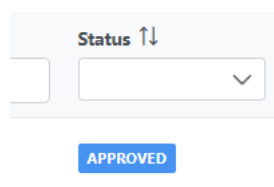


FAI Connect – PLAYER REGISTRATION LEVY

On a date in late September (determined by the Association) all players currently CONFIRMED with your club will be moved into an APPROVED status for annual payment.



Status ↑↓

APPROVED

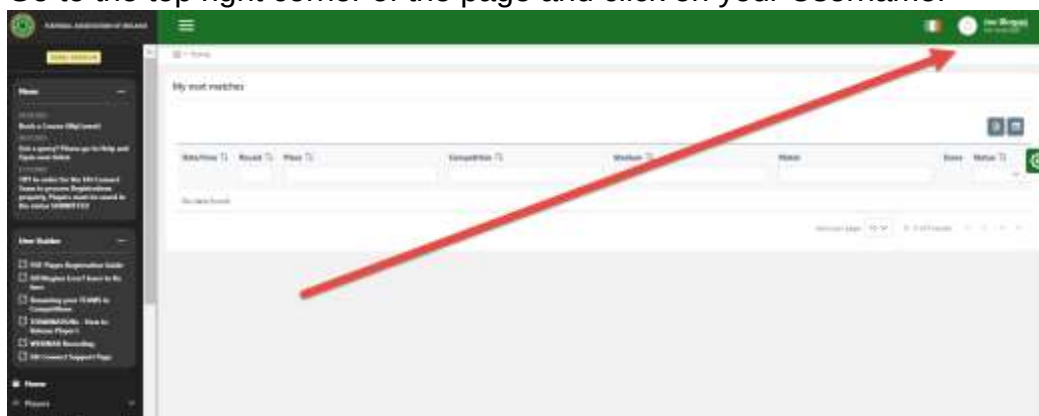
This means they are approved by the FAI Connect team, but must have their Player Registration Levy (€3/€4) PAID in order to be re-CONFIRMED and eligible for Competitions.

The Levy can be paid in two ways, **1) Online via Card** (preferred method) or **2) Via Electronic Bank Transfer**.

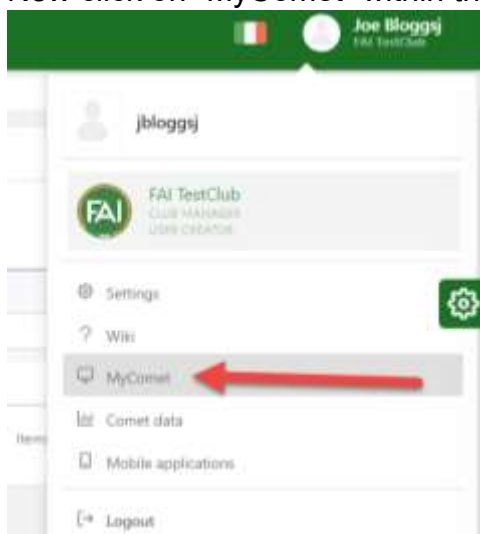
To pay the levy for player registration(s), please follow the steps below;

