

## Using the MyComet system to register with Waikanae AFC

The new Comet system can be found at: [https://mycomet-oceania.analyticom.de/en\\_NZ/login](https://mycomet-oceania.analyticom.de/en_NZ/login)



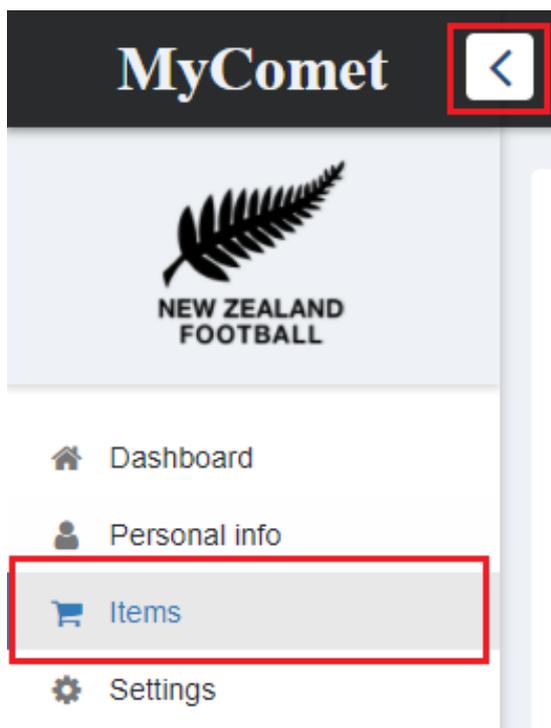
The screenshot shows the login interface for New Zealand Football's MyComet system. At the top left is the New Zealand Football logo (a fern frond) and the text "NEW ZEALAND FOOTBALL". To the right, it says "New Zealand Football" and "Sign in to MyComet". Below this are two input fields: the first contains "XXXXXXXX" and the second contains ".....". A blue "Sign in" button with a right-pointing arrow is positioned below the password field. Underneath the button is a link for "Forgot password?". At the bottom of the form, there is a link that says "Don't have an account? Sign up".

-If you have previously played football you should have received an email from NZ Football with your Username and password.

-If you have not received your email you will need to email the Capital football helpdesk ([info@capitalfootball.org.nz](mailto:info@capitalfootball.org.nz)) stating you have not received your MyComet Sign-In details. You will need to include the last club you played for (e.g. Waikanae AFC) your First and Last names and your Date of Birth.

-Once you have received your Username and password, use it to sign in.

-If you have never played football before, use the "Sign Up" option to create a new account and sign in.



-Once signed in, look for the left-hand menu panel and click on "Items".

-If you cannot see the panel, you'll need to click the arrow icon [>] next to the 'MyComet' logo to show it.

-Once you're in the items menu, ensure the Seller displayed is "Waikanae AFC" – [This is VERY important.](#)

-If the Seller displayed is not Waikanae AFC, you can change it by looking in the Seller dropdown list or begin typing 'Waikanae AFC' into the Seller field.

-Add the appropriate registration item by clicking on the corresponding  icon.

- If you are unsure of which item is correct for you, you can find out more using the  icons.
- There is more than one page of items. If you do not see your item, go to the next page.

 **Comet Items** Browse and purchase items

Seller Waikanae AFC 

List of items					
Type	Name	Seller	Price		
Senior Football (20+)	Senior Men	Waikanae AFC	NZD 245.00		
Senior Football (20+)	Senior Women	Waikanae AFC	NZD 200.00		
Fun Football (7-8)	Fun Football	Waikanae AFC	NZD 95.00		
Youth Football (13 -19)	14th Grade Premiere	Waikanae AFC	NZD 105.00		
Mini Football (9-12)	9th Grade	Waikanae AFC	NZD 95.00		
Mini Football (9-12)	10th Grade	Waikanae AFC	NZD 95.00		
Mini Football (9-12)	10th Grade Premiere	Waikanae AFC	NZD 105.00		
Mini Football (9-12)	11th Grade Premiere	Waikanae AFC	NZD 100.00		
Mini Football (9-12)	12th Grade Premiere	Waikanae AFC	NZD 105.00		
Youth Football (13 -19)	Under 17	Waikanae AFC	NZD 110.00		



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-Once you have selected your item you will receive a  option. Click on it to confirm your selection.

-You'll either be able to;

- A) "Submit payment" to immediately pay via credit card, or
- B) "Pay Later" to come back and pay via credit card later or pay via bank deposit.

-Payment via Credit card will not be ready until mid-February.

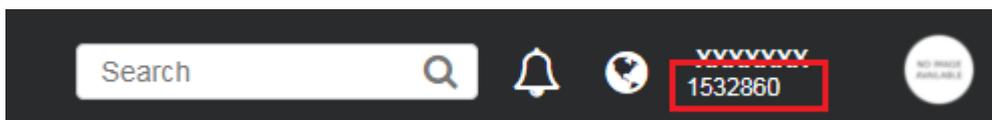
-Payment via Credit card incurs an additional 2.5% transaction fee.

-Payment via Bank Transaction can be made as follows;

Payable to: 02-0591-0019626-000

In the particulars please include your name and MyComet ID. Your MyComet ID can be found either;

In the top right-hand corner when you have logged in. (N.B. This is not always the same as your username).



Or;

On the invoice which will be emailed to you automatically. E.g.

*Customer: Fred Flintstone (COMET ID: 1532860)*

Your comet ID should be at least 6 digits. If it is only 5 then you are entering the wrong number.

The emailed invoice is somewhat ambiguous so to clarify - If you are paying via direct bank deposit you do NOT need to pay the additional 2.5% transaction fee.

In order to help us manage registrations more easily, if you want to pay for 2 or more players via bank deposit, please submit them as 2 or more separate payments.

If you have any problems registering or you have further questions, please contact;

Senior Convenor ([wfa.snr@gmail.com](mailto:wfa.snr@gmail.com))

Junior Convenor ([wfa.jnr@gmail.com](mailto:wfa.jnr@gmail.com))

Treasurer ([wfa.treasurer@gmail.com](mailto:wfa.treasurer@gmail.com))