An introduction to the FAW COMET System - Getting Started

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Introduction

Welcome to the FAW COMET System. This guide will explain how to set up your club on the FAW COMET System.
Logging in to the FAW COMET system

1. Getting Started

Dear [Name],

welcome to COMET FAW.

Here is your log-in details for this system:

Username: [Username]
Password: [Password]

Please log into the COMET FAW system by clicking on the following link: [https://comet-demo.faw.cymru]. We recommend you change your password once you have logged on.

If you have any queries, please contact the Football Association of Wales via comet@faw.co.uk.

Kind Regards,
FAW COMET SUPPORT Team

When the system goes live, the FAW will send you an email that will contain your **Username** and **Password**, as well as a **link** to access the COMET System.

Click on the **link** in the email to access the FAW COMET system.

The picture above is an example of the type of email you will receive.
2. The Log-In page

Once you click on the link, it will take you to the COMET log-in page.

Now enter your **Username** and **Password** contained in the email you received.

The **password** will be a random series of letters and numbers to minimise the risk of being hacked. You can change this once you log in to the system.

When you log on for the first time you will need to read and accept to the FAW COMET System Terms and Conditions of use.
Forgetting your password

If you forget your password you just need to click on the **Forgot Password** button on the COMET home screen.
Resetting your password

Once you have clicked **Forgot Password** this screen will now appear.

You now need to input your username or email address and the system will send you an email with a new password.
Follow the Email instructions to log back in

Once you have input your username or email address this message will pop up and you will receive an email from COMET with instructions on how to create a new password and log back in.

Simply check your emails and input the new details provided.
Updating your user profile

3. The Home Screen

Once you log in you will see this page and notice the following:

1. Your Username and Club will show at the top of the screen.

2. A list of your upcoming matches will automatically be on your home screen if you have any. **This will only apply to competitions in tiers 1 to 4 of the Welsh Football Pyramid in the 2019-20 season.**

3. On the left hand side will be all the pages and sections of COMET you will need to carry out any required actions.

Lets now show you how to get your account set-up.

To do this, go in to your **User settings.**
4. Setting up Your Profile

Through the User Settings you are able to do the following:

1. **Re-set your password** - input the system generated one, then type and re-type your new password and click **Change Password**.

2. **Upload your photo** - you can do this by clicking the person icon to take a picture with your laptop or click the **Choose** button to select a photo of yourself from your PC or Laptop Device. Remember to crop this using the scissors icon next to the person icon.

3. **Put in your contact details** - input these and click **save**.

4. **See your user details and the roles you've been assigned for your club**.

5. **Selecting either of these options will add icons to your COMET screen to quickly go to certain features, such as reports**.

6. **Change the layout of COMET** - The default setting is called **Blitzer**, but you can choose any of the colours and look and feel of your COMET account by clicking any of the available themes in this section.
Once you're happy, you can exit this section by clicking on the **white cross** in the top right corner of the box.
Accessing the FAW COMET User Guides

On the left hand side of your screen when you log-in, there will be a section for you to access all of the FAW user guides on how to use the COMET system. Simply click the COMET - User Guide button.

We recommend all users spend some time going through these before getting started on COMET to ensure they know how to use the system as effectively and easily as possible.

They are incredibly detailed step by step guides on various aspects of the system to help ensure you are able to do what you need to do on COMET.
COMET on the FAW Website

There is also a section on the FAW website relating to COMET. The user guides will all be stored here as well as various other COMET documents.

If you want or need further information about the FAW COMET System this is always a good place to start.

The link for this section of the FAW website is shown on the above screen shot, or you can click on the link here:

Creating new users and editing existing users

1. Access your My Club page

To create new users on COMET you need to go into your My Club page. This is located in the Clubs drop down menu.

My Club is where all of your club information will be stored and is where you can access all information regarding your club, such as your players, coaches, staff and officials, as well as upcoming matches, sanctions, club contact details and grounds you use for your home matches.
2. Click on New user

When you click the **Clubs** button, the box will expand to show more options and you need to click the **My Club** button to bring you to the page shown.

Now you need to click the **New user** button to begin setting up users.

**Please Note:** Only those with the **User Creator** Role will be able to create New users for your club.
3. Fill in the user details

To set up a user you need to do the following:

1. Enter the **Given Name** and **Family Name**.

   The system will then automatically generate a **username** for the individual based on this information.

2. Enter the **Email address** of the individual.

   Your club name will automatically appear in the **Organisation** box.
4. Set up the user roles

You then need to scroll down the page and simply click the boxes of the roles you want to assign to the user by ticking the relevant boxes.

An individual can be assigned any number or all of the roles and there is no limit to the number of people you can set up as users within your club, giving you maximum flexibility to get the help you need to run your club and carry out any required tasks through COMET.

Once you are happy the person will be set up with the roles you want them to have, simply click **Save**.

This will then send the relevant user an email containing their username and temporary password to log into COMET.
5. What access does each role provide?

