



FAI CONNECT

CORK BUSINESS LEAGUE

PLAYER REGISTRATIONS QUICK USER GUIDE

SEPTEMBER 2024

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| 2.0 | 26 th January 2023 | Peter Travers | <ul style="list-style-type: none"> Updated section 4.5 to ensure the CBL action of making a player ACTIVE on competition is clear. Added in section 4.6 with screenshots of ACTIVE competition status |
| 3.0 | 4 th July 2023 | Peter Travers | <ul style="list-style-type: none"> Updating FAI Rulebook to be latest version as of June 2023. Adding in section 4.3 |
| 4.0 | 4 th June 2024 | Peter Travers | <ul style="list-style-type: none"> Updated Section 4 to include new Approved status before Registration Levy has been paid Adding in section 5 |
| 5.0 | 24 th September 2024 | Peter Travers | <ul style="list-style-type: none"> Updated Section 5 to include new Returned & Rejected statuses |
| 6.0 | 26 th September 2024 | Peter Travers | <ul style="list-style-type: none"> Updated title to be Player Registrations |

1. Overview

1.1. Purpose of the Guide

This guide is to be used in parallel with the FAI Connect Support Website that is found here: <https://support.faiconnect.ie/>.

All regulations for Player Registrations and FAI Connect can be found here: [Updated FAI Handbook - June 2023](#): Section 6 (Registration Regulations from page 136). These reflect necessary changes due to the implementation of the new FAI Connect system and the agreement on new registration periods/windows. As always, the FAI Regulations take precedence over any affiliated league regulations when it comes to registration procedures, disciplinary actions and procedures and all other regulations that come into effect in amateur football in Ireland.

Also refer to Annex 1 on page 147 of FAI Handbook for clear steps and definitions of FAI Connect terminology.

2. Club Administration

2.1. Full Club Details

<https://support.faiconnect.ie/guide/officials-registration/>

<https://support.faiconnect.ie/guide/coach-staff-registration/>

<https://support.faiconnect.ie/guide/teams/>

<https://support.faiconnect.ie/guide/club-contact-information/>

<https://support.faiconnect.ie/guide/user/>

<https://support.faiconnect.ie/guide/kits/>

<https://support.faiconnect.ie/guide/venue-creation/>

3. Player Registrations

3.1. View Currently Registered Players

Full Guidance here: <https://support.faicconnect.ie/guide/view-currently-registered-players/>

3.2. First Time Registrations

Full Guidance here: <https://support.faicconnect.ie/guide/first-time-registration/>

3.3. Re-Registrations

Full Guidance here: <https://support.faicconnect.ie/guide/re-registration-transfer-process/>

4. Ensuring Player is Fully Registered to your Club

4.1. FAI Regulations on Player Registrations

Remember: [Updated FAI Handbook - June 2023](#):

Follow steps in section 3 above in full.

4.2. Mandatory Information

The following mandatory information must be recorded on FAI Connect in respect of the Player (including Futsal players), Coach, Official, Staff Member and/or Match Official being registered:

- Family name;
- First name(s);
- Nationality;
- Date of birth;
- Place of birth;
- Country of birth;
- Gender;
- Ethnicity (can prefer not to say);
- Profile Photo
 - A clear and good quality passport style photograph of the Player, Coach, Official, Staff Member or Match Official being registered.
- An official form of ID (such as passport or driving licence)
 - This is in order to verify name and date of birth.
- The personal and private email address of the individual being registered, or if this individual is aged seventeen (17) years of age or younger the parent or guardians email address. It shall be the responsibility of the Club to ensure that the email address of the Player (or parent or guardian if

applicable), Coach, Official and Staff Member is entered accurately and maintained throughout the period of registration with that Club.

- The full postal address and post code of the individual being registered.

4.3. The 4 Steps of Club Registration

On FAI Connect, player registration to a club has 4 steps:

4.3.1. Entered

This means the draft 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.

4.3.2. Submitted

This means that an application to register a Player, Coach, Staff Member or Match Official has been formally Submitted to the Association via FAI CONNECT for approval.

4.3.3. Rejected

If you SUBMIT a registration for a player already registered outside of a transfer window, then we will simply be able to use the new status of REJECTED and you will receive notification why. You will not be able to re-SUBMIT this same registration once Rejected.

