FAW COMET System
Amateur Player Registrations

A comprehensive guide on how to register amateur players on the FAW COMET System
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Introduction

Welcome to the Amateur Player Registrations User Guide for the FAW COMET System.

This guide will provide you with a comprehensive understanding of how the Amateur Player Registration process will work on COMET.

How the Registration Process works on COMET

On the COMET System, a registration will move between 3 steps:

1. ENTERED

2. SUBMITTED

3. CONFIRMED
What do these steps mean?

**ENTERED**
This means the 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. The club can also print the form via COMET.

**SUBMITTED**
This means the club has sent the registration request to the FAW for approval. If the registration is rejected and returned back to the club, the status will move back to **ENTERED** and the club will be notified immediately via email with the rejection reason, along with a hyperlink in the email to get straight back on to the player's page to correct the request and resubmit accordingly.

**CONFIRMED**
If the registration request is approved by the FAW, we will confirm this on COMET and the status will immediately change to **CONFIRMED**. This player is now registered. The player or parent/guardian will receive an email confirming this. The email will also contain the player's e-registration card and a copy of their Personal Accident insurance policy.

A club can keep up to date with all registration related matters on COMET at all times through the **My Club** section of your COMET account.

The **My Club** page is where all of your club information is stored.

This page is updated in real-time meaning any actions undertaken by the FAW make will show in this section immediately.

Likewise, if the club undertakes any actions in this section, the FAW would also be able to see these changes immediately as well.
The standard registration process on COMET

When registering players on COMET, you will notice the system follows a very repetitive and familiar pattern.

1. Find the player on COMET. If a player is registered with your club you can find them through the My Club button on COMET. If they are not registered with your club you will need to find them through the Search Players button on COMET.

2. Fill in the mandatory fields – if the system already contains data for that player please double check this is accurate and up to date and amend if necessary. The mandatory fields on COMET are the same for all types of registration and do not change. For an International Transfer Request or Eligibility Request you must also fill in the notes section on the registration request.

Please Note: For all existing players on the system there won’t be a photo, an email address or a contact address, so these three pieces of information will be the very minimum you will require to be able to register a player on COMET.

3. You should now be on stage ENTERED. At this point the club or the player or parent/guardian can print this form. The form can also be signed digitally which we will show you how to do later in this guide.

4. Upload a scanned copy or photo of this form onto COMET. Once the form has been signed and dated by the player or parent/guardian you simply save a copy of this to your Laptop or PC device ready to upload on to COMET. If you're uploading a photo of the registration form please make sure all of the information and the player’s photograph are clear and legible or they will be rejected and returned to the club by the FAW via COMET.

5. Submit the registration form via COMET. You can submit registration forms at the click of a button at your convenience. There is no longer any need to travel anywhere to submit a hand written registration request in person!
What are the different types of Amateur Player Registration requests on COMET?

On the COMET System, there are 6 different types of Amateur Player Registration request that you can make:

1. First Registration
   Registering a player that has never held a registration in Wales before.

2. Registration Termination
   Cancelling a player's registration on COMET.

3. New Registration
   Registering an unregistered player for your club whose details are already on COMET. This will include all players that held a playing record on the previous FAW Player Registration system called FSI.

4. National Transfer
   Registering a player for your club that is currently registered with a different club in Wales.

5. International Transfers (ITC’s)
   Registering a player for your club that is transferring into Wales from another country.

6. Player Eligibility Request
   Registering a player to play Youth or Junior Football for Club B, whilst the player is already registered with Club A as an Adult or Academy player.

As you will see in this guide and when completing registrations on COMET, all registration types will follow the same steps meaning the process will become very familiar and repetitive to you as you begin to use COMET more and more.
Searching for players on COMET

How to find players on COMET that are currently registered with your club

To find a full list of all of your club's registered players, you simply need to click on the My Club button.

My Club is where all of your club information is held.

To access it you click the Clubs button on the left hand section of your COMET screen to expand the menu on the left hand side, and then select the My club button which is below it.

You then need to click on the Players tab to show a full list of all your registered players, as well as those that may be in the registration process at stage ENTERED or SUBMITTED.
How to find a full list of players that have registered with your club at some point in the past

Please note that all Amateur Player Registrations for the 2018/19 season automatically ended on the 31st May 2019. You therefore need to register all of your players ahead of the start of the 2019/20 season on COMET.

If a player is not currently registered for your club, you would click on the Players button on the left-hand side.

You would then click on Search Players from the drop down menu.

On the page shown, your club name would automatically be populated in the highlighted Club box.

If a player has registered for your club at some point in the past, you simply click the Search button and this would pull up a full list of all players that have ever registered with your club on COMET or the previous FSI system.
How to search for players on COMET that have never previously been registered with your club

If a player has never previously registered with your club, you need to remove your club name from the club box. This will widen the search criteria to all players in Wales.

However, due to GDPR you cannot simply search for any player in Wales. Instead you will need to have specific information to be able to find a player.

You can find a player on COMET using one of the following criteria:

1. Surname and date of birth
2. 6 digit FSI registration number from the previous system (if known)
3. COMET ID number (if known)

You must ensure that you obtain this information legally and with the consent of the player before proceeding.
How to fill in an address on COMET

1. Go on the Contacts tab

To fill in a player's address on COMET, you need to click on the Contacts button on the player's page.

This button is located right next to the registration page, which is called Active Registrations.

To fill in the address, all you need to do is input the postcode in the Postcode box, and then click the magnifying glass.
2. Select the Correct Address

Once you have input the **postcode** and clicked on the **magnifying glass**, this will bring up a pop up box containing all addresses under this postcode.

You simply click on the correct address and it will automatically fill in the **address** box for you.
3. Address is now filled in

Once you click the correct address, as per the previous screen, the address section will be completed and look like the above screen shot.

It even registers the longitude and latitude which will bring up the exact location on a map within COMET.

This is very important when determining whether a junior player resides within the relevant area association boundary to be able to sign for a particular club.
How to upload a photo on COMET

Where is the photo section located?

The photo section will always be on the right hand side of the player’s page.

There are 2 ways in which you can upload a photo to COMET which we will now cover.
1. Taking a photo using your laptop or PC device

If your laptop or PC device has a web cam or camera built in, you can take a photo using this device and save it instantly on COMET.

To do this you just need to click on the **person icon** highlighted on the screen.

This will bring up a camera screen on your device which we will show on the next page.
Capture the Photo

Once you have clicked the **person icon** and this box has appeared, simply take the photo of the individual by clicking the **Capture** button.

The photo is now uploaded

As soon as you click **Capture**, the system will take you back to the player’s page and the picture will appear in the **photo box**.
2. Uploading a photo that is already saved on your PC or laptop device

In addition to taking a photo with your PC or laptop device, you can also upload a photo you already have saved on your device.

