COMET Club Training

Using COMET to perform match day tasks

July 2021

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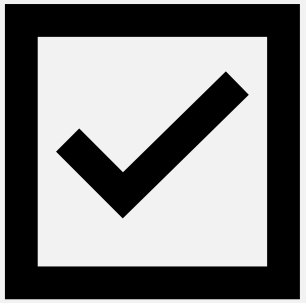
Are you ready for the new season ?



- Make sure your players are registered – they should show as CONFIRMED on your My Club players tab for the registration to be complete (guides here).
- Check that your players do not have an ACTIVE sanction, in the sanctions tab of their profile.
- Make sure your coaches also have a CONFIRMED registration, and for the right age category (guides here).
- Make sure you are affiliated to your Area Association or FAW, and your league(s) (guide here).
- Make sure you have entered all competitions your club will take part in (guide here).
- Tag your club and each of your teams to their home ground(s) (guide here).
- Add your club kits in the Kit tab on your My Club page (guide here).
- Make sure all club users have been given access to COMET – those selecting the team line-up and adding match events will need to be set up as users with Team Line-up Manager access (guide here).
- Download the COMET Football app (in order to perform your match day tasks).
- Download the Cymru Football app to follow all of the matches in Welsh football.

Using COMET to perform match day tasks

- All adult, youth and junior competitions will use COMET on match day for the 2021/22 season. This will replace paper team sheets and match reports.

- All the preparation work you have done in registering players, coaches and staff, and entering competitions, will feed into the competition management process on COMET.

- This webinar will show you how clubs use COMET on match day, and prepare you for the start of the season.

What is Competition Management on COMET?

Competition Organisers	Clubs	Referees
• Set up competitions on COMET; • Add fixtures; • Appoint referees; • Can see and receive notifications about their competitions; • Can confirm, postpone or abandon matches; • Can view tables and competition statistics.	• Enter competitions; • Can see and receive notifications about their matches; • Select team sheet; • Add match events (goals, subs, cards).	• Indicate availability; • Accept/decline appointments; • Can see and receive notifications about their matches; • Add match events (cards); • Confirm, postpone or abandon matches.

Overview of Competition Management on COMET so far

4,400 matches recorded on COMET

43,000 match events (goals, subs, cards)

Who can use COMET on match day?

- To perform match day tasks on COMET, a user must have one of the following user permissions:
  - Club Manager
  - Club Manager (Junior)
  - Team line-up Manager
- Team line-up Manager is recommended for users whose only need to use COMET to pick team line-ups and add match events on match days.
- You can find a guide to adding club users and editing their permissions at https://cometsupport.faw.cymru/clubs/creating-and-editing-users/.

The new COMET Football app

The new COMET Football app

- All administrative processes that are managed on COMET (registrations, payments, etc) can be carried out on the web version of COMET.
- In addition, match day processes (selecting team line-ups and adding match events) can be carried out on the new **COMET Football** smartphone app (iphone or android versions).
- The new **COMET Football app** has just been launched.
- The **COMET Football app** is replacing the old mComet app and must now be used as the match day app by COMET system users to carry out their match day tasks.
- The COMET Football app is user friendly and includes extra features not previously available on the mComet app. Further enhancements will also be added in future.
- The COMET Football app is available from the apple store and Google Play store free of charge.
- The mComet app will continue to work but will be phased out when COMET users have all downloaded the new COMET Football app.

Differences between COMET web and app features

Task	COMET web	mComet app	New COMET Football app
Viewing competitions and matches	Yes	Yes	Yes
Finding a match location	Yes	No	Yes
Selecting your match kit	Yes	No	Coming soon
Selecting a team line-up	Yes	Yes	Yes
Copying a team line-up from a previous match	Yes	No	Yes
Adding rolling substitutes	Yes	No	Yes
Starting the match timer	Yes	Yes	Yes
Resetting the match timer if pressed in error	Yes	No	Yes
Adding match events	Yes	Yes	Yes
Adding extra time and penalties	Yes	Yes	Yes
Viewing results and tables	Yes	No – use Cymru Football app instead	

COMET web and app versions

- This webinar will show you how to carry out tasks on the most commonly used version of COMET, e.g. for match day tasks where most users will be on the side of a football pitch and not sat home in front of a computer, we will demonstrate on the app.

- We will provide links to guides to the alternative version where available.

Terminology

- **COMET–** this is the web based system that you access via comet.faw.cymru and log-in using your credentials. This is the system used for registrations and payments.

- **COMET Football app –** this is the new app based system that needs to be accessed on a tablet or smartphone. You need to download it via the Google Play or apple store. It is only accessible to COMET system users and is used to do match day tasks (e.g. select team line-ups, add match events, confirm match results). You log-into COMET Football app using the same username and password that you use to log into the COMET web version

- **Cymru Football app –** this app is available to everyone and allows fans of Welsh football to follow domestic and international football, with live updates and statistics drawn from the data entered into COMET. Match and competition information entered on COMET or the COMET Football app, appears on the Cymru Football app.

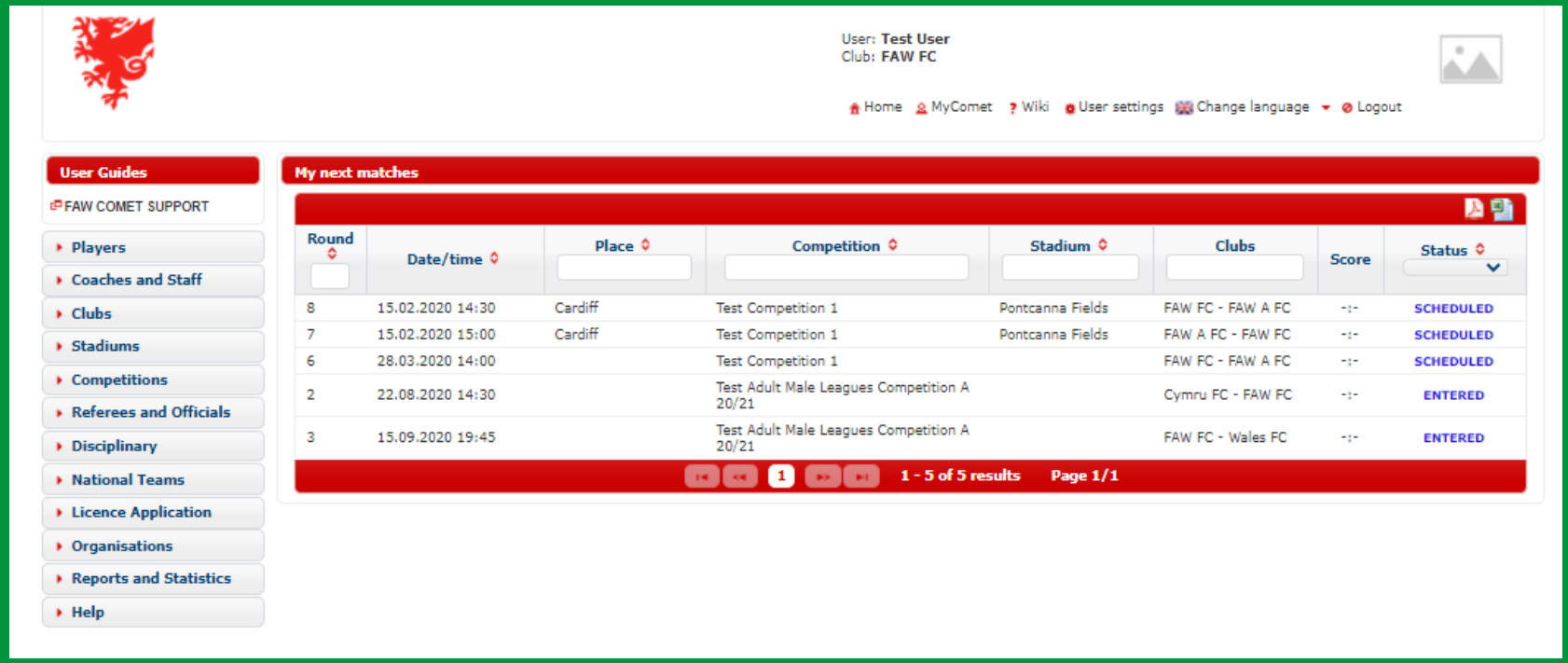
Viewing competitions and matches and receiving notifications

My next matches – COMET web version

When you log into COMET, if you have a role which allows you to see match data on COMET (Club Manager, Club Manager (Junior), Team line-up Manager), your club's next matches will show on your home page.

