



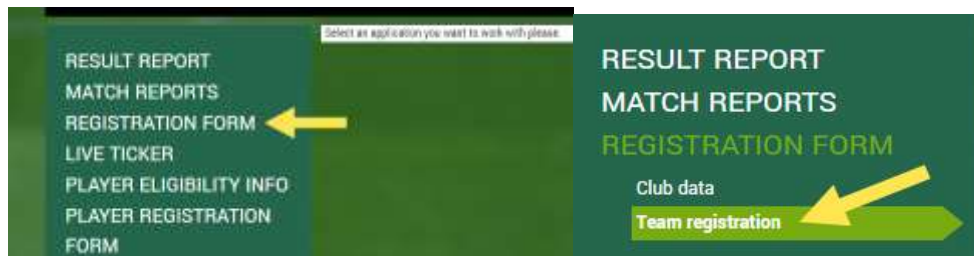
FAInet

School Player Registration Process

www.fainet.ie

Creating a Team

1. Go to Registration Form > Team Registration



2. Select the Season/Category (Men/Women/Boys/Girls)/ Age Group

Football Club collaborations Club addresses

Registration for football

Registered teams in season 2019

Category	Age Group	Status	Action
Men		✓ registered	↻
Boys		✗ no registration	↻
Boys	U18 male	last updated on	
Boys	U17 male	last updated on	
Boys	U16 male	last updated on	
Boys	U15 male	last updated on	
Boys	U14 male	last updated on	
Boys	U13 male	last updated on	
Boys	U12 male	last updated on	
Boys	U11 male	last updated on	
Boys	U10 male	last updated on	
Boys	U9 male	last updated on	
Boys	U8 male	last updated on	
Boys	U7 male	last updated on	
Boys	U6 male	last updated on	
Women		✓ registered	↻
Girls		✗ no registration	↻

Annotations:

- This means a team has been created within the category (points to 'registered' status)
- This means a team has not been created within the category (points to 'no registration' status)
- Select the age group (points to the age group list)

3. Select 'New team registration'

Registered teams Football

No teams registered.

Back  New team registration

4. Select the playing area (Leinster Branch)

Team data and profile

Team type	U13 male	Playing area	Leinster Branch
Team	1.Team	League level	No selection
Team name	Lucan Community College	Team size	11
Registration period	01/08/2019 - 01/06/2020		

5. Select the League level. 1st Team = FAInet Level 1, 2nd Team = FAInet Level 2, 3rd Team = FAInet Level 3 etc.

League level

Team size

ver, you can update the coach

coach

FAInet Level 1

FAInet Level 2

FAInet Level 3

FAInet Level 4

FAInet Level 5

FAInet Level 6

FAInet Level 7

FAInet Level 8

FAInet Level 9

6. You will also have an opportunity to rename the team e.g. A Team/ Prem Team etc.

Team type	U13 male
Team	1.Team
Team name	Lucan Community College
Registration period	01/08/2019 - 01/06/2020

7. Click 'Register'

8. Now click the middle icon to 'Edit the player eligibility list'.

Registered teams Football

	Team name	Team type	Playing area	League level	Team no.	Season	Last change	
  	 Lucan Community College	U13 male	Leinster Branch	U13 Male FAInet Level 1	1	2019	Team 19/08/2019 registration List of players	

Back
New team registration

9. IF you have a B team or more additional teams to create at this age group, then repeat steps 3 to 7 (also give the correct FAInet level).

Add players to the Player Eligibility List (Register players to the league)


1. Click the middle icon to 'Edit the player eligibility list'.

Registered teams Football

	Team name	Team type	Playing area	League level	Team no.	Season	Last change	
  	Lucan Community College	U13 male	Leinster Branch	U13 Male FALnet Level 1	1	2019	Team registration 19/08/2019 List of players	

Back New team registration

2. Click the 'Add' button to begin selecting players to assign.


Lucan Community College | FALnet Level 1 | U13 male
 17410050 (active)
 Leinster Branch

Error messages / Information


The club itself is responsible for ensuring adherence to the association rules. The program does not check legitimacy in terms of age, gender and advance men's/women's player eligibility!

Publishing

☐ The list of players is to be published online, such as on the club's or the association's public websites, including the related mobile offerings. The player has given his/her consent.

Team data

Team has ☐ Permanent jersey numbers

Coach 

Please note that you also need to register a coach as part of team registration. However, you can update the coach assignment at any time.

Add coach

Back Save

Active player (0)
Inactive player (0)
All players (0)
Team officials
Documents (0)

Player list

Back Print Print with photo History ➔ Add

- Use the player search filters to reduce the number of results in the player pool.

