



FAInet School Player Registration – How to Guide

SEPTEMBER 2016 – VERSION 1.0

Player Registration:

This guide will take you through the steps of how to register a player and the mandatory fields and documents required for successful registration.

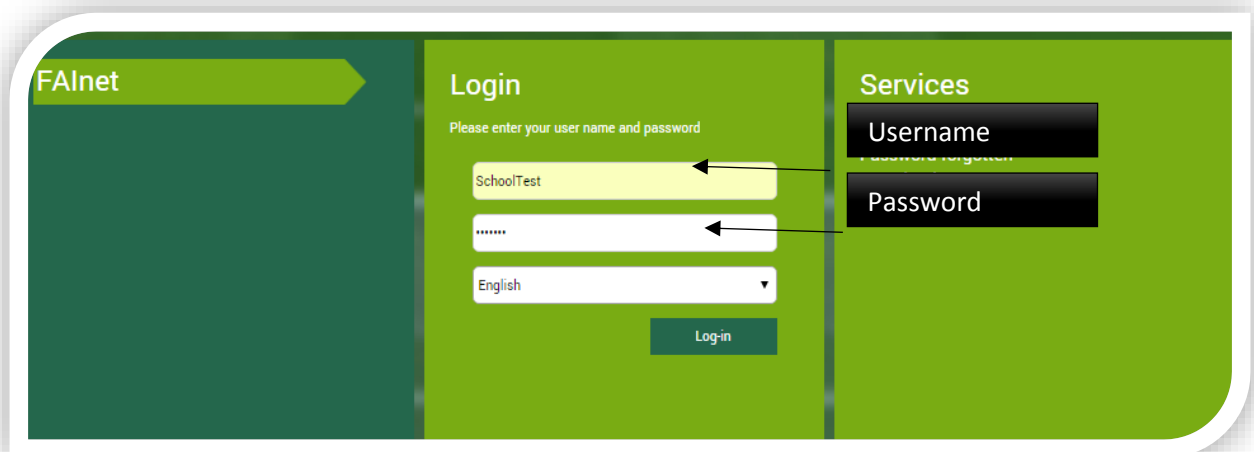
School User Log In – Part 1

Step 1:

- Go to FAInet – www.fainet.ie


Step 2:

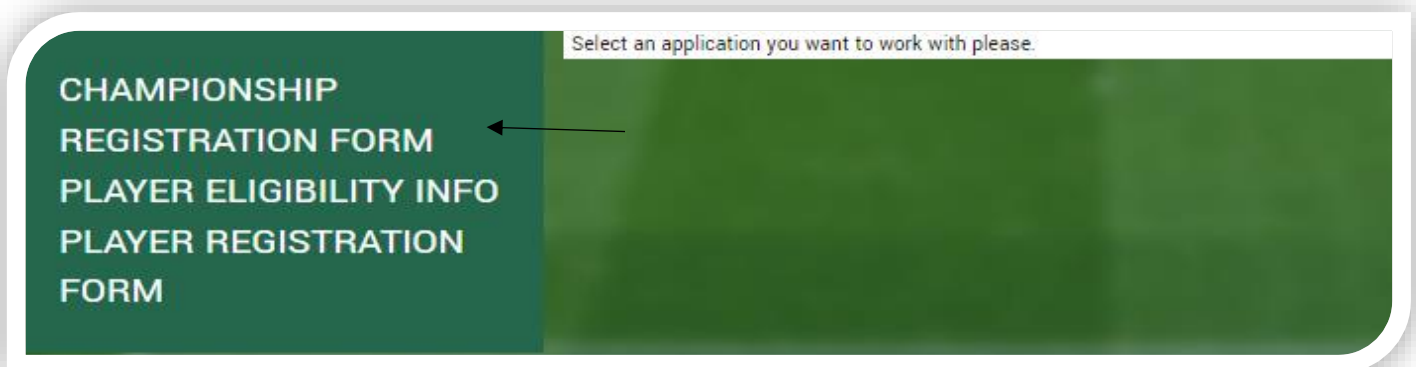
- Login to FAInet using your credentials (Username & Password)



