MyComet User Guide

How to select and pay for transactions and products on MyComet
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Introduction

What is MyComet?

MyComet is the payment section of the COMET System.

It’s where Clubs, Leagues, Area Associations and Referees will need to select and pay for their transactions electronically.
Referees and MyComet

Each referee will have his / her own MyComet account, which will contain details of the transactions and products that they need to purchase.
Clubs and MyComet

Each Club will have its own MyComet account containing all of their Club’s financial transactions and products.

Access to the MyComet account for Clubs is restricted to those with CLUB MANAGER or PAYMENT ADMINISTRATOR (Treasurer) roles only.

Please note the following:

- If a Club operates Senior, Youth, Female and Junior sections, then all of the transactions relating to these sections will appear within the same MyComet account for that Club.

- If a Club only has one bank account, then it simply pays all of these transactions out of the one PayPal account which it links to its Club bank account.

- However, if a Club has different bank accounts (one for each of its sections), then the Club will need to set up separate PayPal accounts for each section and then pay the relevant transactions out of the relevant PayPal accounts i.e.

  - The Senior section’s PAYMENT ADMINISTRATOR logs-into MyComet, selects the transactions he/she wants to pay and pays for these out of the senior section’s PayPal account, which is linked to the senior section’s bank account;

  - The Youth section’s PAYMENT ADMINISTRATOR also logs-into the same MyComet account, selects the transactions he/she wants to pay and pays for these out of the youth section’s PayPal account, which is linked to the youth section’s bank account;

  - The Women’s section’s PAYMENT ADMINISTRATOR also logs-into the same MyComet account, selects the transactions he/she wants to pay and pays for these out of the women’s section’s PayPal account, which is linked to the women’s section’s bank account; and

  - The Junior section’s PAYMENT ADMINISTRATOR also logs-into the same MyComet account, selects the transactions he/she wants to pay and pays for these out of the junior section’s PayPal account, which is linked to the junior section’s bank account
Leagues/Area Associations and MyComet

The only transactions that Leagues and Area Associations will need to pay via MyComet are their FAW Affiliation Fees. Only the PAYMENT ADMINISTRATOR role within a League or Area Association can select and pay for these transactions via MyComet.

The FAW will liaise with the Leagues and Area Associations to set up the relevant individuals with the PAYMENT ADMINISTRATOR role.
How to log into MyComet

Log in using your COMET username and password

My COMET is linked to your COMET account, so once you have access to COMET, you can quickly log in to MyComet using the same log-in details.
Accessing MyComet from the COMET homepage

You can access MyComet by clicking on the icon highlighted.
Your MyComet Dashboard

Transaction types

There are three different transaction types on the MyComet homepage:

1. Products;

2. Player Membership Fees; and

3. Monetary Sanctions

These are shown on the left hand side of the MyComet page.
What products can you purchase on MyComet?

Included within "Products" are the following items:

- Competition entry fees (league and cup);

- Affiliation fees; and

- Referee registration

Each item listed as a product is linked to a "Seller".

Referees, Clubs, Leagues and Area Associations will need to click on the Products button.

They then need to enter the name of the seller they wish to purchase an item from, by typing the relevant organisation's name where highlighted.

In the example shown above we are selecting the FAW as the seller and this then brings up a list of the products being offered for sale by the FAW.
Who are the seller's for the 2019/20 season?

The Seller's for the 2019/20 season on COMET are:

**FAW**
- All FAW organised League Entry Fees;
- All FAW organised Cup Competition Entry Fees;
- All FAW Affiliation Fees;
- All FAW Elite Referee Membership

**Area Associations**
- Central Wales FA Referee Membership;
- Gwent County FA Referee Membership;
- North East Wales FA Referee Membership;
- North Wales Coast FA Referee Membership;
- South Wales FA Referee Membership; and
- West Wales FA Referee Membership

**Directly Affiliated Leagues**
- Welsh Football League (League and Cup entry fees);
- Welsh Alliance League (League and Cup entry fees);
- Welsh National League (League and Cup entry fees);
- Mid Wales Football League (League and Cup entry fees)

Once the Seller's name has been entered, a full list of all the items that can be purchased from that Seller (as described above) will then appear.

