A comprehensive guide on how to register your Coaches, Staff and Club Officials on the FAW COMET System.
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17. Guide Summary
Introduction

Welcome to the user guide on how to register your coaches, staff and club officials on the FAW COMET System.

Before you start to register a coach, staff member or club official, you must always search for the individual on COMET in order to avoid creating a duplicate record!

In finalising the various registration processes, the FAW have imported data from several different IT systems.

This means that any individual with a playing, refereeing or DBS (Safeguarding) record will have a COMET record automatically created for them.

Before you start to register a coach, staff member or club official, we therefore kindly ask that you search for the individual on COMET before proceeding.

If you fail to do so, and the individual already has a COMET record, there is an increased risk that your registration request will be delayed, or worse still, rejected.

You can search for an individual in 3 different ways on COMET, based on the role(s) they may have previously held in Welsh football:

1. If the person has previously registered as a player in Wales:
   Then search for them as a player.

2. If the person has previously registered as a referee in Wales:
   Then search for them as a referee.

3. If the person has previously coached in Wales and completed a DBS check:
   Then search for them as an official under the Organisations button.

Before creating a new COMET record for an individual you must therefore search using all three of the above options before you proceed to create a new COMET record for the individual.
Please do not create a new COMET record for an individual if the system warns you that the person already exists on COMET.

If you start to create a new COMET record for an individual that is already on COMET, the system will bring up the above message to alert you to the possibility of the person already having a COMET record.

When this message appears, please ensure to press the **Load** button as highlighted above.

This will then bring up the existing COMET record for this individual and you will then need to complete the registration process on this existing record.

If you ignore this warning message and proceed to create the duplicate record anyway, there is an increased risk that your registration request will be delayed, or worse still, rejected.
Why are we getting coaches, club staff and club officials to register on COMET?

It is important to ensure that we have a complete list of all individuals involved in Welsh football - this extends beyond players and referees and needs to include all coaches, staff and officials (Club, League, Area Associations and FAW).

Furthermore, some roles also require the individual to possess minimum coaching qualifications and/or a DBS (Safeguarding) license.

BY registering all individuals on COMET, we can ensure that all possess the necessary requirements before being permitted to perform their role(s).
Key points to note

Please note the following in relation to the COMET system:

1. Every individual, no matter what their role is, must only have 1 COMET ID. If an individual performs several different roles, whether within the same club or across different clubs, then they should still only have one COMET ID.

2. A person can therefore have several different registrations all recorded on their one COMET ID. For example an individual can be a player, a coach, a referee and a club official, all under their one COMET ID.

3. A person can also hold multiple registrations within a particular role type. For example a person can be a coach of the under 10's and also coach for the senior team within the same club. All you would need to do for each registration is find the person on COMET, select the role you want to register the person for and then add a new registration by following the standard registration process. It's that simple.

4. A person can also register for different roles across different clubs. E.g. if a person is already registered as a coach for club A, club B would just need to find the person on COMET, select the role they want to register that person for with their club and then add a new registration by following the standard registration process.

5. You must therefore always search to see if the individual has an existing record on COMET.

6. If the system flags that the person may already have a COMET ID, always load that person's existing profile, rather than create a new record.

7. If the person has any coaching qualifications, you must enter details of these qualifications on COMET. If you don't and the role requires a qualification, then the registration request will be automatically rejected by the FAW's Coach Education Department.

8. For any individual that has a DBS record, these details will have been imported from the old FAW IT systems.

However please note that this information will only be visible to the person set up with the user role - CLUB SAFEGUARDING OFFICER.

If you do not have this user role, you will not be able to view DBS information, but please continue to register the individual using their existing COMET ID. The FAW Safeguarding Department will be able to see the DBS information imported from the old systems for this individual.
What is the difference between Coaches, Staff and Club Officials on COMET?

Coach
A Coach is someone who performs a specific coaching role with a specific team e.g. Manager - U16's or Coach – Adult team;

These individuals will need to be separately registered for each team they coach and will require approval from the FAW to ensure they hold the relevant qualifications that may be applicable for the age and tier of the team they want to coach.

Staff
A Staff member is someone who performs a generic role that covers all of the teams within the same Club e.g. Club Safeguarding Officer, Director of Football, Doctor, Head of Performance.

These roles also require approval from the FAW. For example a Club Safeguarding Officer requires a valid DBS check and the FAW Safeguarding Award. Likewise a Doctor or Physio would need to upload a copy of their relevant medical/professional qualification for the FAW to review and approve.

Club Official
An Official is someone who performs an administrative role within a club e.g. Club Secretary, Treasurer, Chairperson, Committee member.

As these individuals do not require any formal qualifications to perform these roles, the FAW does not need to review or approve these registration requests.

A Club is therefore able to self-register all of its Officials on COMET and the process moves immediately from ENTERED to CONFIRMED.
How the registration process works on COMET for coaches, staff and club officials

On the COMET System, a registration will move between 4 different stages:

1. ENTERED
2. SUBMITTED
3. PENDING
4. CONFIRMED

- IF THE REGISTRATION IS REJECTED DUE TO THE INDIVIDUAL NOT HAVING A VALID DBS CHECK IN PLACE
- IF THE REGISTRATION IS REJECTED DUE TO THE INDIVIDUAL NOT HAVING THE RELEVANT COACHING QUALIFICATIONS
What do each of these different stages mean?

**ENTERED**
This means the registration request has been started by your Club and you have filled in all of the mandatory data fields for the individual you want to register.

Whenever a registration request changes to status **ENTERED**, the coach, staff member or club official will be notified via email and be requested to sign, date and return the registration form back to the club. The Club can also access the form via COMET.

**SUBMITTED**
This means the Club has sent the registration request to the FAW for approval.

If the registration is rejected (due to lack of coaching qualifications), the status will move back to **ENTERED** and the Club will be notified immediately via email of the rejection reason along with a link to the person's registration page to correct and resubmit the request.

Please note that for Club Officials, the Club can self-approve and register these individuals without needing to submit the requests to the FAW. The club can therefore move the registration status from **ENTERED** to **CONFIRMED**

**PENDING**
As the FAW's Coach Education Department and FAW Safeguarding Team are both involved in the verification process, both departments will need to review the registration before an individual can be approved.

This means that an extra verification step is required after an application has been **SUBMITTED**.

If a registration request goes to stage **PENDING**, this means that the FAW Coach Education Department have reviewed an individual's coaching qualifications and are satisfied they have the necessary qualifications to perform the role.

At this stage the FAW Safeguarding team can then check and review the individual's DBS status.

If the role requires a DBS license and the individual is in possession of a valid DBS check, then the FAW Safeguarding team will move this application to status **CONFIRMED**.

However if the individual does not have a DBS check in place, they would reject this request and move it back to stage **ENTERED**.
**CONFIRMED**

If the registration request is approved the status will immediately change to CONFIRMED. The person will receive an email confirming their registration along with their e-registration card and a copy of their Personal Accident Insurance policy.

A club can keep up to date with its registrations on COMET at all times via the **My Club** section of its COMET account.

The **My Club** page is where all of your club's information is stored. This page is updated in real-time meaning any actions undertaken by the FAW will appear immediately.

Likewise, if the club undertakes any actions, the FAW would also be able to see these immediately.
Registering a coach who already has a record on COMET

What are the different coaching roles on COMET?

<table>
<thead>
<tr>
<th>Coaching Roles on COMET</th>
<th>Tiers 1 - 2</th>
<th>Junior Football</th>
<th>Tiers 3 - 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Manager</td>
<td></td>
<td>A Valid DBS Check for every role</td>
<td></td>
</tr>
<tr>
<td>Assistant Manager</td>
<td></td>
<td>FAW Football Leaders Award or equivalent</td>
<td></td>
</tr>
<tr>
<td>Player manager</td>
<td></td>
<td>from other National Association - one per team</td>
<td></td>
</tr>
<tr>
<td>Coach</td>
<td></td>
<td>FAW First Aid Award or equivalent if accepted by FAW Coach Education Department - one per team</td>
<td></td>
</tr>
<tr>
<td>Assistant Coach</td>
<td>As decided by the FAW Club Licensing programme</td>
<td></td>
<td>No qualification required</td>
</tr>
<tr>
<td>Player Coach</td>
<td></td>
<td>FAW First Aid Award or equivalent as decided by FAW Coach Education Department</td>
<td></td>
</tr>
<tr>
<td>Goalkeeper Coach</td>
<td></td>
<td>FAW Goalkeepers Award - one per club</td>
<td></td>
</tr>
<tr>
<td>First aider</td>
<td></td>
<td>FAW First Aid Award or equivalent as decided by FAW Coach Education Department</td>
<td></td>
</tr>
<tr>
<td>Team Helper</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You need to register someone as a coach on COMET if they perform any of the above roles.

As shown above, for certain levels of Welsh football you will need to hold minimum coaching qualifications.

Please contact the FAW's Coach Education Department if you have any queries in relation to which roles require a coaching qualification.
As a reminder, always search for an individual on COMET before proceeding with the registration.

For the 2019/20 season, you must search the system for all individuals you want to register as a coach, staff member or club official before creating a new record on COMET as we have brought across all previous records from the old system.

The information imported from the old FAW IT system includes anyone with a playing, refereeing or DBS (Safeguarding) history.

There were 63,000 duplicates on the old FAW IT system and therefore we do not want you to create duplicates on the COMET system.

Creating a duplicate could result in your registration request being rejected.
Please do not create a new COMET record for an individual if the system warns you that the person already exists on COMET.

If you start to create a new COMET record for an individual that is already on COMET, the system will bring up the above message to alert you to the possibility of the person already having a COMET record.

When this message appears, please ensure to press the **Load** button as highlighted above.

This will then bring up the existing COMET record for this individual and you will then need to complete the registration process on this existing record.

