The FAW COMET System - Match Officials Registration

A detailed guide on how to register as a Match Official on COMET
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Introduction

Welcome to the Match Officials Registration User Guide for the FAW COMET System. This guide will provide you with a detailed understanding on how the Match Official Registration process will work on COMET.
Logging into COMET

Receiving your Log-in details via email

The FAW have prepared a list of all referees and officials in Wales along with their email addresses.

This list has been compiled from information provided by the relevant Area Associations and the FAW’s Competitions department.

All officials on this list will shortly receive a system generated email, such as the one above, containing their username, password and a link to log in to COMET.

Any newly qualified referees for the 2019/20 season should contact their relevant Area Association for further information on how they register.
Logging into COMET

Each Match Official should log in using the details contained in the email.

The best browser to use when accessing COMET is Google Chrome.
Forgetting Your Password

What to do if you forget 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 COMET account details

Updating your user settings

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

On the left hand side are the different sections of COMET.

The **Referees and Officials** page will be the most applicable to you.

Let’s now show you how to get your account set-up.

To do this, go into your **User settings**.
Finalising your personal 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 user profile 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 role(s) you’ve been assigned.

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.
Updating your details - you MUST do this to be able to register!

Once you have set up your profile, you then MUST update your personal information on COMET to be able to register to officiate for the 2019/2020.

This information is located in the My personal info button in the Referees and Officials section on the left hand side of your screen.

The information displayed on your match official’s COMET record has been imported using the data provided by each Area Association and the FAW Competitions department.

Certain data fields are missing and will need to be completed. They will include:
- Nationality;
- Country of birth;
- Place of birth;
- Your photograph; and
- Your home address (please see the following page of this guide on how to do this)

To update this information, you need to click the Edit button.

Please also check and update any data that is showing if it appears incorrect to ensure everything is correct and up to date moving forwards.

Once you have completed all of the mandatory data fields, click Save.

Before you can register as a match official for the 2019/20 season, you will need to complete all of the mandatory data fields.
Adding your home address

To enter your home 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.

This will bring up a list of all addresses related to this postcode, simply click on the correct address.

If for any reason the address does not appear on the list, you can also input it manually. Once all fields are completed you then click Save.
Go into My Comet to pay for registration

Once you have updated your details, you can then proceed to register for the 2019/20 season by logging into MyComet.

You access MyComet by clicking the MyComet button at the top of your screen. This will take you through to the payment section of COMET.
Purchasing your annual membership through MyComet

Click the Products button

Once on the MyComet home page, and in order to register for the 2019/20 season, you will need to purchase a Referee Membership for the 2019/20.

This costs £20 (including VAT) and can be seen by clicking on the “Products” tab on left hand side menu.

Your annual membership fee also includes personal accident insurance cover.
2. Registering as an Elite Referee with the FAW

Please note that FAW Elite Referee Membership **only** applies to following match officials gradings:

**Elite Referees:** International (FIFA) List, 1A, 1B, 2, F, F-1A and F-1B

**Elite Assistant Referees:** International (FIFA) List, 1AR, 1ART, 2AR, F and F-1AR

To purchase FAW Elite Referee membership, you would need to type in FAW on the line as shown above and then select the **FAW Elite Referee Membership.**

To select this you click on the **Shopping cart** icon.
Registering as a match official with one of the 6 Area Associations

If you are not an Elite Referee or an Elite Assistant Referee then you would need to register with your relevant Area Association.

To do this, instead of typing FAW on the relevant line, you would type one of the following:

**CWFA** - If registering with the Central Wales FA
**GCFA** - If registering with the Gwent County FA
**NEWFA** - If registering with the the North East Wales FA
**NWCFA** - If registering with the North Wales Coast FA
**SWFA** - If registering with the South Wales FA
**WWFA** - If registering with the West Wales FA

**Please note:** By choosing the relevant Area Association, this does not affect where you can officiate.

The other Area Association(s) will still be able to find you on the system and appoint you to matches.

Again you would would need to click on the **shopping cart** icon to proceed.
You must agree to the FAW Referee Rules and Regulations before proceeding.

Once you have clicked on the Shopping Cart, you then need to agree to the FAW Referee Rules and Regulations before completing the transaction.

You agree to these by ticking the relevant box as highlighted above.