4.3.4. Returned

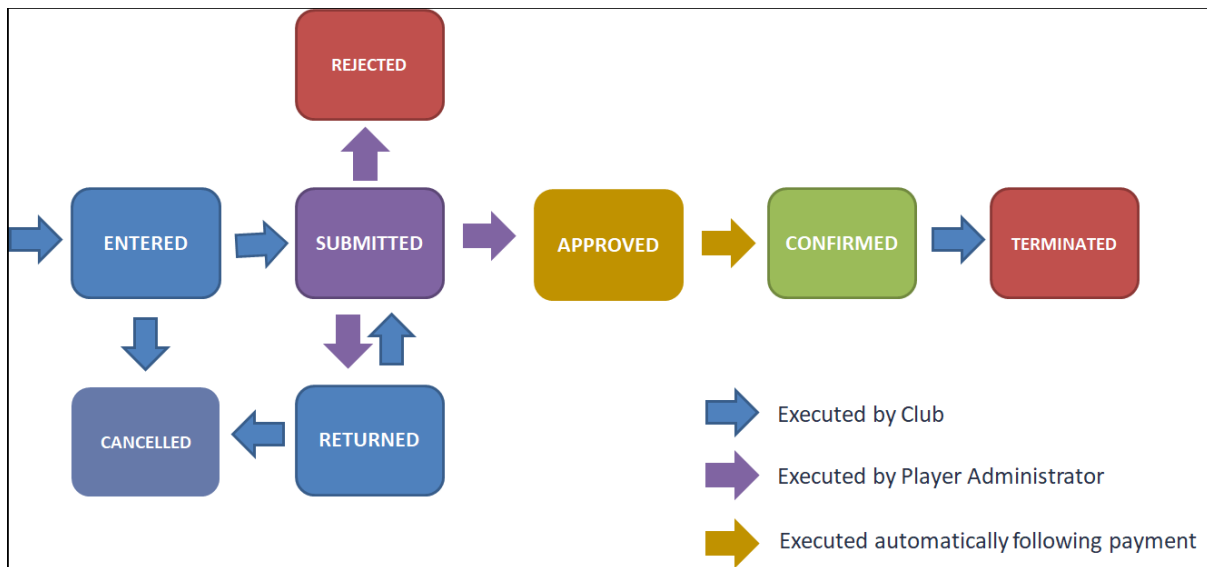
If a registration just needs further information or a new profile photo/ID Document we will save the registration as RETURNED (instead of ENTERED), this then helps you as the Club identify in your player list which registrations are new players you still need to submit or the ones you have submitted but require amendments. You will also continue to receive notification why it was RETURNED. Once amended, you can then re-save as SUBMITTED.

4.3.5. Approved

This means that the application to register a Player has been approved by the FAI but you (the club) still has to pay the FAI Connect Registration Fee of €3. Steps to Pay this Registration Levy are here:

<https://support.faiconnect.ie/wp-content/uploads/2023/09/FAI-Connect-Player-Registration-Levy-How-to-Pay-Guide.pdf>

