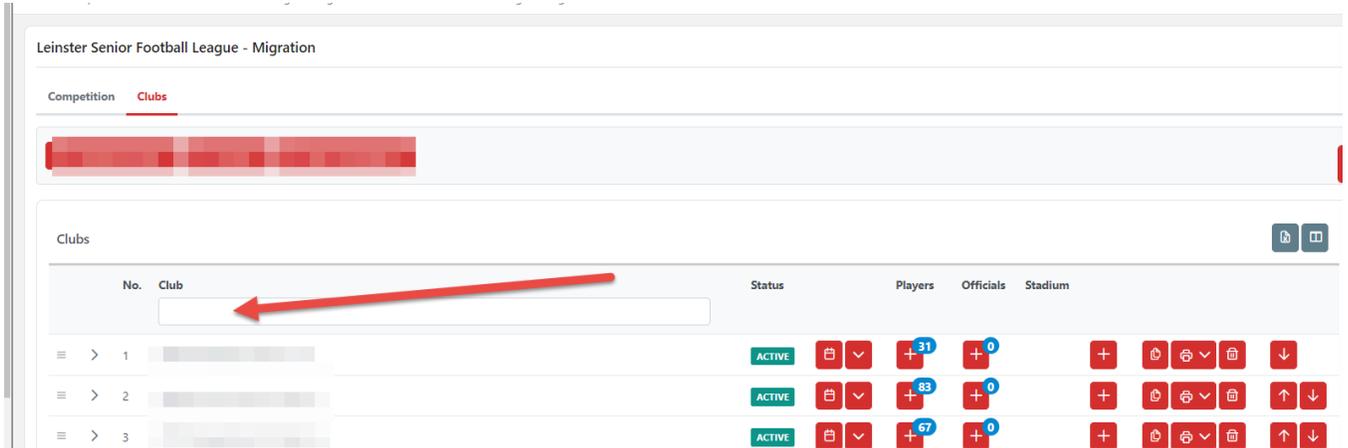
Short name: LSL - Migration

Number of clubs: 2 ⬆️



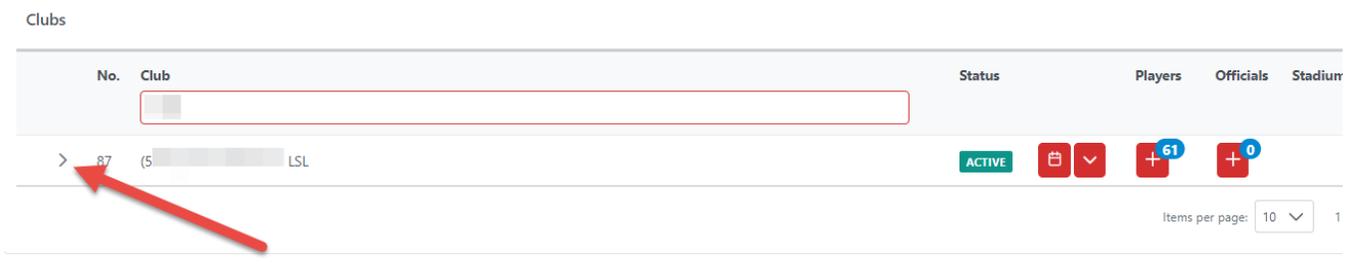
4) Search for your Team(s) within that Competition

Soon as you get to the Clubs tab, it will show all Teams assigned to that Competition. You can scroll down to find your team name or else Filter by typing your Club name into the Filter as shown.



5) See your current Roster of Players

When you have your Team name showing, you can click on the Arrow to the left of the Team Name to drop down the Roster of Players.



The number of Active players (Players Eligible in the Competition) is indicated by the blue circle containing a number of players. In the above example, the number 61 indicates that there is 61 active players in this Competition Roster.

6) Check the Status of Players within the Roster

Players will be in either of the different Statuses previously mentioned in this guide.

