

## Season 2017 – Club Checklist

ACTIONS	
GENERAL ADMIN	
<input type="checkbox"/>	Are your Rugby Link users correct for 2017?
<input type="checkbox"/>	Add/ edit/ delete Rugby Link Administrators
<input type="checkbox"/>	Check your organisation details are correct
<input type="checkbox"/>	Add/ edit Club Office Bearers
<input type="checkbox"/>	Check Notification Subscribers List <i>*Note: there are additional notifications administrators can subscribe to in 2017</i>
<input type="checkbox"/>	Check/ edit sibling/ family relationships if your Club is going to offer family discounts when registering
<input type="checkbox"/>	Check your Coaches/ Team Manager accreditations using the Accreditation Manager Report
REGISTRATIONS	
<input type="checkbox"/>	Review Player Registration Scenarios: <ul style="list-style-type: none"> <li>Online payments need your Club bank account details setup in the ARU Payment Gateway <ul style="list-style-type: none"> <li>If they are not set up or have they changed, please complete the Club Financial Details <a href="#">JotForm</a></li> </ul> </li> <li>Will you be allowing scheduled player payments?</li> <li>Will you be allowing offline payment?</li> </ul> <i>*Note: online registration is mandatory in 2017. Scheduled payments will be released early in 2017</i>
<input type="checkbox"/>	Create/update online registration products for PLAYERS and NON-PLAYING MEMBERS <i>*Note: juniors will be required to setup a product for each age. Select the relevant role and sub-role for your non-playing members</i>
<input type="checkbox"/>	Add your 2017 registration products to your NEW online registration sign-up form <i>*Note: all Clubs must create a NEW online registration sign-up form to include new features (e.g. parent/ guardian workflow)</i>
<input type="checkbox"/>	Check your players and non-playing members all have their Participants Logins
COMPETITION MANAGEMENT	
<input type="checkbox"/>	Submit your Team Nominations for your competition via Rugby Link <i>*Note: check with your Competition Manager first</i>
<input type="checkbox"/>	Assign players to their squad list <i>*Note: this will assist with team selection prior to matches</i>
<input type="checkbox"/>	Publicise Competition Information
<input type="checkbox"/>	Match Day Tasks: <ul style="list-style-type: none"> <li>Select team</li> <li>Results entry</li> <li>Player statistics, player incidents and player injury entry</li> </ul> <i>*Note: your Competition Managers will determine timelines of when these tasks must be completed by</i>
<input type="checkbox"/>	Does your Club have a Best & Fairest player award? Player Votes in Rugby Link can track this for you, tying votes to a fixture

**NOTE:** Rugby Link self-help guides can be found on the Rugby Link Resource Library [webpage](#)

\*As of 30 November 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).

## General Admin - Checking Organisation Details

This Rugby Link self-help guide explains the process of checking your organisation setup. This includes your website, mailing address, social media information and contact details. Clubs will learn how to update and edit this information. The details entered will be displayed on the Organisation Information page that is accessible via the Club Finder (<http://rugby.sportzvault.com/>).

### Checking Organisation Setup

Navigation in Rugby Link: Rugby Club name drop down > Organisation Details

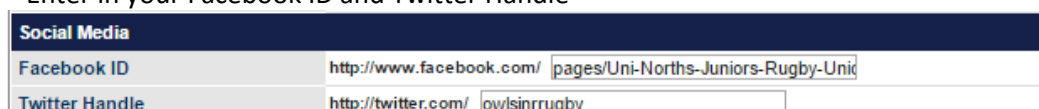
- Organisation Details:
  - Enter in your Club website
  - Add a description
  - Colours and Incorporation status are *optional*



Organisation Details	
Organisation Full Name	Norths JRU
Abbreviation	NJ
Website	<a href="http://www.owlsrugbyjuniors.com.au/">http://www.owlsrugbyjuniors.com.au/</a>
Description	Family oriented junior rugby club based in the Nth side of Canberra.
Colours	
Incorporation Status	<input checked="" type="radio"/> No <input type="radio"/> Yes
Incorporation ID	

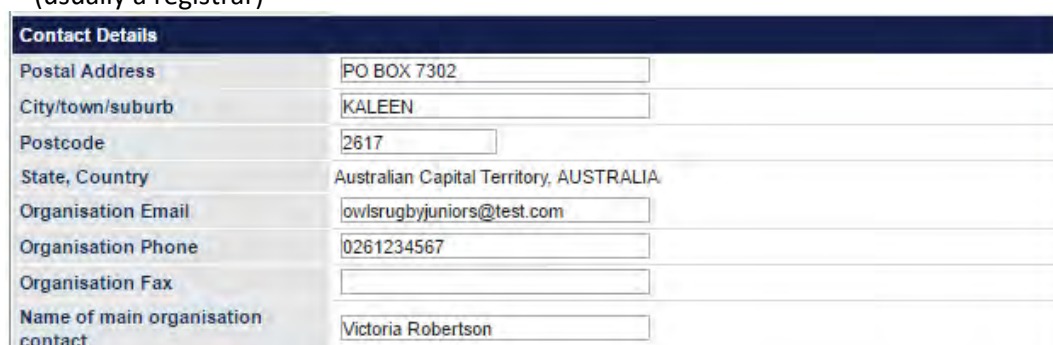
**NOTE:** 'Organisation Full Name' and 'Abbreviation' can only be changed by ARU. If you have recently changed your Club name, please complete the ARU New Club/ Name Change Form found [here](#)

- Social Media:
  - Enter in your Facebook ID and Twitter Handle



Social Media	
Facebook ID	<a href="http://www.facebook.com/pages/Uni-Norths-Juniors-Rugby-Unit">http://www.facebook.com/pages/Uni-Norths-Juniors-Rugby-Unit</a>
Twitter Handle	<a href="http://twitter.com/owlsjnrrugby">http://twitter.com/owlsjnrrugby</a>

- Contact Details:
  - Enter in your Rugby club's postal address, name and contact details of your Club's main contact (usually a registrar)



Contact Details	
Postal Address	PO BOX 7302
City/town/suburb	KALEEN
Postcode	2617
State, Country	Australian Capital Territory, AUSTRALIA
Organisation Email	owlsrugbyjuniors@test.com
Organisation Phone	0261234567
Organisation Fax	
Name of main organisation contact	Victoria Robertson

## General Admin - Checking Organisation Details

- Home venue:
  - Enter in the address of your home Rugby ground

**NOTE:** an address needs to be supplied, as PO Boxes do not appear in the Club Finder

- Click "Update"

Home Venue/Club Rooms/Head Office Details (if applicable)	
Address	Southwell Park
City/town/suburb	LYNEHAM
Postcode	2602
State, Country	Australian Capital Territory, AUSTRALIA
Ground Map Reference	
Ground Phone	

Please Note: Details entered will be displayed on the Organisation Information page that is accessible via the public search/finder screen(s)

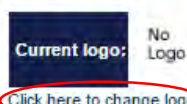
Update

- Confirmation will appear at the top of the screen




- Change logo:
  - "Click here to change logo"

Change Logo



Click here to change logo

- "Choose File"
- "Upload and Preview"



### Change Logo

---

Change logo for: Norths JRU

Current logo: No Logo

Upload new logo...

- Only certain types of files can be uploaded (gif, jpg, png)
- Maximum filesize of uploaded file is 0.03 MB
- The logo will be automatically be resized if it can proportionally fit within a size of 75 to 100 pixels.
- Click the **Choose File** button to select the new logo.
- Then click the **Upload and Preview** button.
- You will then be prompted to confirm this upload (by clicking the **Update Logo** button which will then be visible), this action will replace any existing logo with the new file.

Only files with extensions .gif, .jpg, .png are allowed.

Choose File No file chosen Upload and Preview

Maximum file upload size is 5MB.

\*As of 5 September 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).

## General Admin – Adding Administrators

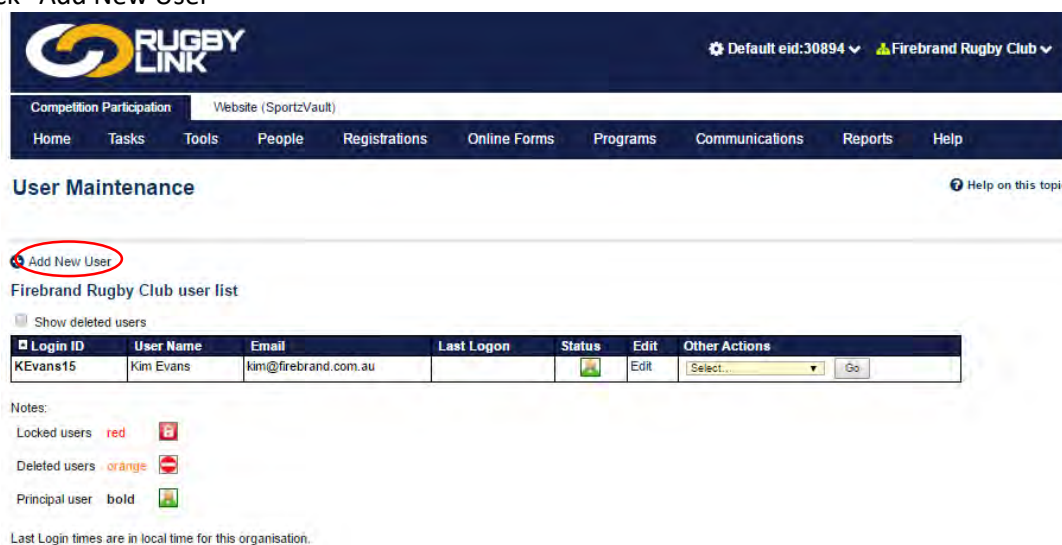
This Rugby Link self-help guide explains the process of adding administrators. This can be performed by your Club's principal user or administrators with the 'user manager' role ticked.

**Note**, in Rugby Link, Club administrators are referred to as 'users'.

## Adding Administrators

Navigation in Rugby Link: Rugby Club name drop down > User List

- Click "Add New User"



**User Maintenance**

Firebrand Rugby Club user list

Login ID	User Name	Email	Last Logon	Status	Edit	Other Actions
KEvans15	Kim Evans	kim@firebrand.com.au			Edit	Select... Go

Notes:

- Locked users: red icon
- Deleted users: orange icon
- Principal user: bold, green icon

Last Login times are in local time for this organisation.

- Login ID: an ID must be at least 4 characters long and can only contain alphanumeric characters **OR** can also use an email address.

**NOTE:** IDs are unique throughout the system, so you cannot create an ID that is already in use

- User name: a person's full name
- Email: valid email address of the user, you can enter up to 3 addresses separated with a semi-colon(;).

**NOTE:** When creating a new user, check 'Send user welcome email', this will send an automatic welcome email to the new user

- Mobile Phone Number: *optional*
- User Roles:
  - SITE MANAGER** allows; Higher level website and competition related maintenance which is typically related to 'setup' or 'configuration' tasks.
  - USER MANAGER** allows; Access to create and maintain other users. *Warning* - any user who has this role can effectively then grant themselves any other role.
  - CONTENT MANAGER** allows; Website content related maintenance (e.g. create and maintain Html content, home page, News, Events, Slideshow Galleries).
  - RESULTS MANAGER** allows; Competition results related maintenance (e.g. clubs: results and scores update, associations: match confirmation, exception reports etc.)



## General Admin – Adding Administrators

- **PERSON MANAGER** allows; Creation, editing, deleting of person records (e.g. Players, Contacts, Umpires and tasks related to person records).
- **EMAIL SENDER**: Sending of email messages (exception: SITE MANAGER can also send Fantasy League messages).
- **SMS SENDER** allows; sending of SMS messages, ordering SMS credits.
- **FINANCIAL MANAGER** allows; Access to tasks relating to financial information – (e.g. payments/subscriptions made by players or other people in the system).
- Additional 'special roles' that are not available in all cases:
  - **SYSTEM ADMIN** allows; Access to high level system administration.
  - **ADMINISTER CHILD** allows; A user within an organisation which manages competitions between other 'child' organisations to 'administer' a child organisation without requiring a separate login to that organisation. For example, an association user with the role can 'administer' one of its participating clubs directly from the dropdown list on the administration home page.
- Grade Access:
  - By default, a user has access to all grades that are relevant to their organisation. This can be restricted as follows:
    - Click the Select Grades radio button
    - Select one or more grades from the Available Grades list box
    - Click the Add button
    - Save the user account

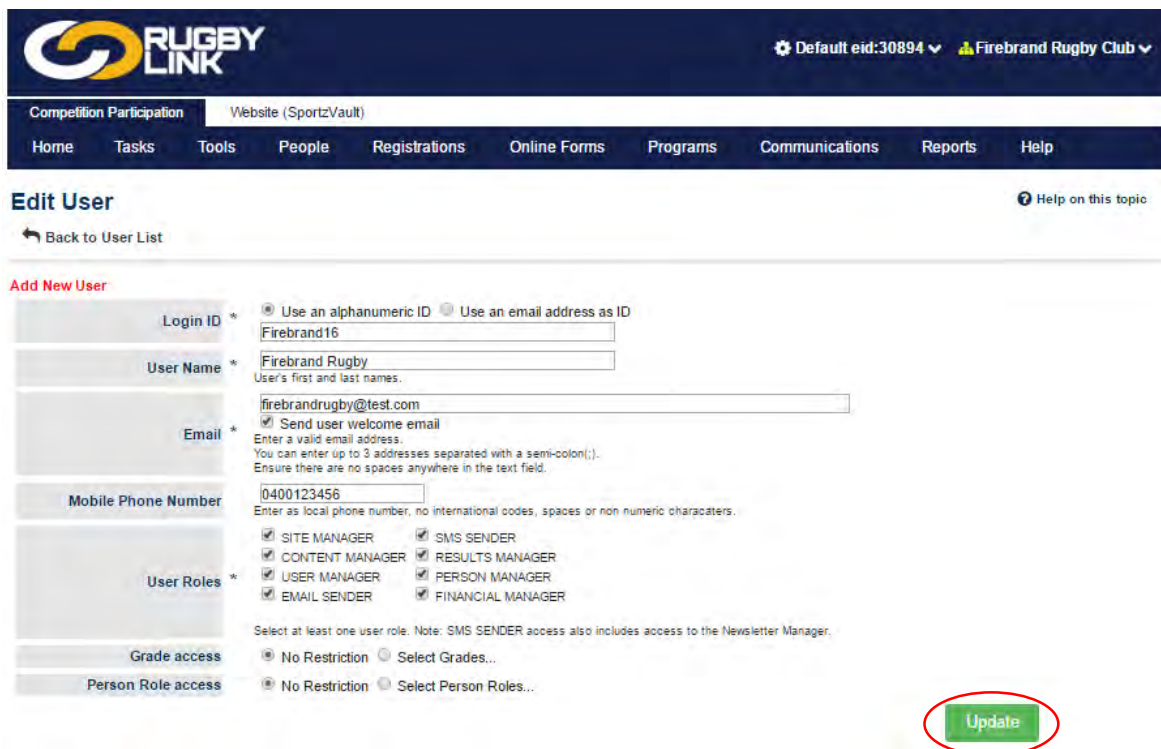
**NOTE:** A user which has restricted grades assigned will only see their 'allowed' grades in any grade dropdown list

- Person Role Access:
  - By default, a user has access to all person records within their organisation irrespective of the Person Roles (eg PLAYER, CONTACT) the the person record has. This can be restricted as follows:
    - Click the Select Person Roles radio button
    - Select one or more Person Roles from the Available Person Roles box
    - Click the Add button
    - Save the user account

**NOTE:** A user which has restricted Person Roles assigned will not be able to access any person record for editing or viewing which does not hold at least one of their allowed roles

- Click "Update"

## General Admin – Adding Administrators



**RUGBY LINK** Default eid:30894 Firebrand Rugby Club

Competition Participation Website (SportzVault)

Home Tasks Tools People Registrations Online Forms Programs Communications Reports Help

**Edit User** Help on this topic

Back to User List

**Add New User**

**Login ID \*** ☐ Use an alphanumeric ID ☐ Use an email address as ID  
Firebrand16

**User Name \*** Firebrand Rugby  
User's first and last names.

**Email \*** firebrandrugby@test.com  
☒ Send user welcome email  
Enter a valid email address.  
You can enter up to 3 addresses separated with a semi-colon(;).  
Ensure there are no spaces anywhere in the text field.

**Mobile Phone Number** 0400123456  
Enter as local phone number, no international codes, spaces or non numeric characters.

**User Roles \***  
☒ SITE MANAGER ☒ SMS SENDER  
☒ CONTENT MANAGER ☒ RESULTS MANAGER  
☒ USER MANAGER ☒ PERSON MANAGER  
☒ EMAIL SENDER ☒ FINANCIAL MANAGER  
 Select at least one user role. Note: SMS SENDER access also includes access to the Newsletter Manager.

**Grade access** ☐ No Restriction ☐ Select Grades...

**Person Role access** ☐ No Restriction ☐ Select Person Roles...

**Update**

- Confirmation will appear at the top of the screen



\*As of 2 September 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).

# General Admin – Editing and Deleting Administrators

This Rugby Link self-help guide explains the process of editing and deleting administrators. This process can be completed by your Club's principal user.

**Note:** in Rugby Link, Club administrators are referred to as 'users'.

## Editing Administrators

Navigation in Rugby Link: Rugby Club name drop down > User List

- Click "Edit" to make changes to an individual's user record

**User Maintenance** [Help on this topic](#)

[Add New User](#)

Adelaide University JRUFC user list

[Show deleted users](#)

Login ID	User Name	Email	Last Logon	Status	Edit	Other Actions
ruser1	Chris Tan	chris@email.com	17 Aug 15 2:04PM		Edit	(Select...) Go
ruser2	Andrew Chaves	chaves@email.com	8 Jan 16 10:56AM		Edit	(Select...) Go
ruser3	Dan Atkins	dan@email.com	20 Aug 15 10:09AM		Edit	(Select...) Go
ruser4	Nick Wickham	nick@email.com	1 Dec 15 3:37PM		Edit	(Select...) Go
ruser5	Peter Hounsell	peter@email.com	4 Jun 15 10:12AM		Edit	(Select...) Go
ruser6	Richard Hillock	thehillocks@email.com	13 Sep 15 11:33AM		Edit	(Select...) Go

Notes:

- Locked users red
- Deleted users orange
- Principal user bold

Last Logon times are in local time for this organisation.

- Check the user's roles and grade restrictions
- Click "Update"

**Edit User** [Help on this topic](#)

[Back to management page](#)

Login ID \*  Unique ID consisting of at least 4 alphanumeric characters.

User Name \*  User's first and last names.

Email \*  Enter a valid email address. You can enter up to 3 addresses separated with a semi-colon(;). Ensure there are no spaces anywhere in the text field.

Mobile Phone Number  Enter as local phone number, no international codes, spaces or non numeric characters.

User Roles \* ☐ SITE MANAGER ☐ SMS SENDER ☒ CONTENT MANAGER ☒ RESULTS MANAGER ☒ USER MANAGER ☒ PERSON MANAGER ☐ EMAIL SENDER ☐ FINANCIAL MANAGER

Select at least one user role.

☐ No Restriction ☒ Select Grades...

Available grades  Add -> Selected grades (Count:1) SJRU Under 16

Grade access  -> Remove

Person Role access ☐ No Restriction ☐ Select Person Roles...

[Update](#)

- Confirmation will appear at the top of the screen

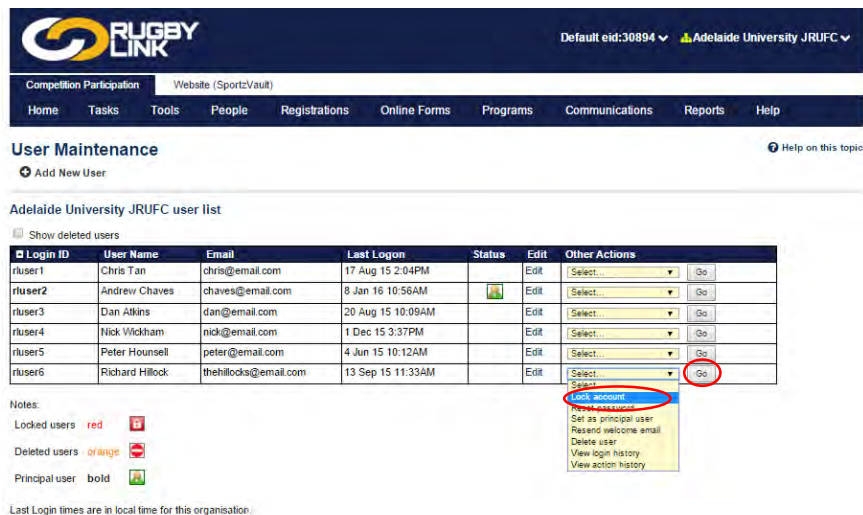
Item(s) updated successfully

# General Admin – Editing and Deleting Administrators

## Locking Administrators

Navigation in Rugby Link: Rugby Club name drop down > User List

- Select 'Lock Account' from the 'Other Actions' drop down
- Click "Go"






**User Maintenance**

Adelaide University JRUCF user list

Login ID	User Name	Email	Last Logon	Status	Edit	Other Actions
riuser1	Chris Tan	chris@email.com	17 Aug 15 2:04PM		Edit	Select... Go
riuser2	Andrew Chaves	chaves@email.com	8 Jan 16 10:56AM		Edit	Select... Go
riuser3	Dan Atkins	dan@email.com	20 Aug 15 10:09AM		Edit	Select... Go
riuser4	Nick Wickham	nick@email.com	1 Dec 15 3:37PM		Edit	Select... Go
riuser5	Peter Hounsell	peter@email.com	4 Jun 15 10:12AM		Edit	Select... Go
riuser6	Richard Hillock	thehillocks@email.com	13 Sep 15 11:33AM		Edit	Select... Go


Notes:

- Locked users red 
- Deleted users orange 
- Principal user bold 

Last Login times are in local time for this organisation.

- Confirmation will appear at the top of the screen



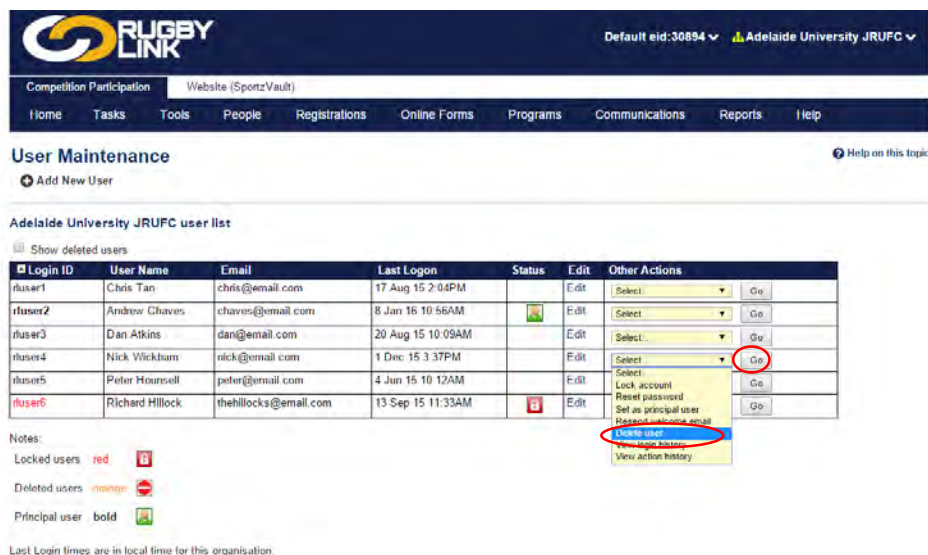
- A red padlock  will also appear under the 'Status' column to show the access is locked

# General Admin – Editing and Deleting Administrators

## Deleting Administrators

Navigation in Rugby Link: Rugby Club name drop down > User List

- Select 'Delete User' from the 'Other Actions' drop down
- Click "Go"




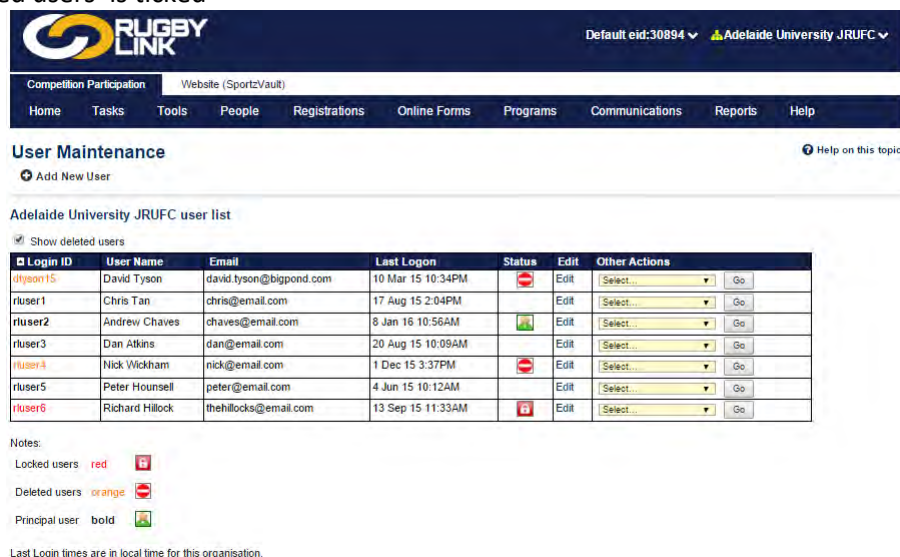
The screenshot shows the Rugby Link interface for 'Adelaide University JRUFUC'. The 'User Maintenance' section is active, displaying a table of users. The 'Other Actions' dropdown menu for 'ruser6' is open, showing the 'Delete user' option highlighted with a red circle. Below the table, there are notes about locked and deleted users, and a legend for user status icons.

Login ID	User Name	Email	Last Logon	Status	Edit	Other Actions
ruser1	Chris Tan	chris@email.com	17 Aug 15 2:04PM		Edit	Select... Go
ruser2	Andrew Chaves	chaves@email.com	8 Jan 16 10:56AM		Edit	Select... Go
ruser3	Dan Atkins	dan@email.com	20 Aug 15 10:09AM		Edit	Select... Go
ruser4	Nick Wickham	nick@email.com	1 Dec 15 3:37PM		Edit	Select... Go
ruser5	Peter Hounsell	peter@email.com	4 Jun 15 10:12AM		Edit	Select... Go
ruser6	Richard Hillock	thehillocks@email.com	13 Sep 15 11:33AM		Edit	Select... Go

Notes:  
 Locked users:   
 Deleted users:   
 Principal user:

Last Login times are in local time for this organisation.

- Confirmation will appear at the top of the screen
- An orange dash  will also appear under the 'Status' column to show the user has been deleted when 'Show deleted users' is ticked



The screenshot shows the Rugby Link interface for 'Adelaide University JRUFUC'. The 'User Maintenance' section is active, and the 'Show deleted users' checkbox is checked. The user list table now includes 'ruser4' (Nick Wickham), which has an orange dash icon in the 'Status' column. The 'Other Actions' dropdown menu for 'ruser4' is also visible.

Login ID	User Name	Email	Last Logon	Status	Edit	Other Actions
ruser4	Nick Wickham	nick@email.com	1 Dec 15 3:37PM		Edit	Select... Go
ruser1	Chris Tan	chris@email.com	17 Aug 15 2:04PM		Edit	Select... Go
ruser2	Andrew Chaves	chaves@email.com	8 Jan 16 10:56AM		Edit	Select... Go
ruser3	Dan Atkins	dan@email.com	20 Aug 15 10:09AM		Edit	Select... Go
ruser5	Peter Hounsell	peter@email.com	4 Jun 15 10:12AM		Edit	Select... Go
ruser6	Richard Hillock	thehillocks@email.com	13 Sep 15 11:33AM		Edit	Select... Go

Notes:  
 Locked users:   
 Deleted users:   
 Principal user:

Last Login times are in local time for this organisation.

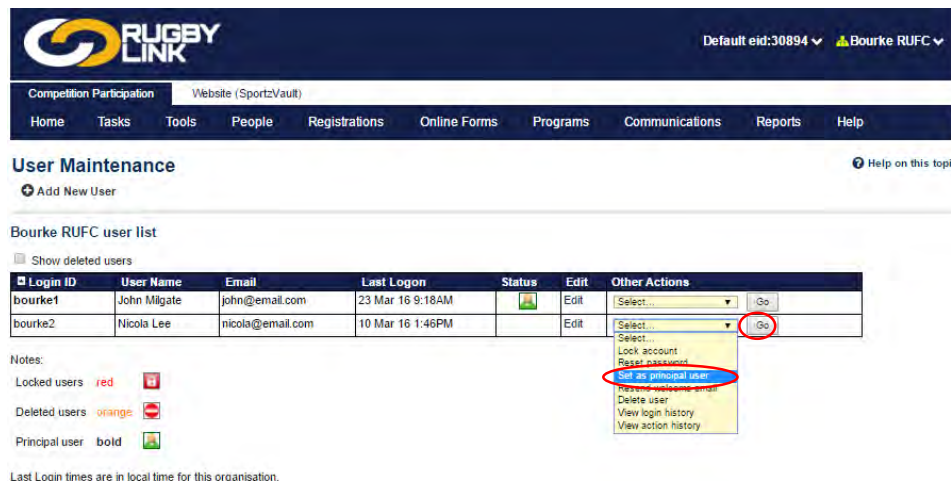


## General Admin – Editing and Deleting Administrators

### Changing Principal User




Navigation in Rugby Link: Rugby Club name drop down > User List

- Select 'Set as Principal User' from the 'Other Actions' drop down
- Click "Go"



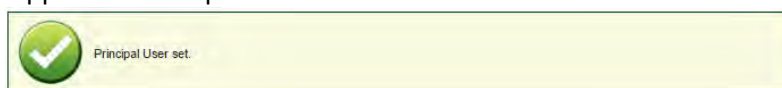
The screenshot shows the 'User Maintenance' page for 'Bourke RUFC'. It features a table with columns: Login ID, User Name, Email, Last Logon, Status, Edit, and Other Actions. The 'Other Actions' dropdown menu is open, showing options like 'Select...', 'Lock account', 'Reset password', and 'Set as Principal User' (which is highlighted with a red circle). A 'Go' button is also visible next to the dropdown.


Login ID	User Name	Email	Last Logon	Status	Edit	Other Actions
bourke1	John Milgate	john@email.com	23 Mar 16 9:18AM		Edit	Select... Go
bourke2	Nicola Lee	nicola@email.com	10 Mar 16 1:46PM		Edit	Select... Go

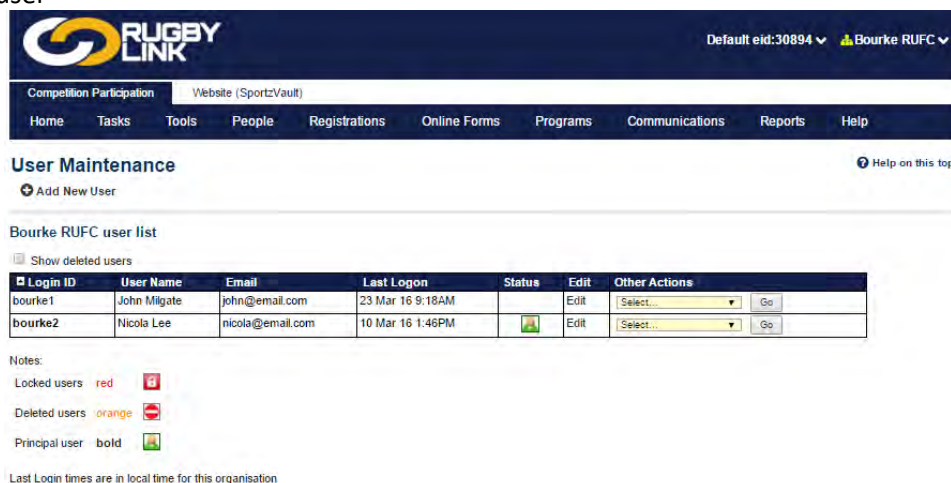
Notes:  
 Locked users red   
 Deleted users orange   
 Principal user bold 

Last Login times are in local time for this organisation.


- Confirmation will appear at the top of the screen






- A green man  will also appear under the 'Status' column to show the user has been changed to the principal user



The screenshot shows the 'User Maintenance' page for 'Bourke RUFC'. It features a table with columns: Login ID, User Name, Email, Last Logon, Status, Edit, and Other Actions. The 'Status' column now shows a green man icon for 'bourke2', indicating they are the principal user. The 'Other Actions' dropdown menu is open, showing options like 'Select...', 'Lock account', 'Reset password', and 'Set as Principal User' (which is highlighted with a red circle). A 'Go' button is also visible next to the dropdown.

Login ID	User Name	Email	Last Logon	Status	Edit	Other Actions
bourke1	John Milgate	john@email.com	23 Mar 16 9:18AM		Edit	Select... Go
bourke2	Nicola Lee	nicola@email.com	10 Mar 16 1:46PM		Edit	Select... Go

Notes:  
 Locked users red   
 Deleted users orange   
 Principal user bold 

Last Login times are in local time for this organisation.

\*As of 26 September 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
 or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).

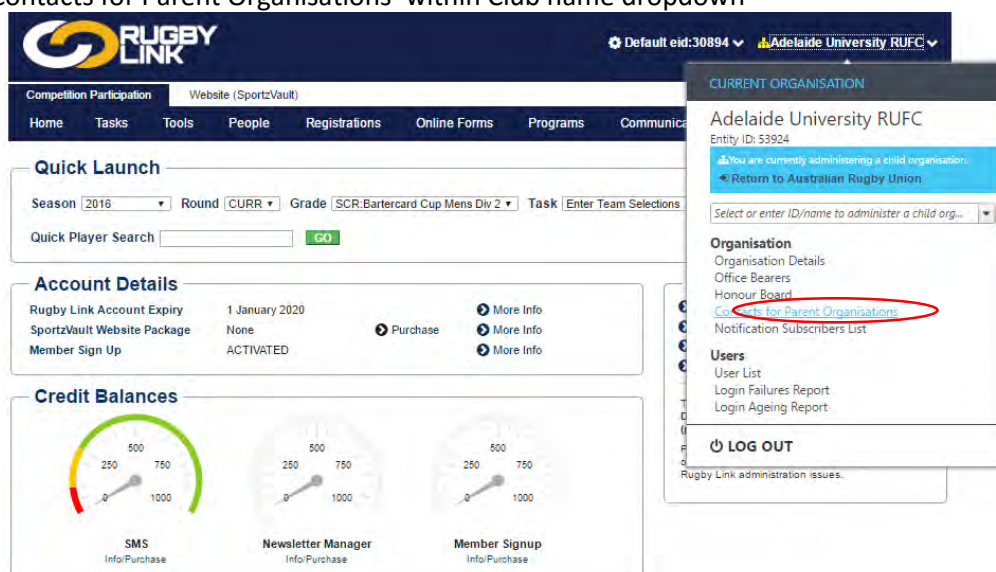
# General Admin – Adding Contacts for Parent Organisation

This Rugby Link self-help guide explains that process of Club administrators adding designated contacts for Parent Organisations. This will aid the Parent Organisation's (Competition or State) communication process to a designated member(s) from each of their Clubs/ Associations.

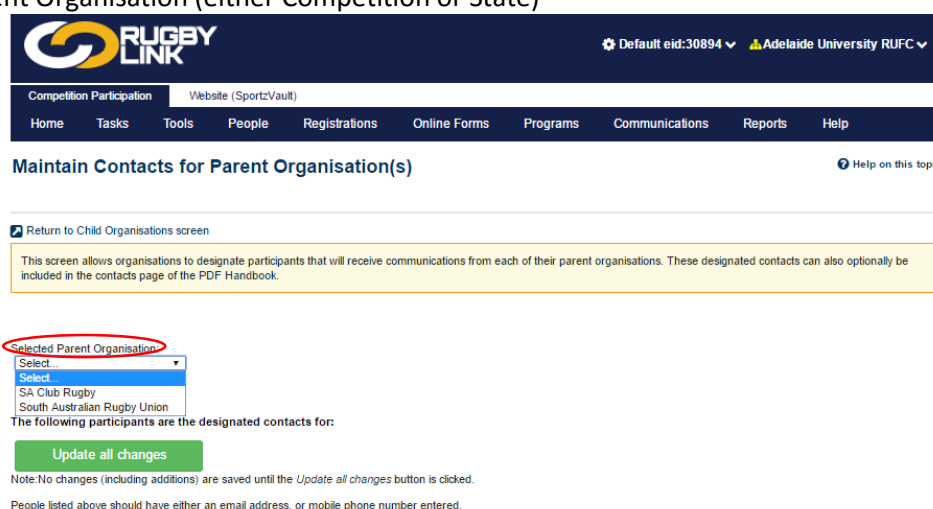
## Adding Contacts for Parent Organisation

Navigation in Rugby Link: Rugby Club name drop down > Contacts for Parent Organisations

- Click on 'Contacts for Parent Organisations' within Club name dropdown

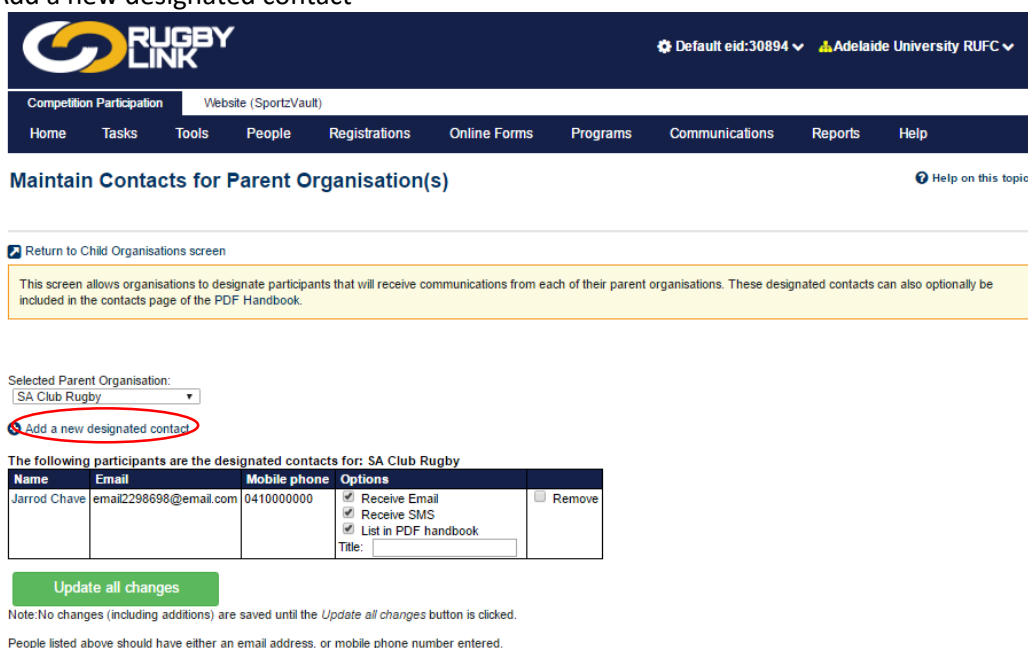


- Select Parent Organisation (either Competition or State)



## General Admin – Adding Contacts for Parent Organisation

- Click “Add a new designated contact”



Default eid:30894 ▼ Adelaide University RUFC ▼

Competition Participation Website (SportzVault)

Home Tasks Tools People Registrations Online Forms Programs Communications Reports Help

### Maintain Contacts for Parent Organisation(s)

Return to Child Organisations screen

This screen allows organisations to designate participants that will receive communications from each of their parent organisations. These designated contacts can also optionally be included in the contacts page of the PDF Handbook.

Selected Parent Organisation:  
SA Club Rugby ▼

**Add a new designated contact**

The following participants are the designated contacts for: SA Club Rugby

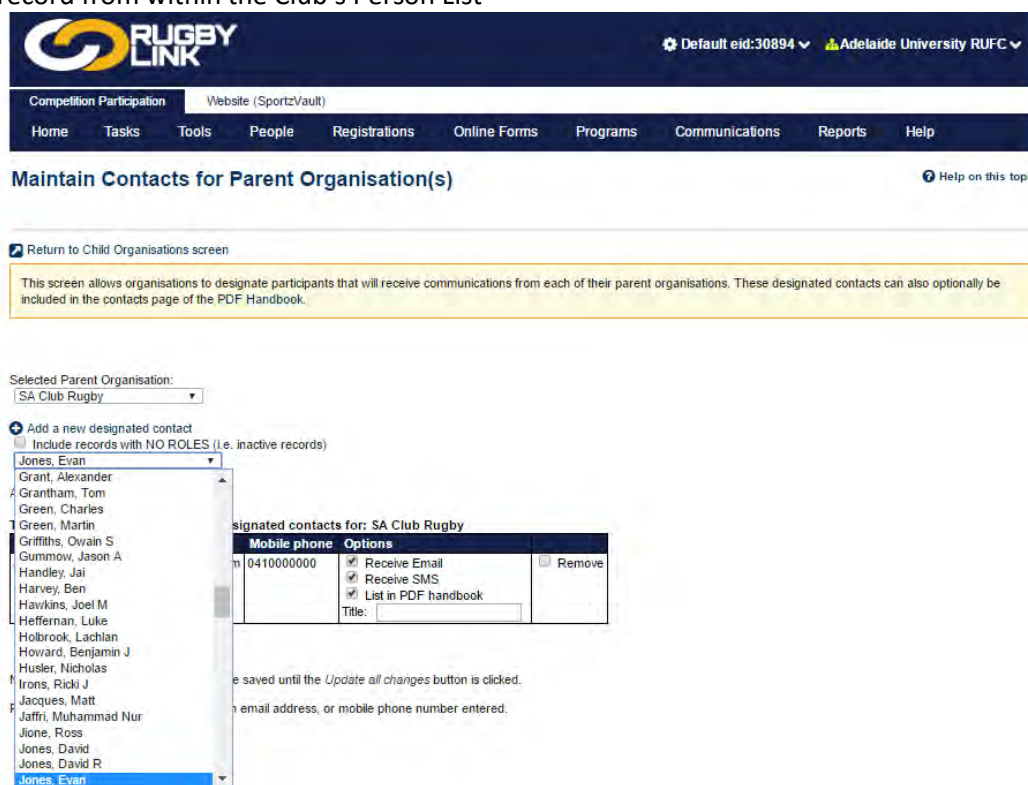
Name	Email	Mobile phone	Options	
Jarrold Chave	email2298698@email.com	0410000000	<input checked="" type="checkbox"/> Receive Email <input checked="" type="checkbox"/> Receive SMS <input checked="" type="checkbox"/> List in PDF handbook Title:	Remove

**Update all changes**

Note: No changes (including additions) are saved until the *Update all changes* button is clicked.