By clicking on the **Choose** button, the system will take you to your PC or laptop device to select a photo you may already have saved.

This allows you to upload a photo for a player without physically having to meet the individual.
Select the Relevant Photo

As soon as you click Choose the system will take you into your PC or Laptop device to select the picture.

For this example we have saved the player picture in our Documents folder into a folder called COMET System Player Photos.

Simply double-click on the relevant photo to upload it to COMET.
The photo has now been uploaded onto COMET

As soon as you double-click on the relevant photo, this photo will immediately be uploaded onto COMET.
Always remember to Crop the photo!

Whenever you have uploaded a photo on to COMET, the final step to remember is that you MUST **Crop** this photo.

This is to ensure that the photo sits correctly on the registration form, player registration card and any team sheets they appear on.

If you do not crop the photo it will not appear clearly so there is an increased risk the FAW will reject the registration request.

To crop the photo you simply need to click on the **scissors icon** highlighted once the photo has been uploaded.
Cropping the photo

As soon as you have clicked the **scissors icon** this box will pop up.

You simply need to drag the lighter shaded box over the players face, as highlighted.

Once you have done this, just click the **Crop** button.

The system will take you back to the player’s page and this photo will now sit perfectly on the registration form, the electronic registration card and any team sheets for matches the player is involved in.
Completing the Registration Form

Stage 1 - ENTERED

For all types of registration, once you have filled in all mandatory fields correctly and clicked Save, the registration request will reach the ENTERED stage.

It is at this point that the registration form can now be accessed.

An email will now automatically be sent to the player or parent/guardian (using the email address provided in the registration process) containing a PDF of the registration form. The club will also be able to generate the registration form on COMET.
How do you complete the registration form to upload on to COMET?

To complete any type of registration request on COMET you will always need to complete the registration form in one of 3 ways.

1. The player or parent/guardian can print the registration form to sign and send back to the club. This can be via hard copy or a scanned copy or photo of the signed form to send to the club electronically - so long as the form is clear and legible.

2. The player or parent/guardian can digitally sign the form on their smart phone or tablet and send back to the club via email to upload on to COMET.

3. The club can print the form off ready for the player or parent/ guardian to physically sign.

Now let’s show you how to do each of the above.
Submitting the registration form to the FAW within 5 business days of the Player or Parent/Guardian's signature

PLEASE NOTE:
The FAW Rule relating to registration requests needing to be submitted within 5 business days of the player or parent/guardian does not relate to the date you printed the form.

As shown on point 1 of the above picture.

A form can be used at ANY time.

It is only once the player or parent/guardian has signed and dated the form that it needs to reach the FAW within 5 business days of this signature.

As shown on point 2 of the above picture.
1. Player or Parent/Guardian can print the form to sign

Subject: FW [COMET FAW] New registration entered -

Dear Amateur Player Registration User Guide,

This is a notification about a new registration request made by [Name].

Please arrange to sign the attached registration form and return to [Club Name] as soon as possible so that they can submit the registration request.

If you’ve not consented to this registration request, please contact the Football Association of Wales immediately via registrations@faw.co.uk.

Kind Regards,
FAW COMET SUPPORT Team

The moment you get to stage ENTERED, the player or parent/guardian will automatically receive an email notification informing them of the request made by your club.

Please see the above example.

The email will also contain a PDF attachment of the registration form so that the player or parent/guardian can print this form off ready to sign and date accordingly.

This function offers flexibility as the player or parent/guardian can complete and return this to the club, meaning you don’t have to physically meet the player or parent/guardian to complete the process.

Before printing the registration form the player or parent/guardian should always check the photo is shown clearly in the photo box on the form and that all of the information is correct.
Always check the form before printing

When generating the registration form please check the form before printing to ensure the photo is showing and cropped correctly.

If you do not **crop** the photo before proceeding to this stage, the screen shot above shows what the photograph will look like on the form. **This form will be rejected by the FAW.**

You therefore need to **crop** the photo so that it will fit in this box correctly. This is also important for photos to fit onto the team sheets correctly.

If for whatever reason the photo is missing from the form, you simply click the **refresh** button highlighted on the top left of your screen to load the page again.

Please refer to the earlier pages of this guide on how to **Crop** a photo.
Completing the Registration Form

Once you are happy the photo is now sitting correctly in the box (as highlighted) and all of the information is correct, the form is ready to be signed.

The club signature will be pre-populated as an e-signature to provide a clear audit trail of the club user that generated this form.

The player or parent/guardian needs to read the relevant terms and conditions and sign and date the form.

PLEASE NOTE: This must be submitted to the FAW within 5 business days of the player or parent/guardian signature, as per FAW Rules and Regulations.
Completing the Registration Form - Marketing Preference

There is also a marketing section at the bottom of this page.

Since there is a fee payable to register as a player, the player or parent/guardian are automatically opted in to receive marketing information and therefore would only need to tick this box if they did not want to receive any communication from the FAW.

It is important to note that the only communications sent to individuals would be directly from the FAW as opposed to any third parties or FAW partners.

Information sent by the FAW would include, amongst other things, a player’s personal playing statistics at the end of each season, along with football related content such as congratulatory emails on scoring and discounts off football products etc.

The FAW will not pass any details on to third parties to contact individuals so there is no need to worry in relation to being bombarded with spam email.
How can the Player or Parent/Guardian send the signed and dated form back to the Club?

Once the player or parent/guardian have signed and dated the form they can do the following:

1. Scan the form and send back to the club via email.

2. Take a photo of the form and send back to the club via email – make sure this is clear and legible.

3. Sign and return the original printed copy to the club for them to upload onto COMET.
How to digitally sign a Registration Form

Player or Parent Guardian opens the email on their smartphone or tablet

Getting the individual’s digital signature:

Step 1 – individual opens the email containing the PDF registration form and clicks on symbol shown in red circle
Individual creates a PDF on their Phone

Getting the individual’s digital signature:

Step 2 – individual selects “Create PDF” icon as shown

This can be done on both Android and Apple phones.
Click on the Pen icon

Getting the individual’s digital signature:

Step 3 – individual clicks on pen symbol as shown
Zoom in to the signature section on the form to sign and date

Getting the individual’s digital signature:

Step 4 – individual zooms in on the signature box, clicks the pen symbol and signs. Individual then unclicks pen symbol, zooms in on the date, re-clicks pen symbol and writes date.

Once signed and dated, individual clicks on symbol shown
Send back to the club via email on the smartphone or tablet

Getting the individual’s digital signature:

Step 5 – individual emails the signed form back to the Club
How can the Club access the Registration Form?

For all types of registration, once you have filled in the mandatory fields correctly and clicked Save, you will always be on the ENTERED stage.

