



Concacaf

Comet

Referees Workflow

• Referee – Comet Steps

Step 1: Login to Comet

A. Password change
B. Preferred language

C. Upload profile photo
D. Customize look and feel

Step 2: Availability/ Appointment

A. Submission of Availability

B. Competition / Match Appointment

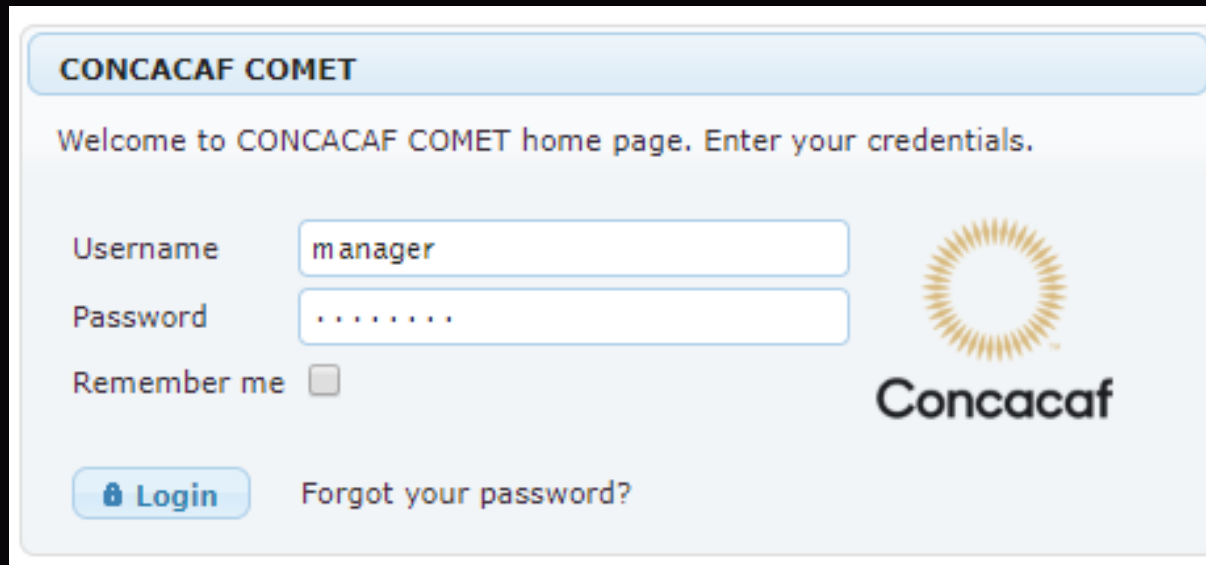
Step 3: Match Responsibilities

A. Enter assigned matches

B. Complete and FINALIZE Referee report

- Step 1: Login to Comet

- Match Officials will be provided with Comet Login details via email
- Login to Comet at <https://www.comet.concacaf.com>
- Enter Username and Password provided via email



The screenshot shows the login interface for CONCACAF COMET. At the top, a blue header bar contains the text "CONCACAF COMET". Below this, a welcome message reads: "Welcome to CONCACAF COMET home page. Enter your credentials." The login form includes three input fields: "Username" with the value "manager", "Password" with masked characters ".....", and a "Remember me" checkbox which is currently unchecked. To the right of the password field is the CONCACAF logo, consisting of a stylized sunburst icon above the word "Concacaf". At the bottom left of the form is a blue "Login" button with a lock icon. To its right is a link that says "Forgot your password?".

• Step 1: Login to Comet

- Once you have entered the system for the first time, we suggest that you change the automatically created password.
- You can easily do this on the "User settings" tab.
- In the "User Settings" section please upload your user profile picture.
- Change the look and feel of Comet under the "Change Look & Feel" box.

