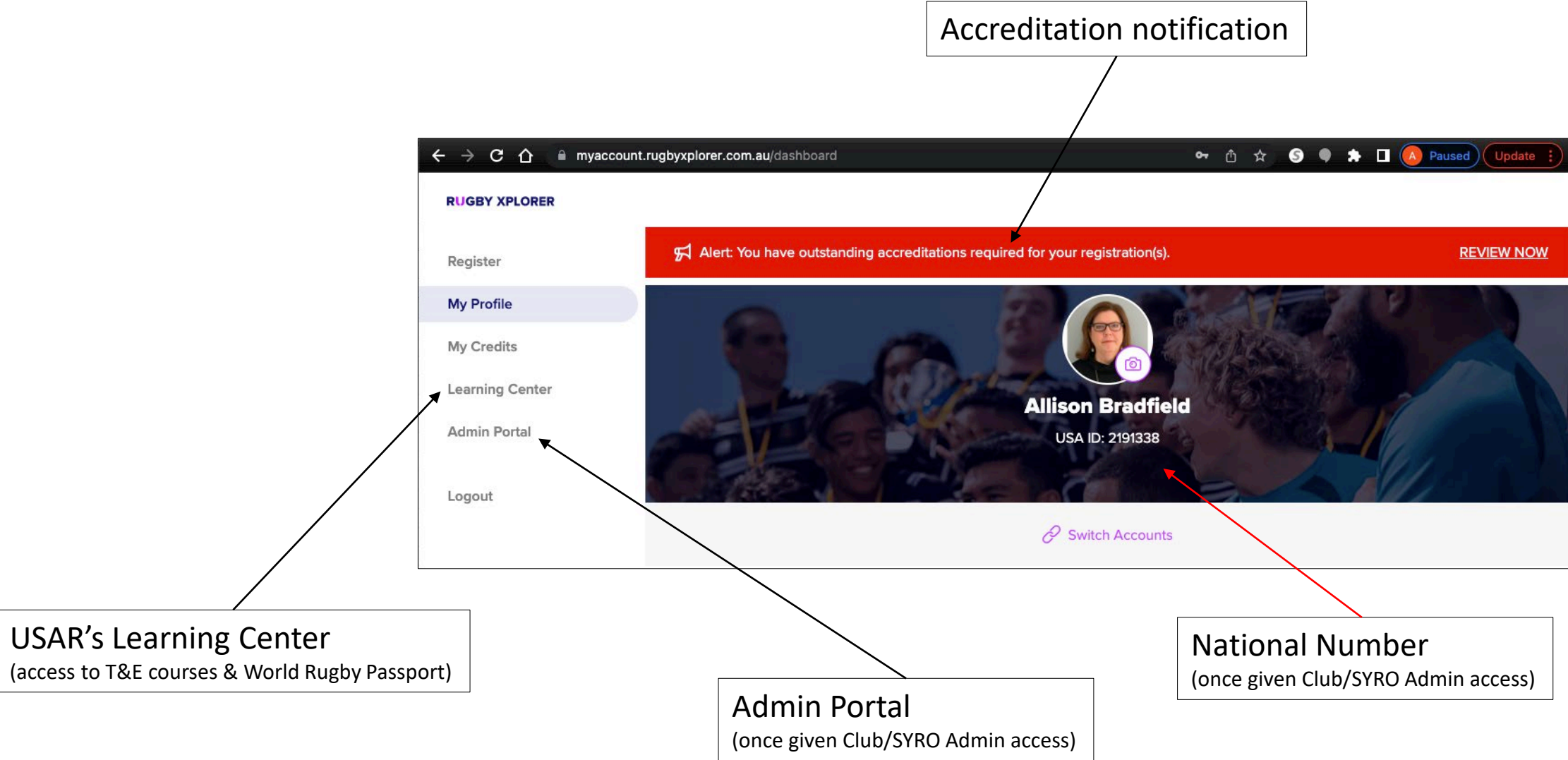




RX Reference Manual for Club Admins

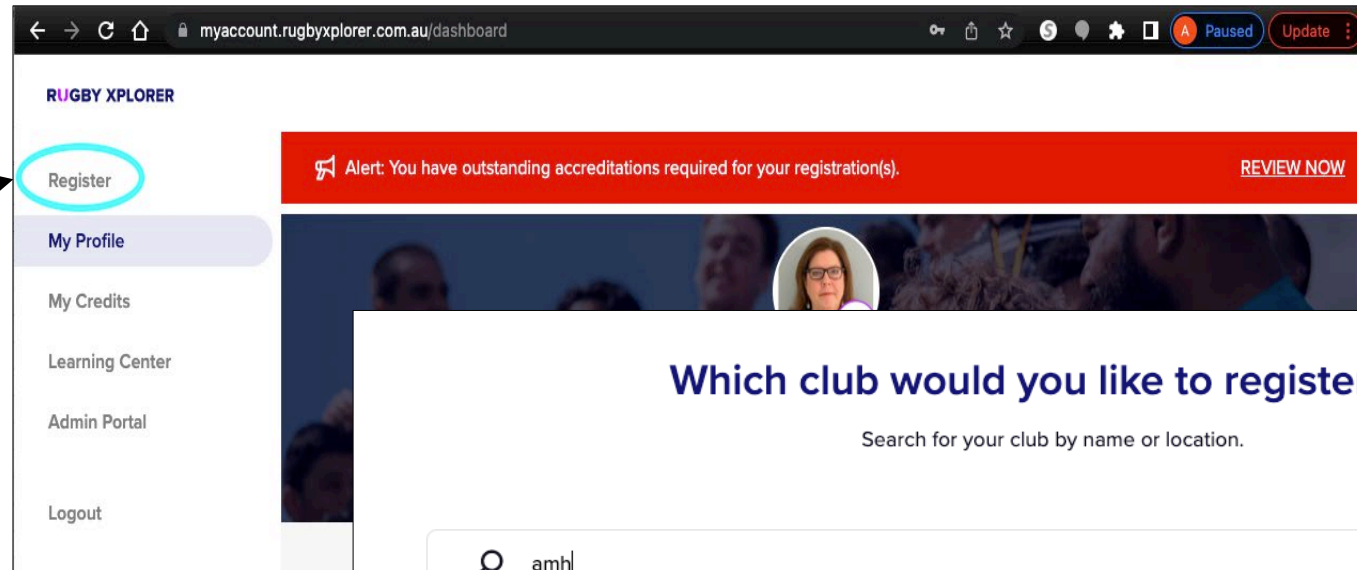
Section 1 - Administration

Rugby Xplorer Profile



Rugby Xplorer Registration

