

# Rugby Xplorer – Referee Club Admins

This self-help guide will assist Referees Club Admins create Appointment Boards and assign Appointment Board Admins.

If you have any questions, please contact your State Match Official manager.

## REFEREE APPOINTMENT BOARDS

<p>Appointment Boards</p> <p>NOTE:</p> <ul style="list-style-type: none"> <li>Multiple appointment boards can be created under the Club. Only one appointment board can be assigned to each competition, so this is a way to segment your membership to particular appointments.</li> <li>Referees can be added to multiple appointment boards and can have separate gradings for each appointment board.</li> <li>Referees from other associations can be added to your appointment board (to be built in March).</li> </ul>	<ol style="list-style-type: none"> <li>Club Admin <ul style="list-style-type: none"> <li>→ Referees</li> <li>→ Appointment Boards</li> </ul> </li> <li>Click "Create Board"</li> <li>'Details' tab, enter Name of Appointment Board, Contact Name, Contact Number, Contact Email and Description</li> <li>Click "Save"</li> <li>'Referees' tab, move selected registered 'Club Referees' into 'Current Board' by ticking their name (or 'select all') and clicking "Add"</li> <li>'Gradings' tab, allows admin to add gradings to a referee, click pencil, add grading, and click the tick to save.</li> </ol>
<p>Association Admins to Assign Appointment Boards</p> <p>NOTE:</p> <ul style="list-style-type: none"> <li>Association Admins are required to assign appointment boards to their competitions before referees can be appointed to fixture.</li> <li>Association Admins can also set the appointment board for an individual fixture (e.g. if it's appointed to by a different referee club)</li> </ul>	<ol style="list-style-type: none"> <li>Association Admin <ul style="list-style-type: none"> <li>→ Competition Management</li> <li>→ Competitions or Matches</li> </ul> </li> <li>Click into Competition or Match</li> <li>Click 'Referees' tab</li> <li>Search for Appointment Board</li> <li>Click "Save"</li> </ol>

## REFEREE APPOINTMENT BOARDS USER MANAGEMENT

<p>User Management</p> <p>NOTE:</p> <ul style="list-style-type: none"> <li>When searching by email or full name the search results will include name, DOB, city, state and email. This will help select the correct person when giving user permissions.</li> <li>Appointment Boards need to be created before Appointment Board Admins can be assigned from your Referee Club.</li> </ul>	<ol style="list-style-type: none"> <li>Club admin <ul style="list-style-type: none"> <li>→ Administration</li> <li>→ User Management</li> </ul> </li> <li>Search for individual by email or name. NOTE: they need to sign up to Rugby Xplorer before appearing in this search</li> <li>Click on person's name or email</li> <li>Select permission from dropdown list, i.e. 'Appointment Board Admin'</li> <li>Click "Add Role"</li> <li>Select Appointment Board from dropdown</li> <li>Click "Save Changes"</li> </ol>
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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](mailto:runningrugby@rugby.com.au).

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SEND-OFF REPORTS	
<p>Send-off reports</p> <p>NOTE:</p> <ul style="list-style-type: none"> <li>• Association admins will see the report as soon as its created but will know it hasn't been reviewed by the club admin based on the status.</li> <li>• Club admins should proof-read send-off reports and fix errors before changing the status to 'reviewed' (e.g. poorly spelled or worded. Wrong law selected)</li> <li>• Scale of seriousness field will not appear on the pdf version of the report</li> </ul>	<ol style="list-style-type: none"> <li>1. Club admin <ul style="list-style-type: none"> <li>→ Competition Management</li> <li>→ Send-off Reports</li> </ul> </li> <li>2. Search for report by player name or team name.</li> <li>3. Click on the report to open</li> <li>4. Click 'edit' if anything needs fixing</li> <li>5. Click 'Mark as Reviewed' to change status from pending to reviewed.</li> <li>6. Click 'Download PDF' to be emailed a link to download the report as a pdf</li> <li>7. Click 'Delete' to delete the report (e.g. it's a duplicate or the referee needs to re-do from scratch)</li> </ol>

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