Annex 1 Registering Committee Members, Council Members and Delegates (Formerly Forms C / BBB, D, N)



1. The enclosed Annex 2 provides a Step-by-Step Guide to explain the process. Furthermore, a video tutorial of the process to register new club/Member Association officials is available here: https://info.mfa.com.mt/comet.html#three.

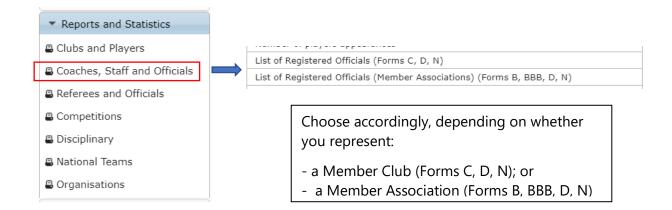
Designations are: President, Vice-President(s), Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Committee Members.

Please note that Council Members, Delegate 1, Delegate 2 and Delegate 3 are to be registered as such **over and above** their designation as one of the above. In this way the individual would appear twice in the list of officials, one per designation.

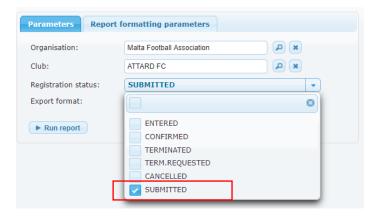
Please ensure that you register ALL Committee Members and that the list of Committee Members and their respective designation matches those approved in your club's AGM.

2. Once all officials are submitted, please generate the **Signature Form** as follows:

In COMET menu click on: Reports and Statistics \rightarrow Coaches, Staff and Officials \rightarrow List of registered officials.



It is important to select registration status: SUBMITTED before generating the report.



3. Finally, print the form, sign it, and send it to generalsecretary@mfa.com.mt.