It is at this point that the registration form can now be accessed.

The club will be able to generate the form on COMET by clicking on the Generate registration form button.

This will immediately load a PDF version of the form that the club can save on their device to print out at their convenience for the player or parent/guardian to sign.
Uploading the Registration Form onto COMET

Once the player or parent/guardian have signed and dated the form and the club have a copy of this saved on their device, they are now ready to upload this registration form onto COMET.

You would always do this via the Documents button on the player's Active Registrations page.

Once a form is signed, dated and saved electronically, the club are ready to upload the form onto COMET and proceed to the next stage of the registration request.
Saving the form on your device to upload on to COMET.

Once the form has been signed and dated by the player or parent/guardian, you can do the following:

1. Scan the document and save it to your PC or laptop device, ready to upload onto COMET.

2. Take a photo of this form and save to your PC or laptop device, ready to upload onto COMET.

If you are taking a photograph of the form, the photo and all of the information has to be clear and legible or the FAW will reject this form and ask you to submit a clearer copy of the registration form.

You decide where on your device you wish to save all of your registration forms and the player photos that you need to upload on to COMET.

This is an example of how and where to save them.
Let's begin

The next section of this guide will take you through each of the different Amateur Player Registration types you might need to complete on COMET.
First Registration

Registering a player that has never held a registration in Wales before.

1. Search for the player

Check to see if the player already holds a record on COMET. This is to ensure no duplicates are created.

To do this you would click the **Search Players** button and remove your club name from the **club** box.

You can then search for the player using their Surname and Date of Birth to see if they have a record on COMET.

If no results are found for this player, you would proceed as a **First Registration**.
2. Making a First Registration request on COMET

To make a First Registration request you would click the Players box on the left hand side of the screen.

You would then select the First Registration button as highlighted.
3. Fill in the mandatory fields

These mandatory fields will always be the same and will be in **red**.

If the player is under 16, the system will automatically recognise that the parent/guardian email address will be required instead of the player’s.

As well as the fields marked in red, you always need to provide a **photo** of the player, as well as fill in the players **address** through the **Contacts** tab.

Once all mandatory fields have been filled in, you then click **Save**.
4. Uploading the photo

As highlighted at the beginning of this guide, you can upload the photo on COMET in 2 ways:

1. Take a photo with your laptop or PC device by clicking on the person icon.

2. Click on the Choose button and select a photo that is already saved on your PC or laptop device.

Always remember to crop the photo once it is on the screen. Simply click the scissors icon highlighted to do this.
5. Filling in the address

As highlighted at the beginning of this guide, to fill in the address you just need to click on the **Contacts** button and then type in the **postcode** and click the **magnifying glass**.

This will bring up a list of all the addresses related to this post code and you simply click the correct one.
6. Stage 1 - ENTERED

Once you have filled in the mandatory fields correctly and pressed Save, you will be on the ENTERED stage.

The next thing you need to do is get the form signed and dated by the player or parent/guardian. You can do this in 3 ways:

1. The player or parent/guardian can print this off to sign and send back to the club. This can be via hard copy, photo or scan - as long as the form is clear and legible.

2. The player or parent/guardian can sign the form on their smart phone or tablet without printing and send back to the club via email to upload onto COMET.

3. The club can print the form off ready for the player or parent/guardian to sign.

Please refer to the introduction section of this guide on how to complete the registration form.
7. Upload the Registration Form onto COMET

Once you’ve saved the registration form to your device, you then need to upload it to the player's page on COMET.

You do this by clicking on the **Documents** button. This will take you to the document upload page.

**PLEASE NOTE:** Until you upload the Player Registration Form onto COMET in the **Documents** section, you will not be able to submit the Player Registration request.
8. Selecting the Registration Form to upload

Once you have clicked the Documents button, this pop-up box will appear.

Firstly select the type of form as Registration Form.

Then click the Choose button.

This will open up your documents on your PC or laptop device.
9. Selecting the Registration Form - continued

You simply need to go to the location you have saved the registration from on your PC/Laptop device and double-click on the document.

This will immediately upload the form onto COMET.

If you upload the wrong document by mistake, you simply add the correct one.

You can't delete a document on COMET (in order to keep a complete audit trail), but you can upload as many documents as you may need if a mistake is ever made so do not worry.

The FAW will be checking these documents to ensure they are correct and will reject a registration request accordingly if they are not.
10. Form successfully uploaded onto COMET

Once you have clicked on the document to upload it, the form will be showing in the Registration form section with the status Active.

You can now close this box to return to the players page using the small white cross highlighted in the top right hand corner of the Documents box.
11. Submitting the registration request to the FAW

Once form has been saved in the documents section, you are ready to submit the registration request to the FAW.

To do this you need to click the Edit button on the players Active Registrations page.

The Edit button always needs to be clicked when you are looking to make any action on a player registration.
12. Click SUBMIT

Once you have clicked the **Edit** button, you then need to click on the **SUBMIT** button.

If you want to go back a step for any reason, click on the small **Cancel** button with the red circle.

If you want to cancel the entire request at this point for any reason, click the larger **CANCEL** button with the blue cross, next to the **SUBMIT** button.
13. Confirming your submission

By clicking the **SUBMIT** button on the previous page it will bring up this pop-up box.

You need to click the **SUBMIT** button once again.

You do not need to write anything in the **Reason/description** box, this is completely optional for your own records or if there’s any relevant information you feel you need to add.
14. The form has now been submitted to the FAW for approval

After confirming your submission, the Status will immediately have changed from **ENTERED** to **SUBMITTED**.

This confirms that the club has submitted the request to the FAW for approval.

The request will immediately be sitting in the FAW's COMET Player Registration dashboard for approval.
15. Email confirmation to the Player or Parent/Guardian

As soon as a registration request is confirmed by the FAW, the player or parent/guardian will receive an email that will contain the following attachments:

- Their E-Registration Card
- Their Personal Accident Insurance Cover
- A copy of the FAW Betting and Integrity guidelines.

The Registration card can only be opened on a smart phone or tablet and is very easy to share with people via email and whatsapp.

The above image is an example of the type of information they will receive.
16. Checking the status of your Player registrations on COMET

As a club you can also keep a record of all registration requests submitted to the FAW at any time by clicking the **My Club** button.

To do this you click on the **Clubs** button and this will expand this folder and you then click on **My Club**.

On the **My Club** page, there is a tab called **Players**. This is where all your player details are visible in real-time.

When the FAW confirms the request, the player or parent/guardian will be notified via email and you will be able to see this change on the system immediately through your **My club** section as to whether a registration is on stage **ENTERED**, **SUBMITTED** or **CONFIRMED**.

