



HOW TO APPLY

Starting your application.

We have upgraded the way clubs register and apply for all tiers of FAI Club Mark through the FAI Connect platform. This is how to apply for FAI Club Mark.

- To start, login to <https://faiconnect.ie> and go to the top right corner of the page and click on your **Username**.
- Click on “**MyComet**” within the menu that drops down. (this is also where you can book your own Coach Education and apply for Garda Vetting).
- To **apply** for FAI Club Mark, click on “**Licenses**” on the left side menu of **MyComet**.
- You will then see multiple FAI Club Mark Applications for each region along with the county names beside the region.
- Click “**Start**” on the FAI Club Mark award specific to your region.
- When on the region-specific FAI Club Mark award application page, click “**APPLY HERE**”, then “**APPLY**”
- Click on the “**tick**” icon that comes up to progress. Your application status will now show as **SUBMITTED**.
- You will receive an email notifying you of your clubs’ application and you can either follow the hyperlink in the email or return to www.faconnect.ie/mycomet to proceed to the next stage.

Completing your application.

- When you return to MyComet, go to Licenses (on the left side menu), you will now see your club's status showing as **CONFIRMED** on the FAI Club Mark Application box. Click "**Continue**" to proceed with your application.
- You will now see a new Tab to complete your FAI Club Mark application. To begin, click "**Edit**".
- While your questions are in the **ENTERED** status (top right corner) you can amend your answers as much as possible, allowing you to complete the application in your own time. Just ensure to click **Save** at the top or bottom of the page so no work is lost.
- When all questions are answered, click **Save**, then click on **ENTERED** and change the status to **SUBMITTED**.
- Confirm you wish to **SUBMIT** your application for review by clicking on the "**Tick**".
- When **SUBMITTED**, you will receive an email again to confirm you have successfully **SUBMITTED** the application.
- If we need you to amend your answers or uploads, your application may be **RETURNED**. You will receive email notification if this happens with a reason why.
- When we are satisfied all questions have been completed correctly, we will then **CONFIRM** your application and set your Club's status to **PASSED**. You will be Notified of this by email instantly.
- Your FAI Club Mark status will then be added to your Club's additional info tab on FAI Connect > Clubs > My Club > under Club Licenses. The License is issued for 3 years from the date set to **PASSED**.