

Rugby Xplorer – Appointment Board Admins

This self-help guide will assist Appointment Board Admins complete all required tasks.
If you have any questions, please contact your State Match Official manager.

NOTIFICATIONS

<p>Notifications</p> <p>NOTE:</p> <ul style="list-style-type: none"> This information will appear on all notification emails sent. You can use this to broadcast messages to referees when sending an appointment notification. 	<ol style="list-style-type: none"> Appointment Board Admin <ul style="list-style-type: none"> → Referees → Notifications Enter additional information you want to appear on the notification email Click “Save”
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REFEREE MANAGEMENT

<p>Referee Management</p> <p>NOTE:</p> <ul style="list-style-type: none"> If a referee doesn't appear, they need to be added to the Appointment Board by a Club Admin. A national admin (your State Referee Manager or RX helpdesk) will need to add a referee who is not part of your club. If you have access to multiple Appointment Boards, ensure you select the correct one. 	<ol style="list-style-type: none"> Appointment Board Admin <ul style="list-style-type: none"> → Referees → Referee Management Option to edit gradings of referees Click pencil Edit grading Click tick to save
<p>Matches Update Email</p> <p>NOTE:</p> <ul style="list-style-type: none"> If a fixture you have <u>appointed</u> to is changed (any field) you will receive a notification email if the status is 'fixture' or 'forfeit'. RX does not record the old values so you will have to check a previous appointment report to find out what the change is. The referee's notification status will not change, but you should re-send the notification to them to accept/reject (or re-appoint the game). 	<p>Please be advised that there have been changes to the following matches:</p> <p>[Date, Time] [Competition] Home Team v Away Team Status</p>

REFEREE AVAILABILITY

<p>Referee Availability</p> <p>NOTE:</p> <ul style="list-style-type: none"> Appointment Board Admins can add a referees unavailability dates (the same as an individual referee can add via the Rugby portal). 	<ol style="list-style-type: none"> Appointment Board Admin <ul style="list-style-type: none"> → Referees → Referee Availability Search for referee and click into their record Click “Add Unavailable Dates” <ol style="list-style-type: none"> Select Appointment Boards or All Select Roles Add Start Date and Time
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*As of 20 July 2021

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

	<ol style="list-style-type: none"> d. Add End Date and Time e. Click “Add Dates” f. Click “Submit” g. Unavailable Dates will appear listed <ol style="list-style-type: none"> 4. Click “Add Recurring Unavailability” <ol style="list-style-type: none"> a. Select Appointment Boards or All b. Select Roles c. Select Unavailable Day(s) d. Add Unavailable From e. Add Unavailable To f. Add Start Date g. Add End Date h. Click “Submit” i. Recurring unavailable will appear listed
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REFEREE RELATED TEAMS	
<p>Referee Related Teams</p>	<ol style="list-style-type: none"> 1. Appointment Board Admin <ul style="list-style-type: none"> → Referees → Referee Related Teams 2. Search for referee and click into their record 3. Click “Add Related Teams” 4. Enter team name 5. Team name and club will appear in the search results 6. Click on correct team 7. Click “Add” 8. Repeat for as many related teams as required 9. Can also remove related teams by clicking the rubbish bin.

APPOINTMENTS	
<p>Appointments</p> <p>NOTE:</p> <ul style="list-style-type: none"> • Referees who do not have a current Smart Rugby accreditation will not appear for appointment. • Hint – TMO is often used to record ‘Coach the Coach’ appointments. • Change the zoom on your browser to display more columns and change the number of fixtures displayed at the bottom left. Default is 200 fixtures on one page. • Use the “Search” field to display fixtures meeting the criteria (e.g. club or venue). • All columns are sortable. 	<ol style="list-style-type: none"> 1. Appointment Board Admin <ul style="list-style-type: none"> → Referees → Appointments 2. Search for fixtures by date (it defaults to the current week) 3. Click into fixture 4. Click pencil to assign or bin to remove 5. Select from available members <ol style="list-style-type: none"> a. Available members will appear in alphabetical order by surname. b. Select “Sort available referees by grading” to display them alpha-numerically based on grading. The ‘sort by’ selection is remembered for further appointments c. Select “Include all referees” to display referees who are

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<ul style="list-style-type: none"> Notification status filter will show fixtures where ALL the appointments meet the filter chosen. A referee is not available for appointment to their related team(s) unless you tick the 'appoint all referees' button. Their related team will then appear in the grading list. 'Referees with related teams possibly at venue' will display the referees whose related teams are playing at the same venue so you can appoint around them. 	<p>unavailable or have already been appointed that day. USE WITH CAUTION.</p> <ol style="list-style-type: none"> Click "Confirm Change" Repeat for all roles as required Click 'Send notification to referees' to automatically notify them (otherwise you can do it later) Click "Apply Changes" 																						
<p>Appointment and Notification Status</p>	<ol style="list-style-type: none"> Select all or some appointments to notify using the tick boxes down the left side of the appointments list. Then select "Send Notification". When an appointment is notified, a blue bell will appear next to it No response = yellow question mark Accepted = green tick Rejected = red minus 																						
<p>Referee Appointment Declined email</p> <p>NOTE:</p> <ul style="list-style-type: none"> You will receive this email when an appointment is rejected. Appointments cannot be rejected within 2 days of the fixture date, in which case they will be prompted to contact you. 	<p>Please be advised of referee appointment for the following match has been declined by [referee]</p> <table border="1" data-bbox="810 1055 1385 1868"> <tr><td>Date</td><td></td></tr> <tr><td>Time</td><td></td></tr> <tr><td>Competition</td><td></td></tr> <tr><td>Venue</td><td></td></tr> <tr><td>Round Type</td><td></td></tr> <tr><td>Home Team</td><td></td></tr> <tr><td>Away Team</td><td></td></tr> <tr><td>Referee Role</td><td></td></tr> <tr><td>Referee Name</td><td></td></tr> <tr><td>Available At Other Time</td><td></td></tr> <tr><td>Reason</td><td></td></tr> </table> <p>Rugby Xplorer Team Your Rugby Connection</p>	Date		Time		Competition		Venue		Round Type		Home Team		Away Team		Referee Role		Referee Name		Available At Other Time		Reason	
Date																							
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REPORTS	
<p>Fixture & Appointment Report</p> <p>NOTE:</p> <ul style="list-style-type: none"> Option to pre-sort the CSV report before downloading. The pdf version of the report can be grouped by competition or by venue. 	<ol style="list-style-type: none"> Appointment Board Admin → Reports → Fixture & Appointment Report Add 'From Date' and 'To Date' Add 'Sort by' (optional, for csv) Add 'Group by' (optional, for pdf) Select CSV/PDF 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
<p>Referee Unavailability Report</p> <p>NOTE:</p> <ul style="list-style-type: none"> This report will contain all members' unavailability. They will appear in the report if their unavailability dates fall within the dates you select. 	<ol style="list-style-type: none"> Appointment Board Admin → Reports → Referee Unavailability Report Select 'Members' (if blank, all members will appear in the report) Select 'Role' (if blank, all roles will appear in the report) Enter 'From Date' and 'To Date' (if blank, all dates will appear in the report). 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

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