If you ignore this warning message and proceed to create the duplicate record anyway, there is an increased risk that your registration request will be delayed, or worse still, rejected.
1. Searching for a person on COMET

To search for a person you need to check in the following sections of COMET to see if the person has an existing record:

1. If the person has previously registered as a player in Wales:
   
   **Then search for them as a player.**

2. If the person has previously registered as a referee in Wales:
   
   **Then search for them as a referee.**

3. If the person has previously coached in Wales and completed a DBS check:
   
   **Then search for them as an official under the Organisations button.**

Firstly you need to remove your club name from the Club box to search the entire Welsh database. You can find the individual using one of the following criteria:

1. Surname and date of birth

2. FSI number - this is the 6 digit registration number if a person has played in Wales or if they have ever completed a DBS check in Wales.

3. COMET ID number

You must ensure to obtain the relevant consent from the individual before searching for them on COMET. Once you have input the information, Click the Search button.
2. Click on the person's name from the search results

Once you have clicked Search, it should then bring up the results of the search.

If the person appears in the search results, simply click on the person's name to go through to their registrations page.
3. Select the role that you want to register the individual as

Once on the relevant person's page, you will notice at the top left hand side of the screen that it will say View as: with a type of role in this box, Official in this example.

To register the person as a Coach, Staff member or Official, you need to click the arrow in this box and select the relevant role.

In this case, we want to register this person as a Coach so need to View as the Coach role.
4. Click on New registration

You will now notice that you are viewing the individual as a Coach.

To begin registering them to your club, click on New registration.
5. Check and update the mandatory data fields

Once you have clicked **New registration**, you will now need to check and update the individual's mandatory data fields.

All individuals brought across onto COMET from the previous FAW IT systems are missing at least three pieces of information:

1. A photograph of the individual;
2. The individual's email address; and
3. The individual's home address.

At this stage you need to click the **Edit** button and complete these data fields. Until you have completed this information you cannot proceed with the registration.

Please make sure that you check all information and update anything that may be incorrect or out of date.

You also need to confirm the **Discipline** as football, confirm the person's coaching role in the **Registration type** box, e.g. Team Manager, and also choose which age group the person will be coaching in the **Age category** box. Then click **Save**.
6. Enter the coach's qualification details

Once you have completed all of the mandatory fields, the registration would be on stage **ENTERED**.

Before proceeding to get the form signed, you need to go onto the **Additional info** tab in order to add the details of all the coach qualifications the individual holds.

To complete the details of the main qualification you need to go on the **Titles** box and click the **pencil icon** on the **right side** of this **Titles** box.
7. Enter the start and end dates of the qualification

Once you have clicked the pencil icon, this pop-up box will appear.

You now need to enter the start and end dates of the qualification so please ask your coaches to confirm this.

The FAW’s Coach Education team will check these start and end dates against their database and will amend these dates if they are incorrect.

If the coach’s qualification was obtained outside of Wales (for example, through the English FA) then you will need to upload a copy of this qualification certificate as proof of the qualification, as the FAW will have no record of this qualification on their system.

To do this, you need to click the Choose button which will take you to your PC or laptop device to select the relevant document to upload onto COMET as proof. Once finished, click the Save button.
8. Enter all additional qualification details for the coach

After completing the information for the main qualification, you now need to enter any additional qualifications the coach may hold.

To do this you need to go on the Titles box and click the paper icon on the top left corner of this Titles box.

Please note: the FAW's Coach Education Department will review the registration request based upon the information provided by the club. If you do not enter a coach qualification and the role requires it, then the registration request will be rejected.
9. Enter the qualification details

Once you have clicked the **paper icon**, it will bring up this pop-up box.

You now need to select the relevant qualification from the **Title type** box and also enter the **Date from** and **Date to**.

The FAW's Coach Education team will check the start and end dates against their records and will amend these dates if they are incorrect.

If the coach's qualification was obtained outside of Wales (for example, through the English FA) then you will need to upload a copy of this qualification certificate as proof of the qualification, as the FAW will have no record of this qualification on their system.

To do this, you just need to click the **Choose** button which will take you to your PC or laptop device to select the relevant document to upload onto COMET.

Once finished, click the **Save** button.
10. Getting the registration form signed and dated by the coach

As per the standard registration process, as soon as the registration reaches stage **ENTERED** the coach will receive an email containing the registration form.

The club can also now access the form by clicking the **Generate Registration form** button.

Please see the introduction section of this user guide which details the different ways a coach can sign, date and return the registration form back to the Club.
11. Upload the signed and dated registration form back onto COMET

Once the Coach has signed and dated the form and has sent this back to your club, you need to upload this onto COMET and submit the request to the FAW's Coach Education Department.

To do this you need to click the **Documents** button which is located at the bottom of the Coach **Active registrations** page.
12. Selecting the registration form to upload

Once you have clicked the Documents button, this pop-up box will appear.

Firstly select the type of form as Registration form.

Then click the Choose button. This will open up your documents on your PC or laptop device.
13. Selecting the registration form - continued

You then need to go to the location you have saved the registration form on your PC/ Laptop device and double-click on the relevant document.

This will immediately upload the form onto COMET.

If you upload the wrong document by mistake, you can simply add the correct one.

You can't delete a document on COMET (the system maintains a complete audit trail), but you can upload as many documents as you may need should you make a mistake.

The FAW will be checking all of these documents to ensure they are correct and will reject a registration request accordingly if there are any errors.
14. Uploading the registration form onto COMET

Once the document has been uploaded, the form will then be showing in the Registration form section with the status ACTIVE.

You can now close this box to return to the individual's page by clicking on the small white cross highlighted in the top right hand corner of the Documents box.
15. Submitting the registration request to the FAW's Coach Education Department

Once the registration form has been uploaded onto COMET, you are now ready to submit the request to the FAW's Coach Education Department.

To do this you need to click on the **Edit** button.
16. Click SUBMIT

Once you have clicked the Edit button, you now need to click the SUBMIT button shown.

If you wanted to cancel the entire registration process at this point for any reason, you would click the CANCEL button with the blue cross.

If you wanted to just go back to the previous page, you would click the smaller Cancel button with the red circle.

This won't cancel the entire process, it will just take you out of the Edit page.
17. Confirm the submission

Once you have clicked **SUBMIT**, you then need to confirm your submission in the pop-up box that appears by clicking **SUBMIT** again.

You don't need to put anything in the **Reason/description** box, unless you had any relevant information you wanted to share with the FAW's Coach Education Department.

If you did not want to confirm the submission at this stage, you just need to click the **Cancel** button.

This won't cancel the entire process, it will just take you back to the previous page.
18. The registration request has now been submitted to the FAW

Once you have clicked **SUBMIT** in the pop-up box, the system will take you back to the registration page and you will notice the status will immediately have changed to **SUBMITTED**.

At this point the registration request is now with the FAW's Coach Education team for approval.

You will also notice that the registration expiry date will automatically be set to the end of each season.

However, when reviewing this request, if the coach qualification expires during the season, the FAW's Coach Education Department will approve the request, but amend the **Date to** to the date the qualification expires.

If a DBS check is also required for the role, the FAW's Coach Education Department would then change this status to **PENDING** so that the FAW Safeguarding team can check that the individual has a valid DBS check in place.
Managing your Coach registration requests on COMET

Whenever you are trying to register coaches with your club, you can manage the status of these registrations by going into your My Club page on COMET.

Once on your My Club page, if you click on the Coaches tab, a list of all of the coaches that are registered to your club or you have submitted a registration request for can be accessed.

You just need to click on the magnifying glass under the coaches photo and it will take you straight to their coach registration page.
Registering a coach who already has a record on COMET - a recap

1. Search for the person on COMET if you know they have previously registered as a player, match official, or have previously coached and have a DBS history. This individual will already have a record on COMET.

2. Enter one of the person’s surname and date of birth, their 6 digit FSI number or their COMET ID, then click Search.

3. Click on the person’s name from the search results.

4. At the top left hand side of the screen, select to "View As:" Coach.

5. Click on New registration.

6. Complete the mandatory fields.

7. Enter the qualification details and also add any additional qualifications through the Additional Info tab.

8. Coach needs to sign, date and return the form to the club.

9. Club needs to upload the form onto COMET via the Documents button.

10. Submit the registration request to the FAW by clicking the Edit button next to the Documents button and then click SUBMIT.

11. Confirm this submission by clicking SUBMIT in the pop-up box that appears.

12. The coach will receive a confirmation email once this registration has been CONFIRMED.

13. The club can keep up to date with the request progress at any time through the My Club button.
Registering a staff member who already has a record on COMET

What are the different staff member roles on COMET?

<table>
<thead>
<tr>
<th>Staff Member Roles on COMET</th>
<th>Qualification Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Football</td>
<td>To the FAW Coach Education Department's requirements</td>
</tr>
<tr>
<td>Performance Analyst</td>
<td>To the FAW Coach Education Department's requirements</td>
</tr>
<tr>
<td>Head of Performance</td>
<td>To the FAW Coach Education Department's requirements</td>
</tr>
<tr>
<td>Coaching Co-Ordinator</td>
<td>To the FAW Coach Education Department's requirements</td>
</tr>
<tr>
<td>Scout</td>
<td>To the FAW Coach Education Department's requirements</td>
</tr>
<tr>
<td>Academy Manager</td>
<td>To the FAW Coach Education Department's requirements</td>
</tr>
<tr>
<td>Doctor</td>
<td>General Medical Certificate</td>
</tr>
<tr>
<td>Medical Officer</td>
<td>To the FAW Medical Manager’s requirements</td>
</tr>
<tr>
<td>Fitness and Conditioning Coach</td>
<td>To the FAW Coach Education Department's requirements</td>
</tr>
<tr>
<td>Safeguarding Officer</td>
<td>FAW Safeguarding Award and valid DBS Check</td>
</tr>
<tr>
<td>Physiotherapist</td>
<td>Relevant Physiotherapist Qualification</td>
</tr>
<tr>
<td>Footie Huddle Co-ordinator</td>
<td>To the FAW Coach Education Department's requirements</td>
</tr>
<tr>
<td>Head of Youth</td>
<td>To the FAW Coach Education Department's requirements</td>
</tr>
<tr>
<td>Sports Scientist</td>
<td>To the FAW Coach Education Department's requirements</td>
</tr>
<tr>
<td>Academy Administrator</td>
<td>To the FAW Coach Education Department's requirements</td>
</tr>
<tr>
<td>Masseur</td>
<td>To the FAW Medical Manager’s requirements</td>
</tr>
</tbody>
</table>

You need to register someone as a staff member on COMET if the person performs any of the above roles.