People listed above should have either an email address, or mobile phone number entered.

- Select record from within the Club’s Person List



Default eid:30894 ▼ Adelaide University RUFC ▼

Competition Participation Website (SportzVault)

Home Tasks Tools People Registrations Online Forms Programs Communications Reports Help

### Maintain Contacts for Parent Organisation(s)

Return to Child Organisations screen

This screen allows organisations to designate participants that will receive communications from each of their parent organisations. These designated contacts can also optionally be included in the contacts page of the PDF Handbook.

Selected Parent Organisation:  
SA Club Rugby ▼

**Add a new designated contact**

Include records with NO ROLES (i.e. inactive records)

- Jones, Evan
- Grant, Alexander
- Grantham, Tom
- Green, Charles
- Green, Martin
- Griffiths, Owain S
- Gummow, Jason A
- Handley, Jai
- Harvey, Ben
- Hawkins, Joel M
- Heffernan, Luke
- Holbrook, Lachlan
- Howard, Benjamin J
- Husler, Nicholas
- Irons, Ricki J
- Jacques, Matt
- Jaffri, Muhammad Nur
- Jone, Ross
- Jones, David
- Jones, David R
- Jones, Evan

The following participants are the designated contacts for: SA Club Rugby

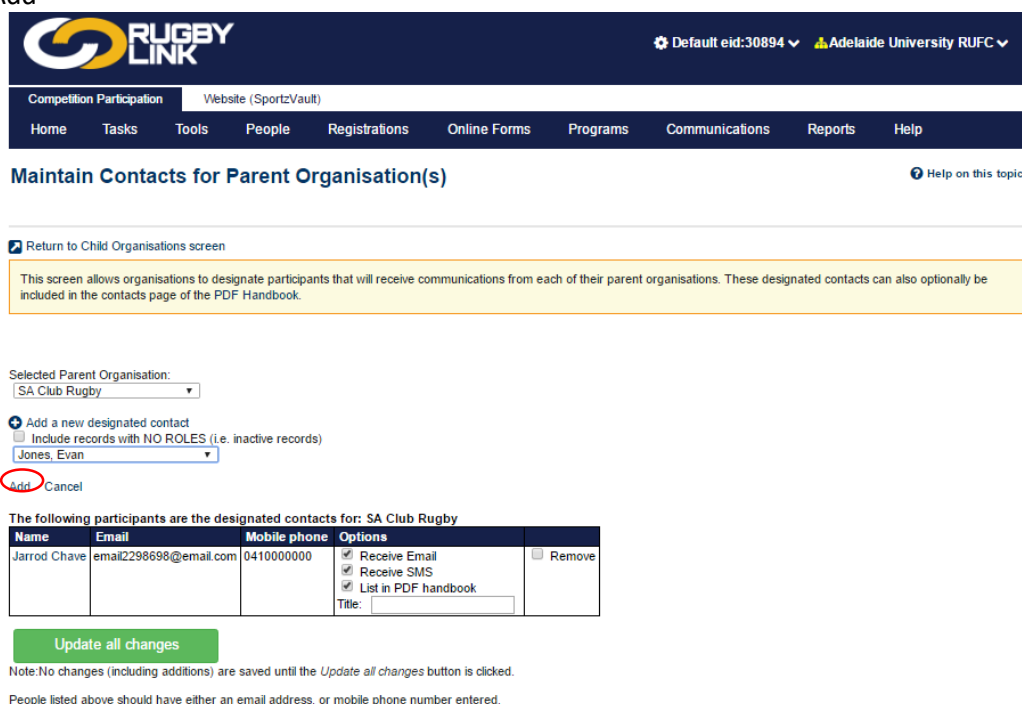
Name	Email	Mobile phone	Options	
Jarrold Chave	email2298698@email.com	0410000000	<input checked="" type="checkbox"/> Receive Email <input checked="" type="checkbox"/> Receive SMS <input checked="" type="checkbox"/> List in PDF handbook Title:	Remove

Note: No changes (including additions) are saved until the *Update all changes* button is clicked.

People listed above should have either an email address, or mobile phone number entered.

## General Admin – Adding Contacts for Parent Organisation

- Click “Add”



Return to Child Organisations screen

This screen allows organisations to designate participants that will receive communications from each of their parent organisations. These designated contacts can also optionally be included in the contacts page of the PDF Handbook.

Selected Parent Organisation:  
SA Club Rugby

+ Add a new designated contact  
☐ Include records with NO ROLES (i.e. inactive records)  
 Jones, Evan

Add Cancel

The following participants are the designated contacts for: SA Club Rugby

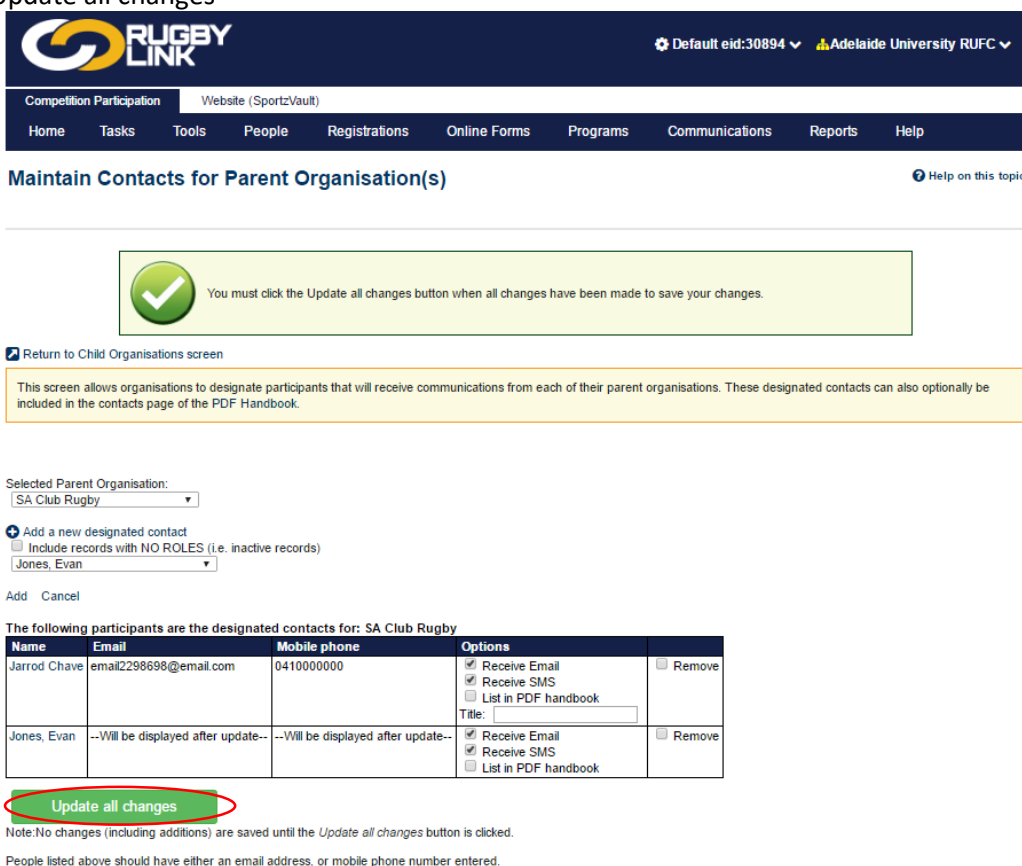
Name	Email	Mobile phone	Options	
Jarrold Chave	email2298698@email.com	0410000000	<input checked="" type="checkbox"/> Receive Email <input checked="" type="checkbox"/> Receive SMS <input checked="" type="checkbox"/> List in PDF handbook Title:	<input type="checkbox"/> Remove

Update all changes

Note: No changes (including additions) are saved until the *Update all changes* button is clicked.

People listed above should have either an email address, or mobile phone number entered.

- Select options:
  - Receive email, and/ or
  - Receive SMS
- Click “Update all changes”



Return to Child Organisations screen

This screen allows organisations to designate participants that will receive communications from each of their parent organisations. These designated contacts can also optionally be included in the contacts page of the PDF Handbook.

Selected Parent Organisation:  
SA Club Rugby

+ Add a new designated contact  
☐ Include records with NO ROLES (i.e. inactive records)  
 Jones, Evan

Add Cancel

The following participants are the designated contacts for: SA Club Rugby

Name	Email	Mobile phone	Options	
Jarrold Chave	email2298698@email.com	0410000000	<input checked="" type="checkbox"/> Receive Email <input checked="" type="checkbox"/> Receive SMS <input checked="" type="checkbox"/> List in PDF handbook Title:	<input type="checkbox"/> Remove
Jones, Evan	--Will be displayed after update--	--Will be displayed after update--	<input checked="" type="checkbox"/> Receive Email <input checked="" type="checkbox"/> Receive SMS <input checked="" type="checkbox"/> List in PDF handbook	<input type="checkbox"/> Remove

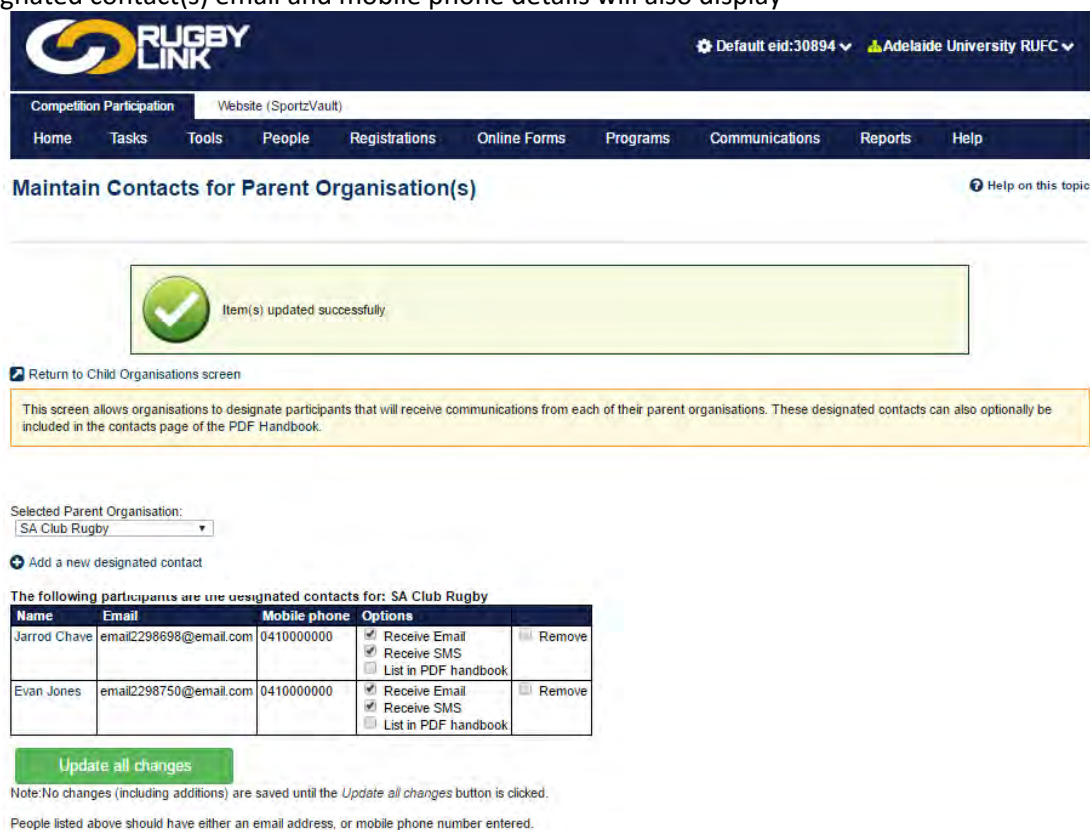
Update all changes

Note: No changes (including additions) are saved until the *Update all changes* button is clicked.

People listed above should have either an email address, or mobile phone number entered.

## General Admin – Adding Contacts for Parent Organisation

- Confirmation will appear at the top of the screen
- Designated contact(s) email and mobile phone details will also display



**Maintain Contacts for Parent Organisation(s)** [Help on this topic](#)

Item(s) updated successfully

[Return to Child Organisations screen](#)

This screen allows organisations to designate participants that will receive communications from each of their parent organisations. These designated contacts can also optionally be included in the contacts page of the PDF Handbook.

Selected Parent Organisation:  
SA Club Rugby

[Add a new designated contact](#)

The following participants are the designated contacts for: SA Club Rugby

Name	Email	Mobile phone	Options	
Jarrod Chave	email2298698@email.com	0410000000	<input checked="" type="checkbox"/> Receive Email <input checked="" type="checkbox"/> Receive SMS <input type="checkbox"/> List in PDF handbook	<a href="#">Remove</a>
Evan Jones	email2298750@email.com	0410000000	<input checked="" type="checkbox"/> Receive Email <input checked="" type="checkbox"/> Receive SMS <input type="checkbox"/> List in PDF handbook	<a href="#">Remove</a>

[Update all changes](#)

Note: No changes (including additions) are saved until the *Update all changes* button is clicked.

People listed above should have either an email address, or mobile phone number entered.

- Repeat steps above to add additional designated contacts, if desired

\*As of 5 September 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).




## General Admin – Adding Office Bearers

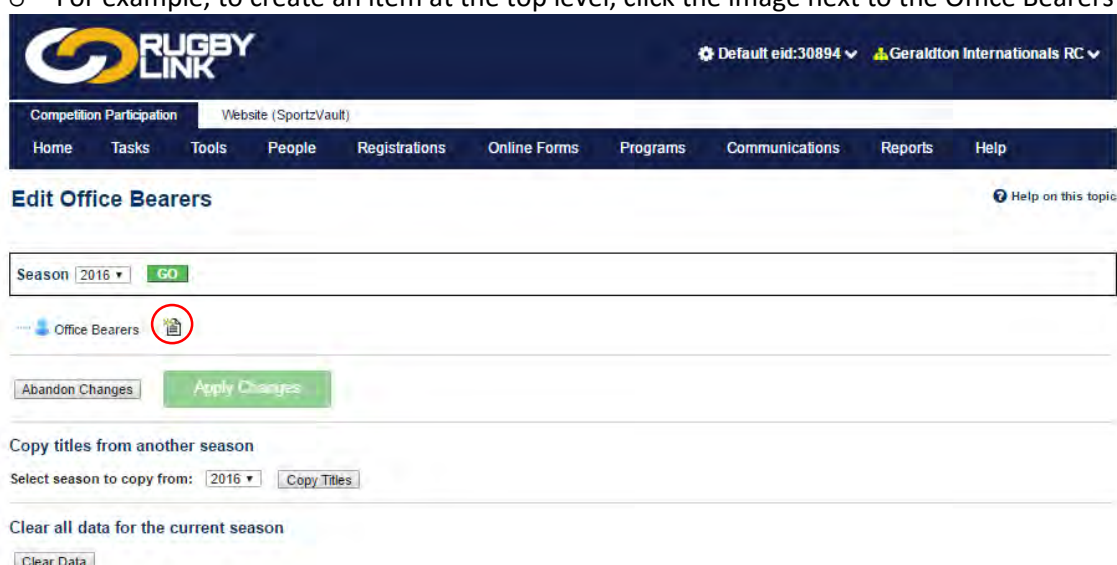
This Rugby Link self-help guide explains the process of adding your Office Bearers to your organisation. Your Office Bearers will be displayed on the public Office Bearers page if you have a Club/Association's (Sportzvault) website.

**NOTE:** Clubs can select Office Bearers from their list of active, inactive players or contacts.

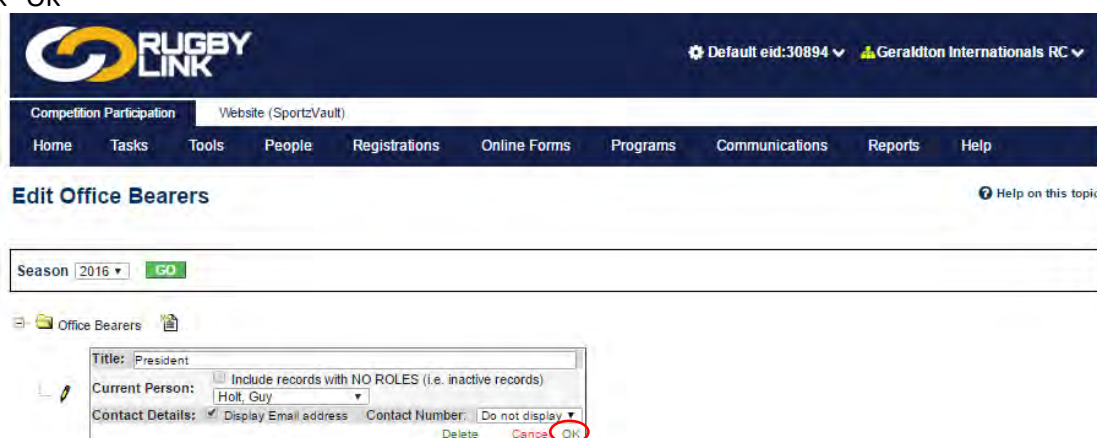
### Adding Office Bearers

Navigation in Rugby Link: Rugby Club name drop down > Office Bearers

- Click “Create Item”  next to the item where the new item will appear under (i.e. this will be a 'child' item)
  - For example, to create an item at the top level, click the image next to the Office Bearers item

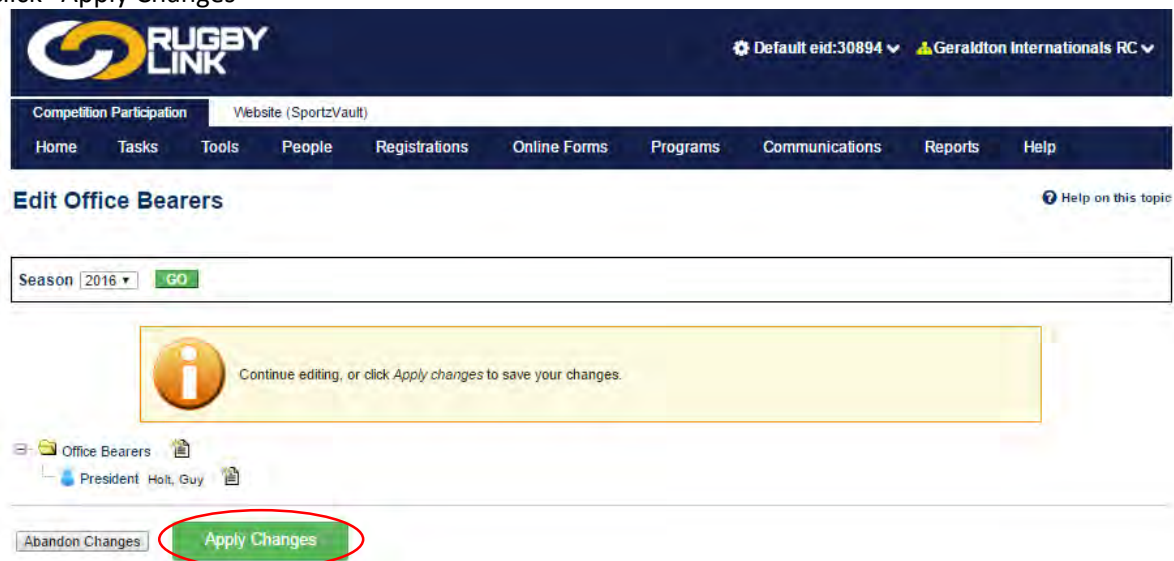


- Enter a title for the item
- Select the person for this item by choosing from players or contacts
- Indicate whether to display the person's email address and/or contact numbers on the public site by changing the relevant options
- Click “OK”



## General Admin – Adding Office Bearers

- The item will display in the relevant location in the tree
- Click “Apply Changes”



Season: 2016

Continue editing, or click *Apply changes* to save your changes.

Office Bearers

- President: Holt, Guy

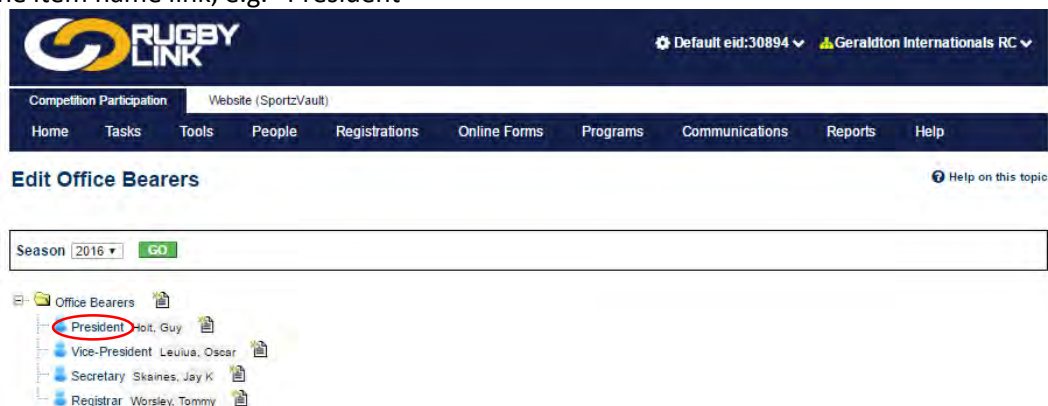
- Repeat for all relevant Office Bearers, for example: President, Vice-President, Secretary, Registrar, Treasurer

## General Admin – Adding Office Bearers

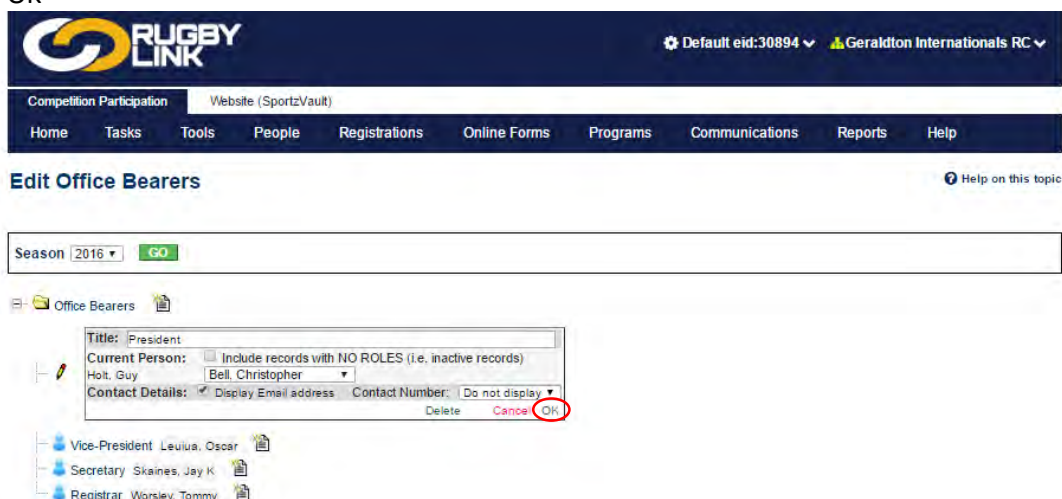
### Editing Office Bearers

Navigation in Rugby Link: Rugby Club name drop down > Office Bearers

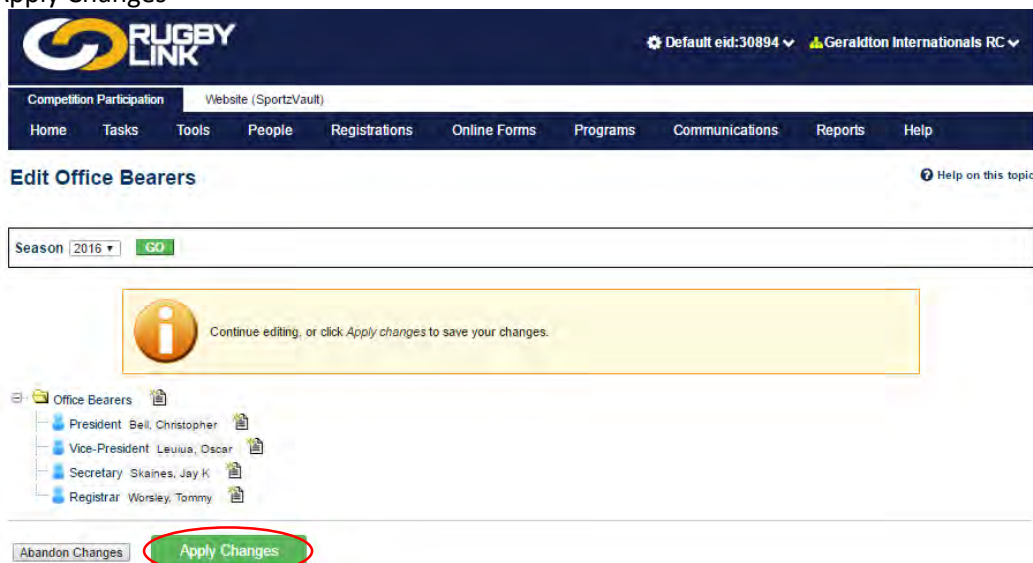
- Click the item name link, e.g. “President”



- The item opens for editing
- Follow the instructions above in Creating new items to update the item
- Click “OK”



- Click “Apply Changes”

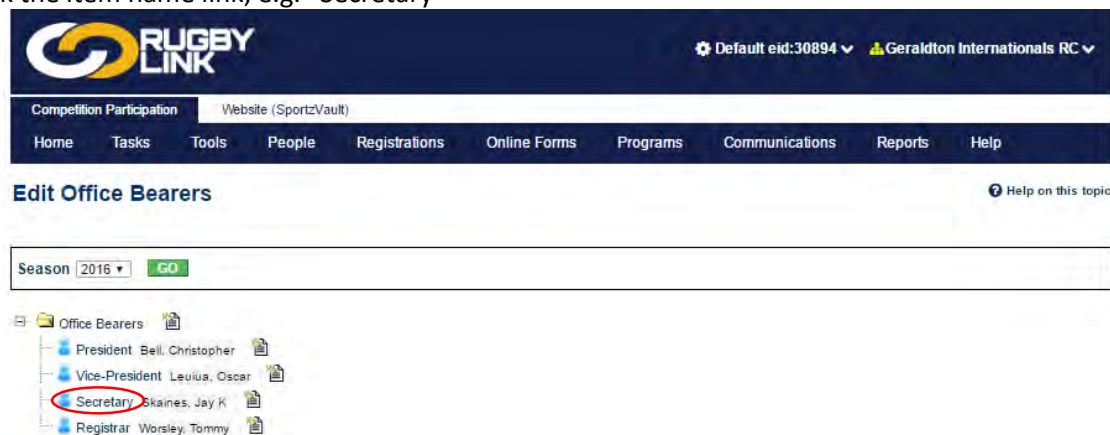


## General Admin – Adding Office Bearers

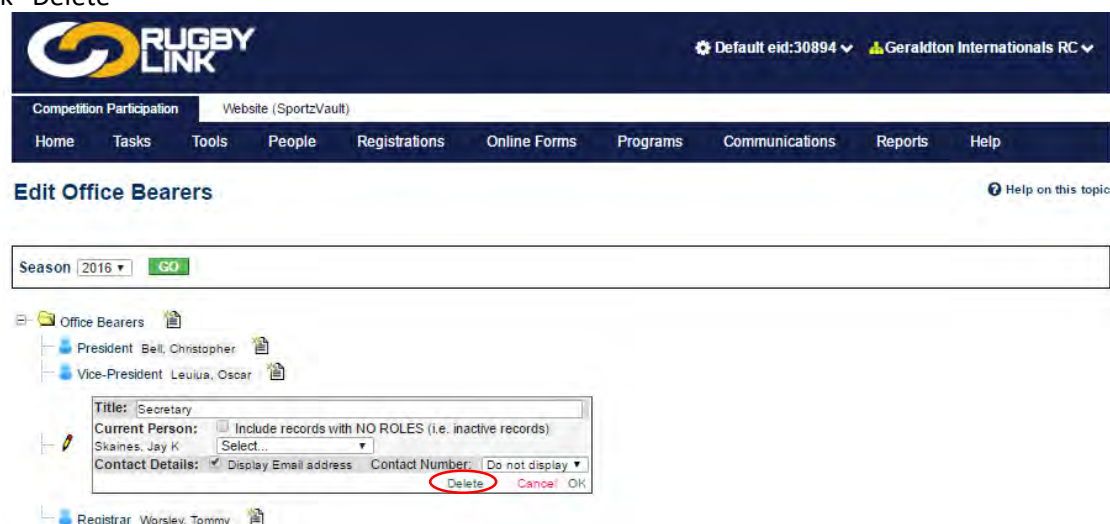
## Deleting Office Bearers

Navigation in Rugby Link: Rugby Club name drop down > Office Bearers

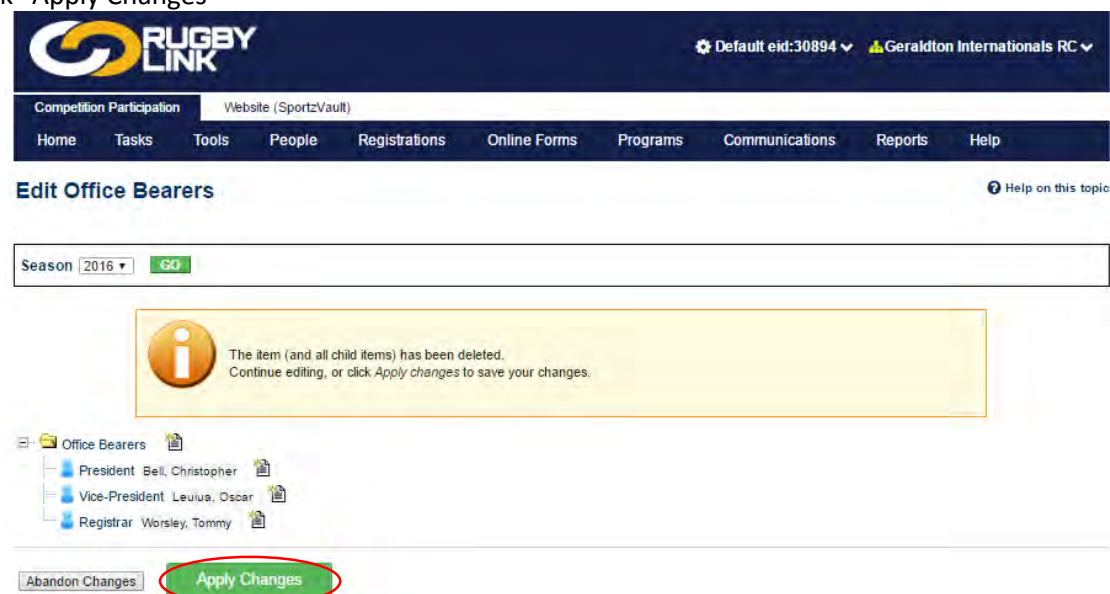
- Click the item name link, e.g. “Secretary”



- The item opens for editing
- Click “Delete”



- Click “Apply Changes”



## General Admin – Adding Office Bearers

### Copying Office Bearers from Previous Season

*Navigation in Rugby Link: Rugby Club name drop down > Office Bearers*

**NOTE:** Titles from a previous season will be copied and can be edited before saving your office bearers each season

*\*As of 17 November 2016*

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).



## General Admin - Notification Subscribers List

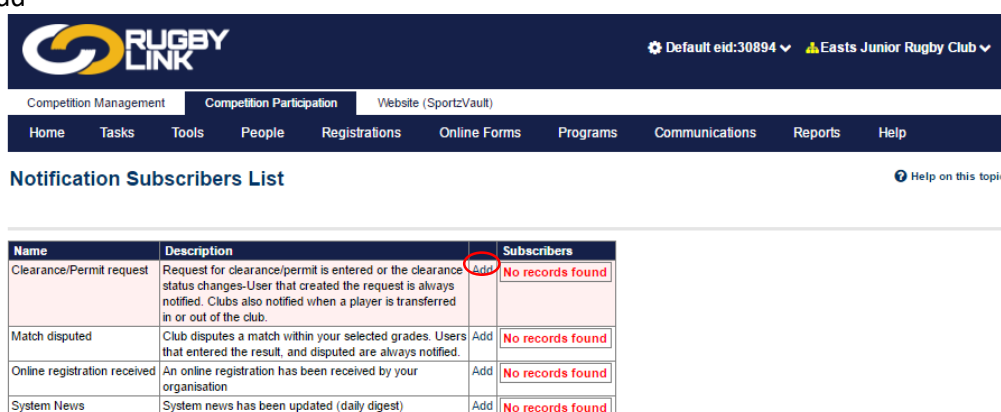
Rugby Link users can add themselves to their Club's Notification Subscribers List following the below steps to ensure they receive an email notification anytime one of the below requests/ disputes are submitted:

1. **CLEARANCE/ PERMIT REQUEST:** Request for clearance/permit is entered or the clearance status changes. User that created the request is always notified. Clubs also notified when a player is transferred in or out of the club. This is **mandatory**.
2. **MATCH DISPUTE:** A Club disputes a match within your selected grades. Users that entered the result, and dispute the match results are always notified. This is **mandatory**.
3. **ONLINE REGISTRATION RECEIVED:** An online registration has been received by your organisation. This is **optional**.
4. **SYSTEM NEWS:** System news has been updated (daily digest). This is **optional**.

## Notification Subscribers List

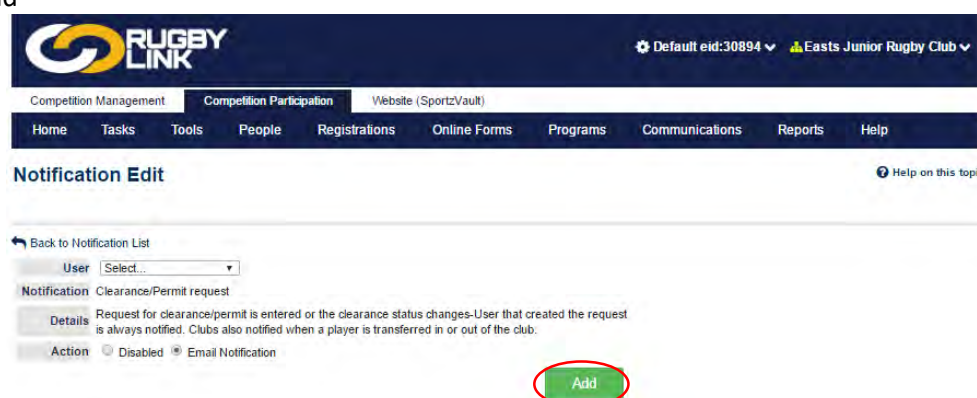
Navigation in Rugby Link: Rugby Club name drop down > Notification Subscribers List

- Adding subscribers, e.g. 'online registration received'
- Click "Add"



Name	Description	Subscribers
Clearance/Permit request	Request for clearance/permit is entered or the clearance status changes-User that created the request is always notified. Clubs also notified when a player is transferred in or out of the club.	Add No records found
Match disputed	Club disputes a match within your selected grades. Users that entered the result, and disputed are always notified.	Add No records found
Online registration received	An online registration has been received by your organisation	Add No records found
System News	System news has been updated (daily digest)	Add No records found

- Select user from drop down
- Ensure action 'Email Notification' is selected
- Click "Add"



Back to Notification List

User:

Notification: Clearance/Permit request

Details: Request for clearance/permit is entered or the clearance status changes-User that created the request is always notified. Clubs also notified when a player is transferred in or out of the club.

Action: ☐ Disabled ☒ Email Notification

Add

- Repeat above steps for all Notification Subscribers Lists

\*As of 5 September 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink) or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).

## General Admin – Adding Family Relationships

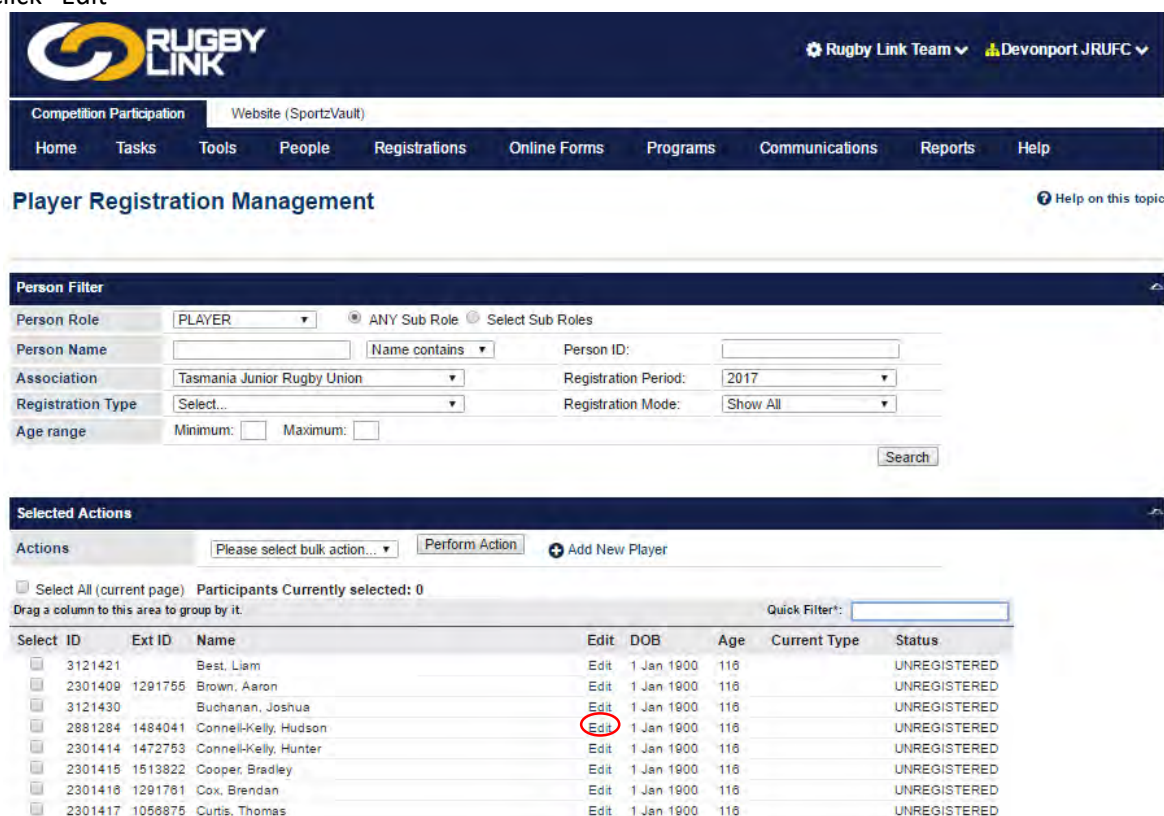
This Rugby Link self-help guide explains the process of creating sibling family relationships for EXISTING players. This is essential for family discounts.

