# Rugby Xplorer – Websites (Pro Subscription)

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| This self-help guide will assist CLUB and ASSOCIATION ADMINS setup their PRO Subscription Rugby Xplorer website. |
| Websites have been created for all clubs and associations across Australia! All website versions will include fixtures, results and ladders for all competitions and teams as a minimum. |
| NOTE: The pro subscription will allow additional customisation, content sharing with other sites on the network and custom domain names. Additional information will become available when the pro subscription is released. |

## WEBSITE DETAILS

| Website Details | |
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| **NOTE**<br>• Club and Association logos will need to be added so they appear on the websites. Note, this is a new feature for associations.<br>• Your Facebook page needs to public to display in the app. For help on creating a Facebook page click here.<br>• Facebook, YouTube, Twitter and Instagram links will appear on the 'Contact' page within your website.<br>• To upgrade to the Pro subscription, you will need to click "UPGRADE" under the Website tab.<br>• If you wish to upgrade, your entity <u>must</u> have an Entity Card setup. | 1. Club/Association admin<br>→ Administration<br>→ My Club/ My Association<br>→ Website tab<br>2. URL path has been pre-populated for all clubs. By clicking the icon, you can visit your new Rugby Xplorer website.<br>3. Subscription type will default to 'free'. To upgrade to 'Pro' click the "UPGRADE" button.<br>4. Select Primary and Secondary Colours<br>   a. Can enter RGB, HSL or HEX numbers to find your exact colour. Otherwise, use the scroll bar to pick your colours.<br>5. Add in Facebook Page Name, this will populate your news in the Rugby Xplorer app when participants follow your team(s)<br>6. Add YouTube Channel Number (optional)<br>7. Add Twitter Page Name (optional)<br>8. Add Instagram Page Name (optional)<br>9. Click "Save"<br>10. To view your new website, follow your URL path |
| Upgrading to Pro Subscription<br><br>**NOTE**<br>• To upgrade to the Pro subscription, you will need to click "UPGRADE" under the Website tab.<br>• If you wish to upgrade, your entity <u>must</u> have an Entity Card setup.<br>• Your entity card will be charged each month. | 1. Club/Association admin<br>→ Administration<br>→ My Club/ My Association<br>→ Website tab<br>2. Subscription type will default as 'free'. To upgrade to 'Pro' click the "UPGRADE" button.<br>3. Confirm you wish to upgrade.<br>4. "Your request to UPGRADE your subscription has been submitted to a Rugby Xplorer Administrator, you will be contacted soon." |

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| Entity Card<br><br>NOTE<br>• Clubs and Associations must save their Entity card before they can upgrade to the Pro website subscription. | 1. Club admin<br>    → Payment Settings<br>    → Entity Card<br>2. Click "Add Card"<br>3. Enter card number, full name, expiry and CVC<br>4. Enter billing info<br>5. Click "Save Card" |
| Website Subscription Email Confirmation | Website Subscription<br><br>Your association website has been Updated:<br>• Entity Name: XX<br>• Entity ID: XX<br>• Subscription: [Pro/Free]<br>• Status: [Active/Pending/Cancelled]<br>• Amount: $XX<br><br>Login for access to Rugby Admin Rugby Portal<br><br>For further information, including education and training resources please visit the Rugby AU website Club Administration \| Rugby Australia<br><br>Yours in Rugby,<br>Rugby Xplorer Team |
| Website Subscription Invoice<br><br>NOTE<br>• Each month entities who have upgraded to the Pro subscription will have their entity card charged and receive an email confirmation. | Website Subscription<br><br>Your payment of $X has been processed.<br><br>Bill To:<br>Tax Invoice:<br>Customer Id:<br><br>Description    Quantity    Unit Price    Tax Amt    Total Amount<br>Website subscription for Date/Month<br>    $X AUD $X AUD $X AUD<br>    Sub Total    $X AUD<br>    Tax Total    $X AUD<br>    AUD Total    $X AUD<br><br>This Invoice has been paid. no action is required.<br><br>Rugby Xplorer Team<br>Your Rugby Connection<br>_____<br>Rugby Australia Limited |

