



RX Reference Manual  
for Club Admins

Section 3 - Members

# Admin Portal

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Club Admin, Westfield Shamrocks Rugby ▾



**Club Admin**

**Westfield Shamrocks Rugby**

**DASHBOARD**

**ADMINISTRATION**



**PAYMENT SETTINGS**



**MEMBERS**



**COMPETITION MANAGEMENT**



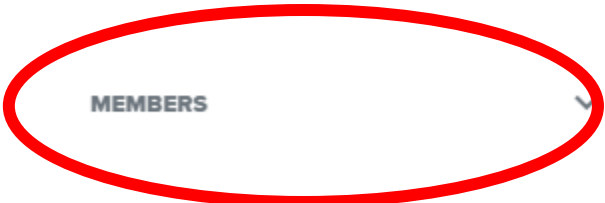
**ENTITIES**



**WEBSITE**



**Help**



# Members Dropdown

The dashboard displays the following information:

- Syro Admin, Ohio** (Location)
- Registrations This Season**: 801
- Pending Clearances**: 0
- Active Registrations By Member Type** (Donut Chart):
  - player (pink)
  - match-official-u18 (blue)
  - match-official (yellow)
  - coach (green)
  - admin-volunteer-u11 (light blue)
  - admin-volunteer (dark green)
- Active Players by Type** (Donut Chart):
  - High School (pink)
  - High School Varsity Initiative (blue)
  - High School Spring Boys (yellow)
  - High School Spring Girls (green)
  - Youth & High School (light blue)
- Registrations** (Line Chart): Shows daily registration counts from 14-Nov-2022 to 20-Nov-2022.
- Registrations** (Line Chart): Shows daily registration counts from 04-Dec-2022 to 13-Dec-2022.

The **MEMBERS** dropdown menu includes the following options:

- MEMBERS
- Member Management
- Registration Clearances
- Member Assessments & Consent Forms
- Accreditations

# Members: Member Management

**RUGBY XPLORER**

Syro Admin, Ohio

**Syro Admin**  
**Ohio**

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- Member Management**
- Registration Clearances
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- Accreditations

## Find Members

USA ID

First Name

Last Name

Email

Club

Show 25 entries

MyRugby ID	Name	Email	Action
2455[REDACTED]	Allyson [REDACTED]	[REDACTED]	Member
30145[REDACTED]	Cassandra [REDACTED]	[REDACTED]	Member
2450[REDACTED]	Aiden [REDACTED]	[REDACTED]	Member

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- Member Details
- Player Points
- Registrations
- Legacy Registrations
- Accreditations
- Injuries
- Incidents
- Referee Notes
- Appointment (Upcoming)
- Appointment (History)
- Dispensations

- Use the search fields to narrow down your search
- Clicking on a name gives you that individual information and history via a new menu with expandable sections.

# Members: Registration Clearances

These are Transfer Requests

Club Admin, Southeastern Mudsock Ru... ▾

Club Admin  
Southeastern Mudsock Rugby

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Member Management

Registration Clearances

## Registration Clearances

Show 10 entries

Search:

USA ID	First Name	Last Name	Registration Type	To Club	Status
[REDACTED]	Crew	[REDACTED]	High School	Pendleton Rugby	Approved
[REDACTED]	Cameron	[REDACTED]	High School	Hamilton Southeastern HS	Approved

Showing 1 to 2 of 2 entries

Previous 1

Click on the player's name

# Members: Registration Clearances

These are Transfer Requests

Club Admin, Southeastern Mudsock Ru...

Club Admin  
Southeastern Mudsock Rugby

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## Clearance Request Details

USA ID

First Name

Last Name

DOB

[Redacted]

Crew

[Redacted]

[Redacted]

Reason

Played with Mudsock In the fall and playing with Pendleton full time in the spring

Registration Type

To Club

High School

Pendleton Rugby

Final Status

Request Date & Time

Season

Approved

Dec 2, 2022 4:34 PM

2023

Created By: - Created At: Dec 2, 2022 4:34 PM Modified By: Wayne Eells Modified At: Dec 2, 2022 4:55 PM

Parents Clearance Status

Syro - Indiana

Note: Player was cleared to play for Mudsock as Pendleton does not have a Fall 7s team. Now returning to the correct program for Spring.

Approved

Clubs Clearance Status

Southeastern Mudsock Rugby

Note: Returning to the correct team for Spring Season.

Approved

Update Status For Parent/Club

Entity Name

# Members: Registration Clearances Cont.

Update Status For Parents Club

Entity Name

Club - Southeastern Mudsock Rugby

Status

Select A Status

Select Pending, Approved, or Denied

Note

Insert the reason for the status, and then update.