1) Register



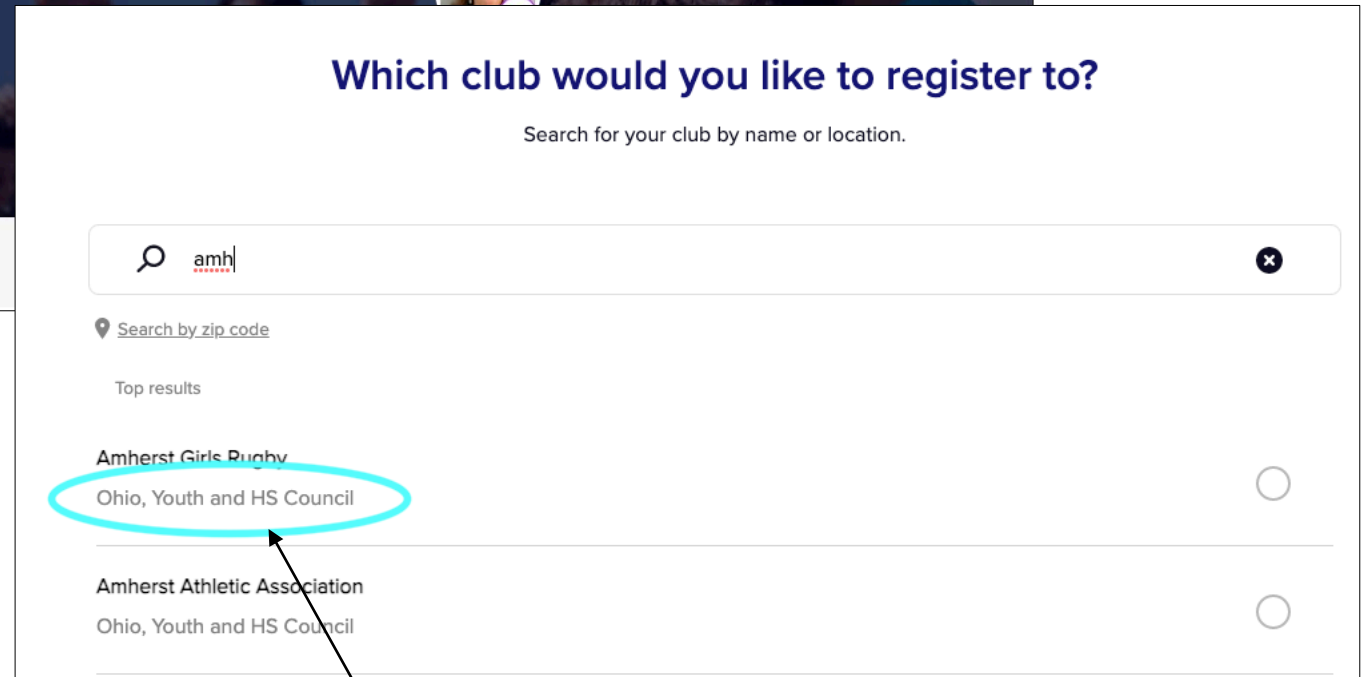
Participate in Rugby

Find a Club

Register as a player, coach, manager or volunteer to your community club competition.

