

This Rugby Xplorer self-help guide will assist RUGBY CLUB and ASSOCIATION ADMINS add Player Points on an individual's member record. This will flow through to team lists in both Rugby Xplorer app and Rugby Match Day app for team admins.

NOTE: For competition setup, please refer to the 'Competition Setup and Draw Upload' self-help guide, available [here](#).

## ADMIN PORTAL – ADDING PLAYER POINTS TO MEMBER

### Adding Player Points

#### NOTE:

- Player points will flow through to an individual's record and the individual team sheets they are selected on each week.
- Player points can only be edited by club or association admins.

1. Club/ Association admin  
→ Members  
→ Member Management
2. Search for player and click into their record
3. Add Player Points into first box (mandatory) and Player Points Category into second box (optional)
4. Click "Update Points"

## RUGBY XPLOER PORTAL

### Player Points

#### NOTE:

- Individual players, who participate in a competition with player points assigned will see their individual player points.
- These points are view only. Only club and association admins can add/ update player points.

1. Open 'My Account'  
<https://myaccount.rugbyexplorer.com.au/>
2. Under 'Emergency Contact' the 'Season Player Points' will appear (if applicable)

## RUGBY MATCH DAY APP

### Selecting teams

1. Open 'Rugby Match Day' app
2. Click 'Team List'
3. Select teams following standard process. Once players have been added to the team list their player points will appear, as well as a team total.

## ADMIN PORTAL – REPORTS

### Player Points Report

#### NOTE:

- This report will detail all players in a club/ association and their relevant player points and player points category.

1. Club/ Association admin  
→ Administration  
→ Reports  
→ Player Points Report
2. Click "Email Report"
3. The system will generate your report and email you a download link.
4. Click "Download Report" in the email you receive from Rugby Xplorer

\*As of 18 November 2020

For more information, visit <https://australia.rugby/participate/rugby-administration/club-administration> or contact Rugby AU Team – [runningrugby@rugby.com.au](mailto:runningrugby@rugby.com.au).

# Rugby Xplorer – Player Points Scheme

<p>Player Points Team List Report</p> <p>NOTE:</p> <ul style="list-style-type: none"><li>• This report will detail all players selected on a team list and their player points, calculating to a team player points total.</li></ul>	<ol style="list-style-type: none"><li>1. Club/ Association admin<ul style="list-style-type: none"><li>→ Administration</li><li>→ Reports</li><li>→ Player Points Team List Report</li></ul></li><li>2. Select 'Season'</li><li>3. Enter 'From Date' and 'To Date' (optional)</li><li>4. Click "Email Report"</li><li>5. The system will generate your report and email you a download link.</li><li>6. Click "Download Report" in the email you receive from Rugby Xplorer</li></ol>
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