

This self-help guide will assist RUGBY EVENT ORGANISERS send both email and push notification communications to members of their club.

NOTE: Rugby Xplorer admin portal will only work on a desktop/ laptop computer.

ADMIN PORTAL – EMAIL COMMUNICATIONS

<p>Communications</p> <ul style="list-style-type: none"> Ability at all levels to segment an audience and send email communications through Rugby Xplorer. <p>RUGBY EVENTS:</p> <ul style="list-style-type: none"> Segment to Event Registrations or Event Admins as the two overarching groups, then communications can be further segmented by competition and/ or team. 	<ol style="list-style-type: none"> Association admin <ul style="list-style-type: none"> → Administration → Communications → Event Registrations/ Event Admins Select 'Competition' Select 'Team' Select 'Member Type' Enter 'Age Range' Click "Calculate Target Group" Target Group Count will show the number of emails to be sent Enter 'Email Subject' Enter 'Email Body' (free text field, can add URLs) and email will be populated on the right-hand side Click "Send Email"
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ADMIN PORTAL – PUSH NOTIFICATIONS

<p>Push Notifications</p> <ul style="list-style-type: none"> Ability at all levels to segment an audience and send push notifications through Rugby Xplorer. <p>NOTE</p> <ul style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> Association admin <ul style="list-style-type: none"> → Administration → Push Notifications → Event Registrations Select 'Competition' Select 'Team' Select 'Member Type' Enter 'Age Range' Click "Calculate Target Group" Target Group Count will show the number of push notifications to be sent Enter 'Header'. NOTE: header cannot exceed 50 characters. Enter 'Message'. NOTE: message cannot exceed 150 characters. Click "Send Notification"
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*As of 17 November 2020

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