The screenshot shows the Comet user settings interface. At the top, the user's name 'Nina Medenčić' and organization 'CONCACAF' are displayed. The 'User settings' tab is selected and highlighted with a red box. The 'Change password' button is also highlighted with a red box. The user's profile picture is visible on the right. The 'User info' section shows the user's details, including their role as 'SYSTEM ADMINISTRATOR'.

User: Nina Medenčić
Organisation: CONCACAF
Tenant: CONC (The Confederation of North, Ce...)

Home Wild User settings Change language Logout

User settings

Change password

Current password
New password
Confirm new password
Change password

Mobile phone/Email

Mobile phone
Email: nina.medencic@analyticom.de
Save

User Interface Settings

☐ Enable stack menu (bottom right)
☐ Enable dock menu (bottom centre)

Change Look&Feel

Aristo
Black-Tie
Blitzer
Bluesky
Casablanca
Cupertino
Dark-Hive
Delta

Change language

Croatian
English
Portuguese
Spanish
French
Dutch

Photo

Choose **Documents**

User info

User: Nina Medenčić
Organisation: CONFEDERATION OF NORTH, CENTRAL AMERICAN AND CARIBBEAN ASSOCIATION FOOTBALL
Parent organisation: FIFA

User roles

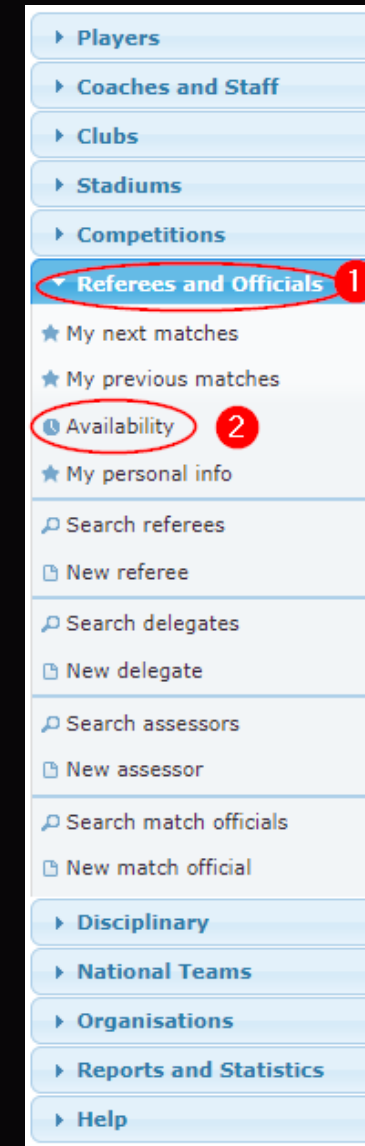
1. SYSTEM ADMINISTRATOR

• Step 2: Availability

- As a Concacaf official, it is mandatory to submit your availability through the Comet system. The Concacaf appointment team will assign officials based on this information.

- Please follow these steps:

1. Please click on **Referees and Officials** on the left hand side of the navigation.
2. Click on **Availability** to open your availability dashboard.



• Step 2: Availability (Availability Dashboard)

- This is the availability dashboard. Here you may add your availability for the calendar year.
- Clicking on Add will open the submission box.

Availability

[View options](#)

Show only currently unavailable ☒

Date from:

Date to:

[Search](#)

Unavailability intervals

ID	Official	Official type	Availability type	Date from	Date to	Time from	Time to	Description

No data found.

[+ Add](#)

- Step 2: Availability (Submission)

- Fill out the submission box to submit your availability:

1. Select availability type
2. Select Date from (start date)
3. Select Date to (end date)
4. Enter Description for availability
5. Save

The screenshot shows a web form titled "Interval and description" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Official type:** A dropdown menu with "Media officer" selected.
- Person:** A text input field containing "OFFICIAL, MATCH" with search and clear icons to its right.
- Availability type:** Two radio buttons, "Unavailable" (selected) and "Available". A red circle with the number "1" is next to the "Unavailable" button.
- Date from:** A text input field containing "19.08.2019". A red circle with the number "2" is next to the field.
- Date to:** A text input field containing "30.08.2019". A red circle with the number "3" is next to the field.
- Time from:** An empty text input field.
- Time to:** An empty text input field.
- Description:** A large text area containing the word "Vacation". A red circle with the number "4" is next to the text area.
- Buttons:** At the bottom, there are two buttons: "Save" (with a floppy disk icon) and "Cancel" (with a close icon). A red circle with the number "5" is next to the "Save" button.

