

# Adding Extra Time and Penalties - iOS version

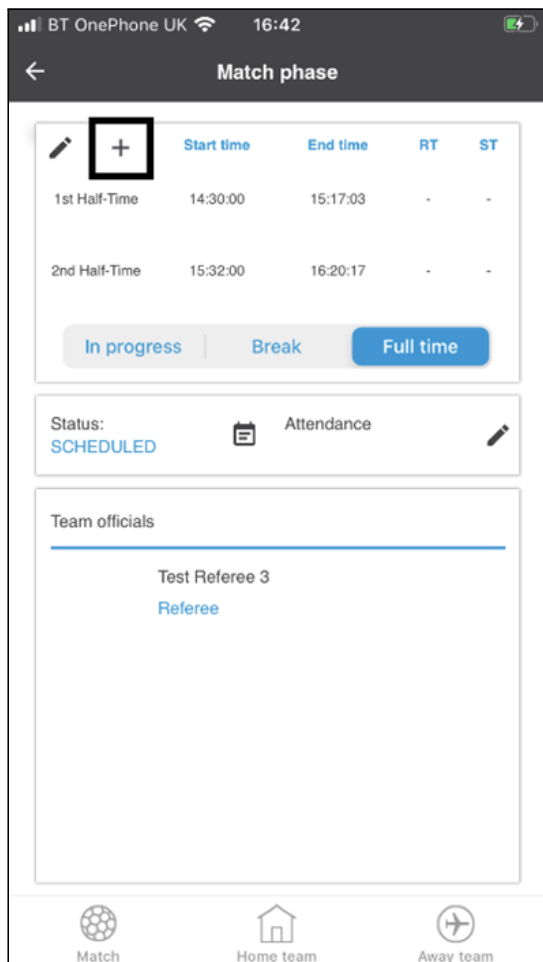
This guide will show clubs how to add extra time and penalties on the iOS version of the mComet app.

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.

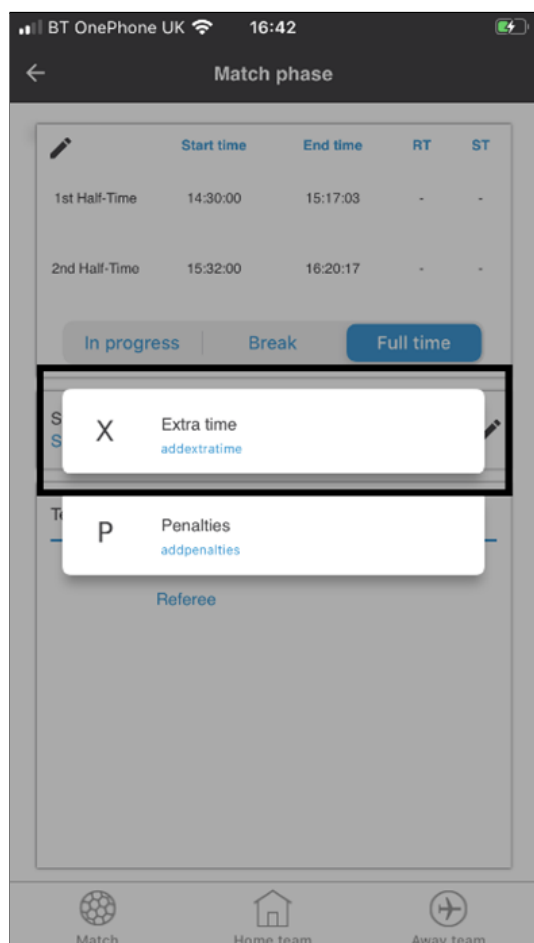
This can be done in Cup competitions where extra time and/or penalties have been enabled in the competition set-up.

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

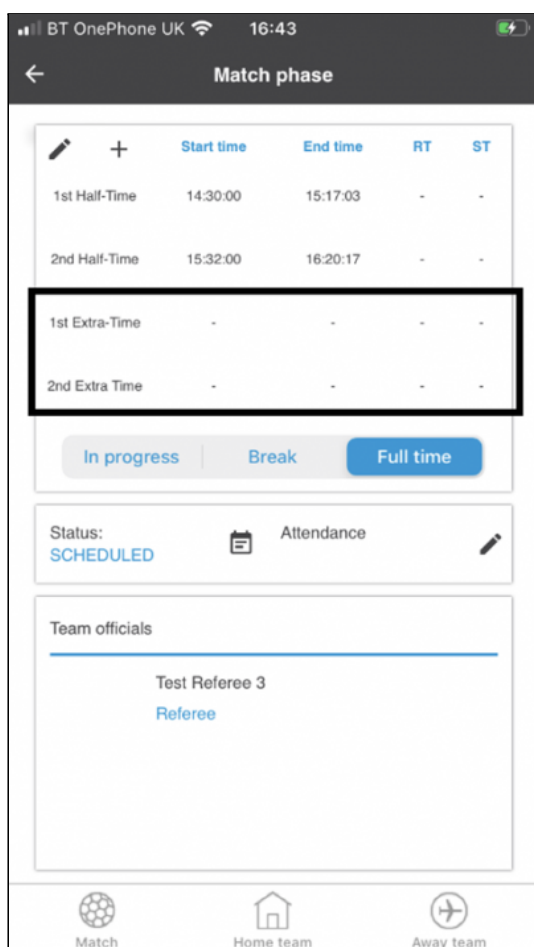


To add the Extra Time phase of the match, tap the + sign at the top left of the screen.