ID ↓	Name ↓	Status (Registration)	Nationality ↓	DOB ↓	Age ↓	Level ↓	Contract ↓	# ↓	Status (Person in...)
		CONFIRMED	Republic of Ireland			A	No		ENTERED
		CONFIRMED	Republic of Ireland			A	No		INACTIVE
		TERMINATED	Republic of Ireland			A	No		INACTIVE
		CONFIRMED	Republic of Ireland			A	No		ACTIVE

The Roster will also show the player’s Status of the (Registration) to the Club. i.e. only CONFIRMED or TERMINATED will show here.

The Status of the Player’s in the Competition Roster is Indicated by the far right column.

Only a Competition Organiser can change the Status of Players once ENTERED.

A Club can only remove player’s from a Roster while the Player is in the status ENTERED in that Roster.

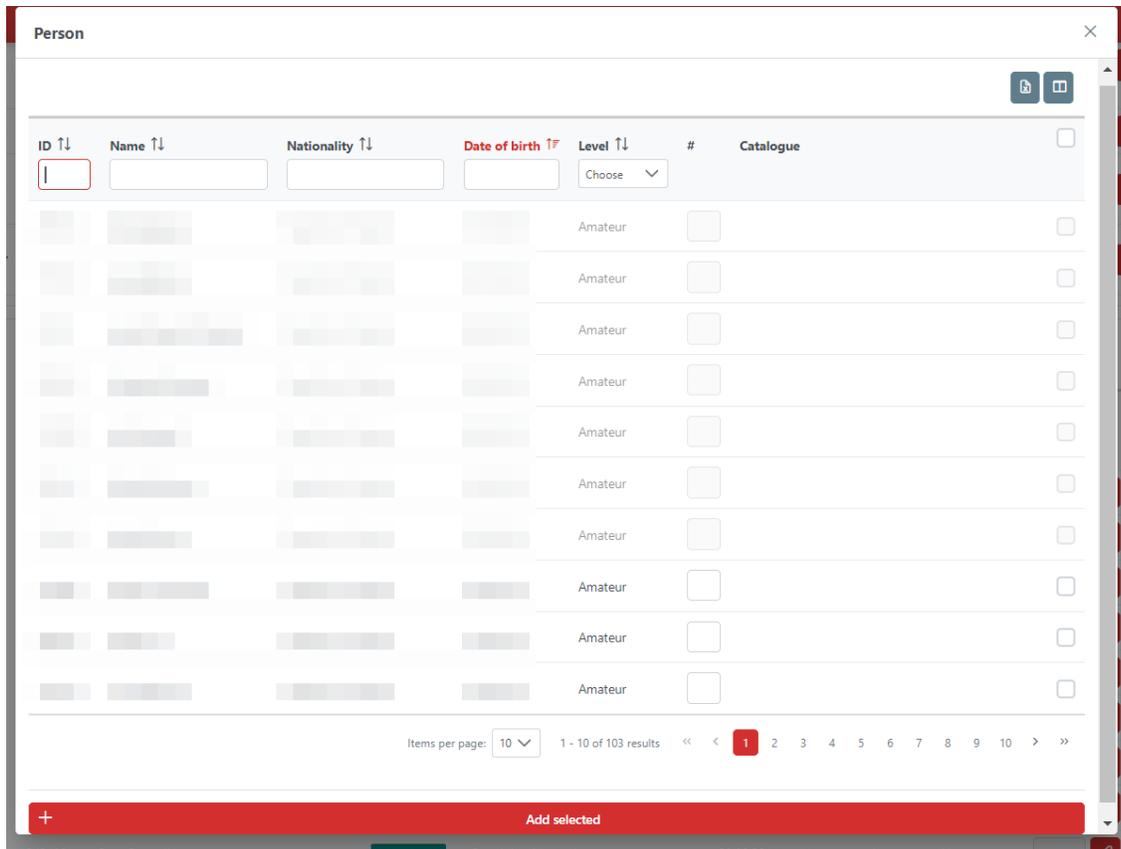
7) Add new Player’s to the Competition Roster

After you have checked the Roster list of Players. If the player(s) you need to Register to the Competition are not already there. Then click the Plus Symbol under the Player’s Column (in same section as the Team Name).

