



FAI Connect Self Registration – Club Preparation

MyComet Profile Email Addresses

In order for the Players/Coaches/Parents or Guardians of u18s to successfully complete their MyComet Profile to have the ability to Self-Register they must have their own email address linked to their Comet IDs

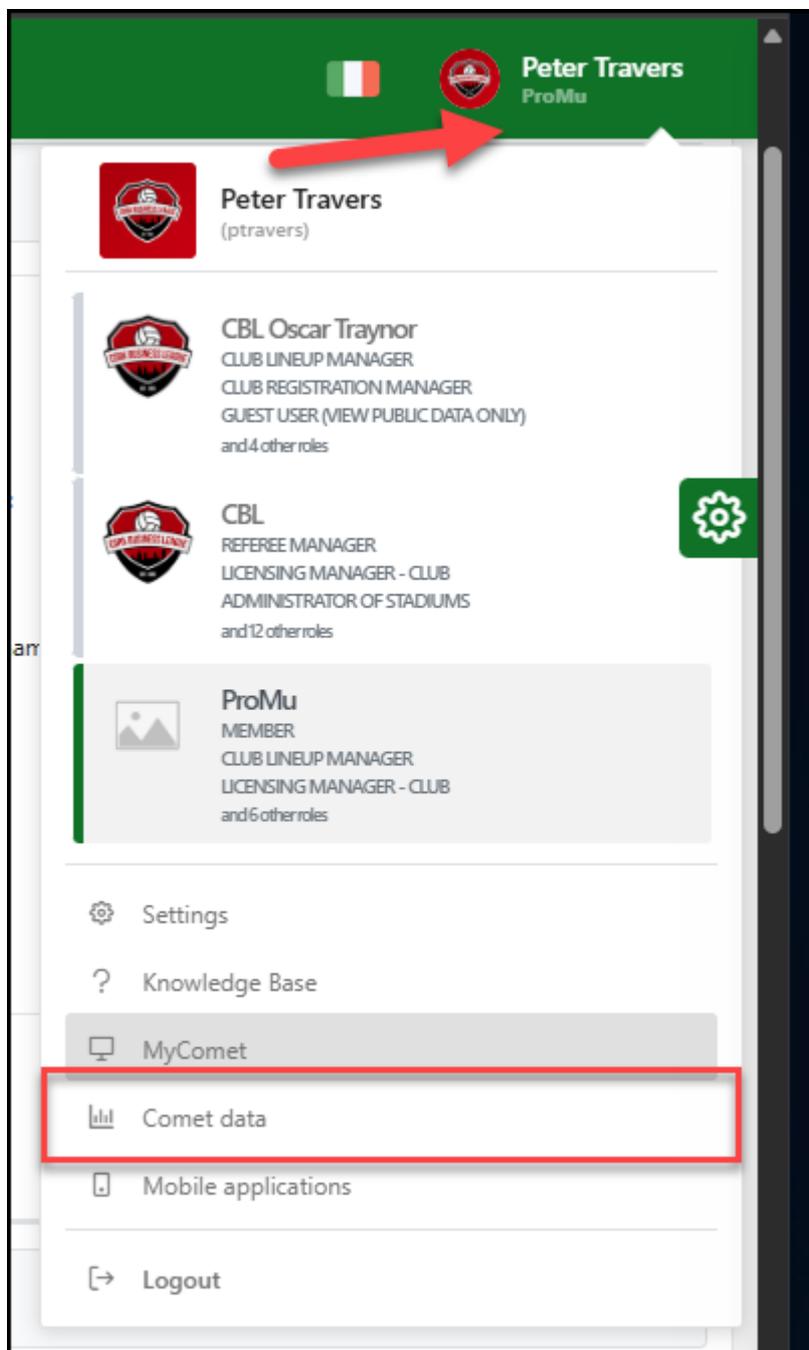
- To assist with this transition, please ensure your current Confirmed Registrations for players & coaches have their correct email addresses added on their person's profile.
- If no email or the wrong email is linked to the COMET ID then the player/coach or parent/guardian will be unable to authenticate the MyComet profile in that moment and will require assistance from FAI Connect (keep in mind this will be a busy period and response times to queries will be slow).
- Any registration with the correct email address will receive a link to authenticate the MyComet profile (if they do not have a MyComet account already).

