



ANNEX 2

Step by Step guide to submit a club official

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

1. Log in by entering your username and password:

LOG IN

Comet | MFA

USERNAME

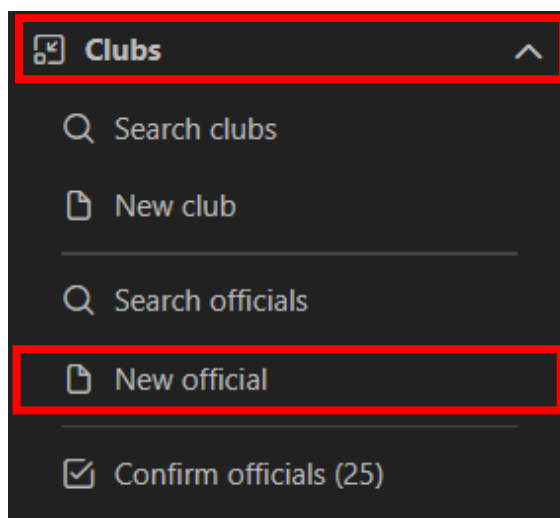
PASSWORD

[Forgot Password?](#)

LOG IN

analyticom

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



3. After clicking on 'New official' - the following screen will appear:

4. Find the field 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':

If the official exists already or has an existing registration, move to page 8 or 11 respectively.

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.

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

Active registrations **Contacts** Additional info History

Add

Status: ENTERED

Organisation: Malta FA

Club:

Discipline: Choose

Registration type: Choose

Date from: 08.06.2022

Date to: 08.06.2023

Notes:

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

Active registrations **Contacts** Additional info History

Address: 26, Triq il-Hagar, Tarxien

Postcode: TXN 1234

Town: Tarxien

Country: Malta

Long/Lat:

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

Country: |

Long/Lat: Malta

Town: |

Country: Tarxien

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

Active registrations Contacts Additional info History

Address: 26, Triq il-Hagar, Tarxien

Postcode: TXN 1234

Town: Tarxien

Country: Malta

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'.

Add

Status: ENTERED

Organisation: Malta FA

Club: TARXIEN RAINBOWS FC

Discipline: Football

Registration type: Committee Member

Date from: 09.06.2022

Date to: 08.06.2023

Notes:

10. Please ensure that the 'Date to:' is 08.06.2023. After filling in all the information, click on 'Save'

Add

Status: ENTERED

Organisation: Malta FA

Club: TARXIEN RAINBOWS FC

Discipline: Football

Registration type: Committee Member

Date from: 09.06.2022

Date to: 08.06.2023

Notes:

IMPORTANT:

In the case of Delegates (i.e. Delegate 1 and Delegate 2), 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 Delegate.

Navigation bar: View options **New registration** New registration (Club)

Malta FA

Tarxien Rainbows

FOOTBALL CLUB COMMITTEE MEMBER

Status: CONFIRMED

Organisation:

Club:

Discipline:

Registration type:

Date from:

Date to:

Notes:

Access Card:

Tag Num:

Exp. date:

Edit Documents Options

11. The screen should appear as below:

Malta FA

Tarxien Rainbows

FOOTBALL CLUB COMMITTEE MEMBER

Status: ENTERED

Organisation:

Club:

Discipline:

Registration type:

Date from:

Date to:

Notes:

Access Card:

Tag Num:

Exp. date:

Edit Documents Options

Click on 'Edit', 'Save as' and then click on 'Save as Submitted'

The screenshot shows a registration form with the following fields: Status (ENTERED), Organisation (Malta Football Association), Club (TARXIEN RAINBOWS FC), Discipline (Football), Registration type (Committee member), Date from (09.06.2022), Date to (08.06.2023), Notes, Access Card (Choose), NEW Card, Tag Num, and Exp. date. A dropdown menu is open under 'Save as...', with 'Save as SUBMITTED' highlighted in a red box. Other options include 'Save as CONFIRMED' and 'Save as DELETED'. The main 'Save' button is also highlighted in a red box.

12. The following box should appear:

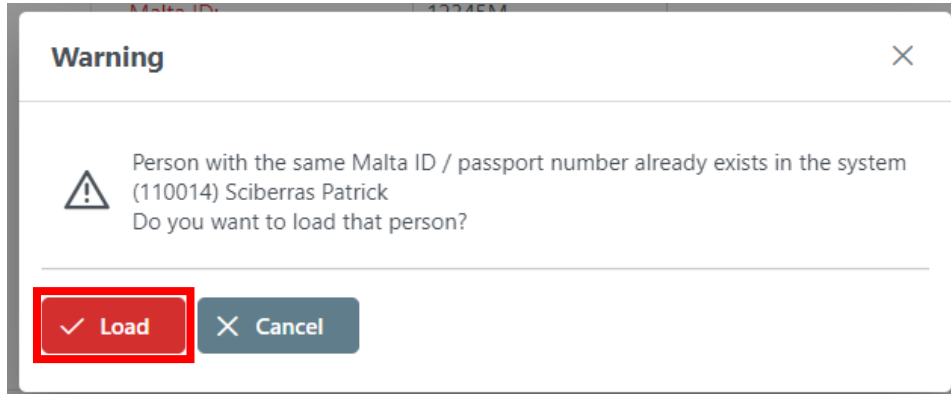
The dialog box is titled 'Change status' and contains the text: 'Are you sure you want change status from ENTERED to SUBMITTED?'. Below this is a text input field with the placeholder 'Enter reason or description...'. At the bottom, there are two buttons: 'Yes' (with a checkmark) and 'No' (with an X).