You can sort this dashboard by player status/name/age etc so it is a quick way to check on all of your registered players and those you are looking to register.
First Registration - a recap

1. Click on the First Registration button from the Players drop-down menu on the left-hand side of your COMET account.

2. Fill in all the mandatory fields and click Save. The status will now show as ENTERED.

3. Club or player or parent/guardian can now access the registration form.

4. Player or parent/guardian signs and dates the registration form.

5. Club saves a copy of the signed form to their PC or Laptop Device.

6. Upload the form onto COMET via the Documents button at the bottom of the players Active registration page.

7. Submit the registration request to the FAW by clicking the Edit button at the bottom of the players Active registration page and then click SUBMIT.

8. Confirm this submission by clicking SUBMIT in the pop-up box that appears.

9. Player or parent/guardian will receive a confirmation email once this registration has been CONFIRMED.

10. The club can keep up to date with the request progress at any time through the My Club button.

A First Registration is the longest type of registration you will need to do on COMET as it involves you creating a completely new record for the individual. Simply follow the standard registration process to submit this registration request:

1. Fill in the mandatory fields.
2. Get the form signed and dated.
3. Save on to your PC or Laptop device.
4. Upload the form on to COMET.
5. Submit to the FAW via COMET.
Terminating a Registration

Cancelling a player's registration on COMET.

This should only be actioned if the player no longer wishes to play football for your club.

Please note that if a player's registration is terminated on COMET, they cannot then re-register for any club for a further 28 days from the date of termination.

If a player wishes to leave your club to play for another club in Wales, this should always be done as a National Transfer and is the quickest way to do this.

The player or parent/guardian will also receive an email when their registration is terminated so they will know if this action has been taken.
1. Find the Player on COMET

To terminate a player registration you firstly need to find your player on COMET.

You do this through the **My Club** button and finding the player from your player list.

You then click on the player to move on to their registration page and begin the process.
2. Click 'Edit'

Once on the players Active Registrations page, because you need to carry out an action you need to click the Edit button.
3. Fill in the required information

Once you have clicked **Edit**, you then need to do the following:

1. Fill in the **date to** box - this will always be the date you are carrying out the registration termination.

2. Select the **Termination Reason** by clicking the little red arrow on the **Termination reason** box. This will bring down a drop down menu of all the possible reasons for a player termination. Simply select the relevant reason in each instance.

Once you've done the above you can then click **TERMINATE**.
4. Confirm the registration termination

Once you have clicked the **TERMINATE** button on the previous page, you then need to confirm the registration termination by clicking **TERMINATE** in this pop-up box.

As with all types of registrations you do not need to put anything in the **Reason/description** box unless you wanted to for your club records or wanted to share any relevant information with the FAW.
5. The registration is now terminated

Once you have confirmed the player termination the system will take you back to the players **Active Registrations** page and you will notice their registration with your club will have disappeared.

The player is no longer registered with your club and will not show up on your player list in the **My Club** section of your COMET account.

At this point, the players personal accident insurance cover will terminate as well.
6. The Player or Parent/Guardian will automatically be notified of the registration termination

Dear Amateur Player Registration User Guide,

Unfortunately, FC has cancelled your registration.

If you’ve not consented to the cancellation of your registration, please contact the Football Association of Wales immediately via registrations@faw.co.uk.

Kind Regards,
FAW COMET SUPPORT Team

The moment you terminate a player registration the player or parent/guardian will receive an email notifying them of this to ensure the club has not done so without valid reason.

Therefore if terminating a registration this should be done with the full consent of all parties or in the case of a dispute, with documented and legitimate grounds for doing so.

Registration Termination - a recap

1. Find the player through the My Club section of your COMET account.
2. Click on the player to move on to the player's Active registration page.
3. Click on Edit at the bottom of the player's Active registration page.
4. Confirm the Date of the Termination and the Termination reason for this termination. Then click the TERMINATE button.
5. Confirm the termination in the pop-up box that appears by clicking TERMINATE again.
6. The player's registration with your club has now been terminated.
7. The player or parent/guardian will be notified of the termination via email.
Re-registration

New Registration

Registering an unregistered player for your club whose details are already on COMET.
1. Find the Player on COMET

All player registrations for 2018/19 season automatically terminated on the 31st May 2019.

As the player is not currently registered for your club you need to find them on COMET. To do this you would click on the Search Players button highlighted.

If the player has ever been registered for your club you simply need to click the Search button and a list of any player ever registered to your club on COMET or the previous FSI system will appear.

If the player has never registered for your club you would need to remove your club name from the Club box highlighted and then find them using one of the three required search criteria:

1. Surname and Date of Birth
2. FSI Number
3. COMET ID Number

You must ensure to obtain this information legally and with the relevant consent if searching for a player outside of your club.
2. Select the Player from the search results

Once you click search, this will pull up the search results for the player you are looking for on the system.

Simply click on the player's name from the list available, as highlighted in this example, in order to proceed.
3. Click on New Registration

Once on the players page you simply need to click the **New registration** button as they currently don't have an active registration.
4. Check the mandatory fields

Once you have clicked the **New registration** button from the previous page you now need to follow the standard registration process.

This begins with filling in all of the mandatory fields.

If any information needs updating you need to do this by firstly clicking the **Edit** button on the player details section of the page and updating any information that requires updating.

**Remember that for all players in Wales, there will be no photo, no email address and no home address so you will need to get this information in order to register any player on COMET.**

Don't forget to check the player's photo is up to date and still a true likeness and that the players current address is still correct on the **Contacts** tab highlighted.

Once you are happy all information is correct, click the **Save** button highlighted.
5. Access the Registration Form

Once you have got to the ENTERED stage, the player or parent/guardian will receive an email notification informing them of the request made by your club and the club will also be able to access the registration form via the Generate Registration Form button.

Please refer to the Completing the Registration Form section in the introduction of this guide to see how the player or parent/guardian can complete the registration form.
6. Upload the Registration Form onto COMET

Once you’ve saved the signed and dated registration form to your device, you then need to upload it to the players page on COMET.

You do this by clicking on the **Documents** button. This will take you to the document upload page.

**PLEASE NOTE:** Until you upload the Player Registration Form onto COMET in the **Documents** section, you will not be able to submit the Player Registration request.
7. Selecting the Registration Form to upload

Once you have clicked the Documents button, this pop-up box will appear.

Firstly select the type of form as Registration Form.

Then click the Choose button. This will open up your documents on your PC or laptop device.
8. Selecting the Registration Form - continued

You simply need to go to the location you have saved the registration from on your PC/Laptop device and double-click on the document.

This will immediately upload the form onto COMET.

If you upload the wrong document by mistake, you simply add the correct one. You can't delete a document on COMET (in order to keep a complete audit trail), but you can upload as many documents as you may need if a mistake is ever made so do not worry.

