



# FAInet

## FAInet Schools Player Import

[www.fainet.ie](http://www.fainet.ie)



## The Import process

### The .CSV File

Excel file must be saved in .CSV format. Please use the import template.

You must enter all data in white boxes which are mandatory. **Please leave columns in Red blank.**

Data must be in the following Order;

Last name	First name	Gender	Date of birth	Place of Birth	Nationality	Street	Postal code/ Eircode	Town	County	E-mail	Phone	League Organisation
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- Gender must be inserted in a specific code; 100010 for Male. 100009 for Female.
- DOB – DD/MM/YYYY
- Nationality must be inserted in Alpha 3 code – example, IRL for Ireland. Please see attached excel sheet containing the 3 letter abbreviation for all countries.
- Place of Birth & Contact Data are not needed for Schools Registrations (**Highlighted Red boxes should be left blank**).
- League Organisation – Official Title of your League i.e Connacht Branch



Go to [fainet.ie](http://fainet.ie) & sign in.

Go to the 'Player Registration Form' tab on the left column of the FAInet website. There will be an import function available at the bottom below application overview, 'Membership import'.

**FAInet** **FAInet REFZ**

**PLAYER REGISTRATION FORM > MEMBERSHIP IMPORT** Hello Test (LSLTest) ?

**RESULT REPORT**  
**MATCH REPORTS**  
**REGISTRATION FORM**  
**LIVE TICKER**  
**PLAYER ELIGIBILITY INFO**  
**PLAYER REGISTRATION FORM**  
Amateurs  
Deregistration  
Personal data change  
Application overview  
**Membership import**

**MY USER ACCOUNT**

**Terms and Conditions of Use for Authorised Users of FAInet**

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.

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.

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.

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.

An Authorised Person is not entitled to use the information contained on this site other than for the purposes outlined above.

In order to proceed you must confirm your acceptance of the above Terms and Conditions of Use

Confirm

Select the choose file option in the top left. Choose your player database (must be in .csv format).

**FAInet** **FAInet REFZ**

**PLAYER REGISTRATION FORM > MEMBERSHIP IMPORT** Hello Test (LSLTest) ?

**RESULT REPORT**  
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**MY USER ACCOUNT**

**File-Upload**

File  No file chosen

**Application imports**

No application imports exist

Select import entries.



Blue icon means the information is good and import is ready to be reviewed.

An orange means non-essential information is missing i.e. home address, gender, contact info and import is ready to be reviewed.

A red means essential information is missing i.e. Date of Birth, and import is ready to be reviewed.

File-Upload

File

Choose file











No file chosen

import entries

Application imports

Most recently imported applications

Show all imports

<input type="checkbox"/>	▽Name	▽First name	▽Date of birth	▽Gender	▽Application d
<input type="checkbox"/>	 Randolph	Darren	01/06/2003	Male	02/02/2018
<input type="checkbox"/>	 McClean	James	02/06/2003		02/02/2018
<input type="checkbox"/>	 Ward	Stephen		Male	02/02/2018
<input type="checkbox"/>	 O'Shea	John	04/06/2003	Male	02/02/2018
<input type="checkbox"/>	 Clarke	Ciaran	05/06/2003	Male	02/02/2018
<input type="checkbox"/>	 Coleman	Seamus	06/06/2003	Male	02/02/2018
<input type="checkbox"/>	 Duffy	Shane	07/06/2003	Male	02/02/2018
<input type="checkbox"/>	 McCarthy	James	08/06/2003	Male	02/02/2018
<input type="checkbox"/>	 Meyler	David	09/06/2003	Male	02/02/2018
<input type="checkbox"/>	 Brady	Robbie	10/06/2003	Male	02/02/2018

Click the 'Edit' icon beside each application to begin reviewing the imports.

File-Upload

File

Choose file









No file chosen

import entries

Application imports

Most recently imported applications

Show all imports

<input type="checkbox"/>	▽Name	▽First name	▽Date of birth	▽Gender	▽Application date
<input type="checkbox"/>	 Randolph	Darren	01/06/2003	Male	02/02/2018
<input type="checkbox"/>	 McClean	James	02/06/2003		02/02/2018
<input type="checkbox"/>	 Ward	Stephen		Male	02/02/2018
<input type="checkbox"/>	 O'Shea	John	04/06/2003	Male	02/02/2018
<input type="checkbox"/>	 Clarke	Ciaran	05/06/2003	Male	02/02/2018
<input type="checkbox"/>	 Coleman	Seamus	06/06/2003	Male	02/02/2018
<input type="checkbox"/>	 Duffy	Shane	07/06/2003	Male	02/02/2018
<input type="checkbox"/>	 McCarthy	James	08/06/2003	Male	02/02/2018



You will be first required to search the player. Last Name, First Name & DOB will be prepopulated in the search boxes.

