



RX Reference Manual  
for Club Admins

Section 5 – Squad Management,  
Team Lists & Live Scoring

## Overview

- Players Register
- Team Created
- Players assigned to teams through Squad Management
  - Players can be assigned to more than one side
- Players on a squad are able to be selected for Team Lists
- Each match has its own Team List
- Team lists are managed through Rugby Match Day app
- Lineups are viewed through Rugby Xplorer app

### Platforms:

- RX Admin Portal on a computer or tablet
  - Admin Portal is not optimized for mobile
- Rugby Xplorer app
- Match Day app



Admin Portal – Entities - Teams

~~Admin Portal – Entities - Teams~~

Club Admin

Amherst Girls Rugby

DASHBOARD

ADMINISTRATION

PAYMENT SETTINGS

MEMBERS

COMPETITION MANAGEMENT

ENTITIES

Teams

WEBSITE

Help

For those of you who like to get work done while sitting at your desk on a computer, you are able to work through the Squad Management step, in the Admin Portal area of Rugby Xplorer

- Find your team
- Click on your team

Teams

Create Team

Show 25 entries

Search:

Team ID	Club Name	Team Name	Age Level	Comps	Rugby Event
EoxGPtFJD89BW3Hqk	Amherst Girls Rugby	Amherst Girls 7s HS A	High School (14-19)	Rugby Ohio 2022 Fall 7s Girls, Fall 2022 Girls	No
NboYnbMShRckjcuWo	Amherst Girls Rugby	Amherst Girls Flex HS	High School (14-19)	Rugby Ohio 2023 Spring 15s Non-League Games, Rugby Ohio 2023 Spring 15s Non-League Games, Rugby Ohio 2023 Spring 15s Non-League Games, Rugby Ohio 2023 Spring 15s Non-League Games, Rugby Ohio 2023 Spring 15s Non-League Games	No

Showing 1 to 2 of 2 entries

Previous1Next

# Team Details

Club Admin, Amherst Girls Rugby

Club Admin  
Amherst Girls Rugby

DASHBOARD

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Team

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Team DetailsSquad Management

Club Name

Amherst Girls Rugby

Team Name

Amherst Girls Flex

Age/Grade Abbr

HS

Extra (Optional)

e.g. Blue or A

Abbreviation

Team Abbreviation

Age Level

High School (14-19)

Season

2023

Contact Name

Select A Manager

Contact Mobile (inc intl. code)

eg. +610404498360

Reports Email Address

Reports Email address

Delete

SaveCancel

Teams are created and named at the SYRO level so that there is consistency and functionality to be able to accurately identify each team.

## Squad Management

Registered players are 'Club Members' and can be assigned to squads within your club.

Players will need to be added to the squad for any team they will play on. If you've got A and B sides, you may want a player on both or you may want all players on both.

- Click on members you want to add to squad
- Click on 'Add to Team' button to assign them to the squad

[Team Details](#) [Squad Management](#)

[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:

clear

Name ▲	Age	Gender	Select
Avery Frye	19	Female	
Brogan Siesel	16	Female	
Emily Stiner	15	Female	
EmmaLee Cassidy	17	Female	
Grace Zgola	18	Female	
Hailee Bukovac	17	Female	
Marissa Barry	15	Female	
Rebeka Cassidy	16	Female	
Samantha Watkins	15	Female	