Player search

Apply from previous season

Player search

Last name First name

Age from

to

Deadline

01/07/2018

Player list includes

All

Player pool for

Team

Back

Player status







☒ Professional
 ☒ Contract player
 ☒ Amateur

You can use these search filters to reduce the number of players that appear in the player pool

Clear entries







Search

Player pool (36)

	▼▲Last name ▼▲Pseudonym	▼▲First name ▼▲Nick name	▼▲Date of birth	Player ID card no.	Deregistration date	Appl. date Inactive from	
<input type="checkbox"/>	 Auba	Pierre (m)	12/12/2007 (11)	0016-3108			
<input type="checkbox"/>	 Caul	Freddie (m)	01/01/2007 (12)	0016-3057			
<input type="checkbox"/>	 Coleman	Seamus (m)	09/02/2006 (13)	0016-3133			

Or Alternatively scroll down through the player pool to select the player(s) you want to assign. The list is sorted by Last Name by default, but you can re-sort the list by reverse order, First Name & Date of Birth.

- To assign, tick the box to the left of a player(s) name & click 'Assign' at the bottom of the page.







































<input checked="" type="checkbox"/>	 Coleman	Seamus (m)	09/02/2006 (13)	0016-3133			
<input type="checkbox"/>	 Connors	Terry (m)	01/01/2007 (12)	0016-3034			
<input type="checkbox"/>	 Smith	Emmet (m)	22/11/2007 (11)	0016-3060			

Back

to finish, click 'Assign'

Assign

5. You now have an updated Active player list.

Active player (9) Inactive player (0) All players (9) Team officials Documents (0)									
Player list - in progress									
	▼▲JN	▼▲Last name ▼▲Pseudonym	▼▲First name ▼▲Nick name	▼▲Date of birth	Player ID card no.	▼▲Eligibility	Appl. date		
		Auba	Pierre (m)	12/12/2007 (11)	0016-3108		20/06/2019		
		Coleman	Seamus (m)	09/02/2006 (13)	0016-3133		20/06/2019		
		Connors	Terry (m)	01/01/2007 (12)	0016-3034		20/06/2019		
		Doherty	Matt (m)	01/01/2006 (13)	0016-3141		20/06/2019		
		Keane	Robbie (m)	01/03/2006 (13)	0016-3117		20/06/2019		
		Keane	Roy (m)	01/02/2007 (12)	0016-3126		20/06/2019		
		McCarthy	Mick (m)	03/04/2007 (12)	0016-3039		20/06/2019		
		Randolph	Darren (m)	01/01/2006 (13)	0016-3122		20/06/2019		
		Smith	Emmet (m)	22/11/2007 (11)	0016-3060		20/06/2019		
<div>  Please select ▼  </div>									
<div> Back Print Print with photo History Add </div>									

6. If you have more players to Add but they were not in your player pool then you must go to Player Registration Form > Application Overview & check to see if you have the player in process. If the player has not been entered onto FALnet then you must create a First Issue Application.

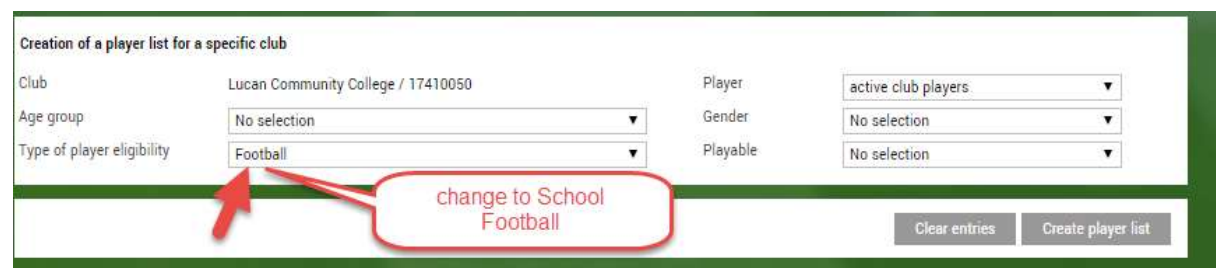
Is the player registered with my school?

To check which players are registered with the school on FAInet that can be assigned you can use the Club Eligibility List page.

1. Go to Player Eligibility Info > Club Eligibility List



2. Here you can filter you search for players in an age group or by Gender.



Change Type of player eligibility from Football to School Football, then click 'Create Player List'.



You will then get a list of any players approved with the school on FAInet.

Is the player application form approved/rejected or still in process?

1. From using the Application Overview, we can easily check to see if your Player Application has been sent – 'In Process/Approved/Rejected'.
2. Go to the 'Player Registration Form' tab on the left column of the FAInet website. Click 'Team Registration'.



