Rugby Xplorer – Club Admin Setup

This self-help guide will assist RUGBY CLUB ADMINS access the Rugby Xplorer admin portal to ensure Club details are up to date and registrations are setup for your players and non-playing members to register for Rugby in the 2022 season. NOTE: Rugby Xplorer admin portal will only work on a desktop/ laptop computer.

ADMIN PORTAL - PERMISSIONS	
Club admins can ADD other 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. Club 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. 'Club Admin' or 'Team Admin' 7. Click "Add Role" 8. Select Club and/or Team from dropdown 9. Click "Save Changes"
Club admins can REMOVE other club admins and/ or team admins NOTE: • Team admins are automatically removed during the season rollover process.	1. Club 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 5. Confirm removal of user permissions
Admin Users Reports NOTE: • We recommend clubs check their club 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 'Club 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

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

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ADMIN PORTAL - CLUB ORGANISATION DETAILS	
My Club - Details NOTE • To collect club donations through Rugby Xplorer, you will need to setup a free account with the Australian Sports Foundation. • "Certificate of Currency" can be downloaded directly from Rugby Xplorer as a PDF.	1. Club admin → Administration → My Club → Details 2. Add Club logo 3. Select Home Venue from dropdown list of venues 4. Enter Club Address (google search) 5. Enter your 6-digit Australian Sports Foundation Number (if applicable) 6. Search for Business Name using your Business Name or ABN 7. Click "Save"
My Club - Contacts NOTE • No limit on the number of additional contacts that can be added.	1. Club admin → Administration → My Club → Contacts 2. Enter Main Contact (name and email) 3. Enter Additional Contacts (name and email), click "+" 4. Click "Save"
My Club – Game Formats NOTE • Game Formats and Competitions are multi-select options, i.e. you can select the Game Format and then add multiple competitions.	1. Club admin → Administration → My Club → Game Formats 2. Select Game Formats and Competitions Available, click "+" 3. Repeat for all game formats you club is offering 4. Click "Save"
My Club - Website	1. Club admin → Administration → My Club → Website 5. Please see the Websites self-help guide for an explanation on each of these buttons.

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 2022 season.	1. Club 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 Club 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 players 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) and their registration will be marked as 'inactive'. **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. DISCOUNTS tab is used for early bird discounts. Family discounts and club card discounts are setup under Payment Settings > Discounts page.	1. Club admin → Payment Settings → Payment Settings 2. Click "Add Payment Setting" 3. Select Registration Type (i.e. XVs) 4. Select Duration* (Season, Monthly or Weekly) 5. Select to Open or Close registration 6. Click "Variables" tab a. Select Group** b. Enter age range c. Add your CLUB FEE and click "+" 7. Click "Discounts" tab a. Select Discount Type b. Enter Discount Name c. Enter Date Range d. Enter Amount e. Click "+" f. NOTE: This discount is applied to all registrations within this registration type and is often used as an early bird discount. 8. Click "Saleable Items" tab a. Enter Product Name b. Enter Description c. Enter Price d. Click "+"

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SALEABLE ITEMS tab can be used for anything extra your club would like to sell.	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

ADMIN PORTAL – SALEABLE ITEMS	
Saleable Items NOTE: • 2021 saleable items enhancements include: • Editing existing saleable items. • Ability to order saleable items (this will reflect in the portal). • Size pick list for clothing items- this is a generic list including kids, men's and women's standard sizes. • Adding a thumbnail image for each item. • Adding a URL to the item, which will open up in a new tab. • Option to make saleable items optional or required. • Update reports that contain saleable items to include sizing. • Ability to enter max quantity. • Restrict saleable items to specific roles, e.g. only players.	1. Club admin → Payment Settings → Payment Settings 2. Click into Payment Settings already created 3. Click 'Saleable Items' tab 4. Enter 'Product Name' 5. Enter 'Description' 6. Select 'Roles' (if blank will display for all roles) 7. Enter 'Max Quantity' 8. Enter 'Price' 9. Tick if this is 'required' (i.e. mandatory for all participants to select this item) 10. Tick if 'display size list' will appear. Note, this is a generic list including kids, men's and women's standard sizes. 11. Click "+" 12. Click the pencil icon to add more info into the saleable item including a thumbnail image, URL and/or order of items. 13. Click the tick icon to save your changes to the saleable item 14. Click "Save"

ADMIN PORTAL – FEES BREAKDOWN	
Fees Breakdown NOTE: • If the registration type and/ or duration is not setup by association and/or state level an error will appear. • $0 means that this has been setup but there are no fees for that level.	1. Club admin → Payment Settings → Fee Breakdown 2. Select Registration Type, Duration and Group 3. Enter age 4. Click "Calculate" 5. 'Registration not open' will appear in red for any reg type that has not been setup at all levels of the hierarchy. If there is no note, registrations will open.