The screenshot shows the FAInet login interface. On the left is a dark green sidebar with the 'FAInet' logo. The main content area is divided into three sections: 'Login', 'Services', and a central form area. The 'Login' section has the heading 'Login' and the instruction 'Please enter your user name and password'. Below this are three input fields: a text field containing 'SchoolTest', a password field with masked characters '*****', and a dropdown menu set to 'English'. A 'Log-in' button is positioned below these fields. The 'Services' section on the right contains two buttons labeled 'Username' and 'Password'. Arrows point from the 'Username' and 'Password' buttons to the respective input fields in the login form.

Step 3:

- Click on the Player Registration Form Module on the bottom left hand side of the screen. If this is not visible please click on the menu icon at the top left hand corner. 



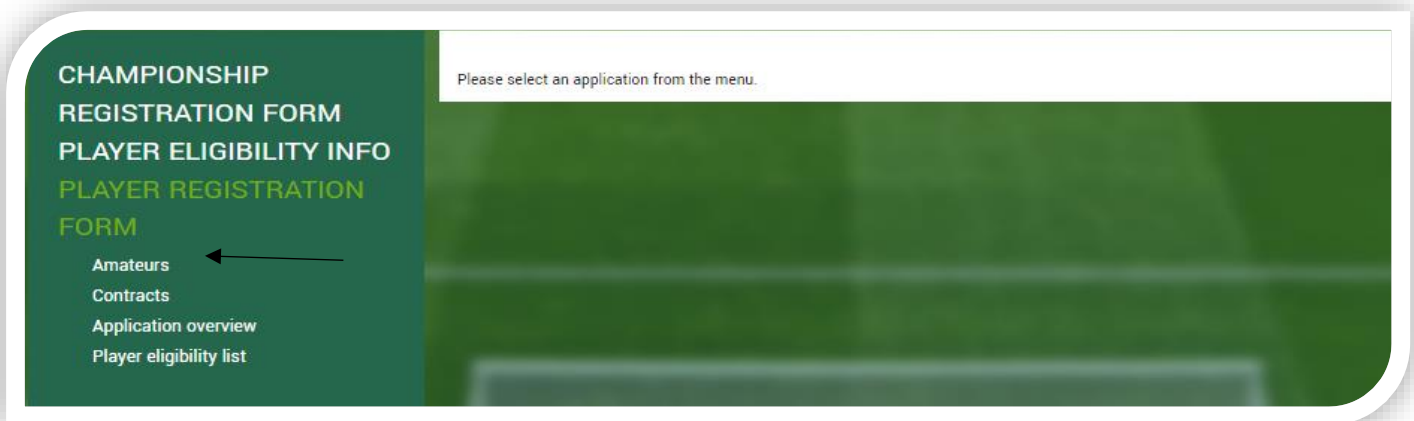
Step 4:

- Confirm Terms and Conditions of Use.

<p>RESULT REPORT MATCH REPORTS REGISTRATION FORM PLAYER ELIGIBILITY INFO PLAYER REGISTRATION FORM</p> <p>Amateurs Personal data change Application overview</p>	<p>Terms and Conditions of Use for Authorised Users of FAInet</p> <p>As an Authorised Person nominated to act on behalf of your club, league, Provincial Association, National Body or the FAI you have been granted permission to enter data onto the system in order to contribute to the accuracy and usefulness of FAInet the purpose of which is to provide a centralised football management system to include player registration, competition management and match day operations.</p> <p>Any information obtained shall not be used for commercial purposes or sold, enabled to be sold, distributed or released to any party without prior approval from the FAI and/or the person to whom the Data refers.</p> <p>All Authorised Persons must use due care and diligence to ensure that all information input is accurate, correct, complete and appropriate for the purposes of FAInet prior to, during and after its input.</p> <p>The FAI is entitled to immediately terminate the use of FAInet by any Authorised Person if it considers that they fail to comply with these Terms and Conditions and any other Terms and Conditions for use of FAInet. Failure to comply with the Terms and Conditions by a Club, League, Provincial Association or National Body will be dealt with pursuant to the FAI disciplinary procedures outlined in the FAI Rule Book.</p> <p>An Authorised Person is not entitled to use the information contained on this site other than for the purposes outlined above.</p> <p>In order to proceed you must confirm your acceptance of the above Terms and Conditions of Use</p> <p style="text-align: right;">Confirm</p>
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Step 5:

- Click on *Amateurs* to bring up the player search option



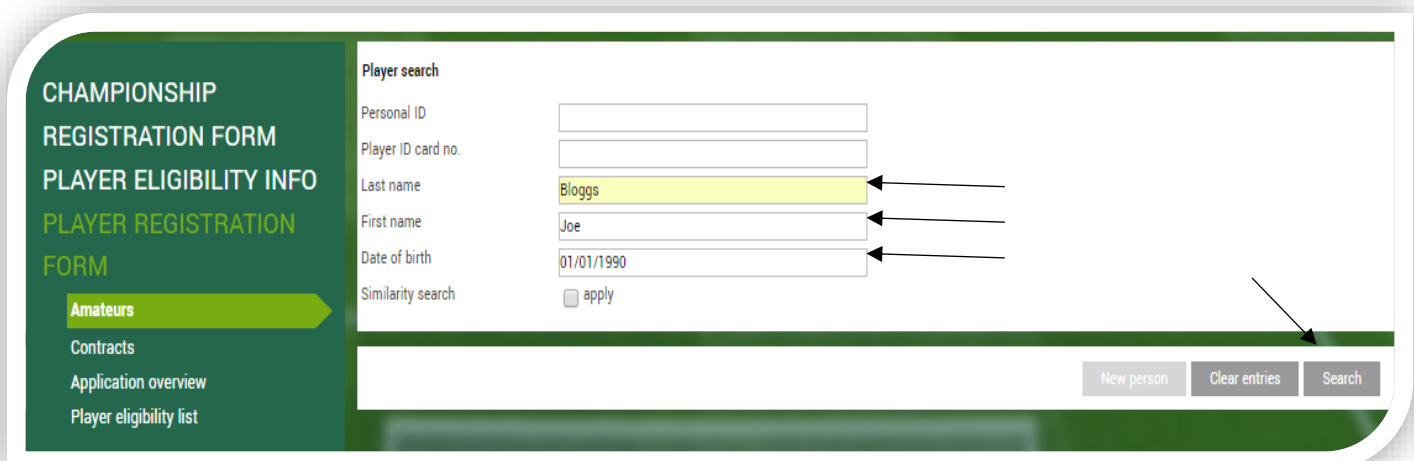
CHAMPIONSHIP
REGISTRATION FORM
PLAYER ELIGIBILITY INFO
PLAYER REGISTRATION
FORM

Please select an application from the menu.

- Amateurs
- Contracts
- Application overview
- Player eligibility list

Step 6:

- Here you can search for a player. You have to search by 3 entities:
 - First Name, Last Name, Date of Birth
- After you have entered your data, click Search



CHAMPIONSHIP
REGISTRATION FORM
PLAYER ELIGIBILITY INFO
PLAYER REGISTRATION
FORM

Amateurs

Contracts

Application overview

Player eligibility list

Player search

Personal ID

Player ID card no.

