

This self-help guide will assist RUGBY EVENT ORGANISERS apply, setup, collect registrations and run event competitions through Rugby Xplorer.

NOTE: Rugby Xplorer admin portal will only work on a desktop/ laptop computer.

There are a couple of steps that need to be completed to run your Rugby Event on Rugby Xplorer:

1. New association application (if not already an existing association in Rugby Xplorer)
2. Entity Request Approvals
3. Competition Submission
4. Competition Approval
5. Rugby Event Payment Settings
6. Competition Setup
7. Draws

STEP 1 – NEW ASSOCIATION APPLICATION (RUGBY EVENT ORGANISER)

New Association Form

Form available [here](#).

NOTE:

- This is required for all event organisers, except for existing associations that are setup in Rugby Xplorer.

1. My Account
→ New Association Form
2. Select 'State'
3. Enter 'Association Name' (Note, existing associations do not need to create a new entity)
4. Enter 'Association Abbreviation'
5. Enter 'Contact Name'
6. Enter 'Contact Email' connected to your Rugby account
7. Search for 'Business Name'
8. Click "Submit"
9. Email notification will be sent to contact email

Entity Request Confirmation

- This is an automatic email sent after the entity request form has been submitted.

Entity Request Confirmation

Your request to create a new entity has been submitted successfully for approval.

Entity Type: Association
Entity Name: [XXX]
Abbreviation: [XXX]
State: [XXX]
Contact Name: [XXX]
Contact Email: [XXX]
Business Name: [XXX]

Rugby Xplorer Team
Your Rugby Connection

**As of 30 August 2021*

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<p>Entity Request Update Email (Approved)</p> <ul style="list-style-type: none"> This is an automatic email sent once the state and national admins have 'approved' the entity request. 	<p>Entity Request Update</p> <p>Entity request for new association has been approved by state ([State]) and national (Rugby Australia).</p> <p>Entity Request Id: Entity Type: Association Entity Name: Note:</p> <p>Rugby Xplorer Team Your Rugby Connection</p>
<p>Entity Request Update Email (Declined)</p> <ul style="list-style-type: none"> If either state or national decline the entity request, an email will be sent to the contact email. 	<p>Entity Request Update</p> <p>Entity request for new association has been declined by state/national [entity name].</p> <p>Entity Request Id: XXX Entity Type: Association Entity Name: XXX Note: XXX</p> <p>Rugby Xplorer Team Your Rugby Connection</p>

STEP 2 – ENTITY REQUESTS APPROVAL (STATE/ NATIONAL ADMIN)

<p>Entity Requests</p> <p>NOTE:</p> <ul style="list-style-type: none"> Both state and national admins need to approve the entity requests before the association is created in Rugby Xplorer. 	<ol style="list-style-type: none"> State/ National admin → Administration → Entity Requests Can search based on 'Status' = Pending, Approved and/ or Declined Under 'Update Status for National/ State' select Entity Name from drop down, select status and add any applicable notes Click "Update" Note, when both state and national have approved the entity it will be created in Rugby Xplorer automatically.
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STEP 3 – COMPETITION SUBMISSION (RUGBY EVENT ORGANISER)

<p>User Permissions</p> <ul style="list-style-type: none"> Once the entity request has been approved by both state and national admins, the Rugby account which submitted the New Association Form Application will receive association admin user permissions automatically. 	<p>Comp Management Permissions</p> <p>You have been provided admin user permissions for [association].</p> <p>Login for access to Rugby Admin https://myaccount.rugbyxplorer.com.au/</p>
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	<p>For further information, including education and training resources please visit the Rugby AU website https://australia.rugby/participate/rugby-administration/club-administration.</p> <p>Don't forget to complete the admin course/s applicable to your admin role in the Learning Centre:</p> <ul style="list-style-type: none"> • Team admin course • Club admin course • Association admin course
<p>Competition Details</p> <p>NOTE:</p> <ul style="list-style-type: none"> • By marking this competition as a Rugby Event, this competition will not be active until approved by state admin. • Age Level <ul style="list-style-type: none"> ○ 'Juniors' OR 'Seniors' is used for XVs, 10s and 7s where you need to differentiate between junior and seniors. ○ 'Juniors AND Seniors' is <u>only</u> used for Touch 7s events where players of different ages can safely participate together. • Registration End Date is the date that you want to close both team and player registrations. • Competition End Date is important to ensure players and non-playing members registrations remain 'active' while they are competing. Registrations will expire (overnight). • Registration & Competition end dates cannot be in the past. 	<ol style="list-style-type: none"> 1. Association admin → Competition Management → Rugby Events 2. Click "Create Rugby Event" 3. Select 'Association' 4. Select 'Season' 5. Select 'Competition Type' 6. Select 'Age Level' 7. Enter 'Competition Name' 8. Enter 'Venue' 9. Enter 'Number of Rounds' (this should include regular and final rounds) 10. Enter 'Default Start Time' 11. Tick 'Pools' and/or 'Ladder' as required 12. Enter 'Competition Player Points' = 0 (NOTE: this is usually not required for Rugby Events and 0 can be entered) 13. Ensure 'Mark competition as Rugby Event' is ticked 14. Enter 'Registration End Date' 15. Enter 'Competition End Date' 16. Click "Save" 17. A confirmation pop-up will appear on screen
<p>Rugby Event</p> <ul style="list-style-type: none"> • Number of days is how long the event runs for and is also used to calculate insurance and state fees for both individual players and/ or teams. <ul style="list-style-type: none"> ○ Numbers of days can be minimum of 1 and maximum of 5. • The maximum number of teams will cap the number of teams that can register into this competition. • Maximum number of players per team is important to determine insurance and state 	<ol style="list-style-type: none"> 1. Association admin → Competition Management → Rugby Events 2. Click into your Competition and click 'Rugby Event' tab. (NOTE: this tab will automatically appear after you have saved your Competition Details) 3. Enter 'Number of days' 4. Enter 'Max number of teams' 5. Enter 'Max number of players' 6. Select No/ Yes if 'you require Member Union to provide support in assigning referees'?