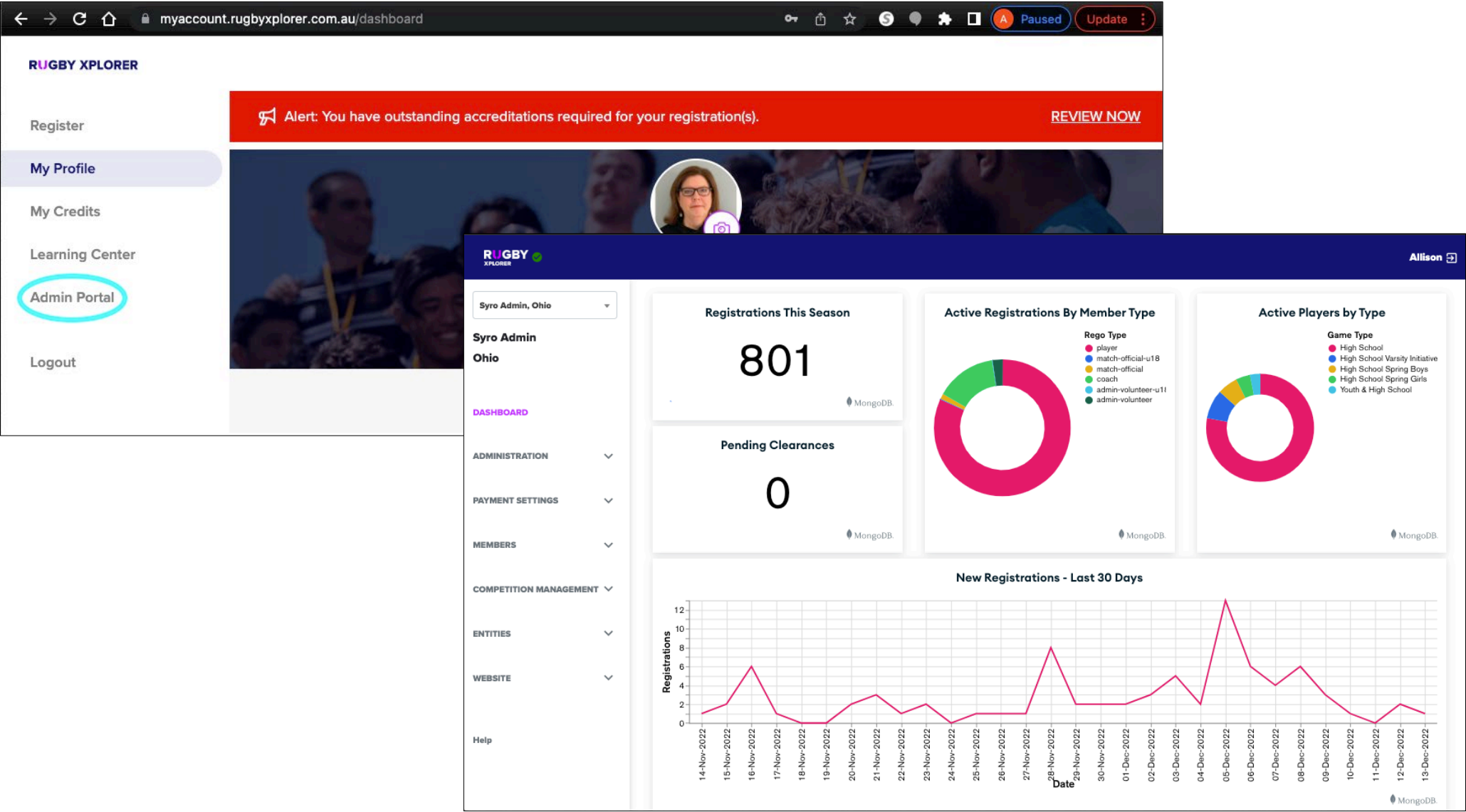


2) Select 'Participate in Rugby'