As shown above, all of these roles will require approval from the FAW and may be subject to the individual possessing minimum qualifications.

For example, a Club Safeguarding Officer, Doctor or Physiotherapist must hold the above qualifications referred to above in order to be approved in these roles for your club.
As a reminder, always search for an individual on COMET before proceeding with the registration.

For the 2019/20 season, you must search the system for all individuals you want to register as a coach, staff member or club official before creating a new record on COMET as we have brought across all previous records from the old system.

The information imported from the old FAW IT system includes anyone with a playing, refereeing or DBS (Safeguarding) history.

There were 63,000 duplicates on the old FAW IT system and therefore we do not want you to create duplicates on the COMET system.

Creating a duplicate could result in your registration request being rejected.
Please do not create a new COMET record for an individual if the system warns you that the person already exists on COMET

If you start to create a new COMET record for an individual that is already on COMET, the system will bring up the above message to alert you to the possibility of the person already having a COMET record.

When this message appears, please ensure to press the **Load** button as highlighted above.

This will then bring up the existing COMET record for this individual and you will then need to complete the registration process on this existing record.

If you ignore this warning message and proceed to create the duplicate record anyway, there is an increased risk that your registration request will be delayed, or worse still, rejected.
1. Searching for a person on COMET

To search for a person you need to check in the following sections of COMET to see if the person has an existing record:

1. If the person has previously registered as a player in Wales:
   **Then search for them as a player.**
2. If the person has previously registered as a referee in Wales:
   **Then search for them as a referee.**
3. If the person has previously coached in Wales and completed a DBS check:
   **Then search for them as an official under the Organisations button.**

Firstly you need to remove your club name from the Club box to search the entire Welsh database.

You can find the individual using one of the following criteria:

1. Surname and date of birth
2. FSI number - this is the 6 digit registration number if a person has played in Wales or if they have ever completed a DBS check in Wales.
3. COMET ID number

You must ensure to obtain the relevant consent from the individual before searching for them on COMET. When you have input the information, click the Search button.
2. Click on the person’s name from the search results

Once you have clicked Search, it should then bring up the results of the search.

If the person appears in the search results, simply click on the person's name to go through to their registration page.
3. Select the role that you want to register the individual as

Once on the relevant person’s page, you will notice at the top left hand side of the screen that it will say View as: with a type of role in this box, Official in this example.

To register the person as a Coach, Staff member or Official, you need to click the arrow in this box and select the relevant role.

In this case, we want to register this person as a Staff member so need to View as the Staff role.
4. Click on New registration

You will now notice that you are viewing the individual as a **Staff member**.

To begin registering them to your club, click on **New registration**.
5. Check and update the mandatory fields

Once you have clicked **New registration**, you will now need to check and update the individual’s mandatory data fields.

For all individuals whose data has been imported into COMET from the previous FAW IT system, there are at least three new pieces of information that you will need to input on COMET:

1. A photograph of the individual;
2. The individual's email address; and
3. The individual's home address

At this stage you need to click the **Edit** button and complete these data fields.

Until you have completed this information you cannot proceed with the registration.

Please make sure that you check all information and update any fields that may be incorrect or out of date.

You also need to confirm the **Registration type**. In this case, the staff member is the Club Safeguarding Officer. Then click **Save**.
6. Enter the qualification details for the Staff member

Once you have completed all of the mandatory fields, the registration will be on stage ENTERED.

Before proceeding to get the form signed though, you need to go on to the Additional info tab in order to add further information on the details of the individual's qualifications.

For example, the Safeguarding Officer must have the FAW Safeguarding Award as well as a valid DBS check in order to be approved for this role.

DBS information has been transferred over from the previous FAW IT system and will automatically be populated on an individual's COMET account.

To complete the details of the relevant Safeguarding qualification or for anyone you wish to register as a Club Doctor or Physio, you need to go on the Safeguarding and Licenses box and click the paper icon on the top left corner of this Titles box.
7. Enter the qualification details

Once you have clicked the paper icon in the relevant box, it will bring up this pop-up box.

You now need to select the additional qualification in the License type box and also include the Date from and Date to.

The FAW's Coach Education Department will check the start and end dates against their database and will amend these dates if they are incorrect.

For the Doctor or Physio qualification you would need to upload a copy of this qualification (i.e. certificates) as proof as we will have no record of this on our system.

To do this, you just need to click the Choose button which will take you to your PC or laptop device to select the relevant document to upload onto COMET.

Once you have done this, click Save.
8. The qualification details are now uploaded for approval

Once you have clicked **Save** in the upload page, the documents will have been uploaded to COMET and these will be showing in the Safeguarding and Licenses box in the staff member's COMET profile.

This will then be reviewed by the FAW's Coach Education Department once the registration request has been submitted.

**Please note:** the FAW's Coach Education Department will review the registration request based upon the information provided by the club. If you do not enter a coach qualification and the role requires it, then the registration request will be rejected.
9. Getting the staff member to sign and date the registration form

As per the standard registration process, as soon as the registration reaches stage **ENTERED**, the staff member will receive an email containing the registration form.

The club can also now access the form by clicking the **Generate Registration form** button.

Please see the introduction section of this user guide which details the different ways a staff member can sign, date and return the registration form back to the club.
10. Upload the signed and dated form back onto COMET via the Documents button

Once the staff member has signed and dated the form and has sent this back to your club, you need to upload this onto COMET and submit the request to the FAW's Coach Education Department.

To do this you need to click the Documents button on the Active registrations page.
11. Uploading the registration form - continued

You simply need to go to the location you have saved the registration form on your PC/Laptop device and double-click on the document.

This will immediately upload the form onto COMET.

If you upload the wrong document by mistake, you simply add the correct one.

You can't delete a document on COMET (the system maintains a complete audit trail), but you can upload as many documents as you may need, should you make a mistake so do not worry.

The FAW will be checking all of these documents to ensure they are correct and will reject a registration request accordingly if they are not.
12. Form successfully uploaded onto COMET

Once you have clicked on the document to upload it, the form will be showing in the Registration form section with the status **ACTIVE**.

You can now close this box to return to the individual's registration page by clicking on the small white cross highlighted in the top right hand corner of the Documents box.
13. Submitting the registration request to the FAW's Coach Education Department

Once the registration form has been uploaded onto COMET, you are now ready to submit the request to the FAW's Coach Education Department.

To do this you need to click on the **Edit** button.
14. Click SUBMIT

Once you have clicked the **Edit** button, you now need to click the **SUBMIT** button shown.

If you wanted to cancel the registration at this point for any reason, you would click the **CANCEL** button with the blue cross.

If you wanted to just go back to the previous page, you would click the smaller **Cancel** button with the red cross.

This won't cancel the entire process, it will just take you out of the Edit page.
15. Confirming the submission

Once you have clicked **SUBMIT**, you then need to confirm your submission in the pop-up box that appears by clicking **SUBMIT** again.

You don't need to put anything in the **Reason/description** box, unless you had any relevant information you wanted to share with the FAW's Coach Education Department.

If you did not want to confirm the submission at this stage, you just need to click the **Cancel** button.

This won't cancel the entire process, it will just take you back to the previous page.
16. The registration request has now been submitted to the FAW

Once you have clicked SUBMIT in the pop-up box, the system will take you back to the registration page and you will notice the status will immediately have changed to SUBMITTED.

At this point the registration request is now with the FAW's Coach Education team for approval.

You will also notice that the registration expiry date will automatically be set to the end of each season.

However, when reviewing this request, if the staff member qualification expires during the season, the FAW's Coach Education Department will approve the request, but amend the Date to to the date the qualification expires.

If a DBS check is also required for the role, the FAW's Coach Education Department would then change this status to PENDING so that the FAW Safeguarding team can check that the individual has a valid DBS check in place.
Managing your Staff Members' registration requests

Whenever you are trying to register any staff members with your club, you can manage the status of these registrations by going into your My Club page on COMET.

Once on your My Club page, if you click on the Coaches tab, a list of all coaches and staff that are registered to your club or you have submitted a registration request for can be accessed.

You just need to click on the magnifying glass under the staff member's photo and it will take you straight to their staff registration page.
Registering a staff member who already as a record on COMET - a recap

1. Search for the person on COMET if you know they have previously registered as a player, match official, or have previously coached and have a DBS history. This individual will already have a record on COMET.

2. Enter the person's surname and date of birth, their 6 digit FSI number, or their COMET ID and click Search.

3. Click on the person's name from the search results.

4. At the top left of the screen, select to View As: Staff.

5. Click on New registration.

6. Complete the mandatory fields.

7. Enter the qualification details through the Additional Info tab.

8. Ensure the staff member signs and dates the form and returns it back to the club.

9. Club needs to upload the form onto COMET via the Documents button.

10. Submit the registration request to the FAW's Coach Education Department by clicking the Edit button next to the Documents button and then click SUBMIT.

11. Confirm this submission by clicking SUBMIT in the pop-up box that appears.

12. The staff member will receive a confirmation email as soon as the registration has been CONFIRMED.

13. The club can keep up to date with the status of its registration requests via the My Club button.
Registering a club official who already has a record on COMET

What are the different club official roles on COMET?

