

MyCOMET – Update Player Details & Register

Note: A player is not registered until you've selected REGISTER from the left-hand menu, and then followed the steps below from Step 8 onwards. Upon completion an auto email will be sent confirming registration.

Players click on the MyCOMET URL link (https://mycomet-oceania.analyticom.de/en_NZ/login) to go to the MyCOMET page

1. Enter username and password and click the **Sign in** button
 - a. If new to the game, then create a new user and verify account by clicking on the 'Verify' button in the auto email you'll receive



OFC New Zealand Football
Sign in to MyComet

Username
Password

Sign in

Forgot password?

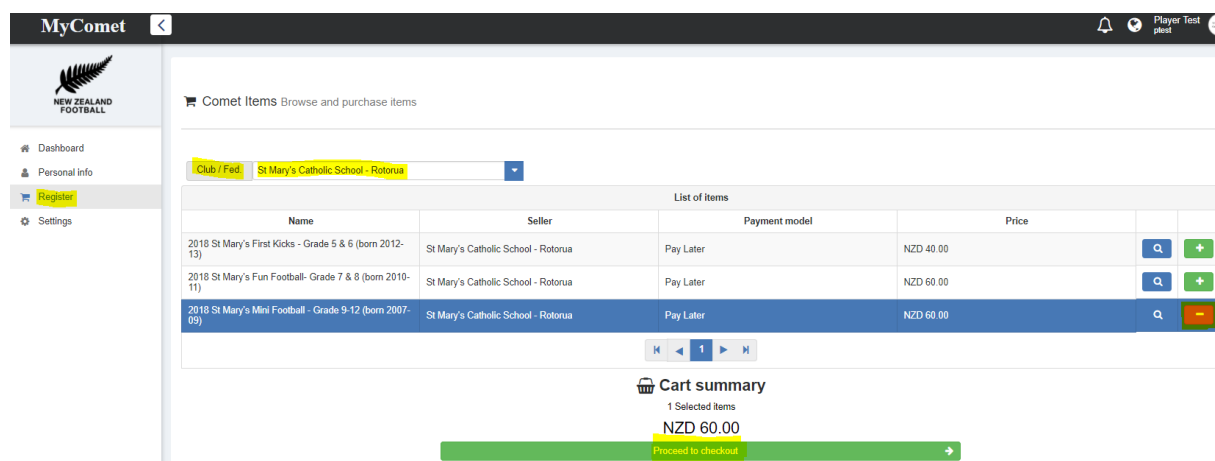
Don't have an account? Sign up

2. Click on **Settings** located in the left-hand menu
3. Scroll down to the **Contacts** section
4. Check your email address and enter a phone number
5. Click **Save**
6. Scroll down to the **Security** section
7. Change your password

Please make sure if you've changed your email address you also do this in the **Personal Information** section (this information can be found under the Contacts tab). You can also add/edit any other relevant contact detail here.

Once your email, phone and password has been updated/checked, then it is time to register for the 2018 season

8. Click on **Register** located in the left-hand menu
9. In the search box labelled **Club/Fed.** Find **St Mary's Catholic School - Rotorua**
10. Select the appropriate registration fee by clicking on the **green plus** button
11. Click the **Proceed to checkout** button once only



MyComet

NEW ZEALAND FOOTBALL

Comet Items Browse and purchase items

Club / Fed. St Mary's Catholic School - Rotorua

Name	Seller	Payment model	Price		
2018 St Mary's First Kicks - Grade 5 & 6 (born 2012-13)	St Mary's Catholic School - Rotorua	Pay Later	NZD 40.00	Q	+
2018 St Mary's Fun Football- Grade 7 & 8 (born 2010-11)	St Mary's Catholic School - Rotorua	Pay Later	NZD 60.00	Q	+
2018 St Mary's Mini Football - Grade 9-12 (born 2007-09)	St Mary's Catholic School - Rotorua	Pay Later	NZD 60.00	Q	+

Cart summary
1 Selected Items
NZD 60.00
Proceed to checkout

12. Review information and then click the orange **Pay Later** button (the school is not offering credit card payment this year, so ensure you select Pay Later)
13. The player registration is now confirmed
14. Complete registration by making payment to the school office or online (details would have been emailed at completion of registration)

Note for Clubs/Schools: If the member is new to the game, then registration status will show as **Entered** at club/school until **Confirmed** by the club/school administrator

- a. Players who are already at the club/school, then their status is already **Confirmed** but un-financial
- b. Players who have no active registrations (ie terminated), then the process will be the same as a new person