



**FAI Connect Self Registration – Creating & Using a Club Registration Link**

*CBL v1 30<sup>th</sup> June 2025*

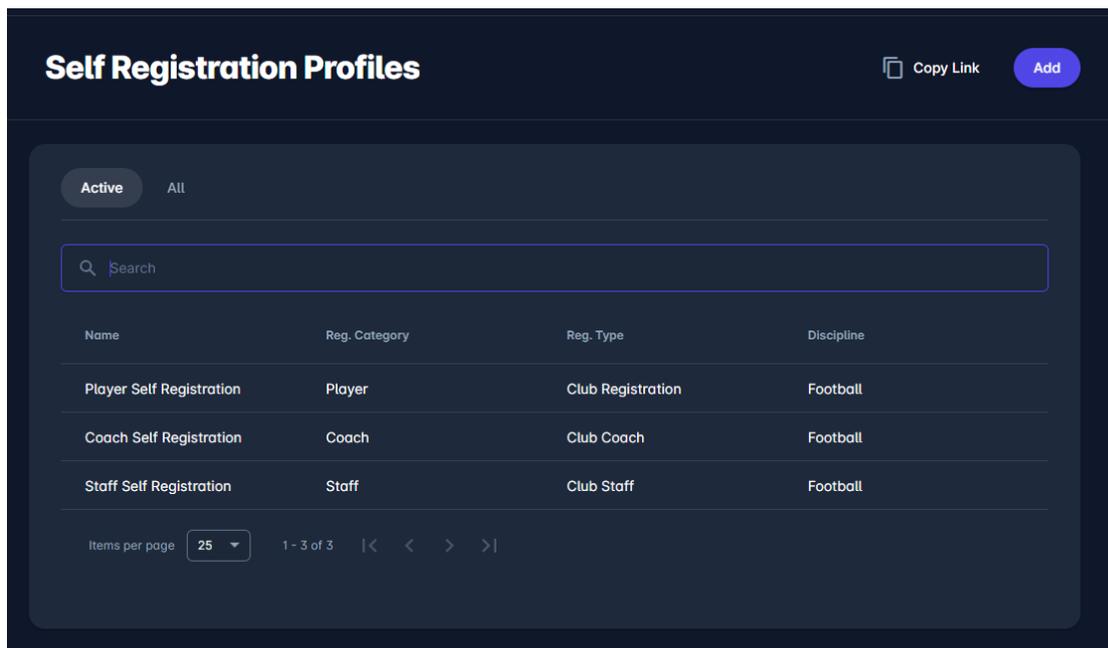
- From June 3rd 2025, FAI Connect has introduced a self-registration process for Player Registrations.
- All players currently registered with a club need to sign up to MyComet. The link to send to players to sign up is here:

**<https://faiconnect.ie/mycomet/public/signup>**

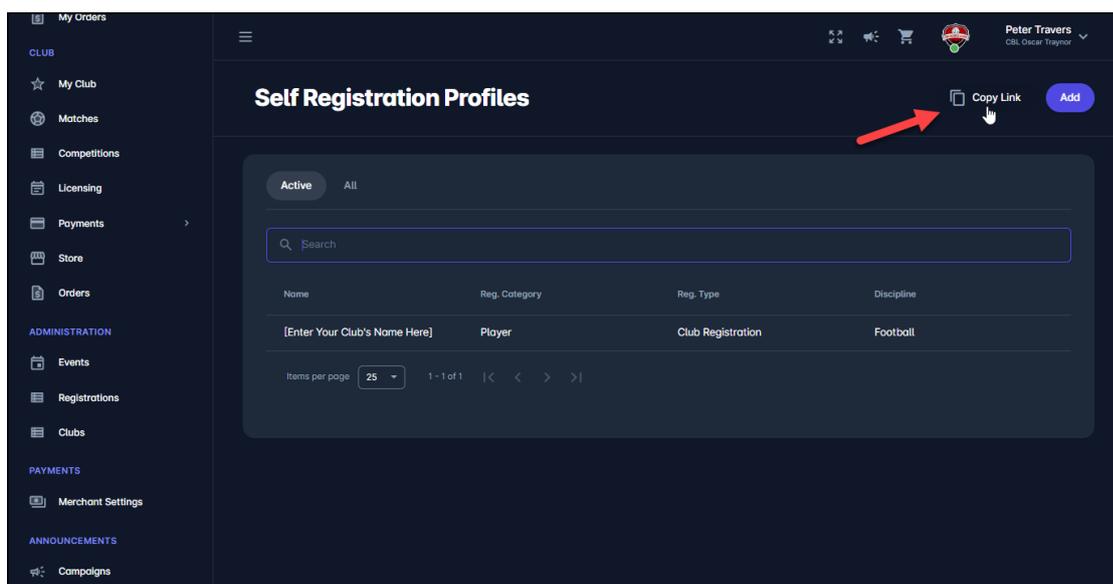
- Players who are currently with a club and are moving clubs from July 1<sup>st</sup> 2025, can either self-register to initiate the transfer, or the new club they are joining can initiate the transfer.
- Players who will remain with their current club do not need to re-register with their current club
- Clubs can create or use the template Self-Registration link to be given to the new players.

