Rugby Xplorer – Referee Club Admins

RUGBY XPLORER

This self-help guide will assist Referees Club Admins create Appointment Boards and assign Appointment Board Admins. If you have any questions, please contact your State Match Official manager.

REFEREE APPOINTMENT BOARDS

Appointment Boards NOTE: • Multiple appointment boards can be created under the Club. Only one appointment board can be assigned to each competition, so this is a way to segment your membership to individual appointments. • Referees can be added to multiple appointment boards and can have separate gradings for each appointment board. • Referees from other associations can be added to your appointment board by a national admin (State Referee Manager or RX Helpdesk) • Appointment board contact details appear on notification emails • Gradings can be seen by referees in https://myaccount.rugbyxplorer.com.au/appointments	1. Club Admin → Referees → Appointment Boards 2. Click "Create Board" 3. 'Details' tab, enter Name of Appointment Board, Contact Name, Contact Number, Contact Email and Description 4. Click "Save" 5. 'Referees' tab, move selected registered 'Club Referees' into 'Current Board' by ticking their name (or 'select all') and clicking "Add" 6. 'Gradings' tab, allows admin to add gradings to a referee, click pencil, add grading, and click the tick to save.
Association Admins to Assign Appointment Boards NOTE: • Association Admins are required to assign appointment boards to their competitions before referees can be appointed to fixture. • Association Admins can also set the appointment board for an individual fixture (e.g. if it's appointed to by a different referee club)	1. Association Admin → Competition Management → Competitions or Matches 2. Click into Competition or Match 3. Click 'Referees' tab 4. Search for Appointment Board 5. Click "Save"

REFEREE APPOINTMENT BOARDS USER MANAGEMENT

User Management 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. • Appointment Boards need to be created before Appointment Board Admins can be assigned from your Referee Club.	1. Club admin → Administration → User Management 2. Search for individual by email or name. NOTE: they need to sign up to Rugby Xplorer before appearing in this search 3. Click on person's name or email 4. Select permission from dropdown list, i.e. 'Appointment Board Admin' 5. Click "Add Role" 6. Select Appointment Board from dropdown 7. Click "Save Changes"

Admin Users Reports NOTE: • We recommend Referee clubs check their appointment board admins each year and add/remove as required.	1. Club admin → Administration → Reports → Admin Users Report 2. Select season, will default to current season 3. Select 'Appointment Board Admins' from Admin Users drop down 4. Click "Email Report" 5. The system will generate your report and email you a download link. 6. Click "Download Report" in the email you receive from Rugby Xplorer

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

SEND-OFF REPORTS	
Send-off report notification NOTE: • Association and referee club admins will receive a notification email when a send-off is submitted by a referee through https://myaccount.rugbyxplorer.com.au) • Association admins also receive a notification email is an Assistant Referee appointed in the Match Day app submits a send-off report using the clickable link their receive when a case is created.	Please be advised that a send-off report has been submitted for the following match. <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>Home Team</td><td></td></tr><tr><td>Away Team</td><td></td></tr></table>

As of 12 April 2022

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

	Player Name	
	Player Number	
	Player Club	
	Match Official Name	
	Match Official Role	
	Click here to view/edit/download the send-off report	

Send-off reports
 	
NOTE:
• Association admins will see the report as soon as its created but will know it has not been reviewed by the club admin based on the status.
• Ensure you confirm the process for send-off report transmission to association admins (some will want you to email the pdf).
• Club admins should proof-read send-off reports and fix errors before changing the status to 'reviewed' (e.g. poorly spelled or worded. Wrong law selected)
• Scale of seriousness field will not appear on the pdf version of the report as it is not part of the RA Disciplinary Rules send-off report.
	1. Club admin
	   → Competition Management
	   → Send-off Reports
	2. Search for report by player name or team name.
	3. Click on the report to open
	4. Click 'edit' if anything needs fixing
	5. Click 'Mark as Reviewed' to change status from pending to reviewed.
	6. Click 'Download PDF' to be emailed a link to download the report as a pdf
	7. Click 'Delete' to delete the report (e.g. it's a duplicate or the referee needs to re-do from scratch)	

REPORTS		

Fixture & Appointment Report
 	
NOTE:
• Option to pre-sort the CSV report before downloading.
• The pdf version of the report can be grouped by competition or by venue.
• The report now sorts alphanumerically by date and then venue when 'venue' is chosen as the grouping option.
	1. Club admin
	   → Reports
	   → Referee Reports
	   → Fixture & Appointment Report
	2. Add 'From Date' and 'To Date'
	3. Add 'Sort by' (optional, for csv)
	4. Add 'Group by' (optional, for pdf)
	5. Select CSV/PDF
	6. Click "Email Report"
	7. The system will generate your report and email you a download link.
	8. Click "Download Report" in the email you receive from Rugby Xplorer	

Referee Unavailability Report
 	
NOTE:
	1. Club admin
	   → Reports
	   → Referee Reports
	   → Referee Unavailability Report	

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• This report will contain all members' unavailability. • They will appear in the report if their unavailability dates fall within the dates you select.	2. Select 'Members' (if blank, all members will appear in the report) 3. Select 'Role' (if blank, all roles will appear in the report) 4. Enter 'From Date' and 'To Date' (if blank, all dates will appear in the report). 5. Click "Email Report" 6. The system will generate your report and email you a download link. 7. Click "Download Report" in the email you receive from Rugby Xplorer

Members Appointment Report
 	
NOTE:
• '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'.
• 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'.
• Can segment based on one appointment board, if left blank will display all appointment boards. For a referee in multiple appointment boards, they will display on separate lines.
	1. Club admin
	   → Reports
	   → Referee Reports
	   → Fixture & Appointment Report
	2. Season will default to current season
	3. Select Appointment Boards (optional)
	4. Enter 'From Date' and 'To Date'
	5. Option to 'include all appointments'
	6. Click "Email Report"
	7. The system will generate your report and email you a download link.
	8. Click "Download Report" in the email you receive from Rugby Xplorer