

This Rugby Xplorer self-help guide will assist ASSOCIATION ADMINS to check venues, setup their competition, upload their draw and redo the draw for any changes in the admin portal.
 NOTE: The Competition needs to be created, with teams allocated, before you can upload your competition draw.

RUGBY XPLOER – VENUES

Add/ edit venues	<ol style="list-style-type: none"> 1. Association admin <ul style="list-style-type: none"> → Entities → Venues 2. Search for existing venues 3. Click “Add Venue” if venue is not found 4. Add the following: <ul style="list-style-type: none"> • Venue name • Time zone • Address (Google address) 5. Click “Save”
------------------	--

RUGBY XPLOER – COMPETITION SETUP

Create your competition	<ol style="list-style-type: none"> 1. Association admin <ul style="list-style-type: none"> → Competition Management → Competitions 2. Click “Add Competitions” 3. Select the following: <ol style="list-style-type: none"> a. Your Association b. Season = [current year] c. Competition Type = game format that will be played d. Age level 4. Enter Competition Name 5. Enter Number of Rounds and Default Start Time (include finals in number of rounds) 6. Tick if your competition will have Pools and/ or Ladder 7. Enter Max Competition Player Points and tick ‘Use Player Points’ (if required) 8. Click “Save”
Allocated Teams NOTE: <ul style="list-style-type: none"> • If you have teams participating in your competition, who do not sit under your association, association admins should contact their state admins who can add the relevant team(s) into your competition. 	<ol style="list-style-type: none"> 1. Select your Association, all teams will display, relevant to the age level of the competition 2. Select teams your wish to add across and click “Add Teams” 3. Added teams will appear on the right-hand side 4. If you want to remove a team, click the “X” and a pop-up will appear to confirm the removing on the team from allocated teams.

*As of 23 July 2021

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

<p>Pools</p>	<ol style="list-style-type: none"> 1. Only applicable if 'Pools' was selected when creating your competition 2. Enter Pool Name 3. Select Teams that will be allocated into that pool 4. Click "Add" 5. Repeat for the number of pools in your competition
<p>Team Lists</p> <p>NOTE:</p> <ul style="list-style-type: none"> • Association admins must ensure coach and manager are required on team lists. However Medical/First Aid Attendant, Assistant Referee and Ground Marshal are optional. • If team officials are required, you can further restrict this to only <u>accredited</u> team officials by selecting specific accreditations. For example, coaches must have current Smart Rugby accreditation. 	<ol style="list-style-type: none"> 1. Ensure "Active" is ticked 2. Notification Schedule are the options that will appear in the Rugby Match Day app for team admins submitting their team lists 3. 'Require Coach on Team List' should be ticked 4. 'Require Manager on Team List' should be ticked 5. 'Require Medical/ First Aid Attendant on Team List' is optional 6. 'Require Assistant Referee on Team List' is optional 7. 'Require Ground Marshal on Team List' is optional 8. Team Official Accreditations can restrict only <u>accredited</u> team officials being selected on team lists. 9. Click "Save"
<p>Publish</p> <p>NOTE:</p> <ul style="list-style-type: none"> • You can substitute the competition ID (from the URL header) into the link below. <p>https://australia.rugby/Competitions/comp?id=[add comp ID]</p>	<ol style="list-style-type: none"> 1. 'Display competition publicly' will show the full competition in the Rugby Xplorer app for participants who have followed their respective teams and on your respective Member Union websites. 2. 'Display results publicly' and 'Display ladder publicly' is optional, depending on the level of competition and Competition Manager's choice 3. 'Display team lists publicly' is also optional 4. Click "Save"
<p>Ladders</p> <p>NOTE:</p> <ul style="list-style-type: none"> • We recommended using 'total match points' as #1 and then additional ladder sorting options added, as per competition rules. 	<ol style="list-style-type: none"> 1. Select Ladder Sorting options. 2. Enter the number of points your Competition is allocating for a: <ul style="list-style-type: none"> • Win, Loss, Draw, Bye • Win on Forfeit • Loss on Forfeit (can be negative) 3. Enter the number of bonus points your competition is allocating for: <ul style="list-style-type: none"> • 4 Tries Scored • 3 Try Difference (winning team) • 7 or Less Points Difference (losing team)