The FAW will be checking these documents to ensure they are correct and will reject a registration request accordingly if they are not.
9. Form successfully uploaded onto COMET

Once you have clicked on the document to upload it, the form will be showing in the Registration form section with the status Active.

If you ever want to double-check the document quickly and easily you just need to click the magnifying glass highlighted to view a small version of the document, or the button highlighted next to this to view it in full size.

You can now close this box to return to the player’s page using the small white cross highlighted in the top right hand corner of the Documents box.
10. Submitting the registration request to the FAW

Once form has been saved in the Documents section, you are ready to submit the registration request to the FAW.

To do this you need to click the Edit button on the players Active Registrations page.

The Edit button always needs to be clicked when you are looking to make any action on a player registration.
11. Click 'SUBMIT'

Once you have clicked the **Edit** button, you then need to click on the **SUBMIT** button.

If you want to go back a step for any reason, click on the small **Cancel** button with the red circle.

If you want to cancel the entire request at this point for any reason, click the larger **CANCEL** button with the blue cross, next to the **SUBMIT** button.
12. Confirming your submission

By clicking the **SUBMIT** button on the previous page it will bring up this pop-up box.

You need to click the **SUBMIT** button once again.

You do not need to write anything in the **Reason/description** box, this is completely optional for your own records or if there’s any relevant information you feel you need to add.
13. The form has now been submitted to the FAW for approval

After confirming your submission, the Status will immediately have changed from ENTERED to SUBMITTED.

This confirms that the club has submitted the request to the FAW for approval.

The request will immediately be sitting in the FAW's dashboard for approval.
14. Player or Parent/Guardian will get a confirmation email as soon as registration is confirmed

As soon as a registration request is confirmed by the FAW, the player or parent/guardian will receive an email that will contain the following attachments:

- Their E-Registration Card
- Their Personal Accident Insurance Cover
- A copy of the FAW Betting and Integrity guidelines

The registration card can only be opened on a smart phone or tablet and is very easy to share with people via email and whatsapp.
15. Checking the status of your Player registrations on COMET

As a club you can also keep a record of all registration requests submitted to the FAW at any time by clicking the My Club button.

To do this you click on the Clubs button and this will expand this folder and you then click on My Club.

On the My Club page, there is a tab called Players. This is where all your player details are visible in real-time.

When the FAW confirms the request, the player or parent/guardian will be notified via email and you will be able to see this change on the system immediately through your My club section.

You can sort this dashboard by player status/name/age etc so it is a quick way to check on all of your registered players and those you are looking to register.
New Registration process on COMET - a recap

1. Find the player through the **Search Players** section of your COMET account. Leave your club name in the club box if the player has previously registered with your club, but remove your club name and search using Surname and date of birth, FSI registration number or COMET ID number if the player has never previously been registered for your club.

2. From the search results, click on the player to move on to the players **Active registrations** page.

3. Click on **New Registration**.

4. Fill in/update all relevant mandatory fields and click **Save**.

5. Player or parent/guardian completes the registration form.

6. Club saves a copy of the signed form on to your PC or Laptop Device.

7. Upload the form on to COMET via the **Documents** button at the bottom of the players **Active registrations** page.

8. Submit the registration request to the FAW by clicking the **Edit** button at the bottom of the player **Active registrations** page and then clicking **SUBMIT**.

9. Confirm this submission by clicking **SUBMIT** in the pop-up box that appears.

10. Player or parent/guardian will receive a confirmation email once this registration has been **CONFIRMED**.

11. The club can keep up to date with the request progress at any time through the **My Club** button.
National Transfers

Registering a player for your club that is currently registered with a different club in Wales.
1. Find the Player on COMET

As the player is not currently registered for your club you need to find them on COMET.

To do this you would click on the **Search Players** button highlighted.

If the player has at some point been previously registered with your club you simply need to click the **Search** button and a full list of all players ever registered with your club will appear.

If the player has never registered for your club you need to firstly remove your Club name from the **Club** box and find them using one of the three required search criteria:

1. Surname and Date of Birth
2. FSI Number
3. COMET ID Number

You must ensure to obtain this information with the relevant consent if searching for a player outside of your club.
2. Select the Player from the search results

Once you click **search**, this will pull up the search results for the player you are looking for on the system.

Simply click on the player's name from the list available, as highlighted in this example, in order to proceed.
3. Click the New Registration button

After clicking on the player you will be on their Active Registrations page and you will now see their active registration with their current club.

Because the player is not registered with your club, you will notice you will not be able to view the player’s contact details at this stage. This tab will be shaded.

To begin the Domestic Transfer registration process you need to click the New Registration button.
4. Click Save to initiate the Domestic Transfer process

Once you have clicked the **New Registration** button from the previous page you now need to click the **Save** button to move to the **ENTERED** stage with your club and initiate the **domestic transfer** process.
5. The transfer process is now active

The 7 day notice period will begin the moment you have clicked **Save** on the previous page.

By clicking **Save** you have moved the registration request on to the **ENTERED** stage with your club to request the player's registration be moved across to you from their current club.
6. How does the Domestic Transfer process work on COMET?

An email will be sent to all parties involved in a domestic transfer as soon as club B has moved a player's registration request to the ENTERED stage when the player is already registered with a different club in Wales.

**Club A (Player’s current club)**

This email will serve as the 7 day’s notice period and they have 21 days in total (FAW Rule 79.2) to negotiate with the player to stay with their club, contact the FAW with a legitimate reason if they object to the transfer taking place, or to release the player to enable them to sign for club B.

If club A doesn’t act within this 21-day period then the FAW will step in to release the players registration to enable them to sign for club B.

**Club B (You as the signing club)**

Club B now cannot move from ENTERED to SUBMITTED on COMET for 7 days, unless Club A are happy to waive the 7-day period and terminates the player's registration before the 7-day notice period expires.

After 7 days Club B can submit the player's registration form to the FAW for approval, however this registration cannot be CONFIRMED until club A have terminated the player's registration with them.

**The Player**

The player cannot sign the registration form with your club (club B) until the 7-day period has expired, unless Club A are happy to waive the 7-day period and terminates the player's registration before the 7-day notice period expires.

After 7 days the player can sign a registration form with club B to submit to the FAW for approval, however this cannot be CONFIRMED until club A have terminated the player's registration with them.

On the old FAW Player Registration system the same registration form was filled in by hand by both clubs and also signed by the player.

On the COMET system, for a transfer to take place the signing club needs to initiate the process through COMET by starting a registration request for the player that is actively registered for a different club.

The player's current club then needs to agree to this through COMET by terminating the player's registration with their club. By terminating the registration with the player's current club, the signing club will then be free to submit their registration request to the FAW for the player to register with their club.
7. Managing the status of your club's Domestic Transfers

For all Domestic Transfers in your club, whether coming in or moving out, you can keep up to date with these at all times on your club's COMET account through the National Transfers button highlighted.