Show  rows per page

Page  of 1

### Current Squad

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

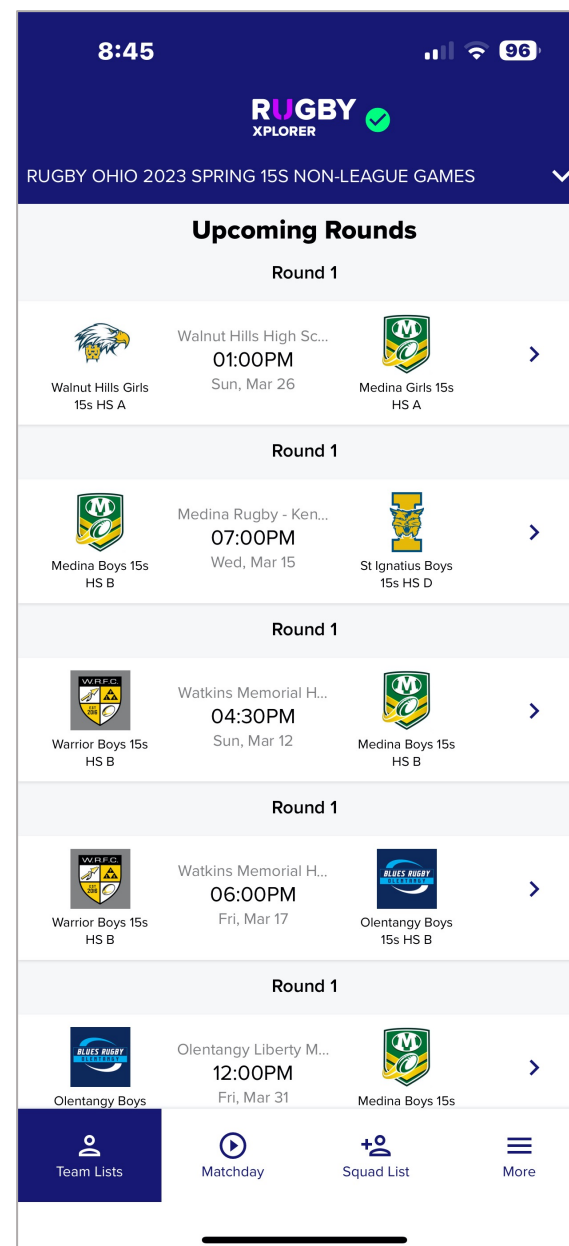
Remove

Player Name	Select
No player	

## Squad Management – Match Day app

When you open the Match Day app, you'll see a dropdown at the top to toggle between Competitions your teams are entered in.

- Only those given Team Admin permissions will have access to your teams. Access is granted for each team in your club.
  - Admin Portal – Administration - User Management – search for user – click on user – select a level (team admin) – Add Level – Select a Team - Save
- The Team Lists view is open by default
- You'll only see matches your teams are involved in
- Upcoming Rounds are shown first
- Previous Rounds are shown at the bottom of your upcoming rounds list
- Spring 2023 season is divided into two competitions:
  - Rugby Ohio 2023 Spring 15s League Games
  - Rugby Ohio 2023 Spring 15s Non-League Games
- If you haven't set up squads yet, you won't see any players to put on team lists



## Squad Management (cont'd)

- Click on the Squad List icon
- Be sure you have the correct Club and Team selected through the dropdowns at the top of the screen
- Club Members show by default
- Click on Player names (or use filters to make the list a better list for you)
- Click on 'Add to squad' at bottom of screen
- Toggle to Non-Player and repeat the process to assign coaches to your squad

The screenshot displays the Rugby Xplorer app interface. At the top, the status bar shows the time 8:46, signal strength, Wi-Fi, and battery at 95%. The app header is dark blue with the 'RUGBY XPLOER' logo and a green checkmark. Below the header, two dropdown menus are visible: 'AMHERST ATHLETIC ASSOCIATION' and 'PERRYSBURG GIRLS 7S HS A'. The main content area has a light blue background. At the top of this area are two tabs: 'Club Members' (selected) and 'Current Squad'. Below the tabs is a toggle switch for 'Player' (selected) and 'Non-Player'. There are four filter input fields: 'First Name', 'Last Name', 'Age', and 'Select gender' (with a dropdown arrow). Below these filters is a list of player names in white boxes: Bradley Beebe, Mckenna Biami, Piotr Tadeusz Bloda, Eric Bush, Jaxon Cannon, Troy Carte, Abdullah Chaudry, and Ellyson Cole. At the bottom of the screen is a navigation bar with four icons: 'Team Lists', 'Matchday', 'Squad List' (highlighted in a dark blue box), and 'More'.