1. How to pay Online via Card.

1. Login to <https://faiconnect.ie>
2. Go to the top right corner of the page and click on your Username.



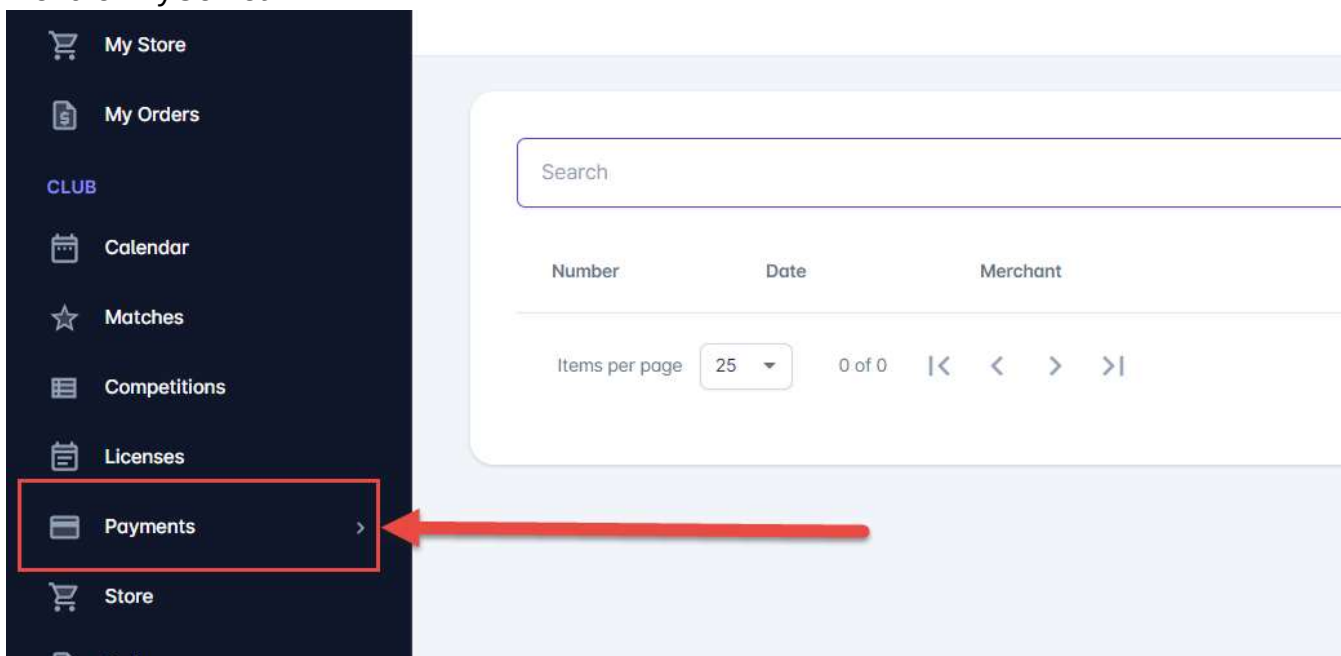
- Now click on “MyComet” within the menu that drops down.



- You will now be brought to MyComet (this is also where you can book your own Coach Education and apply for Garda Vetting).



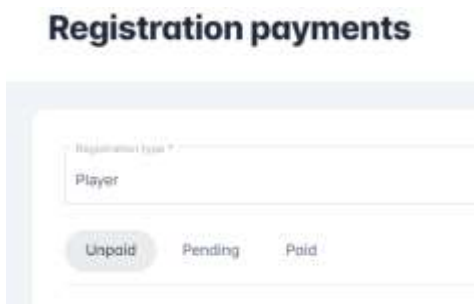
- To pay the Player Registration levy for player(s), click on “Payments” on the left side menu of MyComet.



- You will see some drop down options, click on “Registrations”.



- There should now be 3 Tabs for you to view in Registration Payments (UNPAID/PENDING/PAID).



8. All players in the status APPROVED will automatically be added to the UNPAID tab.

Unpaid Pending Paid

Select registration

COMET ID	Name	Date of birth	Registration date	Price	☐
	Seamus Coleman			3.00	☐
	Gavin Bazunu			3.00	☐
	Evan Ferguson			3.00	☐
	Nathan Collins			3.00	☐

9. To pay for a player or number of players, tick the boxes on the right side of the page

Add to cart

COMET ID	Name	Date of birth	Registration date	Price	☒
	Gavin Bazunu			3.00	☒
	Nathan Collins			3.00	☐

