



**HIGHADMIT**  
PROJECTS

**SOUTH WALES ALLIANCE FOOTBALL LEAGUE**

[www.southwalesallianceleague.co.uk](http://www.southwalesallianceleague.co.uk)

**FAW COMET**



**Matchday Management**

**iOS version**

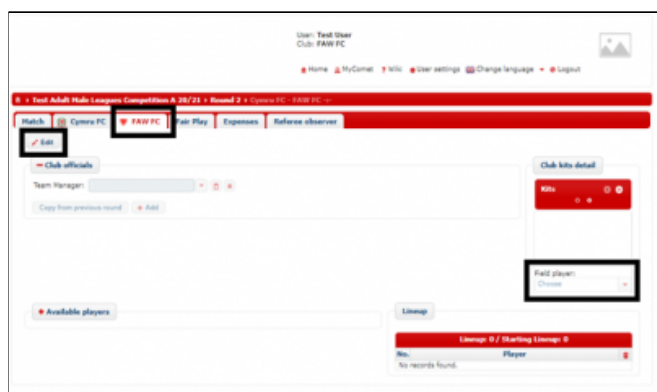
<https://cometsupport.faw.cymru/clubs/competition-management/>

# Adding Kits to your Team Line up

## Adding your club kits

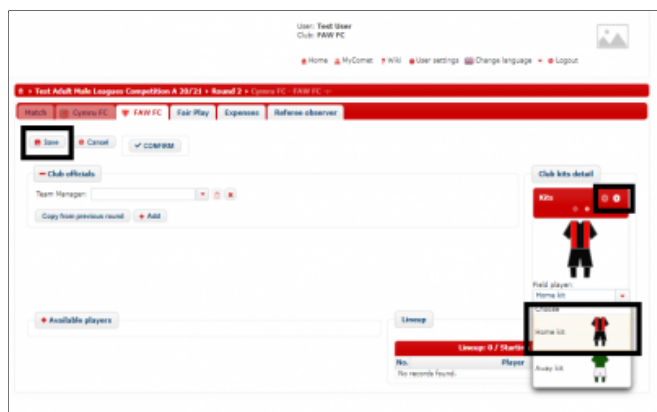


When preparing your club information for the season, you should have already added your club kits to your My Club page.



To add a match kit, navigate to the Match page (please see the user guide on Viewing your matches on COMET for advice on how to do this).

From the Match page, select your team tab as shown above, and click Edit. You will then be able to click on the drop down menu in the Club kits detail section.



When you click the drop down menu, you will be given a choice of the kits you have saved on your My Club page. Click on a kit to select it for this match.

The drop down menu will by default be set to Field players, i.e. outfield player kit.

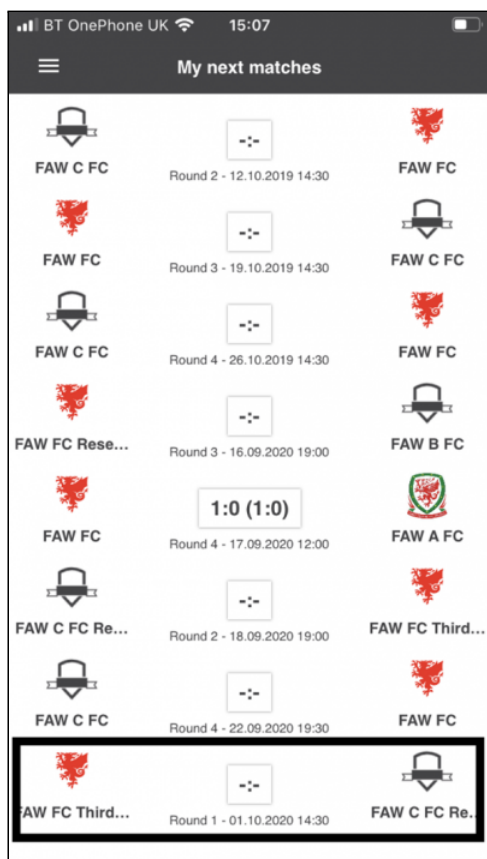
To select a Goalkeeper kit click on the small arrow pointing to the right in the kits box, and you will see a drop down menu of the goalkeeper kits you have saved on your My Club page.

Click Save to confirm these match kits.

# Selecting a team line-up

This guide will show clubs how to select their team line-up on the iOS mComet app.

## Finding a match on the mComet app

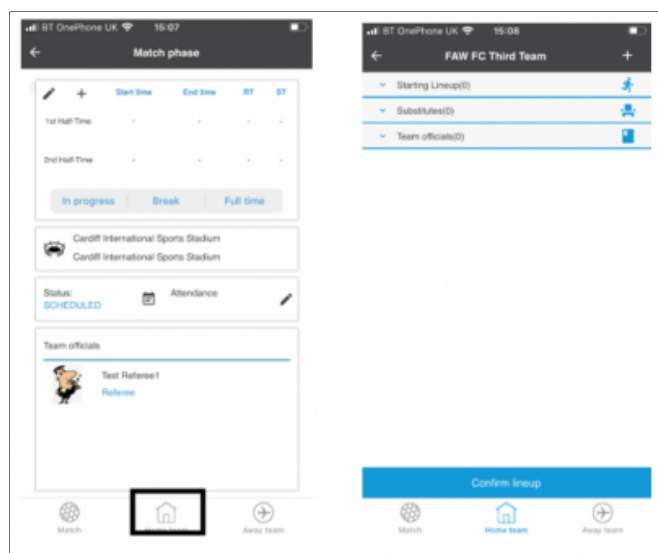


Users with the roles of Club Manager, Club Manager (Junior) and Team line-up Manager are able to select a team on COMET.

Each club should select their own team on COMET.

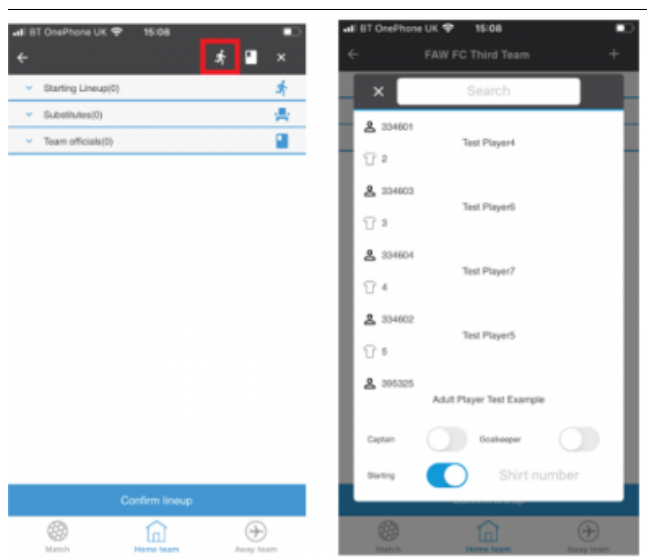
When you log into the mComet app, your home page will show the list of your clubs next matches. Tap a match to access the match screen.

## The match screen and team tab



From the match page select your team tab where you will be able to pick your team. Here, you can select your starting team, substitutes and coaches. You will not be able to access the opposing teams team tab until they have selected and confirmed their team.

## Available Players



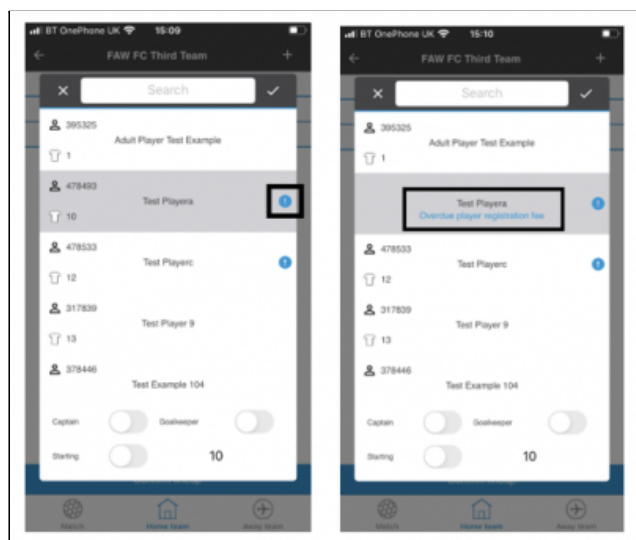
On your team tab tap the + sign at the top right of the screen.

