

New COMET interface

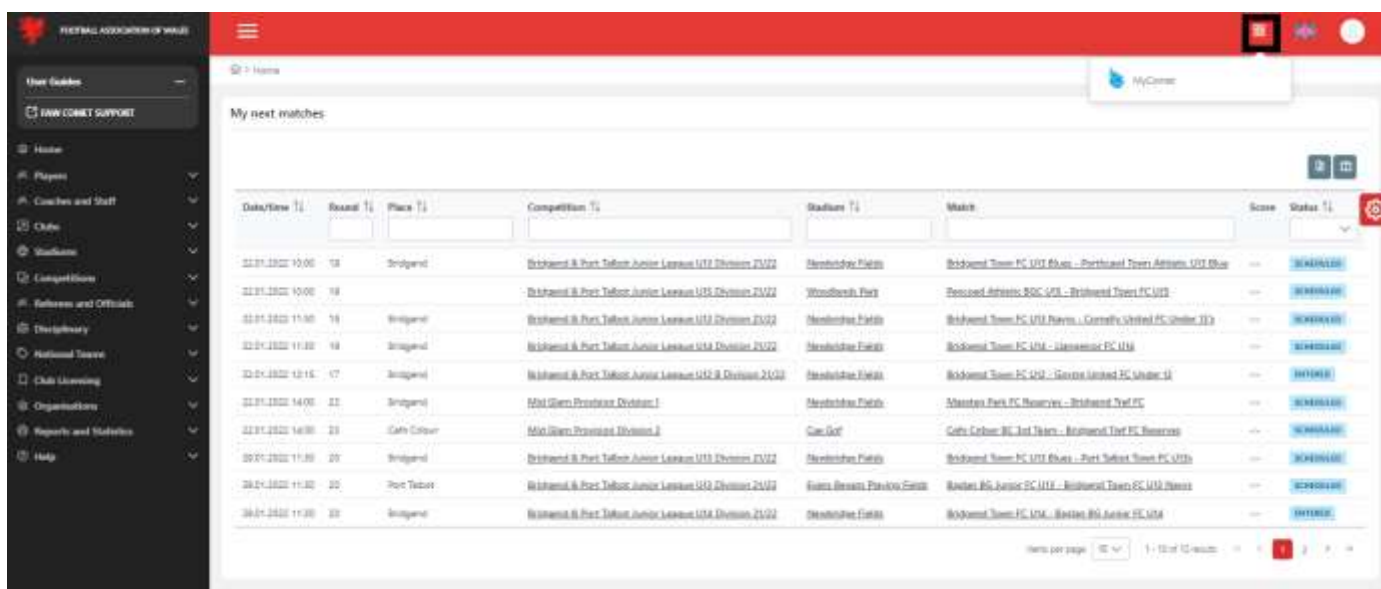
The new COMET web interface launched on 18th January.

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 [Comet Support user guides](#), please log a help ticket.

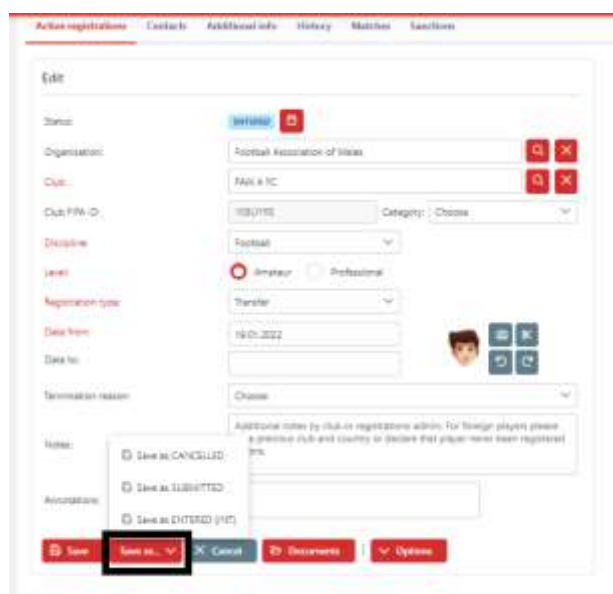
How do I make payments?

My Comet is still there and the way of making payments hasn't changed. To access My Comet, click on the "other applications" icon at the top of the screen, as shown below, then click MyComet:



How do I submit a player registration?

The registration process remains the same, with a slight change in what you need to click. To submit a registration, click **Edit** (in the Active registrations tab, in the lower half of the players profile), then click **Save as**, selecting **Save as SUBMITTED**.



The same process also applies to coach and staff registrations.

For Officials registration, as they are approved by the club or organisation, click **Edit**, **Save as** and select **Save as CONFIRMED**.

If you want to remove a registration request that is at Entered but you no longer wish to proceed with, click **Edit**, **Save as** and select **Save as CANCELLED**.

How do I terminate a player registration?

To terminate a player registration, enter the date to and termination reason. Next click **Edit** in the players Active Registrations tab, in the lower half of their profile, then click **Save as** and select **Save as TERMINATED**.

The screenshot shows the 'Active registrations' edit form for a player. The form is titled 'Edit' and has a navigation bar with tabs: 'Active registrations', 'Contacts', 'Additional info', 'History', 'Matches', and 'Sanctions'. The form fields are as follows:

- Status: CONFIRMED (with a red 'B' icon)
- Organisation: Football Association of Wales (with search and delete icons)
- Club: FAW FC (with search and delete icons)
- Club FFA ID: ESB/HQF (with a search icon) and Category: Choose (dropdown)
- Discipline: Sportial (dropdown)
- Level: Amateur (selected) / Professional (radio button)
- Registration type: First registration (dropdown)
- Date from: 01.09.2020 (text input)
- Date to: 18.01.2022 (text input)
- Termination reason: Choose (dropdown)
- Notes: Additional notes by club or registrations admin. For foreign players please type previous club and country or declare that player never been registered before. (text area)
- Attachments: (empty list)

At the bottom of the form, there are four buttons: 'Save', 'Save as...', 'Cancel', and 'Document'. The 'Save as...' button is highlighted with a red box, and a dropdown menu is open showing 'Save as TERMINATED'.

The same procedure applies to coach, staff and official registrations, without the need to enter a termination reason.