

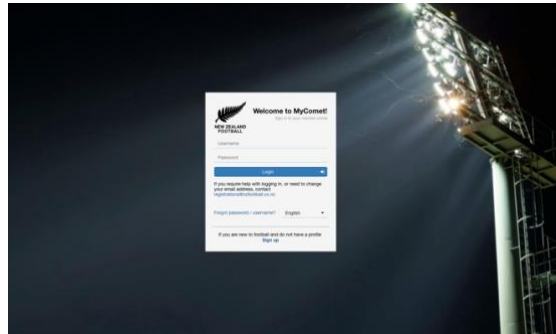
HOW TO REGISTER FOR RETURNING PLAYERS

FIRST: login to MyCOMET using the supplied login

1. Find your login and password supplied in an email sent from NZ Football or MyCOMET last year.

Or go to 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



2. Login using your supplied login and password.

*Forgotten it?
Try the "Forgot Password" option and enter the email you registered with last year – and they'll email you to reset your password.*

OR

As the login screen suggests If you require help with logging in, or need to change your email address, contact registrations@nzfootball.co.nz

NEXT: Change your password

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.




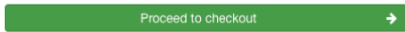
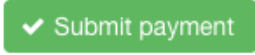
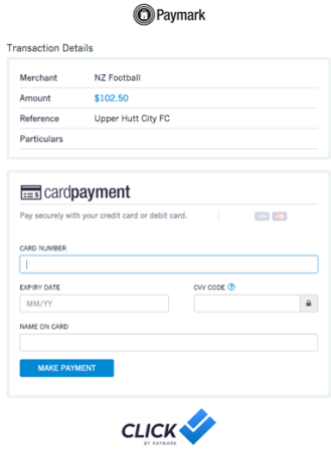
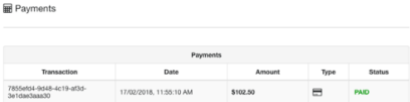
THEN: check and update your details

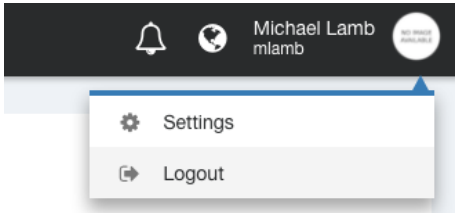
4. Click on the "personal info" link on the left hand menu.



5. Click "Edit"



6. Enter player personal info.	
7. Click "save"	
NEXT: Register and pay for the 2019 season	
8. Go to "Register" on left hand menu.	
<p>9. Under Choose Seller start typing "Upper Hutt City Football" and it should appear after the first few letters. Select the club. OR scroll down to Upper Hutt City Football in the drop down box using the arrow on the right hand side of the main screen.</p> <p>Age grade fee options should appear.</p>	
10. Choose the appropriate age grade fee by clicking on the matching green shopping trolley symbol.	
11. Click "proceed to checkout" at the bottom of the page.	
12. Check details click "submit payment". <i>You'll see a transaction fee of 2.5%</i>	
13. Enter your debit or credit card details and click "make payment"	
<p>14. You'll be taken back to your dashboard and you'll see detail listed in the "registrations" payments" and purchased items sections.</p> <p><i>You'll get a confirmation email from NZ Football / COMET as a receipt of your purchase.</i></p>	
FINALLY: double check your details before you logout	

<p>15. Before you logout jot down your login and password and keep it in a safe place.</p>	
<p>16. Logout by clicking on your player's name in the top right corner – and choosing "logout".</p>	 <p>The screenshot shows a dark header bar with a notification bell icon, a globe icon, the text 'Michael Lamb mlamb', and a circular profile picture. A dropdown menu is open below the profile picture, containing two options: 'Settings' with a gear icon and 'Logout' with a door icon.</p>