ID ↓	Name ↓	Status (Registration)	Nationality ↓	DOB ↓	Age ↓	Level ↓	Contract ↓	# ↓	Status (Person in...)
		CONFIRMED	Republic of Ireland			A	No		ENTERED

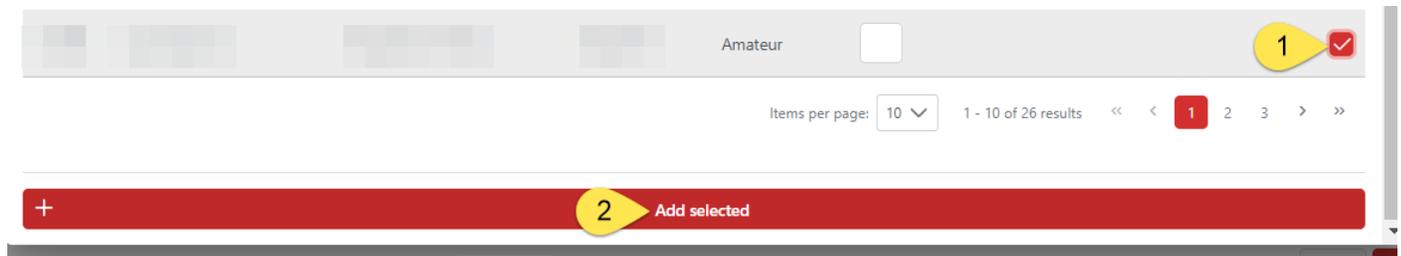
8) Selecting the Player's to Add.

Soon as you click on the Plus symbol to Add players. A new window will open up with a List of all Players Registered to your Club in the status CONFIRMED.



To find the players for selection you can use the filters for (ID, Name Year of Birth, Level etc.)

Once you have found the player's you wish to Add, **tick the Box(s)** on the right side of the window and then click **Add Selected**.



9) Players are added in the status ENTERED

Now the Competition Administrators are notified by email of the player(s) added to the Competition Roster. They can click into your Roster to either REJECT or make the player ACTIVE.

Please ensure to only allow player's who are ACTIVE to participate in official matches of that Competition. If you are unsure of the eligibility of your players in any competition, please contact the Competition Organiser. This includes to query reasons for still in status ENTERED, made INACTIVE or REJECTED also.

<input type="checkbox"/>		ACTIVE				
<input type="checkbox"/>		INACTIVE				
<input type="checkbox"/>		INACTIVE				
<input type="checkbox"/>		REJECTED				
<input type="checkbox"/>		ENTERED				

Recap – Registration to a Competition

1. ALL CLUBS must ENTER a list of CONFIRMED players to the Competition Roster as per **FAI Rule 15.4 (Section 6 – Annex 1)**.
2. Go to Competitions and select My Competitions
3. Go to the Clubs tab
4. Find your Team Name
5. Click on the arrow to see the Team Roster
6. Check for players Added to the Roster already and their Statuses within the Roster.
7. To add a new player, click on the Plus Symbol.
8. Tick the box on the player(s) you wish to Add and then click Add Selected button.
9. Only allow player(s) in the Status ACTIVE to participate in Official matches.

Guide Summary

You have now come to the end of this Player Registration Guide

We have now covered every action you may need to complete for Player on FAI CONNECT:

- 1) We have registered a Player for the first time on FAI CONNECT with a **First Registration**.
- 2) We have **terminated** a player's registration.
- 3) We have re-registered an un-registered player for a club on FAI CONNECT via a **New Registration**.
- 4) We have completed a **National Transfer** between two clubs in Ireland.
- 5) We have requested an **International Transfer** for a player transferring into Ireland.
- 6) We have sent a **Professional Player on Loan**.
- 7) We have Registered the Player to a **Competition** i.e. the League.

Thank you for reading this guide. You have now covered every type of action you will need to perform for Player Registrations.

Should you have any further queries please contact the FAI via faiconnect@fai.ie for any rules or registration related queries, or for further system support.