You can also view these under **Clubs** and **My next matches**.

Please note, you will only be able to see fixtures once your competition organiser has uploaded them to COMET.



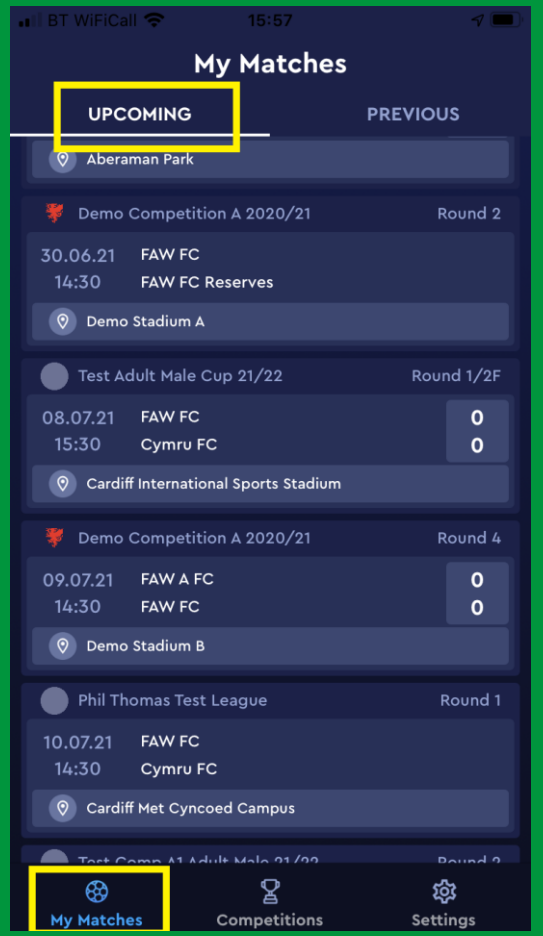
My previous matches – COMET web version

On the web version, you can view your club's previous matches and their results under **Clubs** and **My previous matches**.

Next and previous matches – COMET Football app

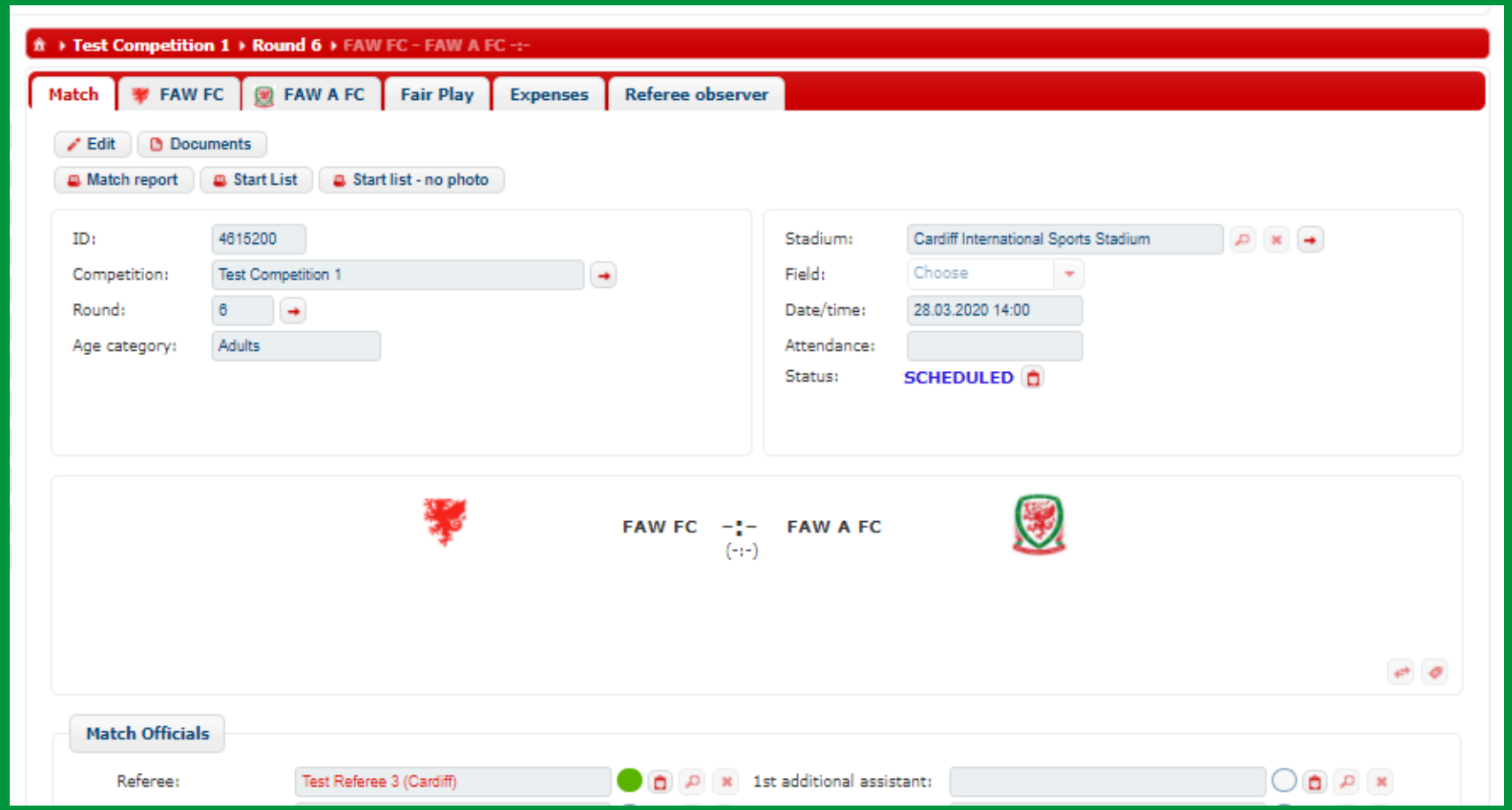
You can see your club's next matches on your home page when logging into the COMET Football app under **Upcoming.**