## How to use the template Self-Registration Link

1. Login to <https://faiconnect.ie/mycomet>
2. Go to the Administration tab and click on Registrations
3. There will be 3 Default Self Registration Profiles per club:
  - 1 for Player Registrations
  - 1 for Coach Registrations
  - 1 for Staff / Official Registrations



4. Go to the Self Registration Profile page again and click the Copy Link button.

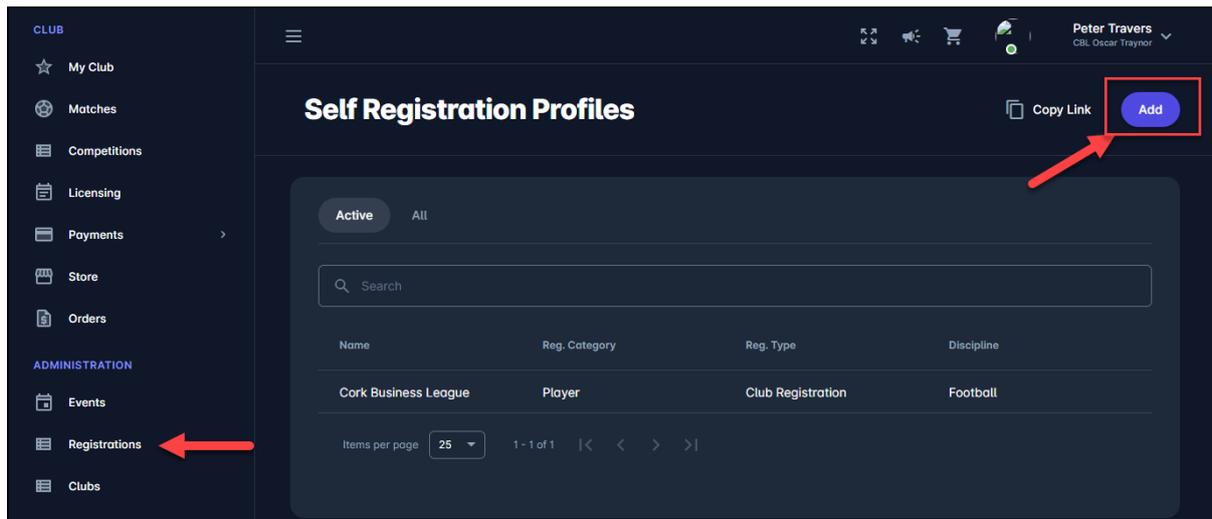


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5. You can now share this link with players who are registering to your club.

### How to Create a new Self Registration Link

1. Login to <https://faiconnect.ie/mycomet>
2. Go to the Administration tab and click on Registrations
3. Then Click on the Add button



4. Enter in the Name of the Self Registration Profile for your club
  - a. It is best practice to include the type of registration in the name of the profile (i.e. Player, Coach or Staff)
5. Ensure the following details are set as:
  - b. Registration Category = Player OR Coach OR Staff
  - c. Registration Type = Club Registration (for Players) OR Coach OR Staff
  - d. Discipline = Football
  - e. Active = Enabled
6. Save

## FAI Connect Self Registration – Creating & Using Club Registration Link

The screenshot shows a dark-themed web interface for creating a club registration link. On the left is a navigation menu with categories: CLUB (My Club, Matches, Competitions, Licensing, Payments, Store, Orders), ADMINISTRATION (Events, Registrations, Clubs), PAYMENTS (Merchant Settings), and ANNOUNCEMENTS (Campaigns, Distribution Groups). The main content area is a form with the following fields:

- A** Name \* [Enter Your Club's Name Here]
- B** Reg. Category \* Player
- C** Reg. Type \* Club Registration
- D** Discipline \* Football
- DOB from: [calendar icon]
- DOB to: [calendar icon]
- Gender: [dropdown menu]
- E** Active:
- Save button

7. Go to the Self Registration Profile page again and click the Copy Link button.

The screenshot shows the 'Self Registration Profiles' page. The left navigation menu is the same as in the previous screenshot. The main content area has the title 'Self Registration Profiles' and a 'Copy Link' button with a red arrow pointing to it. Below the title are tabs for 'Active' and 'All', a search bar, and a table with the following data:

Name	Reg. Category	Reg. Type	Discipline
[Enter Your Club's Name Here]	Player	Club Registration	Football

At the bottom of the table, there is a pagination control showing 'Items per page: 25' and '1 - 1 of 1'.

8. You can now share this link with players who are registering to you club.