

Rugby Xplorer – Association Admin 2021 Checklist

ADMINISTRATION		
STEPS	ACTIONS	YES
My Association (Administration > My Association)	Update your My Association details as required. Download your Certificate of Currency	<input type="checkbox"/>
User Management (Administration > User Management)	Do the correct users have 'association admin' access? Do you need to remove any old association admin users?	<input type="checkbox"/>
Reports (Administration > Reports)	Have you downloaded all your relevant reports? Registration, Dispensation, Accreditation, Competition Cases and/ or Player History Reports?	<input type="checkbox"/>

REGISTRATIONS		
STEPS	ACTIONS	YES
My Account Details (Payment Settings > My Account Details)	Check your bank account details and KYC status have been completed. Note, if no bank account details have been added, registrations will not open.	<input type="checkbox"/>
Payment settings (Payment Settings > Payment Settings)	Ensure your Payment Settings are setup for player, coach, manager, volunteer, with duration of season, monthly and/ or weekly.	<input type="checkbox"/>
Entity Card (Payment Settings > Entity Card)	Have you added in your Association credit card? Note, this is required for any cash refunds that are processed throughout the year.	<input type="checkbox"/>

*As of 7 December 2020

For more information, visit <https://australia.rugby/participate/rugby-administration/club-administration> or contact Rugby AU Team – runningrugby@rugby.com.au.

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NEW COMPETITION SETUP		
STEPS	ACTIONS	YES
Teams (Entities > Teams)	Have your clubs created all their teams?	<input type="checkbox"/>
Venues (Entities > Venues)	Are all the venues your clubs are playing at in the admin portal?	<input type="checkbox"/>
Competitions (Competition Management > Competitions > Competition Detail)	Are all competitions created? Do they have the correct Competition Details including competition type and number of rounds (including finals)?	<input type="checkbox"/>
Allocated Teams (Competition Management > Competitions > Allocated Teams)	Have all the relevant teams been allocated (or removed)?	<input type="checkbox"/>
Pools (Competition Management > Competitions > Pools)	Is your competition using pools? If so, ensure all teams have been allocated to one pool. If not, you can skip this step.	<input type="checkbox"/>
Team Lists (Competition Management > Competitions > Team Lists)	Ensure 'Active' is ticked. What team officials do your teams need to select? Note, coach and manager should be ticked as a minimum.	<input type="checkbox"/>
Publish (Competition Management > Competitions > Publish)	Is your competition ready to be published? Are you going to display the whole competition? Results? Ladders? Team Lists?	<input type="checkbox"/>
Ladders (Competition Management > Competitions > Ladders)	Add your ladder sorting options plus ladder points and any bonus points.	<input type="checkbox"/>

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EXISTING COMPETITION		
STEPS	ACTIONS	YES
Is your competition setup, but you need to start again?	You can now “Delete” the full competition and start again. Note, this is only available when all matches are marked as ‘fixture’.	<input type="checkbox"/>
Is your competition setup, and the competition was already underway?	Do you want to leave the matches already marked as ‘result’ as is? If so, then you can “Redo draw”. This will allow you to upload future matches and replace all matches marked as ‘fixture’.	<input type="checkbox"/>

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