For your previous matches, tap **Previous.**



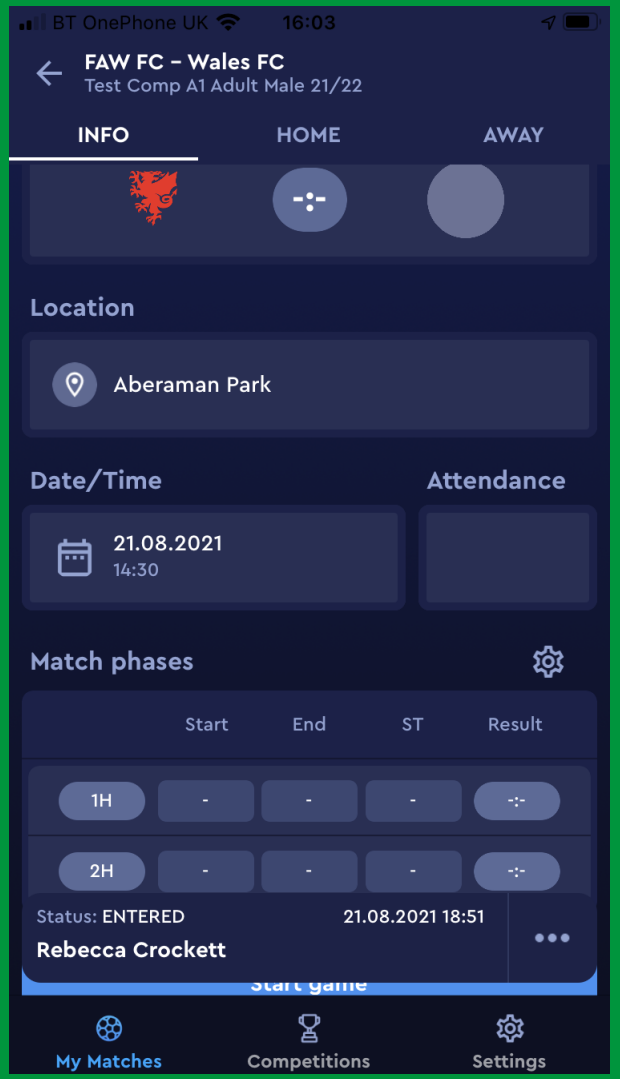
The match page – COMET web version

To access full details for each match (when fixtures have been uploaded), click on or tap the match and you will see the match page.



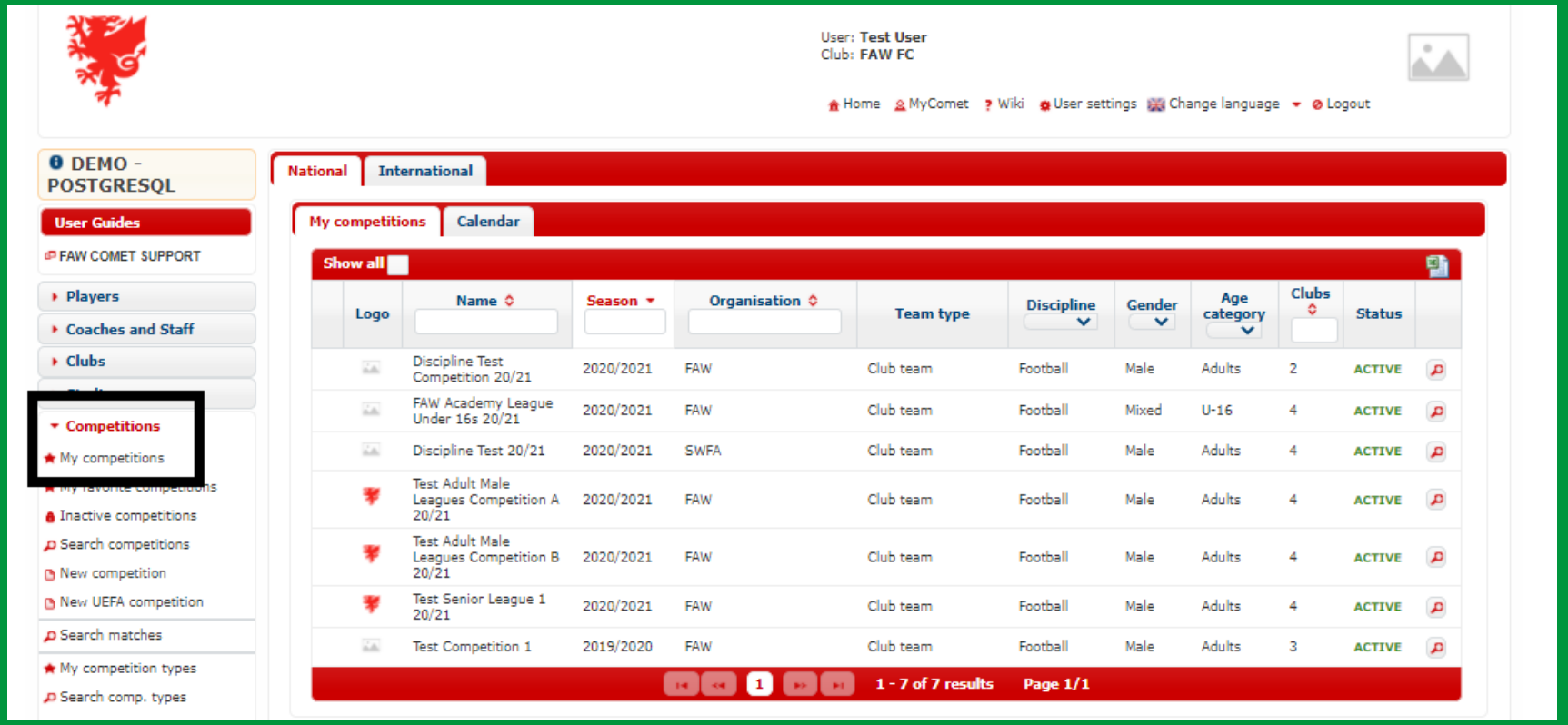
The match screen – COMET Football app

Tap the match in the list of matches to see the match screen on the app.



My Competitions – COMET web version

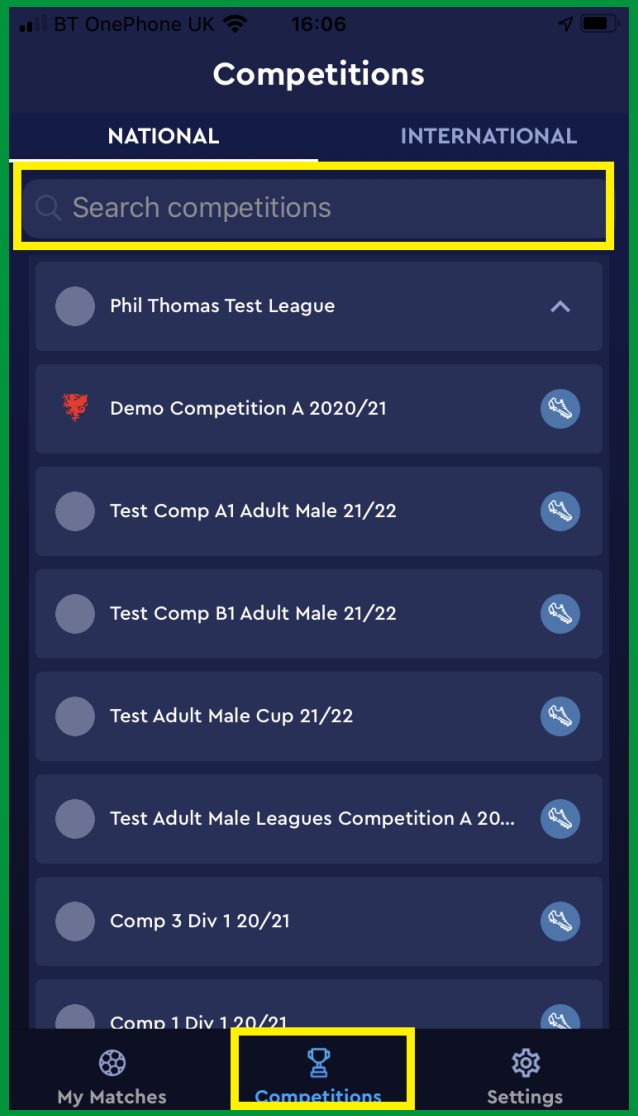
You can view a list of all competitions your club has entered by clicking **Competitions** and **My Competitions** on the web version.