Once you have done this you can then add this membership to your cart through the Add to cart button highlighted.
If you haven't completed your mandatory data fields then you cannot proceed with your registration

At this point if you haven't completed all of your mandatory data fields as shown earlier in this guide, the system will not let you proceed any further.

At this point you would need to go back into your Comet account and into your My personal info page in the Referees and Officials section in order to complete all of the outstanding mandatory data fields.
Proceed to checkout

If you have filled in all of the data fields you will be able add the referee membership to your cart and proceed to checkout by pressing the **shopping cart** icon in the top right hand side of your screen.

You then just need to press the **Checkout** button highlighted.
Review your selection before checking out

Once you have clicked the **Checkout** button, you then need to review the intended purchase and also read the terms and conditions of this purchase and agree to these by ticking the box shown.

Once you have read these terms and conditions and ticked the box to agree, you then need to click the **PayPal Check out** button.
Completing the payment through PayPal

Log into PayPal

By clicking the **PayPal Checkout** button, you will be directed to the PayPal log in page.

You now need to log into your PayPal account in order to pay for the membership.

Please see the FAW website on how to set up a PayPal account.

Review your PayPal transaction

If using PayPal, once logged in you can review your purchase through the box highlighted at the top of the screen.

You then click **Pay Now** to make the payment.
Successful payment

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 transaction has been authorised through PayPal, the following screen will appear as PayPal redirects you back to your MyComet account.
Once you have paid for your referee membership

Your MyComet payment confirmation and VAT invoice

On your MyComet page, you will now be able to see confirmation of your payment and can access a VAT invoice.

An email will also be sent to you to confirm payment has been made.
Once your payment has been made you will also receive a confirmation email

Once the payment has been made, your match official registration for the 2019/20 season will be CONFIRMED.

You will then receive an email containing:

- Your electronic registration card for 2019/20 season;
- A copy of your personal accident insurance cover

As soon as your registration is CONFIRMED, you will also be eligible to be appointed to matches by the relevant competition organiser.

When match officials are appointed to matches recorded on COMET they will need to perform various actions on the system. Detailed user guides in relation to the various processes will be released shortly.
Your referee registration is now CONFIRMED on COMET

On your My personal info page on COMET, your registration will now be showing as CONFIRMED.

The entire process is now complete and you are ready to start accepting match appointments via COMET.
What Competitions will be on COMET for the 2019/20 season?

For the 2019/20 season, only those officiating in the FAW Competitions and Directly Affiliated Leagues will be using COMET to manage their match appointments.

These competitions are as follows:

- FAW Premier League
- FAW Women's Premier League
- FAW Northern and Southern tier 2 divisions
- FAW Development Leagues
- FAW Academy Leagues
- FAW Futsal League
- The Welsh Cup
- The Women's Welsh Cup
- The Nathaniel MG Cup
- The FAW Trophy
- The FAW Youth Cup
- The FAW Girls Cup
- The FAW Academy Cup
- The FAW Futsal Cup
- The Welsh Football League and all of its cups
- The Mid Wales Football League and all of its cups
- The Welsh Alliance Football League and all of its cups
- The Welsh National Football League and all of its cups

Please note that all leagues and cup competitions in Wales will be using COMET to appoint their match officials from the start of the 2020/21 season.
Guide Summary

You have now come to the end of the Match Officials Registration Guide

We have now covered every action you will need to complete in order to register as a match official on COMET:

1. Log into COMET via the log in details you receive via email.

2. Update your profile through the User settings button.

3. Check and complete all of the mandatory data fields required through the My personal info page in the Referees and Officials section on COMET.

4. Go into MyComet in order to purchase your membership for the season.

5. Select the organisation you want to purchase membership through - the FAW (Elite Referees/Elite Assistant Referees) or your relevant Area Association.

6. Agree to the FAW Referee Rules and Regulations and add the membership to your cart.

7. Once added to your cart, click checkout, review your purchase and agree to the payment terms and conditions.

8. Proceed to payment via PayPal checkout.


10. Once paid, your payment confirmation will show in MyComet and you will receive a VAT invoice via email.

11. On COMET your registration will now be CONFIRMED and you will receive an email containing your registration card and insurance.

12. You are now registered and can accept match appointments for the 2019/20 season.
Thank you for reading this guide

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