ADMIN PORTAL – DISCOUNTS	
Early Bird (Date Range) Discounts NOTE: • You can only discount the club portion of fees, not the up the line fees. • Everyone who registers within this date range will automatically receive this discount.	1. Club admin → Payment Settings → Payment Settings 2. Click on existing payment setting 3. Click 'Discounts' tab 4. Select % or $ discount 5. Enter 'name' of discount 6. Enter start and finish date 7. Enter 'amount' 8. Click "+" 9. Click "Save"
Family Discounts NOTE: • You can only discount the club portion of fees, not the up the line fees.	1. Club admin → Payment Settings → Discounts → Family Discounts 2. Enter the number of 'registrations from' and 'registration to' plus the dollar amount you want to discount. 3. Click "+" 4. When all family discounts are added click "save" 5. For example, #2 to #2 and $10 (2nd family member will receive $10 discount).
Entity Card NOTE: • Clubs must save their Club credit card before they can issue club card discounts and/ or card refunds.	1. Club admin → Payment Settings → Entity Card 2. Click "Add Card" 3. Enter card number, full name, expiry and CVC 4. Enter billing info 5. Click "Save Card"
Club Only Discounts NOTE: • You can only discount the club portion of fees, not the up the line fees with this option. • Club admins can view the status of the discount code, i.e. 'available' or 'redeemed'.	1. Club admin → Payment Settings → Discounts → Club Discounts 2. Select 'Discount' from the drop down 3. Enter 'Amount' 4. Enter 'Email' (of the participant you want to send the unique discount code too) 5. Click "Add Discount" 6. An email will be sent to the participant with their unique code. This can be resent or deleted via the admin portal.

<table>
<tr><td>Club Card Discounts

NOTE:
• Clubs must save their Club credit card before this discount code will be applied.
• This discount code will discount all fees (insurance, state, association and club) with this option.
• Club admins can view the status of the discount code, i.e. ‘available’ or ‘redeemed’.</td><td>1. Club admin
→ Payment Settings
→ Discounts
→ Club Discounts
2. Select ‘Card’ from the drop down
3. ‘Amount’ will be locked
4. Enter ‘Email’ (of the participant you want to send the unique discount code too)
5. Click “Add Discount”
6. An email will be sent to the participant with their unique code. This can be resent or deleted via the admin portal.</td></tr>
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<table>
<tr><th colspan="2">ADMIN PORTAL – MEMBER MANAGEMENT</th></tr>
<tr><td>Searching for individual records

NOTE:
• Only active registered participants will appear in this search under your club.</td><td>1. Club 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, status and date 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. All ‘Dispensations’ the player has applied for, whether they have been approved or declined will appear with the reason plus date and time of the decision. This is a read-only field.</td></tr>
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<tr><th colspan="2">ADMIN PORTAL – EMAIL COMMUNICATIONS</th></tr>
<tr><td>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.</td><td>1. Club admin
→ Administration
→ Communications
2. Select ‘Registration Status’
3. Select ‘Season’ (as applicable)
4. Select ‘Member Type’
5. Enter ‘Age Range’ and ‘Team Squad’ as required
6. Click “Calculate Target Group”</td></tr>
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• 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.	7. Target Group Count will show the number of emails to be sent 8. Enter 'Email Subject' 9. Enter 'Email Body' (free text field, can add URLs) and email will be populated on the right-hand side 10. Click "Send Email"

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. Club admin → Administration → Push Notifications 2. Select 'Registration Status' 3. Select 'Season' (as applicable) 4. Select 'Member Type' 5. Enter 'Age Range' and 'Team Squad' as required 6. Click "Calculate Target Group" 7. Target Group Count will show the number of push notifications to be sent 8. Enter 'Header'. NOTE: header cannot exceed 50 characters. 9. Enter 'Message'. NOTE: message cannot exceed 150 characters. 10. Click "Send Notification"

ADMIN PORTAL – TEAMS	
Creating Teams NOTE: • You need to add your Club name (or abbreviation of Club name) in the team setup, this assists Competition Managers and also participants wanting to follow your team(s) in the Rugby Xplorer app. • You need to create a team for every age group and/ or grade that your Club is participating in.	1. Club admin → Entities → Teams 2. Click "Add Team" 3. Club Name will default to your Club 4. Enter Team Name, recommended to add your Club Name (or abbreviation of Club name) in the team name to assist Competition Managers 5. Add Grade/ Age abbreviation 6. Add Flag (optional) 7. Add Abbreviation for team 8. Select Age Level 9. Select Season

	10. Select Contact name from list of registered managers. Mobile and email address will default based on the manager selected 11. Click "Save"
Adding players into teams via Squad Management page (admin portal)	1. Once your teams have been created you can add REGISTERED PLAYERS into their respective team(s) 2. Club admin → Members → Squad Management 3. Click on team name 4. Select 'Players' tab 5. All players will appear on the left-hand side. You can filter by name, age and/ or gender 6. Select the player/s that you want to add to team and click "Add to Team" 7. Confirm adding players to team
Updating roles for Non-Players	1. Club admin → Members → Non-Player Management 2. Click "edit" next to individuals or "edit all" 3. Clicking in the text box will show a dropdown list of all non-player roles 4. Multiple roles can be added to the one record 5. Click "Save"
Adding team officials into teams via Squad Management page (admin portal)	1. Club admin → Members → Squad Management 2. Click on team name 3. Select 'Non-Players' tab 4. All non-players will appear on the left-hand side. You can filter by name and/ or role 5. Select the non-player/s that you want to add to team and click "Add to Team" 6. Confirm adding non-players to team
Adding players into teams via Squad Management page (Rugby Match Day app) NOTE: • This requires 'club admin' user permissions.	1. Open Rugby Match Day app 2. Choose the club you want to add players to via the top dropdown box 3. Based on the club you have selected, you will see a dropdown list for all squad lists in the club, select squad. 4. The member list will default to players in the age range of the team selected under 'club members'. You need to select player(s) and then click "add to squad" 5. Players added to the squad will then appear in the team list dropdown in Rugby Match

	Day app. The admin portal is also updated in real-time. 6. You can also remove players from the current squad. Click the players you want to remove, a "x" will appear next to their name and then click "remove from squad".

ADMIN PORTAL – REPORTS	
Reports NOTE: • Reports are organised based on registrations, competition management and financial.	1. Club 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. • 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.	1. Club 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. Club admin → Administration → 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