The individual or organisation then selects which item(s) they wish to purchase and adds them to their shopping cart by clicking on the **Shopping Cart Icon**.
You can only purchase one Transaction Type at a time

Please note you cannot pay for different transaction types in the same payment, for example:

- you cannot pay for a **Player Membership** and a **Monetary Sanction** in the same payment;

- nor can you pay for a **Product** (e.g. Competition Entry fees) and a **Player Membership** in the same payment;

- nor can you pay for a **Product** (e.g. Competition Entry fees) and a **Monetary Sanction** in the same payment;

- nor can you pay for a **Product** (e.g. Competition Entry fees), a **Player Membership** and a **Monetary Sanction** in the same payment.

Instead, you must choose and pay for each transaction type separately.

- When you select “**Products**”, you will have the option to purchase items offered by a number of different sellers (e.g. FAW, Area Associations, Leagues etc).

Please note that you cannot pay for products purchased from different sellers in the same payment:

E.g. if you want to purchase a product being sold by the **FAW** and also a product being sold by the **South Wales FA**, you will need to select and pay for each product separately.

However, if you want to purchase more than one product from the same seller, then you can pay for these in the same transaction.

E.g. you can pay to enter the FAW Welsh Cup and the FAW Trophy in the same payment, as these items are being sold by the same seller, i.e the FAW.
Competition Entry Fees

Adding your teams on COMET

<table>
<thead>
<tr>
<th>Club Name</th>
<th>FAW FC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Team name on COMET</td>
<td>FAW FC</td>
</tr>
<tr>
<td>2nd Team name on COMET</td>
<td>FAW FC Reserves/2nd team</td>
</tr>
<tr>
<td>3rd Team name on COMET</td>
<td>FAW FC - Third Team</td>
</tr>
<tr>
<td>Welsh Premier Development Team</td>
<td>FAW FC - Development</td>
</tr>
<tr>
<td>FAW Academy Team</td>
<td>FAW FC - Academy Under 12's/14's/16's etc</td>
</tr>
<tr>
<td>Youth Team</td>
<td>FAW FC - Youth</td>
</tr>
<tr>
<td>Junior/Mini Team's</td>
<td>FAW FC - Under 6 - 16 (blues/red etc if multiple teams at an age group)</td>
</tr>
</tbody>
</table>

On COMET, teams and not clubs are entered into competitions. You therefore need to ensure the team you wish to enter into a competition is firstly set up within your club on COMET.

All historic team details imported from the previous FSI system have been deleted due to poor data quality.

Clubs therefore need to enter all of their teams on COMET prior to the start of the 2019/20 season.

In order to achieve consistency and to avoid a repeat of the data quality problems encountered with the old system, we kindly request that when adding teams, clubs follow the format illustrated in the above image.

Each club has several different teams and these should all be separately added to your club.
Adding teams to your Club on COMET

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

Once you are on this page, click the **New team** button to add any teams.
For each competition that will use COMET for the 2019/20 Season, the participating clubs will need to enter by purchasing the relevant entry fee via MyComet.

In doing so, their team will automatically be entered into the relevant competition. For the 2019/20 season, the competition entry fee “Sellers” are:

a. FAW;

b. Welsh National League;

c. Welsh Alliance League;

d. Welsh Football League; and

e. Mid Wales Football League

Clubs will need to select the relevant seller, then choose the products (e.g. competition(s)) they wish to purchase and then select the name of the team(s) within their Club that they wish to enter into the relevant competition(s).

Each club must therefore ensure that it has added its teams on COMET before attempting to enter a competition via MyComet.

Once the club has added its teams through the My Club dashboard on COMET, they can then be entered into the relevant competition.

Prior to adding the entry fee to their shopping cart, Clubs will need to tick a box to signify acceptance of the relevant Competition’s Rules and Regulations.
Finding the competition you wish to enter

You firstly need to type in the name of the seller to load all of their products on the screen, as shown above.

You then need to search through the products to find the relevant product you are looking to purchase.

You can sort products by Name and Price so they are easy to find on the system.

Please note depending on the number of different items being sold by the relevant organisation (e.g. FAW), the list of items may extend over more than one page which you can access by clicking at the bottom of the screen when scrolling through the list.
Select the Competition you wish to enter

Having entered the Seller's name where highlighted, a full list of all the items being sold by the organisation will appear.

