



ANNEX 2

Step by Step guide to submit a club official (previously Forms C, D, N / BBB)

(President, Vice-President/s, Treasurer, Asst. Treasurer, Secretary, Asst. Secretary, Committee Member/s, Council Member, and Delegate/Substitute Delegate of the parent club)

1. Log in by entering your username and password:

MFA COMET DEMO VERSION


Welcome to MFA COMET home page. Enter your credentials.

Username

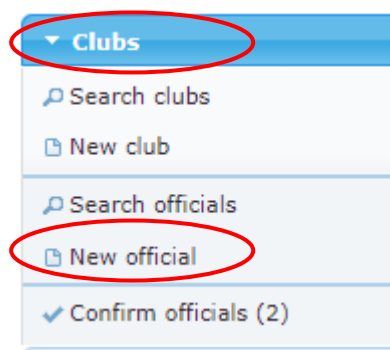
Password

Remember me

[Login](#) [Forgot your password?](#)



2. On the menu on the left, find the '**Clubs**' section and select '**New Official**'



3. After pressing '**New official**' - the following screen will appear:

New official

Comet ID:

Malta ID:

Gender: Male

Surname:

First name:

Passport # or Foreigner ID:

Nationality: Malta

Date of birth:

Country of birth: Malta

Parents/Guardians names:

Mobile phone:

Personal email:

Photo: NO IMAGE AVAILABLE

+ Choose

Reset Save Search officials Documents

Active registrations Contacts Additional info History

Status: ENTERED

Organisation:

Club:

Discipline: Choose

Registration type: Choose

Date from: 09.06.2018

Date to: 08.06.2019

4. Find the box next to the heading '**Malta ID**' and type in the respective ID card (including the letter at the end – e.g. 12345M) of the specific individual or alternatively, the '**Passport/foreigner ID**':

New official

Comet ID:

Malta ID: 44444M

Gender: Male

Surname:

First name:

Passport # or Foreigner ID:

Nationality: Malta

Date of birth:

Country of birth: Malta

Parents/Guardians names:

Mobile phone:

Personal email:

Photo: NO IMAGE AVAILABLE

+ Choose

Reset Save Search officials Documents

Active registrations Contacts Additional info History

Status: ENTERED

Organisation:

Club:

Discipline: Choose

Registration type: Choose

Date from: 09.06.2018

Date to: 08.06.2019

5. After typing in the ID card or foreigner ID, fill in the necessary details of the following boxes. Please note that fields marked in red are mandatory.

New official

Comet ID:

Malta ID: 44444M

Gender: Male

Surname: Mangion

First name: Joseph

Passport # or Foreigner ID:

Nationality: Malta

Date of birth: 12.11.1986 31y 10m 15d

Country of birth: Malta

Parents/Guardians names:

Mobile phone: 99123456

Personal email: joseph.mangion@gmail.com

Photo: NO IMAGE AVAILABLE

+ Choose

Reset Save Search officials Documents

Active registrations Contacts Additional info History

Status: ENTERED

Organisation:

Club:

Discipline: Choose

Registration type: Choose

Date from: 09.06.2018

Date to: 08.06.2019

6. After filling in this information, click on 'Contacts'

Reset Save Search officials Documents

Active registration: Contacts Additional info History

Status: ENTERED

Organisation:

Club:

Discipline: Choose

Registration type: Choose

Date from: 09.06.2018

Date to: 08.06.2019

Notes:

Notes EN:

Annotations:

7. Fill in the required information, as shown below:

Reset Save Search officials Documents

Active registrations **Contacts** Additional info History

Address: 26, Tria il-Hagar

Postcode: TXN 1342

Country: Malta

Town: Tarxien

Long,Lat:

Remember: When filling in certain information, one must select the information from the drop-down list –

Country: |

Town: Malta

Country: Malta

Town: |

Long,Lat: Ta' Xbiex
Tarxien

8. Upon inserting all the information required under 'Contacts', click on '**Active registrations**'

Reset Save Search officials Documents

Active registrations Contacts Additional info History

Address: 26, Tria il-Hagar

Postcode: TXN 1342

Country: Malta

Town: Tarxien

Long,Lat:

9. Fill in the necessary information as seen below. You will see that you need to indicate the designation of the person within your club, i.e. 'Registration type'.