<table>
<thead>
<tr>
<th>Team Operations</th>
<th>Youth Secretary</th>
<th>Women's Fixtures Secretary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chef</td>
<td>Treasurer</td>
<td>Junior Fixtures Secretary</td>
</tr>
<tr>
<td>Kit and Equipment Manager</td>
<td></td>
<td>Disciplinary Officer</td>
</tr>
<tr>
<td>President</td>
<td>Chief Executive Officer</td>
<td>Competitions Officer</td>
</tr>
<tr>
<td>Vice-President</td>
<td>Chief Operating Officer</td>
<td>Administration Officer</td>
</tr>
<tr>
<td>Life President</td>
<td>Finance Director</td>
<td>COMET Champion</td>
</tr>
<tr>
<td>Life Vice-President</td>
<td></td>
<td>Committee Member</td>
</tr>
<tr>
<td>Chairperson</td>
<td>Referees Officer</td>
<td>Board Member</td>
</tr>
<tr>
<td>Junior Chairperson</td>
<td></td>
<td>Life Member</td>
</tr>
<tr>
<td>Vice-Chairperson</td>
<td>Community Officer</td>
<td>Honorary Life Member</td>
</tr>
<tr>
<td>Club Secretary</td>
<td>Parent Liaison Officer</td>
<td>Club Volunteer</td>
</tr>
<tr>
<td>Assistant Club Secretary</td>
<td></td>
<td>Accreditation Officer</td>
</tr>
<tr>
<td>Junior Club Secretary</td>
<td></td>
<td>Media Officer</td>
</tr>
<tr>
<td>Women's Secretary</td>
<td>Junior Registration Secretary</td>
<td>Security Officer</td>
</tr>
<tr>
<td>Girls Secretary</td>
<td>Adult Registration Secretary</td>
<td>Other</td>
</tr>
<tr>
<td></td>
<td>Adult Fixtures Secretary</td>
<td></td>
</tr>
</tbody>
</table>

You need to register someone as a club official on COMET if they perform any of the above roles.

None of these roles require approval from the FAW and therefore a club is able to self-register these individuals on COMET and the registration process will move from ENTERED to CONFIRMED.
As a reminder, always search for an individual on COMET before proceeding with the registration.

For the 2019/20 season, you must search the system for all individuals you want to register as a coach, staff member or club official before creating a new record on COMET as we have brought across all previous records from the old system.

The information imported from the old FAW IT system includes anyone with a playing, refereeing or DBS (Safeguarding) history.

There were 63,000 duplicates on the old FAW IT system and therefore we do not want you to create duplicates on the COMET system.

Creating a duplicate could result in your registration request being rejected.
Please do not create a new COMET record for an individual if the system warns you that the person already exists on COMET.

If you start to create a new COMET record for an individual that is already on COMET, the system will bring up the above message to alert you to the possibility of the person already having a COMET record.

When this message appears, please ensure to press the **Load** button as highlighted above.

This will then bring up the existing COMET record for this individual and you will then need to complete the registration process on this existing record.

If you ignore this warning message and proceed to create the duplicate record anyway, there is an increased risk that your registration request will be delayed, or worse still, rejected.
1. Searching for a person on COMET

To search for a person you need to check in the following sections of COMET to see if the person has an existing record:

1. If the person has previously registered as a player in Wales:  
   **Then search for them as a player.**

2. If the person has previously registered as a referee in Wales:  
   **Then search for them as a referee.**

3. If the person has previously coached in Wales and completed a DBS check:  
   **Then search for them as an official under the Organisations button.**

Firstly you need to remove your club name from the Club box to search the entire Welsh database. You can find the individual using one of the following criteria:

1. Surname and date of birth
2. FSI number - this is the 6 digit registration number if a person has played in Wales or if they have ever completed a DBS check in Wales.
3. COMET ID number

You must ensure to obtain the relevant consent from the individual before searching for them on COMET. When you have input the information, click the Search button.
2. Click on the person's name from the search results

Once you have clicked **Search**, it should then bring up the results of the search.

If the person appears in the search results, simply click on the person's name to access their registrations page.
3. Select the role that you want to register the individual as

Once on the relevant person’s page, you will notice at the top left hand side of the screen that it will say View as: with a type of role in this box, Official in this example.

To register the person as a Coach, Staff member or Club Official, you need to click the arrow in this box and select the relevant role.

In this case, we want to register this person as a Club Official so need to View as: the Official role.
4. Click on New registration

To begin registering the official to your club, click on **New registration**.
5. Check and update the mandatory fields

Once you have clicked **New registration**, you will now need to check and update the individual's mandatory data fields.

For all individuals whose data has been imported into COMET from the previous FAW IT system, there are at least three new pieces of information that you will need to input on COMET:

1. A photograph of the individual;
2. The individual's email address; and
3. The individual's home address

At this stage you need to click the **Edit** button and complete these data fields. Until you have completed this information you cannot proceed with the registration.

Please make sure that you check all information and update any fields that may be incorrect or out of date.

You also need to confirm the **Registration type**. In this case, the club official is the Junior Club Secretary.
Once you have done this, you now need to click **Save**.

## 6. Getting the club official to sign and date the registration form

As per the standard registration process, as soon as the registration reaches stage **ENTERED**, the club official will receive an email containing the registration form.

The club can also now access the form by clicking the **Generate Registration form** button.

Please see the introduction section of this user guide which details the different ways a club official can sign, date and return the registration form back to the club.
7. Upload the signed and dated form back onto COMET via the Documents button

Once the club official has signed and dated the form and has sent this back to your club, you need to upload this onto COMET to be able to then confirm the registration.

To do this you need to click the Documents button on the Active registrations page.
8. Uploading the registration form - continued

You simply need to go to the location you have saved the registration form on your PC/Laptop device and double-click on the document.

This will immediately upload the form onto COMET.

If you upload the wrong document by mistake, you simply add the correct one.

You can't delete a document on COMET (the system maintains a complete audit trail), but you can upload as many documents as you may need, should you make a mistake so do not worry.
9. Form successfully uploaded onto COMET

Once you have clicked on the document to upload it, the form will be showing in the Registration form section with the status ACTIVE.

You can now close this box to return to the individual's registration page by clicking on the small white cross highlighted in the top right hand corner of the Documents box.
10. How to confirm the registration request

Once the registration form has been uploaded onto COMET, you are now ready to confirm the registration request to register the official with your club.

To do this you need to click on the **Edit** button.
11. Confirming the registration

The registration of a club official does not require approval, once you have clicked *Edit*, you will then be able to confirm the registration. To do this you need to click *CONFIRM*. 
Once you have clicked **CONFIRM**, this pop-up box will appear. To confirm the registration you need to click **CONFIRM**.

You don't need to put anything in the **Reason/description** box, unless you had any relevant information you wanted to share with the FAW.

If you did not want to confirm the submission at this stage, you just need to click the **Cancel** button.

This won't cancel the entire process, it will just take you back to the previous page.
13. Your Club official is now registered

As soon as you have clicked **CONFIRM** in the pop-up box, the club official will now be registered.

The individual will receive an email immediately containing their electronic registration card and a copy of their insurance certificate.
Managing your Club Officials’ registration requests

You can manage the status of your club officials via your My Club page on COMET.

On your My Club page, if you click on the Officials tab, a list of all officials that are registered to your club or you have submitted a registration request for can be accessed.

You just need to click on the magnifying glass under the official’s photo and it will take you straight to their registration page.
Registering a club official who already has a record on COMET - a recap

1. Search for the person on COMET if you know they have previously registered as a player, match official, or have previously coached and have a DBS history. This individual will already have a record on COMET.

2. Enter the person's surname and date of birth, their 6 digit FSI number or their COMET ID if known and click **Search**.

3. Click on the person's name from the search results.

4. At the top left of the screen, select to **View As: Official**.

5. Click on **New registration**.

6. Complete the mandatory fields.

7. Ensure the club official signs and dates the form and returns it back to the club.

8. Club needs to upload the form onto COMET via the **Documents** button.

9. Start the confirmation process by clicking the **Edit** button next to the **Documents** button and then click **CONFIRM**.

10. Confirm this registration by clicking **CONFIRM** in the pop-up box that appears.

11. The club official will receive a confirmation email to confirm their registration.

12. The club can keep up to date with the status of its registration request via the **My Club** button.
Registering a new coach that doesn't already have a record on COMET

What are the different coaching roles on COMET?

<table>
<thead>
<tr>
<th>Coaching Roles on COMET</th>
<th>Minimum Qualifications Required as a Coach in Wales</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tiers 1 - 2</td>
</tr>
<tr>
<td>Team Manager</td>
<td></td>
</tr>
<tr>
<td>Assistant Manager</td>
<td></td>
</tr>
<tr>
<td>Player manager</td>
<td></td>
</tr>
<tr>
<td>Coach</td>
<td></td>
</tr>
<tr>
<td>Assistant Coach</td>
<td>A Valid DBS Check for every role</td>
</tr>
<tr>
<td>Player Coach</td>
<td>FAW Football Leaders Award or equivalent from other National Association - one per team</td>
</tr>
<tr>
<td>Goalkeeper Coach</td>
<td>FAW Goalkeepers Award - one per club</td>
</tr>
<tr>
<td>First aider</td>
<td>FAW First Aid Award or equivalent as decided by FAW Coach Education Department</td>
</tr>
<tr>
<td>Team Helper</td>
<td></td>
</tr>
</tbody>
</table>

You need to register someone as a coach on COMET if they perform any of the above roles.

As shown above, for certain levels of Welsh football you will need to hold minimum coaching qualifications.

Please contact the FAW's Coach Education Department if you have any queries in relation to which roles require a coaching qualification.
As a reminder, always search for an individual on COMET before proceeding with the registration.

For the 2019/20 season, you must search the system for all individuals you want to register as a coach, staff member or club official before creating a new record on COMET as we have brought across all previous records from the old system.

The information imported from the old FAW IT system includes anyone with a playing, refereeing or DBS (Safeguarding) history.

There were 63,000 duplicates on the old FAW IT system and therefore we do not want you to create duplicates on the COMET system.

Creating a duplicate could result in your registration request being rejected.

However if you cannot find an individual and you are sure they wouldn't have an existing record on COMET, you will need to create a record for them on the system in order to register an individual as a coach for your club.
Please do not create a new COMET record for an individual if the system warns you that the person already exists on COMET

If you start to create a new COMET record for an individual that is already on COMET, the system will bring up the above message to alert you to the possibility of the person already having a COMET record.

When this message appears, please ensure to press the Load button as highlighted above.

This will then bring up the existing COMET record for this individual and you will then need to complete the registration process on this existing record.