My Competitions – COMET Football app

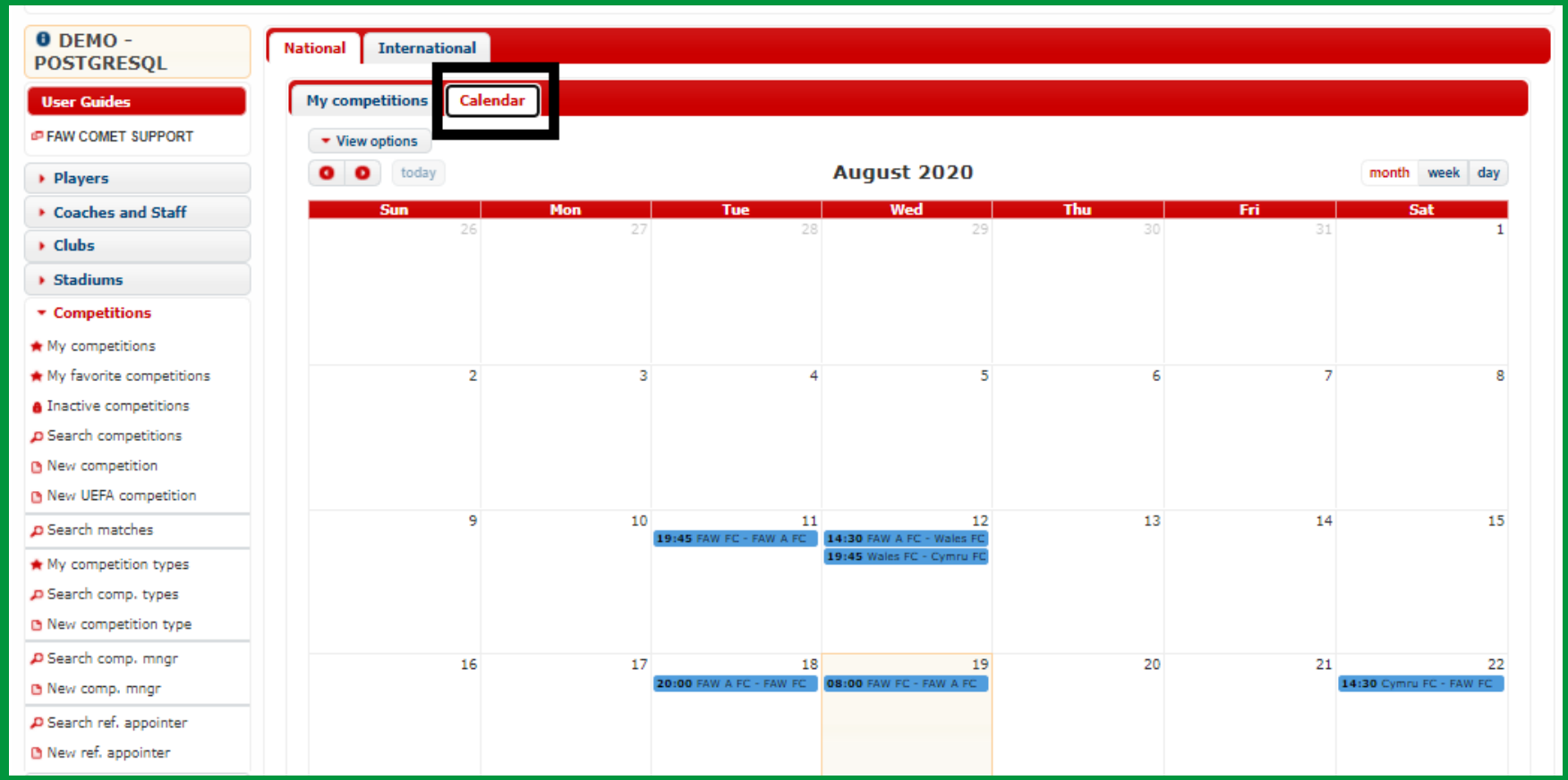
Tap Competitions at the bottom of the screen to see a list of the competitions your club has entered.

You can also search for a competition by starting to type the name into the **Search competitions** box on the iOS version.



Fixtures calendar – COMET web version

- You can view your fixtures in calendar view, by selecting the **Calendar** tab under **My Competitions** or selecting the **Matches** tab on your **My Club** page on the web version.



System generated notifications

If you have Club Manager, Club Manager (Junior) or Team line-up Manager permissions on COMET, you will receive system generated email notifications whenever:

- A match is Scheduled;
- A change is made to the match, e.g. change of kick off time or venue, fixture reversed;
- A match is postponed or abandoned;
- Both teams have confirmed their team line-up;
- The match details and result are confirmed, by being moved to Played.

[FAW COMET] Match status change, North East Wales Football League Reserve Division, Castell Alun Colts FC Reserves - Caerwys FC Reserves Inbox x

comet@analyticom.de 10:26 PM (0 minutes a

to me

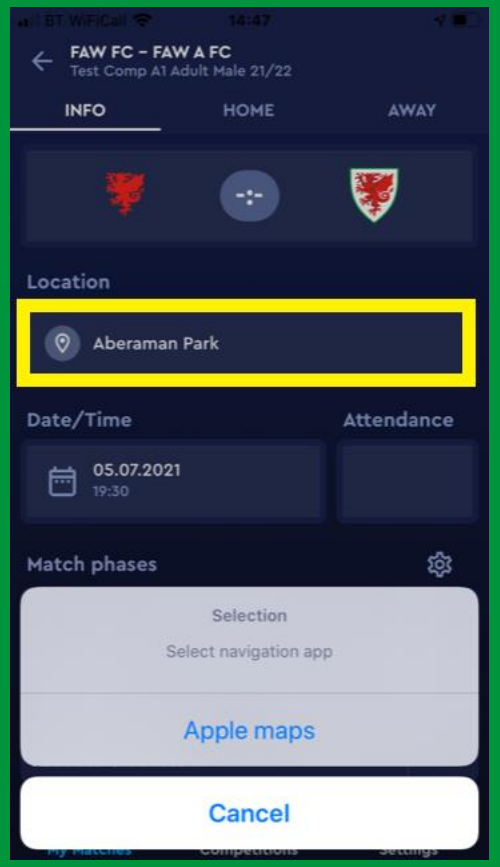
Notification of match status change:
Competition: North East Wales Football League Reserve Division
Round: 2
Match: Castell Alun Colts FC Reserves - Caerwys FC Reserves
Date/time: 17.07.2021 14:30:00
Stadium: Castell Alun Sports & Leisure Centre
Place: Wrexham
Previous status: ENTERED
Current status: **SCHEDULED**
Description:

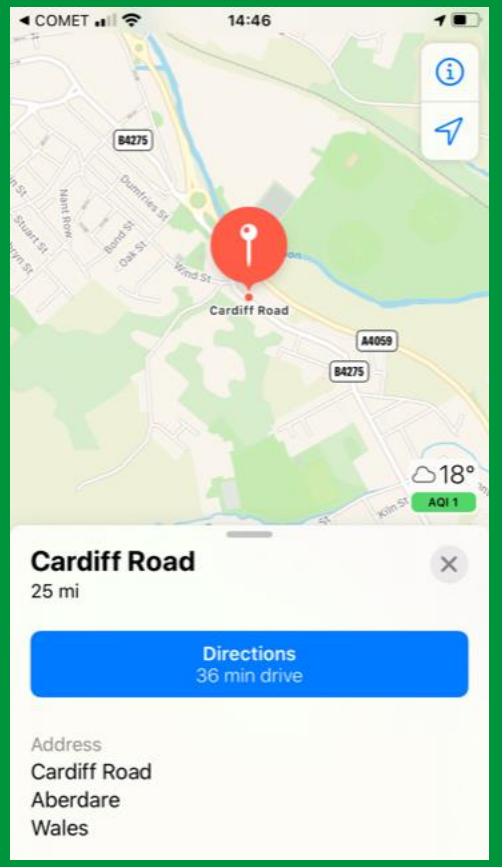
Match day tasks

Finding a match location

Finding a match location – COMET Football app

Tap the stadium name on the COMET Football app and you will be able to view the venue on the map app of your smart phone.

