

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

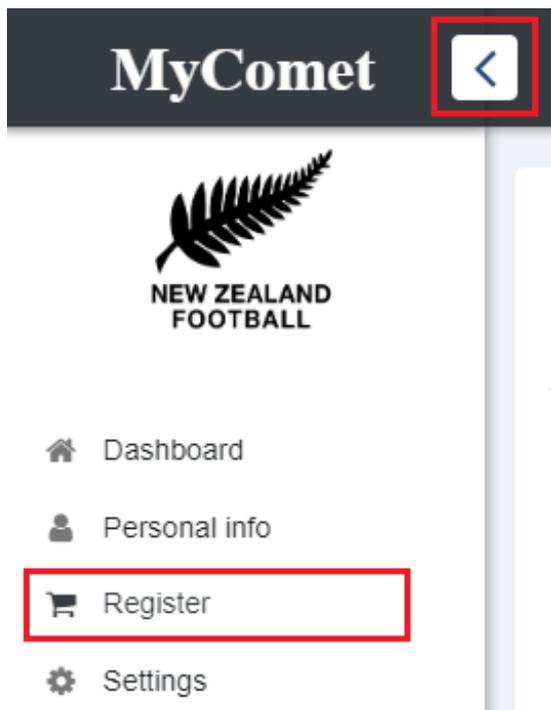


-If you have previously played football you should have already have a Username and password.

-If you can't remember your login details use the Forgot password option to recover your account. If you still can't login you will need to email the Capital football helpdesk (info@capitalfootball.org.nz) stating you need assistance logging into comet. 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 "Register".

-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.

-There is more than one page of items. If you do not see your item, go to the next page.

Choose seller

Waikanae AFC

	14th Grade 14th Grade - For players turning 14 years old during 2019 (DOB between 01-01-2005 -> 31-12-2005) Pay Online or Direct Bank payment (02-0591-0019626-000) \$105 Waikanae AFC Pay Later NZD 105.00
	Under 17 Under 17. Pay Online or Direct Bank payment (02-0591-0019626-000) \$173 Waikanae AFC Pay Later NZD 173.00
	Senior Men Registration fees for Senior Mens Players. Pay Online or Direct Bank payment (02-0591-0019626-000) \$250 Waikanae AFC Pay Later NZD 250.00

-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 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)

Junior Convenor (wfa.jnr@gmail.com)

Treasurer (wfa.treasurer@gmail.com)