If you ignore this warning message and proceed to create the duplicate record anyway, there is an increased risk that your registration request will be delayed, or worse still, rejected.
1. If you can't find the person on the system, click on New coach

If you cannot find the person on COMET after searching for them in the relevant player, referee or officials sections, you would need to click New Coach.

This will enable you to create a record for the person on COMET and register them with your club.
2. Complete all of the mandatory fields

At this point you are now able to follow the standard registration process to register this person as a coach for your club.

Start by filling in all of the mandatory fields as shown in red on the above screen. Don't forget to complete the address details in the Contacts tab and to also upload a photo of the individual and crop it.

Then make sure to add the Coach Qualification as part of the mandatory fields.

Finally, in the Active registrations section at the bottom you need to include the Discipline as Football, the type of coaching role and age group of the team the person wants to be registered with.

Click Save once you're happy the information is filled in correctly.
3. Enter the qualification details for the coach

Once you have completed all of the mandatory fields, the registration will be on stage ENTERED.

Before proceeding to get the form signed though, you need to go onto the Additional info tab in order to add further information on the details of the coach's qualification if you have selected a qualification.

To complete the details of the main qualification you need to go on the Titles box and click the pencil icon on the right side of this Titles box.
4. Enter the start and end dates of the qualification

Once you have clicked the **pencil icon**, this pop-up box will appear.
You now need to enter the start and end dates of the qualification so please ask your coaches to confirm this.

The FAW’s Coach Education team will check these start and end dates against their database and will amend these dates if they are incorrect.

If the coach’s qualification was obtained outside of Wales (for example, through the English FA) then you will need to upload a copy of this qualification certificate as proof of the qualification, as the FAW will have no record of this qualification on their system.

To do this, you need to click the **Choose** button which will take you to your PC or laptop device to select the relevant document to upload onto COMET as proof.

Once finished, click the **Save** button.
5. Enter all additional qualification details for the coach

After completing the information for the main qualification, you now need to enter any additional qualifications the coach may hold.

To do this you need to go on the Titles box and click the paper icon on the top left corner of this Titles box.

Please note: the FAW's Coach Education Department will review the registration request based upon the information provided by the club. If you do not enter a coach qualification and the role requires it, then the registration request will be rejected.
6. Enter the qualification details

Once you have clicked the paper icon, it will bring up this pop-up box.

You now need to select the relevant qualification from the Title type box and also enter the Date from and Date to.

The FAW's Coach Education team will check the start and end dates against their records and will amend these dates if they are incorrect.

If the coach's qualification was obtained outside of Wales (for example, through the English FA) then you will need to upload a copy of this qualification certificate as proof of the qualification, as the FAW will have no record of this qualification on their system.

To do this, you just need to click the Choose button which will take you to your PC or laptop device to select the relevant document to upload onto COMET.

Once finished, click the Save button.
7. Get the form signed and dated by the Coach

As per the standard registration process, as soon as the registration reaches stage ENTERED the coach will receive an email containing the registration form.

The club can also now access the form by clicking the Generate Registration form button.

Please see the introduction section of this user guide which details the different ways a coach can sign, date and return the registration form back to the Club.
8. Upload the signed and dated form back onto COMET via the Documents button

Once the Coach has signed and dated the form and has sent this back to your club, you need to upload this onto COMET and then submit to the FAW's Coach Education Department.

To do this you need to click the Documents button on the Coach Active registrations page.
9. Selecting the registration form to upload

Once you have clicked the Documents button, this pop-up box will appear.

Firstly select the type of form as Registration form.

Then click the Choose button. This will open up your documents on your PC or laptop device.
10. Selecting the registration form - continued

You then need to go to the location you have saved the registration form on your PC/Laptop device and double-click on the document.

This will immediately upload the form onto COMET.

If you upload the wrong document by mistake, you can simply add the correct one.

You can't delete a document on COMET (COMET maintains a complete audit trail), but you can upload as many documents as you may need should you make a mistake so do not worry.

The FAW will be checking all of these documents to ensure they are correct and will reject a registration request accordingly if they are not.
11. Uploading the registration form onto COMET

Once you have uploaded the registration form, the form will be showing in the **Registration form** section with the status **ACTIVE**.

You can now close this box to return to the individual's registration page by clicking on the small white cross highlighted in the top right hand corner of the **Documents** box.
12. Submitting the registration request to the FAW's Coach Education Department

Once the signed registration form has been uploaded onto COMET, you are now ready to submit the request to the FAW's Coach Education Department.

To do this you need to click on the **Edit** button.
13. Click SUBMIT

Once you have clicked the Edit button, you now need to click the SUBMIT button shown.

If you wanted to cancel the entire registration process at this point for any reason, you would click the CANCEL button with the blue cross.

If you wanted to just go back to the previous page, you would click the smaller Cancel button with the red circle.

This won't cancel the entire process, it will just take you out of the Edit page.
14. Confirming the submission

Once you have clicked SUBMIT, you need to confirm your submission in the pop-up box that appears by clicking SUBMIT again.

You don't need to put anything in the Reason/description box, unless you had any relevant information you wanted to share with the FAW Coach Education Department.

If you did not want to confirm the submission at this stage, you just need to click the Cancel button.

This won't cancel the entire process, it will just take you back to the previous page.
15. The registration request has now been submitted to the FAW

Once you have clicked **SUBMIT** in the pop-up box, the system will take you back to the registration page and you will notice the status will immediately have changed to **SUBMITTED**.

At this point the registration request is now with the FAW's Coach Education team for approval.

You will also notice that the registration expiry date will automatically be set to the end of each season.

However, when reviewing this request, if the coach qualification expires during the season, the FAW's Coach Education Department will approve the request, but amend the **Date to** to the date the qualification expires.

If a DBS check is also required for the role, the FAW's Coach Education Department would then change this status to **PENDING** so that the FAW Safeguarding team can check that the individual has a valid DBS check in place.
Managing your Coach registration requests on COMET

Whenever you are trying to register coaches with your club, you can manage the status of these registrations by going into your My Club page on COMET.

Once on your My Club page, if you click on the Coaches tab, a list of all of the coaches that are registered to your club or you have submitted a registration request for can be accessed.

You just need to click on the magnifying glass under the coaches photo and it will take you straight to their coach registration page.
Registering a new coach that doesn't already have a record on COMET - a recap

1. If the person doesn't appear in any search results and you are 100% sure they don't already have a record on COMET, then you need to click on New coach.

2. Complete the mandatory fields.

3. Enter the qualification details and also add any additional qualifications through the Additional Info tab.

4. Ensure the coach signs, dates and returns the form back to the club.

5. Club needs to upload the form onto COMET via the Documents button.

6. Submit the registration request to the FAW's Coach Education Department by clicking the Edit button next to the Documents button and then click SUBMIT.

7. Confirm this submission by clicking SUBMIT in the pop-up box that appears.

8. The coach will receive a confirmation email once this registration has been by the FAW's Coach Education Department.

9. The club can keep up to date with the status of its registration request progress at any time through the My Club button.
Registering a new Staff Member that doesn't already have a record on COMET

What are the different staff member roles on COMET?

<table>
<thead>
<tr>
<th>Staff Member Roles on COMET</th>
<th>Qualification Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Football</td>
<td>To the FAW Coach Education Department's requirements</td>
</tr>
<tr>
<td>Performance Analyst</td>
<td>To the FAW Coach Education Department's requirements</td>
</tr>
<tr>
<td>Head of Performance</td>
<td>To the FAW Coach Education Department's requirements</td>
</tr>
<tr>
<td>Coaching Co-Ordinator</td>
<td>To the FAW Coach Education Department's requirements</td>
</tr>
<tr>
<td>Scout</td>
<td>To the FAW Coach Education Department's requirements</td>
</tr>
<tr>
<td>Academy Manager</td>
<td>To the FAW Coach Education Department's requirements</td>
</tr>
<tr>
<td>Doctor</td>
<td>General Medical Certificate</td>
</tr>
<tr>
<td>Medical Officer</td>
<td>To the FAW Medical Manager's requirements</td>
</tr>
<tr>
<td>Fitness and Conditioning Coach</td>
<td>To the FAW Coach Education Department's requirements</td>
</tr>
<tr>
<td>Safeguarding Officer</td>
<td>FAW Safeguarding Award and valid DBS Check</td>
</tr>
<tr>
<td>Physiotherapist</td>
<td>Relevant Physiotherapist Qualification</td>
</tr>
<tr>
<td>Footie Huddle Co-ordinator</td>
<td>To the FAW Coach Education Department's requirements</td>
</tr>
<tr>
<td>Head of Youth</td>
<td>To the FAW Coach Education Department's requirements</td>
</tr>
<tr>
<td>Sports Scientist</td>
<td>To the FAW Coach Education Department's requirements</td>
</tr>
<tr>
<td>Academy Administrator</td>
<td>To the FAW Coach Education Department's requirements</td>
</tr>
<tr>
<td>Masseur</td>
<td>To the FAW Medical Manager's requirements</td>
</tr>
</tbody>
</table>

You need to register someone as a staff member on COMET if the person performs any of the above roles.

As shown above, all of these roles will require approval from the FAW and may be subject to the individual possessing minimum qualifications.

For example, a Club Safeguarding Officer, Doctor or Physiotherapist must hold the above qualifications referred to above in order to be approved in these roles for your club.
As a reminder, always search for an individual on COMET before proceeding with the registration.

For the 2019/20 season, you must search the system for all individuals you want to register as a coach, staff member or club official before creating a new record on COMET as we have brought across all previous records from the old system.

The information imported from the old FAW IT system includes anyone with a playing, refereeing or DBS (Safeguarding) history.

There were 63,000 duplicates on the old FAW IT system and therefore we do not want you to create duplicates on the COMET system.

Creating a duplicate could result in your registration request being rejected.

However if you cannot find an individual and you are sure they wouldn't have an existing record on COMET, you will need to create a record for them on the system in order to register an individual as a staff member for your club.
Please do not create a new COMET record for an individual if the system warns you that the person already exists on COMET.

If you start to create a new COMET record for an individual that is already on COMET, the system will bring up the above message to alert you to the possibility of the person already having a COMET record.