**Club Manager** – This is the Club’s Super User

**Junior Club Manager** – similar to Super User but cannot access any player contract information

**Club Player Administrator** – ability to request player registrations

**Club Contract Administrator** – ability to upload, view and edit player contract details.

**Club Officials Administrator** – ability to self-register Club officials

**Club Coach Administrator** – ability to request the registration of Club coaches

**Club Safeguarding Officer** – can view safeguarding details but cannot change details.

Must have a DBS and the FAW Safeguarding Award to take on this role

**Club Staff Administrator** – ability to request the registration of Club staff

**Club Payment Administrator** – ability to select transactions for payment on MyCOMET

**Team Lineup Manager** – ability to select and submit team line-ups for any team within the Club

**User Creator** – ability to create new users within Club

As per the previous page, an individual can hold one, several or all of these roles and there is no limit on how many users you can set-up.

Each role will have different capabilities and be able to access different areas on COMET. Although you can have unlimited users, we would recommend you only have one **Club Manager** to act as a point of contact with the FAW regarding COMET or any relevant communications and only one **User Creator** to set-up other users within your club.

For example, the club Treasurer will need access as the Club Payment Administrator. If you have different sections in the club with different bank accounts then each treasurer would need this role. Likewise the coaches of each team could be set-up as Team Lineup Manager to be able to do their lineups each week. Start thinking about your club and who you can identify to assign to these roles.
Editing existing users

If you have a User Creator role, once you have set up users you can edit or amend the roles given to any user via the Users button in the My Club Section of your COMET account.

You can also add new users here as well through the New user button highlighted.

To edit an existing users profile just click on their name from the available list.
Editing an existing user's roles

Clicking the person's name will take you through to the person's user page where you can edit their User status through the **Edit** button.
Amend an existing users access levels

Clicking **Edit** will let you do the following:

1. Reset the users password in order to send them a new password via email.

2. You can also change the user roles this person has by ticking the relevant boxes.

3. You can also make the person inactive by clicking the **INACTIVE** button.

   If you click this button a pop-up box will appear and in here you just need to input a reason and the press INACTIVE to turn the person off.

   The person will then no longer have access to your club's COMET account.
Updating your Club details

1. Setting up your Club Logo

Once your club logo has been added, it will show on your COMET account and all the documents relating to your club.

It will also appear on team sheets for all matches involving teams in your club.

To do this, go into the My Club section and click on Edit.
Now click on the Documents button
Select Club logo and click Choose

When you click Documents, this pop-up box will then appear.

Select the Type as Club Logo and then click the Choose Button.
Select your Club logo from your Laptop or PC device

As soon as you click the **Choose** button the system will take you in to your Laptop or PC device to select the relevant logo you want to upload.

In this example the FAW Logo will be uploaded from the folder called **COMET System Club Details**.

When you have found the logo on your device, simply double-click on it and it will be uploaded to COMET immediately.
Once you have double-clicked the logo it will show as **ACTIVE** in the **Club logo** box and you will also notice it on the screen to the side of the pop-up box.

You can now close this pop-up box by clicking on the white cross in the top right corner of the box.
2. Checking and updating your Club details

Once you have uploaded your logo, now double-check your club **Name** and your **club address**.

You can update and amend these at any time and it is very important they are kept up to date.

To update the address you’d just need to type in the **post code** and select the **magnifying glass**.

This will bring up all relevant addresses for this post code and you just need to select the correct one.

You can also input the year the club was formed at the top of the page in the **Date of Foundation** box.

When you are happy the information is correct, click **Save**.
3. Updating your Club Contact details

To provide your club contact details you need to go to the **Contacts** tab in the **My Club** section.

You need to provide your club’s main contact details.

This is extremely important as any correspondence that needs to go to your club will be sent to this address.

Here you can also add the other key contact information such as phone numbers and email addresses of other key contacts for the different sections of your club.

To add a new contact detail, simply click the **New contact** button.
Adding New contact details for your Club

The **New contact** button will bring up this pop-up box and you can add any of these details, making sure to put the detail in the **Value** box.

You can also add a **description** of what type of contact detail this is, e.g. Junior Club Secretary to receive Junior Section Correspondence.

When done, click **Save**.

You can close the box by clicking the **white cross** in the top right corner of the box.
New contact details will immediately be added to your Contacts section

As soon as you click **Save** in the pop-up box, you will notice when you close the box, the details will have been saved in your **Contacts** section.

Please remember to update your club details as and when required to ensure you receive all relevant information to your club.
4. Adding your Club's Kits

Go on the Club kits button in the My Club Section and click Add.
Select your kit

When you click Add, this pop-up box will appear.

Have a play around and set up your kit and colours.

When happy click the Save button.
You have now selected your kit

When you click **Save**, the kit will now appear in you **Club kits** Section for you, again building up that personal touch for your COMET account and this can appear on all of your teamsheets.
5. Adding teams to your Club

You can add all the teams in your club through the Teams button in the My Club section of your COMET account.