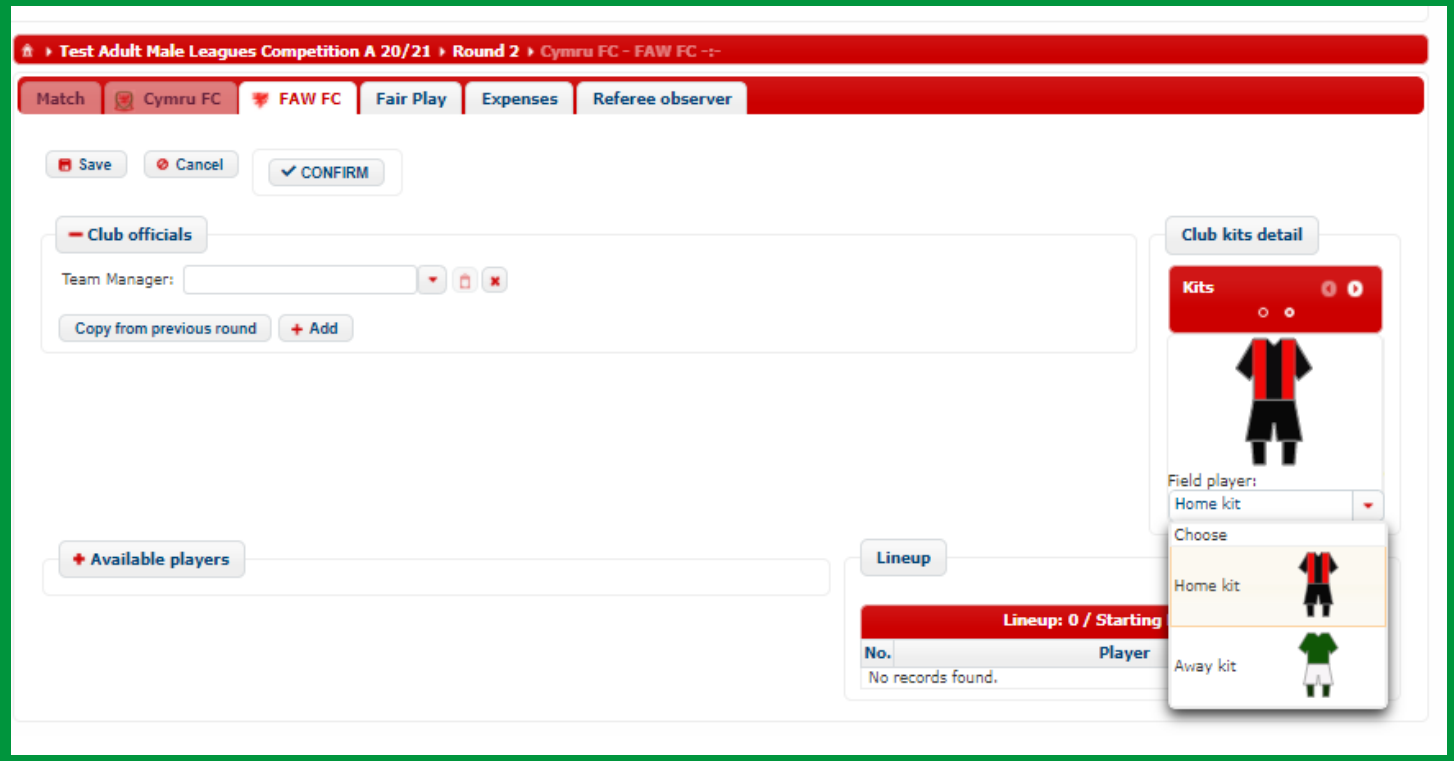




Selecting a match kit

Selecting a Match Kit – COMET web version

- You should have already added club kits on your My Club page. If you've yet to do so, you can find a guide to this here.
- You can create and save as many kits as you want
- In the match select your team tab.
- Click **Edit** and select your kit from the drop down menu in the **Club kits detail** section.
- Select Goalkeeper kit by clicking the right pointing arrow in the **Kits** box.
- You can find a full user guide here.



Selecting a team line-up

Team line-ups

- For the competitions that will be managed on COMET, Teams should now submit their line-ups via COMET and not via a paper team sheet .
- Team line-ups can be selected on either the COMET web version or via the COMET Football app.
- Each club is responsible for selecting and confirming their own team line-ups on COMET.
- Team line-ups need to be submitted via COMET by the deadline specified in the competition rules
- The user roles that can select a team line-up are **Club Manager**, **Club Manager (Junior)** and **Team line-up Manager**. You can have as many Team line-up Manager users set up as you want.
- To confirm a team line-up, you have to choose 11 starting players (or the minimum allowed in the competition rules if there are fewer than 11 players) including a goalkeeper and captain, and substitutes (up to the maximum number allowed under that specific competition's rules).
- You must select at least one coach to be able to confirm a line-up. You can only select a coach if they are registered to that team.
- You can provisionally select a team line-up in advance (e.g. the night before the game) and then on the day of the game when you know who is available, you can then edit it prior to **confirming the line up**.
- Clubs cannot see each others team line-ups until both teams have confirmed their team line-ups via COMET.
- When both teams have confirmed their team line-ups, the system will automatically email the team sheet to **both clubs (those with CLUB MANAGER, CLUB MANAGER (JUNIOR) or TEAM LINE-UP MANAGER user roles)**, the **referee** and the **competition manager**.

Team line-ups

- All players with a Confirmed registration with your club, who also meet with the gender and age group parameters of the competition will show on COMET as available for selection to the team sheet.
- Coaches registered at the age category of the competition will be available for selection. You therefore need to make sure that you have the coaches registered on COMET and for the teams they coach e.g. if a coach is involved in more than one team, then they need to be separately registered with each team otherwise they won't appear on the team sheet.
- If a player or coach is showing in red this means that they are suspended, either as a result of being sent off or reaching a yellow card threshold, or for having an overdue disciplinary fine or player membership fee. If unavailable due to an overdue fine or player membership fee, then by paying these on MyComet, they will then immediately become re-available for selection.
- The system will save the shirt number you last added to a player. This saves you having to re-enter the shirt number when selecting the team line-up next time (if a player's shirt number needs to change, then this can be quickly actioned as well). You can enter any shirt number you want but you can't enter the same shirt number that has already been assigned to another player.
- To save time, you can press a button to copy the players and coaches from the previous match (to save having to select it again) and then only make the changes that you need.

Selecting a team line-up

Click here for a video guide to selecting a team line-up

Team line-ups

Here we have shown how to select a team line-up on the new COMET Football app as this is the most common way a line-up is selected on match day (as it can be done via smartphone), but please see the links below for user guides to both the COMET web and app versions.

Click here for a guide to selecting team line-ups on the COMET Football app

Click here for a guide to selecting team line-ups on the COMET web version

You can also choose how your players names are shown on team sheets by adding a Short name to the players profile on COMET e.g. If the player's full name on the registration is Joseph Fred Bloggs but you want him to appear as Joe Bloggs on the team line-up and on the Cymru Football app, you would enter Joe Bloggs in the Short name box. Click here for a guide.

