

# How to register for RETURNING players

**Are you a NEW player?**  
Download our "How to register  
for NEW players guide"  
as you will need to sign up  
for a new profile.

## FIRST: login to MyCOMET using the supplied login

1. Find your login and password supplied in an email sent from NZ Football. Click on MyCOMET login.

Or go to [https://mycomet-oceania.analyticom.de/en\\_NZ/login](https://mycomet-oceania.analyticom.de/en_NZ/login)

*Check your spam folders as many have already been found in here. If you don't have one email  
tim@upperhuttcityfootball.org.nz*

To view this email as a web page, go [here](#).



### MyCOMET. Your Member Profile

We recently sent out an email to all our members advising them of the brand new MyCOMET system, the online member profile for all participants of the game.

The internet is a big place and as a result our email may have gotten lost in the Wonderful Wide Web and not reached you!

If you have already received this email about your MyCOMET, then you may ignore this. If not, welcome, and please see information below for MyCOMET and how this will affect registrations for the upcoming season!

Whether you're a player, coach, referee, or all three; MyCOMET is your football profile.


From registering to your club, to an education course, an event, paying your subs, or simply editing your own information; MyCOMET is the one stop shop for football in New Zealand.

To gain access and have a look at your MyCOMET profile, follow the link below and use your credentials to log in:


**Username:** 1459878

**Password:** BDjZsWkHQQ



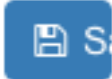
**MyCOMET LOGIN**

<p>2. Login using your supplied login and password.</p>	
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### NEXT: Change your password


<p>3. Clicking on “settings” in the left hand menu. Under “security” heading you can enter your old and new passwords. Click “Change password” to confirm.</p>	
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### THEN: check and update your details

<p>4. Click on the “personal info” link on the left hand menu.</p>	
<p>5. Click “Edit”</p>	
<p>6. Enter player personal info. <i>(Guardian name can be either parent. The “Father” definition is a global setting we still need to sort.)</i></p>	
<p>7. Click “save”</p>	





















### NEXT: Register and pay for the 2018 season

<p>8. Go to “Register” on left hand menu.</p>	
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9. Choose the appropriate age grade fee by clicking on the green  symbol.

Comet Items Browse and purchase items

Club / Fed. Upper Hutt City FC

List of Items				
Name	Seller	Payment model	Price	
First Kicks (players born between 2012 and 2014)	Upper Hutt City FC	Payable	NZD 90.00	 
U17s (players born between 2001 and 2003)	Upper Hutt City FC	Payable	NZD 145.00	 
9th to 12th Grades (players born between 2006 and 2009)	Upper Hutt City FC	Payable	NZD 100.00	 
13th and 14th Grades (players born in 2004 and 2005)	Upper Hutt City FC	Payable	NZD 125.00	 
7th and 8th Grades (players born in 2010 and 2011)	Upper Hutt City FC	Payable	NZD 100.00	 
Women's Football Youth (players born between 1999 and 2004)	Upper Hutt City FC	Pay Later	NZD 1.00	 
Women's Football Senior (20+)	Upper Hutt City FC	Pay Later	NZD 1.00	 
Men's Football Youth (players born between 1999 and 2002)	Upper Hutt City FC	Pay Later	NZD 1.00	 
Men's Football Senior (20+)	Upper Hutt City FC	Pay Later	NZD 1.00	 
Coach Registration at UHCF	Upper Hutt City FC	Free	NZD 0.00	 


10. Click “proceed to checkout” at the bottom of the page.

[Proceed to checkout](#) 

11. Check details click “submit payment”.  
*You'll see a transaction fee of 2.5%*


[Submit payment](#)



12. Enter your debit or credit card details and click “make payment”





Transaction Details

Merchant	NZ Football
Amount	\$102.50
Reference	Upper Hutt City FC
Particulars	

 cardpayment


Pay securely with your credit card or debit card.  

CARD NUMBER

EXPIRY DATE  MM/YY  GW CODE   

NAME ON CARD

[MAKE PAYMENT](#)



13. You'll be taken back to your dashboard and you'll see detail listed in the "registrations" payments" and purchased items sections.

Payments

Payments				
Transaction	Date	Amount	Type	Status
7855ef04-9d48-4c19-af3d-3e1dae3aaa30	17/02/2018, 11:55:10 AM	\$102.50		PAID

**FINALLY: Check everything before you logout**

14. Before you logout jot down your login and password and keep it in a safe place.

15. Logout by click in the circle (or photo if you have uploaded one) in the top right.