Example 1: Some players may have moved from the previous FAInet to FAI Connect without an email address linked to their profile, and may still be currently registered to your club in the Confirmed Registration status with no email address.

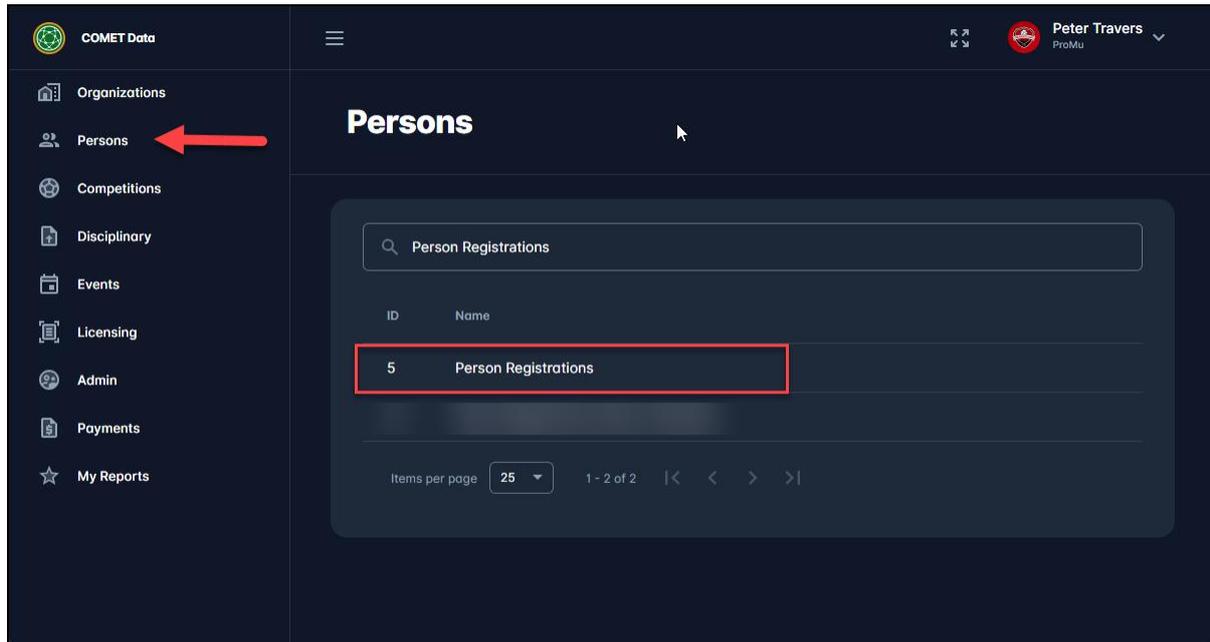
Example 2: Alternatively, Some clubs may have added the clubs email address to the player/coach profile instead. This will cause an issue when Self-Registration launches as each player/coach will receive a link to authenticate the MyComet profile (if they do not have a MyComet Profile already).

Steps to Check a Player's Email Address:

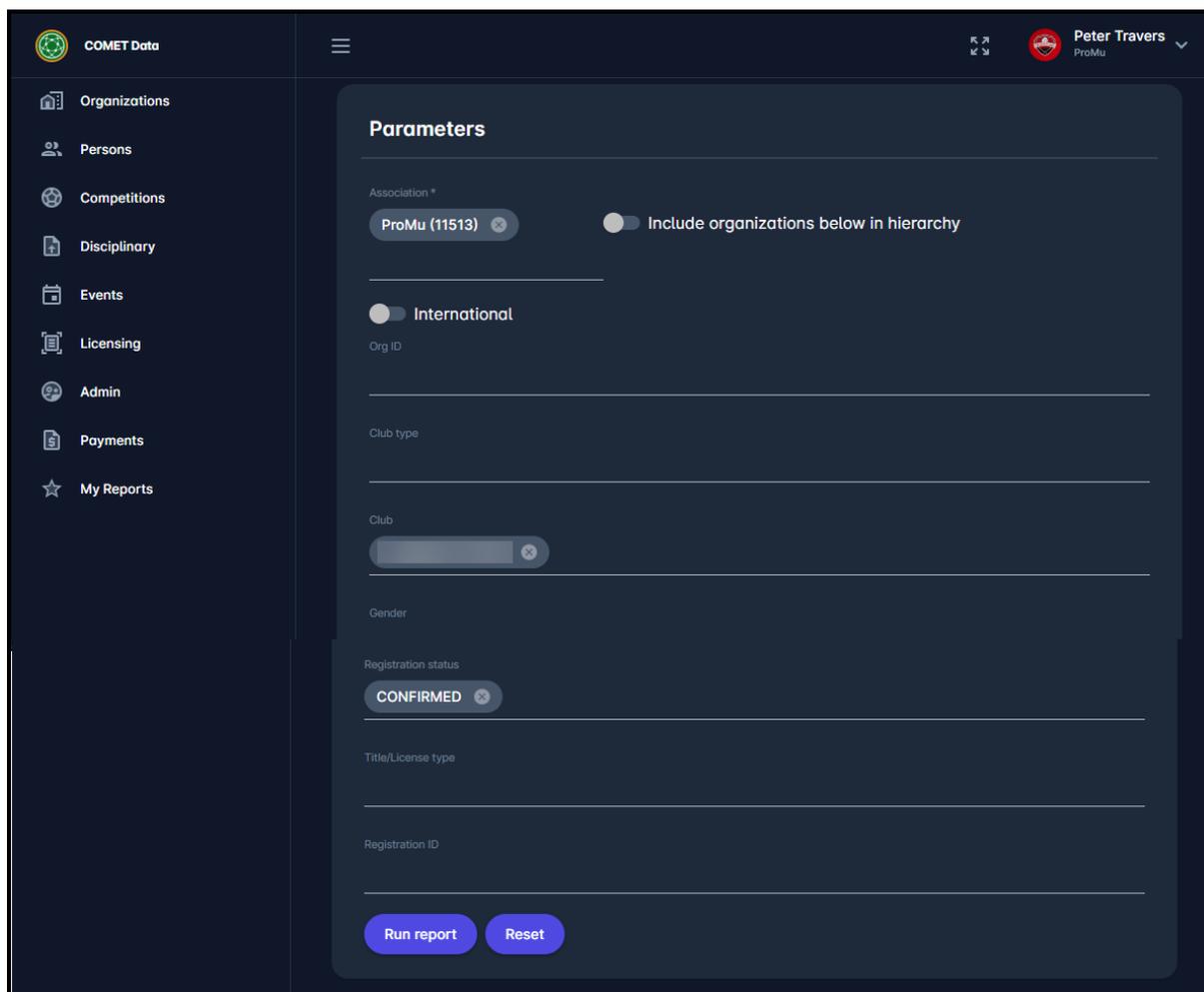
1. Login to FAI Connect.
2. Click on your name on the top right
3. Go to Comet Data.



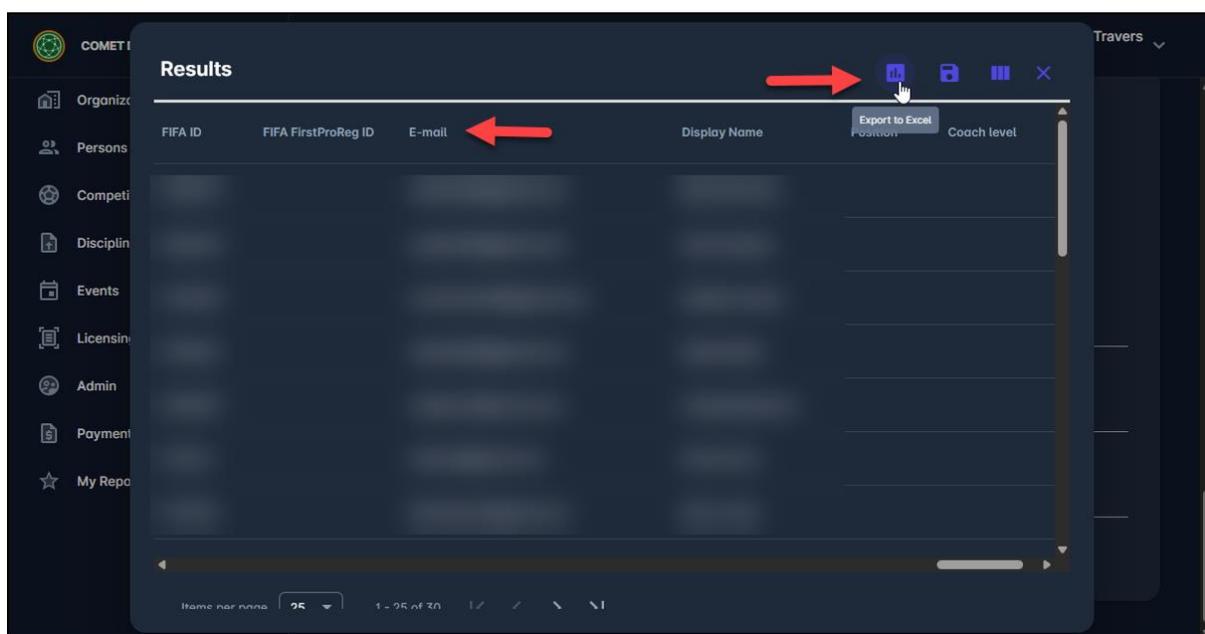
4. Go to the Persons Tab
5. Search for Person Registrations report