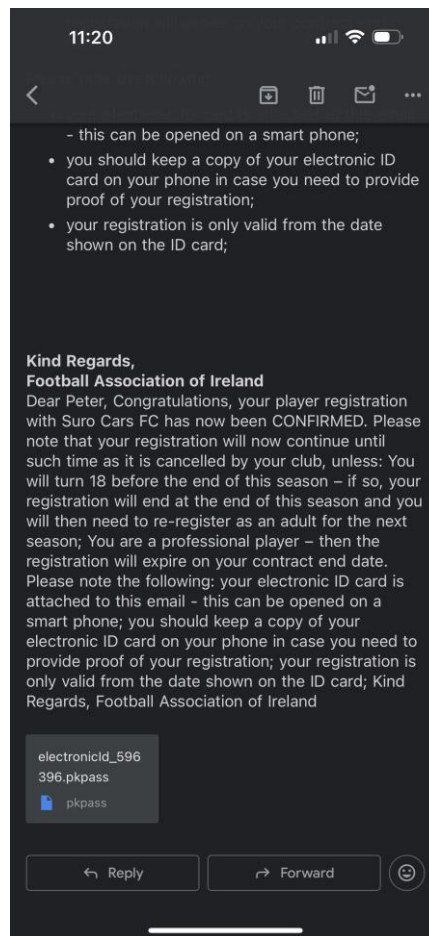
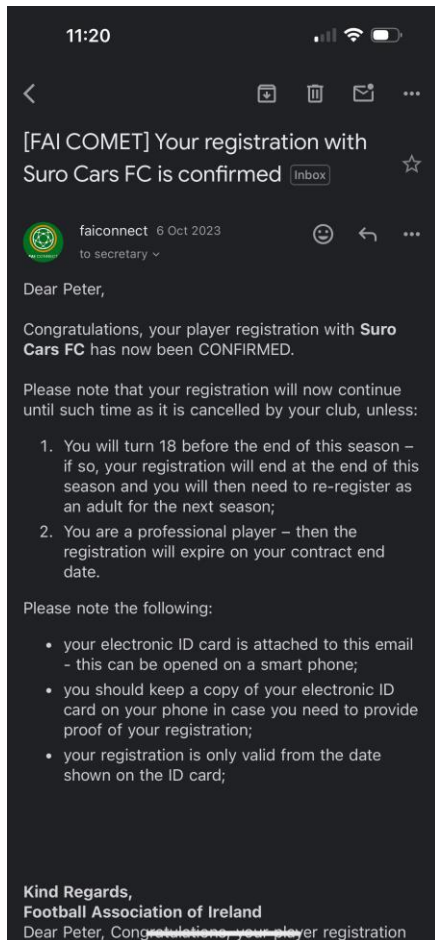
4.3.6. Summary of Registration Workflow



4.3.7. Confirmed

This means that the registration request is approved by the FAI, and the €3 FAI Connect Registration Fee has been paid

This player is now registered with the Club on FAI Connect. . The player or parent/guardian will receive an email confirming this. The email will also contain the player's e-registration card.



The player can then download his FAI Connect ID Card onto his Apple Wallet directly. If using Android, the following app will need to be downloaded:

[WalletPasses | Passbook Wallet](#)

4.4. Important Final Steps and Regulations

- For any Player to be eligible for participation in an Official Match said Player must be Confirmed by the Association via FAI CONNECT by no later than **midnight on the last Business Day prior to the match in which they wish to participate.**
- An application for registration of a Player at status Entered or Entered (INT) **will not be reviewed or registered or Confirmed by the Association.** They need to be Submitted. Such Players are ineligible to participate for the Club in any match. Without prejudice to any measure required to rectify the sporting consequence of such appearance, the Association may also impose sanctions on the Player and/or the Club.

4.5. Quick Steps to Confirm Registration to Club

1. Create Application → Status set to entered
2. Ready to be confirmed → Save as Submitted Status
3. FAI action → Confirmed Status

5. Ensuring the Player is Fully Registered to the CBL

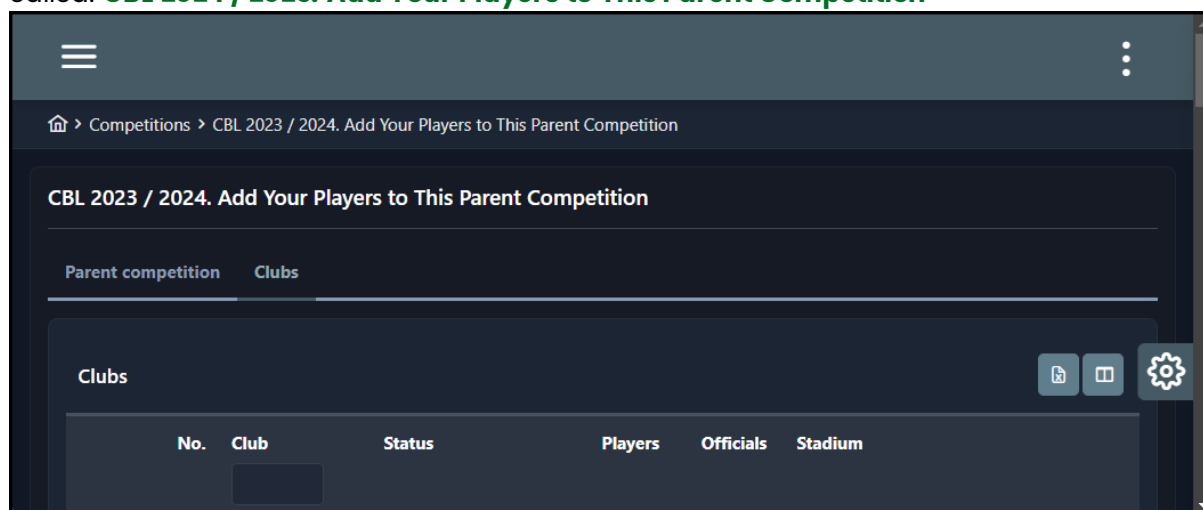
5.1. Adding Player to Current CBL Roster (Competition)

