



**FAI** CONNECT

CORK BUSINESS LEAGUE

REGISTERING PLAYERS TO COMPETITION ROSTER

JULY 2025

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## Document Control

Version	Date	Author	Details
1.0	21 <sup>st</sup> July 2025	Peter Travers	Published to <a href="http://CorkBusinessLeague.ie">CorkBusinessLeague.ie</a> and communicated to all clubs.

## **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.faicconnect.ie/player-registration/>

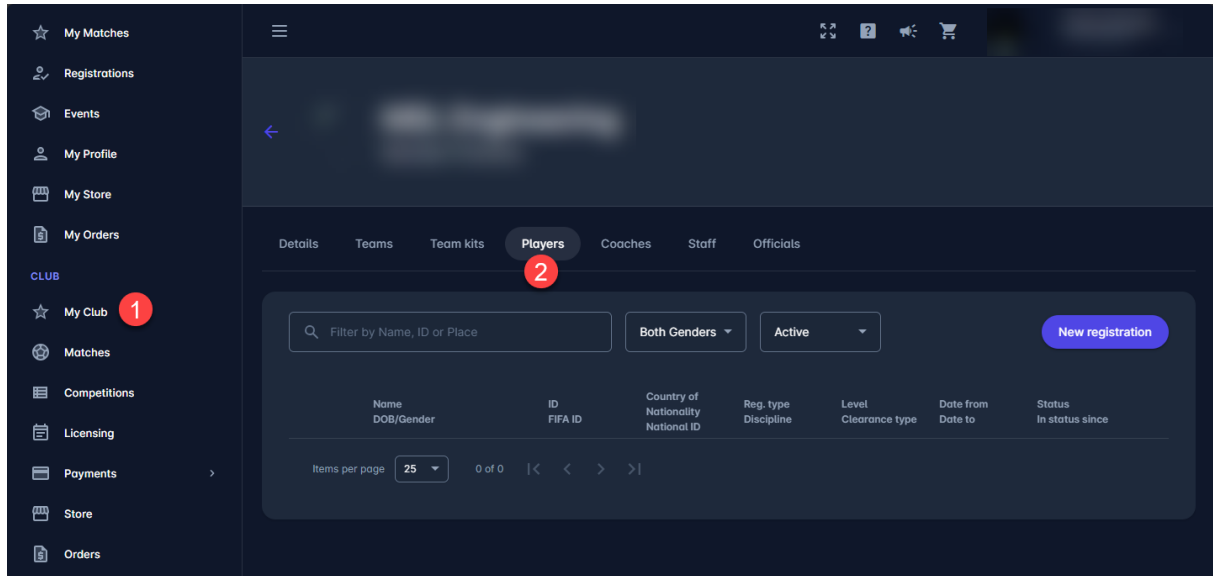
All regulations for Player Registrations and FAI Connect can be found here: [FAI Governance Handbook January 2024 Section 6](#) (Registration Regulations from page 130). These reflect necessary changes due to the implementation of the new FAI Connect system and the agreement on new registration periods/windows. 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 142 of FAI Handbook for clear steps and definitions of FAI Connect terminology.

## 2. Player Registrations

### 2.1. View Currently Registered Players

1. Login to MyComet
2. Go to the My Club tab (<https://faiconnect.ie/mycomet/private/my-club>)
3. Go to the Players section



### 2.2. Club Registrations

Club Admin Registration: <https://support.faiconnect.ie/guide/first-time-registration/>

Player Self Registration: <https://support.faiconnect.ie/player-registration/>

## 3. Ensuring Player is Fully Registered to your Club

### 3.1. FAI Regulations on Player Registrations

Remember: [FAI Governance Handbook January 2024 Section 6](#)

Follow steps in section 2 above in full.

### 3.2. 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.
  - This needs to be uploaded as a Clearance Document on the Players Registration Profile

- 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.

### 3.3. The 4 Steps of Club Registration

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

#### 3.3.1. Entered

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.

#### 3.3.2. Submitted

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.