6. Click on the report
7. Ensure the following parameters are entered:
 - Association = ProMu (11513)
 - Club = your club
 - Registration Status = Confirmed

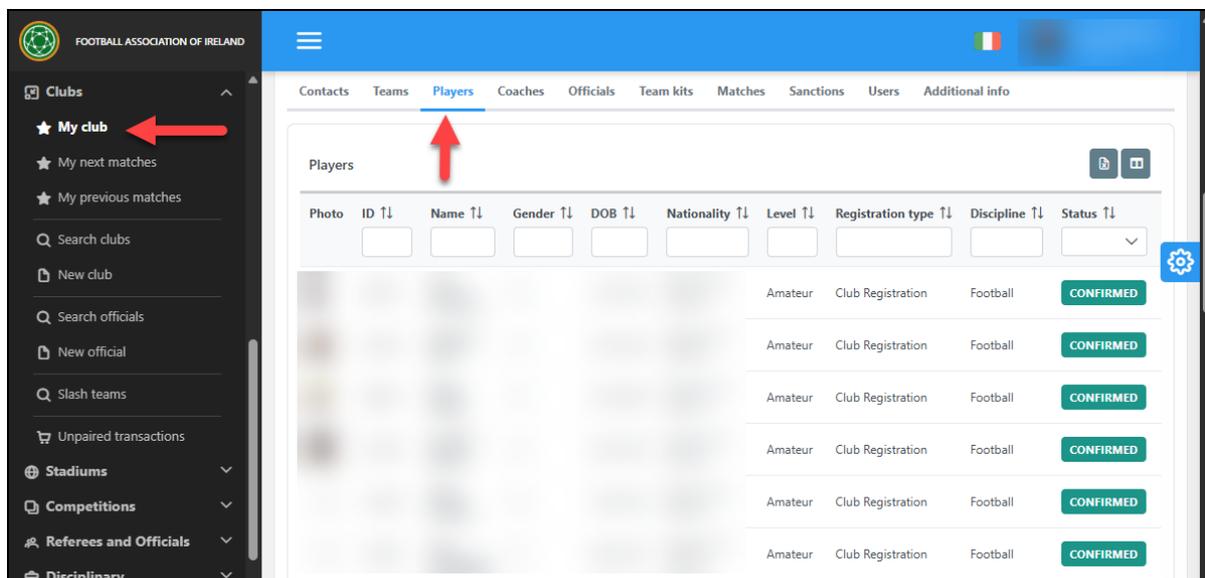


8. Click on Run Report
9. The report returns all Player Registration details, including Email Address
10. You can then export this to Excel and get a complete overview of all email addresses on file.



Steps to Update the Email Address for a Player & Coach

1. Login to FAI Connect.
2. Go to Clubs > My Club.
3. Go to the list of players or coaches and find the persons record.



4. When on the persons record, click on the Contacts tab.
5. To create a new email click on PLUS button on the Contacts section
You can either add the correct email address if its missing, Or replace the current incorrect email address.

