# Rugby Xplorer – Referees Availability, Related Teams, Appointments and Send-off Reports

**RUGBY XPLORER**

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| REFEREE<br><br>Sideline<br><br>Availability<br><br>Appointments<br><br>Related Teams | This self-help guide will assist Referees add in availability, add related teams and view their appointments in the Rugby Xplorer Portal (https://myaccount.rugbyxplorer.com.au/). To complete these, you need to complete them on a web browser as they are not available within the Rugby Xplorer app.<br>Note: Referees need to register to a Referee Club to be given the "Referee" tab, including links to Sideline, Availability, Appointments and Related Teams.<br>If you have any questions, please contact your Appointments Officer. |

## REFEREE AVAILABILITY

Availability

NOTE:
- You are assumed to be available unless you make yourself unavailable.
- Your Referee Club admin will need to assign you to an appointment board before you can update your availability.
- Unavailable date needs to be entered at least two days in advance (contact your appointments officer inside that window).
- If unavailable for one role, but available for the other enter separate unavailable dates.
- When entering unavailable dates you can type them straight in, or click the calendar icon to select from the calendar. The time can also be adjusted using up/down keys.
- Recurring unavailability is used when you have an unavailability that occurs at the same time every week (e.g. Sat mornings from 7am-12pm) and saves you having to enter this multiple times.
- An error will appear if you are trying to add unavailability and you have already been appointed.

1. Rugby Portal (https://myaccount.rugbyxplorer.com.au/)
2. Referee
   → Availability
3. All appointment boards you have been assigned to will appear listed here, with your associated grading in each board
4. Click "Add Unavailable Dates"
   a. Select Appointment Boards or All
   b. Select Roles
   c. Add Start Date and Time
   d. Add End Date and Time
   e. Click "Add Dates"
   f. Click "Submit"
   g. Unavailable Dates will appear listed
5. Click "Add Recurring Unavailability"
   a. Select Appointment Boards or All
   b. Select Roles
   c. Select Unavailable Day(s)
   d. Add Unavailable From
   e. Add Unavailable To
   f. Add Start Date
   g. Add End Date
   h. Click "Submit"
   i. Recurring unavailable will appear listed

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| REFEREE APPOINTMENTS | |
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| Appointments | 1. Rugby Portal<br>2. Referee<br>    → Appointments<br>3. Pending, Upcoming and Historical appointments will appear<br>4. Option to 'Accept' or 'Reject' pending appointments<br>5. 'Rejecting' will prompt you to ID if you're available earlier/later and select a reason<br>6. Option to complete 'send-off' reports on Historical appointments. |
| Referee Appointment Email Notification | Dear [Referee],<br><br>Please be advised of your appointment for the following match:<br><br><table><tr><td>Date</td><td></td></tr><tr><td>Time</td><td></td></tr><tr><td>Competition</td><td></td></tr><tr><td>Venue</td><td></td></tr><tr><td>Round Type</td><td></td></tr><tr><td>Home Team</td><td></td></tr><tr><td>Away Team</td><td></td></tr><tr><td>Your Role</td><td></td></tr><tr><td>Other Referees</td><td></td></tr></table><br>Click here to accept/reject appointment(s)<br><br>REFEREES: [extra info]<br><br>XXX<br>Referee Administration Officer<br>Mobile:<br>Email: |

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| RELATED TEAMS | |
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| Related Teams | 1. Rugby Portal<br>2. Referee<br>    → Related Teams<br>3. Click "Add Related Teams"<br>4. Enter team name<br>5. Team name and club will appear in the search results<br>6. Click on correct team, circle will fill in purple<br>7. Click "Add"<br>8. Repeat for as many related teams as required<br>9. Can also remove related teams by clicking the rubbish bin. |

| SEND OFF REPORTS | |
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| Send Off Reports<br><br>NOTE:<br>• Referees who have been appointed by the referee association can complete send-off reports. | 1. Rugby Portal<br>2. Referee<br>    → Appointments<br>3. Option to complete 'send-off' reports on Historical appointments. |