When this message appears, please ensure to press the Load button as highlighted above.

This will then bring up the existing COMET record for this individual and you will then need to complete the registration process on this existing record.

If you ignore this warning message and proceed to create the duplicate record anyway, there is an increased risk that your registration request will be delayed, or worse still, rejected.
1. If you can't find the person on the system, click on New club staff

If you cannot find the person on COMET after searching for them in the relevant player, referee or officials sections, you would need to click **New club staff**.

This will enable you to create a record for the person on COMET and register them with your club.
2. Complete all of the mandatory data fields

At this point you are now able to follow the standard registration process to register this person as a staff member for your club.

Start by filling in all of the mandatory fields as shown in red on the screen.

Don't forget to fill in the address in the Contacts tab and also upload a photo of the individual and crop it.

You also need to confirm the Registration type. This box contains all the staff member roles for a club.

Once you have done this, you now need to click Save.
3. Enter the qualification details for the Staff member

Once you have completed all of the mandatory fields, the registration will be on stage ENTERED.

Before proceeding to get the form signed though, you need to go on to the Additional info tab in order to add further information on the details of the individual's qualifications.

For example, the Safeguarding Officer must have the FAW Safeguarding Award as well as a valid DBS check in order to be approved for this role.

DBS information has been transferred over from the previous FAW IT system and will automatically be populated on an individual's COMET account.

To complete the details of the relevant Safeguarding qualification or for anyone you wish to register as a Club Doctor or Physio, you need to go on the Safeguarding and Licenses box and click the paper icon on the top left corner of this Titles box.
4. Enter the qualification details

Once you have clicked the **paper icon** in the relevant box, it will bring up this pop-up box.

You now need to select the additional qualification in the **License type** box and also include the **Date from** and **Date to**.

The FAW's Coach Education Department will check the start and end dates against their database and will amend these dates if they are incorrect.

For the Doctor or Physio qualification you would need to upload a copy of this qualification (i.e. certificates) as proof as we will have no record of this on our system.

To do this, you just need to click the **Choose** button which will take you to your PC or laptop device to select the relevant document to upload onto COMET.

Once you have done this, click **Save**.
5. The qualification details are now uploaded for approval

Once you have clicked **Save** in the upload page, the documents will have been uploaded to COMET and these will be showing in the Safeguarding and Licenses box in the staff member’s COMET profile.

This will then be reviewed by the FAW’s Coach Education Department once the registration request has been submitted.

**Please note:** the FAW’s Coach Education Department will review the registration request based upon the information provided by the club. If you do not enter a coach qualification and the role requires it, then the registration request will be rejected.
6. Getting the staff member to sign and date the registration form

As per the standard registration process, as soon as the registration reaches stage ENTERED, the staff member will receive an email containing the registration form.

The club can also now access the form by clicking the Generate Registration form button.

Please see the introduction section of this user guide which details the different ways a staff member can sign, date and return the registration form back to the club.
7. Upload the signed and dated form back onto COMET via the Documents button

Once the staff member has signed and dated the form and has sent this back to your club, you need to upload this onto COMET and submit the request to the FAW's Coach Education Department.

To do this you need to click the Documents button on the Active registrations page.
8. Uploading the registration form - continued

You simply need to go to the location you have saved the registration form on your PC/Laptop device and double-click on the document.

This will immediately upload the form onto COMET.

If you upload the wrong document by mistake, you simply add the correct one.

You can't delete a document on COMET (the system maintains a complete audit trail), but you can upload as many documents as you may need, should you make a mistake so do not worry.

The FAW will be checking all of these documents to ensure they are correct and will reject a registration request accordingly if they are not.
9. Form successfully uploaded onto COMET

Once you have clicked on the document to upload it, the form will be showing in the Registration form section with the status ACTIVE.

You can now close this box to return to the individual's registration page by clicking on the small white cross highlighted in the top right hand corner of the Documents box.
10. Submitting the registration request to the FAW's Coach Education Department

Once the registration form has been uploaded onto COMET, you are now ready to submit the request to the FAW's Coach Education Department.

To do this you need to click on the **Edit** button.
11. Click SUBMIT

Once you have clicked the **Edit** button, you now need to click the **SUBMIT** button shown.

If you wanted to cancel the registration at this point for any reason, you would click the **CANCEL** button with the blue cross.

If you wanted to just go back to the previous page, you would click the smaller **Cancel** button with the red cross.

This won't cancel the entire process, it will just take you out of the Edit page.
12. Confirming the submission

Once you have clicked **SUBMIT**, you then need to confirm your submission in the pop-up box that appears by clicking **SUBMIT** again.

You don't need to put anything in the **Reason/description** box, unless you had any relevant information you wanted to share with the FAW's Coach Education Department.

If you did not want to confirm the submission at this stage, you just need to click the **Cancel** button.

This won't cancel the entire process, it will just take you back to the previous page.
13. The registration request has now been submitted to the FAW

Once you have clicked **SUBMIT** in the pop-up box, the system will take you back to the registration page and you will notice the status will immediately have changed to **SUBMITTED**.

At this point the registration request is now with the FAW's Coach Education team for approval.

You will also notice that the registration expiry date will automatically be set to the end of each season.

However, when reviewing this request, if the staff member's qualification expires during the season, or if the DBS check expires during the season, the Coach Education team will approve the request, but amend the **Date to** to the date the qualification or DBS check is due to expire.

The individual would then need to submit a new registration request once they have renewed their qualification or DBS check.
Managing your Staff Members' registration requests

Whenever you are trying to register any staff members with your club, you can manage the status of these registrations by going into your My Club page on COMET.

Once on your My Club page, if you click on the Coaches tab, a list of all coaches and staff that are registered to your club or you have submitted a registration request for can be accessed.

You just need to click on the magnifying glass under the staff member's photo and it will take you straight to their staff registration page.
Registering a new Staff Member that doesn't already have a record on COMET - a recap

1. If the person doesn't appear in any search results and you are sure they don't have a record on COMET, then you need to click on New club staff.

2. Complete the mandatory fields.

3. Enter the qualification details and also add any additional qualifications through the Additional Info tab.

4. Ensure the staff member signs, dates and returns the form back to the club.

5. Club needs to upload the form onto COMET via the Documents button.

6. Submit the registration request to the FAW's Coach Education Department by clicking the Edit button next to the Documents button and then click SUBMIT.

7. Confirm this submission by clicking SUBMIT in the pop-up box that appears.

8. The staff member will receive a confirmation email once this registration has been CONFIRMED.

9. The club can keep up to date with the status of its registration request progress at any time through the My Club button.
Registering a new club official that doesn't already have a record on COMET

What are the different club official roles on COMET?

<table>
<thead>
<tr>
<th>Team Operations</th>
<th>Youth Secretary</th>
<th>Women's Fixtures Secretary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chef</td>
<td>Treasurer</td>
<td>Junior Fixtures Secretary</td>
</tr>
<tr>
<td>Kit and Equipment Manager</td>
<td></td>
<td>Disciplinary Officer</td>
</tr>
<tr>
<td>President</td>
<td>Junior Treasurer</td>
<td>Competitions Officer</td>
</tr>
<tr>
<td>Vice-President</td>
<td>Chief Executive Officer</td>
<td>Administration Officer</td>
</tr>
<tr>
<td>Life President</td>
<td>Chief Operating Officer</td>
<td>COMET Champion</td>
</tr>
<tr>
<td>Life Vice-President</td>
<td>Finance Director</td>
<td>Committee Member</td>
</tr>
<tr>
<td>Chairperson</td>
<td>Referees Officer</td>
<td>Board Member</td>
</tr>
<tr>
<td>Junior Chairperson</td>
<td>Assistant Referees Officer</td>
<td>Life Member</td>
</tr>
<tr>
<td>Vice-Chairperson</td>
<td>Facilities Manager</td>
<td>Honorary Life Member</td>
</tr>
<tr>
<td>Club Secretary</td>
<td>Community Officer</td>
<td>Club Volunteer</td>
</tr>
<tr>
<td>Assistant Club Secretary</td>
<td>Parent Liaison Officer</td>
<td>Accreditation Officer</td>
</tr>
<tr>
<td>Junior Club Secretary</td>
<td>Adult Registration Secretary</td>
<td>Media Officer</td>
</tr>
<tr>
<td>Women's Secretary</td>
<td>Women's Registration Secretary</td>
<td>Security Officer</td>
</tr>
<tr>
<td>Girls Secretary</td>
<td>Junior Registration Secretary</td>
<td>Other</td>
</tr>
<tr>
<td></td>
<td>Adult Fixtures Secretary</td>
<td></td>
</tr>
</tbody>
</table>

You need to register someone as a club official on COMET if they perform any of the above roles.

None of these roles require approval from the FAW and therefore a club is able to self-register these individuals on COMET and the registration process will move from ENTERED to CONFIRMED.
As a reminder, always search for an individual on COMET before proceeding with the registration.

For the 2019/20 season, you must search the system for all individuals you want to register as a coach, staff member or club official before creating a new record on COMET as we have brought across all previous records from the old system.

The information imported from the old FAW IT system includes anyone with a playing, refereeing or DBS (Safeguarding) history.

There were 63,000 duplicates on the old FAW IT system and therefore we do not want you to create duplicates on the COMET system.

Creating a duplicate could result in your registration request being rejected.

However if you cannot find an individual and you are sure they wouldn't have an existing record on COMET, you will need to create a record for them on the system in order to register an individual as an Official for your club.
Please do not create a new COMET record for an individual if the system warns you that the person already exists on COMET

If you start to create a new COMET record for an individual that is already on COMET, the system will bring up the above message to alert you to the possibility of the person already having a COMET record.

When this message appears, please ensure to press the **Load** button as highlighted above.

This will then bring up the existing COMET record for this individual and you will then need to complete the registration process on this existing record.

If you ignore this warning message and proceed to create the duplicate record anyway, there is an increased risk that your registration request will be delayed, or worse still, rejected.
1. If you can't find the person on the system, click on New official.

If no results are found for a person, to register them on the system as an official for your club you would need to click on the **Clubs** button and then click **New official**.

