



## 2020/21 season affiliation

Prior to the start of every season:

- All clubs must affiliate with either the FAW or with one of the six Area Associations.
- All leagues must affiliate with either the FAW or with one of the six Area Associations: and
- The six Area Associations must affiliate with the FAW.

Historically, the annual affiliation process has been paper based, but for the 2020/21 season, the affiliation process will now take place via COMET.

The 2020/21 season affiliation process is now open and we would be grateful if you could please note the following:

- An explanation on the 2020/21 season affiliation process can be accessed by [CLICKING HERE](#).
- Please complete the affiliation process by no later than **1<sup>st</sup> August** – failure to do so may result in increased fees being payable.
- We have prepared a written user guide and a short video explaining what you need to do in order to affiliate. The process is very quick and easy to complete. For further information, please [CLICK HERE](#).
- Some Area Associations have decided not to charge an affiliation fee to their existing clubs and leagues. However, even if this applies to your club or league, you still need to carry out the affiliation process on COMET. The only difference is that once you have entered all of the requested information, the affiliation will be completed and the system will not require you to make a payment via PayPal.
- Some affiliations will require you to supply your financial accounts (if you are unsure whether you need to supply accounts, please check with the FAW or your relevant Area).
  - For clubs that need to provide financial accounts as part of their affiliation, then these should be uploaded as follows:
    - Click Clubs and then My Club.
    - Click Edit.
    - Click Documents.
    - In the pop up box, select Other in the Type drop down menu; and
    - Click +Choose and upload the relevant document from your computer or device.
  - For leagues and Areas that need to provide financial accounts as part of their affiliation, please email these to [cometcomp@faw.co.uk](mailto:cometcomp@faw.co.uk) and the FAW COMET Team will upload these onto COMET for you.

- We have now created all of the different affiliation products. A full list of these products can be accessed by referring to “Club and League Affiliation Product Links” when [CLICKING HERE](#).
- The affiliation products are listed by Area and are split by Clubs (Existing and New) and Leagues (Existing and New) – please ensure that you select the correct product. Please note that new clubs and new leagues are defined as those that are starting up for the first time in 2020/21 season.

When purchasing your affiliation fees, please note the following:

**a. If you only want to purchase one affiliation fee product e.g. Adult Club affiliation fee only**

Refer to the affiliation fee spreadsheet on COMET Support website by [CLICKING HERE](#) and then click on the short cut product link for the affiliation fee you want to purchase.

This will then take you to the correct MyComet page where you can complete the necessary details and add the item to your cart. You then need to check out, complete the payment via PayPal and you will then receive an invoice receipt for this payment.

**b. If you want to purchase more than one affiliation fee product e.g. Adult club affiliation, Youth club affiliation and a Junior club affiliation**

If you want to purchase more than one affiliation fee with the same organisation, then please firstly refer to the affiliation spreadsheet on the COMET Support website by [CLICKING HERE](#).

Then find the first affiliation fee that you want to purchase and then click on the short cut product link for this affiliation fee. This will then take you to the relevant page on MyComet where you can complete the necessary details and add this product to your shopping cart.

**However since you are planning to purchase more than one affiliation fee, please do not check out and proceed to payment.**

Now you need to purchase the second affiliation fee product and to do this, you need to click on “Products” (located on the left hand menu on your MyComet home page). This will then bring up a complete list of all of other products that are being sold by this chosen organisation. Select the next affiliation fee that you wish to purchase, complete the necessary details, and add this product to your shopping cart.

If you need to add a third affiliation fee product, then please repeat the process detailed above.

Once you have added all of the different affiliation fees that you wish to purchase, you can then check out and proceed to make one payment in respect of all items in your shopping cart. Once you have completed the payment via PayPal, you will only receive one invoice receipt to cover this payment.

A video guide showing how you purchase multiple products from the same organisation can be found by [CLICKING HERE](#).

Should you have any queries in relation to the 2020/21 season affiliation process, please email [cometcomp@faw.co.uk](mailto:cometcomp@faw.co.uk).

Kind regards,

The FAW COMET Team