3. You can also select the date ranges of the applications. Click 'Show applications'.

Generate application overview

Type of player eligibility:

League Organization:

Club:

From / to:

Season:

Status:

Type of application:

PLAYER REGISTRATION FORM > APPLICATION OVERVIEW

Generate application overview

Type of player eligibility:

League Organization:

Club:

From / to:

Season:

Status:

Type of application:

Application no.	Application no.	Player name, First name	Player name, Last name	Releasing club	Applying club
00000001	00000001	Player 1, First	Player 1, Last	Drogheda Boys FC	Drogheda Boys FC
00000002	00000002	Player 2, First	Player 2, Last	Drogheda Boys FC	Drogheda Boys FC
00000003	00000003	Player 3, First	Player 3, Last	Drogheda Boys FC	Drogheda Boys FC
00000004	00000004	Player 4, First	Player 4, Last	Drogheda Boys FC	Drogheda Boys FC
00000005	00000005	Player 5, First	Player 5, Last	Drogheda Boys FC	Drogheda Boys FC

Page 11 of 11 (11/09/2017)

4. You can sort the columns of the results by clicking on the green arrows beside the category.
 - Receipt Column: Shows date of application
 - Status: Shows whether it has been 'Approved/Finished, In Process or Rejected'.
 - Releasing Club: is only relevant for Transfers.

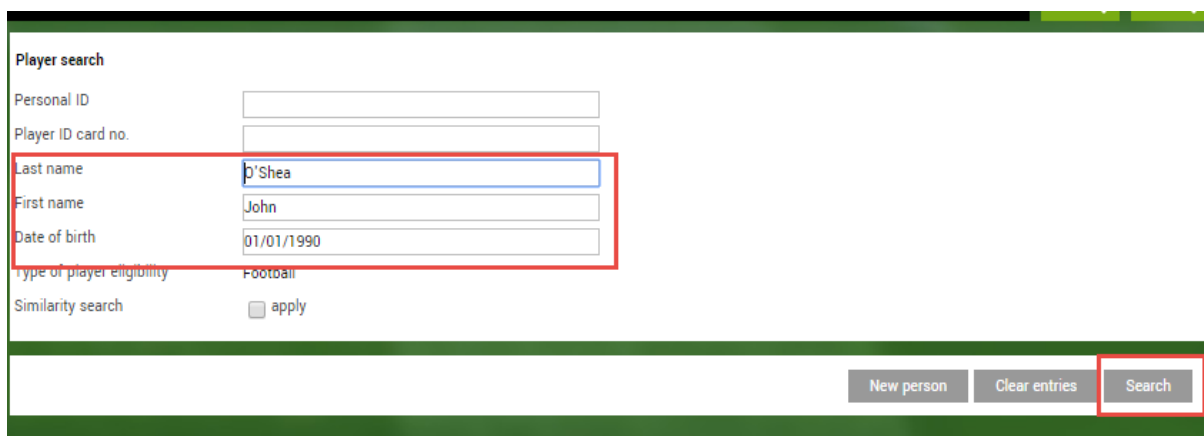
How to create a player registration on FAInet – First Issue & Transfers

If a player is not available from the player pool & you cannot see their application in the Application overview, then you must create a first issue registration or else transfer the player if already on FAInet with another school.

1. Go to player registration form & select Amateurs

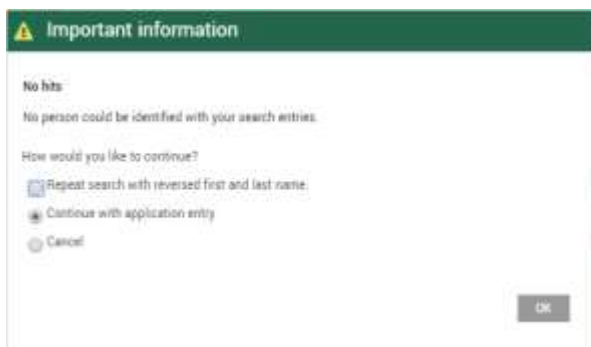


2. Search for the player using Last Name, First Name & Date of birth.



The screenshot shows the 'Player search' form. It has fields for Personal ID, Player ID card no., Last name (containing 'D'Shea'), First name (containing 'John'), and Date of birth (containing '01/01/1990'). Below these are 'Type of player eligibility' (set to 'Football') and 'Similarity search' (with an 'apply' checkbox). At the bottom right, there are three buttons: 'New person', 'Clear entries', and 'Search' (highlighted with a red box).

3. If the player is new to FAInet, you will get the below warning box asking if you would like to continue, click ok if players details were entered correctly. If the player appears with another school please go straight to page 10.



- Enter the data required which is mandatory (yellow fields). The white data entry boxes are for non-essential contact data.