### **3.3.3. Rejected**

**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.

### **3.3.4. Returned**

**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.

### **3.3.5. Approved**

**APPROVED**

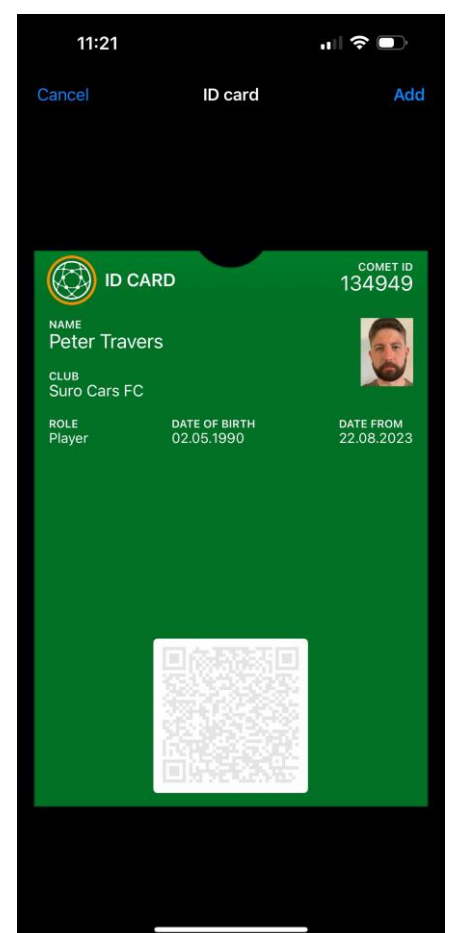
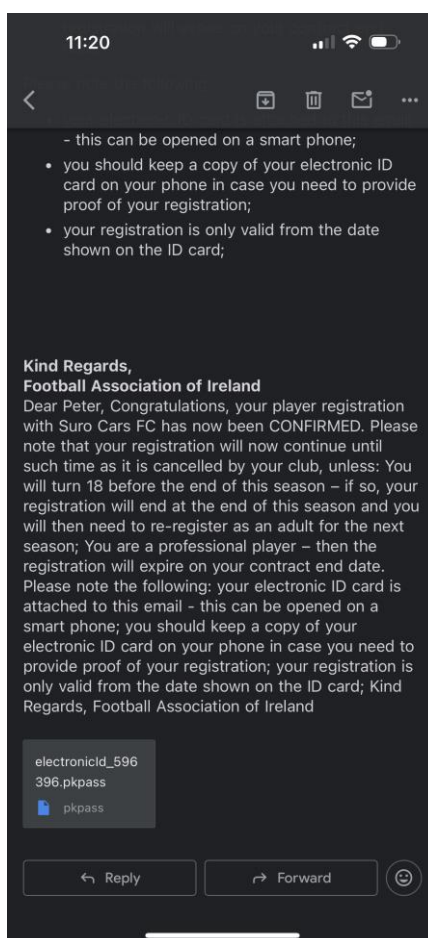
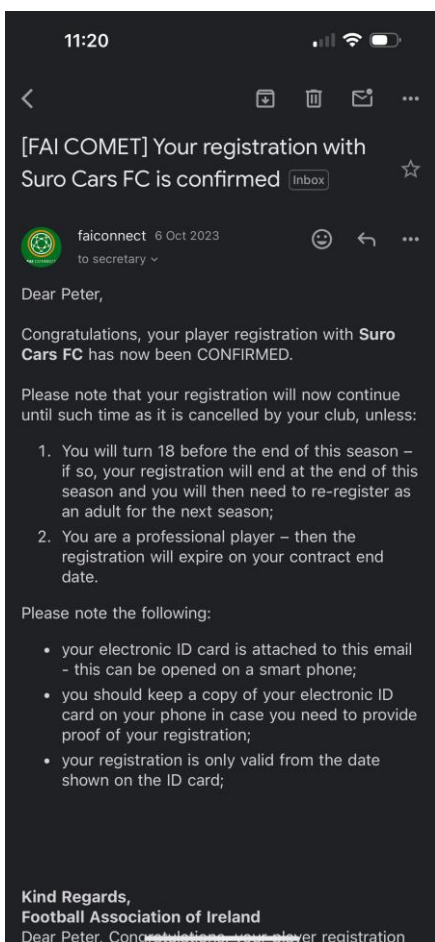
This means that the application to register a Player has been approved by the FAI but you (the club) still has to pay the FAI Connect Registration Fee of €4.