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

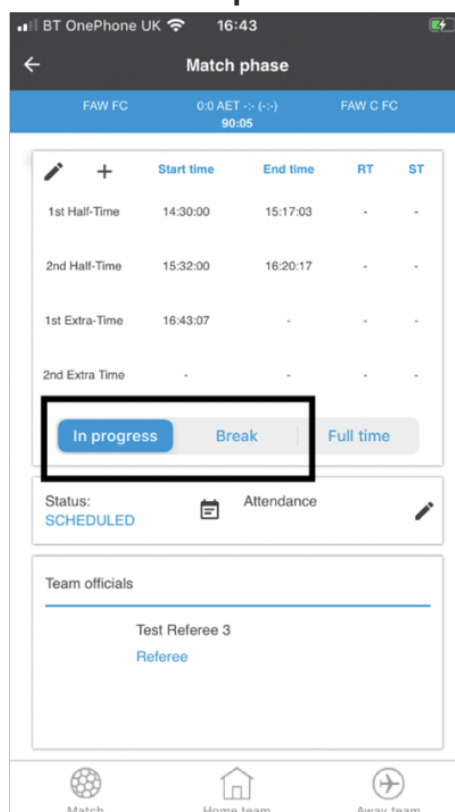
Please note – if your match is going straight to penalties without extra time, you can tap Penalties here instead.



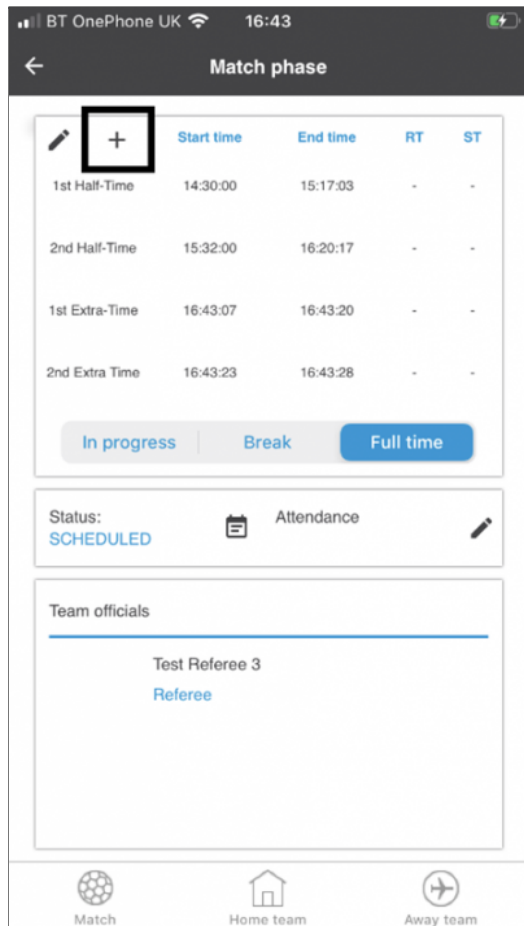
You will then be able to see the two extra time halves on the match screen.

Remember to restart the timer for the additional match phases, by tapping In

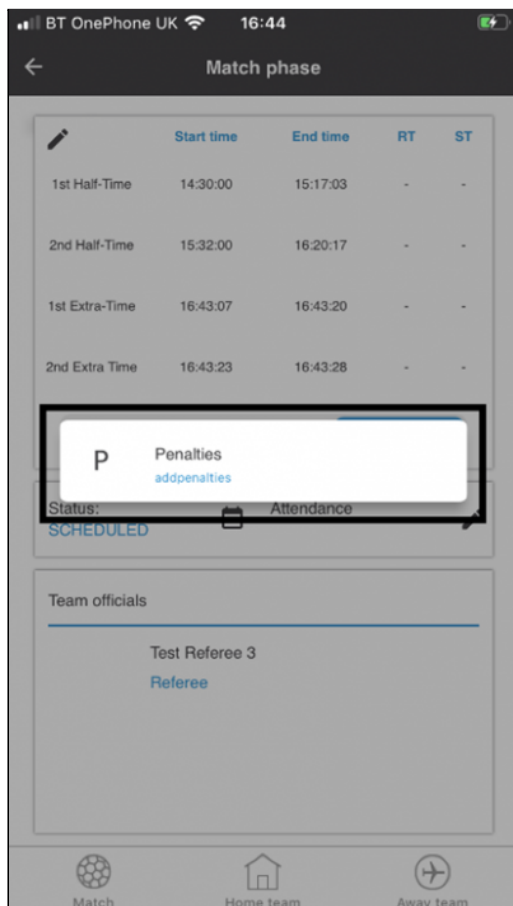
Progress and Break at the start and end of each phase



