Rugby Xplorer – Association Admin Setup

This self-help guide will assist RUGBY ASSOCIATION ADMINS access the Rugby Xplorer admin portal to ensure registrations are setup for the 2022 season. NOTE: Rugby Xplorer admin portal will only work on a desktop/ laptop computer.	

ADMIN PORTAL - PERMISSIONS

Association admins can setup other Association and club admins and/ or team admins
 	
 NOTE:
 • 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.
	1. https://admin.rugby.com.au/login
	 2. Enter your email and password
	 3. Association admin
	    → Administration
	    → User Management
	 4. Search for individual by email or name. NOTE: they need to sign up to Rugby Xplorer before appearing in this search
	 5. Click on person's name or email
	 6. Select permission from dropdown list, i.e. 'Association Admin', or 'Club Admin', or 'Team Admin'
	 7. Click "Add Role"
	 8. Select Association, Club and/or Team
	 9. Click "Save Changes"

Association admins can REMOVE other association, club admins and/ or team admins
 	
 NOTE:
 • Team admins are automatically removed during the season rollover process.
	1. Association admin
	    → Administration
	    → User Management
	 2. Search for individual by email or name.
	 3. Click on person's name or email
	 4. Click "X" to remove user permissions
	 10. Confirm removal of user permissions

ADMIN PORTAL - ASSOCIATION ORGANISATION DETAILS

Updating your Association organisation details
 	
 NOTE:
 • "Certificate of Currency" can be downloaded directly from Rugby Xplorer in PDF.
	1. Association admin
	    → Administration
	    → My Association
	 2. Click 'Details' tab
	 3. Upload a Logo
	 4. Add Association abbreviation
	 5. Check Contact Name and Contact Email
	 6. Search for Business Name using your Business Name or ABN
	 7. Click "Save"
	 8. Click 'Website' tab to add website information. For additional information on Websites, please see the 'Rugby Xplorer – Websites' self-help guide and/or our Help website.

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ADMIN PORTAL – PAYMENT ACCOUNT SETUP	

Online Payment Account Setup (2 step process)
 	
NOTE:
• 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 Clubs are required to complete this process before you can open registrations and enable online payments to your bank account for 2020 season.
	1. Association admin
	    → Payment Settings
	    → My Account Details
	2. Step 1
	   a. Add Club BSB, account number, account name and email address (of a club admin user)
	   b. Click "Submit"
	3. Step 2
	   a. Click ID verification button (opens in new browser)
	   b. Complete the ID verification check using your driver's licence or passport
	   c. View ID verification approved
	4. Return to 'My Account Details'
	5. Click "Refresh" for KYC status check to be updated

ADMIN PORTAL – PAYMENT SETTINGS	

Setting Association registration fees
 	
NOTE: You can edit existing age range and fee by clicking the pencil icon. Don't forget to click the tick to save your changes
 	
*DURATION is the time you are registered for:
• Season = the full season
• Monthly = can only play for the month they have paid for.
• Weekly = can only play for the week they have paid for.
 	
NOTE: monthly and weekly begin the day the player registers, and the system will automatically pick up when this expires (date range has passed).
 	
**GROUP is for player, manager, coach and volunteer. While the duration is important for players, manager, coach and volunteer should only be setup for season duration.
	1. Association admin
	    → Payment Settings
	    → Payment Settings
	2. Click "Add Payment Setting"
	3. Select Game Type (i.e. XVs)
	4. Select Duration* (Season, Monthly or Weekly)
	5. Click "Variables" tab
	6. Select Group**
	7. Enter age range
	8. Add your ASSOCIATION FEE and click "+"
	9. Once all groups and fees for that game type and duration have added click "Save"
	
	NOTE:
	• Repeat steps 2-9 for the different game types your Club is offering, e.g. XVs and 7s

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ADMIN PORTAL – MEMBER MANAGEMENT	
Searching for individual records	1. Association admin → Members → Member Management 2. Enter MyRugby ID or First and Last Name, click "search" 3. Click on name of individual to open their records 4. Individual details will appear, those that are grey have been locked. Details in white can be edited including mobile, weight and height (U18s), WWC (non-playing members). 5. All 'Registrations' will appear including registration details, the club and status of registration. This is a read-only field. 6. All 'Accreditations' will appear including accreditation name, status, completed date and expiry date. This is a read-only field. 7. 'Dispensations' can be edited and added for the relevant players, whether these have been approved or not.

ADMIN PORTAL – EMAIL COMMUNICATIONS	
Communications • Ability at all levels to segment an audience and send email communications through Rugby Xplorer REGISTRATION STATUS: • All = anyone who has registered to this entity for the season that you select. • Active = anyone who has an active registration in the current season. • Inactive = anyone who has an inactive registration for the previous season, who has not registered in current season.	1. Association admin → Administration → Communications → Club Registrations 2. Select 'Club' 3. Select 'Competition' 4. Select 'Registration Status' 5. Select 'Season' (as applicable) 6. Select 'Member Type' 7. Enter 'Age Range' and 'Team Squad' as required 8. Click "Calculate Target Group" 9. Target Group Count will show the number of emails to be sent 10. Enter 'Email Subject' 11. Enter 'Email Body' (free text field, can add URLs) and email will be populated on the right-hand side 12. Click "Send Email"

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ADMIN PORTAL – PUSH NOTIFICATIONS	

Push Notifications
 	
• Ability at all levels to segment an audience and send push notifications through Rugby Xplorer
 	
REGISTRATION STATUS:
• All = anyone who has registered to this entity for the season that you select.
• Active = anyone who has an active registration in the current season.
• Inactive = anyone who has an inactive registration for the previous season, who has not registered in current season.
 	
NOTE:
• There is a maximum of two (2) push notifications per hour that can be sent from an entity.
• Registrants need to be logged into Rugby Xplorer app to receive the push notifications.
	1. Association admin
	    → Administration
	    → Push Notifications
	    → Club Registrations
	2. Select 'Club'
	3. Select 'Competition'
	4. Select 'Registration Status'
	5. Select 'Season' (as applicable)
	6. Select 'Member Type'
	7. Enter 'Age Range' and 'Team Squad' as required
	8. Click "Calculate Target Group"
	9. Target Group Count will show the number of push notifications to be sent
	10. Enter 'Header'. NOTE: header cannot exceed 50 characters.
	11. Enter 'Message'. NOTE: message cannot exceed 150 characters.
	12. Click "Send Notification"

ADMIN PORTAL – REPORTS	

Reports
 	
NOTE:
• Reports are organised based on registrations, competition management and financial.
	1. Association admin
	    → Administration
	    → Reports
	2. Select the relevant filters
	3. Click "Email Report"
	4. The system will generate your report and email you a download link.
	5. Click "Download Report" in the email you receive from Rugby Xplorer

Reconciling Registration Payments
 	
NOTE:
• 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.
	1. Association admin
	    → Administration
	    → Reports
	    → Registration Report
	2. Select the relevant filters
	3. Click "Email Report"
	4. The system will generate your report and email you a download link.
	5. Click "Download Report" in the email you receive from Rugby Xplorer
	
	6. Association admin
	    → Administration

As of 13 December 2021

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

• 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.	→ Reports → Transfer Report 7. Enter Date Range (max 1 month) 8. Click "Email Report" 9. The system will generate your report and email you a download link. 10. Click "Download Report" in the email you receive from Rugby Xplorer

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