

This Rugby Xplorer self-help guide will assist RUGBY ASSOCIATION ADMINS re-grade teams into their destination (new) competition.

ADMIN PORTAL – RE-GRADE

Re-grading teams

NOTE:

- Source competition = current competition
- Destination competition = new competition
- Matches in the Source Competition must not have a status of 'Fixture' or 'Disputed' in any round prior to the current round. Please amend before processing the regrade.
- Destination Competitions only display the competitions where this team is not currently allocated.

Two options available for team in destination competition:

- Create as a new team
- Replace an existing team (i.e. swap teams between the source and destination competition)

Future competition matches options:

- Replace byes/ add byes into future matches
- Redo draw for future matches

Replace byes/ add byes:

- If a team in the source competition had a bye and 'replace migrated team with bye in future matches' then this fixture will have no teams allocated. This can be manually deleted as required.

Redo draw:

- Draw import template will appear, we recommend Association admins has a copy of both existing competition draws in front of them.
- You need to download the template for "redo draw" and import this template in the Re-Grade Team page
 - The template uses '1904 date system'. Please don't copy and paste from other excels, use the downloaded template to ensure dates are not changed.

1. Association admin
 - Competition Management
 - Team Regradings
2. Click "Re-Grade Team"
3. Select 'Source Competition'
4. Select 'Team to Re-Grade'
5. Select 'Destination Competition'
6. Team Designation in Destination Competition
 - a. Create as a new team (follow steps 7 and 8 to continue)
 - b. Replace an existing team (steps 7 and 8 disappear from the screen, skip to step 9)
7. Destination Competition Matches
 - a. Replace future byes with re-graded team (if byes exist)
 - b. Redo draw for future matches
8. Source Competition Matches
 - a. Replace migrated team with bye in future matches
 - b. Redo draw for future matches
9. Ladder Options
 - a. Copy full ladder details into Competition(s)
 - b. Copy total ladder points only into Competition(s)
 - c. Do not copy ladder details into Competition(s)
10. Click "Next/ Submit"
 - a. Follow the steps to redo draw as required for Destination and/ or Source Competition
11. If redo draw is selected, once "submitted" the 'Team Regradings' page will appear. This lists all regrades that have happened in the association.

*As of 18 November 2020

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

Rugby Xplorer – Re-Grade

<ul style="list-style-type: none"> • If selected 'redo draw for future matches' in both Destination and Source Competition. The Destination competition will be imported first, then the Source competition. • Ensure the first round starts at 'current round' shown on the Re-Grade Team page • Regraded team is highlighted in red • Upload draw, review and submit • Pop up appears for confirmation when "submitting" the redo draw 	
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ADMIN PORTAL – RE-GRADE LOG	
Team Regradings Log	<ol style="list-style-type: none"> 1. Association admin <ul style="list-style-type: none"> → Competition Management → Team Regradings 2. All teams that have been regraded will appear on the home page. Can search for team, competition and/or team designation.

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