Last name

First name

Date of birth

Similarity search

Bloggs

Joe

01/01/1990

☐ apply

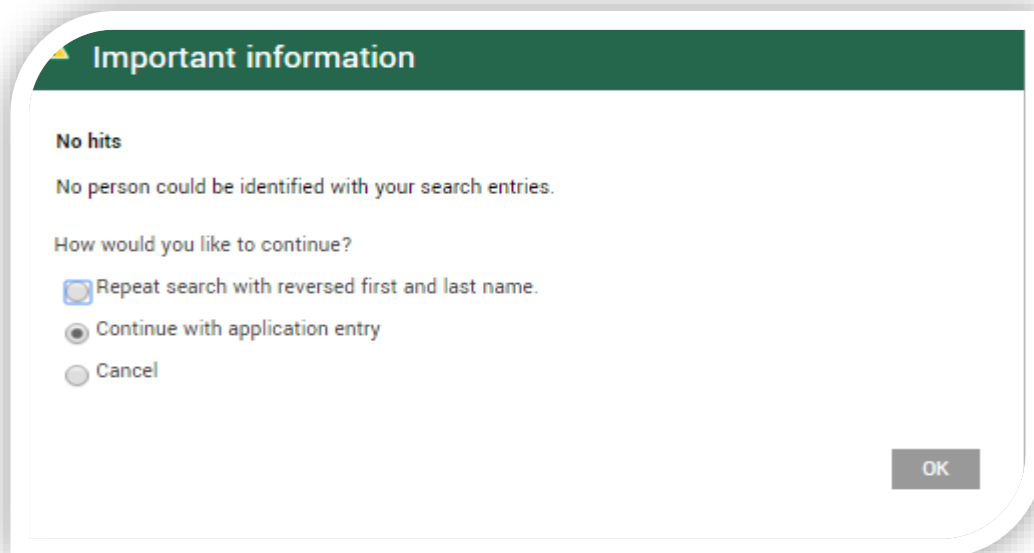
New person

Clear entries

Search

Step 7:

- After clicking search you will be presented with the menu below if the details you entered are not currently registered in the system. You can check if the details you have entered have been inputted previously in the reverse order using the *“Repeat search with reversed first and last name”*
- If no entries found, click “Clear Entries” and repeat Step 5
- To continue to register the player with the details you have entered, select *“Continue with application entry”* and press ok.



Important information

No hits

No person could be identified with your search entries.

How would you like to continue?

☐ Repeat search with reversed first and last name.

☒ Continue with application entry

☐ Cancel

OK

Step 8:

- In the section **“Personal Information”** you will be entering the players details for registration
 - All fields in yellow throughout the form are mandatory

Application

Personal information

Personal ID	<input type="text"/>
Last name	<input type="text" value="Bloggs"/>
First name	<input type="text" value="Joe"/>
Date of birth	<input type="text" value="01/01/1990"/>
Nationality	<input type="text" value="- please select -"/>
Gender	<input type="text" value="- please select -"/>
Place of birth	<input type="text"/>


- The section **“Contact Data”** is not mandatory for School’s football.

Contact data

Postcode	<input type="text" value="D15 X8PD"/>	Town	<input type="text" value="Jobstown"/>	E-mail	<input type="text" value="test@gmail.com"/>
Town district	<input type="text"/>	Last address change			
County	<input type="text" value="County Limerick"/>				
Street	<input type="text" value="Main Street"/>				

In the section **“Application for player registration”**, you will enter the league and season you are registering the player for. For school’s football you should select under league organisation what’s applicable to your school, in this instance it should be Leinster branch.

Application for player registration

Type of player eligibility	School football
League Organization	Leinster Branch ▼
Season	2016 ▼
Club	St.Patrick School Dundrum
Club number	17400001
Home club	
Application submission	13/09/2016 
Player status	amateur

- The next section has 2 parts:
 - The section **“Consent to forwarding of address”**, deals with giving permission to use the players address for marketing purpose. This is optional.
 - The second section **“Confirmation by the club”**, is mandatory and confirms that all data the user has entered is accurate. The user must tick the box to continue.

Consent to forwarding of address

☐ The player / authorized person to represent has agreed to using the player’s address data for marketing purposes. This applies in particular to offers of the national FA, those of his or her associations or partners.

Confirmation by the club

☐ We hereby confirm that all information is accurate and has been established with due care. The responsibility for the accuracy of the data lies with the applying club.
Incorrect or false information may result in sports-judicial consequences for the club and/or the player.

To continue to an overview of the data you have entered, click “Continue”

or false information may result in sports-judicial consequences for the club and/or the player.

Back Continue

- You will then see an overview of your application

Personal information

Personal ID

Last name Bloggs

First name Joe

Date of birth 12/03/2000

Nationality Ireland, Republic

Gender Male

Place of birth

Contact data

Country/Zip code/City Ireland, Repub 000 0000 Test E-mail

Town district Last address change

County County Dublin

Street Test

- Please check the application and press send on the bottom right to complete the Club User process.

