## New COMET interface – Information for Competition Organisers

The new COMET web interface launched on 18<sup>th</sup> January.

While processes remain the same, you may have noticed some slight differences, so please find below some hints and tips based on questions we have received.

If you have difficulty doing anything on the new version of COMET that is not covered in the <u>Comet Support user</u> guides, please log a help ticket.

## Changing the status of a match

To change a match status, click **Edit** at the top of the match page, then click **Save as** and select one of the following options:

**Save as SCHEDULED** – this is the only option if the current status is Entered. You can also choose this option if you need to send updated notifications to the referees/clubs involved in the match (e.g. if you appoint referees when the match is already at Scheduled). This replaces the Send Notifications button.

**Save as PLAYED** – post match, to confirm the match details and close the match to any further changes by the clubs or referee

Save as POSTPONED - to postpone the match

Save as ABANDONED - to abandon the match

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