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<p>fees if 'team pay' is selected. The recommended max number of players based on game format are:</p> <ul style="list-style-type: none"> ○ XV's = 25 players ○ 10s = 17 players ○ 7s = 13 players <ul style="list-style-type: none"> • The additional information regarding referees is required to ensure the event is compliant. 	<ol style="list-style-type: none"> 7. Check 'Registration End Date' 8. Check 'Competition End Date' 9. Click "Save" 10. Option to 'Add Note', e.g. accredited referees and click "Add" 11. Association and State admins will receive a 'Rugby Event Competition Request' email, providing the Competition ID, Competition Name, Season and Status 12. Once approved event organisers can begin setting up their payment settings
<p>Event Team Registration Link</p> <p>NOTE:</p> <ul style="list-style-type: none"> • Registrations will not open until Rugby Event has been approved by state admin and payment settings have been activated. 	<ol style="list-style-type: none"> 1. Association admin <ul style="list-style-type: none"> → Competition Management → Rugby Events 2. Select 'Rugby Event' tab 3. Team Registration Link will automatically generate and can be sent to team managers wanting to register their team in your event

STEP 4 – COMPETITION APPROVAL (STATE ADMIN)

<p>Rugby Event Competition Request</p> <ul style="list-style-type: none"> • State admins will receive an email when a Rugby Event is awaiting approval. 	<p>Rugby Event Competition Request</p> <p>A new rugby event competition has been created and waiting for approval in your state – [state].</p> <p>Competition Id: XXX Competition Name: XXX Season: XXX Status: Pending</p> <p>Rugby Xplorer Team Your Rugby Connection</p>
<p>Rugby Events</p> <ul style="list-style-type: none"> • State admins will need to approve/ decline all Rugby Events competitions before registrations can open and association admins can begin creating a draw. • All competitions will appear in the list and state admins can filter based on status of 'pending', 'approved' or 'declined'. 	<ol style="list-style-type: none"> 1. State admin <ul style="list-style-type: none"> → Competition Management → Rugby Events 2. Search for competition by competition name or status 3. Click into competition 4. Review 'Competition Details' and 'Rugby Events' tab 5. Select 'Status' for Rugby Event = Approved or Declined 6. Add 'Reason' as required 7. Click "Update Status"

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STEP 5 – RUGBY EVENT PAYMENT SETTINGS (RUGBY EVENT ORGANISER)	
<p>Rugby Event Competition Approval</p> <ul style="list-style-type: none"> Event organiser will receive a confirmation email once the competition has been approved and can add their payment settings. 	<p>Rugby Event Competition Approval</p> <p>Your request for rugby event competition has been approved.</p> <p>Competition Id: XXX Competition Name: XXX Season: XXX Status: Approved Reason: XXX</p> <p>Rugby Xplorer Team Your Rugby Connection</p>
<p>Rugby Event Competition Declined</p> <ul style="list-style-type: none"> Event organiser will receive a confirmation email if the competition has been declined and can edit the 'Competition Details' and 'Rugby Event' tabs, before resubmitting their Rugby Event for approval. 	<p>Rugby Event Competition Declined</p> <p>Your request for rugby event competition has been declined.</p> <p>Competition Id: XXX Competition Name: XXX Season: XXX Status: Declined Reason: XXX</p> <p>Rugby Xplorer Team Your Rugby Connection</p>
<p>Online Payment Account Setup (2 step process)</p> <p>NOTE:</p> <ul style="list-style-type: none"> A nominated office bearer for your Rugby organisation must complete the online payment account set up. A requirement of facilitating online payments is that an identity verification is completed. This process is known as 'Know Your Customer' (KYC). All associations are required to complete this process before you can open registrations and enable online payments to your bank account. 	<ol style="list-style-type: none"> Association admin <ul style="list-style-type: none"> → Payment Settings → My Account Details Step 1 <ol style="list-style-type: none"> Add Club BSB, account number, account name and email address (of a club admin user) Click "Submit" Step 2 <ol style="list-style-type: none"> Click ID verification button (opens in new browser) Complete the ID verification check using your driver's licence or passport View ID verification approved Return to 'My Account Details' Click "Refresh" for KYC status check to be updated

