

This self-help guide will assist Appointment Board Admins send notifications, manage referee gradings and assign referee appointments.
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"> Option to include any additional information for referees to be included on the appointment notifications. 	<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 Appointments Board by a Club Admin. If you have access to multiple Appointments Board, 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 appointed to is changed, you will receive a notification email. The referee’s notification status will also change to un-notified. You will need to re-notify them. 	<p>Please be advised that there have been changes to the following matches:</p> <p>[Date, Time] [Competition] Home Team v Away Team</p>

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. Ability to appoint – Referee, AR1, AR2, No4, No5, TMO and Referee Coach. Hint – TMO is often used to record ‘Coach the Coach’ appointments. 	<ol style="list-style-type: none"> Appointment Board Admin <ul style="list-style-type: none"> → Referees → Appointments Search for fixtures by date (it default to the next week) Click into fixture Click pencil to assign or bin to remove Select from available members 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”
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*As of 8 March 2021

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

<p>Appointment and Notification Status</p>	<ol style="list-style-type: none"> 1. When an appointment is notified a blue bell will appear next to it 2. No response = yellow question mark 3. Accepted = green tick 4. 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="810 510 1391 1328"> <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	
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