Confirmation by the club

☒ We hereby confirm that all information is accurate and has been established with due care. The responsibility for the accuracy of the data lies with the applying club. Incorrect or false information may result in sports-judicial consequences for the club and/or the player.

Back Send

You will then get a confirmation notice of your application

Confirmation notice

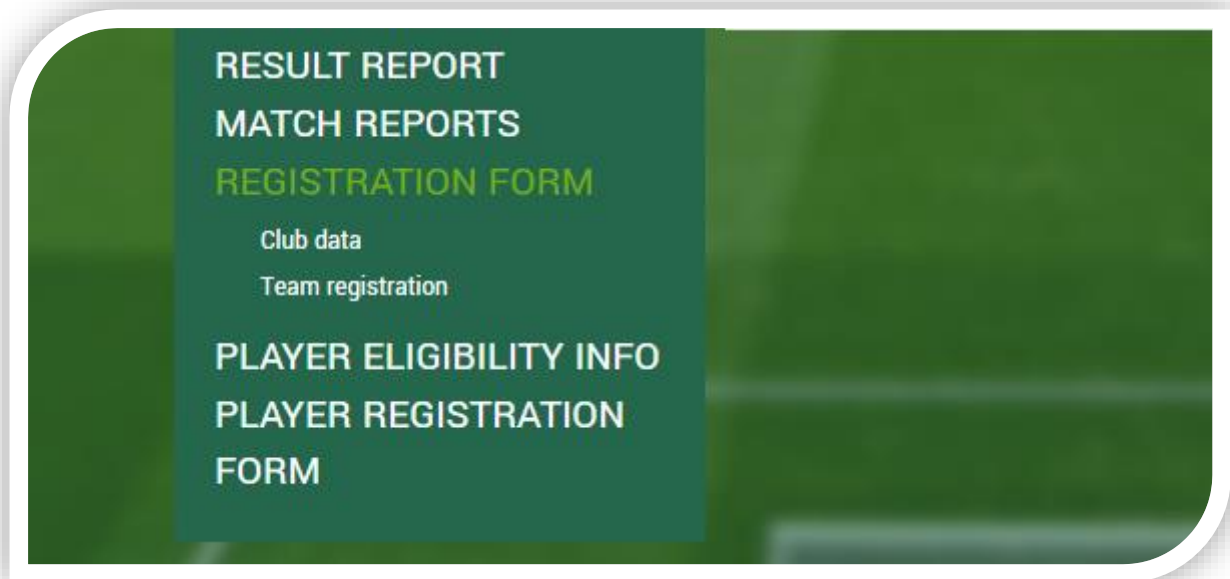
The application has been received by the membership organization. The player registration office will process the application.

Application number	FI-16-000416
Date of application	13/09/2016
League Organization	Leinster Branch
Season	2016
FAInet registration	
Deregistration date	
Receiving club	St.Patrick School Dundrum, 17400001
Home club	
Last name, First name	Bloggs, Joe
Date of birth	12/03/2000

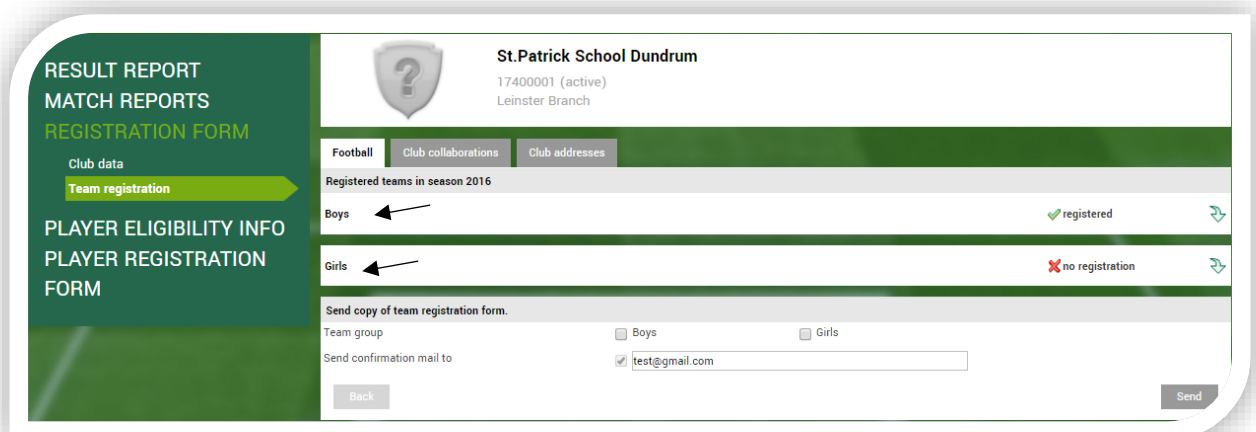
☐ The player / authorized person to represent has agreed to using the player's address data for marketing purposes. This applies in particular to offers of the national FA, those of his or her associations or partners.