Team line-ups – key points to remember

- **Remember to Confirm your team line-up when you have selected the team and coaches**. The person confirming the team line-up and the date/time that the line-up was confirmed will be recorded on the system. Team line-ups must be confirmed on COMET in accordance with the deadline imposed by the competition organiser.

- At least one coach must be named on a line-up before it can be confirmed – please ensure you have coaches registered in all age categories your club is competing in to allow this.

- Only players and coaches with a CONFIRMED registration and that are not suspended for disciplinary reasons or for having an overdue fine or player membership fee, will show as available for selection.

- 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.

- Please remember that on COMET, you are not able to select any un-registered player, any overage player or any player that is suspended for disciplinary reasons or for non payment of fees. If you have any doubts, please check who is available in advance of match day.

Rolling substitutions

Rolling substitutions

- If your competition allows rolling substitutes, i.e. a player may go off and come back on again during the match, then this will be set up on COMET by the FAW.
- Instead of following the normal substitution process on COMET (see the Adding match events section for further information), all players initially named as substitutes should be marked as Played before the line-up is confirmed.
- This ensures that if a substitute player features in the match and scores, the goal can be tagged to them.

Rolling substitutions

Click here for a video guide to rolling substitutions

Rolling substitutions

Here we have shown how to add rolling subs on the COMET Football app as this is the most common way a line-up is selected on match day, but please see the links below for user guides to COMET web and app versions.

Click here for a guide to rolling substitutions on the COMET Football app

Click here for a guide to rolling substitutions on the COMET web version

Using the match timer

The match timer

- Using the match timer is important as this is how a game is started on COMET and also determines how many minutes have lapsed on the Cymru Football app.

- We recommend that the **home** club controls the match timer and adds the match events for both teams, in order to avoid confusion and duplication. However, if both teams want to add their own match events that is fine as well.

- 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 try to avoid starting the timer early in error, or stopping it before the end of a match phase, as when the timer is running the match will show as live on the Cymru Football app. If you make a mistake, you can reset the timer or correct the start and end time of phases.

Using the match timer

Click here for a video guide to using the match timer

The match timer

You can find full guides to using the match timer below.

Click here for a guide to using the match timer on the COMET Football app

Click here for a guide to using the match timer on the COMET web version

Adding match events

Adding Match Events

- Match events consist of goals, substitutions and cards (also missed penalties, own goals and assists) and must be recorded on COMET.
- Match events can be added via the COMET Football app (preferred) or the COMET web version.
- Ideally these should be added in real time mode. This information will then feed through immediately to the Cymru Football app which will allow people to follow your team's matches live. 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 club** records the match events on behalf of **both teams**. However, if you prefer, the home and away team can enter their own match events.
- If you enter a match event incorrectly or tag it to the wrong person, you are able to edit this up to the point that the match status is changed to Played.
- 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 and correcting match events

Click here for a video guide to adding and correcting match events

Adding match events

You can find full guides to adding match events on web and app versions below.

Click here for a guide to entering match events on the COMET Football app

Click here for a guide to entering match events on the COMET web version

Adding extra time and penalties

Adding extra time and penalties

- Extra time and penalties (and recording goals scored, missed or saved during the penalty shoot out) should be recorded on the COMET Football app and on COMET web version.
- This option will only be available in cup competitions.
- Where a competition has extra time and then penalties, you should add extra time phases first and then if relevant, the penalty shoot thereafter.
- Where a competition goes straight to penalties without extra time, you should only dd the penalties phase.
- It is recommended that the above is done by the home team.
- Remember to use the match timer again during the additional match phases.

Adding extra time and penalties

Click here for a video guide to adding extra time and penalties

Adding extra time and penalties

You can find full guides to adding extra time and penalties on all versions below.

Click here for a guide to adding extra time and penalties on the COMET Football app

Click here for a guide to adding extra time and penalties on the COMET web version

Discipline on COMET

How discipline works on COMET

- If a player, coach or team official is given a card during a match, then:

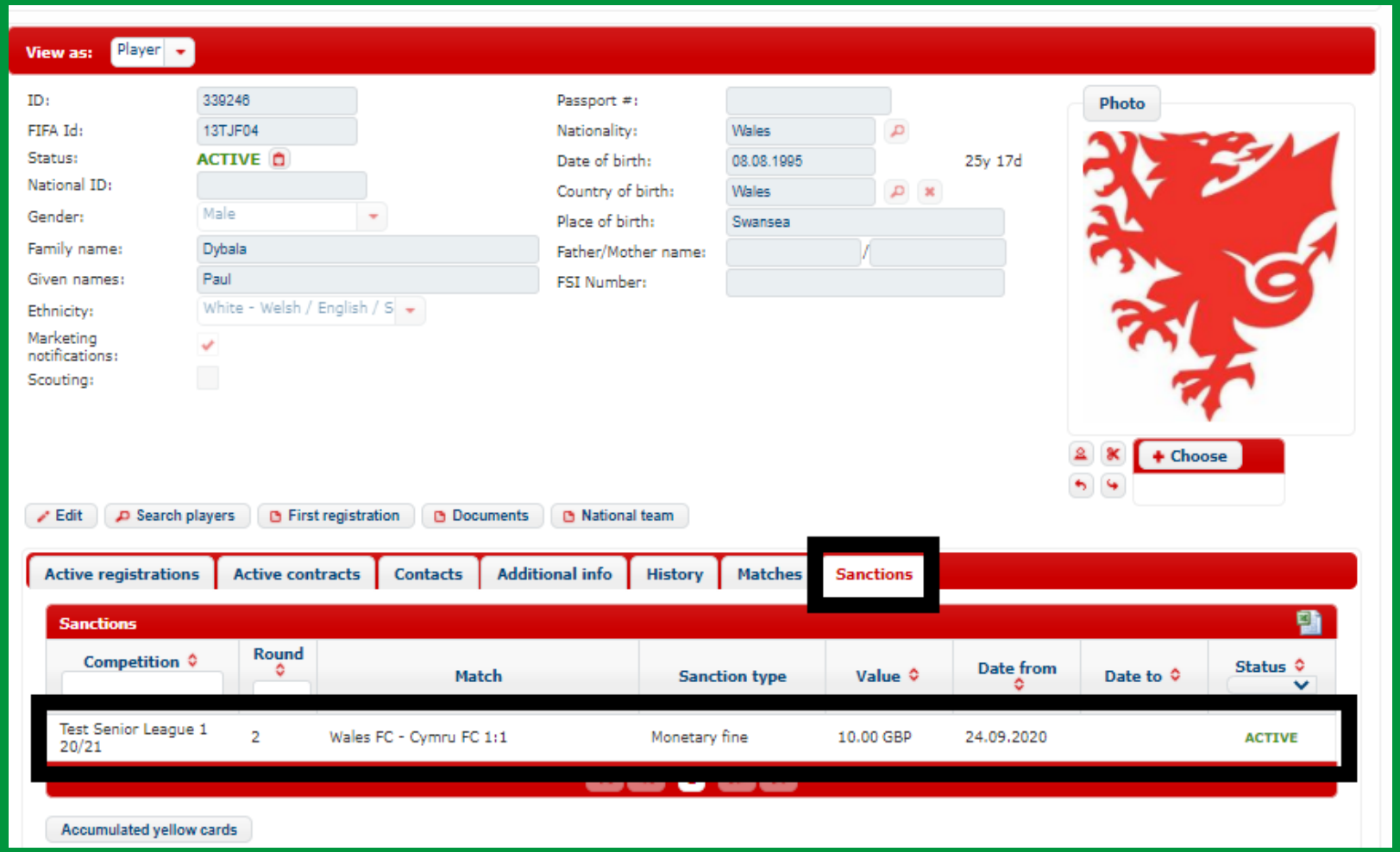
  a) A sanction is raised on their COMET profile;
  b) The monetary sanction appears in the relevant club's My Comet account (it is automatic once status of match is moved to PLAYED). The monetary sanction for yellow and red cards is £10 adults / £3 juniors and applies for players and coaches ;
  c) COMET will work out whether the player is now suspended and if so, the length of the suspension. The player and club will then receive an email; and
  d) If the player/coach is suspended, their names will show in red on COMET (or with an ! By their name in the app) for the matches they are suspended for, and they will not be able to be selected in the team line-up.