Enter reason or description and Click 'Yes'

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

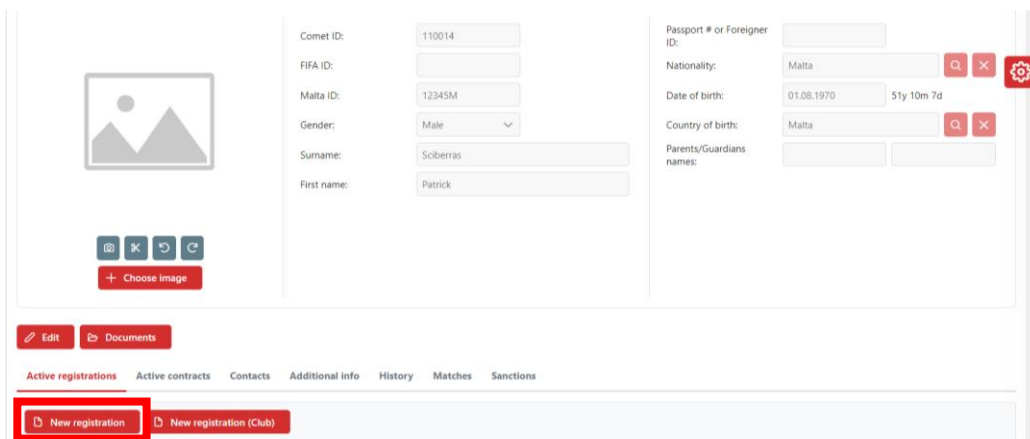
The screenshot shows the same registration form as in step 12, but the status is now 'SUBMITTED'. The 'Save as SUBMITTED' option is no longer visible in the dropdown menu. The form fields remain the same: Organisation (Malta Football Association), Club (TARXIEN RAINBOWS FC), Discipline (Football), Registration type (Committee member), Date from (09.06.2022), Date to (08.06.2023), Notes, Access Card, NEW Card, Tag Num, and Exp. date.

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:



Click on 'New Registration'.

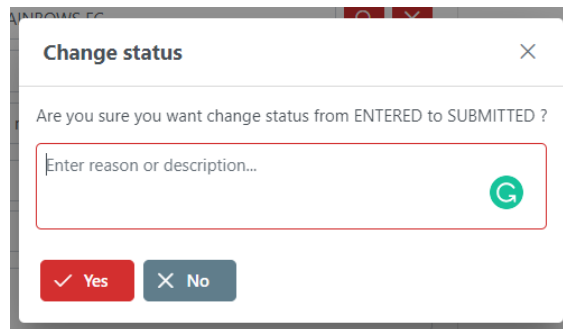
6B. Fill in the necessary details for this new registration – and click on 'Save'.

The image shows an "Add" registration form with a white background. The form has the following fields: Status (dropdown menu with "ENTERED" selected), Organisation (text input with "Malta FA" and search/clear buttons), Club (text input with "TARXIEN RAINBOWS FC" and search/clear buttons, highlighted with a red box), Discipline (dropdown menu with "Football" selected), Registration type (dropdown menu with "Committee Member" selected, highlighted with a red box), Date from (text input with "09.06.2022", highlighted with a red box), Date to (text input with "08.06.2023"), and Notes (text area). The "Add" title is at the top left.

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

Click on 'Edit', 'Save as' and then click on 'Save as Submitted'

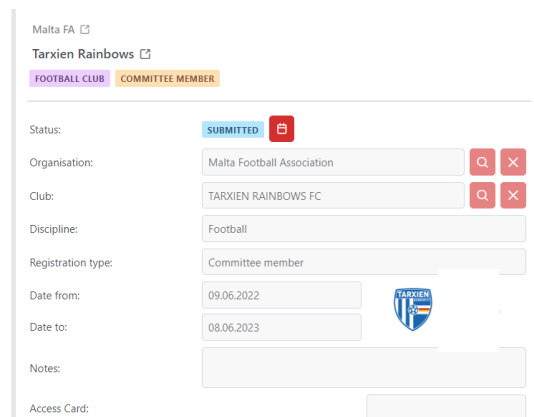
8B. The following box should appear:



A dialog box titled "Change status" with a close button (X) in the top right corner. The main text asks, "Are you sure you want change status from ENTERED to SUBMITTED ?". Below this is a text input field with the placeholder text "Enter reason or description..". To the right of the input field is a green circular button with a white 'G' icon. At the bottom of the dialog are two buttons: a red button with a white checkmark and the text "Yes", and a grey button with a white 'X' and the text "No".

Enter reason or description and Click **Yes**

9B. When the screen appears as shown below, the process has been completed.



A screenshot of a member profile page. At the top, it shows "Malta FA" and "Tarxien Rainbows". Below this are two tabs: "FOOTBALL CLUB" (highlighted in purple) and "COMMITTEE MEMBER" (highlighted in orange). The profile details are as follows:
Status: SUBMITTED (with a red document icon)
Organisation: Malta Football Association (with search and close icons)
Club: TARXIEN RAINBOWS FC (with search and close icons)
Discipline: Football
Registration type: Committee member
Date from: 09.06.2022
Date to: 08.06.2023 (with a Tarxien Rainbows logo)
Notes: (empty text area)
Access Card: (empty text area)