# Rugby Xplorer – Appointment Board Admins

**RUGBY XPLORER**

| This self-help guide will assist Appointment Board Admins complete all required tasks. If you have any questions, please contact your State Match Official manager. |
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## NOTIFICATIONS

| Notifications | 1. Appointment Board Admin → Referees → Notifications |
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| NOTE:<br>• This information will appear on all notification emails sent.<br>• You can use this to broadcast messages to referees when sending an appointment notification. | 2. Enter additional information you want to appear on the notification email<br>3. Click "Save" |

## REFEREE MANAGEMENT

| Referee Management | 1. Appointment Board Admin → Referees → Referee Management |
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| NOTE:<br>• If a referee doesn't appear, they need to be added to the Appointment Board by a Club Admin.<br>• A national admin (your State Referee Manager or RX helpdesk) will need to add a referee who is not part of your club.<br>• If you have access to multiple Appointment Boards, ensure you select the correct one. | 2. Option to edit gradings of referees<br>3. Click pencil<br>4. Edit grading<br>5. Click tick to save |
| Matches Update Email<br><br>NOTE:<br>• If a fixture you have <u>appointed</u> to is changed (any field, e.g. teams, venue, date and/or time) you will receive a notification email if the status is 'fixture' or 'forfeit'. RX does not record the old values so you will have to check a previous appointment report to find out what the change is.<br>• The referee's notification status will not change, but you should re-send the notification to them to accept/reject (or re-appoint the game). | Please be advised that there have been changes to the following matches:<br><br>[Date, Time]      [Competition]<br>Home Team v Away Team<br>Status |

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| MEMBER MANAGEMENT | |
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| Member Management<br><br>NOTE:<br>• Referee Notes and Appointments will appear for all Rugby Xplorer admins (club, association, state and national admins), but will remain hidden from the individual.<br>• Please be mindful of the comments you add into 'referee notes'. These will remain on the individual's profile until removed.<br>• Appointment (Upcoming) and Appointment (History) only contain the current season's appointments. | 1. Appointment Board Admin<br>   → Referees<br>   → Member Management<br>2. Search for individual by MyRugby ID, First/Last name and/or Email<br>3. Click into individual's profile<br>4. Referee Notes<br>   a. Ability to add notes about the referee<br>   b. Click "update Notes"<br>5. Appointment (Upcoming)<br>   a. Displays all appointments for the referee that are in the future of the current season.<br>6. Appointment (History)<br>   a. Displays all appointments that are in the past of the current season. |

| REFEREE AVAILABILITY | |
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| Referee Availability<br><br>NOTE:<br>• Appointment Board Admins can add a referees unavailability dates (the same as an individual referee can add via the Rugby portal). | 1. Appointment Board Admin<br>   → Referees<br>   → Referee Availability<br>2. Search for referee and click into their record<br>3. Click "Add Unavailable Dates"<br>   a. Select Appointment Boards or All<br>   b. Select Roles<br>   c. Add Start Date and Time<br>   d. Add End Date and Time<br>   e. Click "Add Dates"<br>   f. Click "Submit"<br>   g. Unavailable Dates will appear listed<br>4. Click "Add Recurring Unavailability"<br>   a. Select Appointment Boards or All<br>   b. Select Roles<br>   c. Select Unavailable Day(s)<br>   d. Add Unavailable From<br>   e. Add Unavailable To<br>   f. Add Start Date<br>   g. Add End Date<br>   h. Click "Submit"<br>   i. Recurring unavailable will appear listed |

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| REFEREE RELATED TEAMS | |
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| Referee Related Teams | 1. Appointment Board Admin<br>    → Referees<br>    → Referee Related Teams<br>2. Search for referee and click into their record<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<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. |