10. Then click "Add to cart"

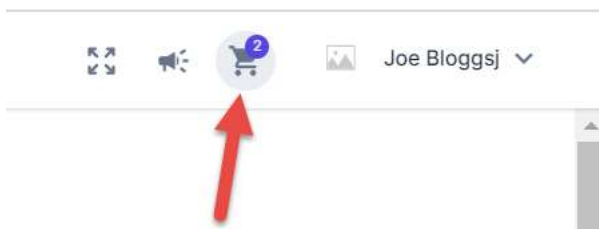
Add to cart

Price ☒ 2

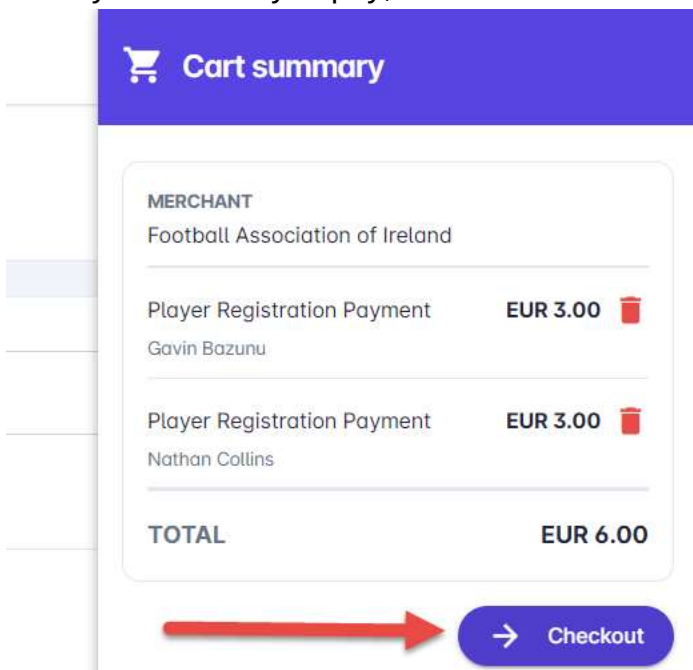
3.00 ☒

3.00 ☒

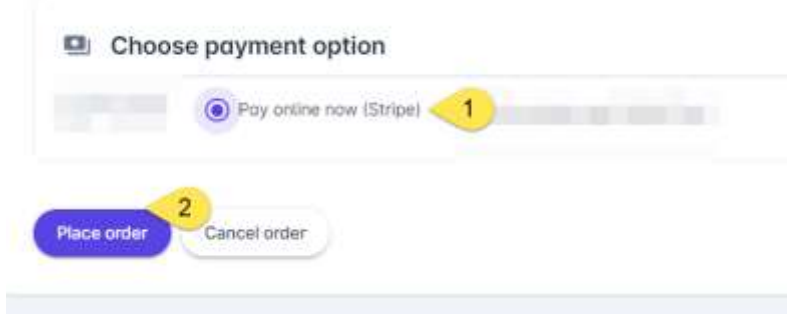
11. Your cart (located in the top right corner of the page) will now show the number of players you wish to Pay for.



12. Open the Cart and review which players you have selected, if there are players you do not wish to pay for, you can click on the red Thrash can to remove these from your cart. Once you are ready to pay, select Checkout.