### 3.3.6. Confirmed

**CONFIRMED**

This means that the registration request is approved by the FAI, and the €4 FAI Connect Registration Fee has been paid

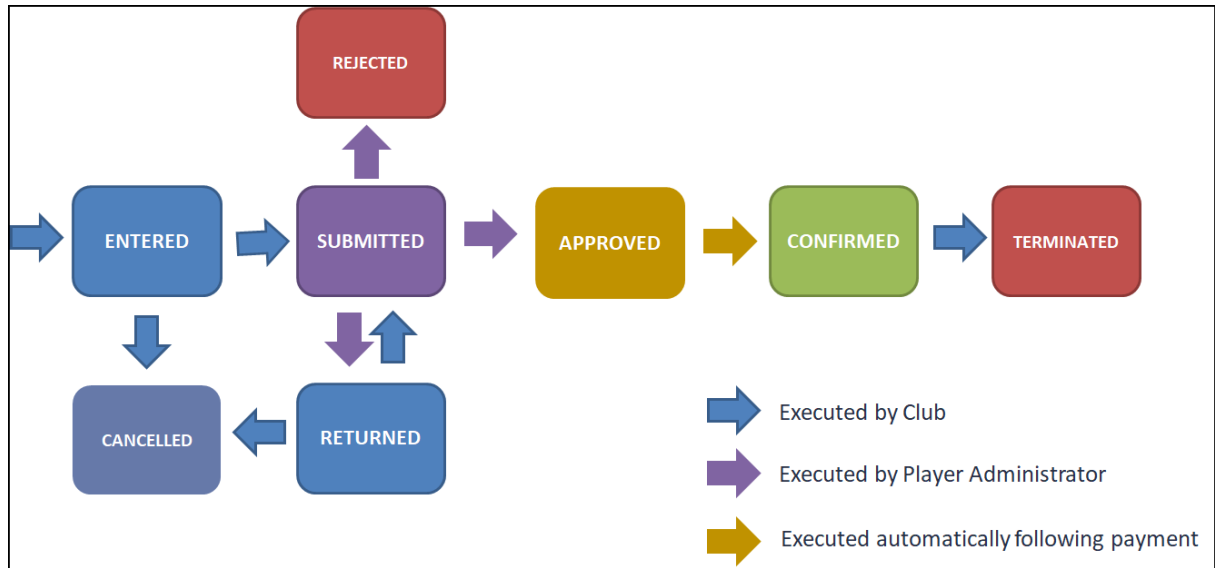
This player is now registered with the Club on FAI Connect. . The player or parent/guardian will receive an email confirming this. The email will also contain the player's e-registration card.



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](#)

3.3.7. Summary of Registration Workflow



### 3.4. Important Final Steps and Regulations

- For any Player to be eligible for participation in an Official Match said Player must be Confirmed by the FAI 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.

