Rugby Xplorer – Websites (Free Subscription)

This self-help guide will assist CLUB and ASSOCIATION ADMINS setup their FREE Subscription Rugby Xplorer website.

Websites have been created for all clubs and associations across Australia! All website versions will include fixtures, results and ladders for all competitions and teams as a minimum.

NOTE: The pro subscription will allow additional customisation, content sharing with other sites on the network and custom domain names. Check out the Pro subscription self-help guide for more information available here.

WEBSITE DETAILS

Website Details	
NOTE • Club and Association logos will need to be added so they appear on the websites. Note, this is a new feature for associations. • Your Facebook page needs to public to display in the app. For help on creating a Facebook page click here. • Facebook, YouTube, Twitter and Instagram links will appear on the 'Contact' page within your website.	1. Club/Association admin → Administration → My Club/ My Association → Website tab 2. URL path has been pre-populated for all clubs. By clicking the icon, you can visit your new Rugby Xplorer website. 3. Subscription type will default to 'free' 4. Select Primary and Secondary Colours a. Can enter RGB, HSL or HEX numbers to find your exact colour. Otherwise, use the scroll bar to pick your colours. s 5. Add in Facebook Page Name, this will populate your news in the Rugby Xplorer app when participants follow your team(s) 6. Add YouTube Channel Number (optional) 7. Add Twitter Page Name (optional) 8. Add Instagram Page Name (optional) 9. Click "Save" 10. To view your new website, follow your URL path
Club/Association Details **NOTE:** • Address, Contact and Email need to be updated each year as this will populate on the 'Contact' page of your website. • Clubs now have 4 tabs under their 'My Club' details which include details, club contacts, game formats and website. For more information on these please see the 'Club Admins Setup' self-help guide available here.	1. Club/Association admin → Administration → My Club → Details tab 2. Add Club/Association logo 3. Ensure Home Venue, Address, Contact and Email are correct 4. Search for Business Name using your Business Name or ABN 5. Click "Save"

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MEDIA ITEMS	

Media Items
 	
NOTE:
• Media items will appear under your 'Articles' and/or 'Videos' section in your website.
• Summary = a summary of your article content to assist Google search results.
• Tags = please add tags to your article to help with searching. You can search for your URL path.
• Publish status =
• Draft = this article will remain in draft and not display on the website until status changes to 'published'.
• Published = ready to go live and will be published on the date and time chosen below.
• Archived = can be used for older articles you no longer want to display on the website.
	1. Club/Association admin
	   → Website
	   → Media Items
	2. Click "New Media Item"
	3. Add Name
	4. "Update Image"
	   a. Existing images will appear in the list, otherwise you can "Upload" an image
	   b. Uploading an Image requires a Name, Description, Tags and Image file
	5. "Update Video"
	   a. Uploading a Video requires a Name, Description, Tags, Video file and Thumbnail file
	   b. Uploading videos can take up to an hour to process based on the size of the video. Please be patient.
	   c. Tag groups – is automatically added for your site.
	   d. If you do not upload a thumbnail a default thumbnail will be added.
	6. Add any required Content
	   a. Ability to update Content including font changes, bullet points, plus ability to add video, Image, Twitter/Facebook/Instagram post
	7. Add Summary
	8. Select Tags
	9. Select Story Type
	10. Select Publish Status
	11. Add Publish Display Date/Time
	12. Click "Create Media Item"