## Team Lists

- Click on the Team Lists icon if already in app, or open app and default screen will be Team Lists
- Click on a match
- Be sure you have the correct Team selected through the dropdowns at the top of the screen
- Open Players dropdown
  - Select player from squad
  - Select position
  - Include jersey number player will wear – system defaults to standard numbers but you can adjust as needed
  - If captain or vice-captain, click on indicator
- Click Add
- Repeat until all players have been added to your Team List
- Repeat for Team Officials dropdown
- Click 'Submit'

8:49

RUGBY XPLORER

PERRYSBURG GIRLS 15S HS A

PLAYERS

TEAM OFFICIALS

Clear All

Submit

Max Player Points: 1000  
Current Player Points: 0

Team Lists Matchday Squad List More

8:50

RUGBY XPLORER

PERRYSBURG GIRLS 15S HS A

PLAYERS

Select a player

Select a position

Shirt #

Captain (C) Vice Captain (VC)

Add

TEAM OFFICIALS

Clear All

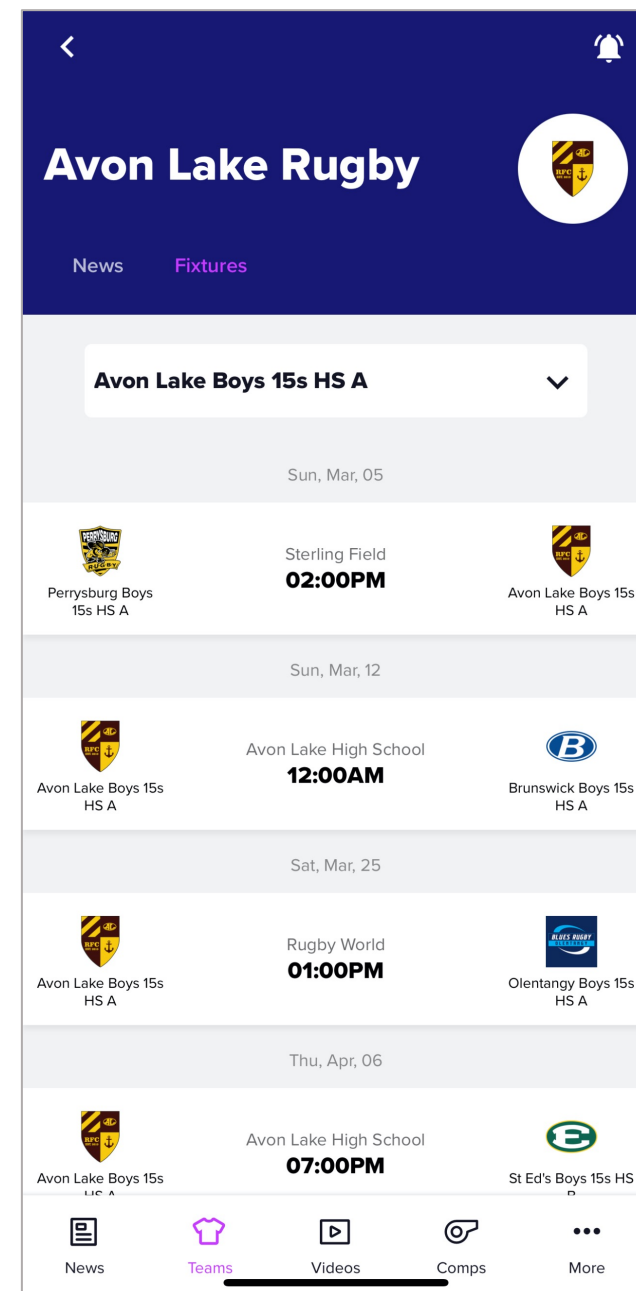
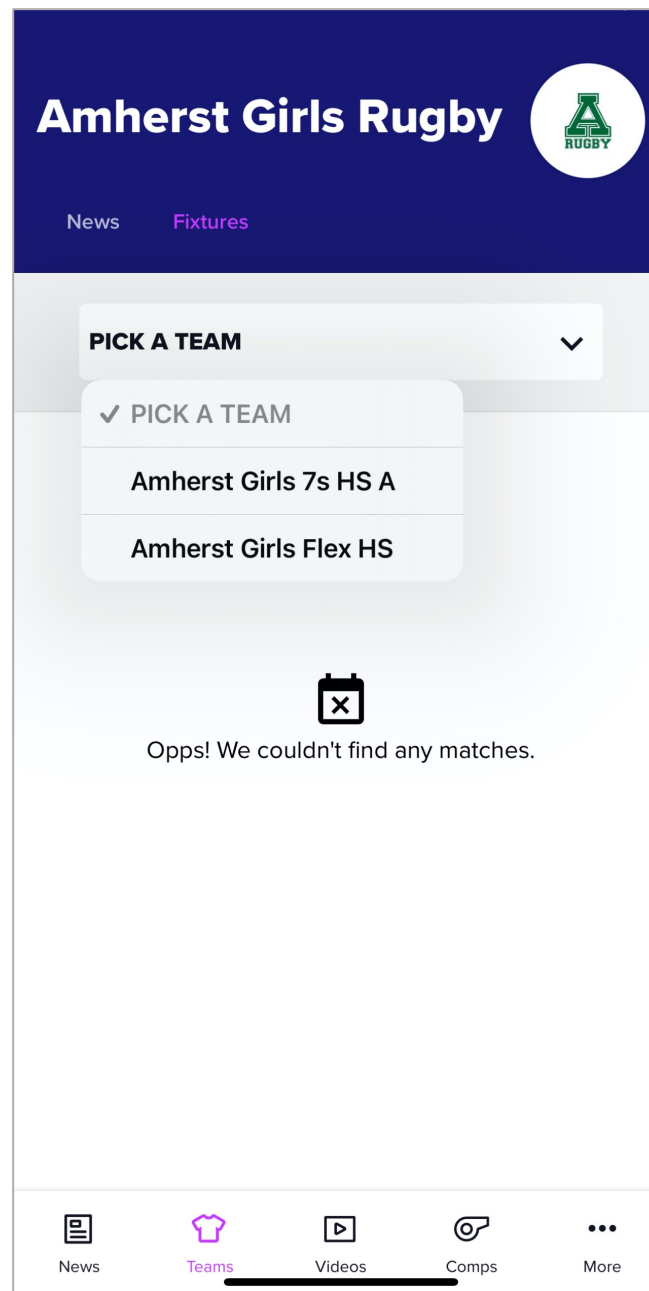
Submit