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<p>Rugby Event Payment Settings</p> <p>NOTE:</p> <ul style="list-style-type: none"> A Rugby Event Payment Setting will need to be setup for every competition that you are running. For example, XVs Mens competition and XVs Womens competition will need their own payment setting. <p>PAY TYPE</p> <ul style="list-style-type: none"> There are two options for payment with Rugby Events: <ul style="list-style-type: none"> Team Pays = (insurance x max number of players per team x number of days) + (state x max number of players per team x number of days) + association price Player Pays = (insurance x number of days) + (state x number of days) + association price Max number of players per team is setup in the 'Rugby Events' tab of the competition and is the maximum number of players that can register for a team and be selected on team sheets. <p>ALLOW PAY LATER</p> <ul style="list-style-type: none"> When 'Team Pays' is selected, Rugby Event organisers can allow the teams to pay in two instalments- deposit and final payment. Pay Later Minimum Deposit = Minimum deposit includes mandatory insurance and state fees plus the amount your Rugby Event would like to receive as part of the deposit. The final instalment will be the difference in 'price' minus 'pay later minimum deposit' payments. <p>VARIABLES</p> <ul style="list-style-type: none"> Player payments are determined by the team pays or player pays and are not added to the variables list. Rugby Events can choose to have manager, coach, volunteer and/ or match officials register, generally this is free of charge. 	<ol style="list-style-type: none"> Association admin <ul style="list-style-type: none"> → Payment Settings → Rugby Event Payment Settings Click "Add Payment Setting" Select 'Registration Type' Select 'Competition' Select 'Pay Type' (Team Pays or Player Pays) Enter 'Price' <ol style="list-style-type: none"> NOTE: this is the price that the association will receive. If 'team pays' is selected, the association should add the amount they want to collect from each TEAM. If 'player pays' is selected, the association should add the amount they want to collect from each PLAYER. Open/ Close Registrations If 'Team Pays' selected, option to allow 'pay later' is available. <ol style="list-style-type: none"> Add the 'Pay Later Minimum Deposit' Select 'Pay Later Due Date' Add 'Variables' for non-playing members <ol style="list-style-type: none"> Select a Role = Manager, Volunteer, Match Official and/ or Coach Select Age Level = Juniors & Seniors (will enable anyone aged 5-99 to register) or Seniors (will enable anyone 18-99 to register) Enter Fee Click "+" Once all variables have been added Click "Save" "Fees Breakdown" button will appear in the top right-hand corner and you can check the payment settings
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<p>Rugby Event Fee Breakdown</p> <p>NOTE</p> <ul style="list-style-type: none"> Fees Breakdown page will display the total price that the team/player will pay. 	<ol style="list-style-type: none"> Association admin <ul style="list-style-type: none"> → Payment Settings → Rugby Event Fee Breakdown Select 'Registration Type' Select 'Competition' Select 'Role' Click "Calculate Fee" Table will appear detailing the age level, payment type, registration status, registration end date, number of days, max number of teams and max number of players. NOTE: Team Pays shows the calculation of fee x max players x number of days = total for that entity. The team will pay the total of national, state and association.
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STEP 6 – COMPETITION SETUP (RUGBY EVENT ORGANISER)	
<p>Competition Setup</p> <p>See 'Competition Setup and Draw Upload' self-help guide for additional information.</p> <p>NOTE:</p> <ul style="list-style-type: none"> Allocated Teams – teams must register through the Rugby Portal to appear under 'allocated teams' for your competitions. This will happen automatically once they have registered. Competition URLs: you can substitute the competition ID (from the URL) into the link below - https://australia.rugby/Competitions/comp?id=[add comp ID] 	<ol style="list-style-type: none"> Association admin <ul style="list-style-type: none"> → Competition Management → Rugby Events Click into your competition Competition Details and Rugby Event tabs are required before setting up the competition 'Allocated Teams' – teams must register through the Rugby Portal 'Pools' – if applicable, assign your allocated teams into their respective pools. All teams need to be assigned into a pool. 'Team Lists' – ensure 'activate team lists' is ticked and select team list requirements 'Publish' – options will appear in the Rugby Xplorer app and in your competition URL 'Ladders' – add ladder sorting options and ladder settings

