

COMET FOOTY TIPS

MyCOMET: Register to a Course

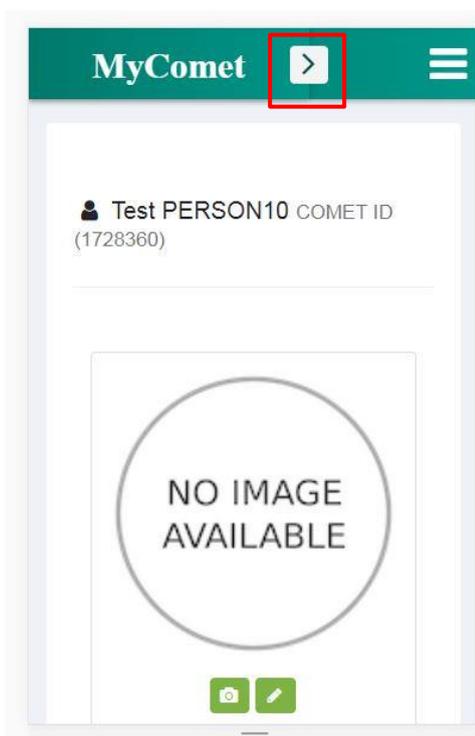
Learning Objectives

After completing this help guide, you'll be able to:

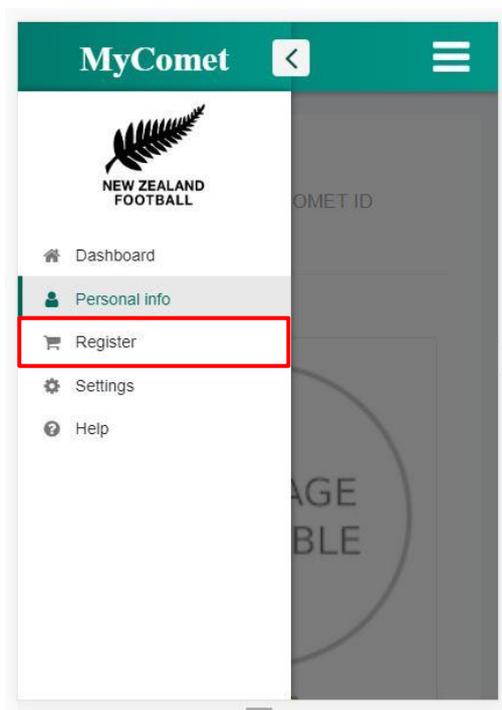
- Search for a course to register to
- Register to a course.

Courses refer to coach, referee, or player welfare education events that are available for people to attend and become accredited with the relevant qualifications. Like with regular registrations, you can register to a course via your MyCOMET profile.

1. Once logged in, select **Register** from the left hand pane.
 - a. If you are on mobile, select the **Show Menu** arrow next to "MyCOMET", then select register.

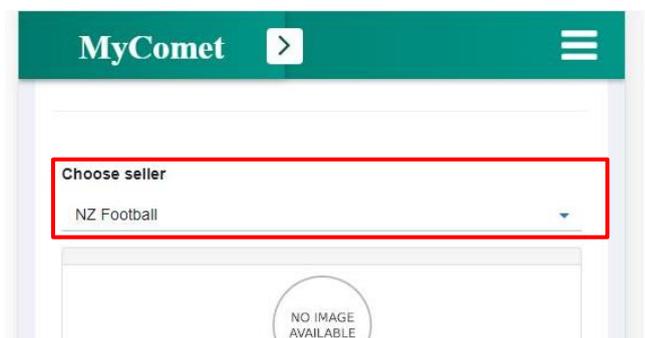


Mobile View



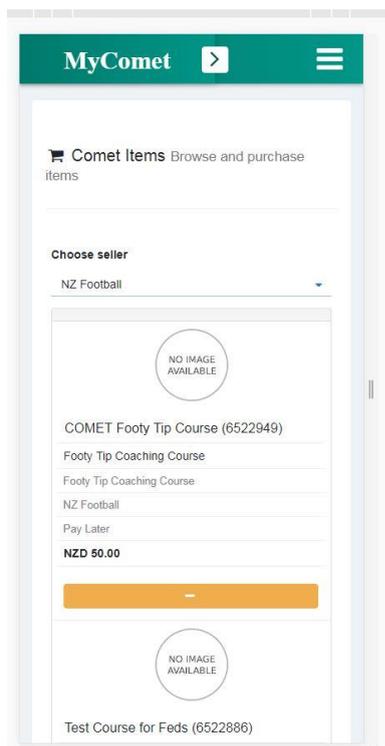
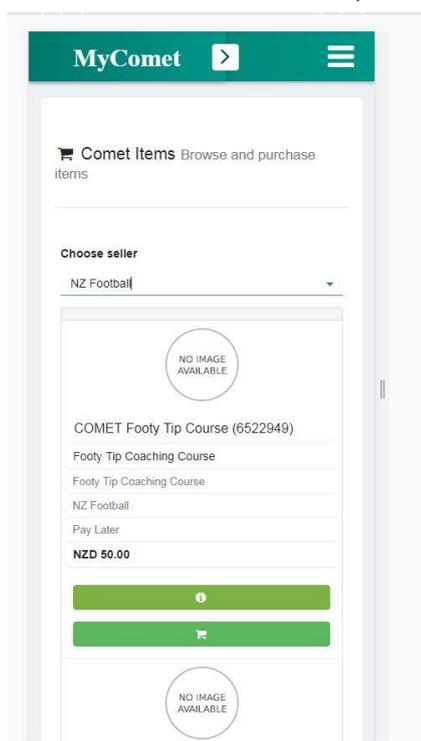
2. In the **Choose Seller** field, type in the name of the organisation that is hosting the course (NZ Football or a Federation).

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You will be presented with a list of all the items that the organisation offers. Scroll through the list and find the name of the course that you wish to register to.

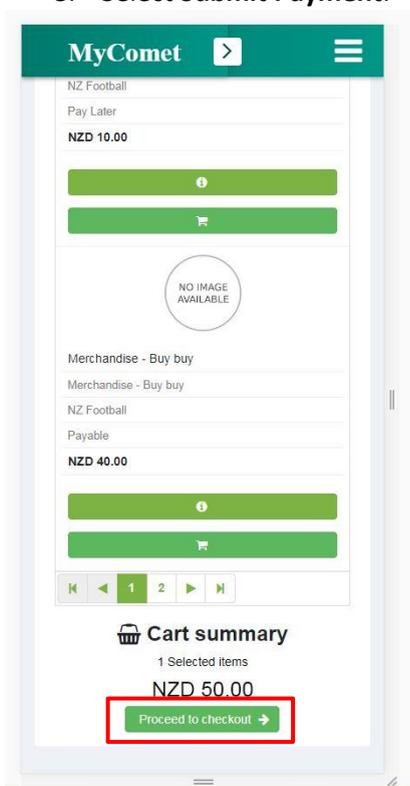
3. Select the **information** icon to view more about the course.
4. Select the **Shopping Cart** icon to select it.
 - a. If any additional information is required, popup window will appear with additional fields to complete.



5. Once done, scroll to the bottom of the page and select **Proceed to Checkout**.
6. You will be presented with a summary of the course you have selected, and the total price.

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7. View and tick the box to agree to the NZF Terms and Conditions.
8. Select **Submit Payment**.



Note: Depending on the item, you may have the option to select **Pay Later**.

9. Follow the on screen instructions to make payment either via credit / debit card or online EFTPOS.

After registering to an event, you can keep track of your application to the event and whether or not you have passed from the **Application** section of your dashboard.

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