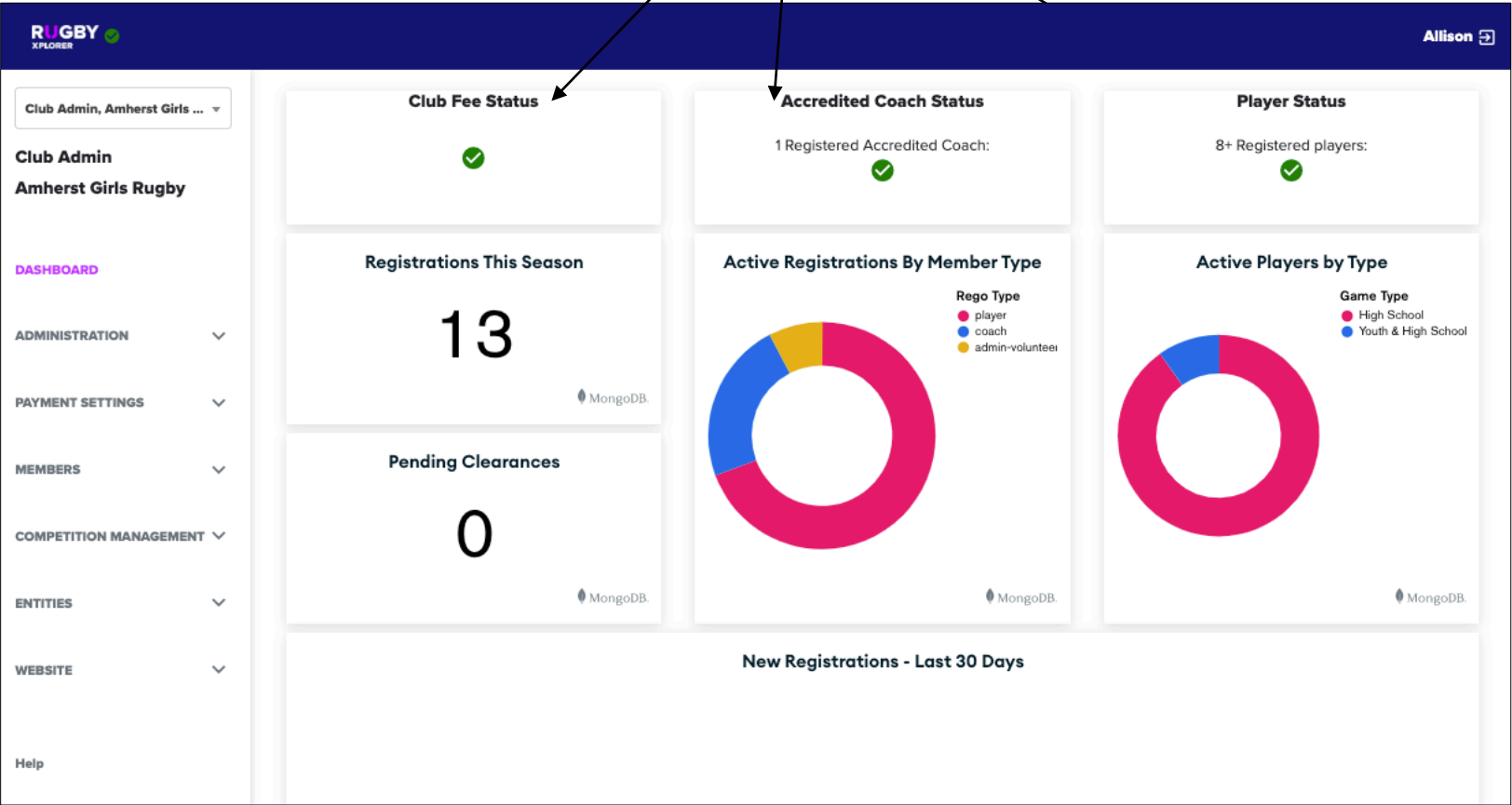
3) Search. Be sure the club you select is associated with the correct entity