| APPOINTMENTS | |
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| Appointments<br><br>NOTE:<br>• Referees who do not have a current Smart Rugby accreditation will not appear for appointment.<br>• Hint – TMO is often used to record 'Coach the Coach' appointments.<br>• Change the zoom on your browser to display more columns and change the number of fixtures displayed at the bottom left. Default is 200 fixtures on one page.<br>• Use the "Search" field to display fixtures meeting the criteria (e.g. club or venue).<br>• All columns are sortable.<br>• Notification status filter will show fixtures where ALL the appointments meet the filter chosen.<br>• A referee is not available for appointment to their related team(s) unless you tick the 'appoint all referees' button. Their related team will then appear in the grading list.<br>• 'Referees with related teams possibly at venue' will display the referees whose related teams are playing at the same venue so you can appoint around them. | 1. Appointment Board Admin<br>    → Referees<br>    → Appointments<br>2. Search for fixtures by date (it defaults to the current week)<br>3. Click into fixture<br>4. Click pencil to assign or bin to remove<br>5. Select from available members<br>    a. Available members will appear in alphabetical order by surname.<br>    b. Select "Sort available referees by grading" to display them alpha-numerically based on grading. The 'sort by' selection is remembered for further appointments<br>    c. Select "Include all referees" to display referees who are unavailable or have already been appointed that day. USE WITH CAUTION.<br>6. Click "Confirm Change"<br>7. Repeat for all roles as required<br>8. Click 'Send notification to referees' to automatically notify them (otherwise you can do it later)<br>9. Click "Apply Changes" |

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| **Appointment and Notification Status**<br><br>• Referees can be notified of their appointments to 'final' matches and/or matches without teams, provided there is a venue for the match. | 1. Select all or some appointments to notify using the tick boxes down the left side of the appointments list. Then select "Send Notification".<br>2. When an appointment is notified, a blue bell will appear next to it<br>3. No response = yellow question mark<br>4. Accepted = green tick<br>5. Rejected = red minus |
| **Referee Appointment Declined email**<br><br>NOTE:<br>• You will receive this email when an appointment is rejected.<br>• Appointments cannot be rejected within 2 days of the fixture date, in which case they will be prompted to contact you. | Please be advised of referee appointment for the following match has been declined by [referee]<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>Referee Role</td><td></td></tr><tr><td>Referee Name</td><td></td></tr><tr><td>Available At Other Time</td><td></td></tr><tr><td>Reason</td><td></td></tr></table><br>Rugby Xplorer Team<br>Your Rugby Connection |

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| REPORTS | |
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| Fixture & Appointment Report<br><br>NOTE:<br>• Option to pre-sort the CSV report before downloading.<br>• The pdf version of the report can be grouped by competition or by venue.<br>• The report now sorts alphanumerically by date and then venue when 'venue' is chosen as the grouping option. | 1. Appointment Board Admin<br>→ Reports<br>→ Fixture & Appointment Report<br>2. Add 'From Date' and 'To Date'<br>3. Add 'Sort by' (optional, for csv)<br>4. Add 'Group by' (optional, for pdf)<br>5. Select CSV/PDF<br>6. Click "Email Report"<br>7. The system will generate your report and email you a download link.<br>8. Click "Download Report" in the email you receive from Rugby Xplorer |
| Referee Unavailability Report<br><br>NOTE:<br>• This report will contain all members' unavailability.<br>• They will appear in the report if their unavailability dates fall within the dates you select. | 1. Appointment Board Admin<br>→ Reports<br>→ Referee Unavailability Report<br>2. Select 'Members' (if blank, all members will appear in the report)<br>3. Select 'Role' (if blank, all roles will appear in the report)<br>4. Enter 'From Date' and 'To Date' (if blank, all dates will appear in the report).<br>5. Click "Email Report"<br>6. The system will generate your report and email you a download link.<br>7. Click "Download Report" in the email you receive from Rugby Xplorer |
| Members Appointment Report<br><br>NOTE:<br>• 'Include all appointments' checkbox will show if a referee has been appointed for 2 games with your appointment board and then 10 games with another appointment board. When ticked, this would display the number 12 in the 'number of referee appointments in the period' column. Without this being ticked, it would display the number 2 in the 'number of referee appointments in the period'.<br>• A referee will count as being coached if the 'Referee Coach' field is populated next to their appointment as a 'Referee', and the match status is 'fixture' or 'result'. | 1. Appointment Board Admin<br>→ Reports<br>→ Fixture & Appointment Report<br>2. Season will default to current season<br>3. Enter 'From Date' and 'To Date'<br>4. Option to 'include all appointments'<br>5. Click "Email Report"<br>6. The system will generate your report and email you a download link.<br>7. Click "Download Report" in the email you receive from Rugby Xplorer |