- Once the suspension has been served, the player will no longer show in red/with ! and will be available again for selection, **as long as the monetary sanction is not overdue for payment (see below).**

- Please note that all disciplinary fines must be paid within 31 days of the offence. Failure to do so will automatically make the player ineligible for selection even if he / she has served their suspension arising from an accumulation of yellow cards / receiving a red card.

- Once the monetary sanction has been paid, the player is eligible to be selected to play again.

Sanction showing in players profile

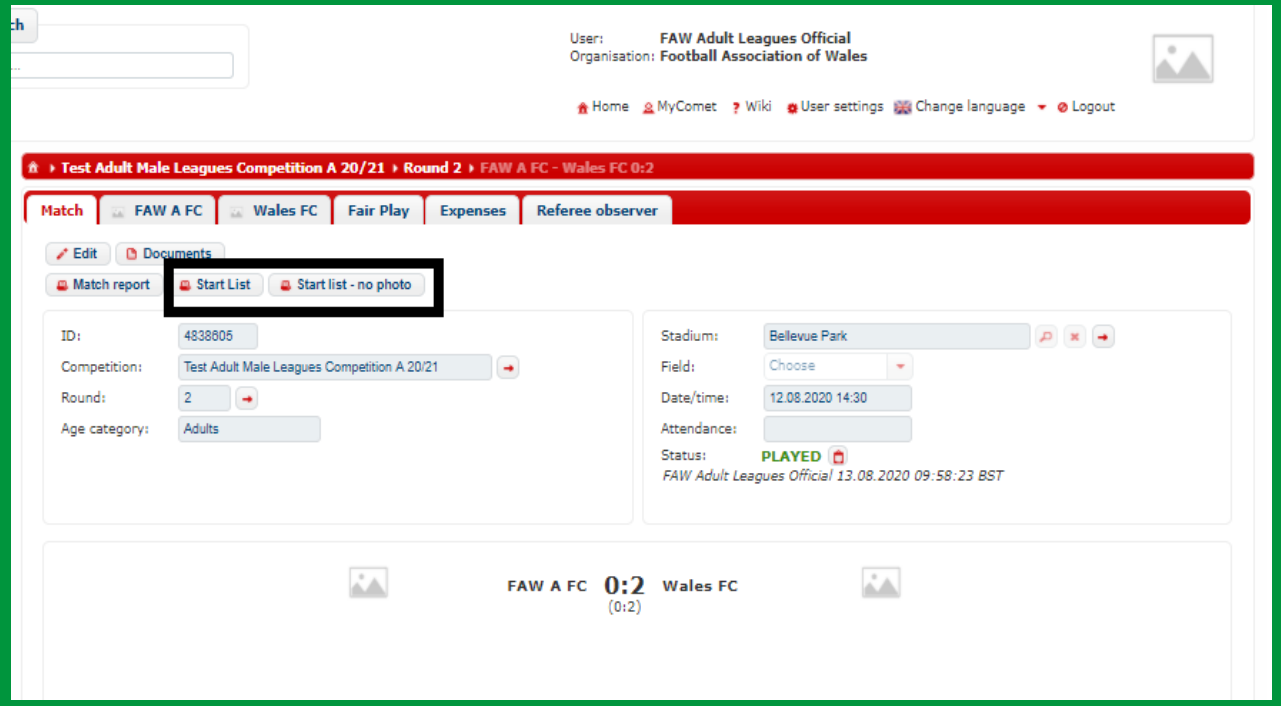


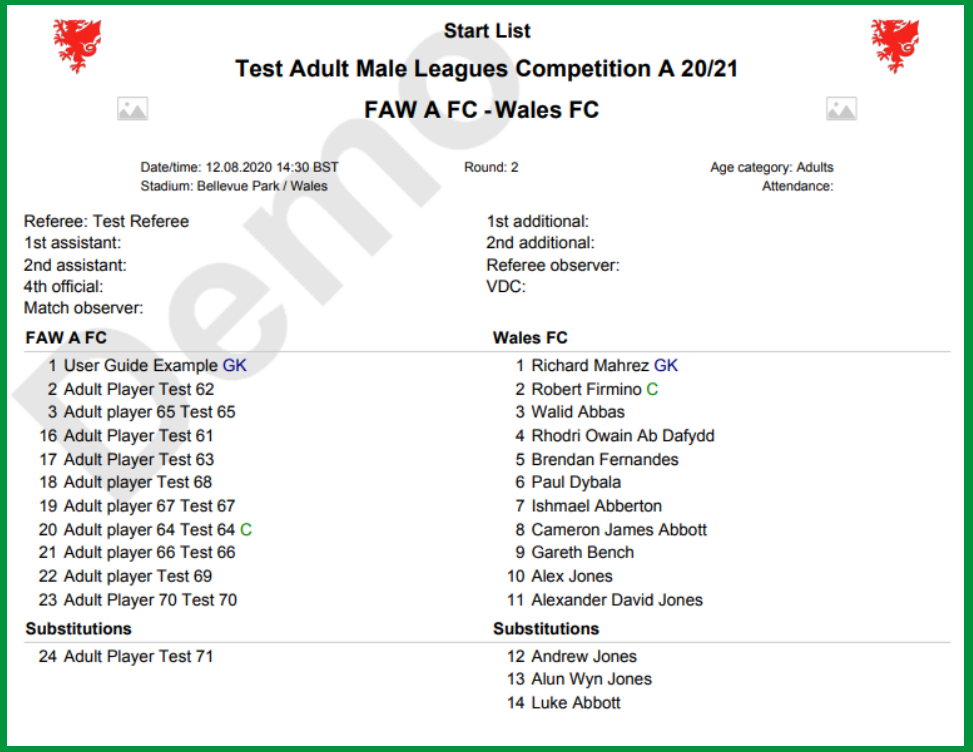
Viewing results, tables and reports

Team line-ups – COMET web version

When both teams confirm their line-up on COMET, an email is sent to the clubs (CLUB MANAGER, CLUB MANAGER (JUNIOR) and TEAM LINE-UP MANAGER, Referee and Competition Manager with the team sheet attached.