**NOTE:** New families can create their own sibling family relationships via the online registration process.

## Adding Family Relationships

Navigation in Rugby Link: Competition Participation > Registrations > Registration Manager

- Search for a participant's record
- Click "Edit"



Select	ID	Ext ID	Name	Edit	DOB	Age	Current Type	Status
<input type="checkbox"/>	3121421		Best, Liam	Edit	1 Jan 1900	116	UNREGISTERED	
<input type="checkbox"/>	2301409	1291755	Brown, Aaron	Edit	1 Jan 1900	116	UNREGISTERED	
<input type="checkbox"/>	3121430		Buchanan, Joshua	Edit	1 Jan 1900	116	UNREGISTERED	
<input type="checkbox"/>	2881284	1484041	Connell-Kelly, Hudson	Edit	1 Jan 1900	116	UNREGISTERED	
<input type="checkbox"/>	2301414	1472753	Connell-Kelly, Hunter	Edit	1 Jan 1900	116	UNREGISTERED	
<input type="checkbox"/>	2301415	1513822	Cooper, Bradley	Edit	1 Jan 1900	116	UNREGISTERED	
<input type="checkbox"/>	2301416	1291761	Cox, Brendan	Edit	1 Jan 1900	116	UNREGISTERED	
<input type="checkbox"/>	2301417	1056875	Curtis, Thomas	Edit	1 Jan 1900	116	UNREGISTERED	

- Click "Family Relationships" tab



**Person Edit: Connell-Kelly, Hudson (ID: 2881284)**

General | **Player**

Personal Details | Roles | Registration | Custom Fields | Public Profile | Payments | Audit | Admin | Accreditations | **Family Relationships**

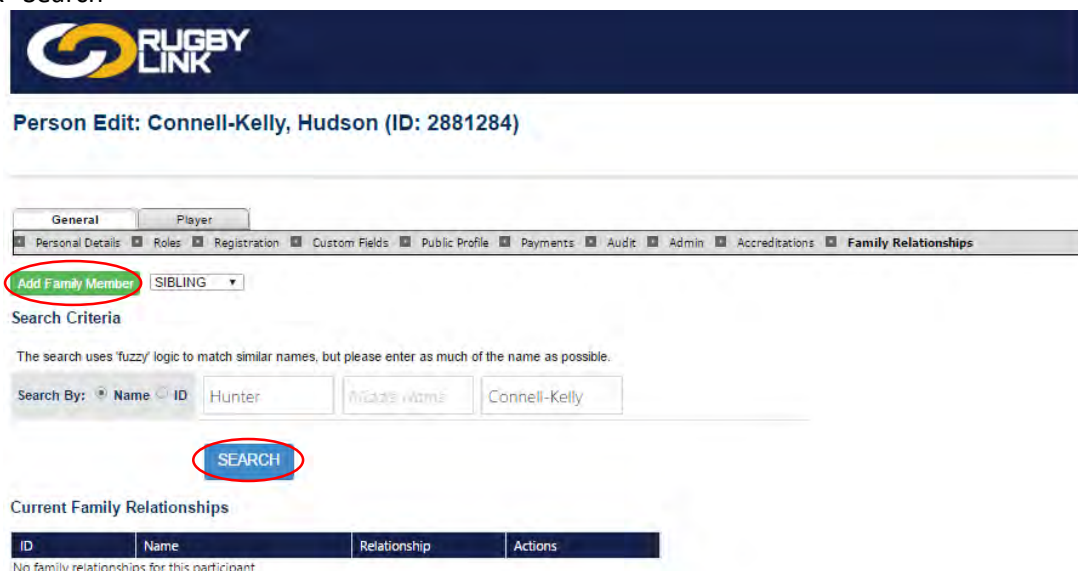
Add Family Member: Select...

Current Family Relationships

ID	Name	Relationship	Actions
No family relationships for this participant			

## General Admin – Adding Family Relationships

- Select 'Sibling' from dropdown
- Click "Add Family Member"
- Enter in Name or ID of sibling
- Click "Search"



**Person Edit: Connell-Kelly, Hudson (ID: 2881284)**

General | Player

Personal Details | Roles | Registration | Custom Fields | Public Profile | Payments | Audit | Admin | Accreditations | **Family Relationships**

**Add Family Member** | SIBLING

Search Criteria

The search uses 'fuzzy' logic to match similar names, but please enter as much of the name as possible.

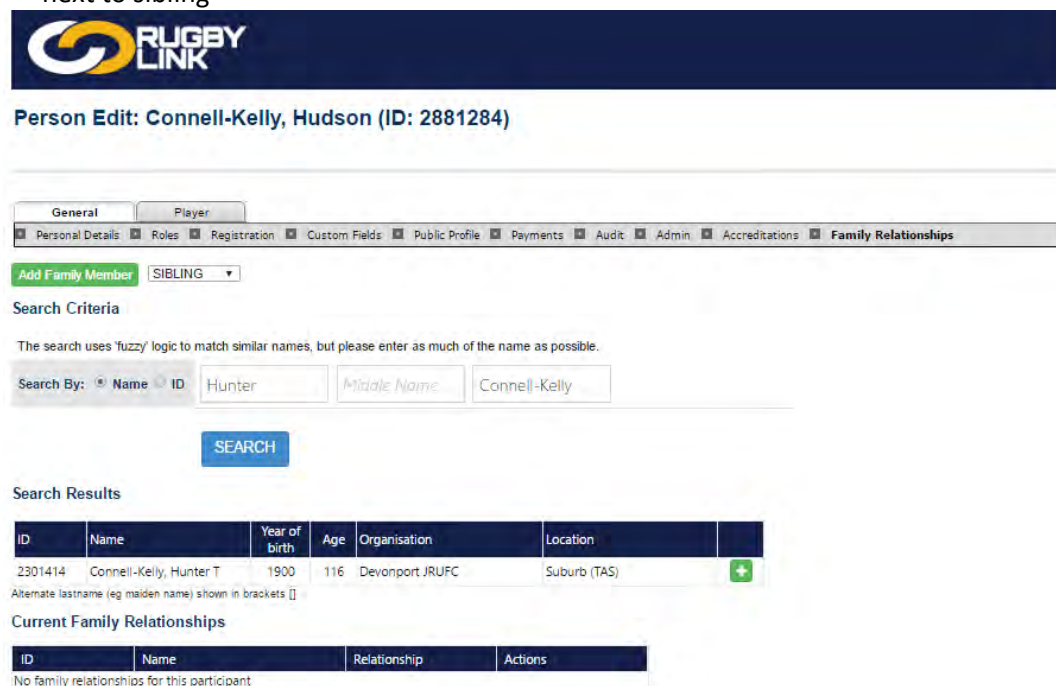
Search By: ☒ Name ☐ ID

**SEARCH**

Current Family Relationships

ID	Name	Relationship	Actions
No family relationships for this participant			

- Click  next to sibling



**Person Edit: Connell-Kelly, Hudson (ID: 2881284)**

General | Player

Personal Details | Roles | Registration | Custom Fields | Public Profile | Payments | Audit | Admin | Accreditations | **Family Relationships**

**Add Family Member** | SIBLING


Search Criteria

The search uses 'fuzzy' logic to match similar names, but please enter as much of the name as possible.

Search By: ☒ Name ☐ ID

**SEARCH**

Search Results

ID	Name	Year of birth	Age	Organisation	Location	
2301414	Connell-Kelly, Hunter T	1900	116	Devonport JRUF	Suburb (TAS)	

Alternate lastname (eg maiden name) shown in brackets []

Current Family Relationships

ID	Name	Relationship	Actions
No family relationships for this participant			

## General Admin – Adding Family Relationships

- Confirmation will appear at the top of the screen



The screenshot shows the Rugby Link interface for editing a person's details. At the top, a dark blue header contains the Rugby Link logo. Below it, the text "Person Edit: Connell-Kelly, Hudson (ID: 2881284)" is displayed. A green confirmation message with a checkmark icon states "Relationship link created successfully." Below this, a navigation bar includes tabs for "General" and "Player", and a menu with options like "Personal Details", "Roles", "Registration", "Custom Fields", "Public Profile", "Payments", "Audit", "Admin", "Accreditations", and "Family Relationships". The "Family Relationships" tab is selected. Under this tab, there is a green "Add Family Member" button and a dropdown menu currently set to "SIBLING". Below the dropdown, the section "Current Family Relationships" contains a table with the following data:

ID	Name	Relationship	Actions
2301414	Connell-Kelly, Hunter T	SIBLING	<a href="#">Delete</a>

- Repeat for all sibling relationships

*\*As of 7 December 2016*

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).



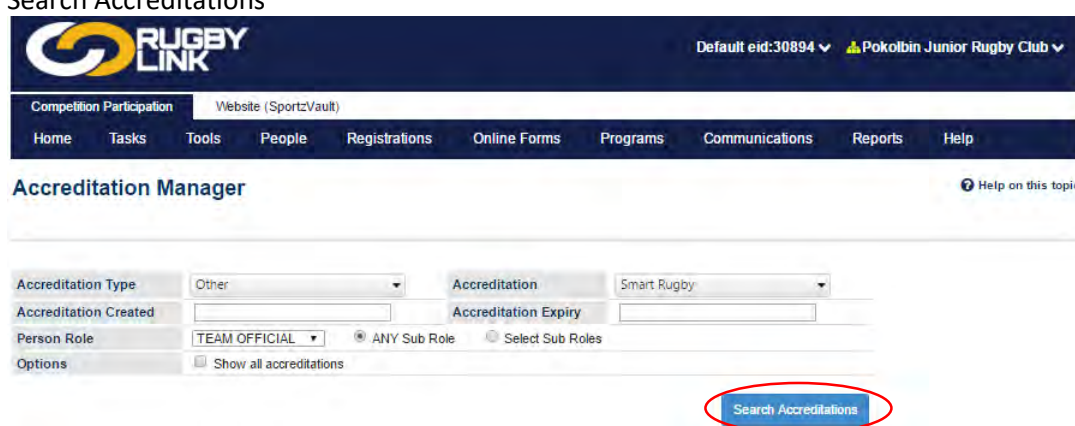
## General Admin – Accreditation Manager

This Rugby Link self-help guide explains the process of checking accreditations for your coaches, team managers and members including Smart Rugby, coaching and refereeing qualifications.

## Accreditation Manager Report

Navigation in Rugby Link: Competition Participation > People > Accreditations > Accreditation Manager

- Filter by 'Accreditation Type' and 'Accreditation'
  - For example, 'Other' and 'Smart Rugby'
- Filter by 'Person Role'
- Click "Search Accreditations"



Default eid:30894 ▼ Pokolbin Junior Rugby Club ▼

Competition Participation Website (SportzVault)

Home Tasks Tools People Registrations Online Forms Programs Communications Reports Help

**Accreditation Manager** [Help on this topic](#)



Accreditation Type: Other Accreditation: Smart Rugby

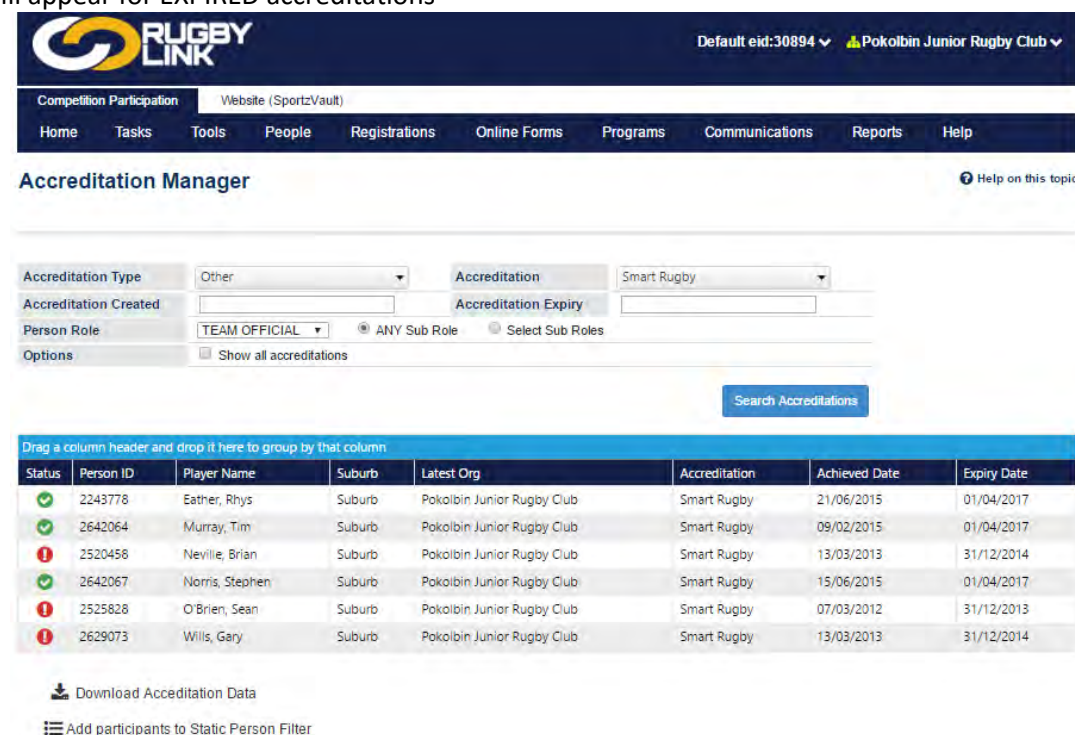
Accreditation Created: Accreditation Expiry:

Person Role: TEAM OFFICIAL ANY Sub Role Select Sub Roles

Options: ☐ Show all accreditations

**Search Accreditations**

-  will appear for CURRENT accreditations
-  will appear for EXPIRED accreditations



Default eid:30894 ▼ Pokolbin Junior Rugby Club ▼

Competition Participation Website (SportzVault)

Home Tasks Tools People Registrations Online Forms Programs Communications Reports Help

**Accreditation Manager** [Help on this topic](#)

Accreditation Type: Other Accreditation: Smart Rugby







Accreditation Created: Accreditation Expiry:

Person Role: TEAM OFFICIAL ANY Sub Role Select Sub Roles

Options: ☐ Show all accreditations

**Search Accreditations**

Drag a column header and drop it here to group by that column

Status	Person ID	Player Name	Suburb	Latest Org	Accreditation	Achieved Date	Expiry Date
	2243778	Eather, Rhys	Suburb	Pokolbin Junior Rugby Club	Smart Rugby	21/06/2015	01/04/2017
	2642064	Murray, Tim	Suburb	Pokolbin Junior Rugby Club	Smart Rugby	09/02/2015	01/04/2017
	2520458	Neville, Brian	Suburb	Pokolbin Junior Rugby Club	Smart Rugby	13/03/2013	31/12/2014
	2642067	Norris, Stephen	Suburb	Pokolbin Junior Rugby Club	Smart Rugby	15/06/2015	01/04/2017
	2525828	O'Brien, Sean	Suburb	Pokolbin Junior Rugby Club	Smart Rugby	07/03/2012	31/12/2013
	2629073	Wills, Gary	Suburb	Pokolbin Junior Rugby Club	Smart Rugby	13/03/2013	31/12/2014

[Download Accreditation Data](#)

[Add participants to Static Person Filter](#)

**NOTE:** Accreditations are current, however there is an ARU merge process currently underway which will ensure ALL accreditations display on an individual's record (ready late-2016)



## General Admin – Accreditation Manager

### Checking an Individual's Accreditation

Navigation in Rugby Link: Competition Participation > People > Person List

- Filter by 'Role'
- Search by 'Person Name or ID'
- Click "Display List"

- Double click the individual's record
- Click "Accreditations" tab

- 'Current Accreditations' will appear with under 'Status'

#### Current Accreditations

Status	Type	Accreditation	Achieved Date	Expiry Date	Last Updated
	Referee	Referee U8-U12	19-Jun-2013	31-Dec-2018	19-Jun-2013
	Other	Smart Rugby	21-Jun-2015	01-Apr-2017	21-Jun-2015
	Other	Foundation Course	21-Jun-2015	31-Dec-2020	21-Jun-2015

- 'Expired Accreditations' will appear with under 'Status'

#### Expired Accreditations

Status	Type	Accreditation	Achieved Date	Expiry Date	Last Updated
	Coach	Coach U8-U12	08-Mar-2010	31-Dec-2015	08-Mar-2010
	Other	Smart Rugby	07-Mar-2012	31-Dec-2013	07-Mar-2012

\*As of 26 September 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink) or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).

# General Admin - Adding New Members

This Rugby Link self-help guide explains the process of adding new members using Registration Manager and/or Add New Person and assigning the member with the relevant role, e.g. 'player'.

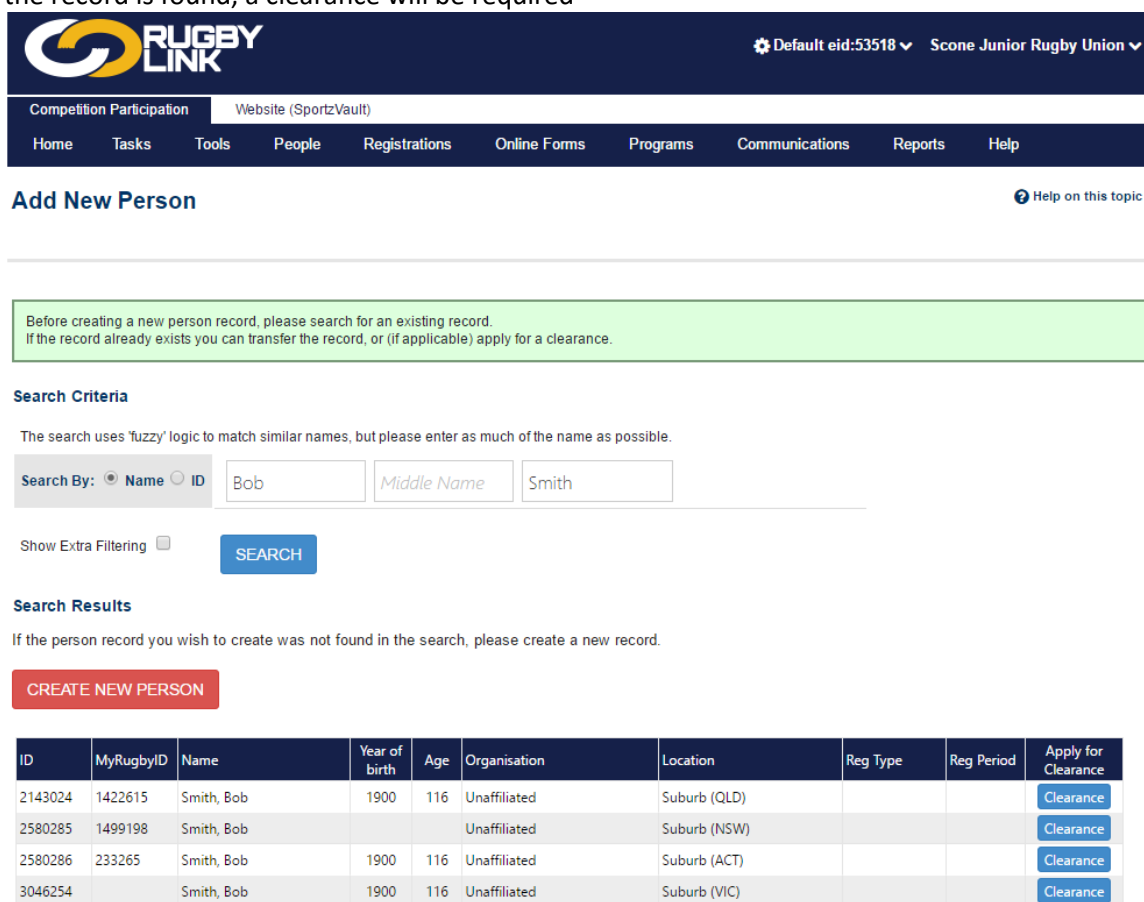
## Adding New Members

Navigation in Rugby Link: Competition Participation > Registrations > Registration Manager

- Check the member does not already have a record in Rugby Link

**NOTE:** Clearance rules apply for a member who already exists in Rugby Link

- If the record is found, a clearance will be required



The screenshot shows the Rugby Link Registration Manager interface. At the top, there's a header with the Rugby Link logo and navigation links. Below the header, there's a section titled "Add New Person" with a "Help on this topic" link. A green box contains a warning: "Before creating a new person record, please search for an existing record. If the record already exists you can transfer the record, or (if applicable) apply for a clearance." Below this, there's a "Search Criteria" section with a search form. The search form has a "Search By:" dropdown with "Name" and "ID" options. The "Name" option is selected, and the search criteria are "Bob", "Middle Name", and "Smith". There's a "SEARCH" button. Below the search form, there's a "Search Results" section. It says "If the person record you wish to create was not found in the search, please create a new record." Below this, there's a "CREATE NEW PERSON" button. At the bottom, there's a table with the following data:

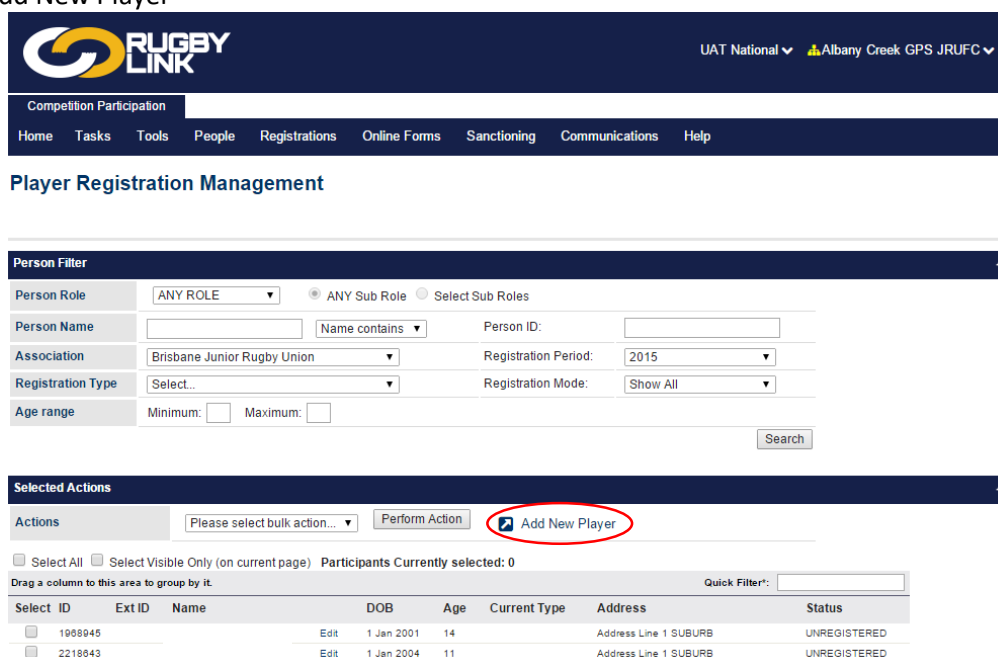
ID	MyRugbyID	Name	Year of birth	Age	Organisation	Location	Reg Type	Reg Period	Apply for Clearance
2143024	1422615	Smith, Bob	1900	116	Unaffiliated	Suburb (QLD)			<a href="#">Clearance</a>
2580285	1499198	Smith, Bob			Unaffiliated	Suburb (NSW)			<a href="#">Clearance</a>
2580286	233265	Smith, Bob	1900	116	Unaffiliated	Suburb (ACT)			<a href="#">Clearance</a>
3046254		Smith, Bob	1900	116	Unaffiliated	Suburb (VIC)			<a href="#">Clearance</a>

Alternate lastname (eg maiden name) shown in brackets []

**NOTE:** UNAFFILIATED player clearances are granted by ARU regularly

## General Admin - Adding New Members

- Click “Add New Player”



**Person Filter**

Person Role:  ☒ ANY Sub Role ☐ Select Sub Roles

Person Name:  Name contains:  Person ID:

Association:  Registration Period:

Registration Type:  Registration Mode:

Age range: Minimum:  Maximum:

**Selected Actions**

Actions:

☐ Select All ☐ Select Visible Only (on current page) Participants Currently selected: 0

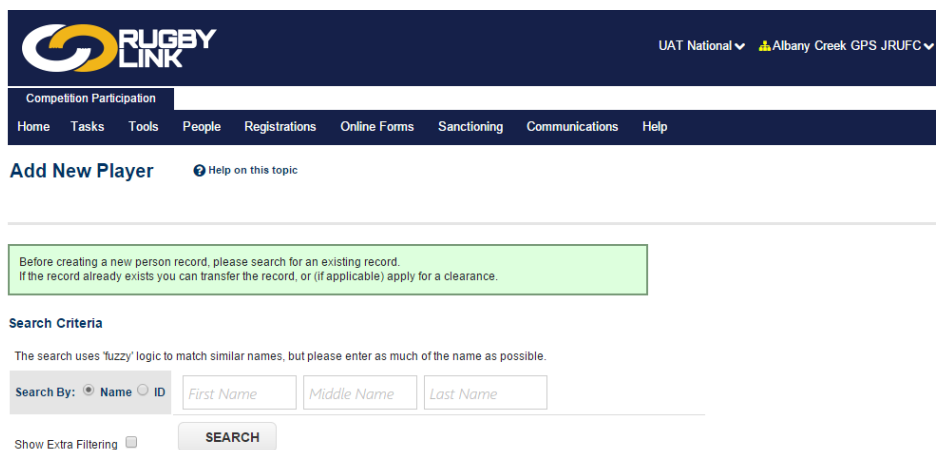
Drag a column to this area to group by it. Quick Filter\*:

Select	ID	Ext ID	Name	DOB	Age	Current Type	Address	Status
<input type="checkbox"/>	1988945			Edit	1 Jan 2001	14	Address Line 1 SUBURB	UNREGISTERED
<input type="checkbox"/>	2218843			Edit	1 Jan 2004	11	Address Line 1 SUBURB	UNREGISTERED

*Alternative Navigation in Rugby Link: Competition Participation > People > Add New Person*

- Before you create a new player you must search for an existing record of the player. This is an important point of account validation and stops the formation of duplicates.
  - If the search provides an EXISTING player RECORD please cross check against DOB and suburb

**NOTE:** Clearance and Transfer rules apply for a member who already exists in Rugby Link



**Add New Player** [Help on this topic](#)

Before creating a new person record, please search for an existing record.  
If the record already exists you can transfer the record, or (if applicable) apply for a clearance.

**Search Criteria**

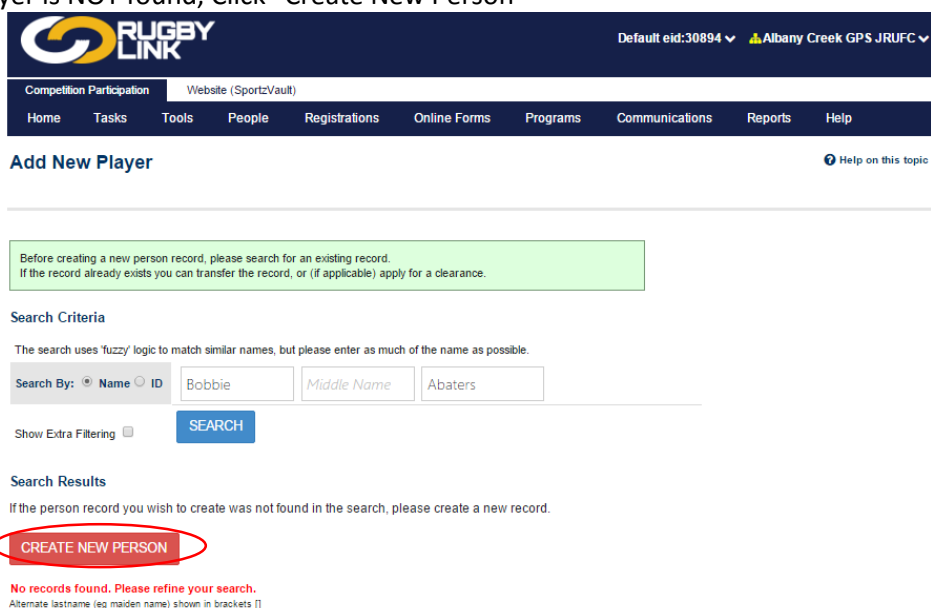
The search uses 'fuzzy' logic to match similar names, but please enter as much of the name as possible.

Search By: ☒ Name ☐ ID

Show Extra Filtering ☐

## General Admin - Adding New Members

- If your player is NOT found, Click "Create New Person"



**RUGBY LINK** Default eid:30894 ▾ Albany Creek GPS JRUFC ▾

Competition Participation Website (SportVault)

Home Tasks Tools People Registrations Online Forms Programs Communications Reports Help

### Add New Player

[Help on this topic](#)

Before creating a new person record, please search for an existing record.  
If the record already exists you can transfer the record, or (if applicable) apply for a clearance.

**Search Criteria**

The search uses 'fuzzy' logic to match similar names, but please enter as much of the name as possible.

Search By: ☒ Name ☐ ID

Show Extra Filtering ☐

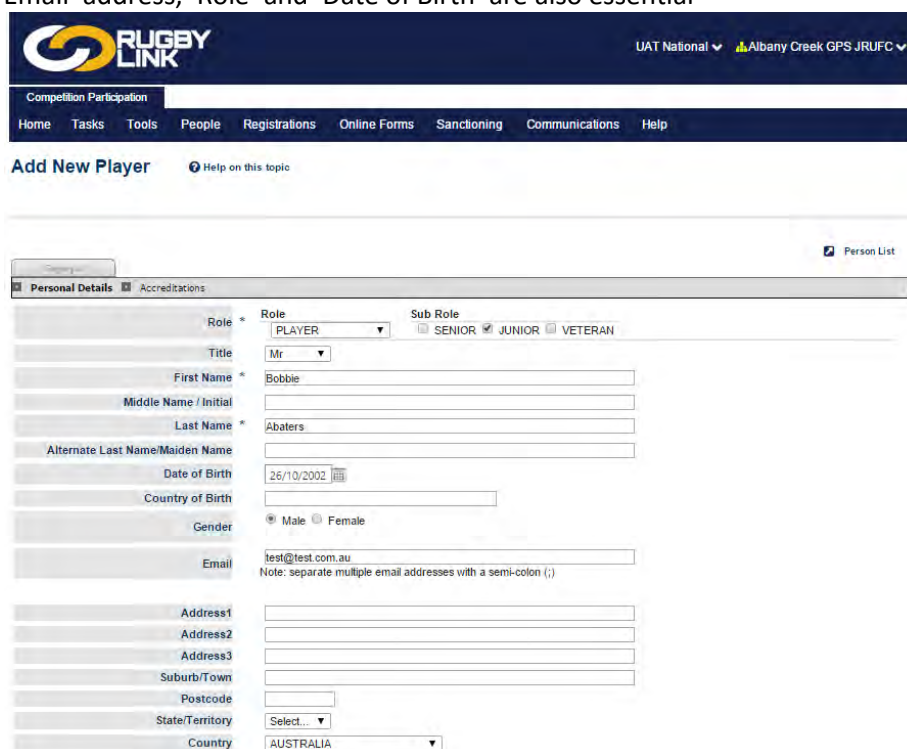
**Search Results**

If the person record you wish to create was not found in the search, please create a new record.

**CREATE NEW PERSON**

No records found. Please refine your search.  
Alternate lastname (eg maiden name) shown in brackets []

- Enter in your player's details
  - 'Role' and 'Sub Role' are MANDATORY
  - An 'Email' address, 'Role' and 'Date of Birth' are also essential



**RUGBY LINK** UAT National ▾ Albany Creek GPS JRUFC ▾

Competition Participation

Home Tasks Tools People Registrations Online Forms Sanctioning Communications Help

### Add New Player

[Help on this topic](#)

[Person List](#)

**Personal Details** **Accreditations**

Role \*  Sub Role ☐ SENIOR ☒ JUNIOR ☐ VETERAN

Title

First Name \*

Middle Name / Initial

Last Name \*

Alternate Last Name/Maiden Name

Date of Birth

Country of Birth

Gender ☒ Male ☐ Female

Email   
Note: separate multiple email addresses with a semi-colon (;)

Address1

Address2

Address3

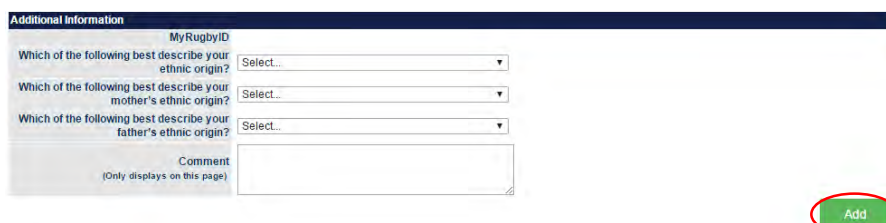
Suburb/Town

Postcode

State/Territory

Country

- Click "Add"



**Additional Information**

My Rugby ID

Which of the following best describe your ethnic origin?

Which of the following best describe your mother's ethnic origin?

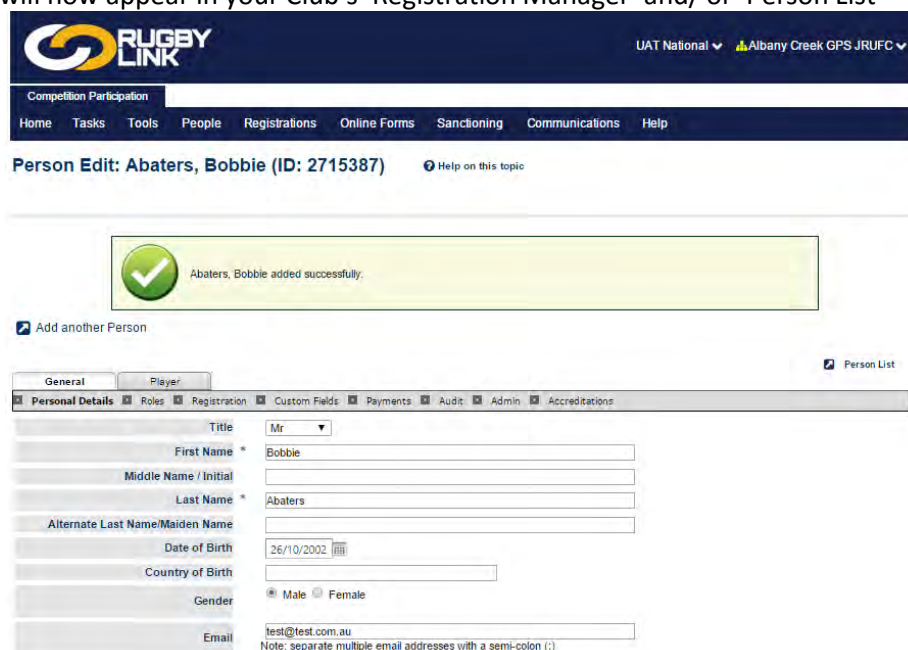
Which of the following best describe your father's ethnic origin?

Comment (Only displays on this page)

**Add**

## General Admin - Adding New Members

- Confirmation will appear at the top of the screen
- The record will now appear in your Club's 'Registration Manager' and/ or 'Person List'



**Person Edit: Abaters, Bobbie (ID: 2715387)** [Help on this topic](#)

Abaters, Bobbie added successfully.

[Add another Person](#) [Person List](#)

**General** **Player** **Roles** **Registration** **Custom Fields** **Payments** **Audit** **Admin** **Accreditations**

**Personal Details**

Title: Mr

First Name: \* Bobbie

Middle Name / Initial:

Last Name: \* Abaters

Alternate Last Name/Maiden Name:

Date of Birth: 26/10/2002

Country of Birth:

Gender: ☒ Male ☐ Female

Email: test@test.com.au  
Note: separate multiple email addresses with a semi-colon (;)

\*As of 16 December 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).



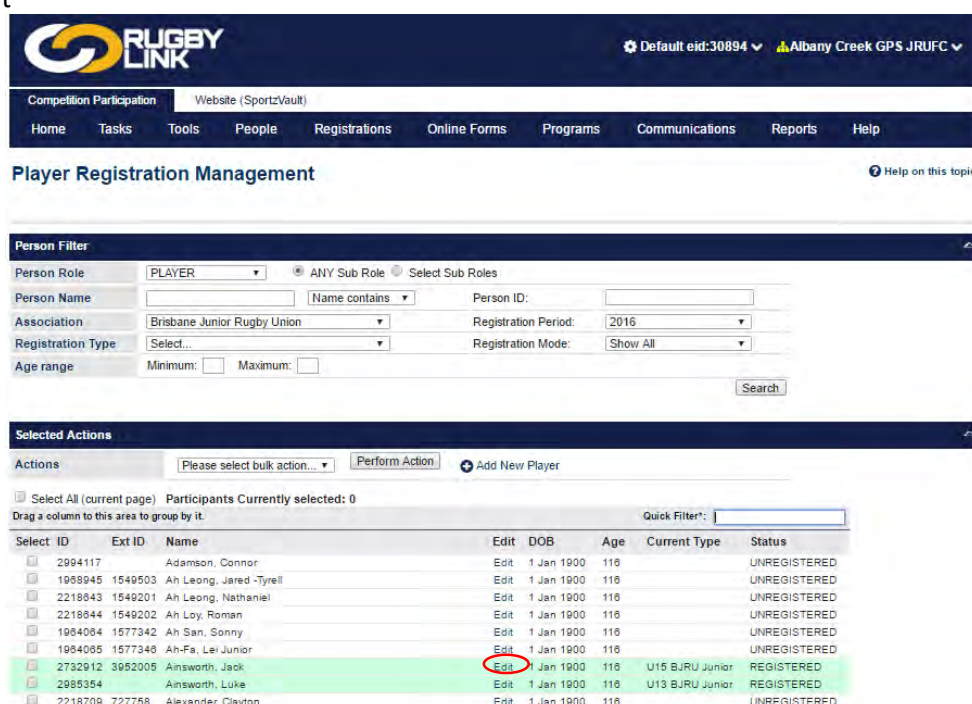
## General Admin - Editing, Updating Records

This Rugby Link self-help guide explains the different tabs available in the member record. There are multiple processes for editing and updating member records. Clubs will understand how to update and edit an existing member record in your Club's database.

### Member Record Tabs

Navigation in Rugby Link: Competition Participation > Registrations > Registration Manager

- Click "Edit"



**Person Filter**

Person Role: **PLAYER** | ANY Sub Role | Select Sub Roles

Person Name:  | Name contains:  | Person ID:

Association: **Brisbane Junior Rugby Union** | Registration Period: **2016**

Registration Type: **Select...** | Registration Mode: **Show All**

Age range: Minimum:  Maximum:  | **Search**

**Selected Actions**

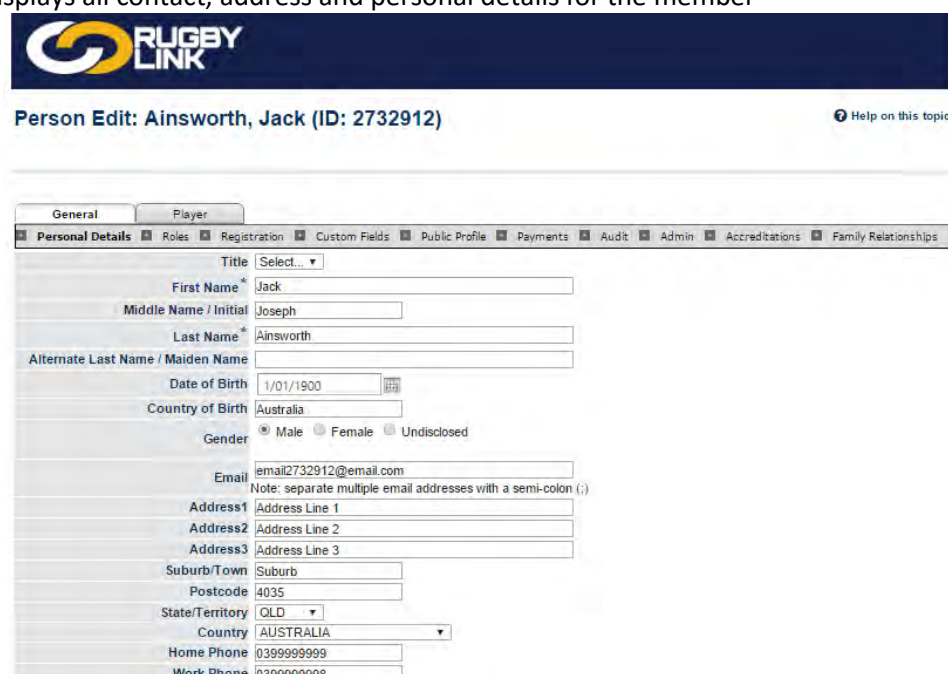
Actions: **Please select bulk action...** | **Perform Action** | **Add New Player**

☐ Select All (current page) | Participants Currently selected: 0

Drag a column to this area to group by it. | Quick Filter\*:

Select	ID	Ext ID	Name	Edit	DOB	Age	Current Type	Status
<input type="checkbox"/>	2994117		Adamson, Connor	Edit	1 Jan 1900	116		UNREGISTERED
<input type="checkbox"/>	1958945	1549503	Ah Leong, Jared -Tyrell	Edit	1 Jan 1900	116		UNREGISTERED
<input type="checkbox"/>	2218943	1549201	Ah Leong, Nathaniel	Edit	1 Jan 1900	116		UNREGISTERED
<input type="checkbox"/>	2218944	1549202	Ah Loy, Roman	Edit	1 Jan 1900	116		UNREGISTERED
<input type="checkbox"/>	1994064	1577342	Ah San, Sonny	Edit	1 Jan 1900	116		UNREGISTERED
<input type="checkbox"/>	1994065	1577346	Ah-Fa, Lei Junior	Edit	1 Jan 1900	116		UNREGISTERED
<input type="checkbox"/>	2732912	3952005	Ainsworth, Jack	<b>Edit</b>	1 Jan 1900	116	U15 BJRU Junior	REGISTERED
<input type="checkbox"/>	2985354		Ainsworth, Luke	Edit	1 Jan 1900	116	U13 BJRU Junior	REGISTERED
<input type="checkbox"/>	2218709	727758	Alexander, Clayton	Edit	1 Jan 1900	116		UNREGISTERED

- 'Personal Details' tab:
  - Displays all contact, address and personal details for the member



**Person Edit: Ainsworth, Jack (ID: 2732912)**

**General** | **Player**

**Personal Details** | Roles | Registration | Custom Fields | Public Profile | Payments | Audit | Admin | Accreditations | Family Relationships

Title: **Select...**

First Name\*: **Jack**

Middle Name / Initial: **Joseph**

Last Name\*: **Ainsworth**

Alternate Last Name / Maiden Name:

Date of Birth: **1/01/1900**

Country of Birth: **Australia**

Gender: ☒ Male ☐ Female ☐ Undisclosed

Email: **email2732912@email.com**  
Note: separate multiple email addresses with a semi-colon (;)

Address1: **Address Line 1**

Address2: **Address Line 2**

Address3: **Address Line 3**

Suburb/Town: **Suburb**

Postcode: **4035**

State/Territory: **QLD**

Country: **AUSTRALIA**

Home Phone: **0399999999**

Work Phone: **0399999998**

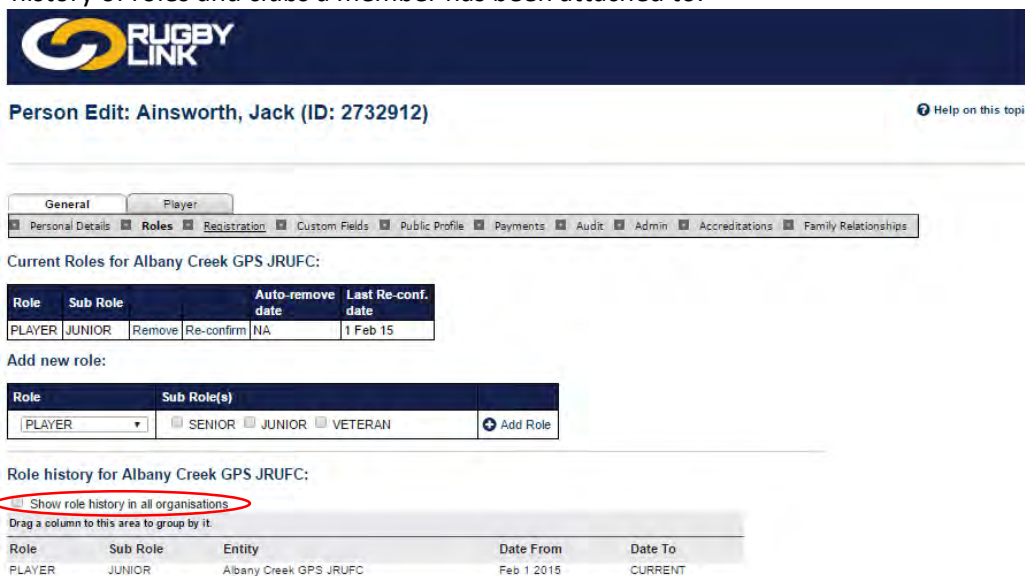
## General Admin - Editing, Updating Records

- 'Roles' tab:

- Displays the current roles a member has attached to their account
- Can add new role(s) by clicking "Add Role". For example, a player may also be a "member".