The screenshot shows a web form with the following fields and values:

- Status: ENTERED
- Organisation: Malta Football Association
- Club: TARXIEN RAINBOWS
- Discipline: Football
- Registration type: Committee member
- Date from: 09.06.2018
- Date to: 08.06.2019
- Notes: (empty)
- Notes EN: (empty)
- Annotations: (empty)

The 'Club' and 'Registration type' fields are circled in red.

10. Please ensure that the 'Date to:' is 08.06.2020. After filling in all the information, click on **Save**

The screenshot shows the same web form as above, but with the 'Date to:' field circled in red. The value in this field is 08.06.2019.

At the top of the form, there are buttons for 'Reset', 'Save', 'Search officials', and 'Documents'.

IMPORTANT:

In the case of **Council Members and Delegates (i.e. Delegate 1, Delegate 2, Delegate 3)**, these are to be registered over and above the registration as 'Committee Member' by clicking on 'New Registration'. Therefore, the individual will have 2 designations: one as committee member and one as Council Member or Delegate.

Registration - Football club

► MFA ► TARXIEN RAINBOWS

Status: **CONFIRMED**

Organisation: Malta Football Association

Club: TARXIEN RAINBOWS

Discipline:

Registration type: Committee member

Date from: 09.06.2017

Date to: 08.06.2018

Notes: INITIAL IMPORT

Notes EN:

Annotations:

[Edit](#) [Documents](#) [Forms](#)

[ID card](#)

[New registration](#) [New club official reg.](#)

11. The screen should appear as below:

Registration - Football club

► MFA ► TARXIEN RAINBOWS

Status: **ENTERED**

Organisation: Malta Football Association

Club: TARXIEN RAINBOWS

Discipline: Football

Registration type: Committee member

Date from: 09.06.2018

Date to: 08.06.2019

Notes:

Notes EN:

Annotations:

[Edit](#) [Documents](#) [Forms](#)

[New registration](#) [New club official reg.](#) [New int. registration](#)

Click on **'Edit'** and then click on **'Submitted'**

The screenshot shows a registration form with the following details:

- Status: ENTERED
- Organisation: Malta Football Association
- Club: TARXIEN RAINBOWS
- Discipline: Football
- Registration type: Committee member
- Date from: 09.06.2018
- Date to: 08.06.2019
- Notes: (empty)
- Notes EN: (empty)
- Annotations: (empty)

At the bottom, there are buttons for 'Documents', 'Forms', 'Save', 'Cancel', 'CONFIRMED', 'TERMINATED', and 'SUBMITTED'. The 'SUBMITTED' button is circled in red.

12. The following box should appear:

The dialog box is titled 'Change status' and contains the following text:

Are you sure you want change status from ENTERED to SUBMITTED ?

Reason/description:

(Empty text input field)

Buttons: SUBMITTED, Cancel

Click **'Submitted'**

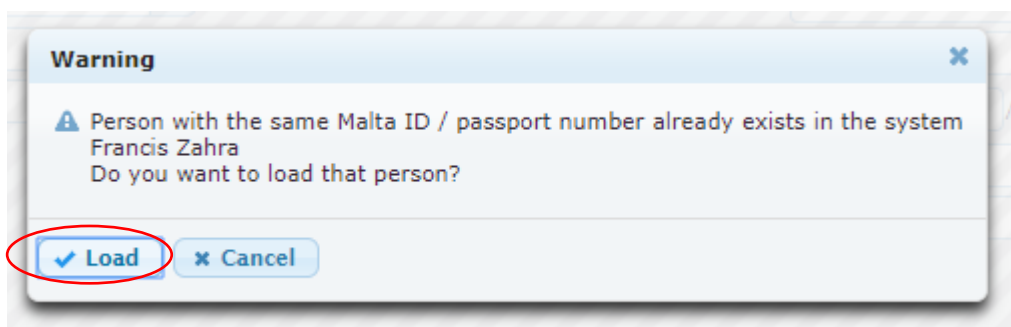
13. When the screen appears as shown below, the process has been completed.