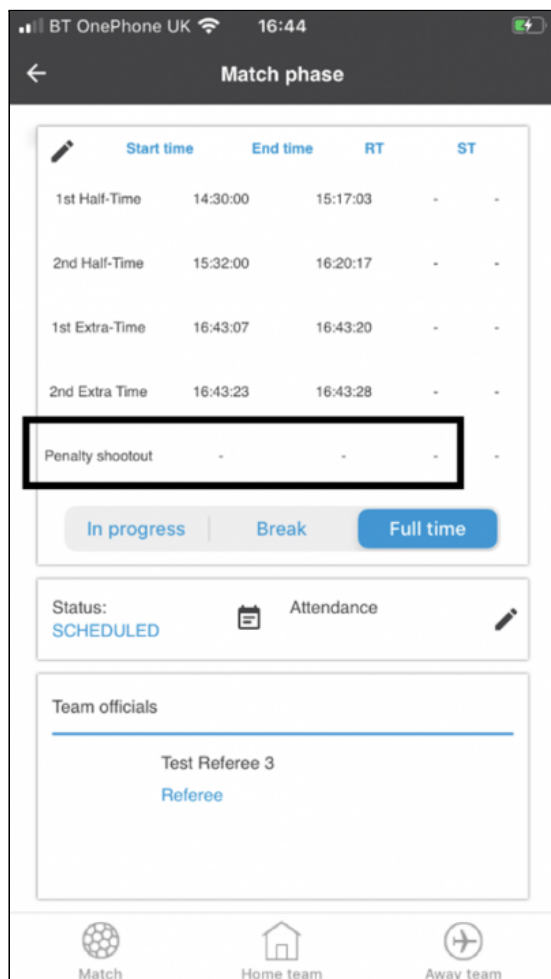
# Adding Penalties



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



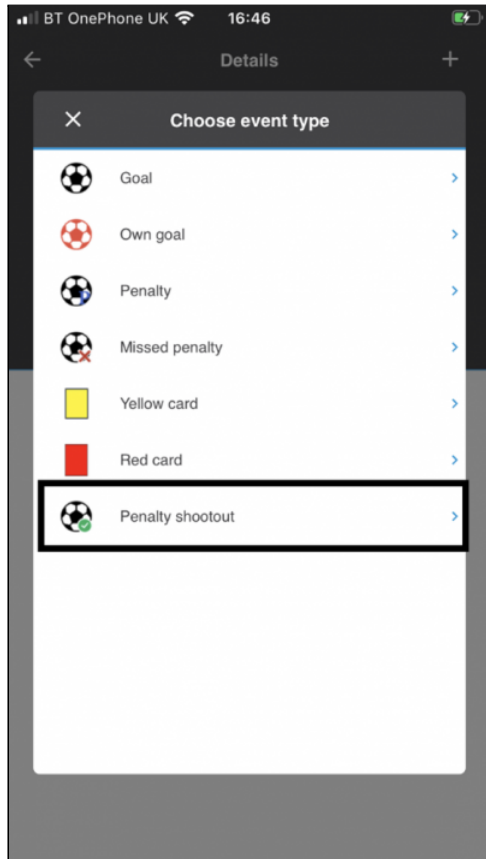
Next, tap Penalties to add this phase of the match.



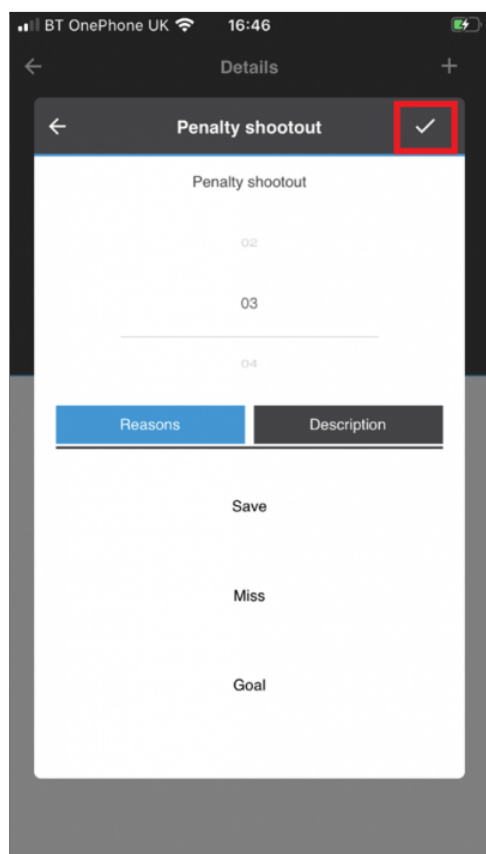
**You will then be able to see the Penalties phase on the match screen.**

# 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**