**NOTE:** player roles are automatically added when a player registers ONLINE

- By clicking the checkbox "Show role history in all organisation" you will be provided with a complete history of roles and clubs a member has been attached to.



**Person Edit: Ainsworth, Jack (ID: 2732912)** [Help on this topic](#)

General | **Player**

Personal Details | **Roles** | Registration | Custom Fields | Public Profile | Payments | Audit | Admin | Accreditations | Family Relationships

Current Roles for Albany Creek GPS JRUCF:

Role	Sub Role	Remove	Re-confirm	Auto-remove date	Last Re-conf. date
PLAYER	JUNIOR			NA	1 Feb 15

Add new role:

Role	Sub Role(s)	
PLAYER	<input type="checkbox"/> SENIOR <input type="checkbox"/> JUNIOR <input type="checkbox"/> VETERAN	<a href="#">+ Add Role</a>

Role history for Albany Creek GPS JRUCF:

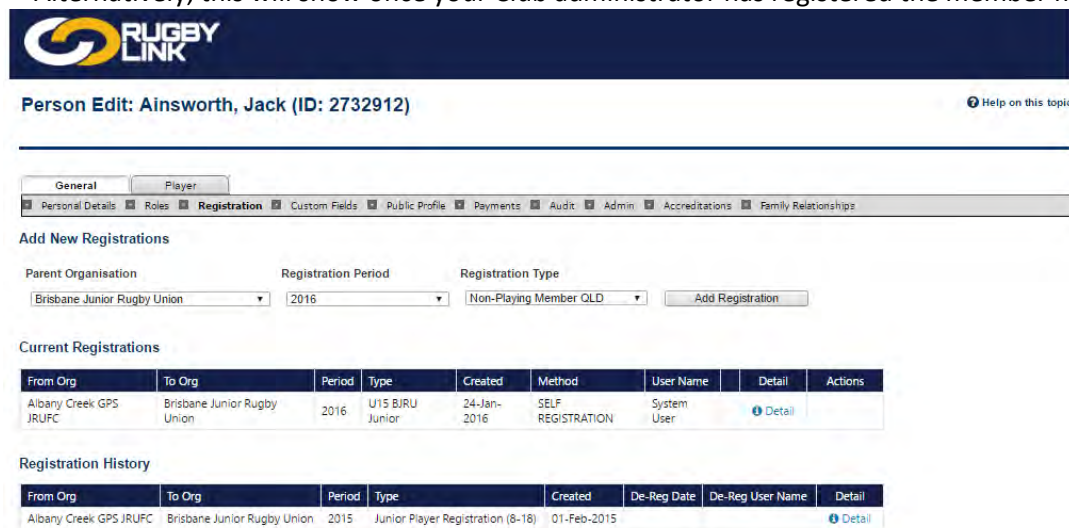
☒ Show role history in all organisations

Drag a column to this area to group by it:

Role	Sub Role	Entity	Date From	Date To
PLAYER	JUNIOR	Albany Creek GPS JRUCF	Feb 1 2015	CURRENT

- 'Registration' tab:

- Displays the current registration attached to a member. This occurs automatically after a player has registered ONLINE
- Alternatively, this will show once your Club administrator has registered the member manually



**Person Edit: Ainsworth, Jack (ID: 2732912)** [Help on this topic](#)

General | **Player**

Personal Details | Roles | **Registration** | Custom Fields | Public Profile | Payments | Audit | Admin | Accreditations | Family Relationships

Add New Registrations

Parent Organisation:  Registration Period:  Registration Type:  [Add Registration](#)

Current Registrations

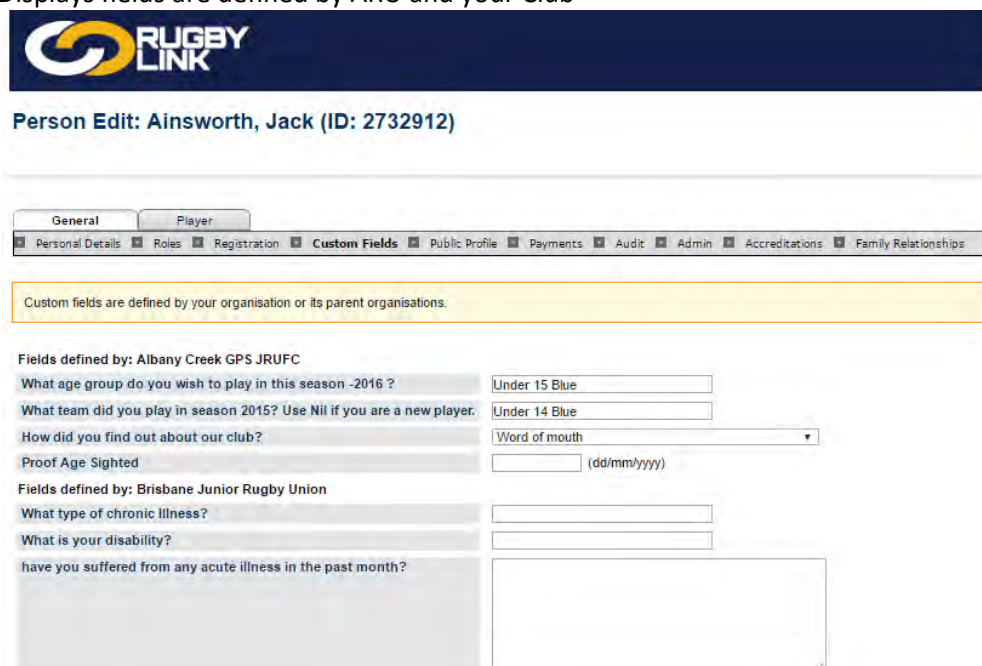
From Org	To Org	Period	Type	Created	Method	User Name	Detail	Actions
Albany Creek GPS JRUCF	Brisbane Junior Rugby Union	2016	U15 BJRU Junior	24-Jan-2016	SELF REGISTRATION	System User	<a href="#">Detail</a>	

Registration History


From Org	To Org	Period	Type	Created	De-Reg Date	De-Reg User Name	Detail
Albany Creek GPS JRUCF	Brisbane Junior Rugby Union	2015	Junior Player Registration (8-18)	01-Feb-2015			<a href="#">Detail</a>

## General Admin - Editing, Updating Records

- 'Custom Fields' tab:
  - Displays fields are defined by ARU and your Club




- 'Public Profile' tab:
  - Displays any player portraits added against the record



## General Admin - Editing, Updating Records

- 'Payments' tab:
  - Displays all member payments, including online and offline payments



**Person Edit: Ainsworth, Jack (ID: 2732912)** [Help on this topic](#)

---

**General** | **Player**

Personal Details | Roles | Registration | Custom Fields | Public Profile | **Payments** | Audit | Admin | Accreditations | Family Relationships

[Player Payments Received Summary](#)

Payment Start Date: 01/01/2016 (dd/mm/yyyy) | Payment End Date: 12/09/2016 (dd/mm/yyyy) | [Refresh](#)

Summary for selected period:

Name	Number of Recorded Payments	Total Payment Amount	Last Payment Date
Ainsworth, Jack J	2	150.00	31 Jan 16

Current Seasonal Payment Status: Paid | [Update](#)


Payment Details for selected Period:

[+ Add Payment](#)

Description	Payment Method	Payment Status	Receipt/Inv No	Amount	Payment Date		
Under 15 - Season 1	Offline - Cheque	Paid	258	150.00	30 Jan 16	<a href="#">Delete</a>	<a href="#">Edit</a>
Under 15 - Season 1	Offline - Credit Card	Not Paid	232249 (Ref: online)	0.00	23 Jan 16		<a href="#">Edit</a>

Total Records: 2

- 'Accreditations' tab:
  - Displays all member accreditations including current and expired accreditations



**Person Accreditation** [Help on this topic](#)

---

**General** | **Player**

Personal Details | Roles | Registration | Custom Fields | Public Profile | Payments | Audit | Admin | **Accreditations** | Family Relationships

**Add a new accreditation**

Accreditation: Please select | Achieved Date: 12/09/2016 | [Add Accreditation](#)

**Current Accreditations**

Status	Type	Accreditation	Achieved Date	Expiry Date	Last Updated		
✓	Referee	Referee Level 1	07-Jan-2012	31-Dec-2018	07-Jan-2012	<a href="#">Modify</a>	<a href="#">Delete</a>
✓	Other	Foundation Course	01-Jul-2012	31-Dec-2017	01-Jul-2012	<a href="#">Modify</a>	<a href="#">Delete</a>

**Expired Accreditations**

Status	Type	Accreditation	Achieved Date	Expiry Date	Last Updated		
!	Other	Smart Rugby	01-Jul-2012	31-Dec-2014	01-Jul-2012	<a href="#">Modify</a>	<a href="#">Delete</a>

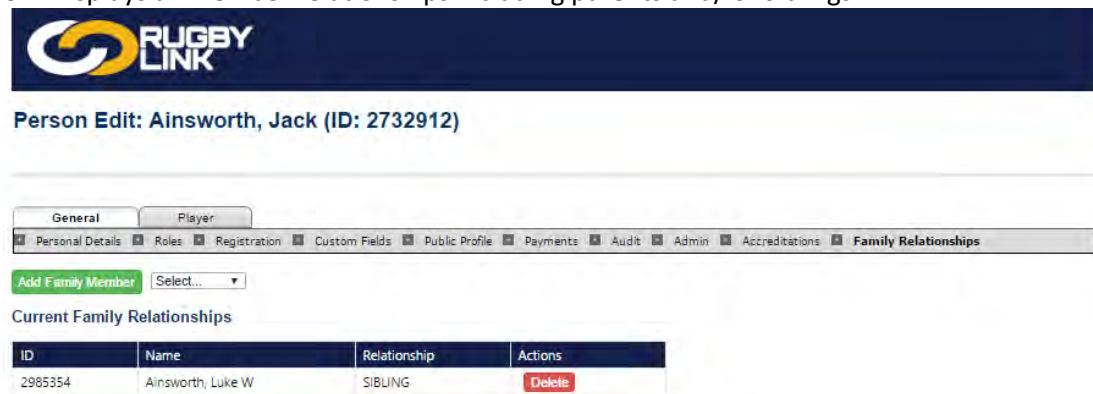
**Accreditation Log**

Action Date	Type	Accreditation	Achieved Date	Expiry Date	Status	Data Source	User Name
<b>Accreditation Type : Referee</b>							
04-Mar-2012 12:00:00 AM	Referee	Referee U8-U12	04-Mar-2012	31-Dec-2017	Active	Data Load	System User
21-Aug-2014 12:00:00 AM	Referee	Referee Level 1	07-Jan-2012	31-Dec-2016	Active	Data Load	System User
<b>Accreditation Type : Other</b>							
04-Mar-2012 12:00:00 AM	Other	Smart Rugby	04-Mar-2012	31-Dec-2013	Active	Data Load	System User
01-Jul-2012 12:00:00 AM	Other	Smart Rugby	01-Jul-2012	31-Dec-2014	Active	Data Load	System User
01-Jul-2012 12:00:00 AM	Other	Foundation Course	01-Jul-2012	31-Dec-2017	Active	Data Load	System User



## General Admin - Editing, Updating Records

- 'Family Relationships' tab:
  - Displays all member relationships including parents and/ or siblings



**Person Edit: Ainsworth, Jack (ID: 2732912)**

General Player

Personal Details Roles Registration Custom Fields Public Profile Payments Audit Admin Accreditations **Family Relationships**

Add Family Member Select...

Current Family Relationships

ID	Name	Relationship	Actions
2985354	Ainsworth, Luke W	SIBLING	Delete

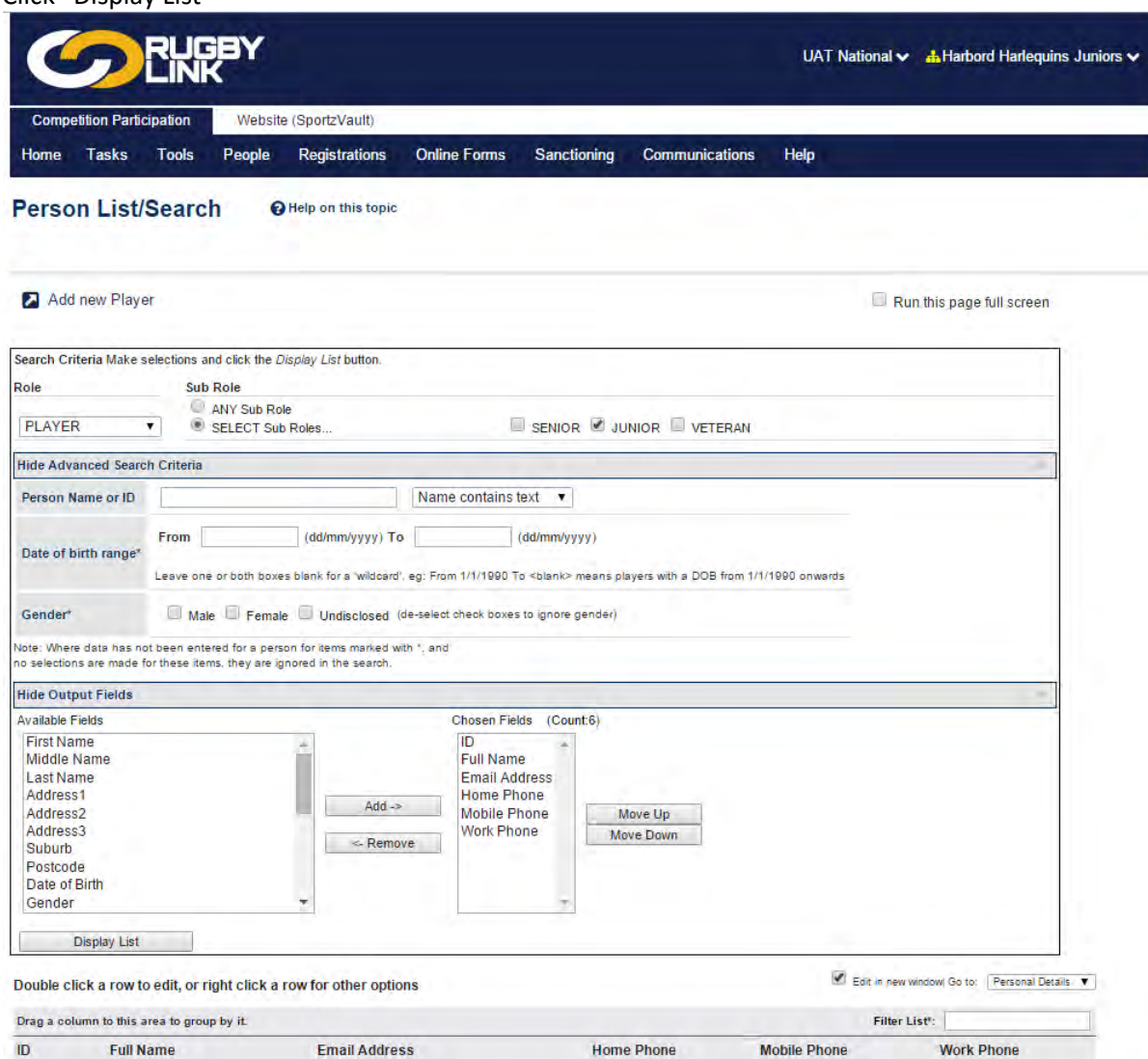


## General Admin - Editing, Updating Records

### Editing, Updating Records via Person List

Navigation in Rugby Link: Competition Participation > People > Person List

- Your list of members will display in the Person List/Search page
- You can refine your search by:
  - Selecting role and sub-role
  - Display 'Advanced Search Criteria' – additional searching fields including person name or ID, date of birth range and gender
  - Display 'Output fields' – administrators can choose up to 20 fields of information that can be displayed next to a member record when the search is generated
- Click "Display List"

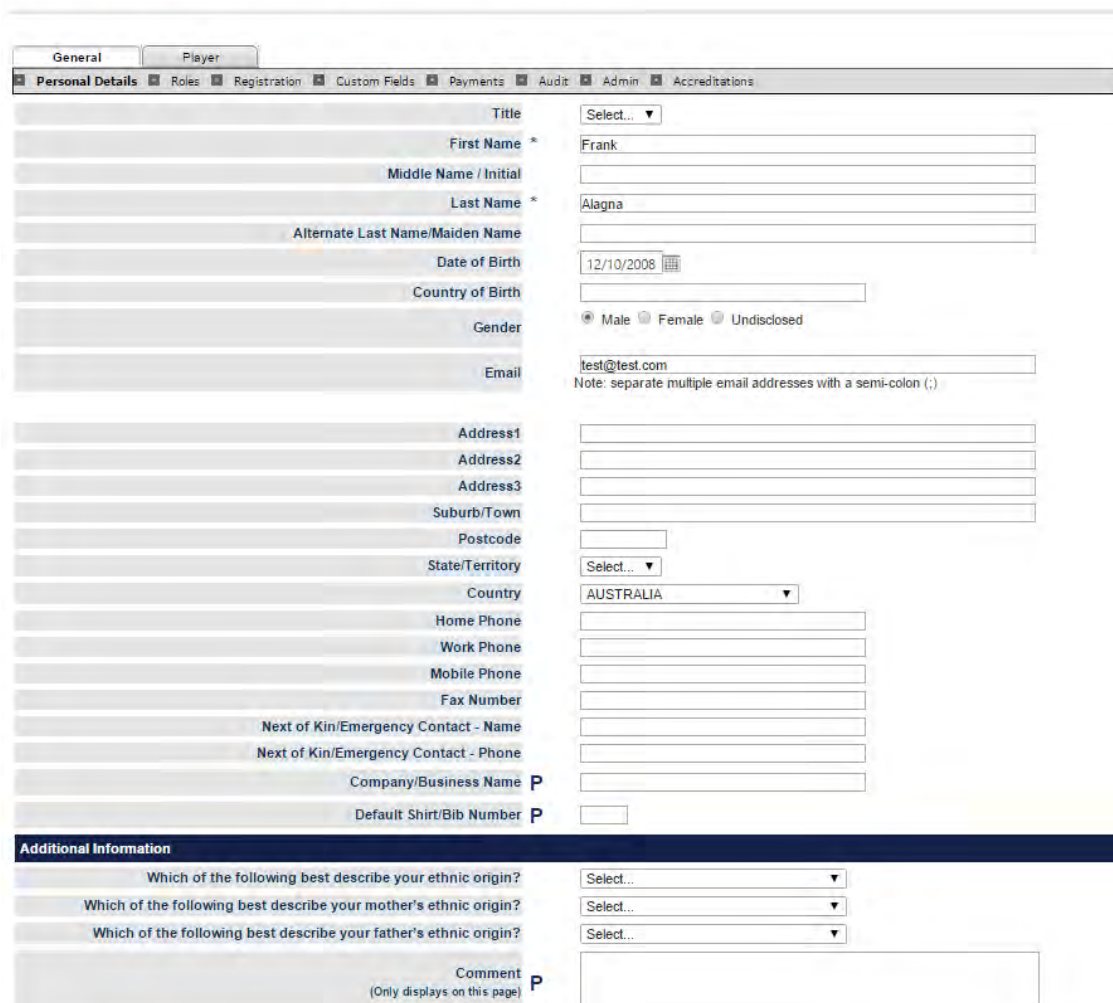


The screenshot shows the Rugby Link web application interface. At the top is the Rugby Link logo and navigation tabs: Competition Participation, Website (SportzVault), Home, Tasks, Tools, People, Registrations, Online Forms, Sanctioning, Communications, and Help. The 'People' tab is active, leading to the 'Person List/Search' page. The page includes a search criteria section with dropdowns for Role (PLAYER) and Sub Role (ANY Sub Role), and checkboxes for SENIOR, JUNIOR, and VETERAN. Below this are advanced search criteria for Person Name or ID, Date of birth range, and Gender. A section for Output Fields allows users to select fields from an 'Available Fields' list and move them to a 'Chosen Fields' list. The 'Display List' button is at the bottom of the search criteria section. Below the search criteria, there is a table header with columns: ID, Full Name, Email Address, Home Phone, Mobile Phone, and Work Phone. A 'Filter List' dropdown is also present.

## General Admin - Editing, Updating Records

- Once have selected the member record you wish to edit, double click on their name
- The record will then appear in a pop up window and you will be able to add or edit any personal fields

**Person Edit: Alagna, Frank (ID: 2658289)** [Help on this topic](#)





- The email field will be the most common field that will need to be added or edited and this is the most efficient way of completing this task. Remember to always hit “update” when you have finished editing the record so that the change takes effect.
- Close the person edit window and view the updated player record by clicking ‘Display List’

## General Admin - Editing, Updating Records

### Editing, Updating Records via Person Detail Edit

Navigation in Rugby Link: Competition Participation > People > Person Detail Edit

- This is a page used for quick and easy updating of a member's contact details (email, home/ mobile phone and date of birth)
- You can refine your search by selecting 'Role' and 'Sub-Role'
- Click "Search"


Default eid:30894 ▾  Harbord Harlequins JRUCF ▾

Competition Participation
Home
Tasks
Tools
People
Registrations
Online Forms
Programs
Communications
Reports
Help

#### Edit Person Contact Details

**Search Options**

**Role**  

PLAYER ▾

☒ ANY Sub Role  
☐ SELECT Sub Roles...

Search

ID	Name	Email	Home Phone	Mobile Phone	DOB	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
	2302262	Abbey, Will T	email2302262@email.com	0399999999	0410000000	01-Jan-00
	2268049	Adair, Callum	email2268049@email.com	0399999999	0410000000	01-Jan-00
	2268050	Ala, Daniel	email2268050@email.com	0399999999	0410000000	01-Jan-00
	2268051	Algar, William	email2268051@email.com	0399999999	0410000000	01-Jan-00
	2268052	Allen, Daniel	email2268052@email.com	0399999999	0410000000	01-Jan-00
	2268053	Allen, Jacob	email2268053@email.com	0399999999	0410000000	01-Jan-00
	2244978	Allen, Taine	email2244978@email.com	0399999999	0410000000	01-Jan-00
	2268054	Anderson, Leonardo	email2268054@email.com	0399999999	0410000000	01-Jan-00
	2268055	Andrew, Harry John	email2268055@email.com	0399999999	0410000000	01-Jan-00
	2310673	Ashby, Harry Kingsley	email2310673@email.com	0399999999	0410000000	01-Jan-00
	2268056	Ashby, James Kingsley	email2268056@email.com	0399999999	0410000000	01-Jan-00
	2268057	Ashby, Sam	email2268057@email.com	0399999999	0410000000	01-Jan-00
	2268058	Awdford, Max	email2268058@email.com	0399999999	0410000000	01-Jan-00
	2268059	Bamford, Griffin James	email2268059@email.com	0399999999	0410000000	01-Jan-00
	2268060	Bamford, Lachlan	email2268060@email.com	0399999999	0410000000	01-Jan-00
	2314986	Bamford, Owen	email2314986@email.com	0399999999	0410000000	01-Jan-00
	2268061	Bamford, Paddy	email2268061@email.com	0399999999	0410000000	01-Jan-00
	2268062	Barnes, Max	email2268062@email.com	0399999999	0410000000	01-Jan-00
	2316585	Barnett, Sam	email2316585@email.com	0399999999	0410000000	01-Jan-00
	2268063	Barnett, Will	email2268063@email.com	0399999999	0410000000	01-Jan-00

1

2

3

4

5

6

7

8

9

10

...

Page size: 20

494 items in 25 pages

- Once have found the member record you wish to edit, click the 'Pencil'

	2268056	Ashby, James Kingsley	email2268056@email.com	0399999999	0410000000	01-Jan-00
	2268057	Ashby, Sam	<input type="text" value="email2268057@email.com"/>	<input type="text" value="0399999999"/>	<input type="text" value="0410000000"/>	<input type="text" value="1/01/1900"/>
	2268058	Awdford, Max	email2268058@email.com	0399999999	0410000000	01-Jan-00

















## General Admin - Editing, Updating Records

- The email, phone and date of birth fields will now be editable. Make the necessary changes and click the 'Green tick'

	2268056	Ashby, James Kingsley	email2268056@email.com	0399999999	0410000000	01-Jan-00
	2268057	Ashby, Sam	<input type="text" value="samashby@email.com"/>	<input type="text" value="0399999999"/>	<input type="text" value="0410000000"/>	<input type="text" value="25/10/2003"/>
	2268058	Awdford, Max	email2268058@email.com	0399999999	0410000000	01-Jan-00

- The updated details will now appear in the list and confirmation will appear at the bottom of the page

	2268056	Ashby, James Kingsley	email2268056@email.com	0399999999	0410000000	01-Jan-00
	2268057	Ashby, Sam	samashby@email.com	0399999999	0410000000	25-Oct-03
	2268058	Awdford, Max	email2268058@email.com	0399999999	0410000000	01-Jan-00
	2268059	Bamford, Griffin James	email2268059@email.com	0399999999	0410000000	01-Jan-00
	2268060	Bamford, Lachlan	email2268060@email.com	0399999999	0410000000	01-Jan-00
	2314986	Bamford, Owen	email2314986@email.com	0399999999	0410000000	01-Jan-00
	2268061	Bamford, Paddy	email2268061@email.com	0399999999	0410000000	01-Jan-00
	2268062	Barnes, Max	email2268062@email.com	0399999999	0410000000	01-Jan-00
	2316585	Barnett, Sam	email2316585@email.com	0399999999	0410000000	01-Jan-00
	2268063	Barnett, Will	email2268063@email.com	0399999999	0410000000	01-Jan-00



1
2
3
4
5
6
7
8
9
10
...


Page size: 20
-494 items in 25 pages

Player Sam Ashby updated!

\*As of 12 September 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).

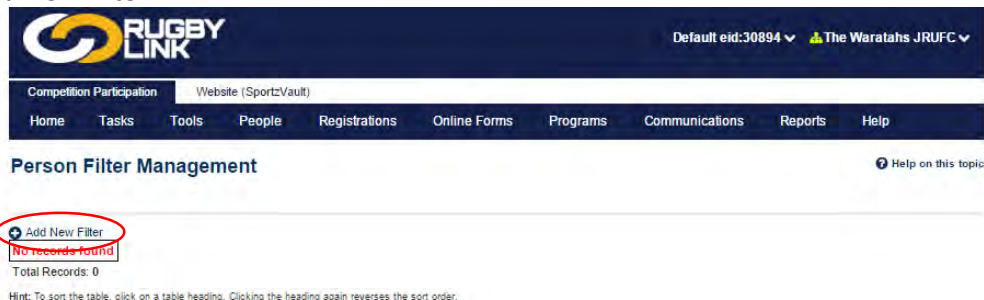
# General Admin – Custom Person Filters

This Rugby Link self-help guide explains the process of creating custom person filters. These can then be applied to a 'Custom Person List'.

## Custom Person Filters

Navigation in Rugby Link: Competition Participation > People > Custom Person Filters

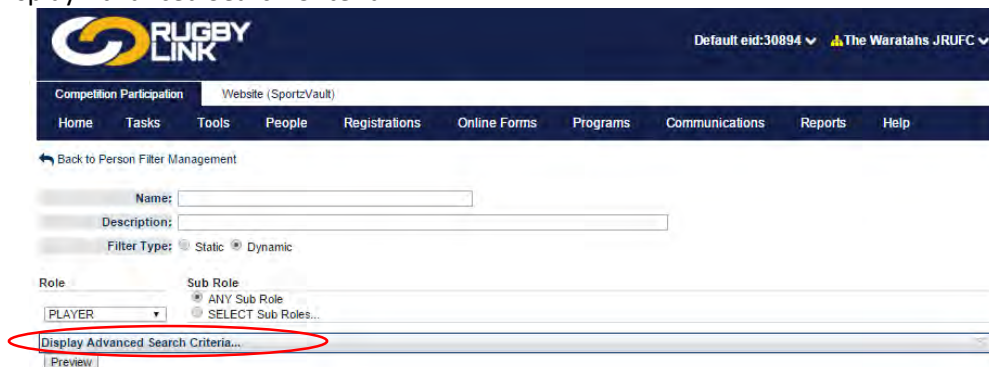
- Click "Add New Filter"



- Enter in 'Name' and 'Description'
- Ensure 'Filter Type' is "Dynamic"

**NOTE:** Dynamic filters will update automatically

- Select 'Role'
- Click "Display Advanced Search Criteria"





## General Admin – Custom Person Filters

- Under 'Registration' select:
  - 'Association' (competition your Club competes in)
  - 'Registration Period', e.g. 2016
  - 'Registration Type', e.g. Any Type (will display any role selected above who is registered)

Default eid:30894 ▼ The Waratahs JRUFC ▼

Competition Participation Website (SportzVault)

Home Tasks Tools People Registrations Online Forms Programs Communications Reports Help

Back to Person Filter Management

Name:

Description:

Filter Type: ☐ Static ☒ Dynamic

Role:  Sub Role: ☒ ANY Sub Role ☐ SELECT Sub Roles...

Hide Advanced Search Criteria

Person Name or ID:  Name contains text ▼

Date of birth range\*: From  (dd/mm/yyyy) To  (dd/mm/yyyy)

Leave one or both boxes blank for a 'wildcard'. eg: From 1/1/1990 To <blank> means players with a DOB from 1/1/1990 onwards

Gender\* ☒ Male ☐ Female ☐ Undisclosed (de-select check boxes to ignore gender)

Registration: Association  Registration Period  Registration Type

Note: Where data has not been entered for a person for items marked with \*, and no selections are made for these items, they are ignored in the search.

[Preview](#)

- Click "Preview"
- Click "Save"

Default eid:30894 ▼ The Waratahs JRUFC ▼

Competition Participation Website (SportzVault)

Home Tasks Tools People Registrations Online Forms Programs Communications Reports Help

Back to Person Filter Management

Name:

Description:

Filter Type: ☐ Static ☒ Dynamic

Role:  Sub Role: ☒ ANY Sub Role ☐ SELECT Sub Roles...

Hide Advanced Search Criteria

Person Name or ID:  Name contains text ▼

Date of birth range\*: From  (dd/mm/yyyy) To  (dd/mm/yyyy)

Leave one or both boxes blank for a 'wildcard'. eg: From 1/1/1990 To <blank> means players with a DOB from 1/1/1990 onwards

Gender\* ☒ Male ☐ Female ☐ Undisclosed (de-select check boxes to ignore gender)

Registration: Association  Registration Period  Registration Type

Note: Where data has not been entered for a person for items marked with \*, and no selections are made for these items, they are ignored in the search.

[Preview](#)

Drag a column to this area to group by it.

Filter List:

ID	MyRugbyID	Full Name	Date of Birth
2263739	1275500	Bartlett, Leroy C	5 Apr 2004
2288774	1447596	Brown, Isaac R	1 Jan 2003
2288780	1447572	Davies, Blake P	26 Oct 2004
2288781	1365183	Dixon, Jacob	9 Jul 2003
2288782	1371120	Dyer, Darcy	4 May 2004
2288783	1333321	Dyer, Thomas B	3 May 2004
2288784	1524339	Eaves, Daman	15 Oct 2004
2288786	1514343	Eli, Eli	9 Dec 2004
2390727	1355680	Fonua, William M	4 Jun 2004
2288788	1353787	Garry, Kody	26 Nov 2004
2288789	1511018	Gough, Charlie	3 Nov 2004
2288797	1534487	Hicks, Steele	6 Sep 2004
2288812	1333312	Mogavern, Max K	5 Sep 2003

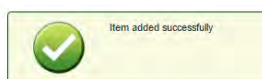
1 Page 1 of 1 (13 items)

[Download data...](#)

\*Type in the search box and hit Enter to further filter the list.

[Save](#)

- Confirmation will appear at the top of the screen

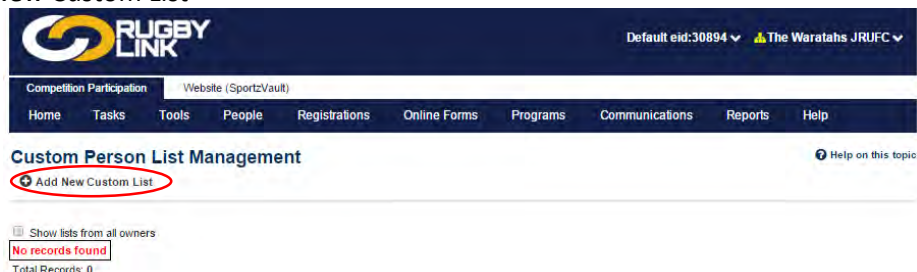


## General Admin – Custom Person Filters

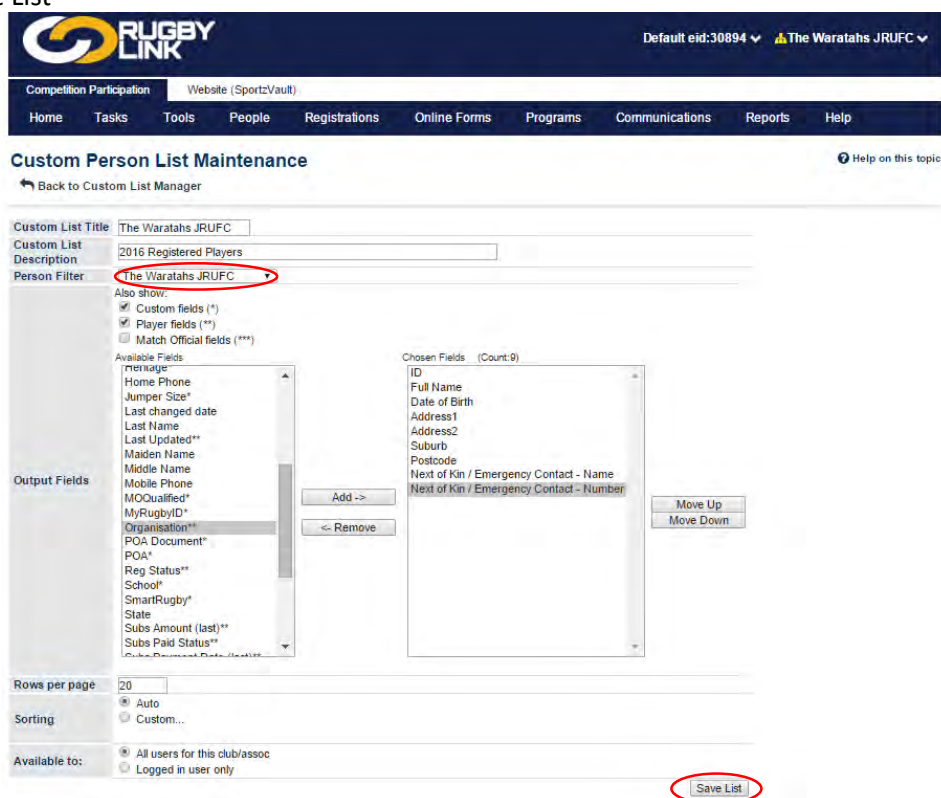
### Custom Person Lists

Navigation in Rugby Link: Competition Participation > People > Custom Person Lists > Manage

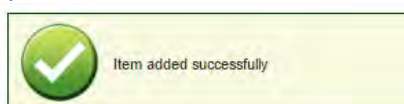
- Click “Add New Custom List”



- Enter in ‘Title’ and ‘Description’
- Select ‘Person Filter’ from drop down
- Tick ‘Custom Fields’ and ‘Player Fields’
- Select ‘Available Fields’ and “Add” to ‘Chosen Fields’
- Click “Save List”



- Confirmation will appear at the top of the screen



**NOTE:** to view Custom Person List click “Back to Custom List Manager” and then “View” your List

\*As of 16 September 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).

# General Admin - Duplicate/ Merge Requests

This Rugby Link self-help guide explains the process of Club administrators submitting duplicate/ merge requests in Rugby Link.

A Person Merge involves the combination of two person records (i.e. two different IDs) into one ID. In a person merge, the 'From ID' roles, relationships and registrations are transferred to the 'To ID' (personal details remain), then the 'From ID' is deleted.

**NOTE:** these duplicate/ merge requests will be need to be approved by your Member Union. Once a merge has been completed it CANNOT be undone.

## Duplicate/ Merge Requests

Navigation in Rugby Link: Competition Participation > People > Duplicates > Duplicates Report

- The 'Person Duplicate Report' can be filtered based on 3 selections of 'match criteria'. We recommend:
  - First name, Last name and DOB exactly match and DOB is provided on all records, and
  - Search for duplicates linked to your current organisation only
- Click "Go"

Duplicate Match Criteria: (please select one)

Options:

☒ First name, Last name and DOB exactly match and DOB is provided on all records

☐ First name, Last name and DOB exactly match but DOB is ignored if blank

☐ Last name and DOB exactly match and DOB is provided on all records


Extent of Search: (please select one)

☒ Search for duplicates linked to your current organisation only

☐ Search for duplicates across entire system

Go

- Next to the duplicate records you wish to merge click 'submit for merge'



Amy Alagna ▾ Mosman Rugby Club ▾

Competition Participation

Home Tasks Tools People Registrations Online Forms Sanctioning Communications Help

Person Duplicate Report [Help on this topic](#)

Duplicate Match Criteria: (please select one)

Options:

☒ First name, Last name and DOB exactly match and DOB is provided on all records

☐ First name, Last name and DOB exactly match but DOB is ignored if blank

☐ Last name and DOB exactly match and DOB is provided on all records

Extent of Search: (please select one)

☒ Search for duplicates linked to your current organisation only

☐ Search for duplicates across entire system

Go

Record in this organisation			Potential Duplicate			Search:
ID	Name	Year of Birth	ID	Name	Year of Birth	Organisation
2275554	Fontaine, Mark S	1967	2083436	Fontaine, Mark S	1967	Mosman Rugby Club [NSW]
2083436	Fontaine, Mark S	1967	2275554	Fontaine, Mark S	1967	Mosman Rugby Club [NSW]
2275776	Williams, Steven J	1982	2294592	Williams, Steven J	1982	Mosman Rugby Club [NSW]

Submit for merge

Submit for merge

Submit for merge

- You will be taken to the 'Person Merge Request' screen

Person Merge Request [Help on this topic](#)

Please read the Help section before scheduling merges. Incorrect merges can result in loss of personal and match data.

Please ensure that the To Person ID is the record with the most up to date personal information, as this is the information that will be retained. Match information and roles are kept from both records.