This will enable you to set the person up on COMET and register them with your club as a club official.
2. Complete all of the mandatory data fields

At this point you are now able to follow the standard registration process to register this person as an official for your club.

Start by filling in all of the mandatory fields as shown in red on the screen. Don't forget to fill in the address in the Contacts tab and also upload a photo of the individual and crop it.

You also need to confirm the Registration type. This box contains all the club official roles for a club.

Once you have done this, you now need to click Save.
3. Getting the club official to sign and date the registration form

As per the standard registration process, as soon as the registration reaches stage ENTERED, the club official will receive an email containing the registration form.

The club can also now access the form by clicking the **Generate Registration form** button.

Please see the introduction section of this user guide which details the different ways a club official can sign, date and return the registration form back to the club.
4. Upload the signed and dated form back onto COMET via the Documents button

Once the club official has signed and dated the form and has sent this back to your club, you need to upload this onto COMET to be able to then confirm the registration.

To do this you need to click the Documents button on the Active registrations page.
5. Uploading the registration form - continued

You simply need to go to the location you have saved the registration form on your PC/Laptop device and double-click on the document.

This will immediately upload the form onto COMET.

If you upload the wrong document by mistake, you simply add the correct one.

You can't delete a document on COMET (the system maintains a complete audit trail), but you can upload as many documents as you may need, should you make a mistake so do not worry.
6. Form successfully uploaded onto COMET

Once you have clicked on the document to upload it, the form will be showing in the Registration form section with the status ACTIVE.

You can now close this box to return to the individual's registration page by clicking on the small white cross highlighted in the top right hand corner of the Documents box.
7. How to confirm the registration request

Once the registration form has been uploaded onto COMET, you are now ready to confirm the registration request to register the official with your club.

To do this you need to click on the **Edit** button.
8. Confirming the registration

The registration of a club official does not require approval, once you have clicked Edit, you will then be able to confirm the registration.

To do this you need to click CONFIRM.
9. Confirming the registration - continued

Once you have clicked **CONFIRM**, this pop-up box will appear. To confirm the registration you need to click **CONFIRM**.

You don't need to put anything in the **Reason/description** box, unless you had any relevant information you wanted to share with the FAW.

If you did not want to confirm the submission at this stage, you just need to click the **Cancel** button.

This won't cancel the entire process, it will just take you back to the previous page.
10. Your Club official is now registered

As soon as you have clicked **CONFIRM** in the pop-up box, the club official will now be registered.

The individual will receive an email immediately containing their electronic registration card and a copy of their insurance certificate.
Managing your Club Officials' registration requests

You can manage the status of your club officials via your My Club page on COMET.

On your My Club page, if you click on the Officials tab, a list of all officials that are registered to your club or you have submitted a registration request for can be accessed.

You just need to click on the magnifying glass under the official's photo and it will take you straight to their registration page.
Registering a new club official that doesn't already have a record on COMET - a recap

1. If the person doesn't appear in any search results and you are sure they don't have a record on COMET, then you need to click the Clubs button on the left hand side and click on New official.

2. Complete the mandatory fields.

3. Ensure the club official signs, dates and returns the form back to the club.

4. Club needs to upload the form onto COMET via the Documents button.

5. Start the confirmation process by clicking the Edit button next to the Documents button and then click CONFIRM.

6. Confirm this registration by clicking CONFIRM in the pop-up box that appears.

7. The club official will receive a confirmation email to confirm their registration.

8. The club can keep up to date with the status of its registration request via the My Club button.
What to do on COMET if a person performs more than one role within the same club

An individual is able to hold more than one role, either within the same club or across different clubs.

For example, an individual can be registered as a coach, a staff member and a club official with the same club.

E.g. coach of the under 12's (registration type - Coach), Club Safeguarding Officer (registration type - Staff) and General Committee Member (registration type - Official) within the same club.

Also, if an individual coached two different age groups/sections within the same club, then they would be registered with each team.

E.g. Coach - Under 8's and Coach - Senior team, they can also hold two registrations on COMET.

Finally if an individual coaches teams across more than one club, then the individual would also be able to register all of these different roles on COMET.

Therefore, COMET is a very flexible system and allows an individual to hold multiple roles within the same club or across different clubs.

However, regardless as to how many different registrations a person has, and whether they are in the same or different clubs, the individual should still only have one COMET ID.
1. Registering an individual for another role when they are already registered for a role in your Club

If an individual is already registered to perform a role within your Club, you firstly need to go into your My Club section to locate the individual.

If they are a player, their registration record will appear in the Players tab.

To go onto a Player's registration page, you just need to click on their name.

If they are a coach or staff member, their registration record will appear in the Coaches tab.

If they are a club official, their registration record will appear in the Officials tab.

To go onto a coach, staff member or club official's registration page, you just need to click the magnifying glass beneath their name.
2. Selecting the new role that you want to register the person as

Once on the person’s registration page, you will notice that at the top left hand side of the screen it will say **View as:**

This person will be registered as a **Coach, Staff, Club Official or Player** - depending on the role they are currently registered as for your club.

To register the person as a **Coach, Staff member or Club Official**, you need to click the arrow in this box and select the relevant role. E.g. Coach, Staff or Official.

The system will then take you to the relevant registration page to enable you to register the person for that particular type of role.
3. Click on New registration

In this example, the individual already holds a coaching role with a senior Female team, but we also want to register the individual as a coach with a different team so we select View as: Coach.

If you wanted to register the person as a staff member of club official, you would have selected View as: Staff or View as: Official.

Once you are on the correct View as: page, to add a new registration for that person you simply need to click New registration.

Remember - all roles and registrations must be recorded under the person’s same COMET ID.

You must not create a new COMET record each time you wish to register an individual in a role with your club. You must find them on the system first and then add the new registration to their existing record.
4. Select the new role that you want to register the individual as

Once you have clicked **New registration**, you then need to fill in the details of the role.

If it is a coach (as shown) you need to select the coaching role from the **Registration type** box and also the age group they are working with from the **Age category** box.

If you wanted to register the individual as a **Staff member** or **Official** you would firstly ensure you are viewing the individual's record correctly.

**View as: Staff** for staff member or **View as: Official** for an official.

You then need to select the role they would be carrying out for the club from the **Registration type** box.

Once happy you would click **Save**.
5. Completing the registration process

You would then follow the standard registration process to submit the registration request:

1. Generate the registration form for person to sign, date and return to the Club.

2. Club uploads signed form onto their PC or laptop device.

3. Club uploads signed form onto COMET via the Documents button.

4. Club submits the registration request on COMET via the Edit button.
What to do on COMET if a person has roles in different clubs

Please do not create a new COMET record for an individual if the system warns you that the person already exists on COMET

If you start to create a new COMET record for an individual that is already on COMET, the system will bring up the above message to alert you to the possibility of the person already having a COMET record.

When this message appears, please ensure to press the 'Load' button as highlighted above.
This will then bring up the existing COMET record for this individual and you will then need to complete the registration process on this existing record.

If you ignore this warning message and proceed to create the duplicate record anyway, there is an increased risk that your registration request will be delayed, or worse still, rejected.
1. Registering a person to your club when they are already registered with another club on COMET

If a non-playing individual is already registered in a role with another club, you can still register the individual with your club as well. Firstly you need to search for the individual on COMET.

You can do this in a number of ways depending on what role they hold for the other club. If a player - Click on Players and then Search players.
If a coach or staff member - Click on Coaches and Staff and click on Search coaches or Search club staff accordingly.
If a club official - Click on Clubs and then Search officials.

Before you begin the search, you would remove your club name from the Club box to search the entire Welsh football database.
You can search for an individual using one of the following criteria:
1. Surname and Date of Birth
2. FSI number - this is their 6 digit registration number that an individual would have if they have ever played for a club in Wales.
3. COMET ID number

You must ensure to obtain the relevant consent from the individual if searching for them on COMET. When you have input the information, click the Search button.
2. Click on the person's name from the search results

For the purpose of this example, we have searched for the individual using their Surname and date of birth.

Once you have clicked Search, it should then bring up the results of the search.

When the person appears in the search results, simply click on the person's name to access their registrations page.
3. Selecting the new role that you wish to register the person as

Once on the person's page, you will notice at the top left hand side of the screen it will say "View as:"

To register the person as a **Coach, Staff member or Club Official**, you need to click the arrow in this box and select the relevant role.

The system will then take you to the person's registration page of that person for the particular type of role.
4. Click on New registration

In this example, the individual already holds a coaching role with another club, but we also want to register the individual as a coach with our club so we are on their View as: Coach page.

If you wanted to register the person as a staff member or official within your club, you would need to View as: Staff or Official.

To add a new registration for the person, you simply need to click New registration.
5. Select the new role that you want to register the individual for

Once you have clicked **New registration**, you then need to fill in the details of the role.

If it is a coach (as shown) you need to select the coaching role from the **Registration type** box and also the age group they are working with in the **Age category** box.

If you wanted to register the individual as a staff member or official you would firstly ensure you select **View as: Staff** or **Official**, then you need to select the role they would be carrying out for the club from the **Registration type** box.

Once happy you would click **Save**.
6. Completing the standard registration process

If an individual already holds a coaching, staff member or club official registration with another club, then this would show alongside the new registration request made by your club, as shown in the above screenshot.

You would then follow the standard registration process to complete the process:

1. Generate the registration form for person to sign, date and return to the club.

2. Club to upload signed form onto their device and upload onto COMET via the **Documents** button.

3. Club submits the registration request on COMET via the **Edit** button.
A general recap on how to complete the registration process on COMET

The standard registration process on COMET

When registering coaches, staff and club officials on COMET, you will notice the system follows a very repetitive pattern.

1. Find the coach, staff member or club official on COMET.

2. Fill in the **mandatory fields** – if the system already contains data for that person, please check this is accurate and up to date and if not, please amend accordingly. The mandatory fields on COMET are the same for all types of registrations.

3. You should now be on stage **ENTERED**. At this point, both the club and individual can access the registration form so that it can be signed and dated. The form can also be signed digitally and we will show you how to do this later on in this guide.