Application

Personal information

Personal ID

Last name

First name

Date of birth

Nationality

Gender

Place of birth

Contact data

Country/Zip code/Town

Town district

County

Street

Email

Re-entry of email address

Mobile phone number

Last address change

- Enter the league which the application needs to be sent to, click Continue & make sure to review all data, T's&C's and click Send on the next page.

Application for player registration

Type of player eligibility

League Organization

Club

Club number

Home club

Application submission

Player status

Documents

Document type

File

Consent to forwarding of address

☐ I consent to the forwarding of information of interest to you is related to events, commercial activities, ticketing arrangements or other related activities. Please tick this box if you wish to receive any such information.

Confirmation by the club

☐ I as authorized person confirm that all information inputted by me is accurate and up to date at the time of input. I acknowledge that the accuracy of the information lies with the applying clubs and that knowingly inputting false or inaccurate data may result in disciplinary action.

- You will then get a confirmation of application receipt. This player will now appear in the application overview and your league must then approve/reject.

Confirmation notice

The application has been received by the membership organization. The player registration office will process the application.

Application number	FI-18-064740
Date of application	20/06/2019
League Organization	Leinster Senior Football League
FAInet registration	
Receiving club	FAInet FC, 85310320
Home club	
Last name, First name	O'Shea, John
Date of birth	01/01/1990


☐ The FAI may forward information of interest to you in relation to events, commercial activities, ticketing arrangements or other related activities. Please tick this box if you wish to receive any such information.

Transfers

- If a player is already on the system, they will appear like so in the player search.

Player search

Personal ID	<input type="text"/>
Player ID card no.	<input type="text"/>
Last name	<input type="text" value="Maguire"/>
First name	<input type="text" value="Sean"/>
Date of birth	<input type="text" value="01/01/1990"/>
Type of player eligibility	Football
Similarity search	<input type="checkbox"/> apply

	Personal ID	Player ID card no.	Last name - First name	Date of birth	Club - club number	FAInet registration	Deregistration date	Town
	FAI0226397	0016-3192	Maguire Sean	01/01/1990	Cork City FC 85506042	21/06/2019		Cork

Page 1/1 (1 hits total)

- If the resulting player is the person you are signing, then click on 'Record application' to begin the system transfer. If it turns out that there may be possibly 2 people with the same name & DOB but different town & the resulting profile is not your player then click 'New person' instead (go back to page 9 of this guide if you selected this option).

	Personal ID	Player ID card no.	Last name - First name
	FAI0226397	0016-3192	Maguire Sean

Page 1/1 (1 hits total)

- Update the address of the player (street of previous entered address is cleared for data protection of person).

Application

Personal information

Personal ID	FAI0226397
Player ID card number	0016-3192
Last name	Maguire
First name	Sean
Date of birth	01/01/1990
Nationality	Ireland, Republic
Gender	Male
Place of birth	

Contact data

Country/Zip code/Town	Ireland, F		Cork	Email	
Town district				Re-entry of email address	
County	County Cork			Mobile phone number	
Street				Last address change	21.06.2019 12:33

Update the contact data of the player

- Select the type of Application. Free Agent = player is signing for first club of the current season. Transfer = player has already signed to another club in the current season & requires an FAI transfer form to be fully completed as normal by both club secretary's & league.

Type of application

☒ Transfer

☐ Free Agent

- Select the league you are sending the application to for approval (league the player will play in).

Application for player registration

Application data

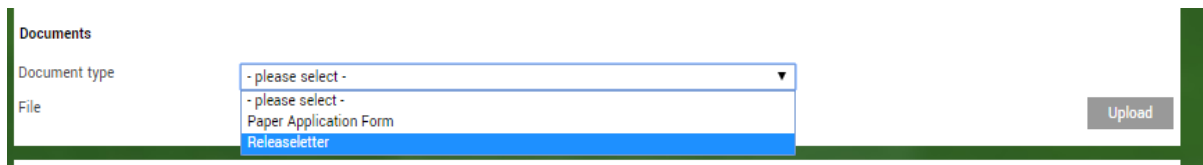
Type of player eligibility	Football
League Organization	Leinster Senior Football League
Club	FAInet FC
Club number	85310320
Home club	
Application submission	21/06/2019
Player status	Amateur
Date of deregistration	