Admin Portal



Admin Portal (Club)

Club Status



Menu dropdowns are the same but options within dropdowns are not.

Admin Portal

RUGBY

XPLORER

Club Admin, Westfield Shamrocks Rugby

Club Admin

Westfield Shamrocks Rugby

DASHBOARD

ADMINISTRATION

PAYMENT SETTINGS

MEMBERS

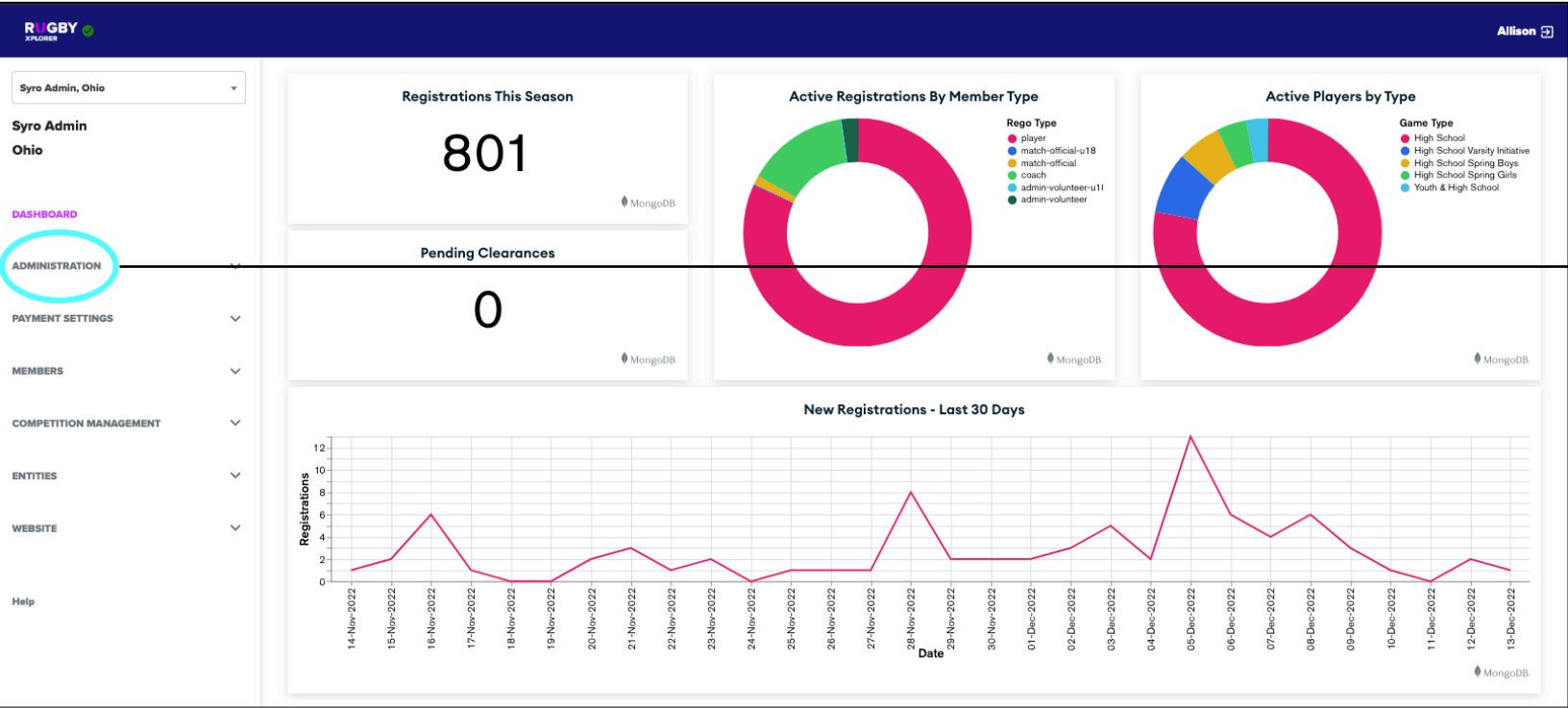
COMPETITION MANAGEMENT

ENTITIES

WEBSITE

Help

Administration Dropdown



ADMINISTRATION

My Club

User Management

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Push Notifications

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Reports

Administration Dropdown: My Club/Details

RUGBY
XPLORER

Wayne

Club Admin, Southeastern Mudsock Ru... ▾

Club Admin

Southeastern Mudsock Rugby

DASHBOARD

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COMPETITION MANAGEMENT ▾

ENTITIES ▾

WEBSITE ▾

My Club

Details | Contacts | Website | Compliance | Teams



Upload a logo

USA Rugby / Youth and HS Council / Indiana

Club Name

Southeastern Mudsock Rugby

Club Address: 12690 Promise Rd, Fishers, IN 46038, USA

Update Club Address

Club Abbreviation

Abbreviation

Home Venue: Cynthenne Park

Search For A Home Venue ▾

Created By: - Created At: May 22, 2022 6:45 PM Modified By: Jessica Dombrowski Modified At: Jan 3, 2023 11:59 AM

Save

Administration Dropdown: My Club/Contacts

RUGBY
XPLORER

Wayne

Club Admin, Southeastern Mudsock Ru... ▾

Club Admin

Southeastern Mudsock Rugby

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MEMBERS ▾

COMPETITION MANAGEMENT ▾

ENTITIES ▾

WEBSITE ▾

My Club

Details

Contacts

Website

Compliance

Teams

Main Contact

Contact Name