**3.5. 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

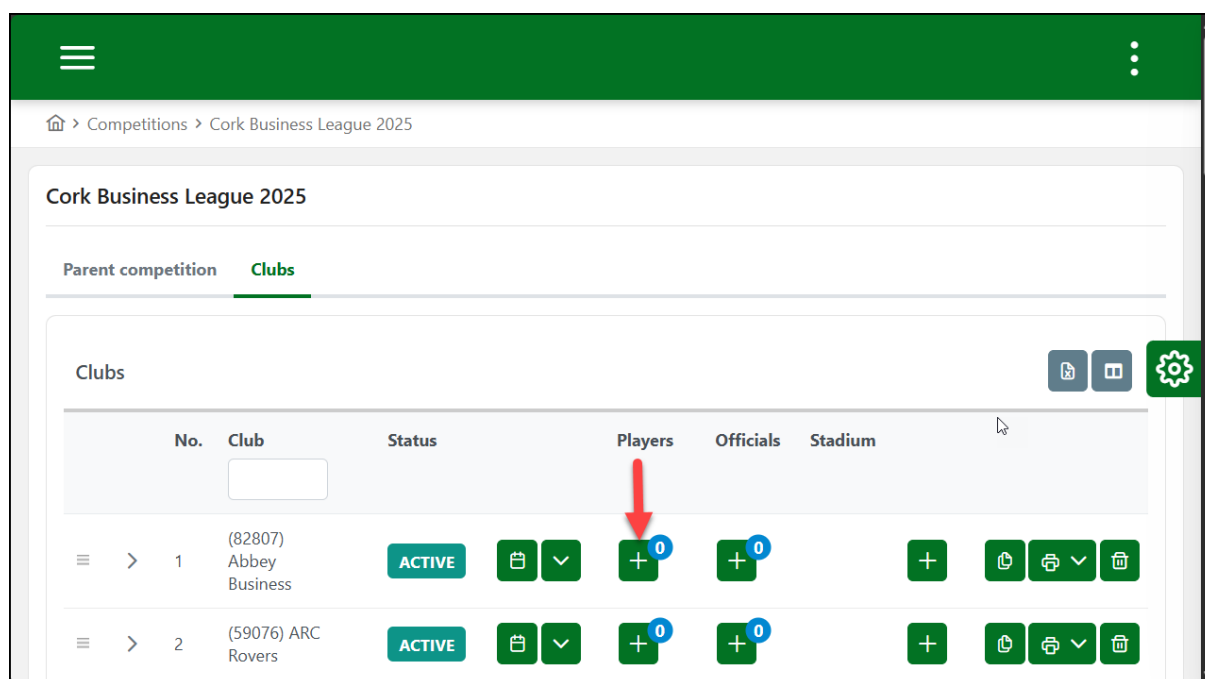
## 4. Ensuring the Player is Fully Registered to the CBL

### 4.1. Adding Player to Current CBL Roster (Competition)

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

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

1. Registration to the Club. (as per section 3)
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.
4. For the 2025 Season of the CBL, please add all Players to the **Parent Competition** called: **Cork Business League 2025**
5. Click on the Plus Button in the Players Column and add in all players to the Competition Roster



### 4.2. Deadline for Adding Players to the CBL Competition Roster

Following an increased number of late player registrations to the CBL Parent Competition on FAI Connect on Fridays, Saturdays & Sundays, we are now implementing a strict deadline to add players to the CBL Parent Competition effective immediately.

The deadline to add a Player to our Parent Competition to be made active for CBL games is now **Fridays at 6pm, along with the €4 CBL Player Registration Fee. Any players added to the Cork Business League 2025 Parent Competition after this time will only be made active after 9am on Mondays.**