your club name already entered

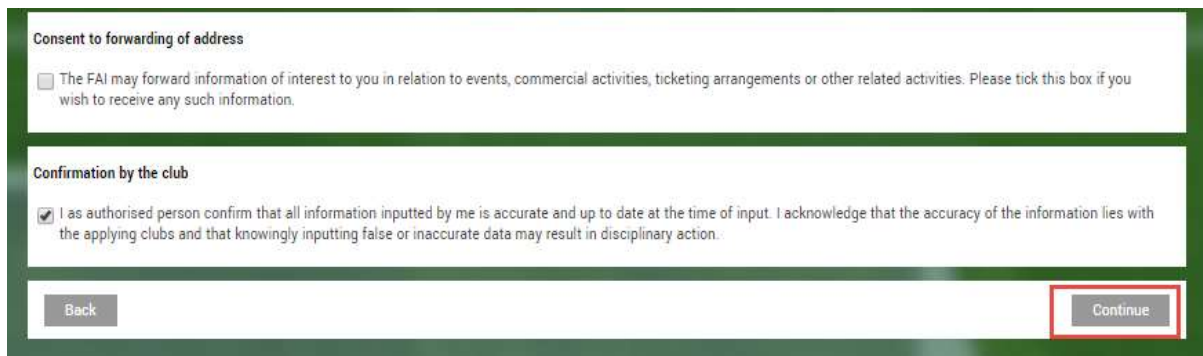
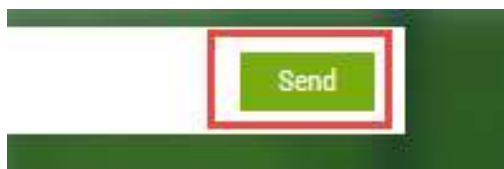
6. Upload any necessary documents (player registration form &/or transfer release form).

The Player registration form is only required by the league if the player is new to FAInet.

The Transfer release form is only required if it is an in-season transfer between clubs/leagues.



7. Click Continue & make sure to review all data, T's&C's and click Send on the next page.

8. You will then get a confirmation of application receipt. This player will now appear in the application overview and your league must then approve/reject.



Confirmation notice	
The application has been saved.	
Application number:	RF18-008722
Date of application:	21/06/2019
League Organization:	Leinster Senior Football League
FAInet registration:	
Receiving club:	FAInet FC, 85310320
Home club:	
Player ID card no:	0016-3192
Last name, First name:	Maguire, Sean
Date of birth:	01/01/1990
Resending club:	Cork City FC, 85090402
Date of deregistration:	
Sports court hearing/supervision:	not available

☐ The FAI may forward information of interest to you in relation to events, commercial activities, ticketing arrangements or other related activities. Please tick this box if you wish to receive any such information.

Adding new players to the team eligibility list

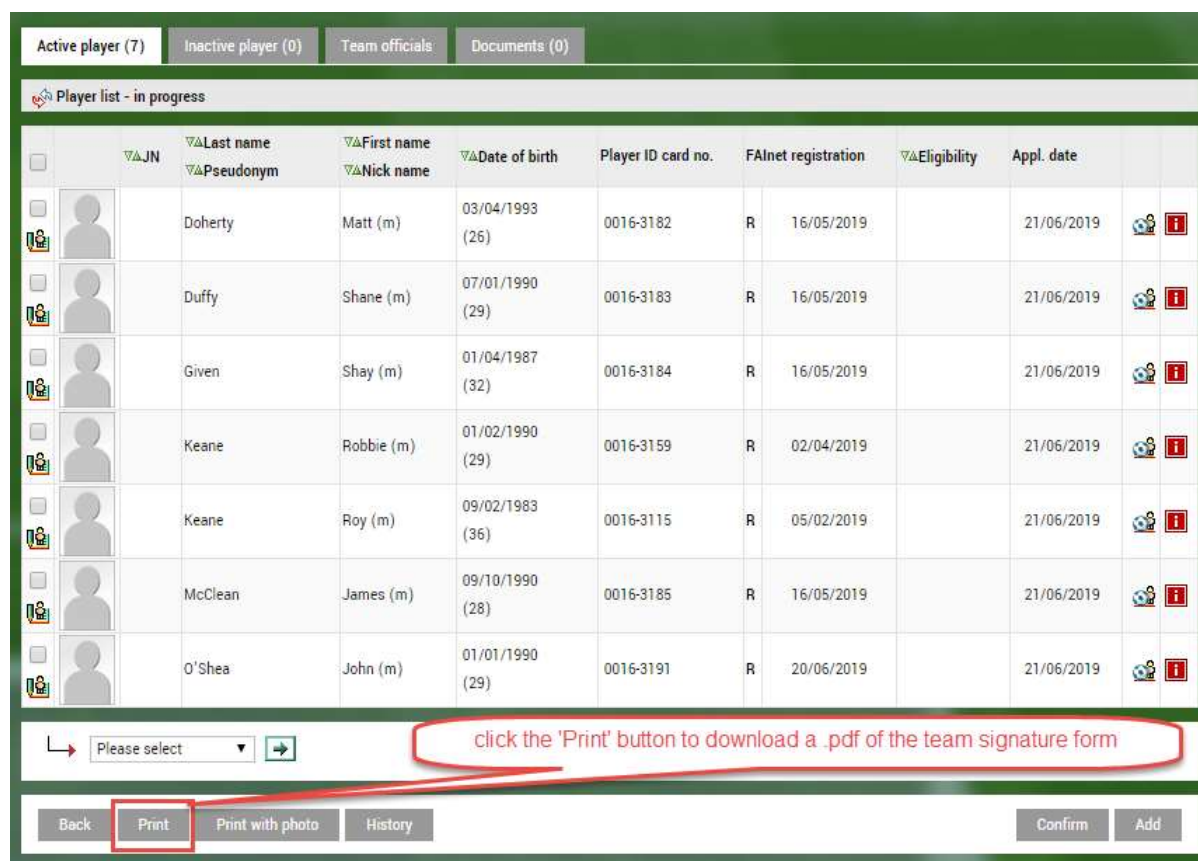
Please follow the same steps on Page 4 of this document. You will find your new players in the player pool to assign once they are approved by the league. If their applications are still in process please contact the league you sent them to for approval.