Justin Mack

Contact Email

mudsockrugby@gmail.com

Additional Contacts

Contact Name

Contact name

Contact Email

example@example.com

+

Name

Email

No Aditional contacts

Created By: -

Created At: May 22, 2022 6:45 PM

Modified By: Jessica Dombrowski

Modified At: Jan 3, 2023 11:59 AM

Save

Administration Dropdown: My Club/Website

RUGBY
XPLORER

Wayne

Club Admin, Southeastern Mudsock Ru... ▾

Club Admin

Southeastern Mudsock Rugby

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ADMINISTRATION ▾

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MEMBERS ▾

COMPETITION MANAGEMENT ▾

ENTITIES ▾

WEBSITE ▾

My Club

Details

Contacts

Website

Compliance

Teams

URL path

https://explorer.rugby/

southeastern-mudsock-rugby

Subscription

Select A Subscription ▾

UPGRADE

Website address

https://example.com

Facebook Page Name

https://www.facebook.com/

example

Twitter Page Name

https://www.twitter.com/

example

Primary Colour

Secondary Colour

YouTube Page Name

https://www.youtube.com/channel/

channel number

Instagram Page Name

https://www.instagram.com/

example

Created By: -

Created At: May 22, 2022 6:45 PM

Modified By: Jessica Dombrowski

Modified At: Jan 3, 2023 11:59 AM

Save

Administration Dropdown: My Club/Website (cont'd)



Administration Dropdown: My Club/Website (Fixtures/Results)

Rugby Ohio 2022 Fall 7s Girls

Walnut Hills Girls 7s HS A vs Hudson Girls 7s HS A



32 vs 5



Time **Sun, Oct 30, 2022, 10:00 AM**
Location **Kilbourne Run Field #12**

Points Summary

Player Lineup

Commentary



WALNUT HILLS GIRLS 7S HS A



HUDSON GIRLS 7S HS A

Acklin 0'