☒ View existing merge requests

From Person Record

Person ID: 2275776

Name	Org	DOB	Record Last Updated
Steven Williams	Mosman Rugby Club	05/10/1982	16/01/2015 5:06:13 PM

To Person Record

Person ID: 2294592 [Look up](#)

Name	Org	DOB	Record Last Updated
Steven Williams	Mosman Rugby Club	05/10/1982	29/09/2014 11:57:18 AM

Submit Merge

## General Admin - Duplicate/ Merge Requests

- Please ensure that the 'To Person ID' is the record with the most up to date personal information, as this is the information that will be retained

**NOTE:** Roles, Registrations and Match Information are kept from BOTH records

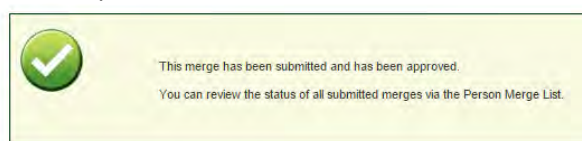
- When happy that the 'To Person ID' is correct click "Submit Merge"

**To Person Record**

Person ID:

Name	Org	DOB	Record Last Updated
Steven Williams	Mosman Rugby Club	05/10/1982	29/09/2014 11:57:18 AM

- Confirmation will appear at the top of the screen



- You can review the status of all submitted merges via the Person Merge List. Click "View existing merge requests"

[View existing merge requests](#)

### From Person Record

Person ID:

Name	Org	DOB	Record Last Updated
Steven Williams	Mosman Rugby Club	05/10/1982	16/01/2015 5:06:13 PM

- All future and past merges are listed in the table. The table can be filtered by:
  - PENDING: Merges that have not yet occurred. Pending merges can be removed from the list by clicking the Remove link.
  - MERGED: Merges that have occurred in the past.
  - ERROR: Merges that were attempted, but failed for some reason. These should be referred to technical support.
- Member Unions will need to 'approve' the merge request in order for the merge to be completed overnight\*

### Person Merge [Help on this topic](#)

Please read the help topic before scheduling merges. Incorrect merges can result in loss of personal and match data.

#### Person Merge List

☒ Submit new merge request

Filter by status: AWAITING APPROVAL

Merge Num	From Id	From Name	From DOB	From Address	To Id	To Name	To DOB	To Address	Select
13030	1980742	Jesse Kyle	02/09/1999	RICHMOND HILL (QLD)	2220584	Jesse Kyle	02/09/1999	RICHMOND HILL (QLD)	<input type="button" value="Remove"/> <input checked="" type="button" value="Approve"/>

## General Admin - Duplicate/ Merge Requests

- The following day Club Administrators will see their completed merges in their Person Merge List by selecting 'Merge Completed' from the drop down

### Person Merge

[Help on this topic](#)

Please read the help topic before scheduling merges. Incorrect merges can result in loss of personal and match data.

### Person Merge List

[Submit new merge request](#)

Filter by status: **MERGE COMPLETED**

Merge Num	From Id	From Name	From DOB	From Address	To Id	To Name	To DOB	To Address	Date Requested	Date Executed
13571	2275554				2063436	Mark Fountaine	07/08/1967	THORNLANDS (QLD)	03/03/2015	04/03/2015 3:5...

## Information for Member Union Administrators

- \*Please note that if a Member Union decides to reject a merge request, the State Union administrator will need to visit the Club in Rugby Link and remove the requested merge from the 'merge request list'. The merge will appear in the 'awaiting approval' list and the 'remove' icon will need to be selected.
- The Organisation's ID who requested the merge is available by double clicking on the record that has been requested for merge. The ID is available next to the person who lodged the request (see screen below)

14010	1995302	Tyson Gutteridge	7/1/71	From Id:	1966881	QLD)	<input type="checkbox"/>	Approve
14514	1998541	Tom Rochester	20/0	From Name:	Sam Reinke	IT (QLD)	<input type="checkbox"/>	Approve
14513	1998213	Michael Bishop	07/0	From DOB:		LD)	<input type="checkbox"/>	Approve
14420	2163188	Will Whiting	21/1	From Address:		QLD)	<input type="checkbox"/>	Approve
14296	2766290	Henry Teofil	30/0	To Id:	1987171	LD)	<input type="checkbox"/>	Approve
14295	1967711	Siva Palelei	11/1	To Name:	Sam Reinke	QLD)	<input type="checkbox"/>	Approve
14294	1967853	Stuart Williamson	23/0	To DOB:		INT (QLD)	<input type="checkbox"/>	Approve
14119	2778252	Ebony Satola	15/0	To Address:	CLEVELAND (QLD)	D)	<input type="checkbox"/>	Approve
14021	2504057	Shiloh Russell-Smith	05/1	Requestor (Org):		INS (QLD)	<input type="checkbox"/>	Approve
13990	1960775	Somi Pulu	18/1	Date Requested:	26/03/2015	D)	<input type="checkbox"/>	Approve
13988	1965131	Matt Lowe	05/0	Approver (Org):		QLD)	<input type="checkbox"/>	Approve
13985	1965071	Nathan Curr	11/1	Date Approved:		(QLD)	<input type="checkbox"/>	Approve
13984	1965043	Mitchell Boland	24/0			(QLD)	<input type="checkbox"/>	Approve
13948	1965152	Kenneth Humphreys	19/0			NSW)	<input type="checkbox"/>	Approve
13947	2000772	Andrew Berio	08/0			D)	<input type="checkbox"/>	Approve
13946	2730586	Liam Anderson	21/0			HILLS (QLD)	<input type="checkbox"/>	Approve
13629	2764185	Hayden Fitzsimmons	14/0					
13638	2000572	Christian Wilson-Smith	01/0					
13620	2764731	Max Tukavkin	19/0					
13617	2763507	Patrick Fothergill	05/0					
13602	1969467	Carlos Romero	04/0					
13599	2541534	Matthew Pieterse	07/0					
13591	2228028	Kyle McWayzer	12/1					
13585	1992495	Jayden Bremner	08/0					

\*As of 16 September 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink) or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).



# General Admin – Searching Club Members

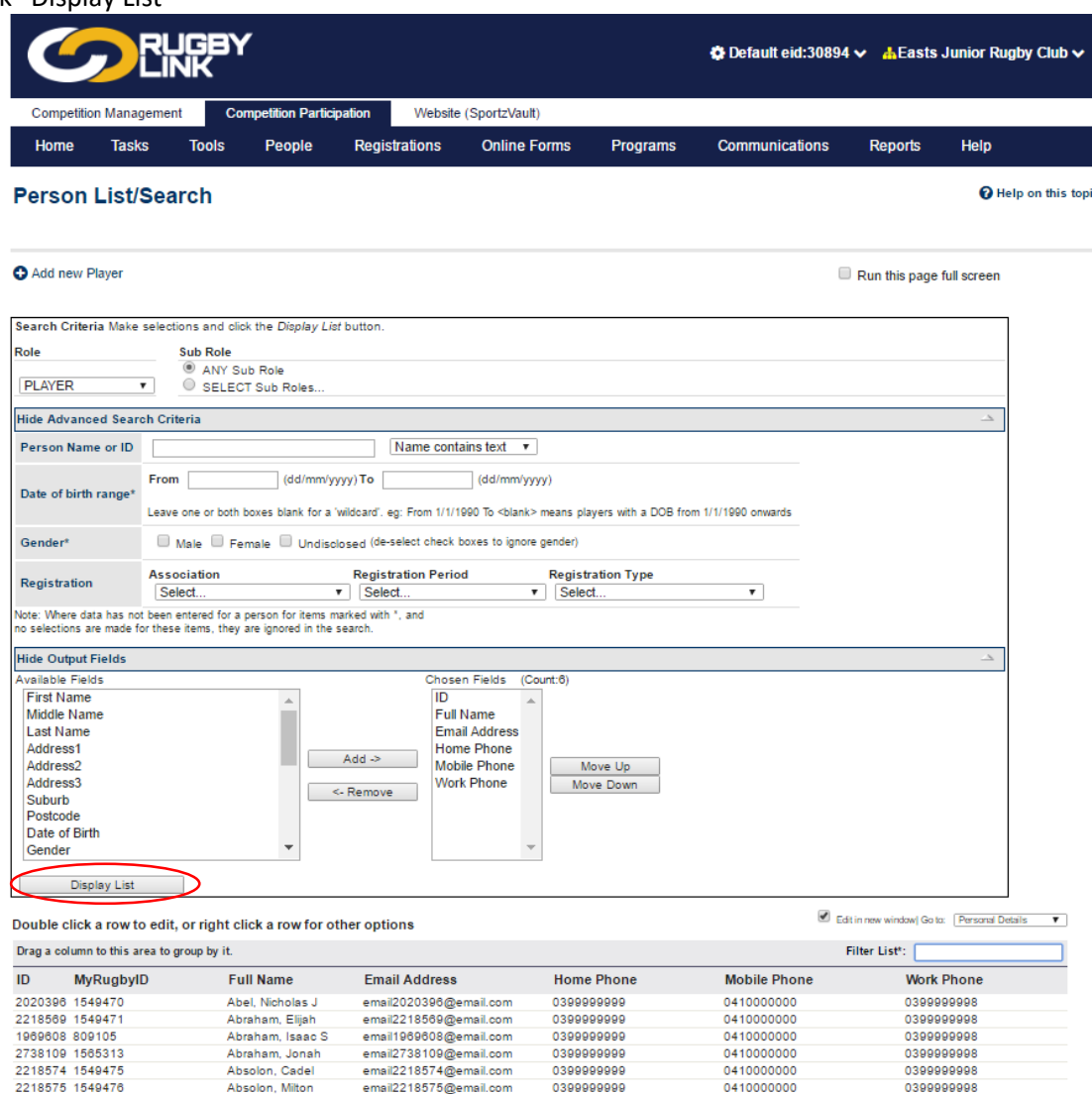
This Rugby Link self-help guide explains the process of searching Club members via the Person List and Registration Manager.

## Searching Club Members

### OPTION 1: Person List

Navigation in Rugby Link: Competition Participation > People > Person List

- Your list of members will display in the Person List
- You can refine your search by:
  - Selecting role and sub-role
  - Display 'Advanced Search Criteria' – additional searching fields including person name or ID, date of birth range and gender
  - Display 'Output fields' – administrators can choose up to 20 fields of information that can be displayed next to a member record when the search is generated
- Click "Display List"



The screenshot shows the Rugby Link web application interface. At the top, there's a navigation bar with 'Competition Management', 'Competition Participation', and 'Website (SportzVault)'. Below this is a menu bar with 'Home', 'Tasks', 'Tools', 'People', 'Registrations', 'Online Forms', 'Programs', 'Communications', 'Reports', and 'Help'. The main heading is 'Person List/Search'. Below the heading, there's a 'Search Criteria' section with fields for 'Role' (set to 'PLAYER'), 'Sub Role' (set to 'ANY Sub Role'), 'Person Name or ID', 'Date of birth range', 'Gender', 'Registration', 'Registration Period', and 'Registration Type'. There's also a 'Hide Advanced Search Criteria' button. Below the search criteria, there's a 'Hide Output Fields' section with 'Available Fields' and 'Chosen Fields'. The 'Available Fields' list includes 'First Name', 'Middle Name', 'Last Name', 'Address1', 'Address2', 'Address3', 'Suburb', 'Postcode', 'Date of Birth', and 'Gender'. The 'Chosen Fields' list includes 'ID', 'Full Name', 'Email Address', 'Home Phone', 'Mobile Phone', and 'Work Phone'. A 'Display List' button is highlighted with a red circle. Below the search criteria, there's a table with columns: ID, MyRugbyID, Full Name, Email Address, Home Phone, Mobile Phone, and Work Phone. The table contains 8 rows of member data. At the bottom, there's a 'Filter List' dropdown and a 'Double click a row to edit, or right click a row for other options' instruction.

ID	MyRugbyID	Full Name	Email Address	Home Phone	Mobile Phone	Work Phone
2020398	1549470	Abel, Nicholas J	email2020398@email.com	0399999999	0410000000	0399999998
2218569	1549471	Abraham, Elijah	email2218569@email.com	0399999999	0410000000	0399999998
1989808	809105	Abraham, Isaac S	email1989808@email.com	0399999999	0410000000	0399999998
2738109	1585313	Abraham, Jonah	email2738109@email.com	0399999999	0410000000	0399999998
2218574	1549475	Absolon, Cadel	email2218574@email.com	0399999999	0410000000	0399999998
2218575	1549476	Absolon, Milton	email2218575@email.com	0399999999	0410000000	0399999998

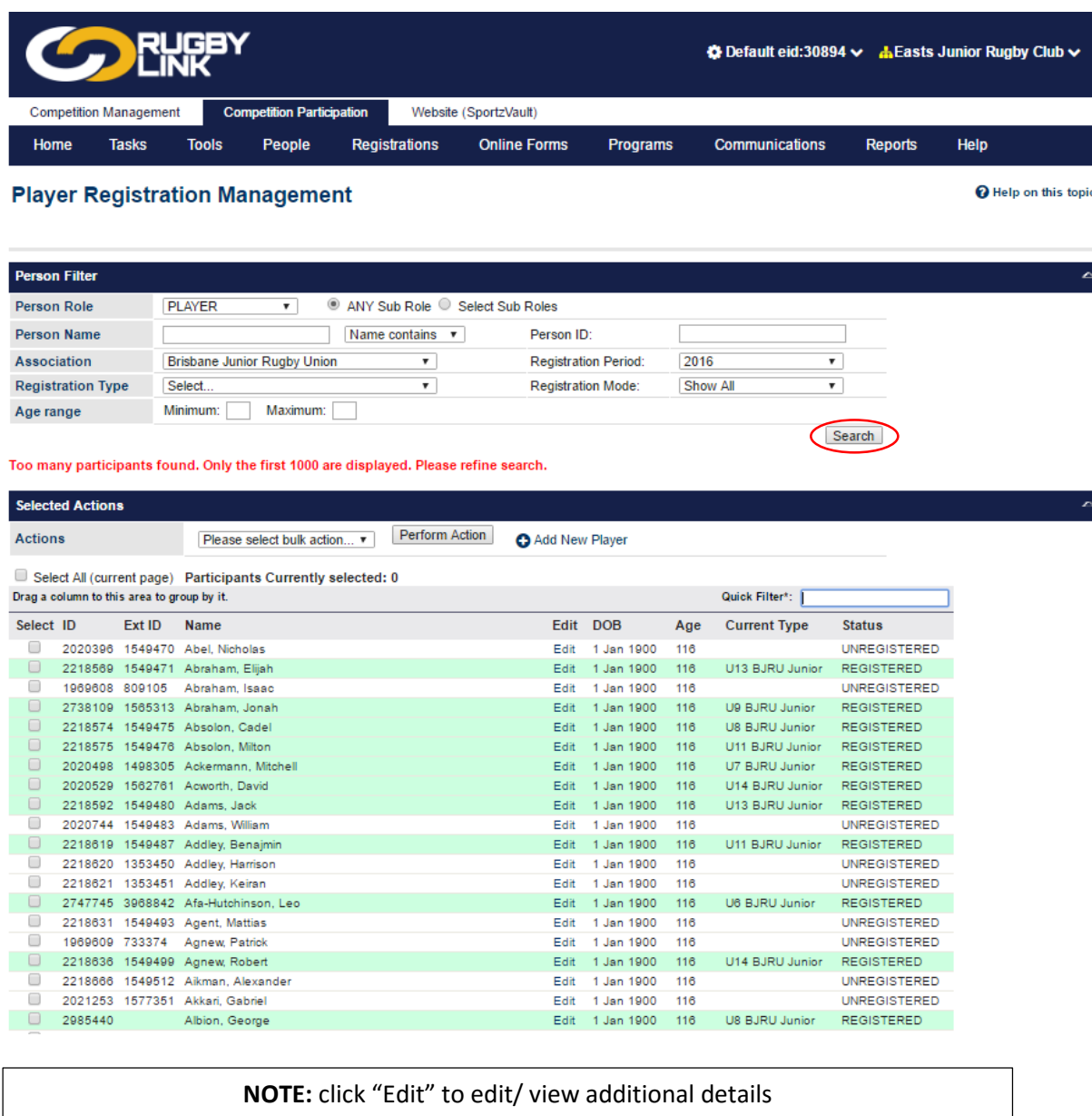
**NOTE:** double click a record to edit/ view additional details

# General Admin – Searching Club Members

## OPTION 2: Registration Manager

Navigation in Rugby Link: Competition Participation > Registrations > Registration Manager

- Your list of members will display in the Registration Manager
- You can refine your search by:
  - Selecting role and sub-role
  - Selecting 'Registration Type'
- Click "Search"



**Person Filter**

Person Role:  ☒ ANY Sub Role ☐ Select Sub Roles

Person Name:  Name contains  Person ID:

Association:  Registration Period:

Registration Type:  Registration Mode:

Age range: Minimum:  Maximum:

**Search**

Too many participants found. Only the first 1000 are displayed. Please refine search.

**Selected Actions**

Actions:

☐ Select All (current page) Participants Currently selected: 0

Drag a column to this area to group by it.

Quick Filter\*:

Select	ID	Ext ID	Name	Edit	DOB	Age	Current Type	Status
<input type="checkbox"/>	2020396	1549470	Abel, Nicholas	Edit	1 Jan 1900	116		UNREGISTERED
<input type="checkbox"/>	2218599	1549471	Abraham, Elijah	Edit	1 Jan 1900	116	U13 BJRU Junior	REGISTERED
<input type="checkbox"/>	1969608	809105	Abraham, Isaac	Edit	1 Jan 1900	116		UNREGISTERED
<input type="checkbox"/>	2738109	1565313	Abraham, Jonah	Edit	1 Jan 1900	116	U9 BJRU Junior	REGISTERED
<input type="checkbox"/>	2218574	1549475	Absolon, Cadel	Edit	1 Jan 1900	116	U8 BJRU Junior	REGISTERED
<input type="checkbox"/>	2218575	1549476	Absolon, Milton	Edit	1 Jan 1900	116	U11 BJRU Junior	REGISTERED
<input type="checkbox"/>	2020498	1498305	Ackermann, Mitchell	Edit	1 Jan 1900	116	U7 BJRU Junior	REGISTERED
<input type="checkbox"/>	2020529	1562761	Acworth, David	Edit	1 Jan 1900	116	U14 BJRU Junior	REGISTERED
<input type="checkbox"/>	2218592	1549480	Adams, Jack	Edit	1 Jan 1900	116	U13 BJRU Junior	REGISTERED
<input type="checkbox"/>	2020744	1549483	Adams, William	Edit	1 Jan 1900	116		UNREGISTERED
<input type="checkbox"/>	2218619	1549487	Addley, Benjamin	Edit	1 Jan 1900	116	U11 BJRU Junior	REGISTERED
<input type="checkbox"/>	2218620	1353450	Addley, Harrison	Edit	1 Jan 1900	116		UNREGISTERED
<input type="checkbox"/>	2218621	1353451	Addley, Keiran	Edit	1 Jan 1900	116		UNREGISTERED
<input type="checkbox"/>	2747745	3968842	Afa-Hutchinson, Leo	Edit	1 Jan 1900	116	U8 BJRU Junior	REGISTERED
<input type="checkbox"/>	2218631	1549493	Agent, Mattias	Edit	1 Jan 1900	116		UNREGISTERED
<input type="checkbox"/>	1969609	733374	Agnew, Patrick	Edit	1 Jan 1900	116		UNREGISTERED
<input type="checkbox"/>	2218636	1549499	Agnew, Robert	Edit	1 Jan 1900	116	U14 BJRU Junior	REGISTERED
<input type="checkbox"/>	2218666	1549512	Aikman, Alexander	Edit	1 Jan 1900	116		UNREGISTERED
<input type="checkbox"/>	2021253	1577351	Akkari, Gabriel	Edit	1 Jan 1900	116		UNREGISTERED
<input type="checkbox"/>	2985440		Albion, George	Edit	1 Jan 1900	116	U8 BJRU Junior	REGISTERED

**NOTE: click "Edit" to edit/ view additional details**

\*As of 5 September 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).

# Registrations – Admins Sending Participant Logins

This Rugby Link self-help guide explains the process of how Club administrators can send participant logins. This will enable the participant to log into the online registration forms and also the participant portal where they can update their details and check their registration status.

Club admins are able to perform the following actions via the *Participant Login Management* screen:

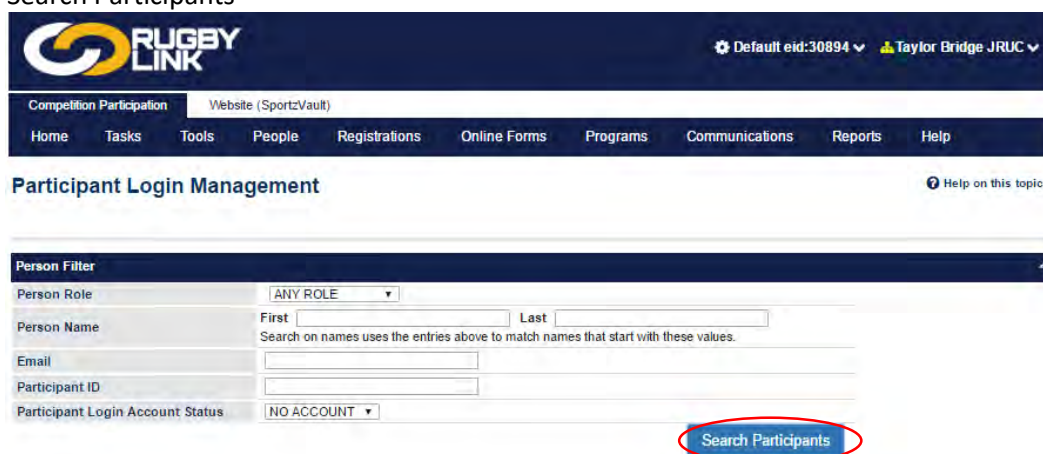
1. **Send Login Invites:** create new participant accounts is completed via an email invitation, provided a valid email address exists on the record. Login invites are sent and the participant will click a link within the email to create an account and set their own password.
2. **Reset Passwords:** when a participant already has an account, Club admins can change the password to a random password (system generated) and send a password reset email to the person.
3. **Unlock Accounts:** a participant may have a locked account which will show as 'Locked' in the 'Status' column. Clubs admins can select 'Unlock Account' from the actions drop down to send a password reminder email to the person. *Note:* it will not reset the password.

The bulk Participant Login Management screen provides feedback about each action that is performed.

## Send Login Invites

*Navigation in Rugby Link: Competition Participation > People > Participant Logins*

- Select 'Person Role'
- Select 'Account Status' as 'No Account'
- Click "Search Participants"



## Registrations – Admins Sending Participant Logins

- Select individuals or 'Select All'
- Select "Send Login Invite" from the actions drop down
- Click "Perform Action"

Selected an action for the selected records

Actions: Send Login Invite Perform Action

☐ Select All Participants Currently selected: 3  
Click the > button to show more information about the record, and to access extra actions.

>	Part. ID	Name	Login ID	Account Status	Valid Actions
>	1968337	Alexander, Fergus		NO ACCOUNT	INVITE
>	2305227	Alford, Adam		NO ACCOUNT	INVITE
>	2992787	Allison, Gus		NO ACCOUNT	INVITE
>	2992797	Allison, Quinton		NO ACCOUNT	INVITE
>	2022780	Anderson, Timothy		NO ACCOUNT	INVITE
>	1968339	Armstrong, Thomas		NO ACCOUNT	INVITE
>	2001330	Anyier, Matthew J		NO ACCOUNT	INVITE
>	2311790	Auld, Michael W		NO ACCOUNT	INVITE
>	1968341	Austin, Edward		NO ACCOUNT	INVITE
>	1968342	Austin, Jack		NO ACCOUNT	INVITE
>	2219072	Ayres, Freddie		NO ACCOUNT	INVITE
>	2219076	Baartz, James M		NO ACCOUNT	INVITE
>	1999680	Baily, Christopher F		NO ACCOUNT	INVITE
>	1968344	Baker, Edward		NO ACCOUNT	INVITE

- Confirmation will appear at the top of the screen

Default eid:30834 Taylor Bridge JRUC

Competition Participation Website (SportzVault)

Home Tasks Tools People Registrations Online Forms Programs Communications Reports Help

### Participant Login Management

Help on this topic

Request processed successfully.

- Number login invites sent: 3
- Number operations skipped (not suitable): 0

See the Result column in the table, and the help file for more information.

**Person Filter**

Person Role: ANY ROLE

Person Name: First  Last   
Search on names uses the entries above to match names that start with these values.

Email:

Participant ID:

Participant Login Account Status: NO ACCOUNT

Search Participants

458 total participants, 0 have a login.

Selected an action for the selected records

Actions: Send Login Invite Perform Action

☐ Select All Participants Currently selected: 0  
Click the > button to show more information about the record, and to access extra actions.

>	Part. ID	Name	Login ID	Account Status	Valid Actions	Result
>	1968337	Alexander, Fergus		NO ACCOUNT	INVITE	Not selected
>	2305227	Alford, Adam		NO ACCOUNT	INVITE	Not selected
>	2992787	Allison, Gus		NO ACCOUNT	INVITE	INVITE OK
>	2992797	Allison, Quinton		NO ACCOUNT	INVITE	INVITE OK
>	2022780	Anderson, Timothy		NO ACCOUNT	INVITE	INVITE OK
>	1968339	Armstrong, Thomas		NO ACCOUNT	INVITE	Not selected

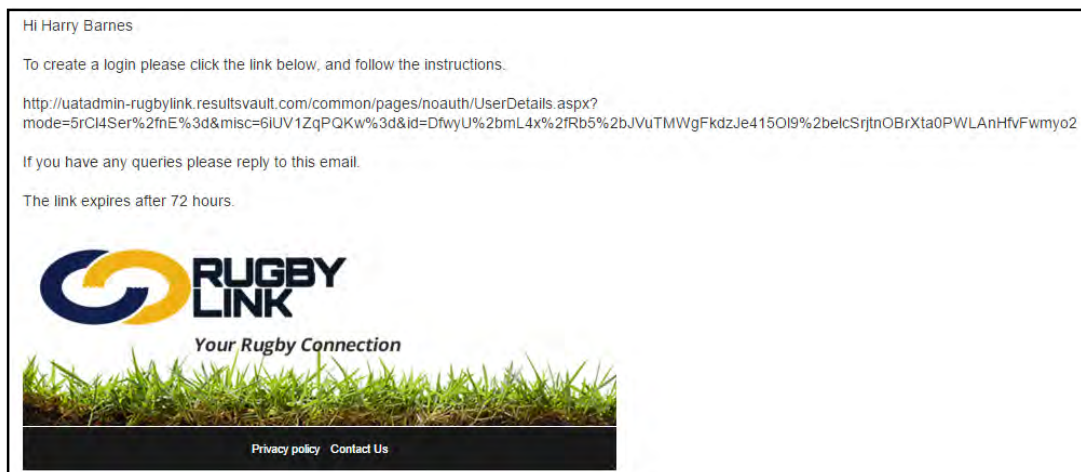
## Registrations – Admins Sending Participant Logins

**NOTE:** Sending Login Invites and Resetting Passwords will return the following codes in the 'Results' column:



- **INVITE OK:** the email address is not in use and an invite was sent to create the account.
- **INVITE OK (1):** the email address is already being used as a login ID by another participant. In this case, the participant using the email address as their ID can log into the existing account and link the new participant record to it. An email is sent to the participant containing these instructions.

- Example of Login Invite email sent:



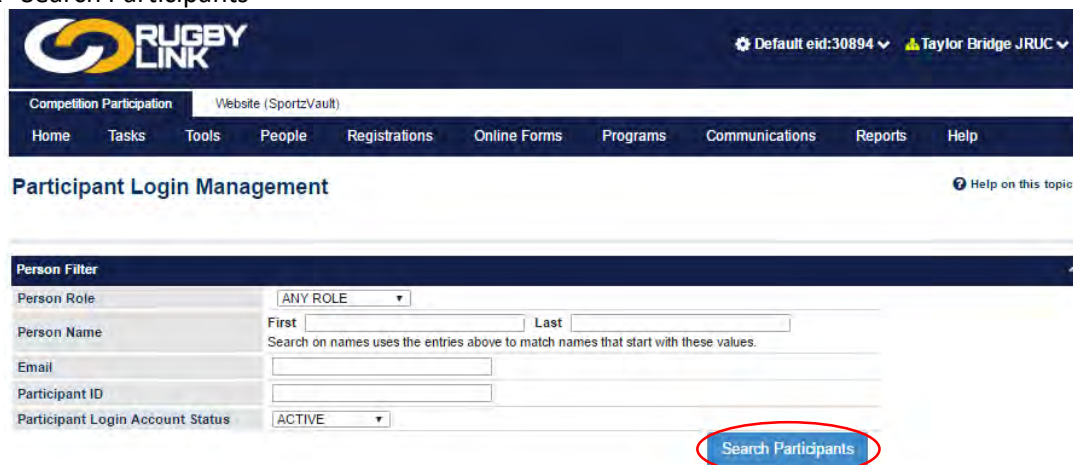


# Registrations – Admins Sending Participant Logins

## Reset Passwords:

Navigation in Rugby Link: Competition Participation > People > Participant Logins

- Select 'Person Role'
- Select 'Account Status' as 'Active'
- Click "Search Participants"



**Participant Login Management**

Person Filter

Person Role: ANY ROLE

Person Name: First Last

Email:

Participant ID:

Participant Login Account Status: ACTIVE

**Search Participants**

**NOTE:** Login ID indicates the type of login ID being used by a participant. This will be useful when participants are unsure of which login ID they are using (i.e. their Rugby Link ID or email address)

- Select individuals or 'Select All'
- Select "Send Reset Password Link" from the actions drop down
- Click "Perform Action"

Selected an action for the selected records

Actions: Send Reset Password Link Perform Action

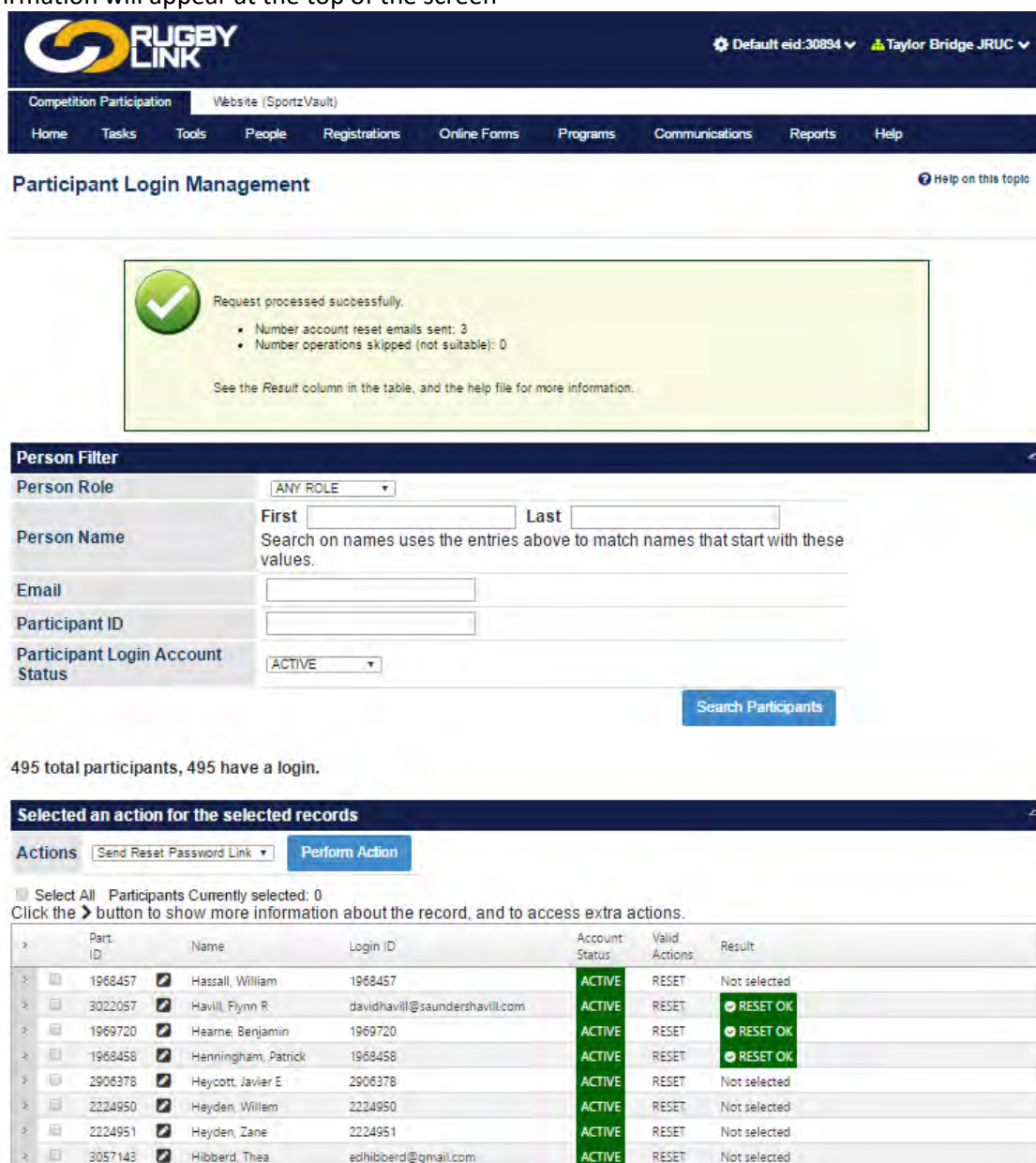
Select All Participants Currently selected: 3

Click the > button to show more information about the record, and to access extra actions.

	Part. ID	Name	Login ID	Account Status	Valid Actions
>	1968457	Hassall, William	1968457	ACTIVE	RESET
>	3022057	Havill, Flynn R	davidhavill@saundershavill.com	ACTIVE	RESET
>	1969720	Hearne, Benjamin	1969720	ACTIVE	RESET
>	1968458	Henningham, Patrick	1968458	ACTIVE	RESET
>	2906378	Heycott, Javier E	2906378	ACTIVE	RESET
>	2224950	Heyden, Willem	2224950	ACTIVE	RESET
>	2224951	Heyden, Zane	2224951	ACTIVE	RESET
>	3057143	Hibberd, Thea	edhibberd@gmail.com	ACTIVE	RESET

## Registrations – Admins Sending Participant Logins

- Confirmation will appear at the top of the screen



**Participant Login Management** [Help on this topic](#)

**Request processed successfully.**

- Number account reset emails sent: 3
- Number operations skipped (not suitable): 0

See the Result column in the table, and the help file for more information.

**Person Filter**

Person Role:

Person Name: First  Last   
Search on names uses the entries above to match names that start with these values.

Email:

Participant ID:

Participant Login Account Status:

[Search Participants](#)

495 total participants, 495 have a login.


**Selected an action for the selected records**

Actions:  [Perform Action](#)

Select All Participants Currently selected: 0  
Click the > button to show more information about the record, and to access extra actions.

>	Part. ID	Name	Login ID	Account Status	Valid Actions	Result
>	1968457	Hassall, William	1968457	ACTIVE	RESET	Not selected
>	3022057	Havill, Flynn R	davidhavill@saundershavill.com	ACTIVE	RESET	RESET OK
>	1969720	Hearne, Benjamin	1969720	ACTIVE	RESET	RESET OK
>	1968458	Henningham, Patrick	1968458	ACTIVE	RESET	RESET OK
>	2906378	Heycott, Javier E	2906378	ACTIVE	RESET	Not selected
>	2224950	Heyden, Willem	2224950	ACTIVE	RESET	Not selected
>	2224951	Heyden, Zane	2224951	ACTIVE	RESET	Not selected
>	3057143	Hibberd, Thea	edhibberd@gmail.com	ACTIVE	RESET	Not selected

- Example of Reset Password email sent:



Password Reset for login to Rugby Link/SportzVault

The following accounts were found:

Logon ID	Details	Status	Change pwd
1968458	PARTICIPANT LOGIN	ACCOUNT ENABLED	<a href="#">Click to change</a>

To change the password of the listed accounts please click the relevant link above.  
Password for accounts which are deleted or locked by your club/association cannot be changed, in those cases please contact your club/association.  
Links expire after 2 hours.

This email was generated from Rugby Link by entering a login ID or email address.  
If you did not generate this request it does not mean your account is compromised, as the reminder is only ever sent to your email address.  
However, you should report repeated abuse of this service to us.  
If you have any queries please reply to this email.

**RUGBY LINK**  
Your Rugby Connection

[Privacy policy](#) [Contact Us](#)

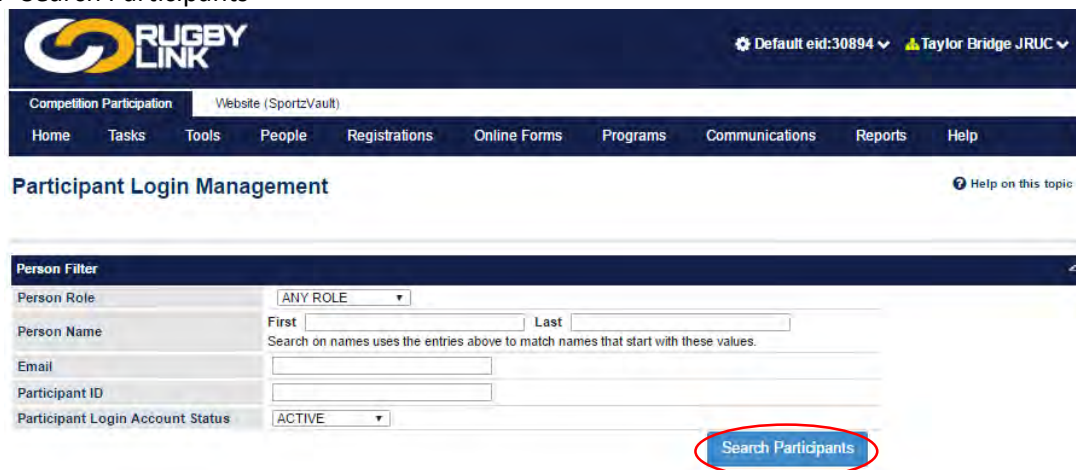
## Registrations – Admins Sending Participant Logins

### Manually Reset Passwords:

Navigation in Rugby Link: Competition Participation > People > Participant Logins

**NOTE:** This option is only available when the account is ACTIVE

- Select 'Person Role'
- Select 'Account Status' as 'Active'
- Click "Search Participants"



**Participant Login Management**

Person Filter

Person Role: ANY ROLE

Person Name: First [ ] Last [ ]  
Search on names uses the entries above to match names that start with these values.



Email: [ ]

Participant ID: [ ]

Participant Login Account Status: ACTIVE

**Search Participants**

- Click arrow on left hand side of record
- Click "Change Password"

>	Part. ID	Name	Login ID	Account Status	Valid Actions						
<div><div>&gt;</div><div></div></div>	1997440	 Agresta, Joseph	1997440	ACTIVE	RESET						
<div><div><b>Login ID: 1997440</b></div><div><div>User Email: josephgresta95@hotmail.com</div><div>Last login: Never</div><div>Failures since last login: 0</div><div>Total login Failures: 0</div></div></div> <div><div>Actions: Send Login Invite   Send Reset Password Link   <b>Change Password</b>   Unlock Account</div><div><b>Participant records linked to this user account:</b></div><table><thead><tr><th>ID</th><th>Name</th><th>Email</th></tr></thead><tbody><tr><td>&gt; 1997440</td><td>Joseph Agresta</td><td>email1997440@email.com</td></tr></tbody></table></div>						ID	Name	Email	> 1997440	Joseph Agresta	email1997440@email.com
ID	Name	Email									
> 1997440	Joseph Agresta	email1997440@email.com									
>	2885730	 Albert, Kurtis J	2885730	ACTIVE	RESET						

- New password will display on the screen

>	Part. ID	Name	Login ID	Account Status	Valid Actions	Result
>	1997440	Agresta, Joseph	1997440	ACTIVE	RESET	CHANGE PWD OK [New Password:326357]
>	2885730	Albert, Kurtis J	2885730	ACTIVE	RESET	Not selected
>	2731083	Alford, Jack A	2731083	ACTIVE	RESET	Not selected

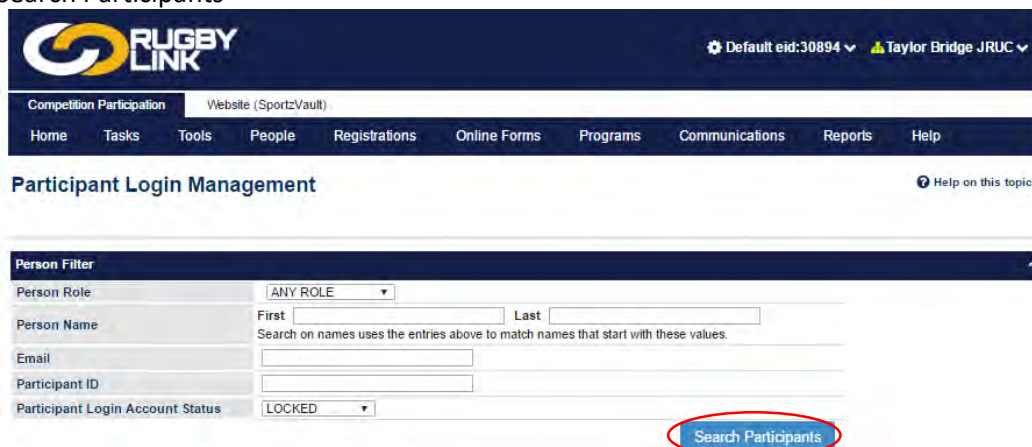
**NOTE:** You will need to email this password to the participant

## Registrations – Admins Sending Participant Logins

### Unlock Accounts:

Navigation in Rugby Link: Competition Participation > People > Participant Logins

- Select 'Person Role'
- Select 'Account Status' as 'Locked'
- Click "Search Participants"



**Participant Login Management**

Person Filter

Person Role: ANY ROLE

Person Name: First [ ] Last [ ]  
Search on names uses the entries above to match names that start with these values.