Full Guidance here: <https://support.faiconnect.ie/guide/roster-management/>

Under the new FAI Regulations, there is now 2 types of Registration.

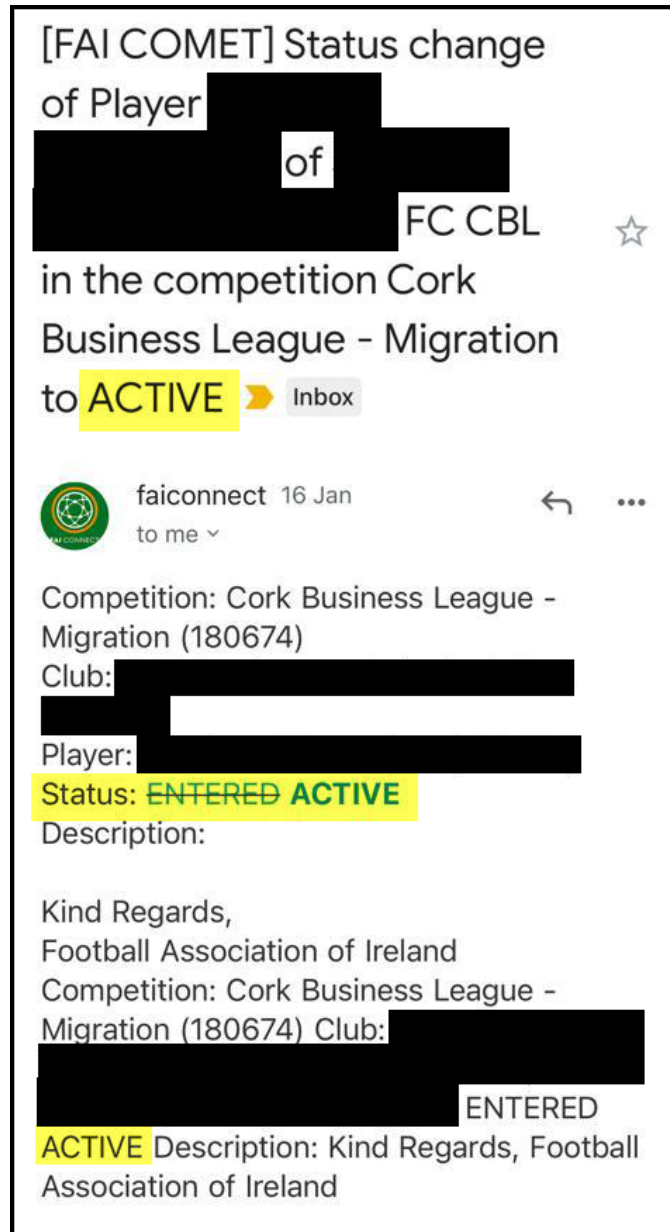
1. Registration to the Club. (as per section 4)
2. Registration to the Competition Roster. The Competition is the league/cup in which the Team within the club participates in. The Registration to the league is now done through the Roster Management feature within the Competition on FAI Connect. The club must assign the player's to the Roster, and the league will then make the player ACTIVE to participate in that Competition.
3. For a player to be eligible to play in a Competition they must be allocated to that Competition roster by the players Club and be made active by the Competition Organiser prior to the player participating in a Match in the Competition.