Printing & Uploading of the team signature form.

After you have gotten back to the Player Eligibility List, you can print your team signature form.

Your players will only be given an Eligibility date if you have given a signed registration form to the league.

1. Click the print button, a pdf copy of your team signature form should begin to download.



Active player (7) Inactive player (0) Team officials Documents (0)

Player list - in progress

	▽△JN	▽△Last name ▽△Pseudonym	▽△First name ▽△Nick name	▽△Date of birth	Player ID card no.	FAInet registration	▽△Eligibility	Appl. date		
		Doherty	Matt (m)	03/04/1993 (26)	0016-3182	R 16/05/2019		21/06/2019		
		Duffy	Shane (m)	07/01/1990 (29)	0016-3183	R 16/05/2019		21/06/2019		
		Given	Shay (m)	01/04/1987 (32)	0016-3184	R 16/05/2019		21/06/2019		
		Keane	Robbie (m)	01/02/1990 (29)	0016-3159	R 02/04/2019		21/06/2019		
		Keane	Roy (m)	09/02/1983 (36)	0016-3115	R 05/02/2019		21/06/2019		
		McClellan	James (m)	09/10/1990 (28)	0016-3185	R 16/05/2019		21/06/2019		
		O'Shea	John (m)	01/01/1990 (29)	0016-3191	R 20/06/2019		21/06/2019		

Please select

click the 'Print' button to download a .pdf of the team signature form

Back **Print** Print with photo History Confirm Add

2. Check you have players on the form & gather the signatures for each player

PLAYER LIST Page 1 from 1 Leinster Senior Football League

Men-FAInet Level 1, Season 2019

Team: LSL Club

This is a registration form. Please note that by signing this form you are:

1. Confirming that your details are correct
2. Confirming that you agree to be registered with the player names club for the current season and that your details will be entered in the National Player Registration database managed by the FAI and known as FAInet.

Last name	First name	Date of birth	Player ID	FAInet registration	Eligibility	Appl. date	Players signature	Personal Data Changed (Tick if applicable)
Doherty	Matt (m)	03/04/1993	0015-3182	R 16/05/2019		21/06/2019		
Duffy	Shane (m)	07/01/1990	0015-3183	R 16/05/2019		21/06/2019		
Gwert	Shay (m)	01/04/1987	0015-3184	R 16/05/2019		21/06/2019		
Keane	Robbie (m)	01/02/1990	0015-3189	R 03/04/2019		21/06/2019		
Keane	Roy (m)	09/02/1983	0015-3115	R 05/02/2019		21/06/2019		
McClean	James (m)	09/10/1990	0015-3188	R 16/05/2019		21/06/2019		
O'Shea	John (m)	01/01/1990	0015-3191	R 20/06/2019		21/06/2019		

Total number of players: 7

* Personal Data Changed: Tick box if your information has changed within the last year (Name, Address, Contact Data etc.). Club admin will then update your data on FAInet.

Date: 21/06/2019 14:44

Signature of league secretary

The relevant boxes for the players to sign/tick are highlighted above in red box (Signature & a tick box if their personal data has changed or is different to what it says on the form).

3. Once you have all signatures for players and wish to upload, click the Documents tab in the Eligibility List.

[Active player \(7\)](#)
[Inactive player \(0\)](#)
[All players \(7\)](#)
[Team officials](#)
[Documents \(0\)](#)

Player list - in progress

4. Here, you can upload as many registration forms as you wish, preferably all players on the 1 form. However, if you need to get other players signed at a later date you can upload a new form with their signatures additionally. Click 'choose file' to find your scanned form on your device, then click 'upload file' to save the form into the documents section.