To select players, tap the player icon, and you will see a list of the players available for selection for the match.

Please remember that players must fit the following criteria to be selected for the match:

- Have a Confirmed registration for the club with a date from before the match date;
- Fit the gender and age parameters of the competition;
- Not have an outstanding disciplinary or monetary sanction.

## Players with an exclamation mark

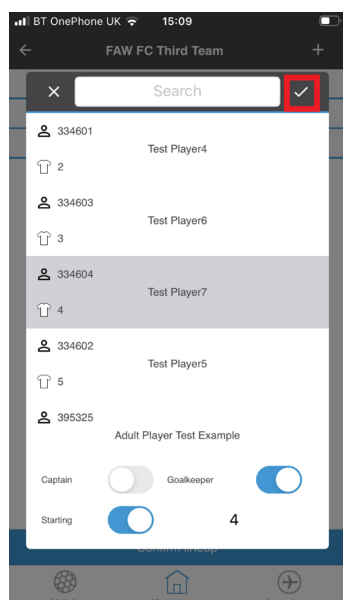


If a player has an exclamation mark next to their name, this means that they are suspended and cannot be selected for the match.

If you tap the players name, the reason for the suspension will show.

If the suspension is due to an Overdue player registration fee, your club can pay this and the player will immediately become available for selection.

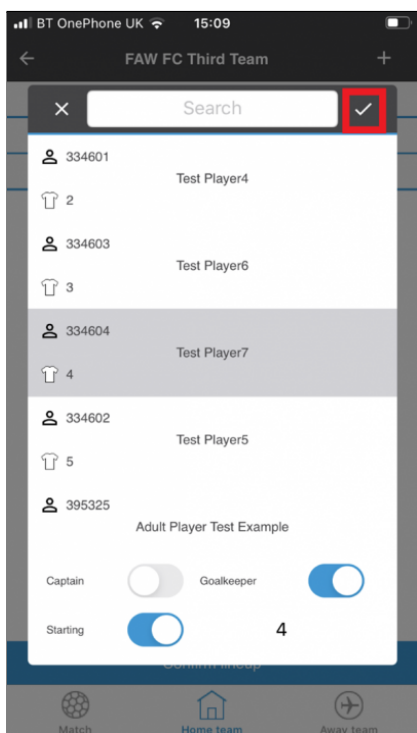
## Selecting the starting team



From the match page select your team tab where you will be able to pick your team. Here, you can select your starting team, substitutes and coaches.

You will not be able to access the opposing teams team tab until they have selected and confirmed their team.

## Available Players



To select a player for the starting team, tap the name of the player you want to select. At the bottom of the screen, make sure the Starting slider is slid to the right.

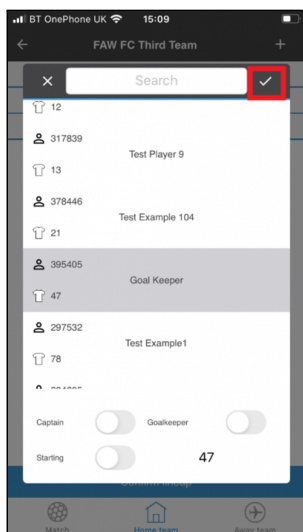
You will need to select a Captain and Goalkeeper in the starting line-up.

To select a Captain slide the Captain slider to the right, and to select a Goalkeeper slide the Goalkeeper slider to the right.

You will need to add a shirt number for each player being selected by keying the number in at the bottom right of the screen. If the player has previously played for your team in the competition, the number will already be filled, but you can change this if required by keying in the new number.

Finally, to add the player to the starting line-up, tap the tick at the top right of the screen.

## Selecting a substitute player



To select a substitute player tap the name of the player in the same way you have selected the starting team.

For substitute players make sure the Starting slider at the bottom of the screen is slid to the left.

Tap the tick at the top right of the screen to add the player to the line-up.

## Making changes to the line-up

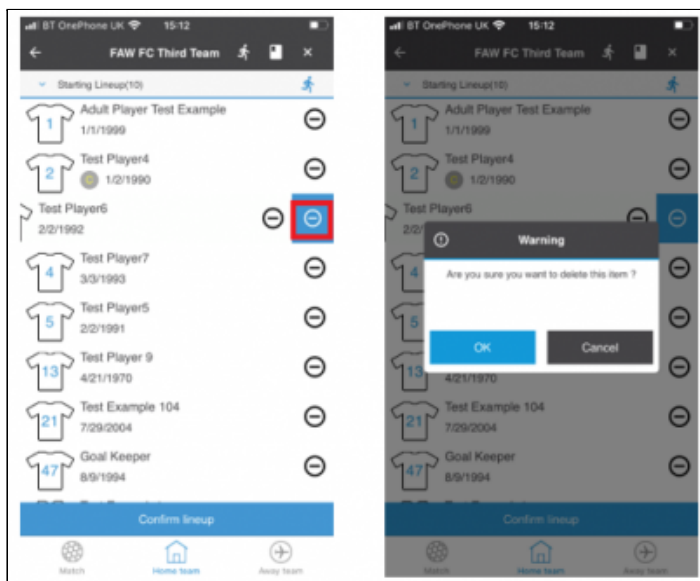
To remove a player from the team line-up, swipe to the left on the players name in the list of players you have selected.

You will see a white circle on a blue background. Tap this to remove the player from the line-up.

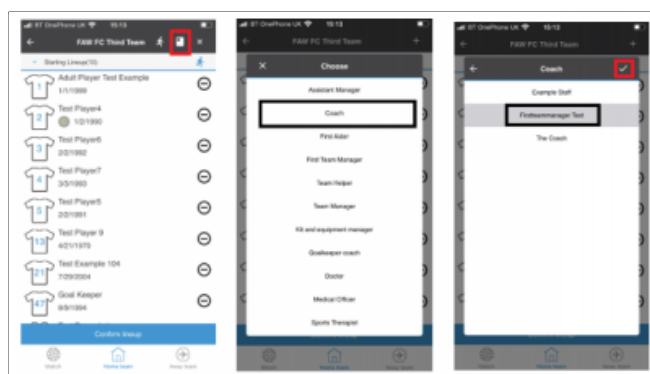
You will then have a warning message checking that you want to remove the player from the line-up. Tap OK to remove the player.

You can then select another player in their place in the same way as you previously selected players, by tapping the + and player icons at the top right of the screen.

Please note, you will not be able to make changes to the line up after you have Confirmed it. If you need to do this, for example because of an injury in the warm up, please speak to the match referee who can do this for you.



## Adding coaches and team staff to the team sheet



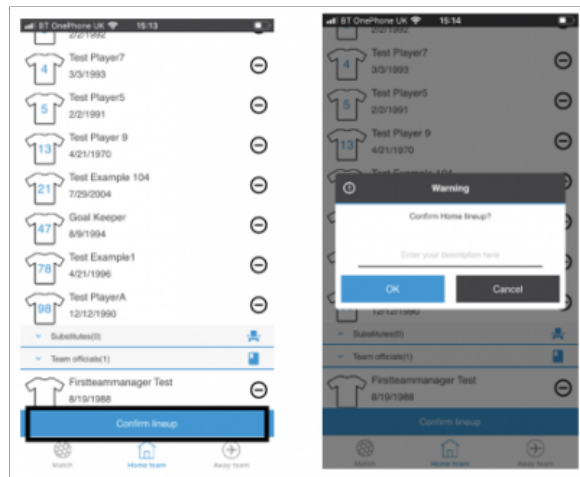
To select coaches and team staff to be names on the team sheet, tap the + icon at the top right of the screen, then the card icon.