Update

Cancel

# Members: Accreditations

The screenshot shows the 'Find Accredited Members' interface in the RUGBY XPLORER system. The left sidebar contains navigation options: Syro Admin, Ohio, DASHBOARD, ADMINISTRATION, PAYMENT SETTINGS, MEMBERS (with 'Accreditations' circled in red), Member Management, Registration Clearances, and Member Assessments & Consent Forms. The main content area has a title 'Find Accredited Members' and a search form with the following fields: Accreditation (dropdown), Status (dropdown), Role (dropdown), and Member Status (dropdown). A 'Search' button is located to the right of the Status field. Below the search form is a table with columns: USA ID, First Name, Last Name, Email, Clubs, Accreditation, Status, Completed, and Expires. The table shows 'Show 20 rows per page' and 'Page 1 of 0'. A blue link 'Export Results to CSV' is visible. Three blue arrows point from text boxes to the Accreditation, Status, and Member Status dropdowns. A red text box at the bottom explains that selecting multiple items in these fields creates an 'And' search.

**Annotations:**

- Only select one accreditation per search
- Only select one status per search.
- Only select one member status per search
- Entering more than one item in each of those fields creates an "And" search that require all the options selected in that field



# Members: Squad Management

Club Admin, Westside Rugby

Club Admin  
Westside Rugby

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## Squad Management



Show  entries

Search:

Team Name	Age Level	Rugby Event
Westside Boys 15s Grade 7/8	Youth (7-14)	No
Westside Boys 15s HS A-Side	High School (14-19)	No
Westside Boys 15s HS B-Side	High School (14-19)	No
Westside Boys 7s HS A-Side	High School (14-19)	No
Westside Boys 7s HS B-Side	High School (14-19)	No
Westside Coed 10s Grade 5/6 A-Side	Youth (7-14)	No
Westside Coed Flag Grades 2/3/4 A-Side	Rookie	No
Westside Girls 15s HS A-Side	High School (14-19)	No
Westside Girls 7s Grade 7/8 A-Side	Youth (7-14)	No
Westside Girls 7s HS A-Side	High School (14-19)	No

Showing 1 to 10 of 10 entries

Previous **1** Next



# Members: Squad Management

## Squad Management

Team Name: Westside Girls 15s HS A-Side  
Age Level: High School (14-19)

This creates your pool of eligible players and coaches for this team's roster

Players **Non-Players**

### Club Members

To add non-players, select from list below and click 'Add To Team'

Add To Team

Filter by:

Name  Role

clear

Name ▲	Roles	Select
Aaron [redacted]	Coach	
Gage [redacted]	Match Official	
Joseph [redacted]	Match Official, Coach	
Stephen [redacted]	Coach	
Terrill [redacted]	Coach	
Wayne Eells	Coach	

You can filter by role (coach, Match Official, Etc.)

### Current Squad

To remove non-players, select from list below and click 'Remove'

Remove

Non-Player Name	Roles	Select
No non-player		

To remove – click names on the squad, then click remove

To add to the team - Click names you want to add, then click add to team

Show 20 rows per page

Page 1 of 1

# Members: Squad Management

## Squad Management

Team Name: Westside Girls 15s HS A-Side  
Age Level: High School (14-19)

This creates your pool of eligible players and coaches for this team

Players Non-Players

### Club Members

To add players, select from list below and click 'Add To Team'  
Please note that the players age is displayed as of the end of the current calendar year

Add To Team

Filter by:

Name

Age Level

Gender

Name ▲	Age	Gender	Select
AJ [redacted]	14	Female	
Abiram [redacted]	18	Male	
Aissatou [redacted]	16	Female	
Armando [redacted]	18	Male	
Ava [redacted]	18	Female	
Billy [redacted]	18	Male	

### Current Squad

To remove players, select from list below and click 'Remove'

Remove

Player Name

Select

No player

To remove – click names on the squad, then click remove

To add to the team - Click names you want to add, then click add to team

You can filter by age and or gender

# Members: Non-Player Management

**Do Not Change Any Settings For People On This Page, This Is Linked To Their Registration.**

Club Admin, Westside Rugby

**Club Admin**  
Westside Rugby

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**Non-Player Management**

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## Non-Player Management

Clear Filters Edit All Export To CSV

Filter by:

Name USA ID Role

Age From Age To Gender

Member Name	USA ID	Age	Gender	Roles	Action
Wayne Eells	2123416	53	Male	Coach	Edit
Matthew Long	3081194	52	Male	Admin/Volunteer	Edit
Terrill MacMillan	2021089	56	Male	Coach	Edit
Bruce Mayo	5018147	64	Male	Admin/Volunteer	Edit
Stephen Nicholson	2455476	38	Male	Coach	Edit
Aaron Poland	2402868	41	Male	Coach, Admin/Volunteer	Edit