School User Log In – Part 2

- After the league has approved part 1 of the player registration process, you can proceed to part 2 which is adding the player to a team.
- To do this click on Registration Form followed by 'Team Registration'.



- You may click on the appropriate type e.g. Boys, Girls



RESULT REPORT
MATCH REPORTS
REGISTRATION FORM
Club data
Team registration
PLAYER ELIGIBILITY INFO
PLAYER REGISTRATION FORM

St. Patrick School Dundrum
17400001 (active)
Leinster Branch

Football Club collaborations Club addresses

Registered teams in season 2016

Boys registered

Girls no registration

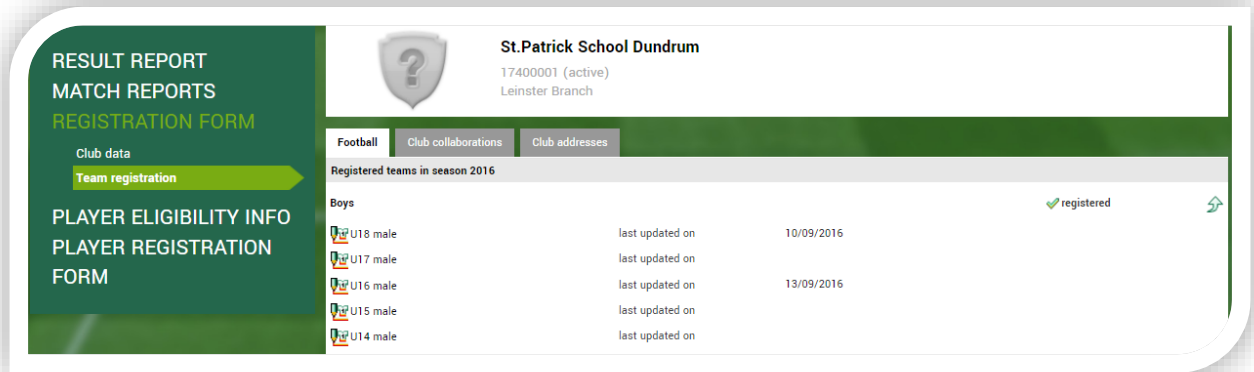
Send copy of team registration form.

Team group ☐ Boys ☐ Girls

Send confirmation mail to ☒ test@gmail.com

Back Send

- You may then select the age group from which your team is affiliated to.