For the 2024 / 2025 Season of the CBL, please add all Players to the Parent Competition called: **CBL 2024 / 2025. Add Your Players to This Parent Competition**



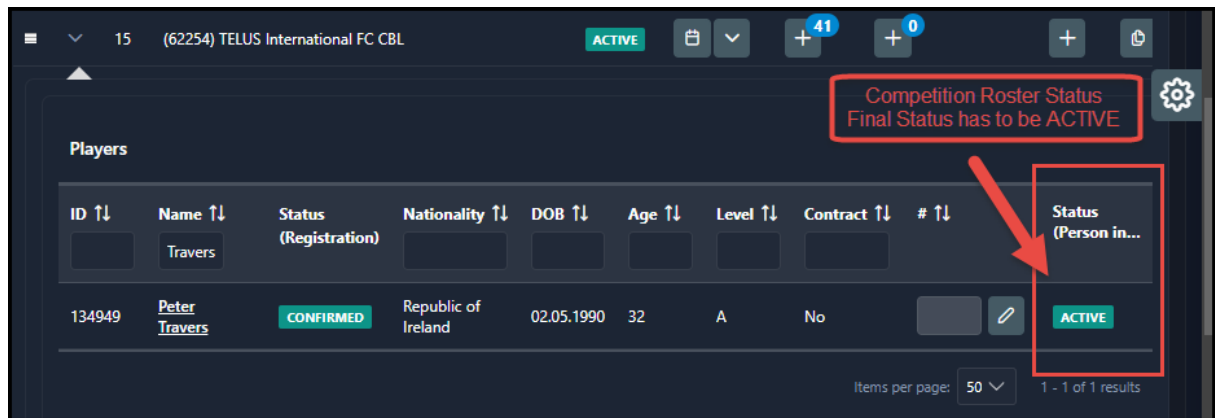
5.2. Final Status from FAI Connect

The following email will be sent to your email address once the CBL (the league) makes the player **ACTIVE** on the competitions roster. Only then is the player eligible to play in this competition. Please note the highlighted **ACTIVE** status.



FAI Connect Player Registrations Quick User Guide v6 September 2024 (CBL)

The player in question will then have the Competition Roster Status set to ACTIVE on FAI Connect, see image below.



The screenshot displays the FAI Connect interface for player registrations. At the top, there is a navigation bar with a menu icon, a dropdown arrow, the number '15', the text '(62254) TELUS International FC CBL', and several action buttons including 'ACTIVE', a trash icon, a dropdown arrow, and two plus signs with notification counts '41' and '0'. A red box highlights a message: 'Competition Roster Status Final Status has to be ACTIVE'. Below this is a table of players. The table has columns for ID, Name, Status (Registration), Nationality, DOB, Age, Level, Contract, and #. The first row shows a player with ID 134949, Name Peter Travers, Status CONFIRMED, Nationality Republic of Ireland, DOB 02.05.1990, Age 32, Level A, and Contract No. A red box highlights the 'Status (Person in...)' column for this player, which contains the value 'ACTIVE'. A red arrow points from the message box to this 'ACTIVE' status. At the bottom right, there is a pagination control showing 'Items per page: 50' and '1 - 1 of 1 results'.

| ID ↑↓ | Name ↑↓ | Status (Registration) | Nationality ↑↓ | DOB ↑↓ | Age ↑↓ | Level ↑↓ | Contract ↑↓ | # ↑↓ | Status (Person in...) |
|--------|----------------------|-----------------------|---------------------|------------|--------|----------|-------------|------|-----------------------|
| 134949 | <u>Peter Travers</u> | CONFIRMED | Republic of Ireland | 02.05.1990 | 32 | A | No | | ACTIVE |

6. Additional Notes

- A Player may only be registered for one (1) club at a time. No club may sign more than three (3) Players on Amateur forms from the same club during the latter club's current season except with the consent of the Executive Committee of the club as confirmed in writing by the Secretary of the club from which the Players are being signed.
- Players may be registered for a maximum of three (3) clubs during the current season. During this period, the Player is only eligible to play in Official Matches for two (2) clubs
- The registration periods for the CBL are outlined [here](#).
- If a club disbands during the Season the Player registrations shall come under the direction of the Football Association of Ireland. The Players may be allowed, at the discretion of the Football Association of Ireland to register with other clubs. The deadline for such registrations shall be 31st March for the Winter Season and 31st August for the Summer Season.

7. Frequently Asked Questions

7.1. FAQ URL

Full details here: <https://support.faiconnect.ie/faqs/>