You will then see the list of roles. Tap the role you want to add to the team sheet and you will see the people that can be added in that role.

Tap the name of the person you want to select, then the tick icon to add them to the line-up. You will need to add at least one coach to the team line-up to be able to confirm the team line-up

Please remember, only coaches & staff with a Confirmed registration with your club, & in the age category of the competition for coaching roles are able to be added to the team sheet.

## Confirming the team line-up



When you have selected all players, coaches and staff to be named on the team sheet, you need to Confirm the line-up.

To Confirm the line-up, tap the blue Confirm lineup bar at the bottom of the screen. A warning box will open to check that you want to confirm the line-up. If you are happy to proceed, tap OK. The line-up will now be Confirmed.

You should confirm the line-up by the deadline set by the competition organiser.

Please note: you will not be able to edit the team after you have confirmed it so please make sure the line-up is correct and complete before you do so.

If you need to change the line-up after confirming it, for example due to an injury in the warm-up, please speak to the Referee who is able to do this.

When both teams have confirmed their line-ups each club, the referee and the competition manager will receive an email with the team sheet attached.

# Using the match timer

This guide will show clubs how to use the match timer on the iOS version of COMET.

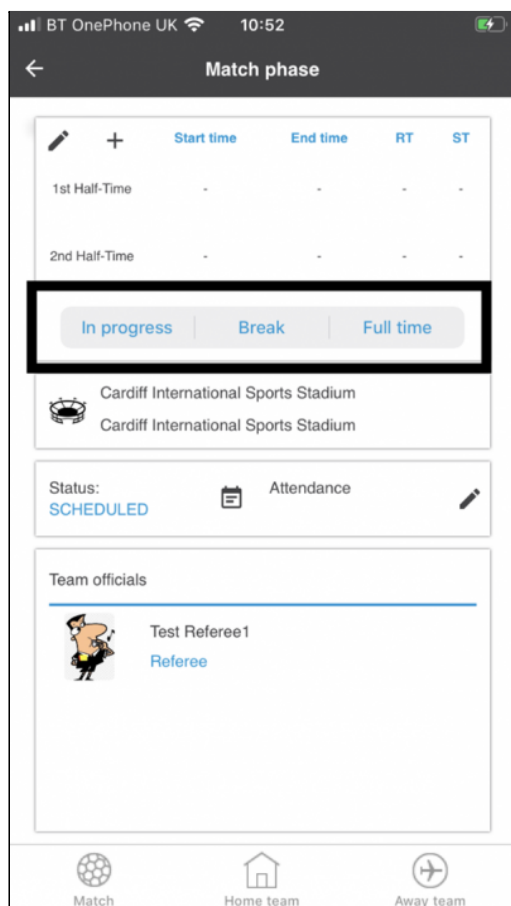
Users with the roles of Club Manager, Club Manager (Junior) and Team line-up Manager are able to use the match timer on COMET.

For consistency and to avoid duplication we recommend that the home club starts the match timer, however the away club can also do this if the home club is unable to.

The match timer automatically populates the time when match events are added on the app version, and allows the match to show as live on the Cymru Football app.

This guide shows you how to use the match timer on the iOS (iphone or apple device) version of the mComet app.

## The match screen

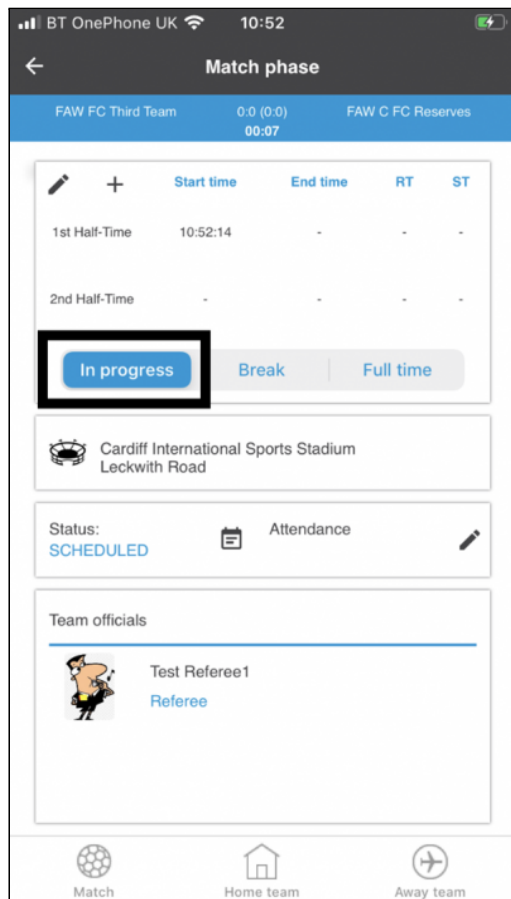


On the iOS version of the mComet app, the match timer is found in the middle of the match screen.

If you cannot see the match timer as shown, please update your version of mComet or delete and reinstall the app.



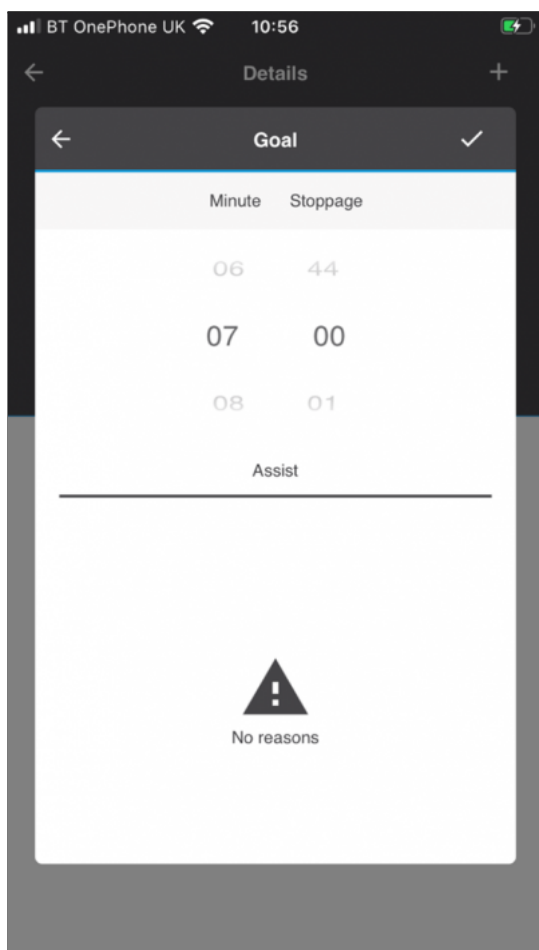
## Starting the match



When the referee starts the match, tap **IN PROGRESS** to start the match timer.

This automatically populates the Start time box for the first half and you will be able to see the blue ribbon featuring the time and score at the top of the screen.