Email: [ ]

Participant ID: [ ]

Participant Login Account Status: LOCKED

**Search Participants**

- Select individuals or 'Select All'
- Select "Unlock Accounts" from the actions drop down
- Click "Perform Action"

Selected an action for the selected records

Actions: Unlock Accounts Perform Action

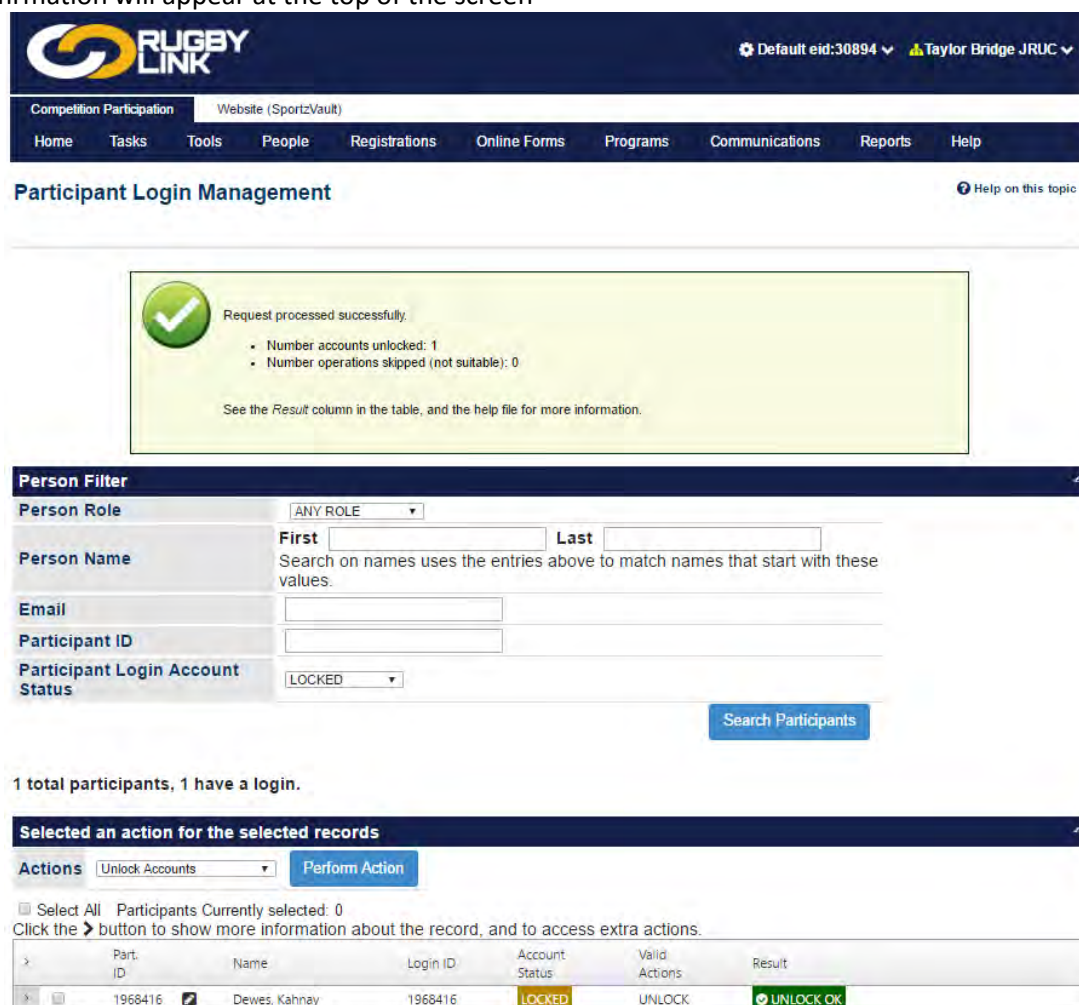
☐ Select All Participants Currently selected: 1  
Click the > button to show more information about the record, and to access extra actions.

	Part. ID	Name	Login ID	Account Status	Valid Actions
>	1968416	Dewes, Kahnay	1968416	LOCKED	UNLOCK



## Registrations – Admins Sending Participant Logins

- Confirmation will appear at the top of the screen



**Participant Login Management** [Help on this topic](#)

**Request processed successfully:**

- Number accounts unlocked: 1
- Number operations skipped (not suitable): 0

See the *Result* column in the table, and the help file for more information.

**Person Filter**

**Person Role** ANY ROLE

**Person Name** **First**  **Last**   
Search on names uses the entries above to match names that start with these values.

**Email**

**Participant ID**

**Participant Login Account Status** LOCKED

[Search Participants](#)

1 total participants, 1 have a login.

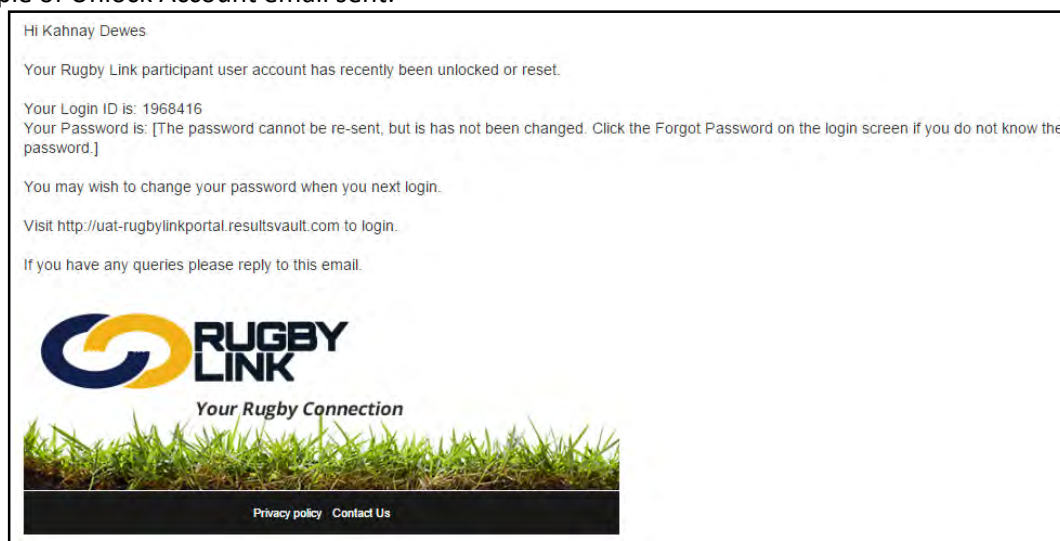
**Selected an action for the selected records**

**Actions** Unlock Accounts [Perform Action](#)

☐ Select All Participants Currently selected: 0  
Click the [▶](#) button to show more information about the record, and to access extra actions.

>	Part. ID	Name	Login ID	Account Status	Valid Actions	Result
>	1968416	Dewes, Kahnay	1968416	LOCKED	UNLOCK	UNLOCK OK

- Example of Unlock Account email sent:



Hi Kahnay Dewes

Your Rugby Link participant user account has recently been unlocked or reset.

Your Login ID is: 1968416

Your Password is: [The password cannot be re-sent, but it has not been changed. Click the Forgot Password on the login screen if you do not know the password.]

You may wish to change your password when you next login.

Visit <http://uat-rugbylinkportal.resultsvault.com> to login.

If you have any queries please reply to this email.

**RUGBY LINK**  
Your Rugby Connection

[Privacy policy](#) [Contact Us](#)

\*As of 23 September 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).



# Registrations – Transition Guide 1 – Setting up Registrations

This Rugby Link transition guide explains three key steps required for setting up registrations.

**Note:** Please refer to Rugby Link Transition Guide 2 and FAQs – Registrations.

## Setting up Registrations

*Navigation in Rugby Link: Competition Participation > People > Custom Person Fields*

- **STEP 1:** Create Custom Fields
  - Consider any Club specific information you would like to collect from your members this season and create custom fields.
  - These fields will be collected via your online registrations forms and attached to the player's record.

*Navigation in Rugby Link: Competition Participation > Online Forms > Configuration > Products*

- **STEP 2:** Create Registration Products
  - Consider your registration products (players and non-playing members) your Club will offer and set your membership fees.

**NOTE:** NPIL and NPRF is determined by the registration type

*Navigation in Rugby Link: Competition Participation > Online Forms > Configuration > Signup Forms*

- **STEP 3:** Create Online Registration Forms
  - Consider your registration forms (players and/ or non-playing members) your Club will offer using the appropriate templates, custom fields collected and the payment methods available.

\*As of 26 September 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).

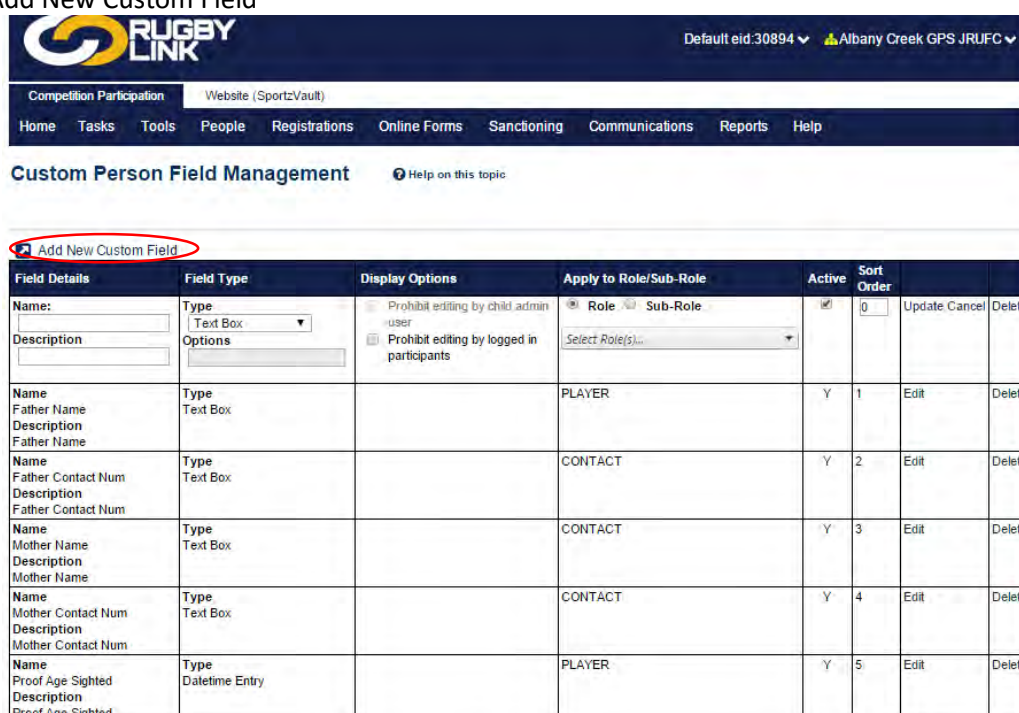
# Registrations - Creating Custom Fields & Club Specific Requirements

This Rugby Link self-help guide explains the process of creating custom fields to collect Club specific information. This will enable Rugby Clubs to collect additional information about their members that are separate from the ARU's mandatory data collection fields. These fields can be collected via the online registration form and will be attached to individual member records.

## Creating Custom Fields & Club Specific Requirements:

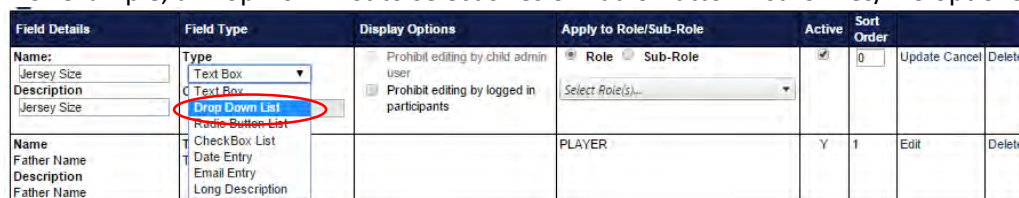
Navigation in Rugby Link: Competition Participation > People > Custom Person Fields

- Click 'Add New Custom Field'



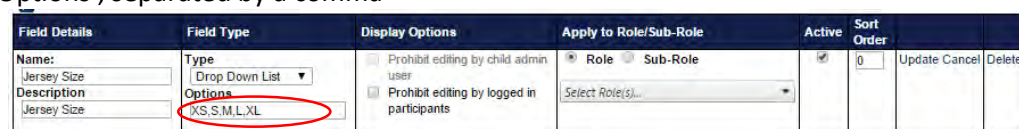
Field Details	Field Type	Display Options	Apply to Role/Sub-Role	Active	Sort Order		
Name: <input type="text"/> Description: <input type="text"/>	Type: <input type="text"/> Options: <input type="text"/>	<input type="checkbox"/> Prohibit editing by child admin user <input type="checkbox"/> Prohibit editing by logged in participants	Role: <input type="text"/> Sub-Role: <input type="text"/>	<input checked="" type="checkbox"/>	0	Update	Delete
Name: <input type="text"/> Father Name: <input type="text"/> Description: <input type="text"/> Father Name: <input type="text"/>	Type: <input type="text"/> Text Box		PLAYER	Y	1	Edit	Delete
Name: <input type="text"/> Father Contact Num: <input type="text"/> Description: <input type="text"/> Father Contact Num: <input type="text"/>	Type: <input type="text"/> Text Box		CONTACT	Y	2	Edit	Delete
Name: <input type="text"/> Mother Name: <input type="text"/> Description: <input type="text"/> Mother Name: <input type="text"/>	Type: <input type="text"/> Text Box		CONTACT	Y	3	Edit	Delete
Name: <input type="text"/> Mother Contact Num: <input type="text"/> Description: <input type="text"/> Mother Contact Num: <input type="text"/>	Type: <input type="text"/> Text Box		CONTACT	Y	4	Edit	Delete
Name: <input type="text"/> Proof Age Sighted: <input type="text"/> Description: <input type="text"/> Proof Age Sighted: <input type="text"/>	Type: <input type="text"/> Datetime Entry		PLAYER	Y	5	Edit	Delete

- Choose a 'Name' and 'Description' for your field
- Choose from the 'Field Types'
  - For example, a Drop Down list to select sizes or Radio Button List for Yes/ No options



Field Details	Field Type	Display Options	Apply to Role/Sub-Role	Active	Sort Order		
Name: <input type="text"/> Jersey Size: <input type="text"/> Description: <input type="text"/> Jersey Size: <input type="text"/>	Type: <input type="text"/> Drop Down List	<input type="checkbox"/> Prohibit editing by child admin user <input type="checkbox"/> Prohibit editing by logged in participants	Role: <input type="text"/> Sub-Role: <input type="text"/>	<input checked="" type="checkbox"/>	0	Update	Delete
Name: <input type="text"/> Father Name: <input type="text"/> Description: <input type="text"/> Father Name: <input type="text"/>	Type: <input type="text"/> Text Box		PLAYER	Y	1	Edit	Delete

- Enter 'Options', separated by a comma



Field Details	Field Type	Display Options	Apply to Role/Sub-Role	Active	Sort Order		
Name: <input type="text"/> Jersey Size: <input type="text"/> Description: <input type="text"/> Jersey Size: <input type="text"/>	Type: <input type="text"/> Drop Down List Options: <input type="text"/>	<input type="checkbox"/> Prohibit editing by child admin user <input type="checkbox"/> Prohibit editing by logged in participants	Role: <input type="text"/> Sub-Role: <input type="text"/>	<input checked="" type="checkbox"/>	0	Update	Delete

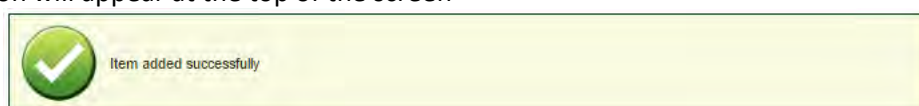
- Ensure 'Prohibit editing by logged in participants' remains un-ticked so this field will display on your member records and online registration form

## Registrations - Creating Custom Fields & Club Specific Requirements


- Attach this custom field to a certain role type
  - For example, attached to 'Players'. This information will be capture on the player registration form

Field Details	Field Type	Display Options	Apply to Role/Sub-Role	Active	Sort Order	
Name: Jersey Size Description Jersey Size	Type Drop Down List Options XS,S,M,L,XL	<input type="checkbox"/> Prohibit editing by child admin user <input type="checkbox"/> Prohibit editing by logged in participants	<input checked="" type="checkbox"/> Role <input type="checkbox"/> Sub-Role PLAYER <input type="checkbox"/> Check All <input checked="" type="checkbox"/> PLAYER <input type="checkbox"/> CONTACT <input type="checkbox"/> TEAM OFFICIAL <input type="checkbox"/> OFFICE BEARER <input type="checkbox"/> SUBSCRIBER <input type="checkbox"/> ADMINISTRATOR <input type="checkbox"/> MEMBER	<input checked="" type="checkbox"/>	6	Update Cancel Delete
Name Father Name Description Father Name	Type Text Box			Y	1	Edit Delete
Name Father Contact Num Description Father Contact Num	Type Text Box			Y	2	Edit Delete
Name Type	Type			Y	3	Edit Delete

- Leave 'Active' check box ticked
- 'Sort Order' refers to the order in which this custom field appears on this page and on the member records (when multiple custom fields exist). Enter a value greater than the number of fields in the list
- Click "Update"
- Confirmation will appear at the top of the screen



- Custom fields will be displayed in each individual record
  - Navigation in Rugby Link: Competition Participation > People > Person List
  - Navigation in Rugby Link: Competition Participation > Registrations > Registration Manager


Default eid:30894 ▾ Albany Creek GPS JRUFC ▾

Person Edit: Anderson, Corey (ID: 1964068)

General
 Player

Personal Details
 Roles
 Registration
 Custom Fields
 Payments
 Audit
 Admin
 Accreditations
 Family Relationships

Custom fields are defined by your organisation or its parent organisations.

Fields defined by: Albany Creek GPS JRUFC

Father Name	Mark Anderson
Proof Age Sighted	(dd/mm/yyyy)
Jersey Size	S ▾

Fields defined by: Brisbane Junior Rugby Union

Primary Parent Contact Name	Mark Anderson
Primary Parent Contact No	0400000000
Player Short Size (BLK)	Select... ▾
Extra Jacket/Hoodie	Select... ▾
Coaching Accreditation Expiry Date	Select... ▾
First Aid Qualification	Select... ▾
First Aid Expiry Date	Select... ▾
Referee Qualification	Select... ▾
Referee Qualification Expiry Date	Select... ▾

Fields defined by: Australian Rugby Union

MyRugbyID	1549205
Do you identify as being Aboriginal or Torres Strait Islander?	<input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/> UNDISCLOSED
School	St Pauls
Volunteer Availability	<input checked="" type="checkbox"/> Coach <input checked="" type="checkbox"/> Team Manager <input checked="" type="checkbox"/> First Aid <input checked="" type="checkbox"/> Rugby Admin <input checked="" type="checkbox"/> Sponsorship <input checked="" type="checkbox"/> BBQ <input checked="" type="checkbox"/> Referee <input checked="" type="checkbox"/> Touch Judge <input checked="" type="checkbox"/> Recruitment <input checked="" type="checkbox"/> Canteen <input checked="" type="checkbox"/> Not Available
Volunteer Availability Other	
Proof of Age supplied to Club	<input checked="" type="checkbox"/> Yes
Proof of Age Document Type	birth certificate
Government Voucher Number supplied to Club	<input type="checkbox"/> Yes
Government Voucher Number	

Update

\*As of 26 September 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).

# Registrations 1 - Creating a Player Registration Form

This Rugby Link self-help guide outlines the process of setting up a player registration form. Every Club will need to create and publish at least one online registration form to enable their players and non-playing members to register for the new Rugby season.

**NOTE:** Online registration is mandatory in 2017.

## Definitions

Rugby Link Term	Definition
<b>Registration Form</b>	<p>Sometimes referred to as a Sign-up Form, a Registration Form is the template used to gather player information as part of the registration process. Registration Forms must be based on one of the available ARU templates but can be edited/renamed to cater for Club specific requirements.</p> <p>Clubs must add a Registration Type/Product to their form to determine the type of registration the player or non-playing member is signing up for. More than one Registration Product can be added. Other non-Registration Products (referred to as Saleable Items), such as Club merchandise, can also be added to a Registration Form.</p>
<b>Registration Product</b>	<p>There are two types (classes) of Registration Type/Product:</p> <ul style="list-style-type: none"> <li>• Membership Type, and</li> <li>• Saleable Item</li> </ul>
<b>Membership Type</b>	<p>Membership Types/Products define the types of registration/membership a Club offers (for example, junior, senior and/ or non-playing member). As part of the registration process, it is <b>mandatory</b> that a Club sets up one or more Membership Types/Products and attaches these products to a registration form template.</p> <p><b>Club fees</b> are attached to Membership Types/Products.</p> <p><b>Membership Types/Products</b> must be based on one of the available ARU templates, Junior (age splits), Seniors and/ or Non-Playing. Clubs can edit/rename to cater for Club purposes.</p> <p><b>Note:</b> Casual participant registration is available for senior players ONLY and caters for those players that are playing a one off match, trialing or only available for a limited number of matches e.g. 3-4. <b>Casual registrations MUST</b> be completed as an <b>offline</b> process.</p>
<b>Saleable Item</b>	A type of Registration Product that can be offered to renewing members for <b>optional</b> purchase as part of the registration process. For example, jersey and socks, or tickets.
<b>Participant Logins</b>	Participant logins include a participant's login ID (their Rugby Link ID) and password. We recommend you send your member's their participant logins prior to registration to ensure all member records, with an email address attached, receive their login details aiding the online registration process.
<b>Family Relationships</b>	Family relationships including parental and sibling relationships will need to be created in Rugby Link to ensure the family registration process and family discounts follow the correct procedures.

# Registrations 1 - Creating a Player Registration Form

## The Steps

### STEP 1 Create custom fields (*OPTIONAL*)

Consider any Club specific information you would like to collect from your members this season and create custom fields. These fields can be attached to your player records and registration forms.

### STEP 2 Create your Membership Type(s)/Product(s)

Consider what registration types your Club wants to offer and set your membership fees accordingly. Start by naming your first product then follow **Steps 3-6**. Repeat for each product.

### STEP 3 Set your Registration Settings

A critically important step that will ensure fees calculate correctly and your renewing member records are correctly classified and marked as registered.

**NOTE:** The Registration Type selected under Registration Settings **must ALWAYS be the Competition** that Club competes in

### STEP 4 Enter TOTAL Fee payable by Registering Player

**NOTE:** The Total Price entered on your Registration Form must be the total amount payable, including all Insurance, Member Union and Competition fees **PLUS** your Club Membership fees

### STEP 5 Set your Subscription Settings (Date Restrictions and Player Role)

### STEP 6 Apply any Discounts (*OPTIONAL*)

### STEP 7 Create any Saleable Items (*OPTIONAL*)

### STEP 8 Select the appropriate Registration Form template

Registration Forms must be based on one of the available ARU templates but can be edited/renamed.

### STEP 9 Decide the Payment Method(s) you wish to offer

**NOTE:** In some states, **government vouchers** are available to players to subsidise their participation in sporting activities, For example, NT, QLD and WA. If a registering player has a voucher, offline payment may be preferred to ensure the player is not out-of-pocket

### STEP 10 Add Custom Fields (*OPTIONAL*)

### STEP 11 Attach your Registration Type/Product(s) to your Registration Form

### STEP 12 Preview your Registration Form

### STEP 13 Publicise your unique Registration Form link



# Registrations 1 - Creating a Player Registration Form

## A Detailed Example

### STEP 1: Create custom fields (OPTIONAL)

Navigation in Rugby Link: Competition Participation > People > Custom Person Fields

- Please see 'Creating Custom Fields and Club Specific Requirements' [self-help guide](#)

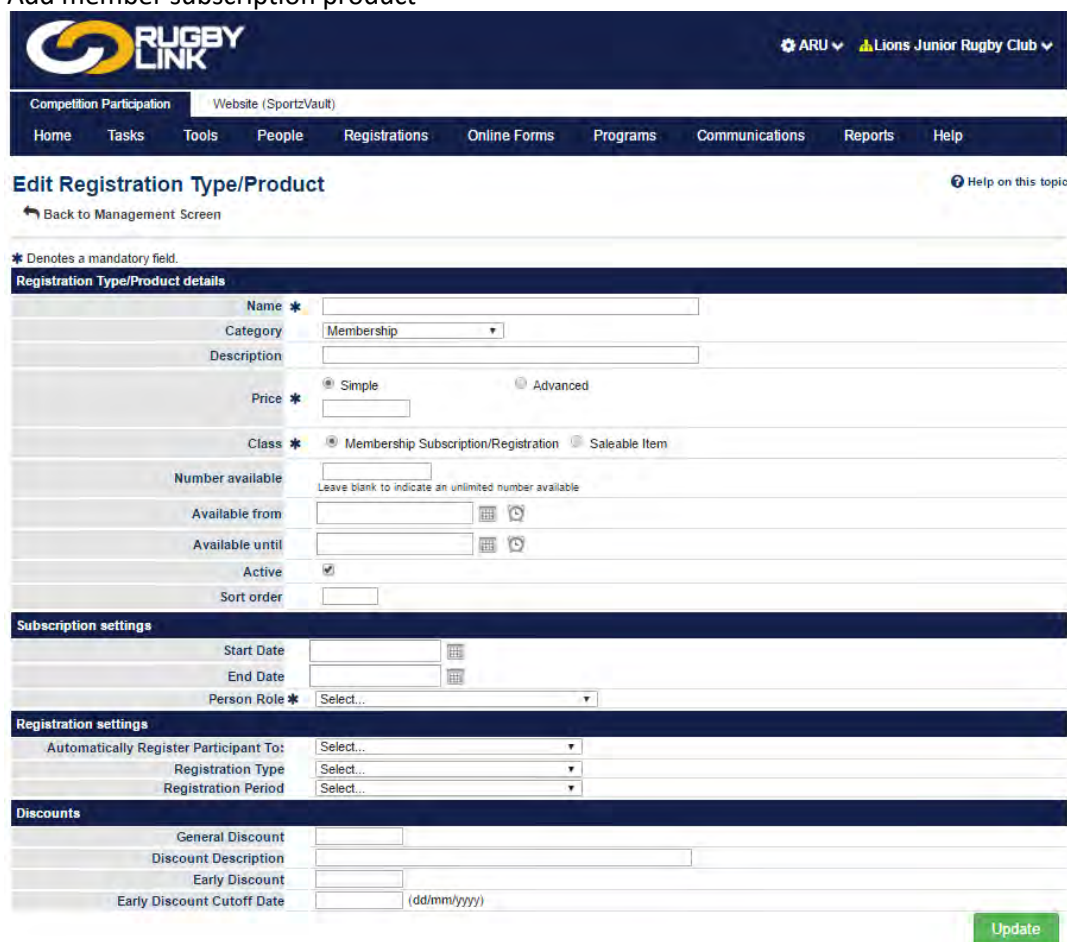
### STEP 2: Create your Membership Type(s)/Product(s)

Navigation in Rugby Link: Competition Participation > Online Forms > Configuration > Products

#### NOTE:

- Junior Clubs will need to create a product for each age group (inherited from the Registration Type)
- Recommended that all registration products are added to one registration form, assists with family discounts and publication of the unique registration link
- Products can be both membership/registration types OR saleable items by change the 'Class' of the product

- Click 'Add member subscription product'

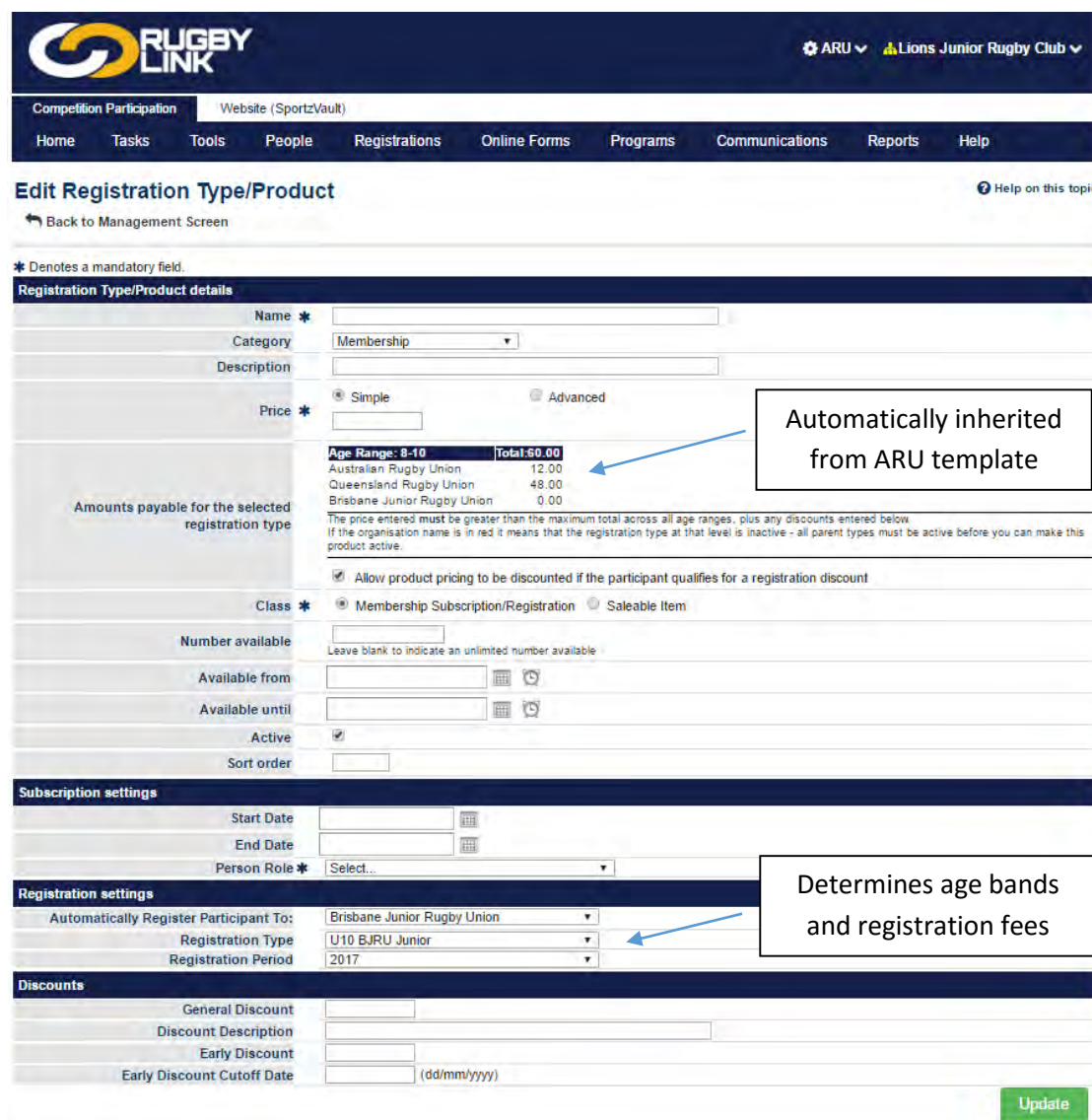


- Follow Steps 3-6. Repeat for each product

# Registrations 1 - Creating a Player Registration Form

## STEP 3: Set your Registration Settings

- It is essential that 'Registration Settings' are set FIRST
  - 'Automatically register participants to': select the applicable **competition** level above your Club
  - 'Registration type': your selection here is important as it will determine age bands and ensures all National Insurance and Participant Registration fees are inherited to your registration form
  - 'Registration period': current year should be selected



**Registration Type/Product details**

Name \*

Category

Description

Price \*

Simple ☒ Advanced ☐

Amounts payable for the selected registration type

Age Range: 8-10	Total: 50.00
Australian Rugby Union	12.00
Queensland Rugby Union	48.00
Brisbane Junior Rugby Union	0.00

The price entered must be greater than the maximum total across all age ranges, plus any discounts entered below.  
If the organisation name is in red it means that the registration type at that level is inactive - all parent types must be active before you can make this product active.

☒ Allow product pricing to be discounted if the participant qualifies for a registration discount

Class \* ☒ Membership Subscription/Registration ☐ Saleable Item

Number available

Available from

Available until

Active ☒

Sort order

**Subscription settings**

Start Date

End Date

Person Role \*

**Registration settings**

Automatically Register Participant To:

Registration Type:

Registration Period:

**Discounts**

General Discount

Discount Description

Early Discount

Early Discount Cutoff Date

- Name your Registration Type/Product
  - The name you give this product will be displayed to renewing players/parents on your online registration form and player login screens
  - Description can be used to remind/ reinforce key information with registrants. For example, describe what payment option is being selected



**Registration Type/Product details**

Name \*

Category

Description

# Registrations 1 - Creating a Player Registration Form

- Choose 'Class'
  - In the case of player and non-playing member registrations, '**Membership Subscription/Registration**' should **ALWAYS** be selected
  - 'Saleable item' is selected for merchandise and optional items specific to each Club - See *STEP 7: Create any Saleable Items (OPTIONAL)*

Class \* ☒ Membership Subscription/Registration ☐ Saleable Item

## STEP 4: Enter TOTAL Fee payable by Registering Player

- Enter the total 'Price' of your product
  - When setting the price for your membership product(s) the amount entered must be the **combined TOTAL** of National Insurance PLUS Participant and Competition Registration Fees PLUS your Club Membership fees (added on top)

**NOTE:** All amounts entered must be **GST inclusive**

- Rugby Link requires that online payments reach a minimum amount, enough to cover **National Insurance and any Affiliate Fees payable to Member Unions and/or Competitions**. An error screen (see image below) will appear if the total price entered is *less than* the **minimum mandatory payment** required



\* Denotes a mandatory field.

**Registration Type/Product details**

Name \* U10 Lions Rego 2017

Category Membership

Description Players born in 2010

Price \* 50

Age Range: 8-10 Total: 60.00

Australian Rugby Union	12.00
Queensland Rugby Union	48.00
Brisbane Junior Rugby Union	0.00

The price entered must be greater than the maximum total across all age ranges, plus any discounts entered below. If the organisation name is in red it means that the registration type at that level is inactive - all parent types must be active before you can make this product active.

☒ Allow product pricing to be discounted if the participant qualifies for a registration discount

Class \* ☒ Membership Subscription/Registration ☐ Saleable Item

Number available

Available from

Available until

Active ☒

Sort order

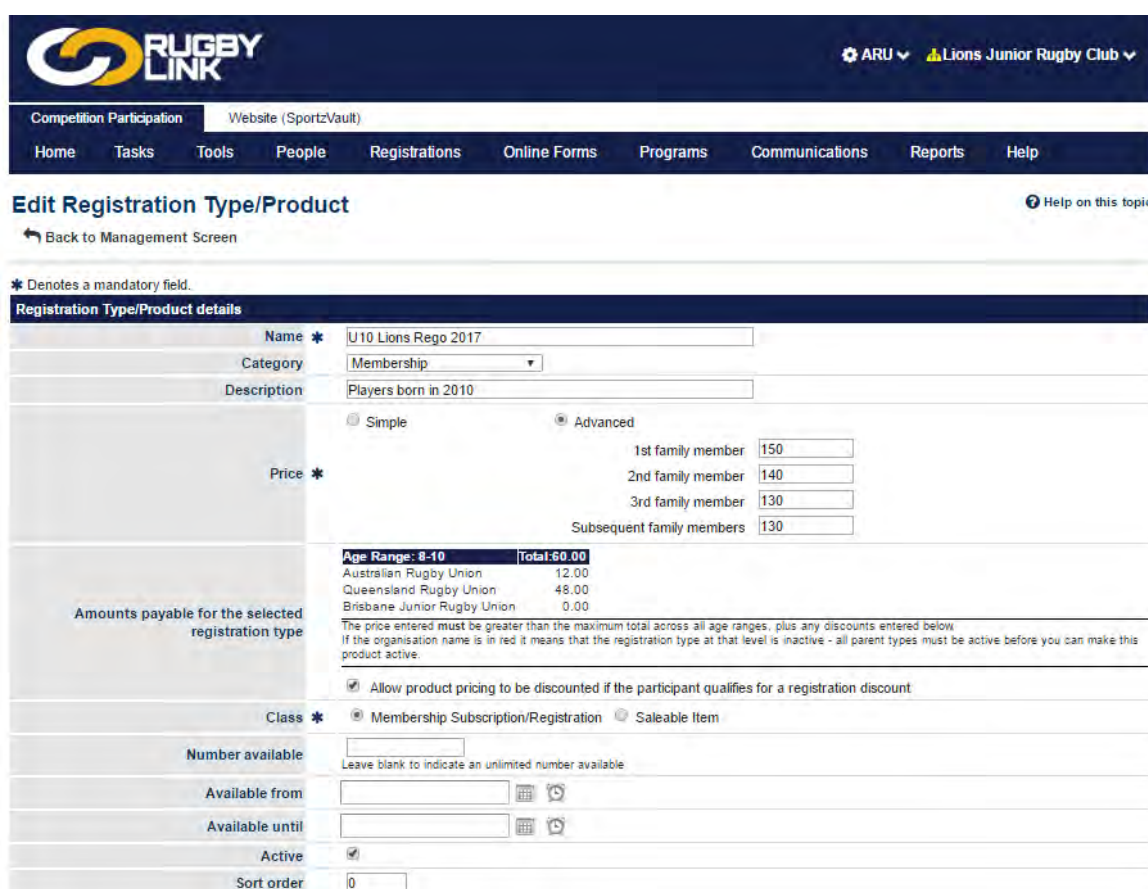
Price **MUST** be the same or greater than minimum mandatory payment

**Minimum mandatory payment**  
(covers all national and competition fees payable)

## Registrations 1 - Creating a Player Registration Form

- Option to select 'Simple' or 'Advanced' price
  - 'Simple': often used in senior registration products where all registrants pay the same price, regardless of any family discounts
  - 'Advanced': required for all junior registration products where at least one age group is receiving a family discount. The discount will be deducted from the Club component of registration fees and will be automatically calculated during the online family registration process

**NOTE:** ARU recommends you select 'Advanced' pricing for **ALL** junior products, even if no discount is applied (enter the same amount for all family members). This will ensure all products can be added to **one** registration form and the family discount loop will process correctly



**Registration Type/Product details**

Name: U10 Lions Rego 2017

Category: Membership

Description: Players born in 2010

Price: ☐ Simple ☒ Advanced

1st family member: 150

2nd family member: 140

3rd family member: 130

Subsequent family members: 130

Amounts payable for the selected registration type

Age Range: 8-10	Total: 60.00
Australian Rugby Union	12.00
Queensland Rugby Union	48.00
Brisbane Junior Rugby Union	0.00

The price entered must be greater than the maximum total across all age ranges, plus any discounts entered below.  
If the organisation name is in red it means that the registration type at that level is inactive - all parent types must be active before you can make this product active.