You simply find the competition you wish to enter and click the **shopping cart icon**.

If you wish to enter another competition with the same seller, simply find the item and do the same.
Entering your team and agreeing to the Rules and Regulations

Once you have clicked the Shopping cart icon for each Competition that you want to enter, it will take you through to the above screen.

You now need to do the following:

1. Select the specific team from your club you wish to enter into the Competition.

2. Tick the box below to agree to abide by that Competition's Rules and Regulations.

If you wish to view the full statement you will need to adjust the zoom on your screen display.

3. Once you have selected the team and ticked the box, you then click the Add to cart button on the top right hand side of the screen.
Proceeding to Checkout

Once you have added the entry fee to your cart, if you wish to purchase another product offered by the same seller, you simply click on **Products** on the left hand side of your MyComet screen, enter the name of the seller and repeat the same purchasing process.

However, if you are ready to checkout and proceed to payment, you just need to click on the **White Shopping cart icon** in the top right hand corner of your screen.

This will open the white pop up box shown.

You then simply click the **Checkout** button to proceed.
Reviewing the payment details and accepting the terms and conditions

You will now see a summary of the items you intend to purchase.

However, before you proceed, you will need to agree to the FAW's Terms and Conditions by ticking the highlighted box.

Once you have ticked the box, a yellow PayPal Check out box will appear.

Click on this button to proceed to your PayPal account and complete the payment.
Affiliation Fees

Which Affiliation Fees need to be paid on MyComet for the 2019/20 season?

For the 2019/20 Season, all Affiliation Fees payable by Clubs, Leagues and Area Associations direct to the FAW, will need to be paid via MyComet.

Clubs, Leagues and Area Associations will therefore need to select the “FAW” as the Seller and then they will need to choose which of the listed Affiliation Fees they wish to pay e.g.

- FAW Club Affiliation Fee;
- FAW League Affiliation Fee; or
- FAW Area Association Affiliation Fee.

For Clubs and Leagues that affiliate to an Area Association, these payments will not be paid through MyComet for the 2019/20 season.

Therefore you will need to continue to pay these fees in the same way as you do now.
Selecting the relevant Affiliation Fee

Having entered the FAW as the Seller's name, a full list of all the items being sold by the FAW will appear.

You'll see that the list includes Club, League and Area Association Affiliation Fees.

You simply find the Affiliation Fee you wish to purchase and click the shopping cart icon.

If you wish to enter a Competition organised by the FAW, you can also add this product to your shopping cart.

Alternatively you can simply checkout.
Match Official registration

Please read the separate Match Officials' registration user guide

All match officials in Wales will need to purchase an annual membership through MyComet in order to be registered for the 2019/20 season.

A separate user guide has been prepared for match officials which details the processes they need to follow in order to purchase their annual membership through COMET. This can be found at:

Once a player's registration has been confirmed by the FAW’s Player Registration Department, a transaction is automatically created and deposited into the relevant Club’s MyComet account and will appear in the Unpaid section in the Player Membership Fees section.

Each player membership transaction in MyComet will contain the following information:

- Player's COMET ID
- Player's name
- Age of the player
- Registration date:
- Amount (£)

In relation to the 2019/20 Season, the Player Membership prices are as follows:

If a player is registered prior to 31st July 2019:

- Adults: £5.00
- Juniors (under 16): £2.50

If a player is registered after 31st July 2019:

- Adults: £10.00
- Juniors (under 16): £5.00

Clubs will have 31 days to pay for a Player Membership transaction – thereafter, if the transaction remains unpaid, the player will be ineligible for selection until the transaction has been paid.
How to pay for player membership

Once you have clicked on the **Unpaid** button, you will see a list of all the player membership fees which you need to pay.

You then simply click the box next to each transaction that you wish to pay, then click **Add selected memberships to the cart**.

If you wish to pay for all of the transactions that are showing, instead of ticking each box, you just need to click the box highlighted which will select all transactions.

As above then click **Add selected memberships to the cart**.

Once you have added all the items you require to the cart, you scroll to the bottom of the screen to go to your shopping cart.