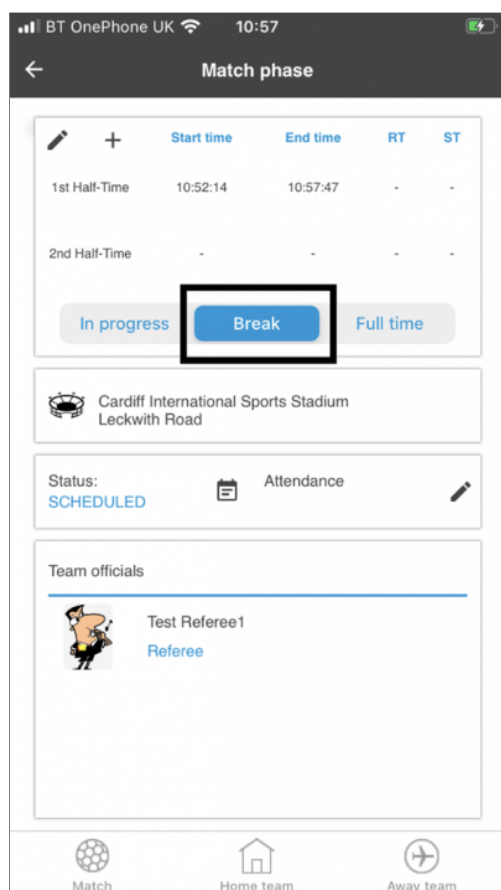
## Adding a match event when the match is In Progress



When you add a match event when the match is In Progress, the time of the event will automatically show when you tap the match event, so you will not need to scroll to the correct time in the match.

Please see the user guide on Adding match events for full information on how to do this.

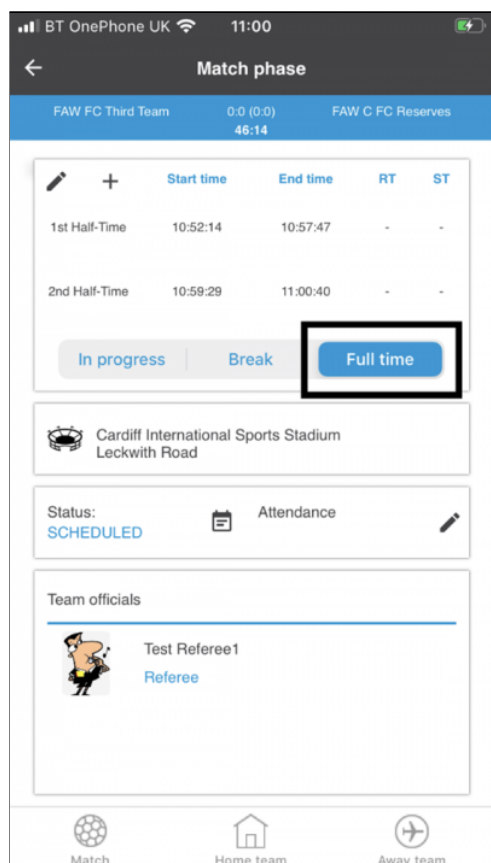
## Half time



At half time, tap **BREAK** on the match screen. This automatically populates the End time box for the first half.

When the second half starts, click **IN PROGRESS** again to restart the timer, which will fill the Start time box for the second half.

## Ending the match



At the final whistle, tap **Full time** on the match screen.

This will fill the End time box for the second half.

If the match involves extra time, please also remember to follow the same procedure for the first and second halves of extra time.

Please see the user guide on adding extra time and penalties for full details on how to do this.

**Please remember to use the match timer in this way to ensure that your match shows live on the Cymru Football app.**

# Entering goals, cards and substitutions

This guide will show clubs how to add match goals, cards and substitutions on the iOS version of the mComet app.

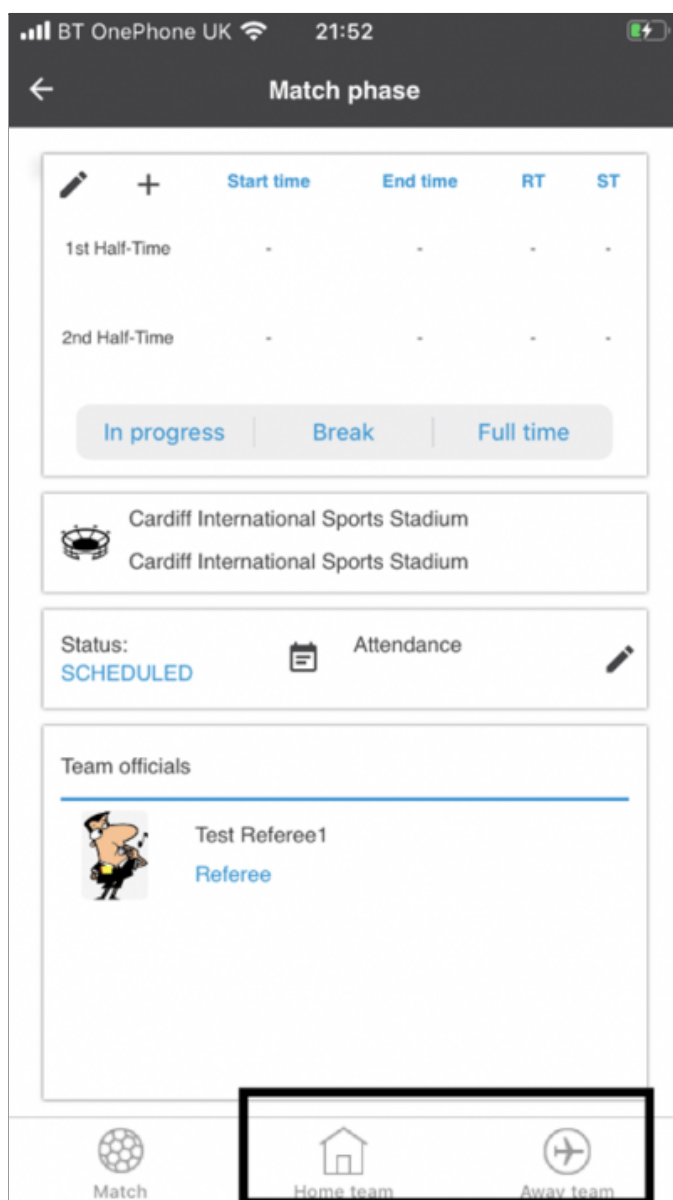
Users with the roles of Club Manager, Club Manager (Junior) and Team line-up Manager are able to add match events on COMET.

For consistency and to avoid duplication we recommend that the home club enters the match events, however the away club can also do this if the home club is unable to.

Ideally, match events should be added in real time so that fans can get updates on the Cymru Football app, but if this is not possible, they can also be added as soon after the match as possible. This guide shows you how to add match events on the iOS version of the mComet app.

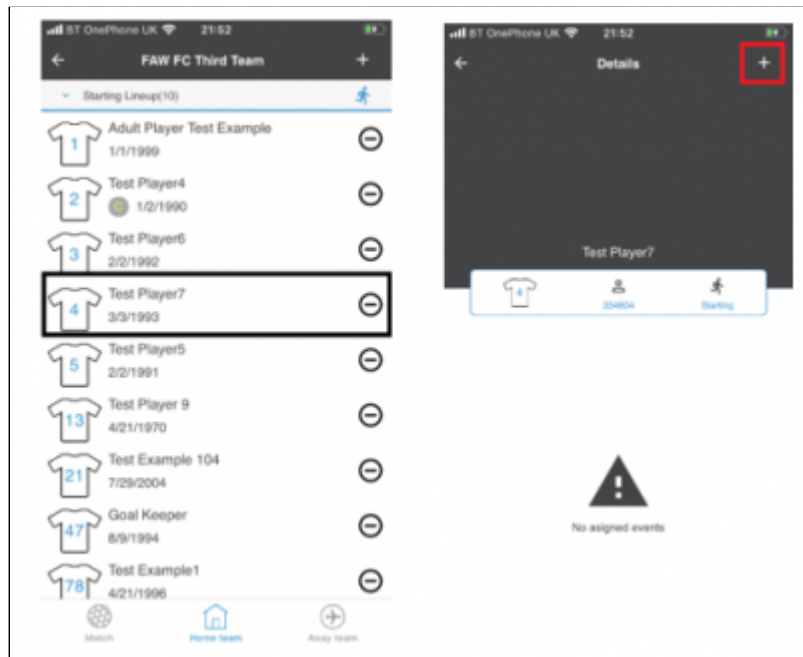
Please inform the referee when you have added all match events, or if there is a delay in doing so, as after the referee has confirmed the match (by moving it to Played) neither club nor referee will be able to edit match events.

