

Rugby Xplorer – Rugby Match Day App

This document is to assist TEAM ADMINS use the Rugby Match Day app.
 NOTE: Admins need to have a Rugby account before you can be given team admin permissions.
 HELP VIDEOS: can be found [here](#) and in the 'More' tab of the app.

MATCH DAY APP	
<p>Rugby Match Day app</p> <ul style="list-style-type: none"> Match Day available on iOS and Android 	<ul style="list-style-type: none"> Login by entering your email and password (same as logging into My Account) Ensure you have 'team admin' user permissions added to your record Team admin must be given to a primary account holder, i.e. email is attached to the record

MATCH DAY APP – SQUAD LIST	
<p>Adding players into teams via Squad List</p> <p>NOTE:</p> <ul style="list-style-type: none"> This requires 'club admin' user permissions. Squad lists appear in alphabetical order. Option to add both Players and Non-Players into the Squad List via the app. Club Members = all players/ non-players that have registered and are eligible for squad selection. Current Squad = all players/ non-players that have been added into the squad. 	<ol style="list-style-type: none"> Click "Squad List" Choose the club you want to add players to via the top dropdown box Based on the club you have selected, you will see a dropdown list for all squad lists in the club, select squad. The member list will default to players in the age range of the team selected under 'club members'. You need to select player(s) and then click "add to squad" Players added to the squad will then appear in the team list dropdown in Rugby Match Day app. The admin portal is also updated in real-time. You can also remove players from the current squad. Click the players you want to remove, a "x" will appear next to their name and then click "remove from squad" Change the tab to 'non-player' and follow steps 4-6 for adding non-players into the squad

MATCH DAY APP – TEAM LIST	
<p>Team List</p> <p>NOTE:</p> <ul style="list-style-type: none"> Club admins need to add players and non-players into the squad list prior to selecting your team list. Players and Non-Players can be added into squads via the admin portal or Rugby Match Day app under the 'squad list' tab. Coach, manager, medical, ground marshal and/ or assistant referee may be required 	<ol style="list-style-type: none"> Click "Team Lists" The 'current' match will stay at the top of the list until midnight on the day of the fixture, previous rounds will drop to the bottom of the list Click into a match The previous match's team list will pre-populate for players and non-playing members (with any suspended or excluded players automatically removed)

**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.

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<p>on a team sheet. If you do not add these to your team list, the team list will not be saved.</p> <ul style="list-style-type: none"> The previous match's team list will pre-populate for players and non-playing members (with any suspended or excluded players automatically removed) from Round 2 onwards. 	<ol style="list-style-type: none"> Jersey numbers can be edited as required in the text box As you remove and add players, they will automatically sort in position order Don't forget to "submit" the updated team list <ol style="list-style-type: none"> Adding player = click 'Manage Players' <ol style="list-style-type: none"> Select Player from dropdown list Select Position from dropdown list Jersey will default to the position, but this field is editable Select Captain or Vice-Captain for the relevant players Click "Add" Adding team officials = click 'Manage Team Officials' <ol style="list-style-type: none"> Select Role, e.g. coach, manager, medical/ first aid attendant, ground marshal or assistant referee Select Non-Player Click "Add" Click "Submit" If in doubt, click '1 hour' for team list selection
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MATCH DAY APP – MEMBER CARDS

<p>Member Cards</p>	<ol style="list-style-type: none"> Click "Team Lists" Next to the match click "View" Click two-person icon, next to 'submit' button Profile picture and key information about the player will appear. Team managers can scroll through their player list
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MATCH DAY APP – LIVE SCORING

<p>Match Day (Live Scoring)</p> <p>NOTE:</p> <ul style="list-style-type: none"> Both Teams Managers should select 'Score my Team'. Remember to click "1st Half" or "2nd Half" to score the game. These buttons will turn green when activated and highlight your scoring/ movements buttons too. When entering Blue Card/ Concussions select the role of the player and injury cause. 	<ol style="list-style-type: none"> Click "Match Day" The 'current' match will stay at the top of the list until midnight on the day of the fixture, previous rounds will drop to the bottom of the list Click "Score for my team" Click "First Half" button to begin the game. The button will change from blue to green when the first half is in progress Scoring = enter Try, Conversion, Penalty Goal and Penalty Try as applicable <ol style="list-style-type: none"> Select scoring event Select player and click "next"
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<ul style="list-style-type: none"> • 'End Game' = 'Ensure you have confirmed the scores and cards entered with the opposing team admin and referee. Do you wish to end game with the following?' 	<ul style="list-style-type: none"> c. Enter match time, default is 00:00 d. Click "confirm" 6. Movements = enter Yellow Card, Red Card, Blue Card or Serious Injury <ul style="list-style-type: none"> a. Select movement = YC, RC, BC or SI b. Select reason for YC and RC c. Select player and click "next" d. Enter match time, default is 00:00 e. Click "confirm" 7. Movements = substitutions <ul style="list-style-type: none"> a. Select substitution reason (tactical, injury or blood injury) b. Select player coming OFF, they will highlight in red c. Select player coming ON, they will highlight in green d. Click "next" e. Enter match time, default is 00:00 f. Click "confirm" 8. Feed = shows match events with the latest at the top (based on the time entered against scoring and movements) 9. Cards = summary of all cards given and needs to be checked by the referee at the end of the match 10. When scoring "Second Half" you will be asked to confirm the half-time score. This button will change from blue to green when the second half is in progress 11. Check 'Feed' and 'Cards' with match official at the end of the match 12. Click "End" to finalise the match. Once you have submitted the match you will be unable to change any match information
<p>Forfeits</p>	<ul style="list-style-type: none"> 1. "Match Day" 2. Click "..." (top right-hand corner) 3. Click "Match Forfeited" 4. Select team to forfeit 5. An email notification will be sent to club and association admins
<p>Match Dispute</p>	<ul style="list-style-type: none"> 1. "Match Day" 2. Click "..." (top right-hand corner) 3. Click "Dispute Match" 4. Select dispute reasons (can add multiple) 5. Enter any extra detail required 6. Click "Confirm" 7. An email notification will be sent to club and association admins

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