Max Player Points: 1000  
Current Player Points: 0

Team Lists Matchday Squad List More

## Fixtures in Rugby Xplorer app

- In Rugby Xplorer app, if you are following a team, you'll see matches for that team
- Parents will use the Rugby Xplorer app for scores and standings
- Be sure you have the correct Team selected through the dropdowns at the top of the screen
- Click on your club from the main 'Teams' screen
- Click on the 'Fixtures' tab
- Pick a team
- A list of games for that team will show up on the screen
- Click on a game to see more information about that game



## Teams Lists are also Line-Ups

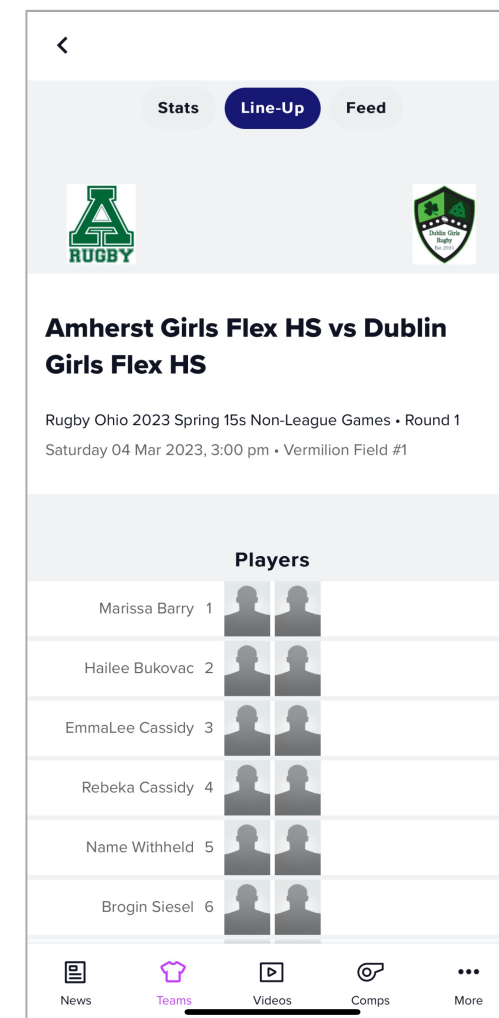
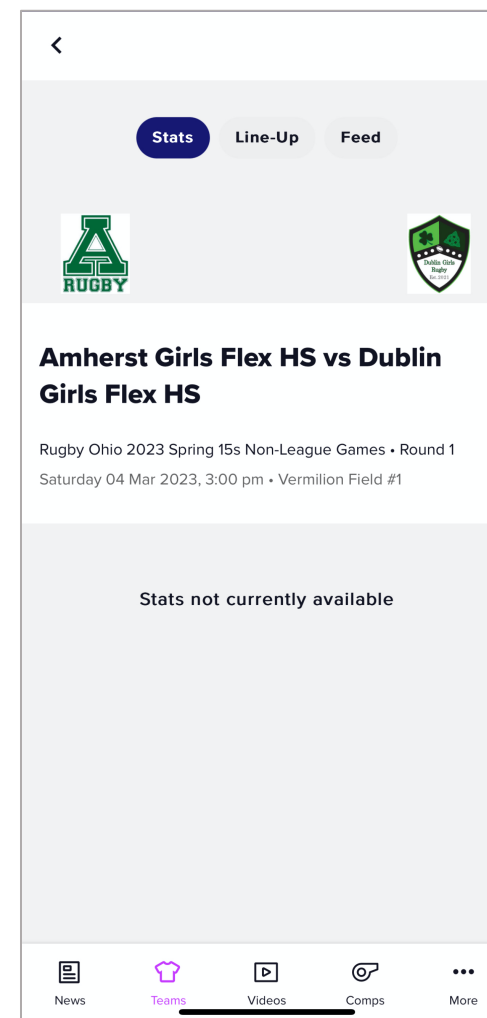
- Click on a match (in a Team you follow on the Rugby Xplorer app)
- If the match is over, the results will show
- Click on the Line-Up and you'll see the participants for that match (this is a public view of the Team List)
  - Players who have uploaded photos will have their photo showing
  - Opposing teams will see the other team's lineup and can use it for reference as needed
  - If a player has selected 'Private' in their profile settings, they will display as 'Name Withheld'.

### What does this mean?

**Public:** Your name will display on public team lists and match results.

**Private:** Your name will display as "Name Withheld". This should only be selected in cases of child protection issues or employment identification protection.