## Select the team tab



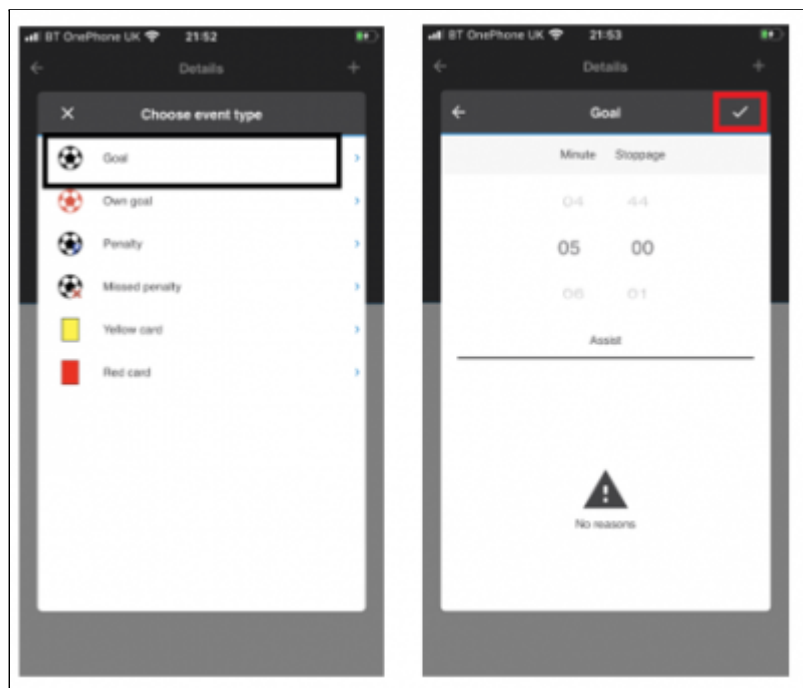
To add a match event, from the match page tap the team tab for the team you wish to add an event for.

## Pick the player



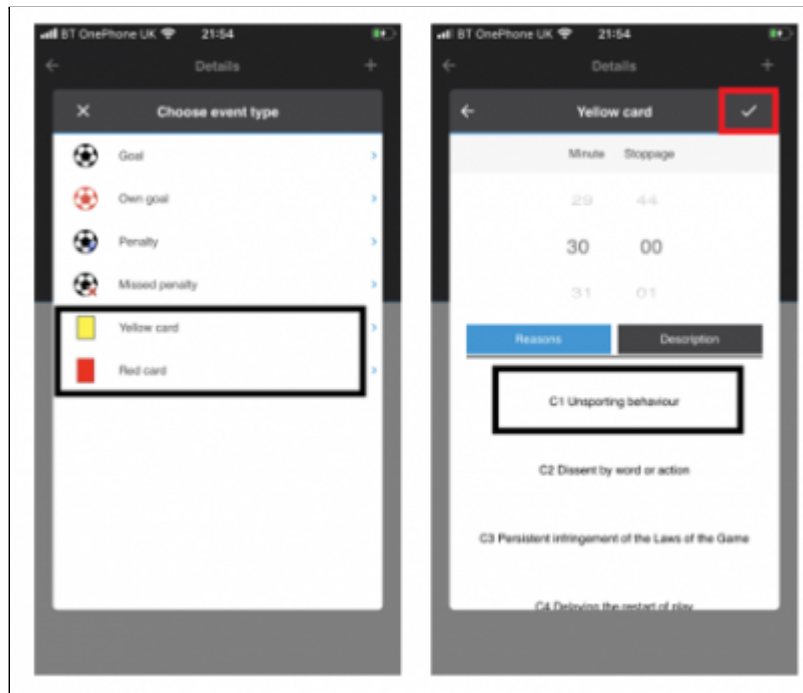
Both clubs should have selected and confirmed their teams before the match. In the team tab you will see the team line-up. Tap the name of the player that you are adding the match event to. On the player screen tap the + sign at the top right of the page.

## Adding a goal



To add a goal, on the Choose event screen, tap Goal (or Own goal, Penalty or Missed penalty). On the Goal screen, if you are entering match information in real time and have started the match timer, the minute of the match should already be showing. If you are entering the goal later, scroll to the minute that the goal was scored. Tap the tick at the top right of the screen. You will then see the goal marked against the players name in the team line-up.

## Adding a card



Again, tap the name of the player you are adding the event to, and on the player screen tap the + sign. To add a card, tap Yellow card or Red card.

On the card screen, if you are entering the card in real time and have started the match timer, the minute of the match should already be showing. If you are entering the card later, scroll to the minute that the card was given.

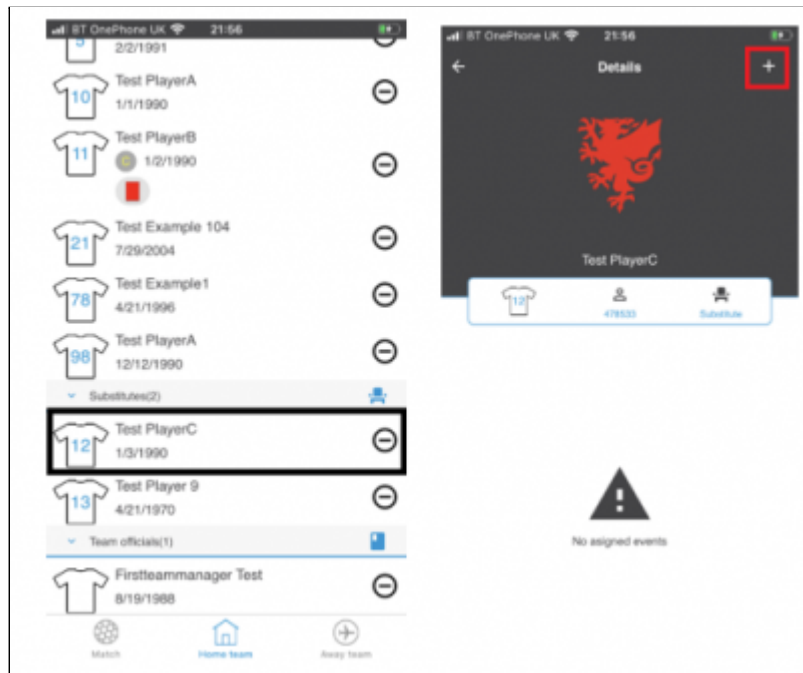
You will need to select a Reason for the card by scrolling through the reasons in the lower part of the screen and tapping the relevant one.

For a Red card you will also need to add a Description to be able to save the booking. Please tap Description and key in something like “Awaiting referee statement” and the referee will add their statement after the match.

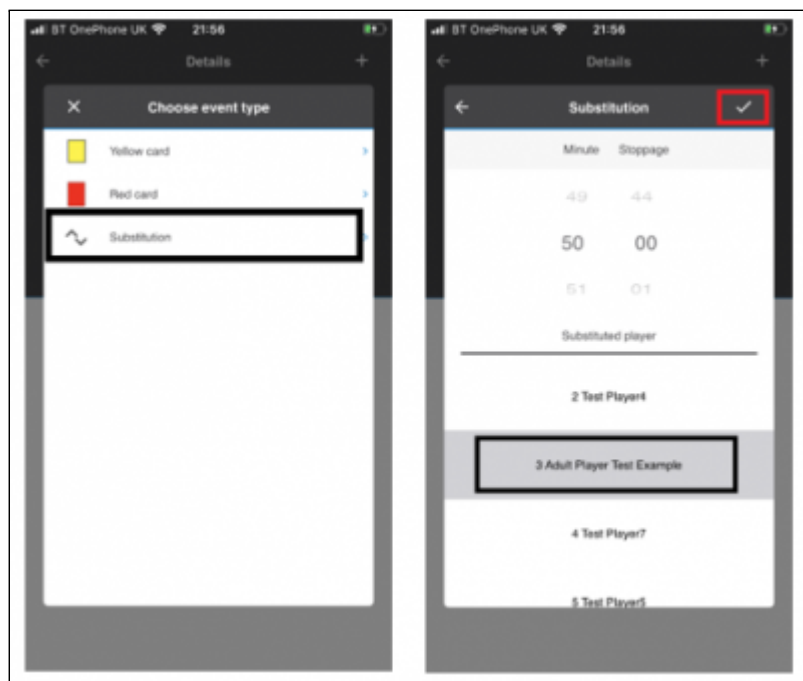
Tap the tick at the top right of the screen. You will then see the card marked against the player's name in the team line-up.