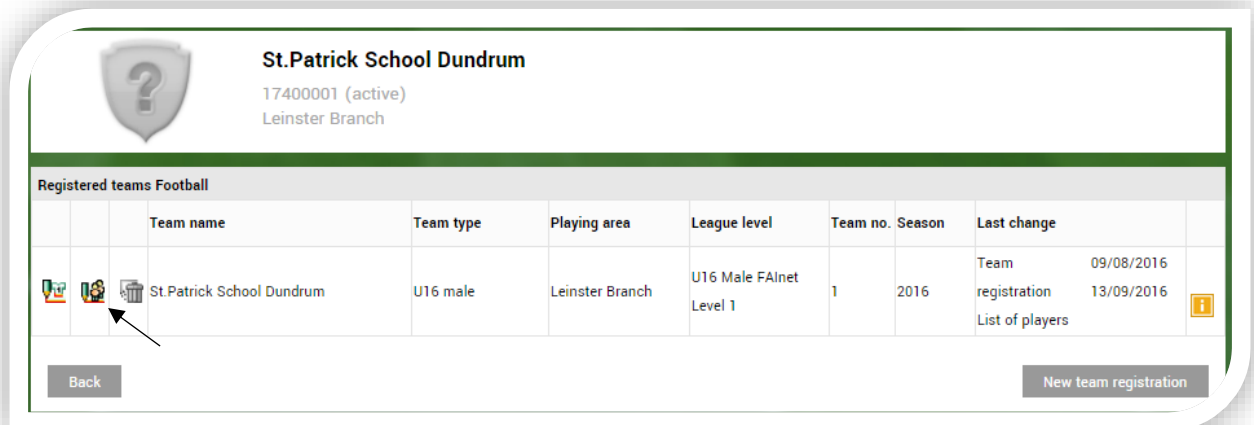


St. Patrick School Dundrum
17400001 (active)
Leinster Branch

Registered teams in season 2016

Boys	last updated on	
U18 male	10/09/2016	✓ registered
U17 male	last updated on	
U16 male	13/09/2016	
U15 male	last updated on	
U14 male	last updated on	

- From here, click on the middle icon 'edit player eligibility list'.



St. Patrick School Dundrum
17400001 (active)
Leinster Branch













Registered teams Football



Team name	Team type	Playing area	League level	Team no.	Season	Last change
St. Patrick School Dundrum	U16 male	Leinster Branch	U16 Male FALnet Level 1	1	2016	Team registration 09/08/2016 13/09/2016 List of players

Back New team registration

- From here click on the 'Add' icon at the bottom right hand corner.

Player list - in progress

	▼▲JN	▼▲Last name ▼▲Pseudonym	▼▲First name ▼▲Nick name	▼▲Birth.	Stat.	Player ID card no.	FALnet registration	▼▲Eligibility	Appl. date	
		Baines	Dylan (m)	11/12/1999 (16) IRL	A	0000-0469	R	12/09/2016	12/09/2016	
		Day	Clay (m)	12/03/2000 (16) IRL	A	0000-0474	R	13/09/2016	13/09/2016	
		Derry	Peter (m)	12/03/2000 (16) IRL	A	0000-0468	R	12/09/2016	12/09/2016	
		Whelan	Mark (m)	12/03/2000 (16) IRL	A	0000-0470	R	12/09/2016	12/09/2016	

 Please select ▼ 

[Back](#) [Print](#) [History](#) [Add](#)

The final step for the **School User** is to tick the players that you want to add to your team from your school player pool and click 'Assign'.

<input type="checkbox"/>		Blake2	Joe (m)	01/01/2001 (15)	IRL	A	0000-0463	R	09/09/2016	31/07/2017		
<input checked="" type="checkbox"/>		Bloggs	Joe (m)	12/03/2000 (16)	IRL	A	0000-0485	R	13/09/2016	31/07/2017		
<input type="checkbox"/>		Day	Clay (m)	12/03/2000 (16)	IRL	A	0000-0474	R	13/09/2016	31/07/2017	13/09/2016	
<input type="checkbox"/>		Derry	Peter (m)	12/03/2000 (16)	IRL	A	0000-0468	R	12/09/2016	31/07/2017	12/09/2016	
<input type="checkbox"/>		Jake	Ger (m)	01/01/2001 (15)	IRL	A	0000-0465	R	09/09/2016	31/07/2017		
<input type="checkbox"/>		Whelan	Mark (m)	12/03/2000 (16)	IRL	A	0000-0470	R	12/09/2016	31/07/2017	12/09/2016	

Back
Assign

Once the player is assigned to the team the league will receive a notification that the player is awaiting an eligibility date.

The league will then confirm the player by granting the player an eligibility date. This then fully completes the player registration process for this player.

Note: A player is only deemed eligible to play once the league has granted the eligibility date.