[Active player \(7\)](#)
[Inactive player \(0\)](#)
[All players \(7\)](#)
[Team officials](#)
[Documents \(0\)](#)

Team documents

No documents exist

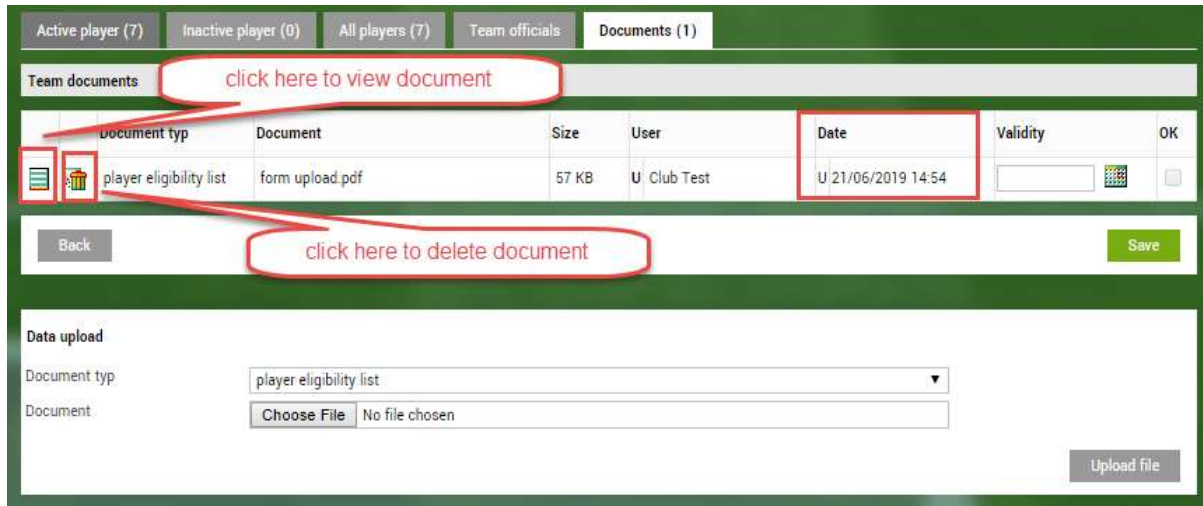
Data upload

Document type: player eligibility list

Document: Choose File No file chosen

Upload file

5. The league will now be able to view this document in the Eligibility List, they will also see the user who uploaded the file and at what date/time. This will act as the time stamp you gave the registration form to the league.



Active player (7) Inactive player (0) All players (7) Team officials Documents (1)

Team documents [click here to view document](#)

document type	Document	Size	User	Date	Validity	OK
player eligibility list	form upload.pdf	57 KB	U Club Test	U 21/06/2019 14:54		<input type="checkbox"/>