Ok, got it



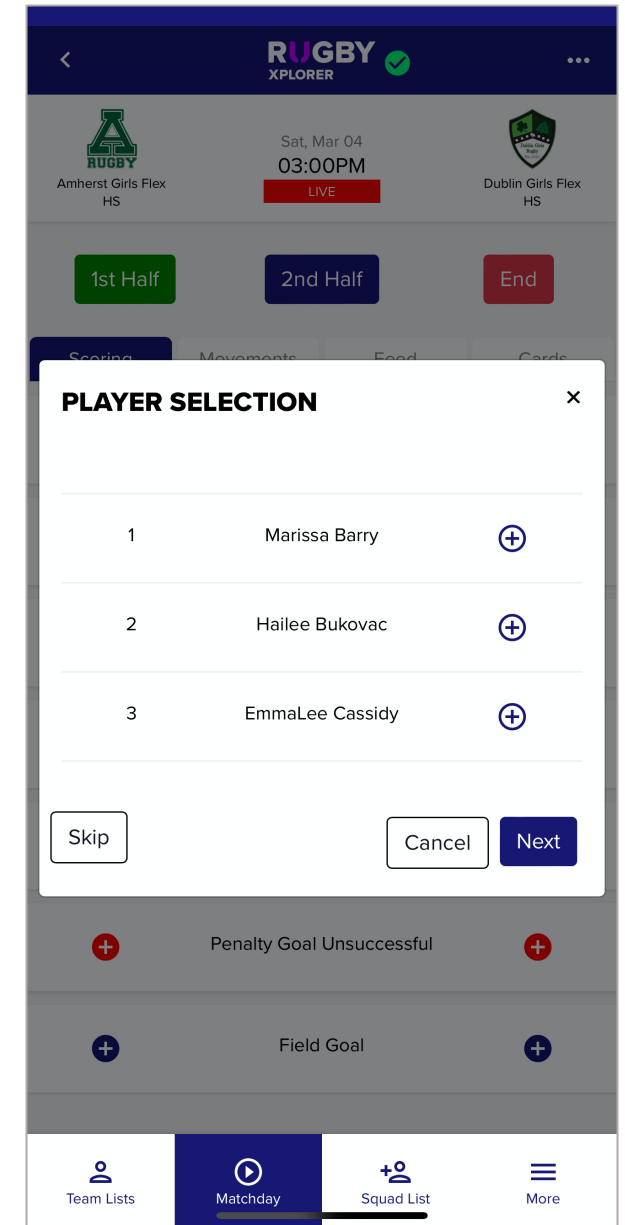
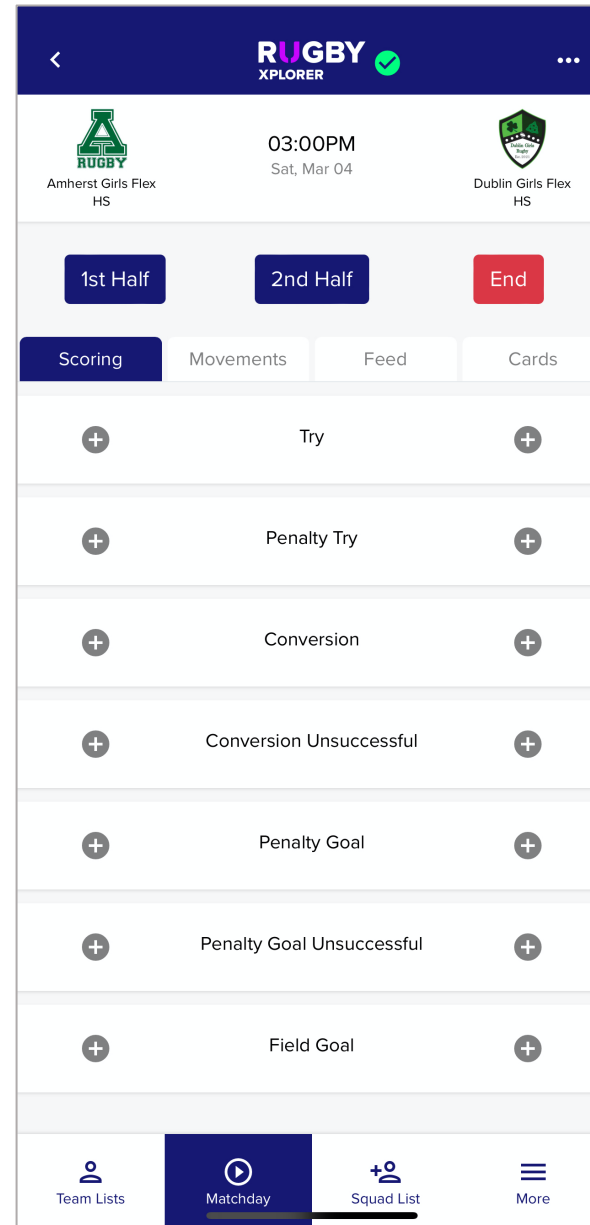
My privacy setting for public team sheets and results. ⓘ

Public



## Matchday – Live Scoring

- Back in the MatchDay app...
- Click on the Matchday icon
- Click on the fixture you want to score
- Select the option to just score for your team
- Click on '1<sup>st</sup> Half' to begin. When you do this the button turns green
- Hit the plus sign next to the appropriate activity and you'll see an option for player selection. You can skip or select.
- When the game goes to the 2<sup>nd</sup> half, click on '2<sup>nd</sup> Half' to begin and it will ask you to confirm the score at the end of the 1<sup>st</sup> half
- At the end of the game, coaches from both teams and the sir should confirm the final score and if that matches what you have in the system, click on 'End'



## MatchDay – Tracking Substitutions

- Select the 'Movements' tab
- The 1st Half and 2<sup>nd</sup> Half buttons work the same way
- The Feed tab will show all scoring/movement activity for the game - this is also what will show under Stats for the public view in the Rugby Xplorer app