| MEDIA ITEMS | |
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| Media Items<br><br>NOTE<br>• Media items (aka "Articles") will appear in the 'News section of your website.<br>• Use the option to "Search Network" to find and display any media items that other clubs and associations have added into Rugby Xplorer by typing in key words.<br>• Summary = a summary of your article content to assist Google search results.<br>• Tags = add relevant tags to your article to help with searching.<br>• Publish statuses:<br>   o Draft = this article will remain in draft and not display on the website until status changes to 'published'.<br>   o Published = ready to go live and will be published on the date and time chosen below.<br>   o Archived = can be used for older articles you no longer want to display on the website. | 1. Club/Association admin<br>   → Website<br>   → Media Items<br>2. Option to "Search Network"<br>   a. To add a media item already created to your website you can click "Add to Site"<br>3. Click "New Media Item"<br>4. Add Name<br>5. "Update Image"<br>   a. Existing images will appear in the list, otherwise you can "Upload" an image<br>   b. Uploading an Image requires a Name, Description, Tags and Image file<br>6. "Update Video"<br>   a. Uploading a Video requires a Name, Description, Tags, Video file and Thumbnail file<br>   b. Uploading videos can take up to an hour to process based on the size of the video. Please be patient.<br>   c. Tag groups – is automatically added for your site.<br>   d. If you do not upload a thumbnail a default thumbnail will be added.<br>7. Add any required Content<br>   a. Ability to update Content including font changes, bullet points, plus ability to add video, Image, Twitter/Facebook/Instagram post<br>8. Add Summary<br>9. Select Tags<br>10. Select Story Type<br>11. Select Publish Status<br>12. Add Publish Display Date/Time<br>13. Click "Create Media Item" |

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| ASSETS MANAGER | |
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| Assets Manager<br><br>NOTE<br>• Ability to easily edit assets (images, videos and/or documents).<br>• Assets will have their own unique URL.<br>• Uploaded videos will be displayed in the "Videos" sections of your website.<br>• Videos uploaded to other sites can also be attached to your website and displayed in the "Videos" sections of your website. | 1. Club/Association admin<br>    → Website<br>    → Assets Manager<br>2. Click "Upload"<br>3. Uploading Images<br>    a. Requires a Name, Description, Tags and Image file<br>    b. Click "Upload & Attach"<br>4. Upload Video<br>    a. Requires a Name, Description, Tags, Video file and Thumbnail file<br>    b. Click "Upload & Attach"<br>    c. (Uploaded videos are automatically added to the video sections of your site).<br>5. Upload Document<br>    a. Requires a Name, Description, Tags, and document file<br>    b. Click "Upload & Attach"<br>6. To display video uploaded by other sites, locate them using the search field and click, "attach and upload". Once saved it will be added to the list of videos in your site. |

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| PAGES | |
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| Pages<br><br>NOTE<br>• It's recommended to create pages and then add them to the navigation as required. | 1. Club/Association admin<br>→ Website<br>→ Pages<br>2. Click "New Page"<br>3. Add Name<br>4. Add Description<br>5. Add Key Words.<br>6. Add Content<br>   a. To add a component, click the insert button ' + ', edit and enter the details<br>   b. To update or edit components select the 'Edit' option under the component<br>   c. To remove the component from the page, click the trash can to delete<br>   d. When complete click the 'save changes' button<br>7. Set the Publish Status as "Published" when you are ready for the page to go live.<br>8. Click "Create Page"<br>9. Option to "Edit" existing pages, "View" how the page will look and/or "Delete" |

| SITE NAVIGATION | |
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| Site Navigation<br><br>NOTE<br>• Ability to link pages. | 1. Club/Association admin<br>→ Website<br>→ Site Navigation<br>2. Expand existing Navigation Items to rename and/or add sub-navigation.<br>3. Option to "Add Item"<br>   a. Enter Title<br>   b. Enter Link Address<br>   c. Add Sub-navigation Items (as applicable)<br>4. Click "Update Navigation" |