Please do not worry if you are unsure of any card details – the referee will take responsibility for adding and correcting these details.

## Adding a substitution



To add a substitution, tap the name of the player who is to be brought on in the team line-up. On the player screen tap the + sign at the top right of the screen.



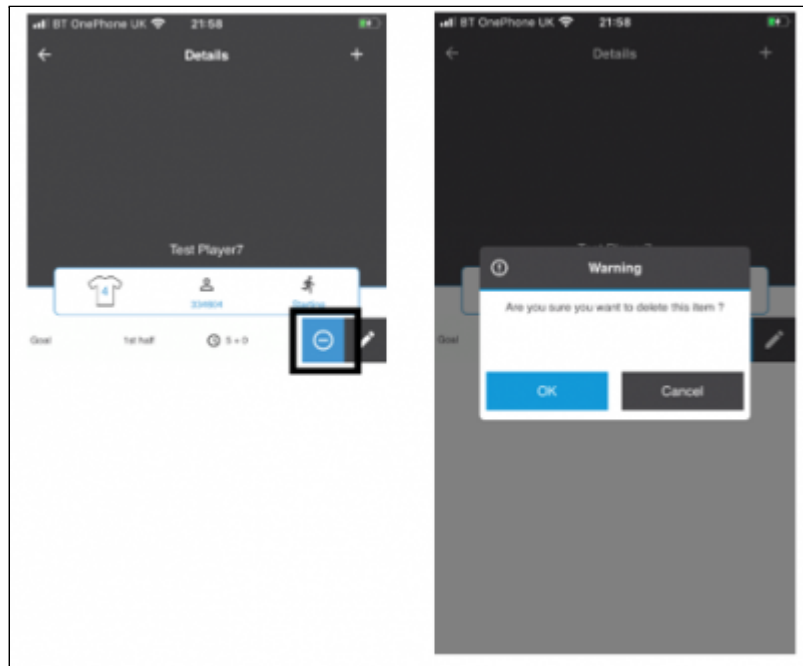
On the Choose event type screen tap Substitution.

On the Substitution screen if you are entering the substitution in real time and have started the match timer, the minute of the match should already be showing. If you are entering the substitution later, scroll to the minute that the substitution was made.

Choose the player who is being replaced by scrolling through the list of starting players in the bottom half of the screen. Tap the name of the player being replaced.

Tap the tick at the top right of the screen to confirm the details.

## Removing a match event added to the wrong player



If you notice that a match event has been attributed to the wrong player, you are able to edit this.

To remove the event from the player, **tap the players name in the Lineup section.**

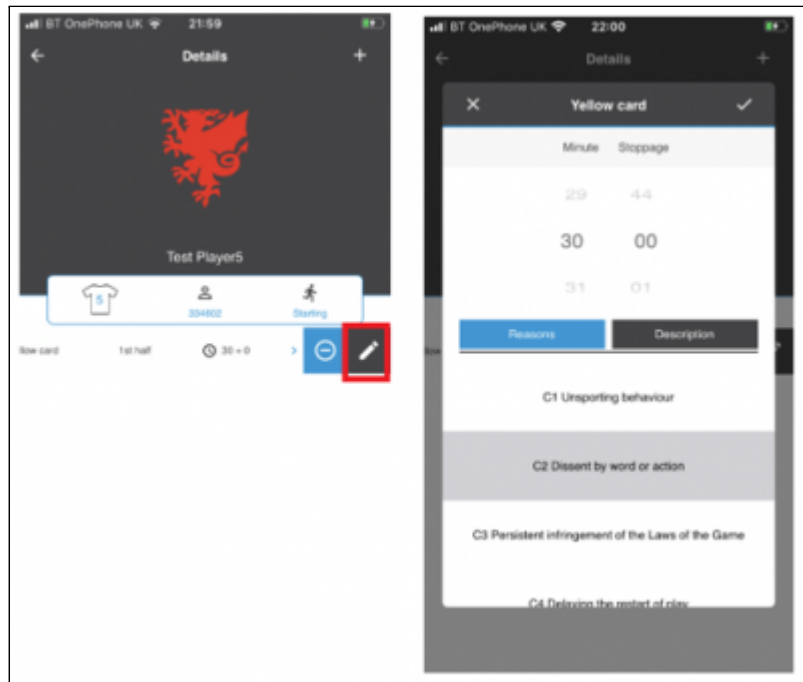
On the Details screen, you will see the event that has been added to the player.

To remove the event scroll to the left on the match event. Tap the circle to remove the event.

A warning will appear to check you want to remove the event. Tap OK to continue.

To add the match event to the correct player, please follow the process shown above to add a goal, card or substitution.

## Editing a match event added to a player



If a match event has been added to a player with the wrong details included (e.g. wrong time), you are also able to edit this.

To make the changes, tap the players name in the Lineup section.

On the Details screen, you will see the event that has been added to the player.

To make changes to the event scroll to the left on the match event. Tap the pencil icon to edit the event.

You will then be able to change the Minute of the event, in the case of a substitution the player that is being replaced, or in the case of a card the Reason and Statement.

When you have made the necessary changes, tap the tick at the top right of the screen to confirm them.



# Adding Extra Time and Penalties

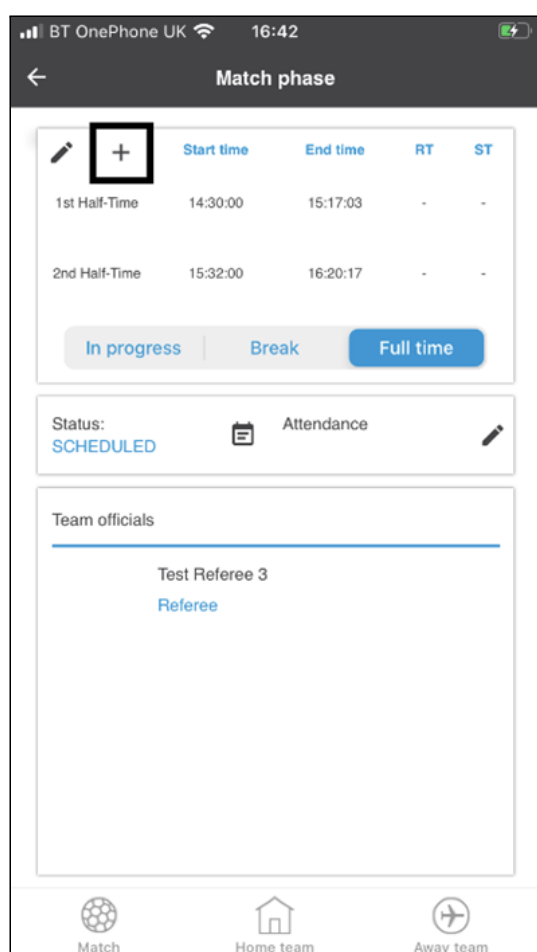
This guide will show clubs how to add extra time & penalties on the iOS version of the mComet app.