- Step 2: Availability (Submission)

- In the availability dashboard, you will see all of your availability submissions.


Availability

— View options

Show only currently unavailable ☒

Date from:

Date to:

 Search

Unavailability intervals

ID ↕

Official ↕

Official type

Availability type ↕

Unavailable


Date from ↕

01.09.2019


Date to ▲

07.09.2019

Time from ↕



Time to ↕



Description

Vacation

1

1 - 1 of 1 results

Page 1/1

+ Add

8



Step 2: Appointment Notification

Types of Appointments	Centralized Competitions	Home & Away Competitions
Competition Appointment	<ul style="list-style-type: none">• Appointment sent as per competition regulations.• Official has to CONFIRM or REJECT the appointment on the initial email received in their inbox from the Comet system by clicking on the options above.• Official has 72 hours to respond, if the official does not respond the appointment will be REJECTED by the system.	<ul style="list-style-type: none">• Appointment sent 30 days prior to kickoff specifying window dates.• Official will receive official appointment of competition by email from the Comet system, no response is required.
Match Appointment	<ul style="list-style-type: none">• Official will be notified of upcoming match appointment, no response required.• Details of the match officials will be shown in the appointment email.	<ul style="list-style-type: none">• Appointment to be sent 7 days prior to kickoff, will contain match details.• Official has to CONFIRM or REJECT the appointment received in their inbox by clicking on the options above.• Official has 72 hours to respond, if the official does not respond the appointment will be REJECTED by the system.

• Step 2: Appointment (Competition Appointment)

- When appointed to a competition, the system will generate a notification email which will arrive to the user's email address.
- For a **Centralized Competition**, the appointment will be automatically **CONFIRMED** (no user action is necessary).
- For a **Home & Away competition**, the appointment must be **CONFIRMED** or **REJECTED** by clicking the correct choice, depending on your availability.

Centralized Competition

Competition assignment
Match coordinator: LAST, FIRST
Competition: U-17 2019

This message is automatically created by the system. Please, do not reply!

Home & Away Competition

Concacaf would like to confirm if you are available as follows:
Referee: LAST, FIRST
Tournament Dates: August 21st - 25th

Please, CONFIRM or REJECT this appointment within 72 hours of this notification
Failure to respond will automatically list you as NOT AVAILABLE.

Please, **CONFIRM** or **REJECT** the assignment

[Click to REJECT](#)

[Click to CONFIRM](#)

This message is automatically created by the system. Please, do not reply!

• Step 2: Appointment (Match Appointment)

- When appointed to a match, the system will generate a notification email containing the match details, which will arrive to the user's email address.
- For a **Centralized Competition**, the match appointment will be automatically **CONFIRMED** (no user action is necessary).
- For a **Home & Away Competition**, The appointment must be **CONFIRMED** or **REJECTED** by clicking the correct option, based on your availability.

Centralized Competition

Dear LAST, FIRST
Concacaf has appointed you to the following match:
2019 Concacaf Women's Under-17 Qualifier - Group A
Match 34269112: Saint Lucia - Anguilla
Date/Time: 21.08.2019 16:00:00
Stadium: ESTADIO OLIMPICO
Place: San Pedro Sula (Honduras)
Match Officials: Referee: LAST, FIRST
1st assistant referee: LAST, FIRST
2nd assistant referee: LAST, FIRST
Fourth official: LAST, FIRST
Referee observer: LAST, FIRST
Match commissioner: LAST, FIRST

Home & Away Competition

Concacaf would like to appoint you as a Match Official for the following:

Venue coordinator: LAST, FIRST
2019 SCL - R16
Match 33841727: TEAM A - TEAM B
Date/Time: 20.08.2019 18:06:00
Stadium: NEW STADIUM
Place: USA

Please, CONFIRM or REJECT this appointment within 72 hours of this notification. Failure to respond will automatically list you as NOT AVAILABLE.