Please remember you cannot pay for any other transaction types when you are trying to pay for player memberships.
Proceed to checkout

Having added the required player memberships to your cart, once you are ready to checkout and proceed to payment, you just need to click on the White Shopping cart icon in the top right hand corner of your screen.

This will open the white pop up box shown.

You then simply click the Checkout button to proceed with the payment.
Reviewing the payment details and accepting the terms and conditions

You will now see a summary of the items you intend to purchase.

However, before you proceed, you will need to agree to the FAW's Terms and Conditions by ticking the highlighted box.

Once you have ticked the box, a yellow PayPal Check out box will appear.

Click on this button to proceed to your PayPal account and complete the payment.
Monetary Sanctions

What are Monetary Sanctions and how are they paid via MyComet?

Whenever a match is recorded on COMET, any disciplinary sanctions issued against the player and/or Club (e.g. yellow cards, red cards, misconduct charge etc) are automatically applied to relevant individual's/Club's disciplinary record.

A transaction is also automatically created and deposited into the relevant Club’s MyCOMET account.

Each monetary sanction transaction appearing in a Club’s MyComet account will contain the following information:

- Disciplinary case ID
- Date of the offence
- Team name
- Name of the competition
- Competition round
- Match details
- Registration type of the person being charged e.g. player/coach/club
- Name of the individual / organisation being charged
- Monetary sanction amount (£)

In relation to the 2019/20 Season, the monetary sanction amounts are as follows:

For each yellow card - £10.00
For each red card - £10.00
For each Misconduct charge - the value will be determined on case by case basis.

Similar to Player Membership, all monetary sanctions need to be paid within 31 days of the transaction date.

Notwithstanding the possibility of the player having to serve a match suspension linked to a sending off or an accumulation of yellow cards, failure to pay for a monetary sanction within 31 days of the transaction date will also result in the individual being ineligible for selection until such time as the transaction is paid.
How to pay your monetary sanctions

Once you have clicked on the **Unpaid** button, you will see a list of all the monetary sanctions which you need to pay.

You then simply click the box next to each transaction that you wish to pay, then click **Add selected sanctions to the cart**.

If you wish to pay for all of the transactions that are showing, instead of ticking each box, you just need to click the box highlighted with the number 1, which will select all transactions. As above then click **Add selected sanctions to the cart**.

Once you have added all the items you require to the cart, you scroll to the bottom of the screen to go to your shopping cart.

Please remember you cannot pay for any other transaction types when you are trying to pay for monetary sanctions.
Having added the required monetary sanctions to your cart, once you are ready to checkout and proceed to payment, you just need to click on the **White Shopping cart icon** in the top right hand corner of your screen.

This will open the white pop up box shown.

You then simply click the **Checkout** button to proceed with the payment.
Reviewing the payment details and accepting the terms and conditions

You will now see a summary of the items you intend to purchase.

However, before you proceed, you will need to agree to the FAW's Terms and Conditions by ticking the highlighted box.

Once you have ticked the box, a yellow PayPal Check out box will appear.

Click on this button to proceed to your PayPal account and complete the payment.
Making Payments through PayPal

Logging into PayPal

Once you have clicked the PayPal Check out button, you will be directed to this screen where you log in to your PayPal account to pay.

There is also the option to cancel the payment if for any reason you don't want to proceed at this time by clicking Cancel and return to FAW.
Once you have logged into your PayPal account, you will be able to review and confirm your purchase.

Having done so, you simply click **Pay Now** to proceed.
Payment Complete

Your payment has been successfully processed!

Please avoid any interaction with browser actions. Do not reload the page or use the back button because you might be charged multiple times. If you are not redirected within few seconds, please click on the link below!

Thank you for your payment, please wait while we transfer you back to MyComet!

If you are not redirected back to MyComet within 10 seconds, please click here

Once you have clicked Pay Now and the payment has been processed, the above confirmation message will appear on the screen and you will then be redirected back to your MyComet account.
Payment Confirmations

Your MyComet payment confirmation and invoice

On your MyComet page, you will now be able to see confirmation of your payment and you can access your invoice (you will receive one invoice for each payment you make and if the payment consists of several different items, each item will be shown separately on the same invoice).

A payment confirmation email will also be sent to you and will also include a copy of the invoice.
Thank you for reading this guide

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