Back [click here to delete document](#) Save

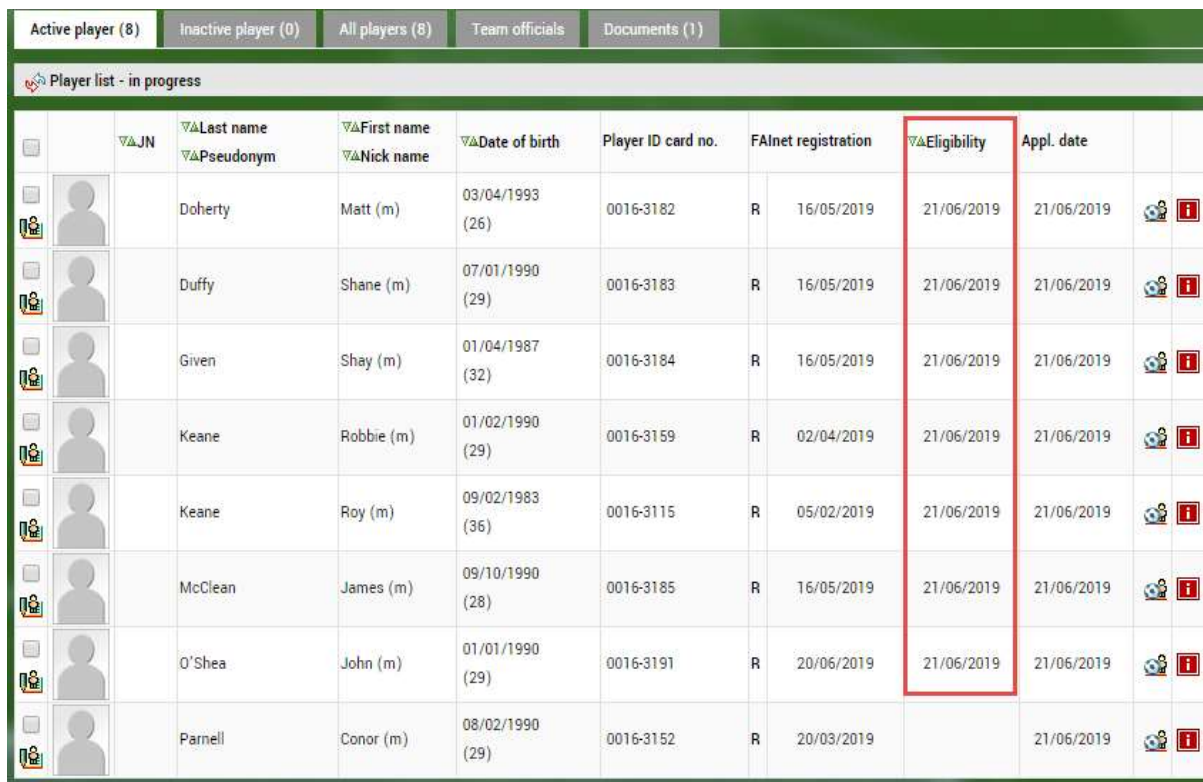
Data upload

Document type: player eligibility list

Document: [Choose File](#) No file chosen

[Upload file](#)

6. The league will then give the eligibility dates for the signatures received



Active player (8) Inactive player (0) All players (8) Team officials Documents (1)

Player list - in progress

JN	Last name	First name	Date of birth	Player ID card no.	FAInet registration	Eligibility	Appl. date
	Doherty	Matt (m)	03/04/1993 (26)	0016-3182	R 16/05/2019	21/06/2019	21/06/2019
	Duffy	Shane (m)	07/01/1990 (29)	0016-3183	R 16/05/2019	21/06/2019	21/06/2019
	Given	Shay (m)	01/04/1987 (32)	0016-3184	R 16/05/2019	21/06/2019	21/06/2019
	Keane	Robbie (m)	01/02/1990 (29)	0016-3159	R 02/04/2019	21/06/2019	21/06/2019
	Keane	Roy (m)	09/02/1983 (36)	0016-3115	R 05/02/2019	21/06/2019	21/06/2019
	McClean	James (m)	09/10/1990 (28)	0016-3185	R 16/05/2019	21/06/2019	21/06/2019
	O'Shea	John (m)	01/01/1990 (29)	0016-3191	R 20/06/2019	21/06/2019	21/06/2019
	Parnell	Conor (m)	08/02/1990 (29)	0016-3152	R 20/03/2019		21/06/2019

7. If you need to print off a team signature form for a select number of players, tick the box beside their name in the Eligibility list & select 'Print' from the drop-down menu, then click the Green arrow.



	Name	Age	Date of Birth	FAInet ID	Eligibility	App. date	21/06/2019	21/06/2019	21/06/2019		
<input type="checkbox"/>	McClean	James (m)	09/10/1990 (28)	0016-3185	R	16/05/2019					
<input type="checkbox"/>	O'Shea	John (m)	01/01/1990 (29)	0016-3191	R	20/06/2019					
<input checked="" type="checkbox"/>	Parnell	Conor (m)	08/02/1990 (29)	0016-3152	R	20/03/2019					

Only players selected using the tick box's will appear on the signature form downloaded.



PLAYER LIST Page 1 from 1 Leinster Senior Football League

Men-FAInet Level 1, Season 2019

Team: LSL Club

This is a registration form. Please note that by signing this form you are:

- Confirming that your details are correct.
- Confirming that you agree to be registered with the above named club for the current season and that your details will be entered in the National Player Registration database managed by the FAI and known as FAInet.

Last name	First name	Date of birth	Player ID	FAInet registration	Eligibility	Appl. date	Players signature	Personal Data Changed (Tick if applicable)
Parnell	Conor (m)	08/02/1990	0016-3152	R 20/03/2019		21/06/2019		

Total number of players: 1

* Personal Data Changed: Tick box if your information has changed within the last year (Name, Address, Contact Data etc.). Club admin will then update your data on FAInet.

Date: 21/06/2019 15:14

Signature of league secretary

Follow the steps on page 14 of this document to upload the additional registration form.

ALL DONE! REPEAT THIS PROCESS EACH SEASON TO REGISTER YOU'RE PLAYERS.

If you have any further queries please visit the FAInet Support Page > <http://support-fainet.fai.ie/>

If you need to contact the FAInet team please email fainet@fai.ie with your query and we will get back to you as soon as possible.