This page can be seen by both clubs involved in any transfer, as well as the FAW, and is colour coded to show which club needs to complete an action (shown in orange).

Once a club has completed an action, their colour will change from Orange to Green.

Once club A has terminated the player registration and club B has submitted the request to the FAW then both clubs will be in Green and the FAW will be in Orange in order to action the request.

The system also tells all parties how many days a transfer has been in process for so there is no dispute over the 7 day notice period or 21 day negotiation period.
8. Releasing a player to sign for Club B

All the player's current club needs to do is click on the transfer through the National Transfers button shown on the previous page and then click the Edit button on the players Active registrations page on the registration with their club.

It will then bring up this page where you need to put the date to as the date you are actioning the request and then select the Termination reason as National Transfer.

You then click the TERMINATE button highlighted and confirm the termination on the pop-up box that will appear by clicking TERMINATE again.
9. Club B now needs to proceed with the new registration request

As soon as the player's current club terminates the player's registration, your club will receive an email to let you know you can proceed with the player's registration.

You will now notice on the **National transfers** page the colour of the player's current club will have changed to **green**.

This is because they have done what they need to and released the player.

You as the signing club and the FAW will be in **orange** because you need to action the transfer.

To proceed with the request you just need to click on this transfer to go on to the player's **Active registration** page and complete the standard registration process.
10. Now complete the standard registration process

Once you have clicked on the transfer details as per the previous page, you will notice the player's information with club A will have disappeared.

You now need to follow the standard registration process.

1. Fill in/update the mandatory fields. You should now be on stage ENTERED.

2. At this point the player or parent/guardian and the club can access the registration form and this need to be signed and dated by the player or parent/guardian.

3. Club saves this signed and dated registration form on their Laptop or PC device and uploads the registration form onto COMET via the Documents button on the players Active registration page.

4. Club submits the request to FAW via the Edit button on the players Active registration page and then clicking SUBMIT and SUBMIT again in the pop-up box that appears to confirm the submission to the FAW.

If you submitted the request to the FAW prior to club A releasing the player then the FAW would confirm this as soon as club A release the player or once the FAW have stepped in to release the player if 21 days is reached.
Domestic Transfers - a recap

1. Find the player through the Search Players section of your COMET account. Leave your club name in the Club box if the player has previously registered with your club, but remove your club name and search using Surname and Date of Birth, FSI registration number or COMET ID number if the player has never previously registered for your club.

2. Click on the player to move on to the players Active registration page.

3. Click on the New Registration button underneath the players current registration at the bottom of the players Active registration page.

4. Now click the Save button to move the request to the ENTERED stage with your club and initiate the transfer process.

5. At this point an email is sent to all parties outlining the transfer process.

6. You now cannot proceed from ENTERED until 7 days has passed, unless club A waives the 7-day period by terminating the player’s registration with their club.

7. Once the players current club terminates the registration, or the 7-day period has been reached, the player can sign a registration form with your club to submit to the FAW.

8. However, this will not be confirmed by the FAW to register the player with your club until club A releases the player.

9. If this isn’t done within 21 days, the FAW will step in to release the player and register with your club accordingly.

10. You always submit the registration request by following the standard registration process. An email will be sent to all parties involved in a domestic transfer as soon as club B has moved a players registration request to the ENTERED stage when they are already registered with a different club in Wales.
In summary, for a Domestic transfer to work on COMET, the following must take place:

Club B requests the player's registration.

Club A releases the player's current registration.

Club B proceeds to submit the player's new registration with their club.

Club A needs to carry out the registration termination process for the transfer to take place.

Until club A does this within the 21 day period (FAW Rule 79.2) a transfer cannot take place.

However after 21 days the FAW can step in to release the player if club A has not been in contact with them.

Club B needs to carry out the standard registration process, except they must do this in a way that abides by FAW Rules and Regulations on the transfer of Amateur Players.

This is done by not proceeding to change the status of the player registration from ENTERED to SUBMITTED with the player for 7 days, unless club A waives the 7 day notice and releases the player before then.
International Transfers

Registering a player for your club that is transferring into Wales from another country.

1. Check if the Player is already on COMET

For an International transfer into Wales, you firstly need to check if the player has a record on COMET to avoid creating a duplicate.

To do this you would click on the **Search Players** button highlighted.

As the player has never registered for your club you need to firstly remove your Club name from the **Club** box and try to find them using their Surname and Date of Birth. If the player appears on the search results you simply click on their name to proceed.
2. If the Player is not on COMET

If the player is not on COMET then you would need to proceed as a **First Registration**.

After filling in all of the mandatory fields, the only difference for an **International Transfer** to a **First Registration** is that you MUST fill in the **Notes** section at the bottom with the players previous club and country.

If the player's Nationality or Country of Birth is outside of Wales, COMET will automatically identify that the player may require International Clearance and prompt you to complete the **Notes** section.

Once all mandatory fields and the notes section has been completed, you would then click **Save**.
3. Why is the notes section so important?

The notes will enable the FAW to know which National Association they need to contact to get the necessary international clearance for the player to be registered to play in Wales for your club.

The quicker and more accurate you are in providing this information, the quicker and easier it will be for the FAW to request clearance from the relevant National Association and give that Association the best chance to find the player on their records to provide clearance accordingly.

It is also a breach of FIFA and FAW rules if you tried to register a player without International Clearance or falsely claim in this notes section that the player has never registered for a club before and does not need International Clearance.

If the player does not know the name of their club, the FAW will still need to check with the National Association of the country the player is coming from. The onus is very much on you and the player to ensure the correct information is provided.

Failure to do so could result in action being taken against the club and the player if a player is found to be playing without International Clearance.
4. What needs to go in this notes section?

For an Adult player, the basic level of information the FAW would need is the name of the player's previous club and country. E.g. Manchester United - England.

If you don't know the club then state the country and club 'unknown'.

If you have any further details or information regarding the player's registration in their previous country (for example a registration number or the dates of their registration period) this could also help speed up the process.

Any documentation such as registration card etc in their previous country can also be attached via the documents button on the players Active registration page once you have moved to the ENTERED stage.

The FAW will follow up any instances where an adult player claims to have never been registered.
5. FIFA Rules on the International Transfer of Players under the age of 18 - The Protection of Minors

FIFA rules state that the International Transfer of players is only permitted if the player is over the age of 18.

They also state that a player under the age of 10 DOES NOT require International Clearance.

To request International Clearance for a player aged between 10 and 18, one of the the 3 below criteria must be met:

1.) If the player's parents move to the country in which the new club is located for reasons not linked to football.