Please, **CONFIRM** or **REJECT** the assignment

Referee: LAST, FIRST (USA)
1st assistant referee: LAST, FIRST (USA)
2nd assistant referee: LAST, FIRST (USA)
Fourth official: LAST, FIRST (USA)
Referee assessor: LAST, FIRST (USA)

Click to REJECT

Click to CONFIRM

This message has been automatically created by the system. Please do not reply!

- Step 3: Match Responsibilities (My Next Matches)
- During the competition, upcoming matches for the Team can be accessed by selecting 'My next matches'
- Click on the Match to be taken to the Match Screen

The screenshot displays a web application interface for sports management. On the left is a vertical sidebar with a 'DEMO VERSION' label at the top. Below it are several menu items: 'Players', 'Coaches and Staff', 'Clubs', 'Stadiums', 'Competitions', 'Referees and Officials', 'Disciplinary', and 'National Teams'. Under 'National Teams', there are three sub-items: 'My national team', 'My next matches' (which is highlighted with a red box and a hand cursor), and 'My previous matches'. The main content area is titled 'My next matches' and contains a table with the following columns: 'Round', 'Date/time', 'Competition', 'Stadium', 'Clubs', 'Score', and 'Status'. A single row of data is visible, with a red arrow pointing to the 'Round' cell containing the letter 'F'. The data in the row is: Round 'F', Date/time '03.12.2019 19:00', Competition 'Concacaf Clubs 2018', Stadium 'HARD ROCK STADIUM', Clubs 'MIAMI SHARKS FC (USA) - MIAMI SHIELD FC (USA)', Score '--', and Status 'ENTERED'. At the bottom of the table, there are pagination controls showing '1' in a blue box, and text indicating '1 - 1 of 1 results' and 'Page 1/1'.

Round	Date/time	Competition	Stadium	Clubs	Score	Status
F	03.12.2019 19:00	Concacaf Clubs 2018	HARD ROCK STADIUM	MIAMI SHARKS FC (USA) - MIAMI SHIELD FC (USA)	--	ENTERED

• Step 3: Match Responsibilities (Match Screen)

- The Match Screen shows details of the match including participating teams, stadium, match officials and kickoff time
- You will be able to edit information for matches where you have been assigned.

The screenshot displays the 'Match Screen' for a match between Miami Sharks FC and Miami Shield FC. The interface includes a top navigation bar with tabs for Match, Referee, Referee assessor, Match coordinator, Match commissioner (highlighted with a red box), and VPO - CMO. Below this is a sub-navigation bar with tabs for Security officer and Venue coordinator. The main content area contains a form with fields for ID (28891761), Competition (CCC Test), Round (F), Age category (Seniors), Stadium (H-E-B PARK), Date/time, Attendance, Match number (1), and Status (ENTERED). Below the form is a section for Match Officials, including fields for Referee, 1st assistant referee, Match commissioner, and Match coordinator. The match details section shows the Miami Sharks FC (USA) logo and kit, the Miami Shield FC (USA) logo and kit, and the match status (ENTERED).

CCC Test > Round F > MIAMI SHARKS FC - MIAMI SHIELD FC :-

Match MIAMI SHARKS FC MIAMI SHIELD FC Referee Referee assessor Match coordinator Match commissioner VPO - CMO

Security officer Venue coordinator

Edit

Match Summary Match report Start List Club kits Confirmed team kits Countdown

ID: 28891761 Stadium: H-E-B PARK

Competition: CCC Test Date/time:

Round: F Attendance:

Age category: Seniors Match number: 1

Status: ENTERED

MIAMI SHARKS FC (USA) MIAMI SHIELD FC (USA)

Match Officials

Referee: Match commissioner:

1st assistant referee: Match coordinator:

• Step 3: Match Responsibilities (Match Events)

- Match Events are entered for each team.
- Clicking on the team tab will display events for the selected team.
- Goals, cautions, and expulsions are shown for both players and officials.