If a player with a matching Last Name, First Name & DOB is on the system, they will appear.

**Player search**

Personal ID

Player ID card no.

Last name

First name

Date of birth

Type of player eligibility

Similarity search

Long

Shane

01/06/2000

School football

☐ apply


Back

New person





Clear entries

Next Player Application

Search

	Personal ID	Player ID card no.	Last name - First name	Date of birth	Club - club number	FAInet registration	Deregistration date	Town
	FAI0032940		Long Shane	01/06/2000				Newbridge

Page 1/1 (1 hits total)

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Click on the Green icon to 'Record Application'. Proceed to page 6 if player already appears (scenario above).



**Error messages / Information**

No players could be identified. Please check your search entries.

**Player search**

Personal ID

Player ID card no.

Last name

First name

Date of birth

Type of player eligibility

Similarity search ☐ apply

If the player is not on the system then the administrator can 'Continue with application entry', 'Cancel' or 'Repeat search with first and last names reversed'.

**FORM > MEMBERSHIP IMPORT** Hello Test (LSLtest) ?

**Error messages / Information**

No players could be identified. Please check your search entries.

**Player search**

Personal ID

Player ID card no.

Last name

First name

Date of birth

Type of player eligibility

Similarity search ☐ apply

**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



Continuing with the application entry will bring up the standard FAInet registration form with details pre-populated from the import.

Application			
<b>Personal information</b>			
Personal ID	FAI0032940		
Last name	Long		
First name	Shane		
Date of birth	01/06/2000		
Nationality	Ireland, Republic		
Gender	Male		
Place of birth			
<b>Contact data</b>			
Country/Zip code/Town	Ireland, F <input type="text"/> <input type="text"/>	Email	<input type="text"/>
Town district	<input type="text"/>	Re-entry of email address	<input type="text"/>
County	- please select -	Mobile phone number	<input type="text"/>
Street	<input type="text"/>	Last address change	
<b>Application for player registration</b>			
Type of player eligibility	School football		
League Organization	Leinster Branch		
Club	St. Mary's Holy Faith Secondary School		
Club number	17000002		
Home club			
Application submission	19/09/2018		
Player status	Amateur		
<b>Documents</b>			
Document type	- please select -		
File	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	

Club administrators will be required to input any information that is missing, select the correct league organisation and review the registration prior to submitting to the league.





Upon submitting the application, you will be given a confirmation notice. By clicking the 'next player application' button in the bottom right corner, this will bring the administrator to the search bar where the next persons details are pre populated. Click search and repeat the process.

#### Confirmation notice

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

Application number	FI-18-000220
Date of application	19/09/2018
League Organization	Leinster Branch
FAInet registration	
Receiving club	St. Mary's Holy Faith Secondary School, 17000002
Home club	
Last name, First name	Long, Shane
Date of birth	01/06/2000

☐ 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.

[Next Player Application](#)

## FORM > MEMBERSHIP IMPORT

Hello Test (LSLtest)



#### Error messages / Information

No players could be identified. Please check your search entries.

#### Player search

Personal ID	<input type="text"/>
Player ID card no.	<input type="text"/>
Last name	<input type="text" value="McClellan"/>
First name	<input type="text" value="James"/>
Date of birth	<input type="text" value="02/06/2003"/>
Type of player eligibility	Football
Similarity search	<input type="checkbox"/> apply

[Back](#)

[New person](#)

[Clear entries](#)

[Next Player Application](#)

[Search](#)





## Deleting an imported entry.

There is also an option to delete the imported player in case of duplication or error. Tick the box beside the player(s) name and in the dropdown select 'delete'. Click the green arrow to delete this entry.

**ORM > MEMBERSHIP IMPORT**Hello Test (LSLtest)?

**File-Upload**  
File  No file chosen

**Application imports**  
All available application imports

<input type="checkbox"/>	▼▲Name	▼▲First name	▼▲Date of birth	▼▲Gender
<input type="checkbox"/>	Clarke	Ciaran	05/06/2003	Male
<input type="checkbox"/>	Coleman	Seamus	06/06/2003	Male
<input type="checkbox"/>	Duffy	Shane	07/06/2003	Male
<input type="checkbox"/>	McCarthy	James	08/06/2003	Male
<input type="checkbox"/>	Meyler	David	09/06/2003	Male
<input type="checkbox"/>	Brady	Robbie	10/06/2003	Male
<input type="checkbox"/>	Walters	Jonathan	11/06/2003	Male
<input type="checkbox"/>	Long	Shane	12/06/2003	Male
<input checked="" type="checkbox"/>	Hoolahan	Wesley	13/06/2003	Male
<input checked="" type="checkbox"/>	Maguire	Sean	14/06/2003	Male

Selected data sets...  
Selected data sets...  
delete

→

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