Acklin 0'

Acklin 0'

Not Player Event 0'

Name Withheld 0'

Houston 0'

Tries

Size more 0'

Conversions

Administration Dropdown: My Club/Website (Fixtures/Results)

Rugby Ohio 2022 Fall 7s Girls

Walnut Hills Girls 7s HS A vs Hudson Girls 7s HS A

**32** vs **5**

Time **Sun, Oct 30, 2022, 10:00 AM**

Location **Kilbourne Run Field #12**

Points Summary

Player Lineup

Commentary

**WALNUT HILLS GIRLS 7S HS A**

**HUDSON GIRLS 7S HS A**

Name Witheld 10	1 Sarah Poole
Lila Ketron 21	2 Maia Kurtsheldt Abdala
Myah Natorp 8	3 Kate Driscoll
Cenjing Wang 9	4 Sydney Herchl
Emily Steen 11	5 Madelyn Hyslop
Renee Blazer 22	6 Lauren Sizemore
DaVina Acklin 14	7 Veronika Ingram

DaVina Acklin **14**

7 Veronika Ingram

SUBSTITUTES

Gretchen Rollinger **19**

Ella Houston **13**

Catherine Graue **6**

Salome Patrigeon **17**

9 Isabella Campi

10 Anna Sturley

11 Name Witheld

12 Ally Wolff

COACHES

Jeffrey Marshall

Thomas Steen

Bailey Regan

Meagan Janis

Administration Dropdown: User Management

RUGBY
XPLOER

Syro Admin, Ohio

Syro Admin
Ohio

DASHBOARD

ADMINISTRATION

My SYRO

User Management

Find Users

example@example.com

ryan

bradfield

Name	DOB	City	State	Email
Ryan		Lakewood	OH	

RUGBY
XPLOER

Syro Admin, Ohio

Syro Admin
Ohio

DASHBOARD

ADMINISTRATION

My SYRO

User Management

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User Details

USA ID: 204

First Name: Ryan

Last Name:

User Permissions

Select A Level

Add Level

Club	Amherst Girls Rugby	×
Club	Amherst Athletic Association	×
Club	Archbishop Moeller HS	×
Club	Avon Lake Rugby	×
Club	Avon Rugby	×

Administration Dropdown: User Management (cont'd)

Club Admin
Full access to all club level details

Team Admin
For live scoring access in MatchDay app

SYRO Admin
Full access to all SYRO level details

← Back

User Details

USA ID: 204[REDACTED]

First Name: Ryan

Last Name: Bradfield

User Permissions

Select A Level

Club Admin

Team Admin

SYRO Admin

Add Level

Administration Dropdown: Communications (email)

Communications

Club Registrations

Filters

All filters are optional.

Registration Status ⓘ

Season

Member Type

Age Range

Team Squad (only available for current season)

Calculate Target Group

Send Email

Please calculate target group first before sending email.

Email Subject

Email Body


Select "Active" or "Inactive (no registered) for the season"

Next year you will need to decide which USAR membership Year

Select your target, remember anything you add is "also include"

Optional – focus by age

Optional – focus on a specific team



Administration Dropdown: Communications (email continued)

Exclusion Emails (use comma to separate emails)

Send Email



Optional – Allows you to exclude email addresses

Administration Dropdown: Push Notifications

RUGBY
XPLORER

Club Admin, Westfield Shamrocks Rugby

Club Admin
Westfield Shamrocks Rugby

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Club Registrations

Filters

All filters are optional.

Registration Status ⓘ

Season

Select A Registration Status

2023

Member Type

Age Range

Team Squad (only available for current season)

Select member type

Min

-

Max

Select a team

Calculate Target Group

Send Notification

Please calculate target group first before sending notification.

