Rugby Xplorer – Communications

This self-help guide will assist RUGBY CLUB, ASSOCIATION and STATE ADMINS send both email and push notification communications to members of their club. NOTE: Rugby Xplorer admin portal will only work on a desktop/ laptop computer.	

ADMIN PORTAL – EMAIL COMMUNICATIONS	

Communications
 	
• Ability at all levels to segment an audience and send email communications through Rugby Xplorer
 	
REGISTRATION STATUS:
• All = anyone who has registered to this entity for the season that you select.
• Active = anyone who has an active registration in the current season.
• Inactive = anyone who has an inactive registration for the previous seasons, who has not registered in current season.
	1. Club/Association/State admin
	   → Administration
	   → Communications
	2. Select 'Registration Status'
	3. Select 'Season' (as applicable)
	4. Select 'Member Type'
	5. Enter 'Age Range' and 'Team Squad' as required
	6. Click "Calculate Target Group"
	7. Target Group Count will show the number of emails to be sent
	8. Enter 'Email Subject'
	9. Enter 'Email Body' (free text field, can add URLs) and email will be populated on the right-hand side
	10. Click "Send Email"

ADMIN PORTAL – PUSH NOTIFICATIONS	

Push Notifications
 	
• Ability at all levels to segment an audience and send push notifications through Rugby Xplorer
 	
REGISTRATION STATUS:
• All = anyone who has registered to this entity for the season that you select.
• Active = anyone who has an active registration in the current season.
• Inactive = anyone who has an inactive registration for the previous seasons, who has not registered in current season.
 	
NOTE
• There is a maximum of two (2) push notifications per hour that can be sent from an entity.
• Registrants need to be logged into Rugby Xplorer app to receive the push notifications.
	1. Club/Association/State admin
	   → Administration
	   → Push Notifications
	2. Select 'Registration Status'
	3. Select 'Season' (as applicable)
	4. Select 'Member Type'
	5. Enter 'Age Range' and 'Team Squad' as required
	6. Click "Calculate Target Group"
	7. Target Group Count will show the number of push notifications to be sent
	8. Enter 'Header'. NOTE: header cannot exceed 50 characters.
	9. Enter 'Message'. NOTE: message cannot exceed 150 characters.
	10. Click "Send Notification"

As of 12 January 2021

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