Users with the roles of Club Manager, Club Manager (Junior) and Team line-up Manager are able to add Extra Time and Penalties on COMET.

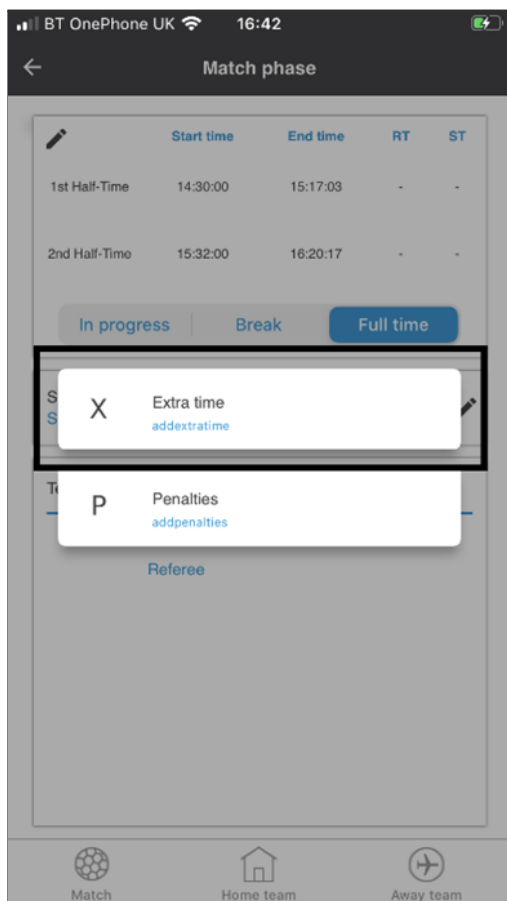
This can be done in Cup competitions where extra time and/or penalties have been enabled in the competition set-up.

For consistency and to avoid duplication we recommend that the home club adds these additional match phases and records the penalty shootout, however the away club can also do this if the home club is unable to.

## Adding Extra Time



To add the Extra Time phase of the match, tap the + sign at the top left of the screen.

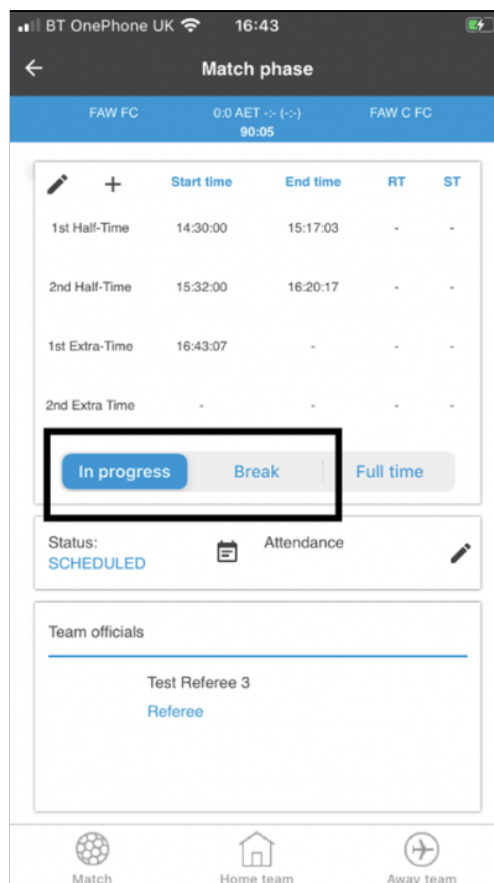
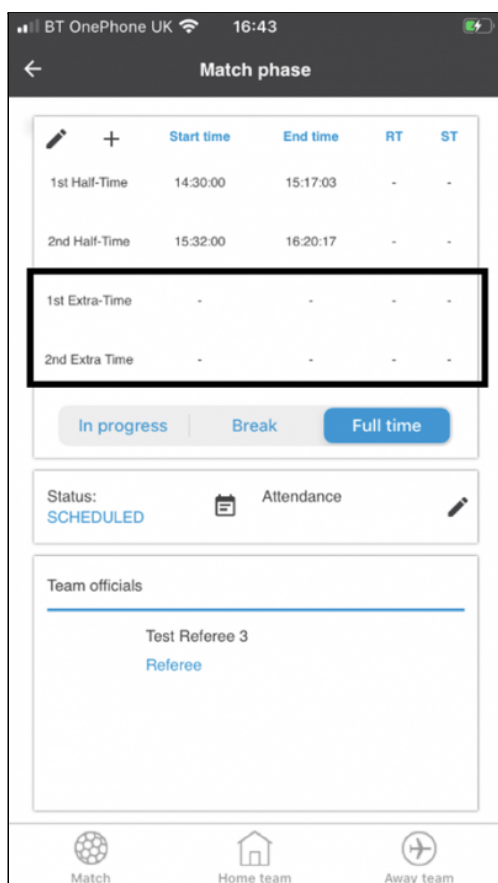


You will then be given the option of adding extra time or penalties. Tap Extra Time to add the extra time phase.

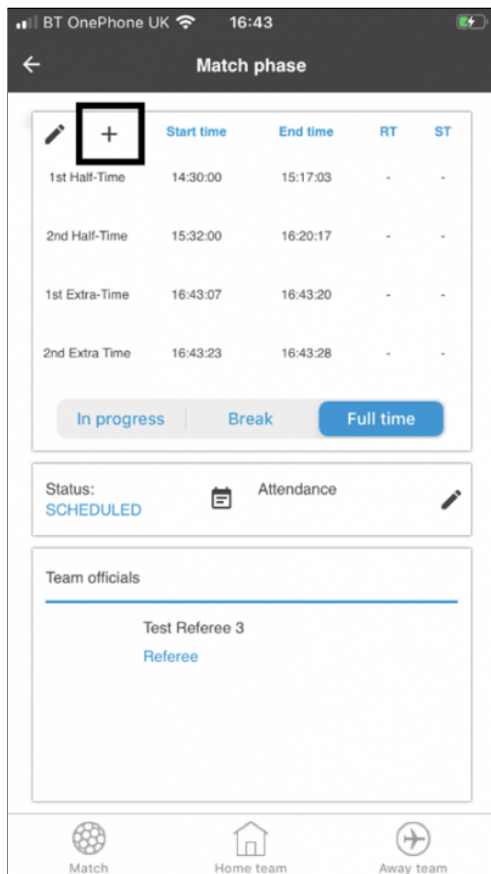
Please note – if your match is going straight to penalties without extra time, you can tap Penalties here instead.

You will then be able to see the two extra time halves on the match screen.

Remember to restart the timer for the additional match phases, by tapping In Progress and Break at the start and end of each phase.