☒ Allow product pricing to be discounted if the participant qualifies for a registration discount

Class: ☒ Membership Subscription/Registration ☐ Saleable Item

Number available:  (Leave blank to indicate an unlimited number available)

Available from:

Available until:

Active: ☒

Sort order: 0

- Ensure 'Active' is ticked



# Registrations 1 - Creating a Player Registration Form

## STEP 5: Set your Subscription Settings (Date Restrictions and Player Role)

- 'Available from' and 'Available until' (OPTIONAL):
  - Change when you want your registration product available to the public to register to
- 'Start date' and 'End date' (OPTIONAL):
  - If entering any dates we suggest the date range is for the duration of your Rugby season
- Player and/ or Non-Playing Member Role
  - When setting up a membership type/product, you will **always** need to nominate the 'Person Role' that will be assigned to the participant once they register
  - In the case of player membership products 'Person Role' **MUST** be either:
    - 'Player: Junior' or
    - 'Player: Senior'
  - In the case of non-playing membership products 'Person Role' can be either:
    - 'Team Official: Coach'
    - 'Team Official: Team Manager'

Subscription settings		
Start Date		(dd/mm/yyyy)
End Date		(dd/mm/yyyy)
Person Role *	PLAYER:JUNIOR	

## STEP 6: Apply any Discounts (OPTIONAL)

- Clubs have the ability to offer two types of discount:
  - 'General Discount' (dollar value) can be applied, along with a description, or
  - 'Early Discount' can be applied by nominating a discount price and a cut-off date. Registration will revert to 'normal' price once the nominated date has passed

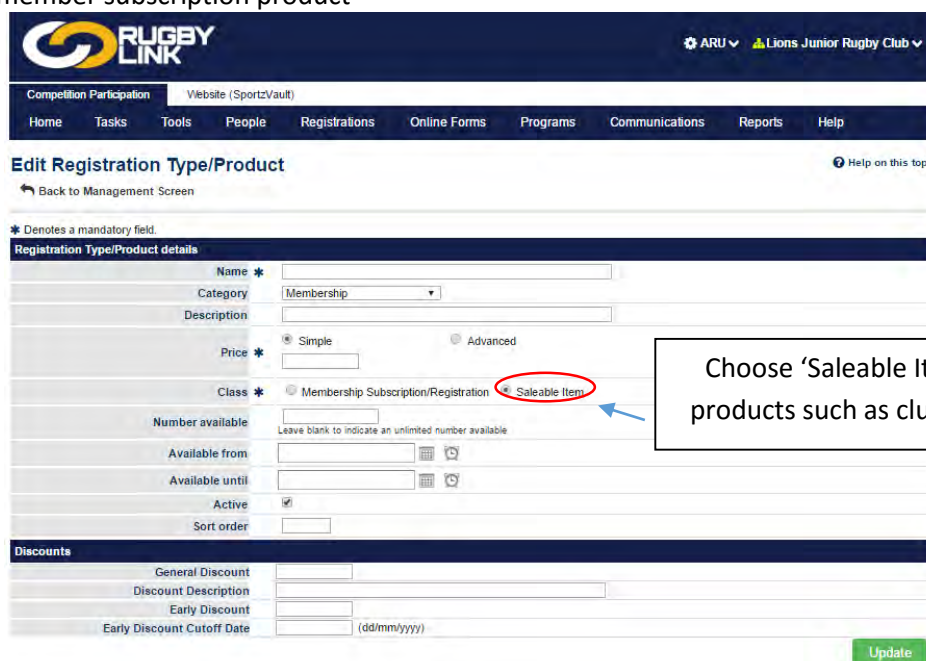
**NOTE:** When applying a discount, ensure the total 'Price' minus the discount value remains **greater than** the minimum mandatory payment amount. See Step 4 for further information

- Click 'Update'

## STEP 7: Create any Saleable Items (OPTIONAL)

Navigation in Rugby Link: Competition Participation > Online Forms > Configuration > Products

- Click 'Add member subscription product'



Choose 'Saleable Item' to create products such as club merchandise



## Registrations 1 - Creating a Player Registration Form

- Name your Saleable Item
  - Add a description (*Optional*)

Registration Type/Product details	
Name *	2017 Player Shorts
Category	Membership
Description	

- Choose Saleable Item 'Class'

Class *	<input type="radio"/> Membership Subscription/Registration <input checked="" type="radio"/> Saleable Item
---------	---

- Enter the 'Price' of your Saleable Item

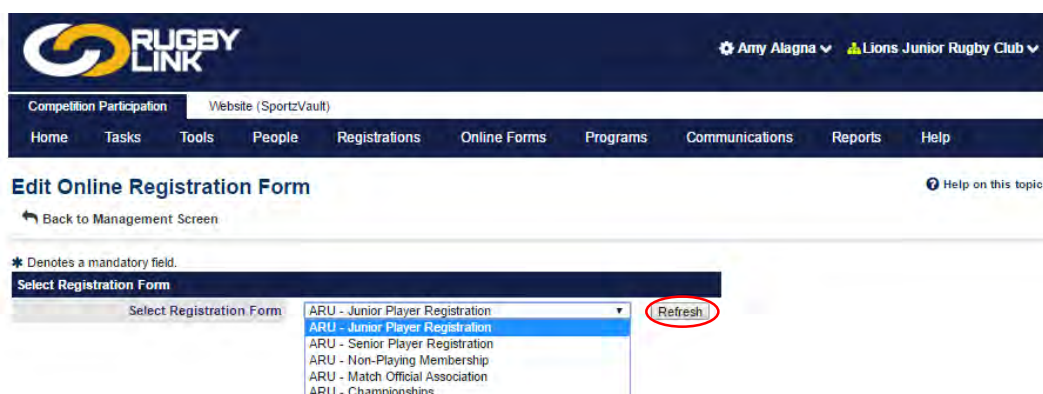
**NOTE:** All amounts entered must be **GST inclusive**

- Select an 'Available from' and 'Available until' date (*Optional*)
- Apply 'Discount' (*Optional*), if desired - See *STEP 6: Apply any Discounts (OPTIONAL)*
- Ensure 'Active' is ticked
- Click 'Update'

### STEP 8: Select the appropriate Registration Form template

Navigation in Rugby Link: Competition Participation > Online Forms > Configuration > Signup Forms

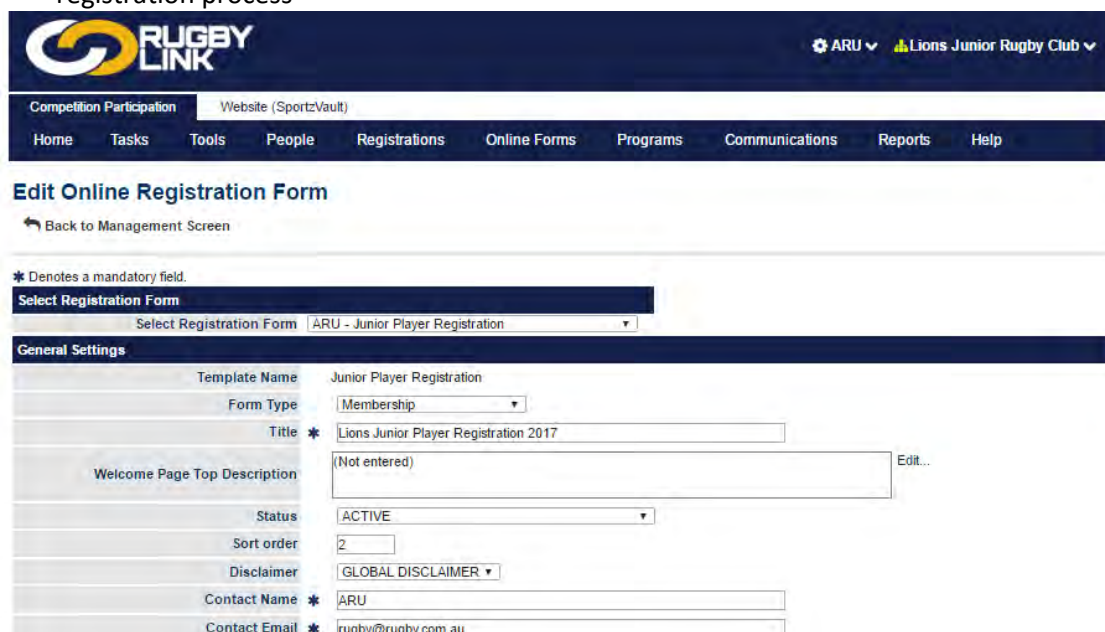
- Click 'Add new registration form'
- Select a registration form template from the drop down box
- Click 'Refresh'



- Clubs have the ability to re-name their registration forms to whatever they chose

## Registrations 1 - Creating a Player Registration Form

- 'General Settings'
  - Rename your form
  - Change status to 'Active'
  - Enter the Club contact name and email address that you would like to appear throughout the registration process



### STEP 9: Decide Payment Method

- Clubs have the ability to enforce ONLINE payment only, or to provide payment options to their renewing members. The range of payment options available are:
  - Online payment **ONLY**
  - Online payment **PLUS** Offline payment
  - Online payment **PLUS** Scheduled Part Payments (coming in early 2017)

**NOTE:** Online registration is MANDATORY in 2017. In some Member Unions Online payment is also MANDATORY, check with your Competition for your Club's specific requirements

- If your Club is offering
  - Only online payment - no 'Payment Settings' need to be changed
  - A choice of online or offline – tick the 'Allow Offline Payment' box

**NOTE:** Be aware that Clubs will need to **manually collect and reconcile offline payments**, including payments to Insurer, Member Unions and Competitions, if an offline payment option is offered. If you reside in a state where **government vouchers** are offered, you may wish to offer offline payment to ensure players are not out-of-pocket.

## Registrations 1 - Creating a Player Registration Form

- If you choose to 'allow offline payments' a description can be added to assist with the collection of fees
- GST/ 'Tax rate' should **ALWAYS** remain 0.00%. All fees entered into Rugby Link should be GST inclusive

Payment Settings	
Payment Gateway (Online Payments)	IPSI - ARU (Split) IPSI(split) [ARU]* (contact support to change/setup)
Allow Offline Payment	<input type="checkbox"/> <b>Note - you will need to manually accept and reconcile offline payments if payment is made offline.</b>
Automatically add processing fee	<input checked="" type="checkbox"/> Apply to online payments <input type="checkbox"/> Apply to offline payments
	Fixed Charge: AUD <input type="text" value="0.00"/> plus Variable Charge: <input type="text" value="1.88"/> % of transaction amount
Offline Payment Description	(Not entered) <a href="#">Edit...</a>
Currency format	\$
Tax Description	GST
Tax rate (%)	0.00

### STEP 10: Add Custom fields (OPTIONAL)

- 'Form Fields'
  - 'Personal Fields' are fields inherited from the ARU template and cannot be re-ordered or removed from the registration form
  - 'Other Fields' are also inherited from the ARU template and may be locked (indicated by a padlock). You can re-order these fields plus add your own custom person fields. There is also the option to make other fields mandatory by ticking the checkbox

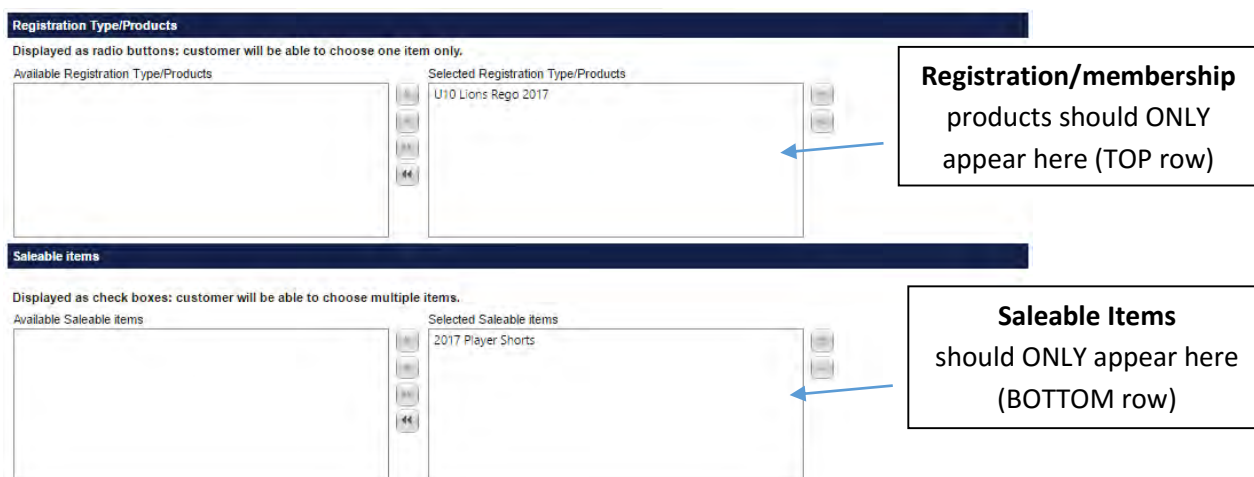
Form Fields																															
<b>Personal Fields</b> Personal fields are fixed in the order they appear on the form. Some fields (which are disabled) must appear on all forms.  *If selected, Parent/Guardian fields will only display on the form if the person being registered is under 18. The fields are in a fixed order - First Name, Last Name, Email, Mobile, Address.																															
<table border="1"> <thead> <tr> <th>Select Field</th> <th>Mand. Field</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/> Title</td><td><input type="checkbox"/></td></tr> <tr><td><input checked="" type="checkbox"/> First Name</td><td><input checked="" type="checkbox"/></td></tr> <tr><td><input checked="" type="checkbox"/> Middle Name</td><td><input checked="" type="checkbox"/></td></tr> <tr><td><input checked="" type="checkbox"/> Last Name</td><td><input checked="" type="checkbox"/></td></tr> <tr><td><input checked="" type="checkbox"/> Gender</td><td><input checked="" type="checkbox"/></td></tr> <tr><td><input checked="" type="checkbox"/> Date of Birth</td><td><input checked="" type="checkbox"/></td></tr> <tr><td><input checked="" type="checkbox"/> Email Address</td><td><input checked="" type="checkbox"/></td></tr> <tr><td><input checked="" type="checkbox"/> Home Phone</td><td><input checked="" type="checkbox"/></td></tr> <tr><td><input checked="" type="checkbox"/> Mobile Phone</td><td><input checked="" type="checkbox"/></td></tr> <tr><td><input checked="" type="checkbox"/> Next of Kin / Emergency Contact - Name</td><td><input checked="" type="checkbox"/></td></tr> <tr><td><input checked="" type="checkbox"/> Next of Kin / Emergency Contact - Number</td><td><input checked="" type="checkbox"/></td></tr> <tr><td><input checked="" type="checkbox"/> Address</td><td><input checked="" type="checkbox"/></td></tr> <tr><td><input checked="" type="checkbox"/> School</td><td><input checked="" type="checkbox"/></td></tr> <tr><td><input checked="" type="checkbox"/> Parent/Guardian fields*</td><td><input checked="" type="checkbox"/></td></tr> </tbody> </table>	Select Field	Mand. Field	<input type="checkbox"/> Title	<input type="checkbox"/>	<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Middle Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Date of Birth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Email Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Home Phone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Mobile Phone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Next of Kin / Emergency Contact - Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Next of Kin / Emergency Contact - Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Parent/Guardian fields*	<input checked="" type="checkbox"/>	
Select Field	Mand. Field																														
<input type="checkbox"/> Title	<input type="checkbox"/>																														
<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/>																														
<input checked="" type="checkbox"/> Middle Name	<input checked="" type="checkbox"/>																														
<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/>																														
<input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/>																														
<input checked="" type="checkbox"/> Date of Birth	<input checked="" type="checkbox"/>																														
<input checked="" type="checkbox"/> Email Address	<input checked="" type="checkbox"/>																														
<input checked="" type="checkbox"/> Home Phone	<input checked="" type="checkbox"/>																														
<input checked="" type="checkbox"/> Mobile Phone	<input checked="" type="checkbox"/>																														
<input checked="" type="checkbox"/> Next of Kin / Emergency Contact - Name	<input checked="" type="checkbox"/>																														
<input checked="" type="checkbox"/> Next of Kin / Emergency Contact - Number	<input checked="" type="checkbox"/>																														
<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/>																														
<input checked="" type="checkbox"/> School	<input checked="" type="checkbox"/>																														
<input checked="" type="checkbox"/> Parent/Guardian fields*	<input checked="" type="checkbox"/>																														
<b>Other Fields</b> <div> <div>Available Fields</div> <div>                     Match Official Fields                      Accreditation Level                      Accreditation, Year Attained                      Allocation Region                      Allocation Weight                      Available Mon-Fri Daytime                      Class                      Days Available                      Double Up (reserves)                      Double Up (weekend)                      First Registered                      Fitness Test Date                      Medical Certificate                      Panel Summary                      Passed Fitness Test                      Print Preferred                      Regional Centre                      Registration ID                      Registration Paid To                      Registration Status  <b>Custom Fields [BJRU]</b>                      2nd Parent Email                 </div> </div>	<div>Selected Fields</div> <table border="1"> <thead> <tr> <th>Field</th> <th>Mand. Field</th> <th>Display Name</th> </tr> </thead> <tbody> <tr><td><input checked="" type="checkbox"/> Which of the following best describe your ethnic origin?</td><td><input type="checkbox"/></td><td></td></tr> <tr><td><input checked="" type="checkbox"/> Which of the following best describe your father's ethnic origin?</td><td><input type="checkbox"/></td><td></td></tr> <tr><td><input checked="" type="checkbox"/> Which of the following best describe your mother's ethnic origin?</td><td><input type="checkbox"/></td><td></td></tr> <tr><td><input checked="" type="checkbox"/> Do you identify as being Aboriginal or Torres Strait Islander?</td><td><input type="checkbox"/></td><td></td></tr> <tr><td><input type="checkbox"/> Proof of Age supplied to Club</td><td><input type="checkbox"/></td><td></td></tr> <tr><td><input type="checkbox"/> Proof of Age Document Type</td><td><input type="checkbox"/></td><td></td></tr> </tbody> </table>	Field	Mand. Field	Display Name	<input checked="" type="checkbox"/> Which of the following best describe your ethnic origin?	<input type="checkbox"/>		<input checked="" type="checkbox"/> Which of the following best describe your father's ethnic origin?	<input type="checkbox"/>		<input checked="" type="checkbox"/> Which of the following best describe your mother's ethnic origin?	<input type="checkbox"/>		<input checked="" type="checkbox"/> Do you identify as being Aboriginal or Torres Strait Islander?	<input type="checkbox"/>		<input type="checkbox"/> Proof of Age supplied to Club	<input type="checkbox"/>		<input type="checkbox"/> Proof of Age Document Type	<input type="checkbox"/>										
Field	Mand. Field	Display Name																													
<input checked="" type="checkbox"/> Which of the following best describe your ethnic origin?	<input type="checkbox"/>																														
<input checked="" type="checkbox"/> Which of the following best describe your father's ethnic origin?	<input type="checkbox"/>																														
<input checked="" type="checkbox"/> Which of the following best describe your mother's ethnic origin?	<input type="checkbox"/>																														
<input checked="" type="checkbox"/> Do you identify as being Aboriginal or Torres Strait Islander?	<input type="checkbox"/>																														
<input type="checkbox"/> Proof of Age supplied to Club	<input type="checkbox"/>																														
<input type="checkbox"/> Proof of Age Document Type	<input type="checkbox"/>																														

**NOTE:** The new Parent/ Guardian fields including name, email, phone and address will automatically be collected for any player under 18 years

# Registrations 1 - Creating a Player Registration Form

## STEP 11: Attach your Registration Type/Product(s) to your form

- Recommend that all registration products are attached to a single registration form
- In the case of **Membership/Registration products**, the registrant can only select one membership/registration product
- In the case of **Saleable Items**, these are **optional** purchases only, and more than one item can be selected if desired
- To add a product(s), go to 'Registration Type/Products'
  - In the **top row**, select and 'Add' the relevant **Membership/Registration product(s)**. If you add more than one product here the registrant will have to make a choice.
  - In the **bottom row**, select and 'Add' any **Saleable Items** you wish to offer (optional). The registrant will be able to choose multiple items in this section.



**Registration Type/Products**

Displayed as radio buttons: customer will be able to choose one item only.

Available Registration Type/Products

Selected Registration Type/Products

U10 Lions Rego 2017

**Registration/membership products should ONLY appear here (TOP row)**

**Saleable items**

Displayed as check boxes: customer will be able to choose multiple items.

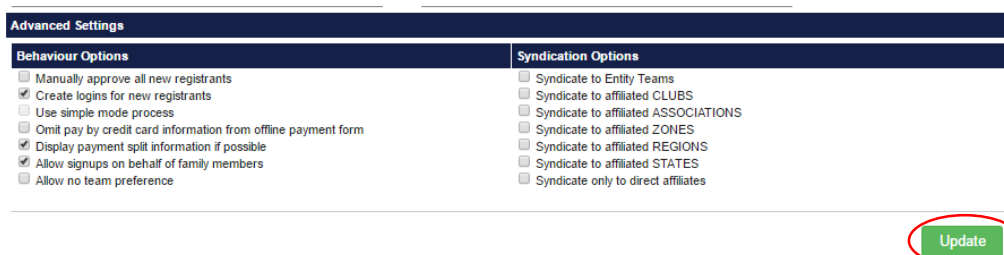
Available Saleable items

Selected Saleable items

2017 Player Shorts

**Saleable Items should ONLY appear here (BOTTOM row)**

- 'Advanced settings'
  - Create logins for new registrants
  - Display payment split information if possible
  - Allow signups on behalf of family members (important for family discounts)
- Click 'Update'



**Advanced Settings**

Behaviour Options	Syndication Options
<input type="checkbox"/> Manually approve all new registrants	<input type="checkbox"/> Syndicate to Entity Teams
<input checked="" type="checkbox"/> Create logins for new registrants	<input type="checkbox"/> Syndicate to affiliated CLUBS
<input type="checkbox"/> Use simple mode process	<input type="checkbox"/> Syndicate to affiliated ASSOCIATIONS
<input type="checkbox"/> Omit pay by credit card information from offline payment form	<input type="checkbox"/> Syndicate to affiliated ZONES
<input checked="" type="checkbox"/> Display payment split information if possible	<input type="checkbox"/> Syndicate to affiliated REGIONS
<input checked="" type="checkbox"/> Allow signups on behalf of family members	<input type="checkbox"/> Syndicate to affiliated STATES
<input type="checkbox"/> Allow no team preference	<input type="checkbox"/> Syndicate only to direct affiliates

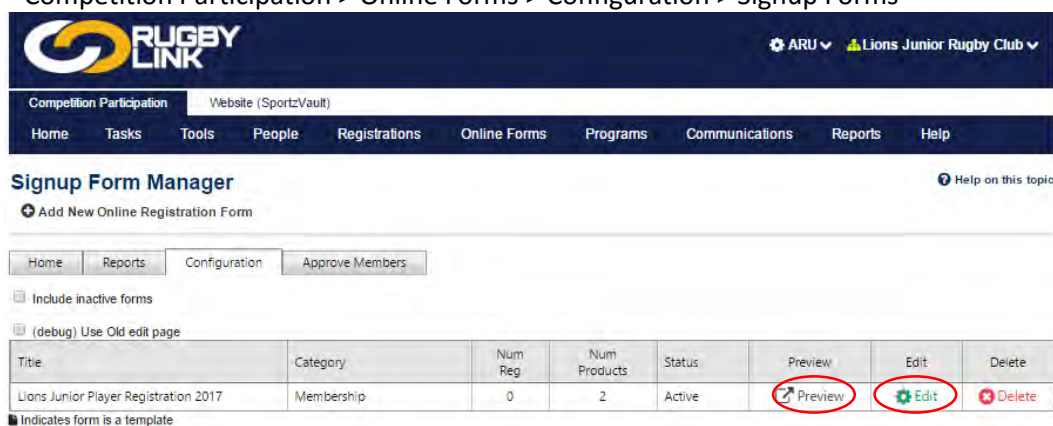
**Update**

# Registrations 1 - Creating a Player Registration Form

## STEP 12: Preview your Registration Form

Navigation in Rugby Link: Competition Participation > Online Forms > Configuration > Signup Forms

- 'Preview' your registration form to ensure all information is displayed as desired
- 'Edit' form to make any adjustments
  - Competition Participation > Online Forms > Configuration > Signup Forms



**Signup Form Manager**

➕ Add New Online Registration Form

Home Reports Configuration Approve Members

☐ Include inactive forms

☐ (debug) Use Old edit page

Title	Category	Num Reg	Num Products	Status	Preview	Edit	Delete
Lions Junior Player Registration 2017	Membership	0	2	Active			

■ Indicates form is a template

## STEP 13: Publicise your unique Registration Form link

Navigation in Rugby Link: Competition Participation > Online Forms > Configuration > Signup Forms

- Click "Edit"
- Scroll to the bottom of the page



**Form Links**

**Public Links**

Rugby Link public portal  
<http://test-rugbylink.resultsvault.com/common/pages/reg/welcome.aspx?entityid=30506&fl=1&type=1&id=28942>

Lions Junior Rugby Club website  
<http://30506.test.sportzvault.com/common/pages/reg/welcome.aspx?entityid=30506&fl=1&type=1&id=28942>

**Admin Preview**  
 (can use on inactive forms - do not publish)

Preview in Rugby Link public portal  
 Preview in Lions Junior Rugby Club website

**Social Media Share**

Rugby Link public portal  
 Lions Junior Rugby Club website

\*As of 7 December 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
 or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).



## Registrations 2 - Creating a Non-Playing Member Registration Form

This Rugby Link self-help guide outlines the process of setting up a non-playing member registration form. Every Club will need to create and publish at least one online registration form to enable their players and non-playing members to register for the new Rugby season.

**NOTE:** Online registration is mandatory in 2017.

### Definitions

Rugby Link Term	Definition
<b>Registration Form</b>	<p>Sometimes referred to as a Sign-up Form, a Registration Form is the template used to gather player information as part of the registration process. Registration Forms must be based on one of the available ARU templates but can be edited/renamed to cater for Club specific requirements.</p> <p>Clubs must add a Registration Type/Product to their form to determine the type of registration the player or non-playing member is signing up for. More than one Registration Product can be added. Other non-Registration Products (referred to as Saleable Items), such as Club merchandise, can also be added to a Registration Form.</p>
<b>Registration Product</b>	<p>There are two types (classes) of Registration Type/Product:</p> <ul style="list-style-type: none"> <li>• Membership Type, and</li> <li>• Saleable Item</li> </ul>
<b>Membership Type</b>	<p>Membership Types/Products define the types of registration/membership a Club offers (for example, junior, senior and/ or non-playing member). As part of the registration process, it is <b>mandatory</b> that a Club sets up one or more Membership Types/Products and attaches these products to a registration form template.</p> <p><b>Club fees</b> are attached to Membership Types/Products.</p> <p><b>Membership Types/Products</b> must be based on one of the available ARU templates, Junior (age splits), Seniors and/ or Non-Playing. Clubs can edit/rename to cater for Club purposes.</p>
<b>Saleable Item</b>	<p>A type of Registration Product that can be offered to renewing members for <b>optional</b> purchase as part of the registration process. For example, jersey and socks, or tickets.</p>
<b>Participant Logins</b>	<p>Participant logins include a participant's login ID (their Rugby Link ID) and password. We recommend you send your member's their participant logins prior to registration to ensure all member records, with an email address attached, receive their login details aiding the online registration process.</p>
<b>Family Relationships</b>	<p>Family relationships including parental and sibling relationships will need to be created in Rugby Link to ensure the family registration process and family discounts follow the correct procedures.</p>

## Registrations 2 - Creating a Non-Playing Member Registration Form

### The Steps

#### STEP 1 Create custom fields *(OPTIONAL)*

Consider any Club specific information you would like to collect from your members this season and create custom fields. These fields can be attached to your player records and registration forms.

#### STEP 2 Create your Membership Type(s)/Product(s)

Consider what registration types your Club wants to offer and set your membership fees accordingly. Start by naming your first product then follow **Steps 3-6**. Repeat for each product.

#### STEP 3 Set your Registration Settings

A critically important step that will ensure fees calculate correctly and your renewing member records are correctly classified and marked as registered.

**NOTE:** The Registration Type selected under Registration Settings **must ALWAYS be the Competition** that Club competes in

#### STEP 4 Enter TOTAL Fee payable by Registering Player

**NOTE:** Whilst performing their Role (acting in an official capacity on behalf of their clubs), registered non-playing members will continue to be covered by the ARU's national insurance policy, at no additional cost

#### STEP 5 Set your Subscription Settings (Date Restrictions and Non-Playing Member Role)

#### STEP 6 Apply any Discounts *(OPTIONAL)*

#### STEP 7 Create any Saleable Items *(OPTIONAL)*

#### STEP 8 Select the appropriate Registration Form template

Registration Forms must be based on one of the available ARU templates but can be edited/renamed.

#### STEP 9 Decide the Payment Method(s) you wish to offer

#### STEP 10 Add Custom Fields *(OPTIONAL)*

#### STEP 11 Attach your Registration Type/Product(s) to your Registration Form

#### STEP 12 Preview your Registration Form

#### STEP 13 Publicise your unique Registration Form link

## Registrations 2 - Creating a Non-Playing Member Registration Form

### A Detailed Example

#### STEP 1: Create custom fields (OPTIONAL)

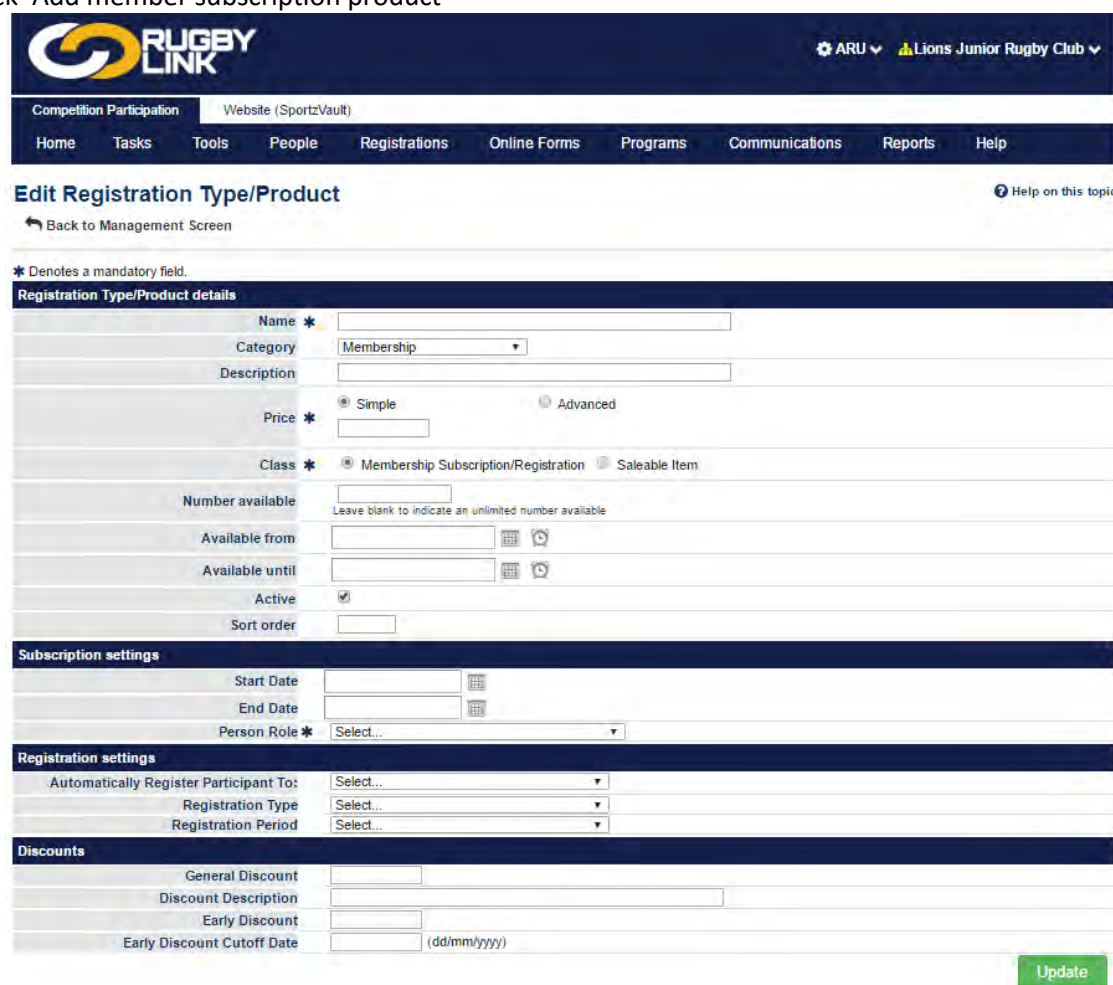
Navigation in Rugby Link: Competition Participation > People > Custom Person Fields

- Please see 'Creating Custom Fields and Club Specific Requirements' [self-help guide](#)

#### STEP 2: Create your Membership Type(s)/Product(s)

Navigation in Rugby Link: Competition Participation > Online Forms > Configuration > Products

- Click 'Add member subscription product'



**Edit Registration Type/Product** Help on this topic

[Back to Management Screen](#)

\* Denotes a mandatory field.

**Registration Type/Product details**

Name \*

Category

Description

Price \* ☐ Simple ☐ Advanced

Class \* ☐ Membership Subscription/Registration ☐ Saleable Item

Number available

Leave blank to indicate an unlimited number available

Available from

Available until

Active ☒

Sort order

**Subscription settings**

Start Date

End Date

Person Role \*

**Registration settings**

Automatically Register Participant To:

Registration Type

Registration Period

**Discounts**

General Discount

Discount Description

Early Discount

Early Discount Cutoff Date

**Update**

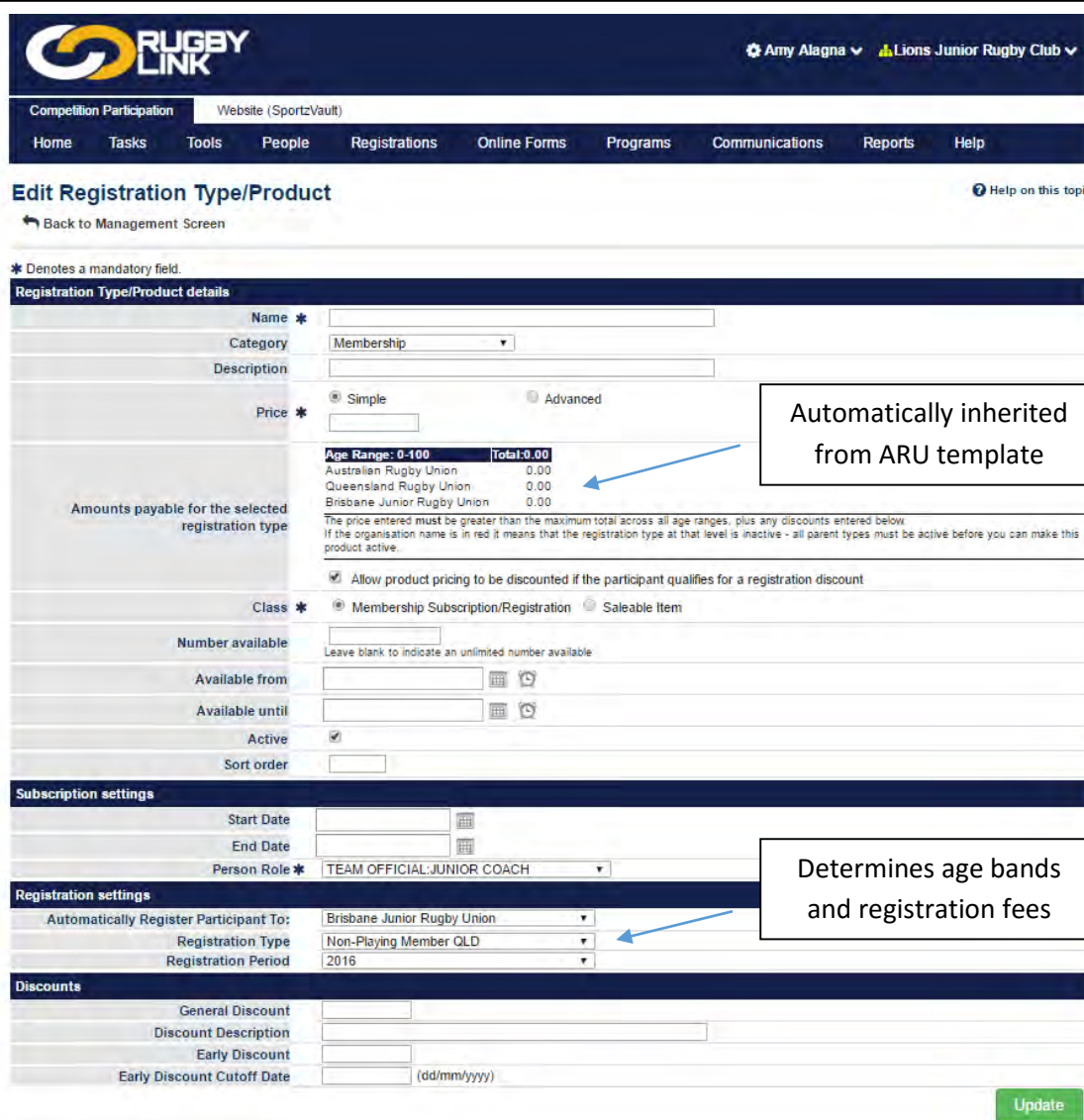
- Follow **Steps 3-6**. Repeat for each product

## Registrations 2 - Creating a Non-Playing Member Registration Form

### STEP 3: Set your Registration Settings

- It is essential that 'Registration Settings' are set first
  - 'Automatically register participants to': select the applicable **competition** level above your Club
  - 'Registration type': your selection here is important as it will ensure all National Insurance and Participant Registration fees are inherited to your registration form. This is the **ONLY** registration type where no national Insurance, Participant Levy or Affiliate fees will apply
  - 'Registration period': current year should be selected

**NOTE:** This is the **ONLY** registration type where no national Insurance, Participant Levy or Affiliate fees will apply. Non-playing members **ARE COVERED** by the ARU's insurance policy, as long as they are acting in an official capacity on behalf of their clubs and registered in Rugby Link: 'Whilst performing their Role as a club official or volunteer, registered participants of the Game are provided basic levels of cover under the ARU Insurance Plan'. Insurance is NOT applicable to those members with no defined volunteer role, i.e. life and social members.



**Registration Type/Product details**

Name \*

Category

Description

Price \*  ☐ Simple ☐ Advanced

Amounts payable for the selected registration type

Age Range: 0-100	Total: 0.00
Australian Rugby Union	0.00
Queensland Rugby Union	0.00
Brisbane Junior Rugby Union	0.00

The price entered must be greater than the maximum total across all age ranges, plus any discounts entered below.  
If the organisation name is in red it means that the registration type at that level is inactive - all parent types must be active before you can make this product active.

☒ Allow product pricing to be discounted if the participant qualifies for a registration discount

Class \* ☒ Membership Subscription/Registration ☐ Saleable Item

Number available   
Leave blank to indicate an unlimited number available

Available from

Available until

Active ☒

Sort order

**Subscription settings**

Start Date

End Date

Person Role \*

**Registration settings**

Automatically Register Participant To:

Registration Type

Registration Period

**Discounts**

General Discount

Discount Description

Early Discount

Early Discount Cutoff Date

## Registrations 2 - Creating a Non-Playing Member Registration Form

- Name your Registration Type/Product
  - The name you give this product will be displayed to renewing players/parents on your online registration form and player login screens
  - Description can be used to remind/ reinforce key information with registrants. For example, describe what payment option is being selected

Registration Type/Product details	
Name *	Lions Junior Coach 2017
Category	Membership
Description	


- Choose 'Class'
  - In the case of player and non-playing member registrations, '**Membership Subscription/Registration**' should **ALWAYS** be selected
  - 'Saleable item' is selected for merchandise and optional items specific to each Club - See *STEP 7: Create any Saleable Items (OPTIONAL)*

Class *	<input checked="" type="radio"/> Membership Subscription/Registration <input type="radio"/> Saleable Item
---------	---

### STEP 4: Enter TOTAL Fee payable by Registering Player

- Enter the total 'Price' of your product
  - There are no fees up the line for Non-Playing Members. However, you can choose to charge Club membership fees

**NOTE:** All amounts entered must be **GST inclusive**


Amy Alagna
Lions Junior Rugby Club

[Competition Participation](#)
[Website \(SportzVault\)](#)

[Home](#)
[Tasks](#)
[Tools](#)
[People](#)
[Registrations](#)
[Online Forms](#)
[Programs](#)
[Communications](#)
[Reports](#)
[Help](#)

### Edit Registration Type/Product

[Back to Management Screen](#) [Help on this topic](#)

\* Denotes a mandatory field.