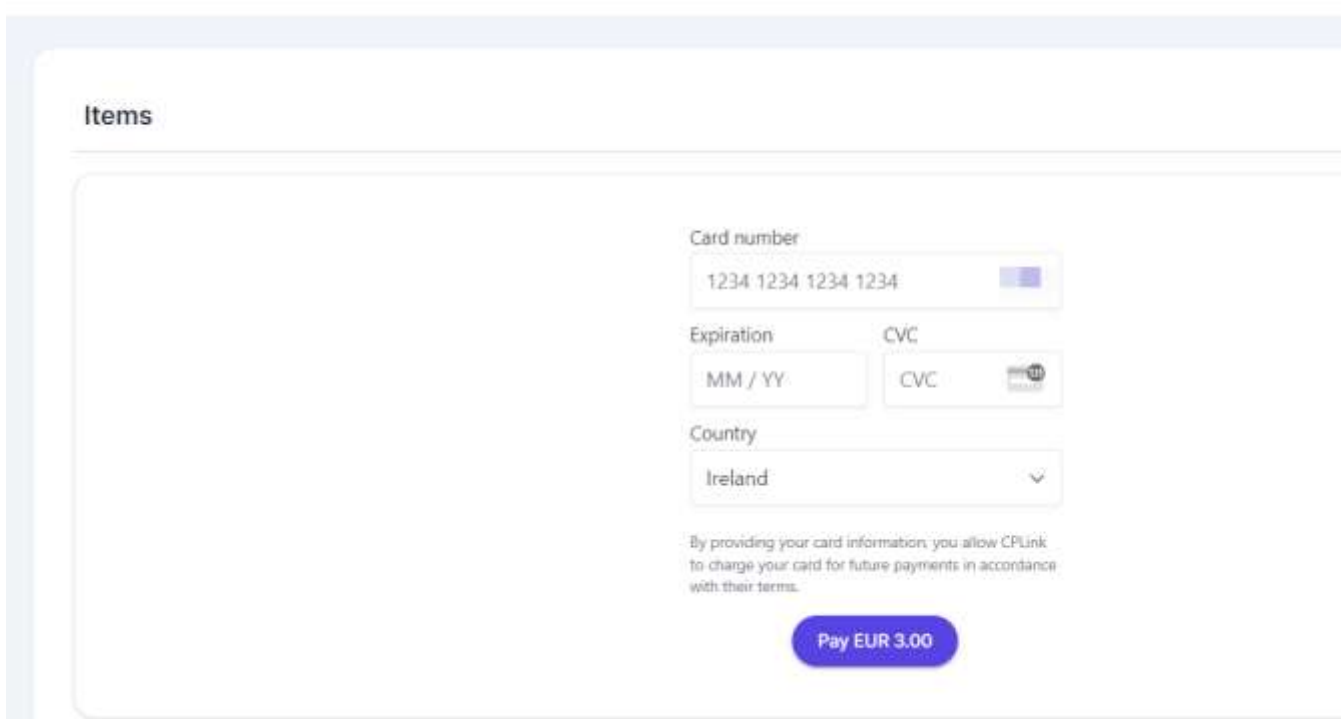


13. On the next page, you will have another opportunity to review the order. Go to the bottom of the page and then you should proceed to select “Pay online now (Stripe)” which is the quickest method and click Place Order.



14. Soon as you “Place order” you will be brought to the online payment gateway where you can proceed to safely input the Card details and click Pay (total amount) once ready.

Checkout

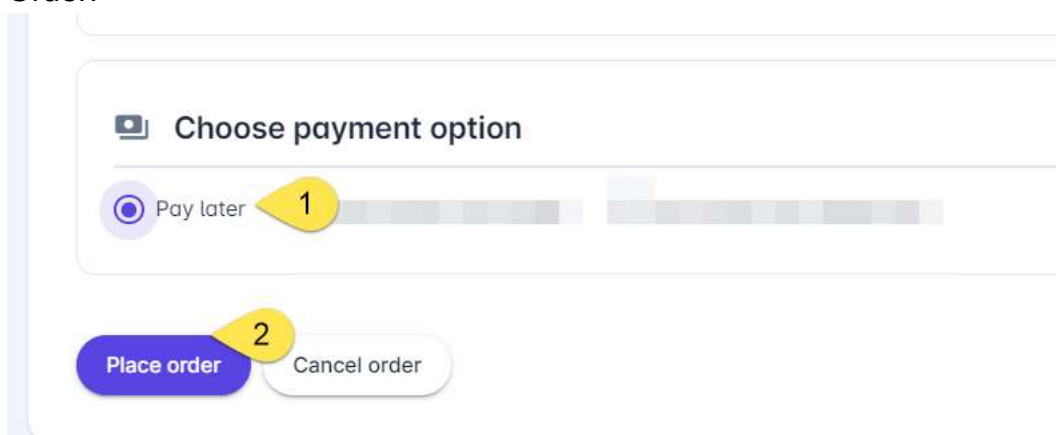


15. Once payment is successful, you can return to FAI Connect to see the player(s) who should now be CONFIRMED. The player is also immediately notified by email of their registration successfully CONFIRMED.

