

It is critical that when registering new player or re-registering existing players that all the information is correct and up-to-date. Photos and details submitted will be visible to the public when we launch our new **Gibraltar Football APP**.

We also have created a new **Comet Support Helpdesk**. Please contact us if you find you are having trouble using our *Comet* system. You can contact the helpdesk via:

WhatsApp: [+350 54088740](tel:+35054088740) – 10:30am to 2:30pm Monday to Friday (excluding bank holidays)

Email: cometsupport@gibraltarfa.com



Player Registration Process

We suggest you use the Gibraltar FA form supplied to collect all the Player registration details in order to complete the online registration in Comet.

In order to register a Player the best practise would be to click **Search Player** under the **Player** section in Comet as shown below and type in a **First Name** and/or **Family Name** and click on **Search** below.

If the Player you want to register already exists please select them from the search results and edit the player details to amend any information that may be incorrect or missing. Once the details are correct please upload the Player's ID/Passport copy and update their photo.

If you are registering a **New Player** who doesn't exist in the system then fill in all the required sections (marked in red) on the registration form on the **First Registration** section.

If the players Nationality is Gibraltar, then the ID Card field is mandatory and will be validated. Please note this field is case sensitive.

When the players Nationality is set to anything other than Gibraltar, the Gibraltar ID Card field will NOT be mandatory and you will need to fill out the Foreign ID/Passport field. This can be a foreign ID card or passport number.

Once all the Player details have been entered correctly you must continue and enter the Club Registration details (this is the Active Registrations Section). Continue to fill in the Club Registration details including the Players start date and any required notes. Once completed press the **Save** button.

The system is designed to check certain fields for duplicates and or errors. If there are any errors on the registration or if it suspects there is a duplicate it will issue an error to which you will either have to correct the erroneous field or load an existing player and complete the registration there.

Once you have been able to save the Players and Club Registration details you will need to click on **Documents**.

Documents



+ Photo (passport style)

Filename	Filesize	Upload date	Description	Status	
1_0_0_0_Passpo...jpg	5 KB	02.09.2019 16:55:57		ACTIVE	

+ ID document / Passport

Filename	Filesize	Upload date	Description	Status	
ID Card.pdf	295 KB	02.09.2019 16:56:43		ACTIVE	
GFA Youth Play...pdf	538 KB	02.09.2019 16:56:24		ACTIVE	

+ Certifications

Filename	Filesize	Upload date	Description	Status
No data found.				

Click on **IMAGE** ID document / passport and upload the front and back of ID card for Gibraltarian Players or Passport for foreign Players.

Upload file ×

Type:

Description:

Drag and drop the file to upload
or choose from filesystem

+ Choose

If the Player is an amateur Player, then you can continue and “Submit” the Player for GFA approval.

Once the GFA approve the Player’s details the Player will appear as Confirmed for that Club.

If the Player is a Professional Player, then at the bottom of the Club Registration Window you will need to click on Documents and upload a copy of the Player’s Contract / ETB Contract / Work Permit if applicable.

Documents ✕



Player contract

Filename	Filesize	Upload date	Description	Status
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No data found.



ETB Contract

Filename	Filesize	Upload date	Description	Status
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No data found.



Work permit

Filename	Filesize	Upload date	Description	Status
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No data found.



Proof of valid entry to Gibraltar

Filename	Filesize	Upload date	Description	Status
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No data found.

Once you have uploaded the documents please press Save and Submit. This will be sent to the Gibraltar FA for approval.

Once the Gibraltar FA approve the Player’s details the Player will appear as Confirmed for that Club.