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STEP 7 – DRAWS (RUGBY EVENT ORGANISER)	
<p>Draw Upload</p> <p>NOTE: Please click  to copy team name.</p>	<ol style="list-style-type: none"> Association admin → 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”.
Matches	<ol style="list-style-type: none"> Association admin → Competition Management → Matches Once the draw has been uploaded, saved and published the individual fixtures will display under the ‘Matches’ tab. If you need to edit any of the matches this can be done by editing the individual match.

ADMIN PORTAL - REPORTS	
<p>Rugby Event Registration Report Rugby Event Registration Payment Detail Report</p> <p>NOTE:</p> <ul style="list-style-type: none"> These reports will detail individual player and team officials’ registrations. These reports will detail the information that is entered at registration. 	<ol style="list-style-type: none"> Association admin → Administration → Reports → Rugby Event Registration Report/ Rugby Event Registration Payment Detail Report Select Season Select Competition(s) (optional) Enter From Date and To Date (optional) Click “Email Report” The system will generate your report and email you a download link.

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	7. Click “Download Report” in the email you receive from Rugby Xplorer
<p>Rugby Event Team Registration Report Rugby Event Team Registration Payment Detail Report</p> <p>NOTE:</p> <ul style="list-style-type: none"> These reports will detail team registrations. These reports will detail the information that is entered at registration. 	<ol style="list-style-type: none"> Association admin <ul style="list-style-type: none"> → Administration → Reports → Rugby Event Team Registration Report/ Rugby Event Team Registration Payment Detail Report Select Season Select Competition(s) (optional) Enter From Date and To Date (optional) Click “Email Report” The system will generate your report and email you a download link. Click “Download Report” in the email you receive from Rugby Xplorer
<p>Rugby Event Transfer Report</p> <p>NOTE:</p> <ul style="list-style-type: none"> This report will assist you reconciling payments received into your bank account. 	<ol style="list-style-type: none"> Association admin <ul style="list-style-type: none"> → Administration → Reports → Rugby Event Transfer Report Enter Date Range (max 1 month) Click “Email Report” The system will generate your report and email you a download link. Click “Download Report” in the email you receive from Rugby Xplorer
Reconciling Registration Payments	<ul style="list-style-type: none"> Registration payment transfers to all bank accounts are transferred 5 business days after the registration date. Depending upon when this transfer day falls (weekend, public holiday), banks can take more than one day to process the transfer. It could be a minimum of 8 days if payment is made on the weekend. You can cross-check the Registration Report with the Transfer Report. The reg ID is the unique ID in the Registration Report that can be matched with the Transfer Report. Note: Your bank statement will contain an ID for the transfer, but this is a unique ID for your bank and will not show on the Transfer Report.

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ADMIN PORTAL – COMMUNICATIONS	
<p>Communications – Event Registrations</p> <ul style="list-style-type: none"> Ability to segment an audience and send email communications through Rugby Xplorer to individual participants (players and team officials). <p>NOTE:</p> <ul style="list-style-type: none"> All filters can have multiple competitions, teams and/ or member types selected. 	<ol style="list-style-type: none"> Association admin <ul style="list-style-type: none"> → Administration → Communications → Event Registrations Select 'Competition(s)' Select 'Team' (if blank, all teams will be selected) Select 'Registration Status' Select 'Season' Select 'Member Types' Enter 'Age Range' as required Click "Calculate Target Group" Target Group Count will show the number of emails to be sent Enter 'Email Subject' Enter 'Email Body' (free text field, can add URLs) and email will be populated on the right-hand side Add any 'Exclusion Emails' (emails that you want to remove from the send list) Click "Send Email"
<p>Communications – Event Admins</p> <ul style="list-style-type: none"> Ability to segment an audience and send email communications through Rugby Xplorer to event admins (those that have registered the teams). 	<ol style="list-style-type: none"> Association admin <ul style="list-style-type: none"> → Administration → Communications → Event Admins Select 'Competition(s)' Select 'Team' (if blank, all teams will be selected) Click "Calculate Target Group" Target Group Count will show the number of emails to be sent Enter 'Email Subject' Enter 'Email Body' (free text field, can add URLs) and email will be populated on the right-hand side Add any 'Exclusion Emails' (emails that you want to remove from the send list) Click "Send Email"

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