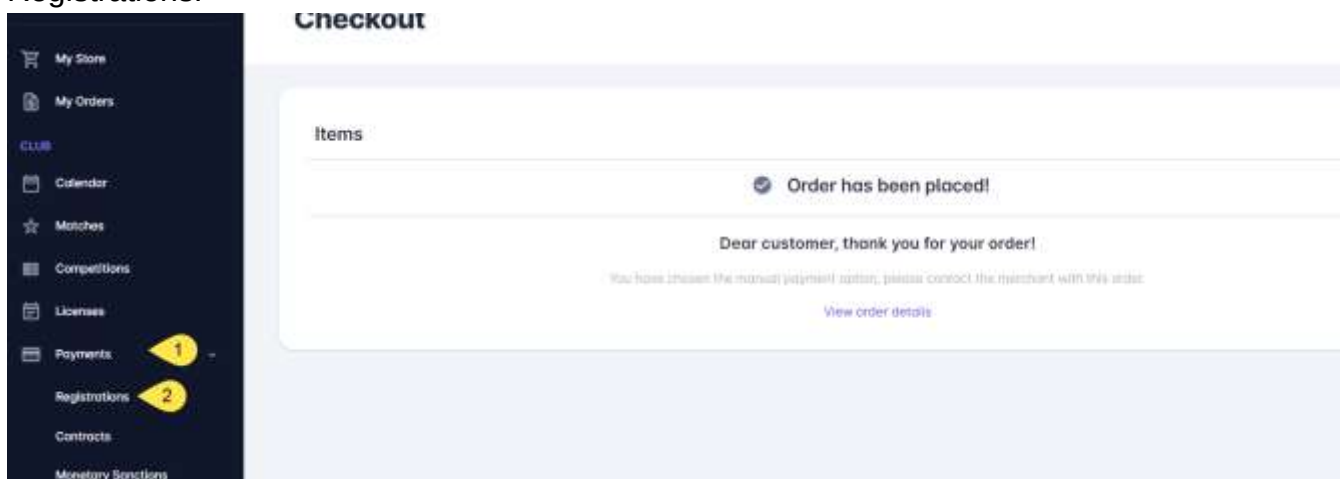
2. How to Pay via Bank Transfer

Repeat steps 1 to 12 above in this guide.

1. When on the order review page, carefully check if all players listed is correct. Go to the bottom of the page and then you should proceed to select “Pay later” then click Place Order.



2. The players you chose to pay for will now move into the PENDING tab of the Payments area, to get back to that page, click on the Payments option on the left side menu then Registrations.



- Now if you go to the PENDING tab you will find the players you just selected to PayLater. Please note how they will all have the same Order number (you will need this ID number later). These players will show as UNPAID until the FAI is in receipt of the amount due.

COMET ID	Name	Date of birth	Registration date	Registration status	Order date	Order number	Order status	Amount
55226	Alan Browne		19/09/2023	APPROVED	19/09/2023	9063E6C8	UNPAID	3.00
512914	Josh Cullen		19/09/2023	APPROVED	19/09/2023	9063E6C8	UNPAID	3.00

- To proceed with the Electronic Bank Transfer, go to the left side menu and click on Orders.

513251	Nathan Collins	
55226	Alan Browne	
512914	Josh Cullen	

Items per page: 25 | 1 - 4 of 4 | < > >>



- You should then see the Order number which is still UNPAID on a list with any other transactions through the system for your club.

Orders

Number	Date	Merchant	Customer	Order status	Amount
9063E6C8	19/09/2023 05:01 PM	Football Association of Ireland	FAI TestClub	UNPAID	6.00
3D3EEC2F	19/09/2023 04:06 PM	Football Association of Ireland	FAI TestClub	PAID	3.00
985E7F1E	19/09/2023 03:30	Football Association of Ireland	FAI TestClub	UNPAID	6.00

- You should now take note of the Order Number which is shown in the first column and the Amount unpaid which is on the last column.

Number	Date	Merchant	Customer	Order status	Amount
9063E6C8	19/09/2023 05:01 PM	Football Association of Ireland	FAI TestClub	UNPAID	6.00
3D3EEC2F	19/09/2023 04:06 PM	Football Association of Ireland	FAI TestClub	PAID	3.00

- Proceed to your Club's online banking page and follow your bank's instructions for Electronic Bank Transfers.
- Please quote/reference FAI Connect Order Number when making payment & Pay the Required amount to the below FAI Account.

Example: 9063E6C8

Bank Transfer Details

Bank: Bank of Ireland, College Green, Dublin 2

Account Name: Football Association of Ireland

Account Number: 49148938

Sort Code: 90-00-17

IBAN: IE32BOFI90001749148938

SWIFT: BOFIE2D

- Once payment is received to the FAI account (please allow for certain number of business days in which Bank Transfers take to process) the FAI Connect team will manually mark the same Order ID Number as PAID once referenced correctly in your Electronic Bank Transfer.





10. Once the Order has been set to PAID, you can then see those players in the Payment area of MyComet under the PAID tab

Registration payments

Registration type

Player

Unpaid

Pending

PAID

COMET ID	Name	Date of birth	Registration date	Registration status	Order date	Order number	Order status	Amount
55226	Alan Browne		19/09/2023	CONFIRMED	19/09/2023	9063E6C8	PAID	3.00
512914	Josh Cullen		19/09/2023	CONFIRMED	19/09/2023	9063E6C8	PAID	3.00

11. You can also go to Orders, where the full amount will show as PAID

Orders

Search

Number	Date	Merchant	Customer	Order status	Amount
9063E6C8	19/09/2023 05:01 PM	Football Association of Ireland	FAI TestClub	PAID	6.00

12. Once payment is successful, you can return to FAI Connect to see the player(s) who should now be CONFIRMED. The player is also immediately notified by email of their registration successfully CONFIRMED.