Header

Message

Send Notification

Feature is not currently enabled

Administration Dropdown: Registration Refund Requests

RUGBY
XPLORER

Wayne

Club Admin, Royal Irish Rugby

Club Admin
Royal Irish Rugby

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Registration Refund Requests

Season 2023

Show 25 entries

Search:

Registration Id	USA ID	First Name	Last Name	Entity Type	Entity Name	Status	Created At
		Hayden		Club	Royal Irish Rugby	Processed	09/22/2022, 09:09 PM
		Hayden		Club	Royal Irish Rugby	Processed	09/22/2022, 09:09 PM

Showing 1 to 2 of 2 entries

Previous1Next

Administration Dropdown: Registration Refund Requests

[← Back](#)

Registration Refund Request Details

Registration Id		Season	
<div>1</div>		<div>2023</div>	
Entity Type	Entity Name		
<div>Club</div>	<div>Royal Irish Rugby</div>		
First Name	Last Name	USA ID	
<div>Hayden</div>	<div></div>	<div></div>	
Role	Registration Type	Duration	
<div>Player</div>	<div>High School Fall</div>	<div>Season</div>	
Status	Request Date & Time		
<div>Processed</div>	<div>09/22/2022, 09:09 PM</div>		
Reason			
<div>charged 3 times</div>			

Created By: Hayden Netral Created At: Sep 22, 2022 9:09 PM Modified By: Amy Alagna Modified At: Sep 22, 2022 10:38 PM

Club Refund Approval

Royal Irish Rugby

Registration Amount Paid: \$0.00

Refund Type: Cash Refund

Refund Amount: \$0.00


Note:

✓ Approved

Administration Dropdown: Registration Refund Requests


Super Refund Approval

Indiana
Registration Amount Paid: \$70.00
Note: Player participated in the fall season, no refunds per policy.

 Declined


Council Refund Approval

Youth and HS Council
Registration Amount Paid: \$11.00
Refund Type: Rugby Xplorer Credit
Refund Amount: \$11.00
Note:

 Pending

Super Refund Approval

USA Rugby
Registration Amount Paid: \$14.00
Refund Type: Rugby Xplorer Credit
Refund Amount: \$14.00
Note:

 Pending

Update Refund Approval For My Club

Entity Name

Status

Select A Status

Approve or Decline

Note

Provide a reason

Update

Cancel

Administration Dropdown: Reports

Club Admin, Southeastern Mudsock Ru... ▾

Club Admin

Southeastern Mudsock Rugby

DASHBOARD

ADMINISTRATION ▾

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Reports

Registration Reports

Registration Report, USA

Competition Management Reports

Player & Team Official History Report

Accreditation Report

Admin Users Report

Financial Reports

Financial Transactions Report

Administration Dropdown: Reports

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Club Admin

Southeastern Mudsock Rugby

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Administration Dropdown: Reports

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Club Admin

Southeastern Mudsock Rugby

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Registration Reports

Registration Report, USA

Competition Management Reports

Player & Team Official History Report

Accreditation Report

Admin Users Report

Financial Reports

Financial Transactions Report

Check player & team official history

Check the certification status of your coaches, referees, admins

Check who you gave club and team admin rights to

If you collect fees through the system you can get reports here

Administration Dropdown: Reports

Club Admin, Southeastern Mudsock Ru... ▾

Club Admin

Southeastern Mudsock Rugby

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Registration Report, USA

Report Filter

Not selecting a filter will return all results by default.

Season

2023 ▾

From Date

mm/dd/yyyy

To Date

mm/dd/yyyy

Email Report

Report Type

CSV ▾

Email Report

Please select the columns for your report

☒ Select All

Column	Select
Reg ID	✓
Statedge ID	✓
USA ID	✓
First Name	✓
Last Name	✓

USA Rugby Membership Year

Use the Registration Season Dates (ie Spring = 01 Nov to 30 May)

Suggest XLSX report to be emailed

Select your report data options here.

Administration Dropdown: Reports

RUGBY
XPLORER

Club Admin, Southeastern Mudsock Ru... ▾

Club Admin

Southeastern Mudsock Rugby

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Accreditation Report

Report Filter

Not selecting a filter will return all results by default.

Accreditation

× World Rugby Coach Level 1

Status

Select status(s) (optional)

Email Report

Please click email report button to generate and send report to your email.

Report Type

CSV ▾

Email Report

Please select the columns for your report

☒ Select All

Column	Select
Statedge ID	✓
USA ID	✓
First Name	✓
Last Name	✓
Email	✓

When a filter has a dropdown box, only select 1 item. If you select 2 or more, the data query is understood as a “Required And” and not an “Either” or “Or”