2.) The transfer takes place within the territory of the European Union (EU) or European Economic Area (EEA) and the player is aged between 16 and 18.

In this case, the new club must fulfil the following minimum obligations:

   i. It shall provide the player with an adequate football education and/or training in line with the highest national standards.
   
   ii. It shall guarantee the player an academic and/or school and/or vocational education and/or training, in addition to his football education and/or training, which will allow the player to pursue a career other than football should he cease playing professional football.
   
   iii. It shall make all necessary arrangements to ensure that the player is looked after in the best possible way (optimum living standards with a host family or in club accommodation, appointment of a mentor at the club, etc.).

   iv. It shall, on registration of such a player, provide the relevant association with proof that it is complying with the aforementioned obligations.

3.) The player lives no further than 50km from a national border and the club with which the player wishes to be registered in the neighbouring association is also within 50km of that border. The maximum distance between the player’s domicile and the club’s headquarters shall be 100km. In such cases, the player must continue to live at home and the two associations concerned must give their explicit consent.
The conditions of this article shall also apply to any player who has never previously been registered with a club, is not a national of the country in which they wish to be registered for the first time and has not lived continuously for at least five years in said country.

In line with FIFA rules, for players under the age of 18, International Clearance can only be granted in the instances shown on this page taken from the FIFA Regulations on the Status and Transfer of Players.

Therefore in the notes section we would ask that you put any information relevant to these criteria when requesting International Clearance for a Minor.

If you need to provide any documentation as proof this would go in the Documents section of the players registration page, under Other once you are on the ENTERED stage.

If the required information is not submitted in the first Instance, the FAW would reject the registration request and ask for this information to be provided.
6. Now follow the standard registration process

Once you have clicked **Save** after having filled in the mandatory fields (including the notes section in this instance) you will notice that the status will read **ENTERED (INT)** instead of **ENTERED**.

This highlights that the request is for an **International Transfer**.

If you have any documentation to submit as part of the information provided in the notes section, you would simply upload this in the **Documents** section under the type 'other'. You now just need to follow the standard registration process.
7. Uploading relevant evidence to go with an International Transfer Request

Once you have clicked the **Documents** button from the previous page, you would simply select the type as **Other** and then click the **Choose** button.

This will open up your PC or Laptop device in exactly the same way as when uploading the registration form and you would instead select the relevant supporting documents from your device to upload as part of the International Transfer request.
8. Following the standard registration process

1. Fill in/update the mandatory fields - done.

2. Once at stage ENTERED the player or parent/guardian need to sign and date the registration form, this can be done in the ways highlighted in the introduction of this guide.

3. Club saves this on their Laptop or PC device and uploads the registration form on to COMET via the **Documents** button on the players **Active registrations** page. Include any other relevant documents as required.

4. Club submits the request to FAW via the **Edit** button on the players **Active registrations** page and then clicking **SUBMIT** and confirming this in the pop-up box that appears by clicking **SUBMIT** again.
9. Managing the status of your International Transfer Requests

Whenever you submit an **International Transfer** request to the FAW on COMET, you can now keep up to date with its status via the **International Transfers** button on your COMET account.

This page will tell you, to the minute, when you submitted any requests to the FAW, in the **Time in Status** box.

It also records the number of days an International Transfer request has been in progress for, which is extremely useful for counting down how long it is taking for a request to be completed in line with the FIFA rule that a National Association has up to 30 days to process an Amateur International request and 15 days for a professional before the requesting nation can step in to provisionally register the player.
10. When does the provisional clearance countdown start?

The 30 or 15 day provisional clearance counter will begin when the status of the player on your International Transfers page has changed from SUBMITTED (INT) to PENDING (INT).

This means that the FAW has now formally requested International Clearance for the player from the relevant National Association.

You can log in to COMET to view this at any time through the International Transfers button.

On the day the counter reaches 0, the FAW can then go into the player's page and issue provisional clearance.

If the National Association issues International Clearance before the required time frame, then the FAW will simply go in and change the player's status to CONFIRMED.

As always the player will get the confirmation email with their registration card and insurance policy, and the club will be able to see the status on their My Club page the moment the FAW has CONFIRMED the registration.
International Transfers - a recap if a Player already exists on COMET

1. Search for the Player.

If the Player already has a record on COMET.

2. Click on the player to go to their **Active Registrations** page.

3. Click **New Registration**.

4. Check/Update all mandatory fields.

5. Complete the **Notes section** with the name of the players previous Club and Country and any other relevant information.

6. Once on stage **ENTERED**, the player or parent/guardian need to sign and date the Registration Form. This can be done in a number of ways as highlighted in the introduction section of this guide.

7. Save the form on to your PC/Laptop device.

8. Upload the form and any relevant supporting documents on to COMET via the **Documents** button on the players **Active registrations** page.

9. Submit the registration request to the FAW by clicking the **Edit** button at the bottom of the players **Active registration** page and then click **SUBMIT**.

10. Confirm this submission by clicking **SUBMIT** in the pop-up box that appears.

11. Track the status of the request via the clubs **International Transfers** section on COMET.
International Transfers - a recap if a Player doesn't exists on COMET

1. Search for the Player.

**If the Player doesn't have a record, you must proceed as a First Registration**

2. Fill in all the mandatory fields.

3. Complete the **notes section** with the name of the players previous club and country and any other relevant information.

4. Once on stage **ENTERED**, the player or parent/guardian need to sign and date the Registration Form. This can be done in a number of ways as highlighted in the introduction section of this guide.

5. Save the form on to your PC/Laptop device.

6. Upload the form and any relevant supporting documents on to COMET via the **Documents** button on the players **Active registrations** page.

7. Submit the registration request to the FAW by clicking the **Edit** button at the bottom of the players **Active registration** page and then click **SUBMIT**.

8. Confirm this submission by clicking **SUBMIT** in the pop-up box that appears.

9. Track the status of the request via the clubs **International Transfers** section on COMET.
Player Eligibility

Allowing a player to be registered to be eligible to play Youth or Junior Football for Club B, whilst already being registered with Club A as an Adult or Academy player.
What is Player Eligibility?

FAW Rule 62.3 and 62.4 allows players to play Youth or Junior football whilst also being registered with a different Adult or Academy team. Eligibility is the way in which this happens on COMET.

It's effectively a second registration which allows the player to play for a specific team. Although a player will be eligible to play for the Youth or Junior team for Club B, only the Adult or Academy registration will appear on the player's FIFA Player Passport.

The FAW would strongly advise that players who are looking to play for an Adult and Youth or Academy and Junior team with different clubs firstly register with the most senior team. This would be the Adult over the Youth or Academy over the Junior team.