The line ups can also be seen in the team tabs and a team sheet can be generated with or without player photos here:

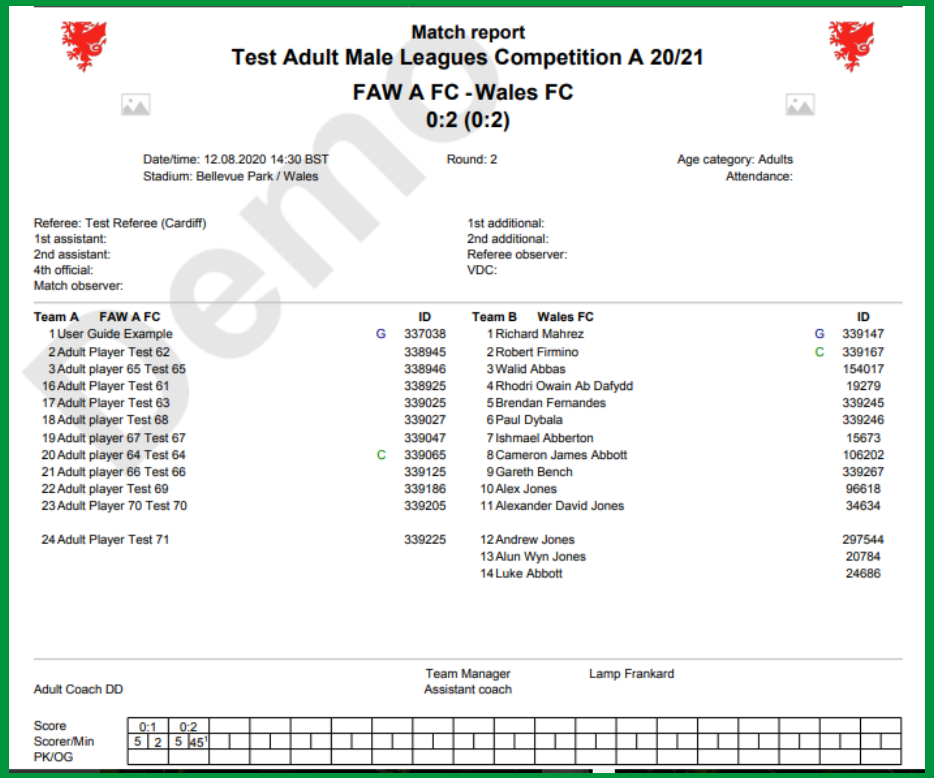




Match Reports – COMET web version

When the match status is changed to PLAYED by the Referee after the match, an email is sent to the clubs (CLUB MANAGER, CLUB MANAGER (JUNIOR) and TEAM LINE-UP MANAGER), Referee and Competition.

The Match Report can be generated here:



Match Results – COMET web version

The match schedule and results can be viewed round by round in the Matches tab of the competition.

You can also generate a Competition Schedule report which includes results for matches played here:

Competition schedule

Organisation: (1) Football Association of Wales
Competition: (4838559) Test Adult Male Leagues Competition A 20/21 - 2020/2021
TOTAL RECORDS: 6

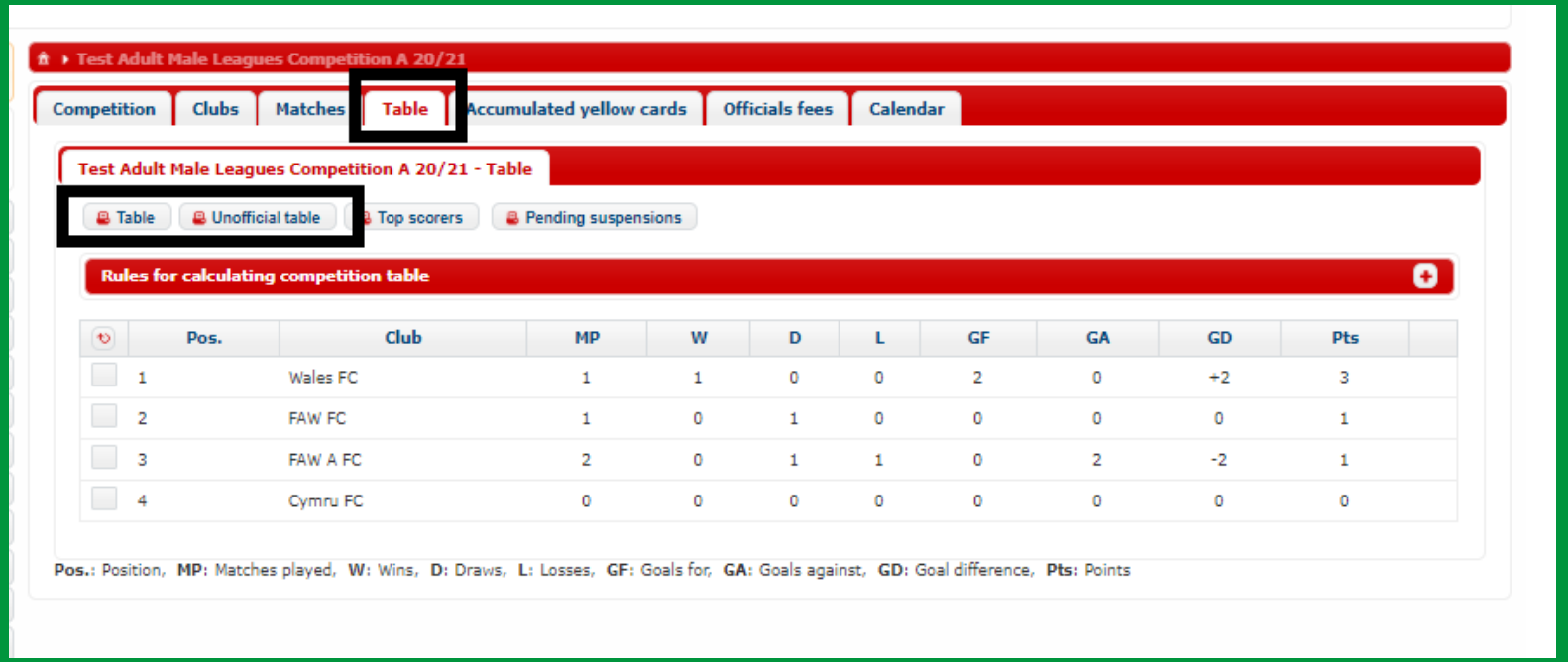
Round 1			
11.08.2020 19:45		FAW FC - FAW A FC	0:0
12.08.2020 19:45	Aberystwyth, Park Avenue	Wales FC - Cymru FC	POSTPONED
Round 2			
12.08.2020 14:30	null, Bellevue Park	FAW A FC - Wales FC	0:2
22.08.2020 14:30	Cardiff, Station Road	Cymru FC - FAW FC	ENTERED
Round 3			
16.09.2020 19:45	null, Bellevue Park	FAW A FC - Cymru FC	SCHEDULED
16.09.2020 19:45	Aberdare, Aberaman Park	FAW FC - Wales FC	SCHEDULED

Demo

The league table

The league table can be viewed in the Table tab of the competition.

You can also generate a PDF copy of the table by clicking Table (takes into account matches moved to Played only) or Unofficial Table (also takes into account those matches that have not been not moved to Played).



Support Resources

Match day support

- An FAW match day help desk will be open on match days (Saturdays only) for the early part of the season (we will keep it running for as long as it is required by clubs and referees to get uses to the system).

- The FAW match day help desk can be accessed by clubs, referees and competition organisers who can telephone the helpdesk for immediate help with urgent match related queries (e.g. problems in submitting / editing team line-ups, adding match events etc)

- The telephone number and working hours of the FAW match day helpdesk will be shared ahead of the season start and published at https://cometsupport.faw.cymru/.

- Once clubs and referees have got used to the system, the FAW match day help desk will cease and thereafter, the respective competition organisers will need to provide any match day support to their clubs and referees.

Resources and contacts

- There is an extensive library of FAW COMET Videos and User Guides on the FAW COMET Support Website: https://cometsupport.faw.cymru/
- Help Ticket function on COMET
- Send an email to the relevant FAW dept:
  - registrations@faw.co.uk – Player registrations queries
  - safeguarding@faw.co.uk – Safeguarding/DBS queries
  - discipline@faw.co.uk – Discipline related queries
  - cometsupport@faw.co.uk – COMET system issues – only to be used if you cannot access COMET to log a help ticket.
- Or you can call the COMET Helpdesk on (02920) 435 830 and ask to speak to the COMET Team or relevant department
- Please be aware that FAW staff are currently working partly from home and partly from the office. We therefore recommend you raise a Help Ticket or send an email if you have any queries.

Diolch, Thank you.