The screenshot shows the registration form with the status updated to 'SUBMITTED'. The details are the same as in the previous screenshot:

- Status: SUBMITTED
- Organisation: Malta Football Association
- Club: TARXIEN RAINBOWS
- Discipline: Football
- Registration type: Committee member
- Date from: 09.06.2018
- Date to: 08.06.2019
- Notes: (empty)
- Notes EN: (empty)
- Annotations: (empty)

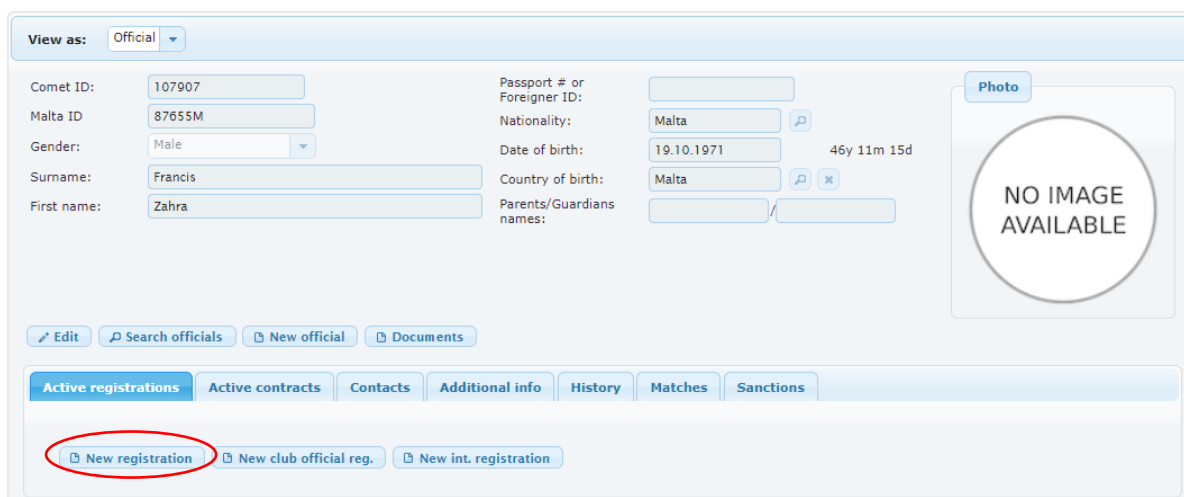
At the bottom, there are buttons for 'Edit', 'Documents', 'Forms', 'New registration', 'New club official reg.', and 'New int. registration'.

4B. Another scenario could be that the individual may already exist in the system and therefore, after typing the ID card or foreigner ID the following box will appear:



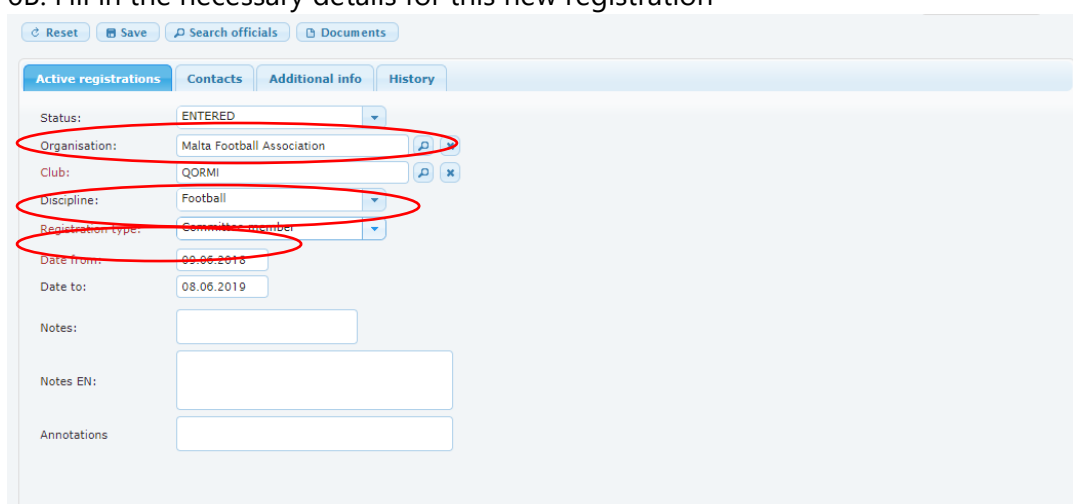
When this box appears click on 'Load'.

5B. The following screen shall appear:

A form for viewing an official's profile. The "View as" dropdown is set to "Official". The form contains fields for Comet ID (107907), Malta ID (87655M), Gender (Male), Surname (Francis), First name (Zahra), Passport # or Foreigner ID, Nationality (Malta), Date of birth (19.10.1971), Country of birth (Malta), and Parents/Guardians names. A photo placeholder shows "NO IMAGE AVAILABLE". Below the form are buttons for "Edit", "Search officials", "New official", and "Documents". A navigation bar includes "Active registrations", "Active contracts", "Contacts", "Additional info", "History", "Matches", and "Sanctions". At the bottom, there are buttons for "New registration" (circled in red), "New club official reg.", and "New int. registration".