4. Upload a scanned copy or photo of the signed registration form back onto COMET. Once the form has been **signed and dated** you simply need to save a copy of this to your laptop or PC device so that it can be uploaded onto COMET.

   **If uploading a photo of the signed registration form please make sure all information, including the photograph, are clear and legible or the registration request will be rejected and returned to the club.**

5. Submit the registration form via COMET. You can submit a registration request at the click of a button and at your convenience.

   There is no longer any need for Clubs to travel to submit hand written registration requests in person!

   For Club Officials, there is no requirement for the FAW to approve these requests. Therefore the process moves from **ENTERED** to **CONFIRMED** and the **Official** will then be registered with your club.
How to enter an address on COMET

1. Click on the Contacts tab

To enter a person's address on COMET, you need to click on the Contacts button on the registration page. This is located next to the Active Registrations tab.

To fill in the address, all you need to do is input the postcode in the Postcode box, and then click the magnifying glass.
2. Select the correct address

Once you have input the **postcode** and clicked on the **magnifying glass**, a pop up box containing all addresses related to this postcode will appear.

You click on the correct address and it will automatically fill the address box for you.
3. The address is now entered

Once you click on the correct address, the **address** section will be populated and will look like the above screenshot.
How to upload a photo on COMET

Where is the photo section located?

The photo section will always be on the right hand side of the coach, staff or officials active registrations page.

There are 2 ways in which you can upload a photo to COMET which we will now cover.
1. Taking a photo using your laptop or PC device

If your laptop or PC device has a webcam or in built camera, you can take a photo and save it instantly on COMET.

To do this you just need to click on the person icon highlighted on the screen.
Capture the photo

Once you have clicked the person icon and the above box has appeared, you can quickly take the photo of the individual by clicking the **Capture** button.

The photo is now uploaded

As soon as you click **Capture**, the system will take you back to the registration page and the picture will appear in the **photo box**.
2. Uploading a photo that has already been saved on your PC or laptop device

In addition to taking a photo with your PC or laptop device, you can also upload a photo you already have saved on your device.

By clicking on the Choose button, COMET will take you to your PC or laptop device where you can select the photo you want to upload.
Select the relevant photo

As soon as you click Choose the system will take you into your PC or Laptop device where you can select the correct picture.

For this example we have previously saved a person's picture in our Documents folder in a folder called COMET System Club Member Photos.

Simply double-click on the photo to upload it onto COMET.
The picture has now been uploaded onto COMET

As soon as you double-click on the relevant picture it will immediately be uploaded onto COMET.
Cropping the photo

Always remember to Crop the photo!

Whenever you have uploaded a photo onto COMET, the final step to remember is that you MUST Crop this photo.

This is to ensure that the photo sits correctly on the registration form, e-registration card and any teamsheets an individual appears on.

If you do not crop the photo it will not appear clearly, which increases the risk the FAW will reject the registration request.

To crop the photo you simply need to click on the scissors icon highlighted once the photo has been uploaded.
Cropping the photo

As soon as you have clicked the **scissors icon** this box will appear.

You then need to drag the lighter shaded box over the person's face.

Once you have done this, just click the **Crop** button.

The system will take you back to the registration page and the photo will now sit correctly on the registration form, the electronic registration card and any team sheets for matches the person is involved in.
Completing the registration form

Stage 1 - ENTERED

For all registrations, once you have filled in all of the mandatory data fields correctly and clicked **Save**, the registration request will reach the **ENTERED** stage.

It is at this point that the registration form can now be accessed.

An email will now be sent automatically to the coach, staff member or club official (using the email address provided in the registration process) containing a PDF of the registration form.

They can then sign, date and return this to the club if they wanted to. The club will also be able to generate the form on COMET.
How do you sign the registration form to upload onto COMET?

You can sign any registration form in one of 3 ways on COMET.

1. The coach, staff member or club official can print the registration form to sign, date and send back to the club.

This can be done as a hard copy, as a scanned copy or as a photo of the signed form - so long as the photo of the form is clear and legible.

2. The club can print the form off ready for the coach, staff member or club official to physically sign. The club can then scan or take a photo of the signed registration form in order to save it to their PC or laptop device to upload onto COMET.

3. The coach, staff member or club official can digitally sign the registration form on their smartphone or tablet device without printing it.

They would then send the signed form back to the club via email so the club can upload the form onto COMET.

Please note pre-populated electronic signatures or fonts will not be accepted. The form must be signed by the individual.

Now let’s show you how to do each of the above.
1. Coach, Staff Member or Official can print the form to sign, date and return back to the club

The moment a registration request reaches stage ENTERED, the coach, staff member or club official will automatically receive an email informing them of the request made by your Club. Please see the above example.

The email will contain a PDF attachment of the registration form and the coach, staff member or club official will be able to sign, date and return the form to the club accordingly.

This function offers increased flexibility as the coach, staff member or club official can print, sign and return this to the club, meaning you don't have to physically meet the coach, staff member or club official to complete the process.

Before printing the registration form the coach, staff member or club official should always check the photo is shown clearly in the photo box on the registration form and that all of the information is correct.
2. The Club can generate the registration form

Once the registration reaches stage **ENTERED**, the club will be able to access the form on COMET by clicking on the **Generate registration form** button.

This will immediately create a PDF version of the registration form that the club can save on their device to print out at their convenience for the coach, staff member or club official to sign.
Getting the coach, staff member or club official to digitally sign and return the registration form

The Coach, Staff Member or Official firstly opens the Email on their smartphone or tablet

Getting the individual's digital signature:

Step 1 – individual opens the email containing the PDF registration form and clicks on symbol shown in red circle.

Once a registration reaches stage ENTERED, the individual will automatically receive an email containing the registration form.

They need to open this email on their smartphone or tablet and open the registration form attachment to the email.
Individual creates a PDF on their smartphone or tablet

Getting the individual’s digital signature:

Step 2 – individual selects “Create PDF” icon as shown

They then need to click on the button to allow then to create PDF.

This can be done on both Android and Apple devices.
Click on the Pen icon

Getting the individual’s digital signature:

Step 3 – individual clicks on pen symbol as shown
Zoom in on the signature section of the form in order to sign and date

Getting the individual’s digital signature:
Step 4 – Individual zooms in on the signature box, clicks the pen symbol and signs. Individual then unclicks pen symbol, zooms in on the date, re-clicks pen symbol and writes date.

Once signed and dated, individual clicks on symbol shown
Finally, send the signed form back to the club via email

Getting the individual’s digital signature:

Step 5 – individual emails the signed form back to the Club
Uploading the registration form onto COMET

How can the Coach, Staff Member or Club Official return the signed and dated registration form back to the Club?

Once the coach, staff member or club official has signed and dated the form they need to do one of the following:

1. Scan the form and send it back to the club via email.

2. Take a photo of the form and send this back to the club via email – make sure this is clear and legible.

3. Sign and return the original printed copy of the registration form to the club so that they can upload it onto COMET.
Always check the form before getting it signed

When generating the registration form please check the form before signing and submitting it so as to ensure the photo appears correctly.

If you do not **crop** the photo, the screenshot above shows what the photograph will look like on the form. **This form will be rejected by the FAW.**

You therefore need to **crop** the photo so that it will fit correctly in this box.

This is also important so that photos will fit correctly on teamsheets and e-registration cards as well.

If for whatever reason the photo is missing from the form, you simply click the refresh button highlighted on the top left of your screen to load the page again.

Please refer to the earlier pages of this guide on how to **Crop** a photo.
Signing the registration form

Once you are happy the photo is now sitting correctly in the box (as highlighted) and all of the information is correct, the form is now ready to be signed.

The club signature will be pre-populated as an e-signature to provide a clear audit trail of the club user that generated this form.

The relevant coach, staff member or club official then needs to read the relevant terms and conditions before signing and dating the form.
Completing the individual's marketing and communications preference

There is also a marketing section at the bottom of the registration form.

Since there is no fee payable to register as a coach, staff member of official, these individuals will need to **opt in** to receive marketing information and therefore would need to tick this box if they **did** want to receive any communication from the FAW.

It is important to note that the only communications that would be sent to individuals would come directly from the FAW as opposed to from any third parties or FAW partners.

Information sent by the FAW would include, amongst other things, a coach's performance statistics at the end of each season along with football related content such as discounts off football products and news and offers relating to upcoming Welsh matches and other football events etc.

The FAW will not pass anyone's details onto third parties so there is no need to worry in relation to being bombarded with spam email.
Saving the form on your device ready to upload back onto COMET.

Once the form has been signed and dated by the coach, staff member or club official, you can do one of the following:

1. Scan the document and save it to your PC or laptop device, ready to upload on to COMET.

2. Take a photo of the signed form and save it to your PC or laptop device, ready to upload on to COMET.

If you are taking a photograph of the signed registration form, the person's photo and all of the information has to be clear and legible otherwise the FAW will reject this form and ask you to submit a clearer copy of the registration form.

You decide where on your device you save all of your signed registration forms and also the coach, staff member or club official's photo that you need to upload on to COMET. This is an example of how and where to save them.
Guide Summary

You have now come to the end of this Coaches, Staff and Officials Registration Guide

We have now covered every action you will need to complete in order to register a Coach, Staff Member or a Club Official on COMET:

1. We have submitted a registration request for a coach who already has a record on COMET. We have also submitted a registration request for a coach that doesn't have a record on COMET.

2. We have submitted a registration request for a staff member who already has a record on COMET. We have also submitted a registration request for a staff member that doesn't have a record on COMET.

3. We have self-approved the registration of a club official that has an existing record on COMET and also self-approved the registration of a Club official that doesn't have a record on COMET.

4. We have registered a person in more than one role for the same club.

5. We have registered an individual as a coach, staff member or club official for our club when they are already registered with a different club.

6. We have shown the message that appears if you try to create a new COMET record for someone that is already on COMET.
Thank you for reading this guide. You have now covered every type of action you will need to perform for Coach, Staff and Officials Registrations.

Should you have any further queries please contact the FAW at comet@faw.co.uk for further system support.