Even if the Youth team's club is of a higher rank in Wales than the Adult team, as FIFA recognises adult football as the senior level of the two and Academy football as the senior level over Junior football, this is the club the registration should be showing for on the FIFA Player Passport. The player would then be eligible to play for the Youth or Junior team, but this would not appear on the FIFA Player Passport.

If the Youth or Junior team registers the player first and the player later signs for an Adult or Academy team with a different club, then the Youth or Junior team would have to pay a registration fee for both the Registration and the Eligibility. However if the Youth or Junior team wait for the player to register with the Adult or Academy team first and then request the Eligibility for themselves, they would only be charged for the single Eligibility request. This will be set for the entire season at £5 for Youth Eligibility and £2.50 for Junior Eligibility.
A player with Eligibility can play for the relevant **Youth** or **Junior** team **ONLY** in Club B. This will be made clear throughout the process and any clubs or players found to be in breach of this will face disciplinary action accordingly. On COMET the FAW can run reports on all players with Eligibility to see the matches they play in, so can identify any potential breaches at the click of a button.

An **Eligibility** and a **Registration** are recognised as two separate types of registration on COMET and one will not affect the other. E.G. If either a player’s Eligibility or Registration was terminated with one of the two clubs, the ability to continue playing for the second club would not be affected in any way. Also if club B requests Eligibility for the player, club A do not need to do anything.

One final thing to note is that an Eligibility will only be valid until the end of each season. The player Eligibility Registration form and player Eligibility registration card will be orange instead of red to further highlight the difference in registration type.

It will be strictly controlled to ensure a player with Eligibility can only play for a specific Youth or Junior team for Club B whilst also being registered with a different Adult or Academy team.
1. Find the Player on COMET

As the player is not currently registered for your club you need to find them on COMET.

To do this you would click on the **Search Players** button highlighted.

If the player has at some point been previously registered with your club you simply need to click the **Search** button and a full list of all players ever registered with your club will appear.

If the player has never registered for your club you need to firstly remove your Club name from the **Club** box and find them using one of the three required search criteria:

1. Surname and Date of Birth
2. FSI Number
3. COMET ID Number

You must ensure to obtain this information with the relevant consent if searching for a player outside of your club.
2. Select the Player from the search results

Once you click **Search**, this will pull up the search results for the player you are looking for on the system.

Simply click on the players name from the list available, as highlighted in this example, in order to proceed.
3. Click the New Eligibility button

After clicking on the player you will be on their Active Registrations page and you will now see their active registration with their current club.

Because the player is not registered with your club, you will notice you will not be able to view the players contact details at this stage and you will notice the Contacts tab will be shaded.

To begin the Eligibility process you need to click the New eligibility button.
4. Fill in the notes section to specify the type of Eligibility

You now need to fill in the notes section to specify the type of Eligibility you are requesting.

The system will not let you proceed if you do not fill in the Notes section. An example of this can be seen in the above screen shot.

Once you have done this, click Save.
5. Follow the standard registration process to complete the Eligibility Request

Once you have clicked **Save**, it will take you through to this page where the players **active registration** will show on the right and your **eligibility** request will be at stage **ENTERED** on the left.

You will notice the **Date to** will automatically be set to the end of the season and the registration type will automatically be set as **Eligibility**.

All eligibility requests will expire at the end of each season.

As you have reached the **ENTERED** stage the Standard registration process now needs to be followed.
6. Player or parent/guardian sign and date the Eligibility Form

As you are on the ENTERED stage, the player or parent/guardian would have received an email containing the registration form and the club can also action this via the Generate Registration Form button.

The player or parent/guardian now need to sign and date this form.

Please see how to do this in the introduction section of this guide if you are not sure how to do this.
You will notice the registration form for an Eligibility request will be in orange to further highlight it is a different type of registration.
8. Terms of Eligibility

You will also notice the terms on an eligibility form will be different to specify what an eligibility enables a player to do - further highlighting the type of registration and ensuring all players and clubs are clear and responsible for what they are requesting and adhering to.

The screen shot shown above is an example of the type of wording the form will contain to highlight it's specific nature.
9. Upload the Eligibility Registration Form to COMET

Once the Eligibility form has been signed and dated by the player or parent/guardian and the club has a copy of this, they then need to upload this to COMET via the **Documents** button.

Please follow the same process as seen throughout the guide to do this.
10. Click Edit to begin the submission process

Once the form has been uploaded, then click **Edit** to begin the submission process.
11. Click SUBMIT

Once you have clicked the Edit button, you then need to click on the SUBMIT button.

If you want to go back a step for any reason, click on the small Cancel button with the red circle.

If you want to cancel the entire request at this point for any reason, click the larger CANCEL button with the blue cross, next to the SUBMIT button.
12. Confirming your submission

By clicking the SUBMIT button on the previous page it will bring up this pop-up box. You need to click the SUBMIT button once again.

You do not need to write anything in the Reason/description box, this is completely optional for your own records or if there's any relevant information you feel you need to add.
14. The form has now been submitted to the FAW for approval

After confirming your submission, the Status will immediately have changed from ENTERED to SUBMITTED.

This confirms that the club has submitted the request to the FAW for approval.

The request will immediately be sitting in the FAW’s dashboard for approval.
15. The player or parent/guardian will get a confirmation Email

As soon as an eligibility request is confirmed by the FAW, the player or parent/guardian will receive an email that will contain the following attachments:

- Their E-Registration Card
- Their Personal Accident Insurance Cover
- A copy of the FAW Betting and Integrity guidelines.

The registration card can only be opened on a smartphone or tablet and is very easy to share with people via email and whatsapp.

This image above is an example of the type of information they will receive.
16. Managing the status of your Player Registrations on COMET

As a club you can also keep a record of all registration requests submitted to the FAW at any time by clicking the My Club button.

To do this you click on the Clubs button and this will expand this folder and you then click on My Club.

On the My Club page, this is where all your player details are visible in real-time. When the FAW confirms the request, the player or parent/guardian will be notified via email and you will be able to see this change immediately through your My club section.

You can sort this by player status/name/age etc so it is a quick way to check on all of your registered players and those you are looking to register.
Guide Summary

You have now come to the end of this Amateur Player Registration Guide

We have now covered every action you may need to complete for an Amateur Player on COMET:

1. We have registered a Player for the first time on COMET with a First Registration.

2. We have terminated a player's registration.

3. We have re registered an un-registered player for a club on COMET via a New Registration.

4. We have completed a Domestic Transfer between two clubs in Wales.

5. We have requested an International Transfer for a player transferring into Wales, and finally;

6. We have requested Eligibility for a player to play youth and adult football for two different clubs.
Thank you for reading this guide. You have now covered every type of action you will need to perform for Amateur Player Registrations.

Should you have any further queries please contact the FAW via registrations@faw.co.uk for any rules or registration related queries, or comet@faw.co.uk for further system support.