Once you are on this page, click the New team button to add any teams.

All team details for all clubs have been removed from the previous FSI system due to the amount of incorrect or outdated information so all teams within your club will need to be added on COMET.
Entering your team details

Once you have clicked **New Team**, this pop-up box will appear.

Simply put the team names in on the left hand side and the club address should be pre-populated on the right.

However if you wanted to have a different contact details for this team you can amend this.

You can also tag the home ground of the team through the **Stadium** button.

Please note that the FAW will need to input all stadia information on COMET and will be in touch with the Clubs, Leagues and Area Associations to obtain this information.

If the stadium does not appear when you search for it please inform the FAW so this can be added to the database accordingly.
The team has now been added

As soon as you click **Save**, the team has now been added to your club records and can be added to the relevant Competitions of the League, Area Association or FAW.
How to run reports

Reports on COMET

COMET has around 500 customisable reports and as a data management system it is a very powerful and useful tool to be able to access information and use it effectively to be able to administer your club.

The reports are located in the Reports and Statistics section on the left hand side of your COMET account and each section will have all sorts of reports that can be run.

At club level the Clubs and Players section will be the most beneficial to you.
How to access a report

Here we have clicked on the **Clubs and Players** section just to highlight the level of reports you will have at your disposal for your club.

To access any of these simply click on the type of report.

For this example we will click on **List of players registrations**.
Setting the parameters/detail of the report

Once you have clicked on the type of report, you can then set the parameters you want to such to go into as much detail as you want to.

In this example we want to run a report on all registered (CONFIRMED) Female players with our club.

You can set this by age group in the Date of Birth from and to parameters and also how many were confirmed within a certain time frame in the Date from and to section.

When happy with your parameters click on Run Report.
Search Results

This will immediately bring up a pop-up box with the results which you can download instantly as an Excel Spreadsheet, PDF or Word Document.

Reports can also be set to run on a set day at a set time, for example a weekly list of registered players/yellow and red cards/suspensions/outstanding payments.

You will now have access to all of this information for your club on COMET.

Please Note - Disciplinary or Competition based reports will only be available to Tiers 1 - 4 in the first year.

All clubs in Wales will be able to use this fully when they start using Competition Management in the 2020/21 Season.
Other functions on the FAW COMET home screen

What do the following buttons do

**Home** - Takes you to the COMET Home Screen

**MyComet** - Clicking this button will take you directly to your MyComet account. Your log in details are the same for both COMET and MyComet. This is effectively your club’s shopping basket and where you manage your payments.

Please note only the **Club Manager** and anyone with **Club Payment Manager** would be able to see any transactions in MyComet.

**Wiki** - As well as the FAW User Guides, Analyticom the company that run COMET have also provided their own wiki help page in case you get stuck at all using the system. Click this button to view their help guide.

**Change Language** - Once the COMET system implementation is successfully up and running, the FAW will provide a full Welsh translation of the entire COMET system to provide our stakeholders the opportunity to use the system in their first language.
Marketing information

Marketing notifications

On the COMET system the FAW can keep in touch with all of its users to be able to share information and offers in relation to Welsh Football.

We will also have the capability to share personal playing statistics with every player in Wales each season.

Communications we’d love to share with our stakeholders would be anything from information about our upcoming matches, competitions and events, to deals with our partners such as JD Sports.

The FAW will never pass on your details to any third parties or it’s partners, you would only ever be directly contacted by the FAW.

The FAW will never spam or inundate you with emails and information, but we would love to keep you in the loop regarding everything to do with Welsh Football!
How will the marketing information work?

As paying members, all Players and Referees would automatically be opted in to receive communications from the FAW, unless they tick the box at the bottom of their registration form to opt out.

They can of course still opt out at any later time when receiving information from the FAW.

As Coaches, Staff and Officials are not paying members, they would HAVE to tick the box at the bottom of the registration form in order to be opted in for any communications and we hope they would like to stay informed about what is going on in Welsh football and any related information.

Again they can opt out at any point after opting in should they choose to.

Players and Referees will be automatically opted in for communications from the FAW only (no Partners or Third Parties). This is known as a Soft Opt-In.

However, Coaches, Club Staff and Officials will need to physically tick the form to receive Communications from the FAW only (again no Partners or Third Parties).

We very much look forward to keeping in touch should you wish to hear from us!
Guide summary

You have now come to the end of this Getting Started guide

We have now covered every action you may need to get your club started on COMET:
1. Logging in to the system.
2. Updating your user profile.
3. Creating new users and editing existing users.
4. Entering your club details on COMET (club logo, contact details, teams and kits.)
5. How to run reports, and;
6. How the FAW’s Marketing communications process will work to keep all stakeholders involved in the game in Wales up to date with what’s happening in Welsh Football.
Thank you for reading this guide, you are now ready to get your club started on COMET.

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

Best Wishes,

The FAW COMET Team