Preparation:

1) **Read the 'Registration Rule' PDF attached to the notification e-mail to familiarise yourself with the rule before you commence the process.**

2) Gather all players names & dates-of-birth for the relevant squad/s.

User Set-Up:

1) You will receive an e-mail, from an faischoolsleinsterapplications@gmail.com address, inviting you to set up a 'club user'. The e-mail will look something like this:

> Dear Club Secretary,
>
> In order to register your club and players for the new season, you must have a user name and password.
>
> The link below will allow you to set up a new user.
>
> When you have successfully set up a user, you can log in and register your club and players.
>
> You can also create any new players that were not previously registered.
>
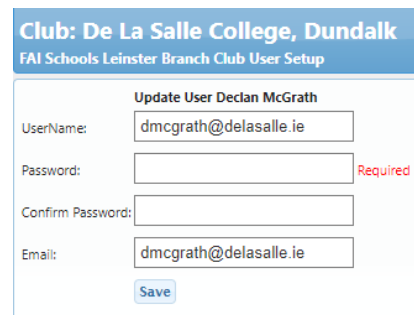> Please navigate to the following link to create your club user:
>
> **Club User Setup**
>
> Thank you for your cooperation.
>
> Yours in sport,
>
> FAI Schools Leinster Branch Registration

2) Click on the 'Club User Setup' hyperlink & set up the administrator for registration. The user setup screen will open & should look something like this:

> **Club: De La Salle College, Dundalk**
> FAI Schools Leinster Branch Club User Setup
>
> **Update User Declan McGrath**
>
> UserName: dmcgrath@delasalle.ie
> Password: _____ Required
> Confirm Password: _____
> Email: dmcgrath@delasalle.ie
> Save

3) Enter a username (should be your school e-mail address) & a password of your choice.

4) Confirm the password, click 'save'.

5) You will then be brought to your player registration summary screen.

6) You can log-out at this point.

Setting Up Additional Users:

1) If you wish to add a second registrar to the system (maximum allowed) you need to return to the original e-mail sent & click again on the 'club user setup' link.

2) Repeat the same process (username & password creation) for the second registrar & click 'save' - they are now added to the system & will receive a confirmation e-mail.

Player Registration Guide

Registration Process:

1) Go to www.faischools.ie/leinster

2) Click on the bottom box on the right hand side marked 'Player Registration'.

3) This will bring you to the Comortáis website, as detailed below:

4) Save this to your browser, so that it will open every time you open your browser.

5) Enter your username & password that you set up earlier.

6) Watch the instructional video BEFORE you attempt to register any players: https://youtu.be/i4TdvIuALco

7) Add & assign players as needed, bearing in mind the squad size limitations covered by the rule.

8) When adding players to teams, please name your teams as 'Senior', 'Junior', 'Minor', 'TY' or 'First Year' - please do not use age groups or numbers.

9) **If a player is playing on more than one team (e.g. Senior & Junior), they must be added to ALL teams that they are playing for.**

10) It is your responsibility to ensure that all players entered on the system are underage for their respective teams. A reminder of the qualifying dates are below:

Age Groups for Season 2023-24:

Age Group	Date Criteria
Senior Boys (U-19)	Born on or after 1/1/2005
Senior Girls (U-20)	Born on or after 1/1/2004
Junior (U-17)	Born on or after 1/1/2007
Minor (U-15)	Born on or after 1/1/2009
First Year (U-14)*	Born on or after 1/1/2010 *must be First Years – underage Second Years are not eligible

11) After you have completed the registration, all is good, unless amendments to the squad/s are needed, in accordance with the Registration rule.