

This Rugby Xplorer self-help guide will assist CLUB and ASSOCIATION ADMINS search for accreditations and download an accreditation report.

ACCREDITATION REPORTS	
<p>Accreditations page</p> <p>NOTE:</p> <ul style="list-style-type: none"> Multiple accreditations, statuses and roles can be selected at once. If you select multiple accreditations the search results will list any accreditation that matches any of the accreditations you selected, i.e. this is an 'or' function, e.g. Referee Level 1 Accreditation or Referee Level 2 Accreditation. <p>Member Status:</p> <ul style="list-style-type: none"> Members with accreditations = show all accreditations which match the selected accreditation and status. Members without accreditations = the opposite of 'members with accreditations', listing any person registered to the Club/Association (who matches the role selected) who does not have any of the accreditations/ status selected. 	<ol style="list-style-type: none"> Club/ Association admin → Members → Accreditations Select 'accreditation' (you can select multiple accreditations) Select 'status' (you can select multiple statuses) Select 'role' (you can select multiple roles) Select 'member status' Click "Search" Results will appear on the page Can 'export results to CSV' (will download your search results only)
<p>Download an accreditation report</p> <p>Note:</p> <ul style="list-style-type: none"> Multiple accreditations and statuses can be selected at once. To select ALL accreditations and ALL statuses, leave these fields blank and 'download report'. 	<ol style="list-style-type: none"> Club/ Association admin → Administration → Reports → Accreditation Report Select 'accreditations' that you want to download, can add multiple accreditations or to select 'all' leave this field blank Select 'status', can add multiple statuses, or to select 'all' leave this field blank Click "Email Report" The system will generate your report and email you a download link Click "Download Report" in the email you receive from Rugby Xplorer

*As of 17 November 2020

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