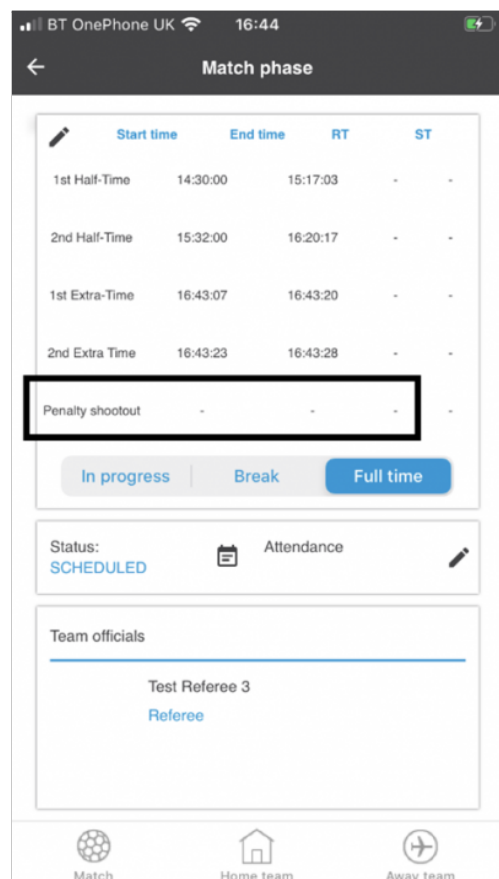
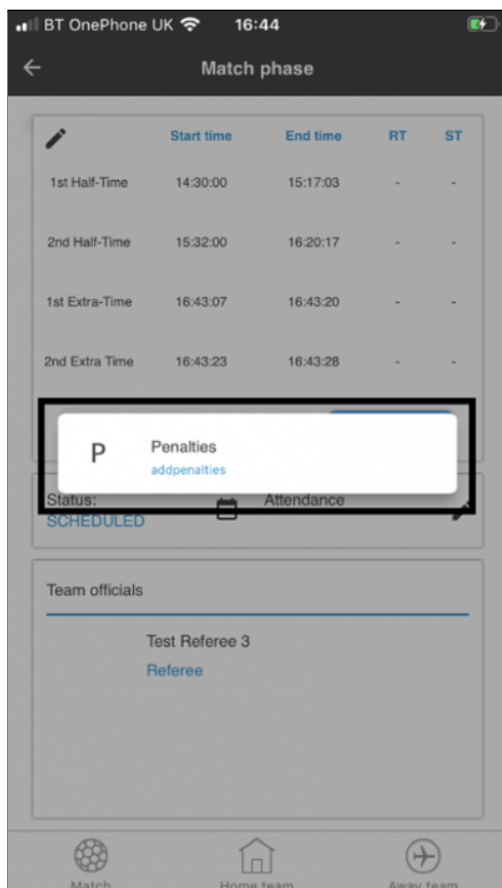
## Adding Penalties



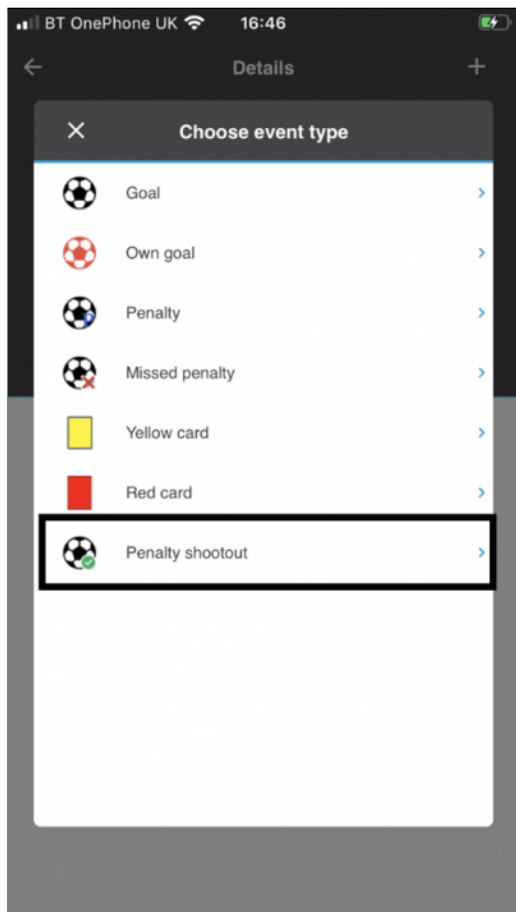
To add Penalties to a match, tap the + sign at the top left of the screen again.

Next, tap Penalties to add this phase of the match.

You will then be able to see the Penalties phase on the match screen.



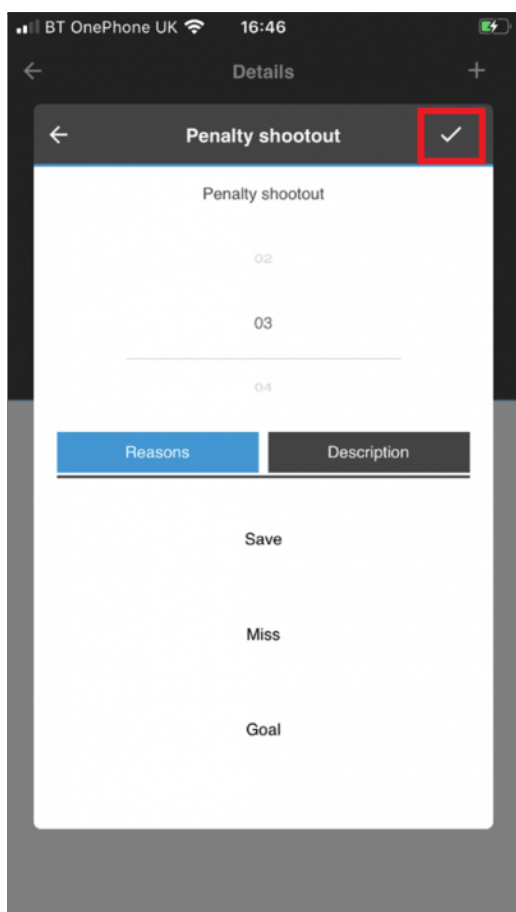
## Recording Penalties



To record penalties, tap the home or away team icon at the bottom of the screen, then tap the player who is taking the penalty, in the same way as you would to record any match event (please see the guide to adding match events [here](#) for further information).

When you tap the + sign to add a match event to a player during the penalties phase, you will see the additional option Penalty shootout.

Tap Penalty shootout to record the outcome of a penalty. This should be done for all penalty takers, regardless of whether they score or not.



In the top part of the screen, select the number of the penalty taker (i.e. 1 for the first penalty taker, 2 for the second, and so on).

Then, under Reasons, in the bottom part of the screen, tap Save, Miss or Goal depending on the outcome of the penalty.

Finally, tap the tick at the top right of the screen to record the penalty.

**Repeat this for all penalty takers.**

# Key Points To Remember

## Team line-ups

- Remember to Confirm your team line-up when you have selected the team and coaches.
- In the event that nobody from your club is able to access COMET to submit a team line-up due to system or signal issues, you will still need to submit a paper team sheet to the match referee by the normal deadline for your competition.
- Please note that you will also still have to submit your electronic team line-up via COMET as soon as you can get system access. This electronic team line up will then be compared back to the paper team line up to ensure that there are no discrepancies.

## The match timer

- We kindly request the home team to:
  - press the timer button when the first half / second half starts and ends;
  - record the match event against the relevant player whenever there is a goal, substitute or yellow/red card involving either team
- To run the timer you should select the Live match status as follows:
  - Kick off = IN PROGRESS
  - End of first half = BREAK
  - Start of second half = IN PROGRESS
  - End of second half = FULL TIME

Please do not select any of the above options prior to the referee starting or ending a half

## Adding match events

- Goals, substitutions and cards (also missed penalties and own goals) must be recorded on COMET.
- Match events can be added via the mComet app or the web version of COMET.
- Ideally these should be added in real time mode. This information will then feed through to the COMET LIVE app which will allow people to follow your team's matches electronically. It will also update the statistics of your players and coaches.
- However, if you cannot record the match events during the game, then they need to be added as soon as possible after the game.
- In order to avoid duplication, we recommend that the home team records the match events on behalf of both teams.
- It is good practice to let the Referee know once you have finished adding the match events or if you have had problems in adding any.
- The Referee will check the match events added, in particular the cards, and if necessary correct them, so there is no need to worry if you don't know the reason for a caution.
- After the Referee has confirmed the match by changing its status to PLAYED, you will no longer be able to add or edit match events. If anything is wrong or missing, you should contact your competition organiser.

## Adding extra time and penalties

- Extra time and penalties (recording goal scored, missed or saved) can be added on the app and web version.
- This option will only be available in cup competitions where they have been enabled.
- It is recommended that this is done by the home team.
- Remember to use the match timer again during Extra Time.