Click on 'New Registration'.

6B. Fill in the necessary details for this new registration –

A form for creating a new registration. It has buttons for "Reset", "Save", "Search officials", and "Documents". The "Active registrations" tab is selected. The form contains fields for Status (ENTERED), Organisation (Malta Football Association), Club (QORMI), Discipline (Football), Registration type (Committee member), Date from (09.06.2018), and Date to (08.06.2019). There are also fields for Notes, Notes EN, and Annotations. The Organisation, Club, Discipline, and Registration type fields are circled in red.

And click on 'Save'.

7B. Upon clicking **'Save'**, the following screen should appear:

Active registrations | Active contracts | Contacts | Additional info | History | Matches | Sanctions

Registration - Football club

► MFA ► QORMI

Status: **ENTERED**

Organisation: Malta Football Association [edit] [x]

Club: QORMI [edit] [x]

Discipline: Football

Registration type: Committee member

Date from: 09.06.2018

Date to: 08.06.2019

Notes:

Notes EN:

Annotations

Edit Documents Forms

New registration New club official reg. New int. registration

Click on **'Edit'** and after click on **'Submitted'**.

Active registrations | Contacts | Additional info | History | Matches | Sanctions

Status: **ENTERED**

Organisation: Malta Football Association [edit] [x]

Club: QORMI [edit] [x]

Discipline: Football

Registration type: Committee member

Date from: 09.06.2018

Date to: 08.06.2019

Notes:

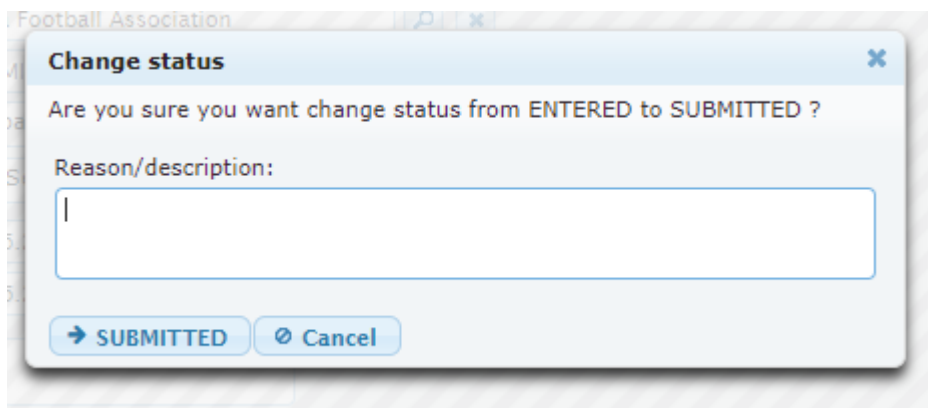
Notes EN:

Annotations

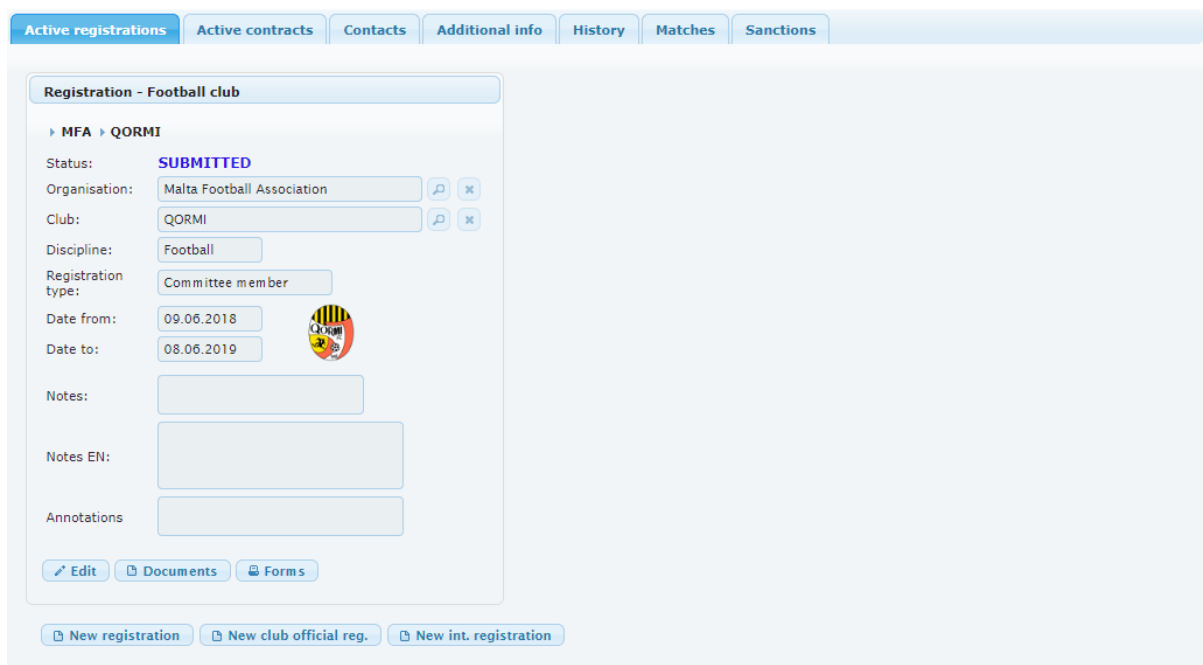
Documents Forms

Save Cancel CONFIRMED TERMINATED **SUBMITTED**

8B. The following box shall appear, click on **'Submitted'** once again:

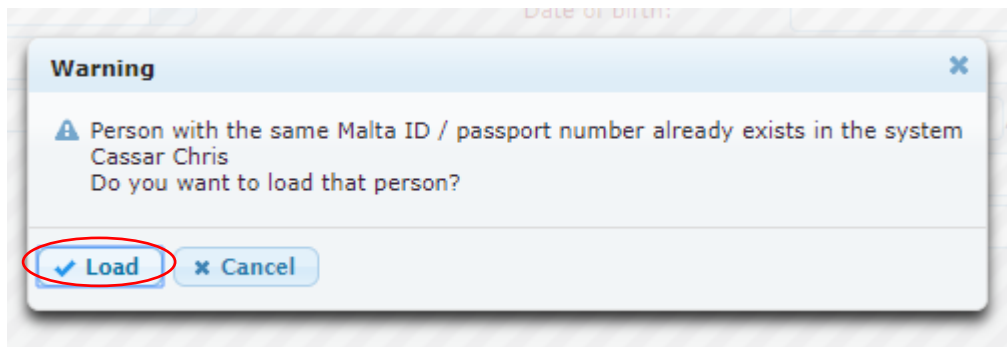


9B. The process is complete when the below screen appears:

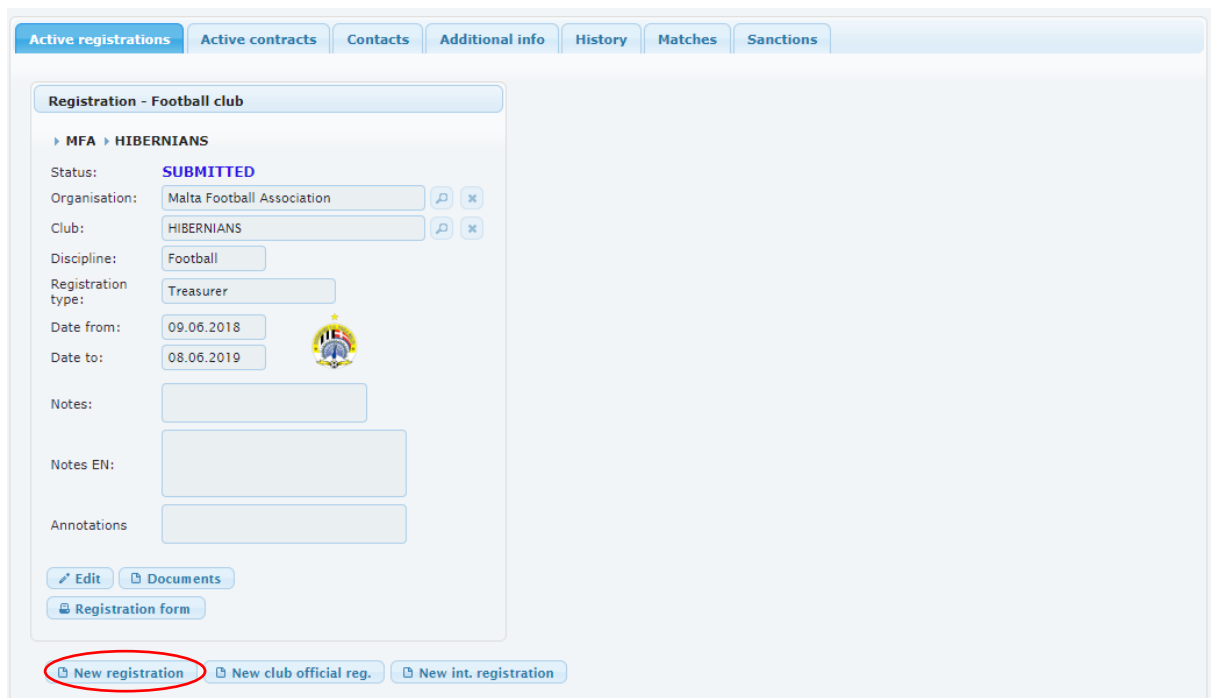


4C. Another scenario would be that the individual may already exist and may also already have an existing registration as a club official.

First one must click on **'Load'**:



The screen will appear as below –



Click on **'New Registration'** .

5C. Fill in the necessary details:

The screenshot shows a registration form with the following fields and values:

- Status: ENTERED
- Organisation: Malta Football Association
- Club: HIBERNIANS
- Discipline: Football
- Registration type: Committee member
- Date from: 09.06.2018
- Date to: 08.06.2019
- Notes: (empty)
- Notes EN: (empty)
- Annotations: (empty)

Buttons at the bottom: Save (circled in red), Cancel.

And click on **'Save'**.

6C. The screen should appear as shown below:

The screenshot shows two side-by-side panels for 'Registration - Football club'.

Left Panel:

- Status: ENTERED
- Organisation: Malta Football Association
- Club: HIBERNIANS
- Discipline: Football
- Registration type: Committee member
- Date from: 09.06.2018
- Date to: 08.06.2019
- Notes: (empty)
- Notes EN: (empty)
- Annotations: (empty)

Right Panel:

- Status: SUBMITTED
- Organisation: Malta Football Association
- Club: HIBERNIANS
- Discipline: Football
- Registration type: Treasurer
- Date from: 09.06.2018
- Date to: 08.06.2019
- Notes: (empty)
- Notes EN: (empty)
- Annotations: (empty)

Buttons at the bottom of the left panel: Edit (circled in red), Documents, Registration form.

Buttons at the bottom of the right panel: Edit, Documents, Registration form.

Buttons at the bottom of the entire screen: New registration, New club official reg., New int. registration.

Click on **Edit** and then click on **Submitted**.

The screenshot shows a web application interface for managing registrations. At the top, there are navigation buttons: 'Edit', 'Search officials', 'New official', and 'Documents'. Below this is a tabbed interface with 'Active registrations' selected. The main area displays registration details for a 'Malta Football Association' member from 'HIBERNIANS'. The status is 'ENTERED'. At the bottom, there are buttons for 'Save', 'Cancel', 'CONFIRMED', 'TERMINATED', and 'SUBMITTED'. The 'SUBMITTED' button is circled in red.

7C. Click on **Submitted** once again –

The screenshot shows a 'Change status' dialog box. The title bar says 'Change status'. The main text asks: 'Are you sure you want change status from ENTERED to SUBMITTED?'. Below this is a text input field labeled 'Reason/description:'. At the bottom, there are two buttons: 'SUBMITTED' and 'Cancel'.



8C. The process is complete when the below screen appears:



Active registrations | Active contracts | Contacts | Additional info | History | Matches | Sanctions

Registration - Football club

► MFA ► HIBERNIANS


Status: **SUBMITTED**


Organisation: Malta Football Association  

Club: HIBERNIANS  

Discipline: Football

Registration type: Treasurer



Date from: 09.06.2018 


Date to: 08.06.2019 

Notes:

Notes EN:

Annotations:



 Edit  Documents



 Registration form

Registration - Football club

► MFA ► HIBERNIANS


Status: **SUBMITTED**


Organisation: Malta Football Association  

Club: HIBERNIANS  

Discipline: Football

Registration type: Committee member



Date from: 09.06.2018 


Date to: 08.06.2019 




Notes:

Notes EN:

Annotations:

 Edit  Documents

 Registration form

 New registration  New club official reg.  New int. registration