CU17Q 2019 - Group A Round 3 Saint Vincent and the Grenadines - Grenada 1:2

Match Saint Vincent and the Grenadines Grenada Referee Referee assessor Match coordinator Match commissioner VPO - CMO

Security officer Venue coordinator

Edit Teamsheet report

Status: CONFIRMED Richard Logan 19.03.2019 15:52:41 EST

Club officials

Head coach: RENNIE, CURT KERRY Field officer: Kitman: MC EWEN, KEVON PETER

Assistant coach: ALEXANDER, GERALD ANDREW Club official: Athletic trainer: Team manager: BLAINE, VINIMORE

Goalkeeper coach: NOEL, DESMOND BENEDICT Doctor: CLARKE, RENALDO ARTUS Technical secretary: General Manager:

Physical trainer: Press officer: + Add

Club kits detail

Field player

International kit

Available players

No.	ID	Player	L	SL	GK	CP
No records found.						

Lineup

Lineup: 20 / Starting Lineup: 11

No.	ID	Player
1	4783147	JOE-MAX WILDMAN G C
3	4890423	SEBASTIAN ANDREW GREY
5	4890098	CARLOUS JOSEPH
7	4890215	BENJAMIN ETTIENNE 62'
8	4891642	NAIEEM MAIKEL BEAN 37' 77'
9	4890156	SHANI MITCHELL 63'
11	4890187	AQUIL LAWLITE 47'
14	4891650	ZAID JEWLION BAPTISTE
15	4899348	ALWYN JUNIOR COX
16	4890331	ANTHONY PETERS
19	4890298	SAWAN MARK
2	4890013	TRISHAWN THOMAS G
4	4890937	YOHANN GERALD ALEXANDER
6	4890166	KEVON BOWEN 11 74'

• Step 3: Match Responsibilities (Submit Report)

- 1. Click on Referee tab, then click Edit to begin entering report. Note that match events also appear in the referee report.
- 2. When finished, click Finalize to complete report.
- 3. Report will show FINALIZED status with digital signature.

The screenshot shows the 'Referee' tab selected in the top navigation bar. Below the navigation bar, there are buttons for 'Save', 'Cancel', 'Documents', 'Print', and 'Finalize'. The 'Finalize' button is highlighted with a red circle and the number 2. The status is 'IN PROGRESS' with a green icon. A note states: 'The report is automatically saved every 60 seconds to avoid losing data due to session expiration caused by a long inactivity during filling this report.' The main content area is divided into sections: 'Events' (showing goals for Weymouth Wales FC and SV Real Rincon), 'Condition of the Pitch and Equipment' (with a text box for 'Good Pitch Condition'), 'Which designation appears on the ball?' (with radio buttons for FIFA Quality, FIFA Quality Pro, International Matchball Standard, and None), 'Kick-off time' (with a text box for '18:30'), and 'The match started on time' (with radio buttons for Yes and No).

Report progress is auto-saved every 60 seconds.

The screenshot shows the 'Referee' tab selected in the top navigation bar. Below the navigation bar, there are buttons for 'Edit', 'Documents', and 'Print'. The status is 'FINALIZED' with a green icon. The name 'MARIANELA ARAYA' and the timestamp '13.07.2019 23:45:27 GYT' are displayed. A red circle with the number 3 is next to the 'Print' button.

Comet Support

- For support questions email:
comet@concacaf.org
- Concacaf Administrators:
 - Luis Senges
 - Brian Castillo
 - Michelle Savani