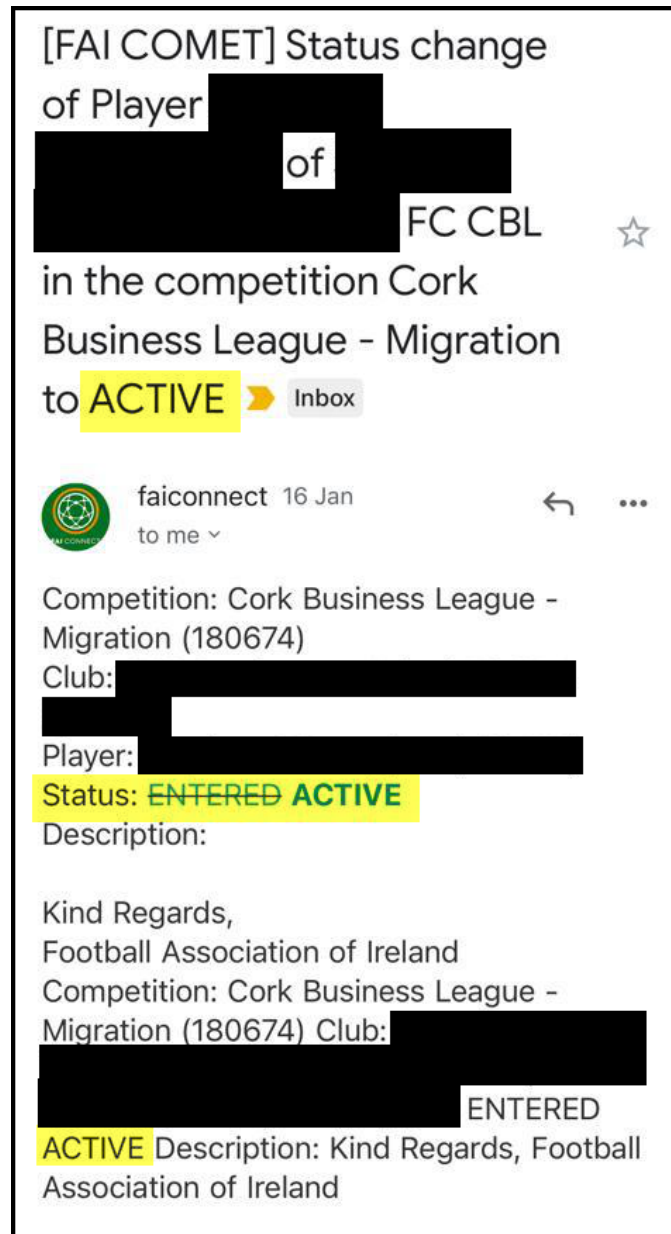
However, there are exceptions to this:

1. If there any any changes that need to be made to a teams line up AFTER it has been confirmed, eg. A player named to start on the line up now needs to be replaced 5 mins before kick off due to injury or a no show please notify me and I can reset the line up back to being in progress. Please also make the referee aware of this issue so that kick off time can be adjusted while the change is made.
2. If you are unsure of a reason why a player is not appearing on the line up or is in RED showing as suspended incorrectly - please notify me and please also make the referee aware of this issue so that kick off time can be adjusted while the change is made.

We would recommend that the line up is reviewed well in advance of kick off to reduce any unnecessary issues with registration or suspensions.

### 4.3. 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 Registering Players to CBL Competition Roster July 2025

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 managing players. 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, a plus icon with '41', another plus icon with '0', and a plus icon. A gear icon for settings is on the right.

The main content area is titled 'Players' and contains a table with the following columns: ID ↑↓, Name ↑↓, Status (Registration), Nationality ↑↓, DOB ↑↓, Age ↑↓, Level ↑↓, Contract ↑↓, # ↑↓, and Status (Person in...). The table lists one player: Peter Travers, with ID 134949, Nationality Republic of Ireland, DOB 02.05.1990, Age 32, Level A, and Contract No. The 'Status (Registration)' is 'CONFIRMED' and the 'Status (Person in...)' is 'ACTIVE'. A red box highlights the 'ACTIVE' status, and a red arrow points to it from a callout box that says 'Competition Roster Status Final Status has to be ACTIVE'. 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	Peter Travers	CONFIRMED	Republic of Ireland	02.05.1990	32	A	No		ACTIVE

## **5. 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.

## **6. Deadline to Add a Player to CBL Competition Roster**

The deadline to add a Player to our Parent Competition to be made active for CBL games is now **Fridays at 6pm, along with the €4 CBL Player Registration Fee. Any players added to the CBL Parent Competition after this time will only be made active after 9am on Mondays.**

However, there are exceptions to this:

1. If there any any changes that need to be made to a team's line up AFTER it has been confirmed, eg. A player named to start on the line up now needs to be replaced 5 mins before kick-off due to injury or a no show please notify me and I can reset the line up back to being in progress. Please also make the referee aware of this issue so that kick off time can be adjusted while the change is made.
2. If you are unsure of a reason why a player is not appearing on the line up or is in RED showing as suspended incorrectly - please notify me and please also make the referee aware of this issue so that kick off time can be adjusted while the change is made.

We would recommend that the lineup is reviewed well in advance of kick off to reduce any unnecessary issues with registration or suspensions.

## **7. Frequently Asked Questions**

### **7.1. FAQ URL**

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