*As of 23 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"> 4. Click “Update” 5. Ladder will appear at the bottom of the page.
Ladder Adjustments (Total Points)	<ol style="list-style-type: none"> 1. To adjust total ladder points throughout the season (i.e. add or subtract ladder points from a particular team) click the highlighted number under the ‘ADJ’ column 2. Pop-up will appear with team name, enter points (positive or negative) and click “save” 3. Total points column will be updated to reflect the adjustment
Ladder Adjustments (Points For/ Points Against)	<ol style="list-style-type: none"> 1. To adjust Points For or Points Against throughout the season click the highlighted number under the ‘PFADJ’ or ‘PAADJ’ column 2. Pop-up will appear with team name, enter points (positive or negative) and click “Save” 3. Points For or Points Against column will be updated to reflect the adjustment
Report	Option to download a CSV or PDF of your Competition (once published)
Referees (Competition)	<ol style="list-style-type: none"> 1. Referee club creates appointment board. 2. Search and assign Appointment Board to the competition. 3. Click “Save”
Referees (Match)	<ol style="list-style-type: none"> 1. Association admin → Competition Management → Matches 2. Click into the Match 3. Click ‘Referees’ tab 4. Search and assign Appointment Board to the competition. 5. Click “Save”
Fixture Report	<ol style="list-style-type: none"> 1. Association admin → Administration → Reports → Fixture Report 2. Select Season 3. Select Competition(s) – if you leave this blank it will download ALL competitions 4. Enter From Date and To Date 5. Click “Email Report” 6. The system will generate your report and email you a download link. 7. Click “Download Report” in the email you receive from Rugby Xplorer

*As of 23 July 2021

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

RUGBY XPLOER - CHAMPIONSHIP LADDERS	
<p>Championship Ladders</p> <p>NOTE:</p> <ul style="list-style-type: none"> Option to Publish Championship Ladder. 	<ol style="list-style-type: none"> Association admin <ul style="list-style-type: none"> → Competition Management → Championship Ladders Click “Add Ladder” Enter in Ladder name Under ‘Ladder Settings’ select the competition you want to “add” Once added you can add a weighting for that competition (full numbers) Add in all competitions for this Championship Ladder Click “Save” Championship Ladder will appear at the bottom of this screen.

RUGBY XPLOER – DRAW UPLOAD	
<p>Draw Upload</p> <p>NOTE: Please click  to copy team name.</p>	<ol style="list-style-type: none"> Association admin <ul style="list-style-type: none"> → Competition Management → Draw Builder Click “Draw Import” Select Competition Click “Download Template” Complete excel template by entering Round Number, Round Type, Home Team, Away Team, Venue ID, Date, Time, Bye and/ or TBA <ul style="list-style-type: none"> Ensure the Team Names and Venue IDs are copied exactly from the Teams and Venues list Ensure the time format is valid – hh:mm AM/PM, e.g. 01:10 PM If you have any ‘Byes’ put in the home team, leave the away team as blank. However, you will need to add ‘Yes’ into the BYE column and we also recommend the time as 12:00 AM. Once excel template is saved click “upload” Imported Draw Data will appear below Click “Save” Visual scheduler will appear where you can move any matches as required. Once happy click “Publish”.

*As of 23 July 2021

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

Matches	<ol style="list-style-type: none"> 1. Association admin <ul style="list-style-type: none"> → Competition Management → Matches 2. Once the draw has been uploaded, saved and published the individual fixtures will display under the 'Matches' tab. 3. If you need to edit any of the matches this can be done by editing the individual match.
---------	---

RUGBY XPLOER – REDO DRAW	
Redo Draw	<ol style="list-style-type: none"> 1. Association admin <ul style="list-style-type: none"> → Competition Management → Matches 2. Select Competition 3. Click "Redo Draw" 4. Follow steps above to upload draw. Note, you can also redo the draw for future rounds (not rounds that already have match information added against them)

**As of 23 July 2021*

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