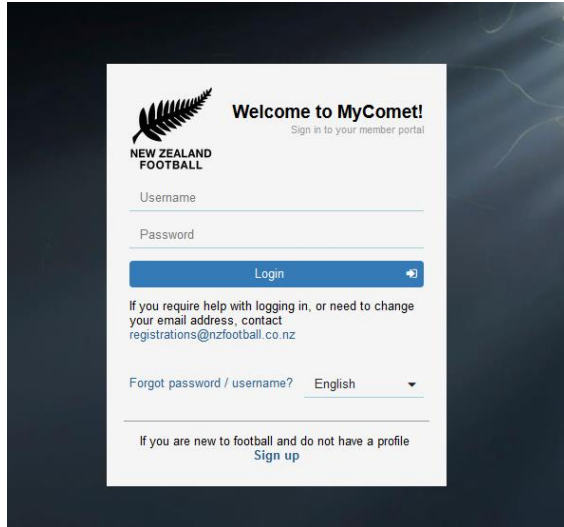


## Registering with Petone FC using MYCOMET

In 2018, New Zealand Football introduced a new player registration system (MYCOMET). If you were a registered player in 2018, you will have a username and password for MYCOMET.

## MYCOMET

To register for 2019 go to MYCOMET ([https://mycomet-oceania.analyticom.de/en\\_NZ/login](https://mycomet-oceania.analyticom.de/en_NZ/login))



The image shows a login page for MyComet, a member portal for New Zealand Football. The page features the New Zealand Football logo (a silver fern) and the text "Welcome to MyComet! Sign in to your member portal". Below this, there are input fields for "Username" and "Password", followed by a blue "Login" button with a right-pointing arrow. A link for "registrations@nzfootball.co.nz" is provided for help. There is also a "Forgot password / username?" link with a dropdown menu currently set to "English". At the bottom, there is a "Sign up" link for new users.

You should have your username and password from last year.

- Don't know Username or Password? Use the forgot password option and enter your username or primary email. An email will be sent for you to reset your password.
- Email changed? Contact [info@petonefootball.org.nz](mailto:info@petonefootball.org.nz) (Subject: Reset MyComet)

After you log in you will see the **Dashboard** view.

- Check and edit your personal information on the Dashboard and save.
- Choose **Register** on the left navigation (circled)

The screenshot shows the MyComet dashboard for a user. The left navigation menu includes: Dashboard, Personal info, Register (circled), Settings, and Help. The main content area displays a registration form for a player. At the top left of the form is a circular placeholder for a profile picture with the text "NO IMAGE AVAILABLE" and a camera icon. To the right of this is the "COMET ID" field, which is highlighted by a box and an arrow. Further right is a box labeled "Player's name and NZF player number" with an arrow pointing to the name field. The form includes fields for: Gender, Family name, First name, School, Medical conditions, Passport #, Nationality (set to New Zealand), Date of birth (16/01/2007), Guardian 1 name, Guardian 2 name, Country of birth (New Zealand), and Place of birth. At the bottom of the form are "Edit" and "Documents" buttons. Below the form are "Contacts" and "Registrations" tabs.

You will need to change the **Seller** from NZ Football to **Petone FC** – this will show you the items you can select to register for 2019.

The screenshot shows the MyComet "Comet Items" page. The left navigation menu includes: Dashboard, Personal info, Register (highlighted), Settings, and Help. The main content area is titled "Comet Items Browse and purchase items". Below the title is a "Choose seller" dropdown menu, which is circled and currently shows "NZ Football". Below the dropdown is a message "No records found" and a pagination control showing "1" of 1 page.

You will be shown a list of items to select and add to your cart. Due to the set up of the system there are several items needed to cover all age and league options. **Therefore, please choose these carefully.**

**NB: Girls have the option to play down one grade in mixed leagues.**

In 2019, the following options are available:

### **Juniors**

- **First Kicks** - (players who are, or are turning 4-6 years old in 2019)
- **Fun Football (7<sup>th</sup> and 8<sup>th</sup> grades mixed)** – these are for boys and girls wanting to play on Saturdays
- **Fun Football (7<sup>th</sup> and 8<sup>th</sup> Girls only grades)** – this is only for girls aged or turning 7 or 8 yrs old wanting to play with other girls on Sundays
- **Mini Football (9-12<sup>th</sup> Girls only grades)** – this is only for girls aged or turning 9-12 yrs old wanting to play with other girls on Sundays
- **Mini Football (9-12<sup>th</sup> Girls and Mixed combined)** – this is only for girls aged or turning 9-12 yrs old who want to play both mixed on Saturdays and Girls only on Sundays.
- **Mini Football (9-12<sup>th</sup> mixed grades)** – this is for girls and boys aged or turning 9-12 yrs old who want to play in the mixed leagues on a Saturday

### **Youth Football**

- **Youth Football 13<sup>th</sup> Grade (mixed)** – this is for girls and boys aged or turning 13 yrs old who want to play in the mixed leagues on a Saturday
- **Youth Football 13<sup>th</sup> Grade (Girls only)** – this is only for girls aged or turning 13 yrs old who want to play in the Girls only league on a Sunday
- **Youth Football 14/15<sup>th</sup> Grade (mixed)** – this is for girls and boys aged or turning 14-15 yrs old who want to play in the mixed leagues on a Saturday
- **Youth Football 14/15<sup>th</sup> Grade (Girls only)** – this is only for girls aged or turning 14-15 yrs old who want to play in the Girls only leagues on a Sunday

For each item selected – you will be asked if you can assist with coaching or managing a team. If you do not wish to assist, please close the pop-up.

### **U17 and Seniors**

- **U17 Boys** – this is for boys eligible to play U17 boys – games are played on Sundays
- **Senior Football (20+)** – all Men's and Women's senior players over 20 years old
- **Senior Men and Women (students)** – all Men's and Women's players who are studying at a tertiary institution and eligible for student subs.
- **Senior Men and Women (U20 non-student)** – all Men's and Women's players who are under 20 years old and not students.
- **Senior Men and Women – Closed Shop** – this is only for players who are playing in social Closed Shop teams where the full team sub of \$4,400 is being paid direct to the club. Fees will be payable to your team coordinator.

## Other items

- **Petone Settlers Talent Centre** – this fee is for those junior and youth players selected for the Settlers Talent Centre in Term one (**NB:** If you select this item you will be asked for a code – which was sent to each confirmed player)
- **Petone FC Supporters Club Raffle Fundraiser** – each year the club provides raffle books (two per family) to sell to assist with fundraising for the club. If you would prefer to pay for these now and not sell the tickets, please select this item. If this is not selected you will be provided with the books to sell during the season.
- **Coach/Manager** – **Please only select this if you are logged into your own personal profile (ie not your child's).** This is for those who are confirmed as coaches or managers for the 2019 season.

Once you have selected the appropriate item(s), scroll to the bottom of the page and choose **Proceed to Checkout.**

- 2.5% administration (MYCOMET) fee will be added to the total
- Read and select the conditions from NZ Football
- Choose to **Pay Later** or **Submit Payment**
  - o Pay Later – Petone FC will invoice you direct (excluding the 2.5% fee). You can pay the amount into the ***Petone FC bank account 020 544 0149970-00 (with your name and grade as reference)***
  - o Submit Payment – you can choose to pay by credit card or online EFTPOS (selected banks)