Registration Type/Product details	
Name *	Lions Junior Coach 2017
Category	Membership
Description	
Price *	<input checked="" type="radio"/> Simple <input type="radio"/> Advanced <input type="text" value="20.00"/>
Amounts payable for the selected registration type	<b>Age Range: 0-100</b> <b>Total: 0.00</b> Australian Rugby Union 0.00 Queensland Rugby Union 0.00 Brisbane Junior Rugby Union 0.00
	<small>The price entered must be greater than the maximum total across all age ranges, plus any discounts entered below.            If the organisation name is in red it means that the registration type at that level is inactive - all parent types must be active before you can make this product active.</small>
	<input checked="" type="checkbox"/> Allow product pricing to be discounted if the participant qualifies for a registration discount
	Class * <input checked="" type="radio"/> Membership Subscription/Registration <input type="radio"/> Saleable Item
Number available	<input type="text"/> <small>Leave blank to indicate an unlimited number available</small>
Available from	<input type="text"/>
Available until	<input type="text"/>
Active	<input checked="" type="checkbox"/>
Sort order	<input type="text"/>





## Registrations 2 - Creating a Non-Playing Member Registration Form

- Option to select 'Simple' or 'Advanced' price
  - 'Simple': often used in senior registration products where all registrants pay the same price, regardless of any family discounts
  - 'Advanced': required for all junior registration products where at least one age group is receiving a family discount. Advanced pricing can also be offered for non-playing members as part of a family registration. The discount will be deducted from the Club component of registration fees and will be automatically calculated during the online family registration process
- Ensure 'Active' is ticked

### STEP 5: Set your Subscription Settings (Date Restrictions and Player Role)

- 'Available from' and 'Available until' (*OPTIONAL*):
  - Change when you want your registration product available to the public to register to
- 'Start date' and 'End date' (*OPTIONAL*):
  - If entering any dates we suggest the date range is for the duration of your Rugby season
- Player and/ or Non-Playing Member Role
  - When setting up a membership type/product, you will **always** need to nominate the 'Person Role' that will be assigned to the participant once they register
  - In the case of non-playing membership products 'Person Role' can be either:
    - 'Team Official: Coach'
    - 'Team Official: Team Manager'

Subscription settings		
Start Date	<input type="text"/>	
End Date	<input type="text"/>	
Person Role *	TEAM OFFICIAL: JUNIOR COACH ▼	

### STEP 6: Apply any Discounts (*OPTIONAL*)

- Clubs have the ability to offer two types of discount:
  - 'General Discount' (dollar value) can be applied, along with a description, or
  - 'Early Discount' can be applied by nominating a discount price and a cut-off date. Registration will revert to 'normal' price once the nominated date has passed

**NOTE:** When applying a discount, ensure the total 'Price' minus the discount value remains **greater than** the minimum mandatory payment amount. See Step 4 for further information

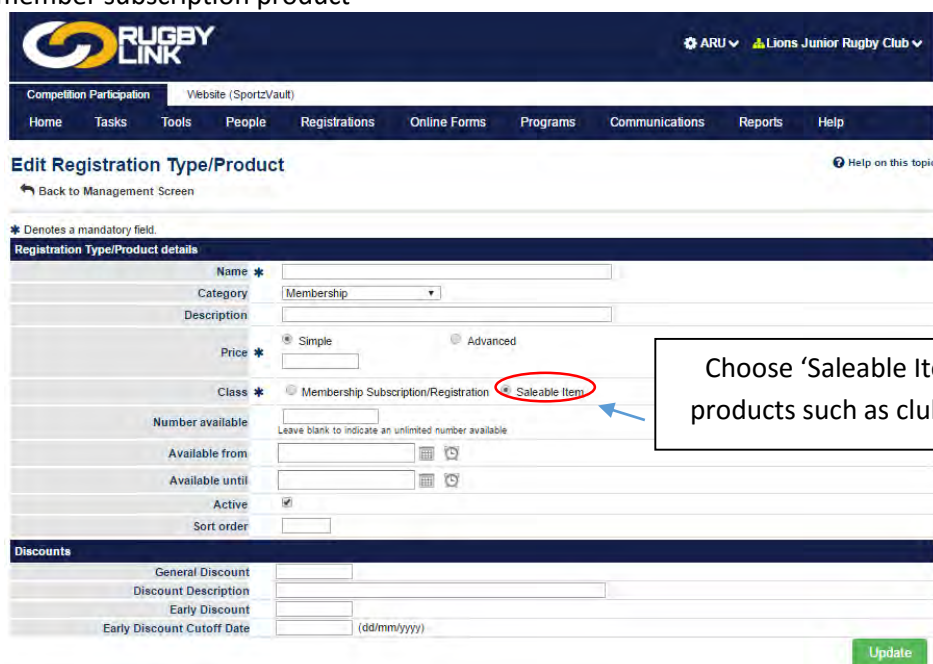
- Click 'Update'

## Registrations 2 - Creating a Non-Playing Member Registration Form

### STEP 7: Create any Saleable Items (OPTIONAL)

Navigation in Rugby Link: Competition Participation > Online Forms > Configuration > Products

- Click 'Add member subscription product'



- Name your Saleable Item
  - Add a description (Optional)



- Choose Saleable Item 'Class'



- Enter the 'Price' of your Saleable Item

**NOTE:** All amounts entered must be **GST inclusive**

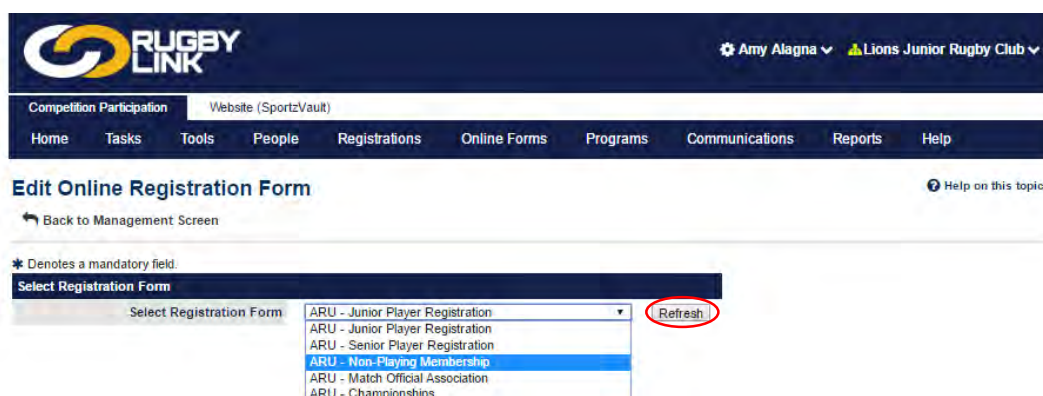
- Select an 'Available from' and 'Available until' date (Optional)
- Apply 'Discount' (Optional), if desired - See STEP 6: Apply any Discounts (OPTIONAL)
- Ensure 'Active' is ticked
- Click 'Update'

## Registrations 2 - Creating a Non-Playing Member Registration Form

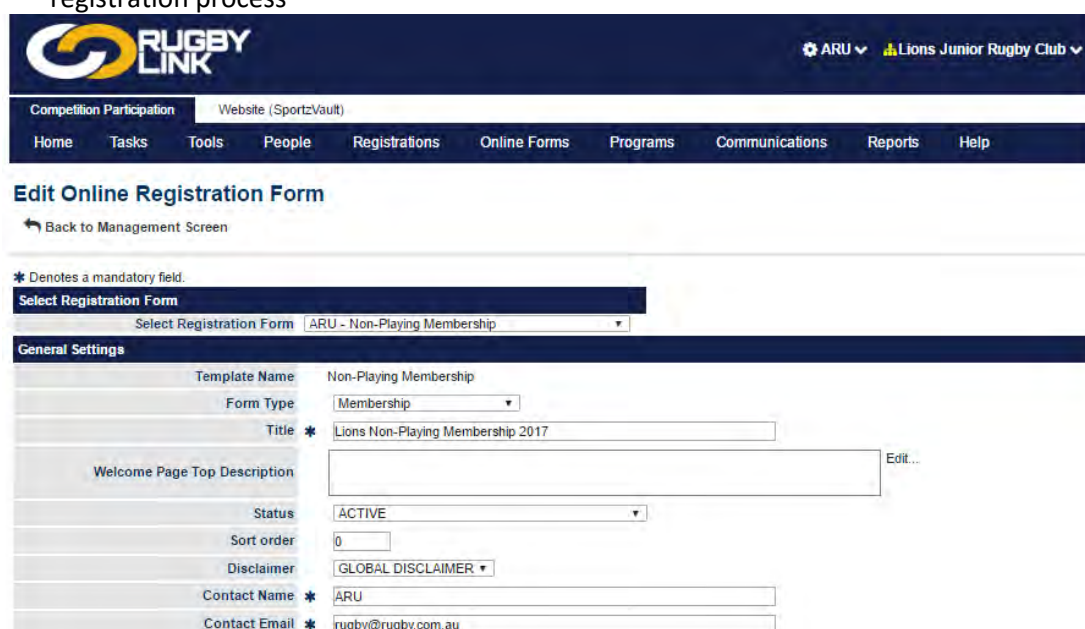
### STEP 8: Select the appropriate Registration Form template

Navigation in Rugby Link: Competition Participation > Online Forms > Configuration > Signup Forms

- Click 'Add new registration form'
- Select a registration form template from the drop down box
- Click 'Refresh'



- Clubs have the ability to re-name their registration forms to whatever they chose
- 'General Settings'
  - Rename your form
  - Change status to 'Active'
  - Enter the Club contact name and email address that you would like to appear throughout the registration process



## Registrations 2 - Creating a Non-Playing Member Registration Form

### STEP 9: Decide Payment Method

- Clubs have the ability to enforce ONLINE payment only, or to provide payment options to their renewing members. The range of payment options available are:
  - Online payment **ONLY**
  - Online payment **PLUS** Offline payment
  - Online payment **PLUS** Scheduled Part Payments (coming in early 2017)

**NOTE:** Online registration is MANDATORY in 2017. In some Member Unions Online payment is also MANDATORY, check with your Competition for your Club's specific requirements

- If your Club is offering
  - Only online payment - no 'Payment Settings' need to be changed
  - A choice of online or offline – tick the 'Allow Offline Payment' box

**NOTE:** Be aware that Clubs will need to **manually collect and reconcile offline payments**, including payments to Insurer, Member Unions and Competitions, if an offline payment option is offered. If you reside in a state where **government vouchers** are offered, you may wish to offer offline payment to ensure players are not out-of-pocket.

- If you choose to 'allow offline payments' a description can be added to assist with the collection of fees
- GST/ 'Tax rate' should **ALWAYS** remain 0.00%. All fees entered into Rugby Link should be GST inclusive

Payment Settings	
Payment Gateway (Online Payments)	IPSI - ARU (Split) IPSI(split) [ARU]* (contact support to change/setup)
Allow Offline Payment	<input type="checkbox"/> <b>Note - you will need to manually accept and reconcile offline payments if payment is made offline.</b>
Automatically add processing fee	<input checked="" type="checkbox"/> Apply to online payments <input type="checkbox"/> Apply to offline payments Fixed Charge: AUD <input type="text" value="0.00"/> plus Variable Charge: <input type="text" value="1.88"/> % of transaction amount
Offline Payment Description	(Not entered) <a href="#">Edit...</a>
Currency format	\$
Tax Description	GST
Tax rate (%)	0.00

## Registrations 2 - Creating a Non-Playing Member Registration Form

### STEP 10: Add Custom fields (OPTIONAL)

- 'Form Fields'
  - 'Personal Fields' are fields inherited from the ARU template and cannot be re-ordered or removed from the registration form
  - 'Other Fields' are also inherited from the ARU template and may be locked (indicated by a padlock). You can re-order these fields plus add your own custom person fields. There is also the option to make other fields mandatory by ticking the checkbox

#### Form Fields

##### Personal Fields

Personal fields are fixed in the order they appear on the form. Some fields (which are disabled) must appear on all forms.

\*If selected, Parent/Guardian fields will only display on the form if the person being registered is under 18. The fields are in a fixed order - First Name, Last Name, Email, Mobile, Address.

Select Field	Mand. Field
<input type="checkbox"/> Title	<input type="checkbox"/>
<input checked="" type="checkbox"/> First Name	<input type="checkbox"/>
<input checked="" type="checkbox"/> Middle Name	<input type="checkbox"/>
<input checked="" type="checkbox"/> Last Name	<input type="checkbox"/>
<input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Date of Birth	<input type="checkbox"/>
<input checked="" type="checkbox"/> Email Address	<input type="checkbox"/>
<input checked="" type="checkbox"/> Home Phone	<input type="checkbox"/>
<input checked="" type="checkbox"/> Mobile Phone	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Next of Kin / Emergency Contact - Name	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Next of Kin / Emergency Contact - Number	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/>
<input type="checkbox"/> School	<input type="checkbox"/>
<input checked="" type="checkbox"/> Parent/Guardian fields*	<input type="checkbox"/>

##### Other Fields

Available Fields

Match Official Fields

- Accreditation Level
- Accreditation, Year Attained
- Allocation Region
- Allocation Weight
- Available Mon-Fri Daytime
- Class
- Days Available
- Double Up (reserves)
- Double Up (weekend)
- First Registered
- Fitness Test Date
- Medical Certificate
- Panel Summary
- Passed Fitness Test
- Print Preferred
- Regional Centre
- Registration ID
- Registration Paid To
- Registration Status

Custom Fields [BJRU]

- 2nd Parent Email

Selected Fields

Field	Mand. Field	Display Name
<input checked="" type="checkbox"/> Volunteer Availability	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Volunteer Availability Other	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> SmartRugby Qualified	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Match Official Qualified	<input type="checkbox"/>	<input type="text"/>

**NOTE:** The new Parent/ Guardian fields including name, email, phone and address will automatically be collected for any player under 18 years

### STEP 11: Attach your Registration Type/Product(s) to your form

- Recommend that all registration products are attached to a single registration form
- In the case of **Membership/Registration products**, the registrant can only select one membership/ registration product
- In the case of **Saleable Items**, these are **optional** purchases only, and more than one item can be selected if desired



## Registrations 2 - Creating a Non-Playing Member Registration Form

- To add a product(s), go to 'Registration Type/Products'
  - In the **top row**, select and 'Add' the relevant **Membership/Registration product(s)**. If you add more than one product here the registrant will have to make a choice.
  - In the **bottom row**, select and 'Add' any **Saleable Items** you wish to offer (optional). The registrant will be able to choose multiple items in this section.

### Registration Type/Products

Displayed as radio buttons: customer will be able to choose one item only.

Available Registration Type/Products

U10 Lions Rego 2017

Selected Registration Type/Products

Coach 2017

Registration/membership products should ONLY appear here (TOP row)

### Saleable items

Displayed as check boxes: customer will be able to choose multiple items.

Available Saleable items

2017 Player Shorts

Selected Saleable items

Saleable Items should ONLY appear here (BOTTOM row)

- 'Advanced settings'
  - Create logins for new registrants
  - Display payment split information if possible
  - Allow signups on behalf of family members (important for family discounts)
- Click 'Update'

### Advanced Settings

Behaviour Options	Syndication Options
<input type="checkbox"/> Manually approve all new registrants	<input type="checkbox"/> Syndicate to Entity Teams
<input checked="" type="checkbox"/> Create logins for new registrants	<input type="checkbox"/> Syndicate to affiliated CLUBS
<input type="checkbox"/> Use simple mode process	<input type="checkbox"/> Syndicate to affiliated ASSOCIATIONS
<input type="checkbox"/> Omit pay by credit card information from offline payment form	<input type="checkbox"/> Syndicate to affiliated ZONES
<input checked="" type="checkbox"/> Display payment split information if possible	<input type="checkbox"/> Syndicate to affiliated REGIONS
<input checked="" type="checkbox"/> Allow signups on behalf of family members	<input type="checkbox"/> Syndicate to affiliated STATES
<input type="checkbox"/> Allow no team preference	<input type="checkbox"/> Syndicate only to direct affiliates

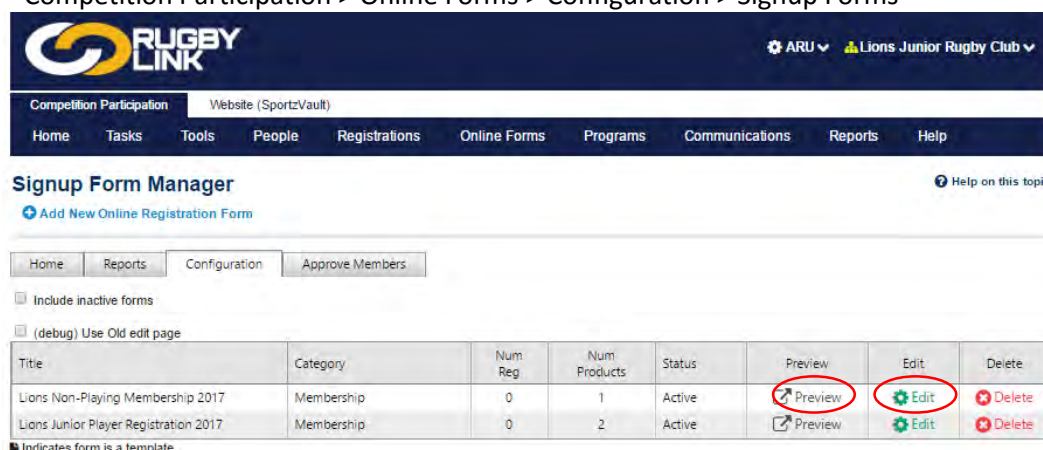
Update







## Registrations 2 - Creating a Non-Playing Member Registration Form

### STEP 12: Preview your Registration Form

Navigation in Rugby Link: Competition Participation > Online Forms > Configuration > Signup Forms

- 'Preview' your registration form to ensure all information is displayed as desired
- 'Edit' form to make any adjustments
  - Competition Participation > Online Forms > Configuration > Signup Forms



Title	Category	Num Reg	Num Products	Status	Preview	Edit	Delete
Lions Non-Playing Membership 2017	Membership	0	1	Active			
Lions Junior Player Registration 2017	Membership	0	2	Active			

Indicates form is a template

### STEP 13: Publicise your unique Registration Form link

Navigation in Rugby Link: Competition Participation > Online Forms > Configuration > Signup Forms

- Click "Edit"
- Scroll to the bottom of the page



**Form Links**

**Public Links**

Rugby Link public portal  
<http://test-rugbylink.resultsvault.com/common/pages/reg/welcome.aspx?entityid=30506&fl=1&type=1&id=28950>

Lions Junior Rugby Club website  
<http://30506.test.sportzvault.com/common/pages/reg/welcome.aspx?entityid=30506&fl=1&type=1&id=28950>

**Admin Preview**  
 (can use on inactive forms - do not publish)

Preview in Rugby Link public portal  
 Preview in Lions Junior Rugby Club website

**Social Media Share**

Rugby Link public portal  
[f](#) [t](#) [i](#) [l](#) [s](#)

Lions Junior Rugby Club website  
[f](#) [t](#) [i](#) [l](#) [s](#)

\*As of 7 December 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
 or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).

## Registrations 3 - Creating a Match Official Registration Form

This Rugby Link self-help guide outlines the process of setting up a match official registration form. Every Association will need to create and publish at least one online registration form to enable their match officials to register for the new Rugby season.

### Definitions:

Rugby Link Term	Definition
<b>Registration Form</b>	<p>Sometimes referred to as a Sign-up Form, a Registration Form is the template used to gather player information as part of the registration process. Registration Forms must be based on one of the available ARU templates but can be edited/renamed to cater for Association specific requirements.</p> <p>Associations must add a Registration Type/Product to their form to determine the type of registration the match official is signing up for. More than one Registration Product can be added. Other non-Registration Products (referred to as Saleable Items), such as Association merchandise, can also be added to a Registration Form.</p>
<b>Registration Product</b>	<p>There are two types (classes) of Registration Type/Product:</p> <ul style="list-style-type: none"> <li>• Membership Type, and</li> <li>• Saleable Item</li> </ul>
<b>Membership Type</b>	<p>Membership Types/Products define the types of registration/membership an Association offers (e.g. match official or non-playing member). As part of the registration process, it is <b>mandatory</b> that an Association sets up one or more Membership Types/Products and attaches these products to a registration form template.</p> <p><b>Match Official Association fees</b> are attached to Membership Types/Products.</p>
<b>Saleable Item</b>	<p>A type of Registration Product that can be offered to renewing members for <b>optional</b> purchase as part of the registration process. For example, jersey and socks, or tickets.</p>
<b>Participant Logins</b>	<p>Participant logins include a participant's login ID (their Rugby Link ID) and password. We recommend you send your member's their participant logins prior to registration to ensure all member records, with an email address attached, receive their login details aiding the online registration process.</p>

## Registrations 3 - Creating a Match Official Registration Form

### The Steps:

**STEP 1 Create custom fields (OPTIONAL)**

Consider any Association specific information you would like to collect from your members this season and create custom fields. These fields can be attached to your match official records and registration forms.

**STEP 2 Create your Membership Type(s)/Product(s)**

Consider what registration types your Association wants to offer and set your membership fees accordingly. Start by naming your first product then follow **Steps 3-6**. Repeat for each product.

**STEP 3 Set your Registration Settings**

A critically important step that will ensure fees calculate correctly and your renewing member records are correctly classified and marked as registered.

**NOTE:** The Registration Type selected under Registration Settings **must ALWAYS be the Association** you are administering as

**STEP 4 Enter TOTAL Fee payable by Registering Match Official**

**STEP 5 Set your Subscription Settings (Date Restrictions and Match Official Role)**

**STEP 6 Apply any Discounts (OPTIONAL)**

**STEP 7 Create any Saleable Items (OPTIONAL)**

**STEP 8 Select the appropriate Registration Form template**

Registration Forms must be based on the Match Official ARU template

**STEP 9 Decide the Payment Method(s) you wish to offer**

**STEP 10 Add Custom Fields (OPTIONAL)**

**STEP 11 Attach your Registration Type/Product(s) to your Registration Form**

**STEP 12 Preview your Registration Form**

**STEP 13 Publicise your unique Registration Form link**

## Registrations 3 - Creating a Match Official Registration Form

### A Detailed Example:

#### STEP 1: Create custom fields (OPTIONAL)

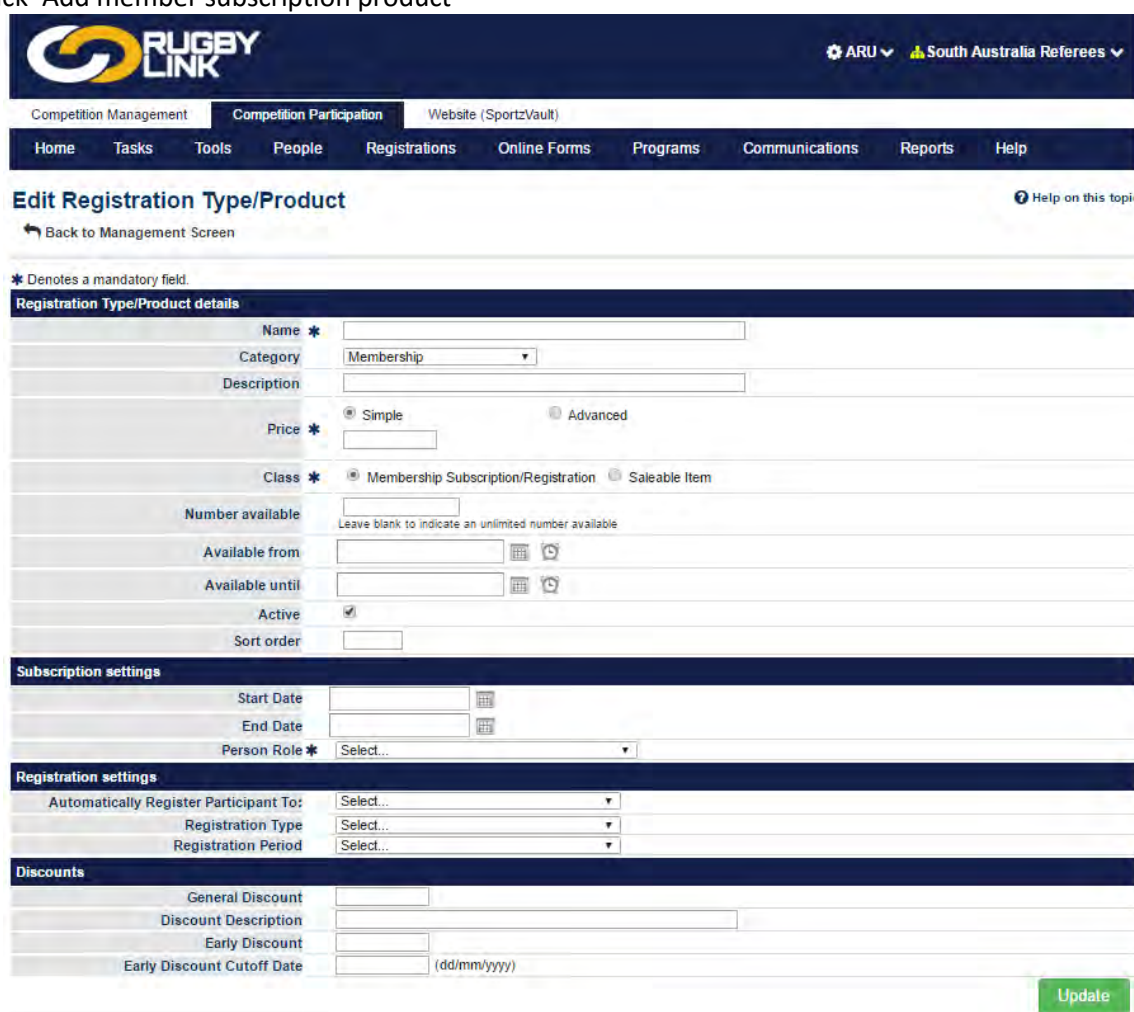
Navigation in Rugby Link: Competition Participation > People > Custom Person Fields

- Please see 'Creating Custom Fields and Club Specific Requirements' [self-help guide](#)

#### STEP 2: Create your Membership Type(s)/Product(s)

Navigation in Rugby Link: Competition Participation > Online Forms > Configuration > Products

- Click 'Add member subscription product'



**RUGBY LINK** ARU South Australia Referees

Competition Management Competition Participation Website (SportzVault)

Home Tasks Tools People Registrations Online Forms Programs Communications Reports Help

### Edit Registration Type/Product

[Back to Management Screen](#) [Help on this topic](#)

\* Denotes a mandatory field.

**Registration Type/Product details**

Name \*

Category

Description

Price \* ☐ Simple ☐ Advanced

Class \* ☐ Membership Subscription/Registration ☐ Saleable Item

Number available   
Leave blank to indicate an unlimited number available

Available from

Available until

Active ☒

Sort order

**Subscription settings**

Start Date

End Date

Person Role \*

**Registration settings**

Automatically Register Participant To:

Registration Type

Registration Period

**Discounts**

General Discount

Discount Description

Early Discount

Early Discount Cutoff Date  (dd/mm/yyyy)

[Update](#)

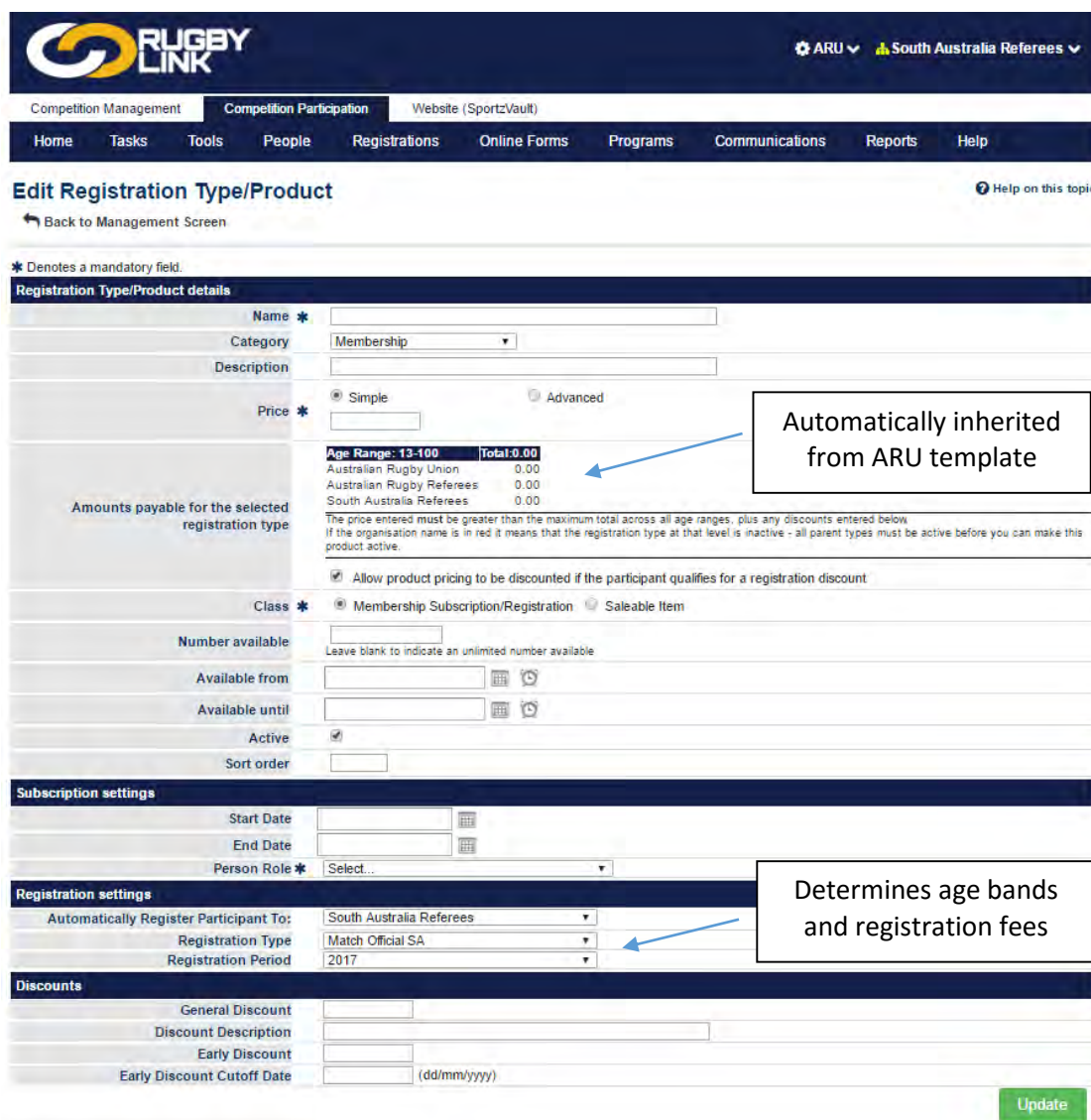
- Follow **Steps 3-6**. Repeat for each product



## Registrations 3 - Creating a Match Official Registration Form

### STEP 3: Set your Registration Settings

- It is essential that 'Registration Settings' are set FIRST
  - 'Automatically register participants to': select the applicable **Match Official Association** you are administering as
  - 'Registration type': select 'Match Official' or 'Non-Playing member'
  - 'Registration period': current year should be selected



**Registration Type/Product details**

Name \*

Category

Description

Price \*  Simple ☒ Advanced ☐

Amounts payable for the selected registration type

Age Range: 13-100	Total: 0.00
Australian Rugby Union	0.00
Australian Rugby Referees	0.00
South Australia Referees	0.00

The price entered must be greater than the maximum total across all age ranges, plus any discounts entered below.  
If the organisation name is in red it means that the registration type at that level is inactive - all parent types must be active before you can make this product active.

☒ Allow product pricing to be discounted if the participant qualifies for a registration discount

Class \* ☒ Membership Subscription/Registration ☐ Saleable Item

Number available  Leave blank to indicate an unlimited number available

Available from

Available until

Active ☒

Sort order

**Subscription settings**

Start Date

End Date

Person Role \*

**Registration settings**

Automatically Register Participant To:

Registration Type:

Registration Period:

**Discounts**

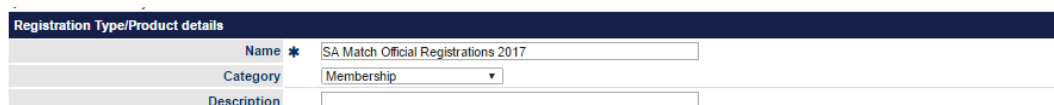
General Discount

Discount Description

Early Discount

Early Discount Cutoff Date  (dd/mm/yyyy)

- Name your Registration Type/Product
  - The name you give this product will be displayed to registering match officials
  - Description can be used to remind/ reinforce key information with registrants



**Registration Type/Product details**

Name \*

Category

Description

## Registrations 3 - Creating a Match Official Registration Form

- Choose 'Class'
  - In the case of match official registrations, '**Membership Subscription/ Registration**' should **ALWAYS** be selected
  - 'Saleable item' is selected for merchandise and optional items specific to each Club - See *STEP 7: Create any Saleable Items (OPTIONAL)*

Class \* ☒ Membership Subscription/Registration ☐ Saleable Item

### STEP 4: Enter TOTAL Fee payable by Registering Match Official

- Enter the total 'Price' of your product
  - There is **no** National Insurance or National Participation Registration Fee being charged up the line. All fees entered by the Match Official Association will be disbursed to the Match Official Association within two days of registration

**NOTE:** All amounts entered must be **GST inclusive**

Registration Type/Product details

Name \* SA Match Official Registrations 2017

Category Membership

Description

Price \*  **Price MUST be the same or greater than minimum mandatory payment**

Simple ☒ Advanced ☐

Age Range: 13-100 **Total: 0.00** **Minimum mandatory payment (covers all national and competition fees payable)**

Australian Rugby Union	0.00
Australian Rugby Referees	0.00
South Australia Referees	0.00

The price entered must be greater than the maximum total across all age ranges, plus any discounts entered below.  
If the organisation name is in red it means that the registration type at that level is inactive - all parent types must be active before you can make this product active.

☒ Allow product pricing to be discounted if the participant qualifies for a registration discount

Class \* ☒ Membership Subscription/Registration ☐ Saleable Item

Number available

Available from

Available until

Active ☒

Sort order

- Ensure 'Active' is ticked

## Registrations 3 - Creating a Match Official Registration Form

### STEP 5: Set your Subscription Settings (Date Restrictions and Player Role)

- 'Available from' and 'Available until' (OPTIONAL):
  - Change when you want your registration product available to the public to register to
- 'Start date' and 'End date' (OPTIONAL):
  - If entering any dates we suggest the date range is for the duration of your Rugby season
- Player and/ or Non-Playing Member Role
  - When setting up a membership type/product, you will **always** need to nominate the 'Person Role' that will be assigned to the participant once they register
  - In the case of match official membership products 'Person Role' select either:
    - 'Match Official: Referee'
    - 'Match Official: Assistant Referee'
    - 'Match Official: Standard'

Subscription settings	
Start Date	<input type="text"/>
End Date	<input type="text"/>
Person Role *	MATCH OFFICIAL: REFEREE ▼

### STEP 6: Apply any Discounts (OPTIONAL)

- Clubs have the ability to offer two types of discount:
  - 'General Discount' (dollar value) can be applied, along with a description, or
  - 'Early Discount' can be applied by nominating a discount price and a cut-off date. Registration will revert to 'normal' price once the nominated date has passed

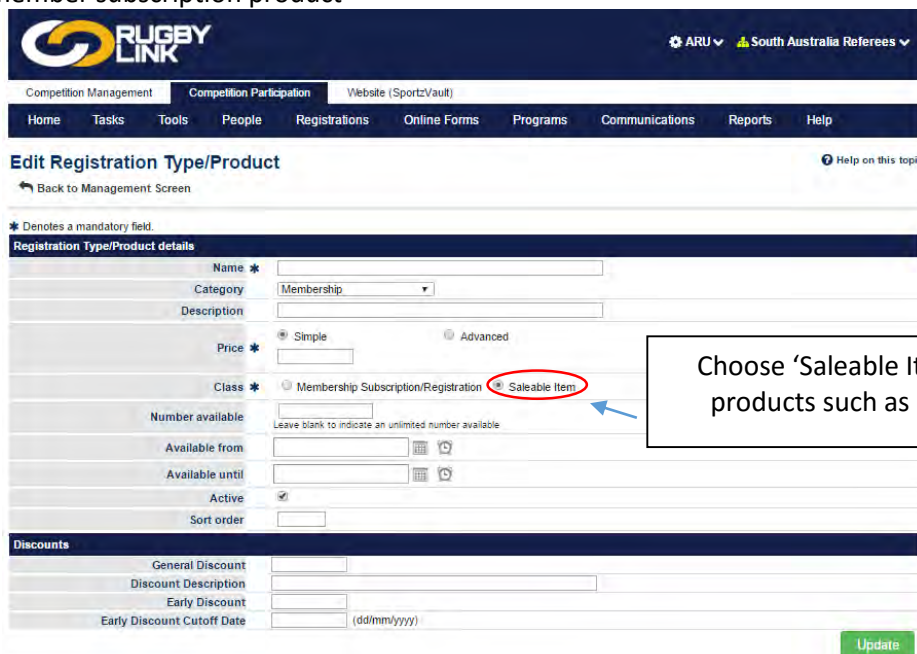
**NOTE:** When applying a discount, ensure the total 'Price' minus the discount value remains **greater than** the minimum mandatory payment amount. See Step 4 for further information

- Click 'Update'

### STEP 7: Create any Saleable Items (OPTIONAL)

Navigation in Rugby Link: Competition Participation > Online Forms > Configuration > Products

- Click 'Add member subscription product'



Choose 'Saleable Item' to create products such as merchandise

## Registrations 3 - Creating a Match Official Registration Form

- Name your Saleable Item
  - Add a description (*Optional*)

Registration Type/Product details	
Name *	2017 Jumper
Category	Membership
Description	

- Choose Saleable Item 'Class'

Class *	<input type="radio"/> Membership Subscription/Registration <input checked="" type="radio"/> Saleable Item
---------	---

- Enter the 'Price' of your Saleable Item

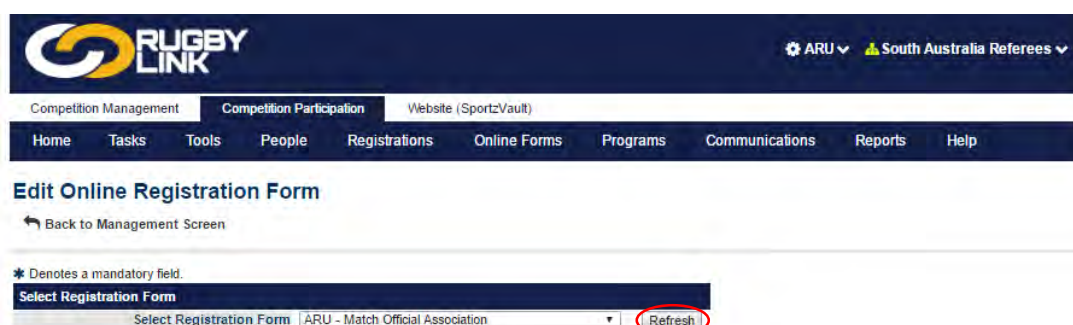
**NOTE:** All amounts entered must be **GST inclusive**

- Select an 'Available from' and 'Available until' date (*Optional*)
- Apply 'Discount' (*Optional*), if desired - See *STEP 6: Apply any Discounts (OPTIONAL)*
- Ensure 'Active' is ticked
- Click 'Update'

### STEP 8: Select the appropriate Registration Form template

Navigation in Rugby Link: Competition Participation > Online Forms > Configuration > Signup Forms

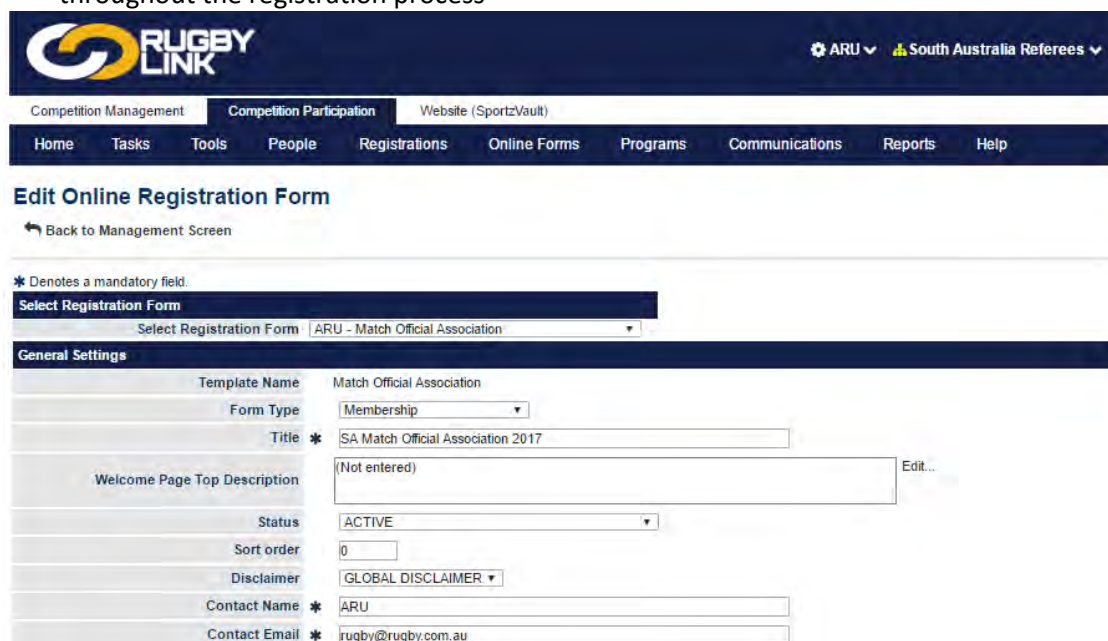
- Click 'Add new registration form'
- Select 'Match Official Association' registration form template from the drop down box
- Click 'Refresh'



- Match Official Associations have the ability to re-name their registration forms to whatever they chose

## Registrations 3 - Creating a Match Official Registration Form

- 'General Settings'
  - Rename your form
  - Change status to 'Active'
  - Enter the Match Official Association contact name and email address that you would like to appear throughout the registration process



### STEP 9: Decide Payment Method

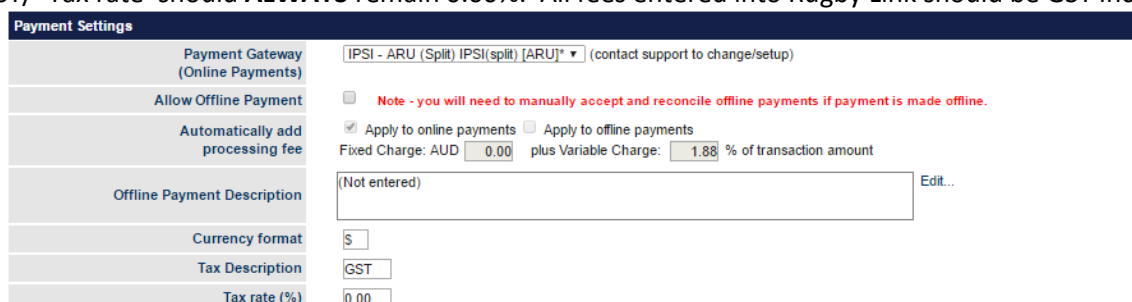
- Match Official Associations have the ability to enforce ONLINE payment only, or to provide payment options to their renewing members. The range of payment options available are:
  - Online payment **ONLY**
  - Online payment **PLUS** Offline payment
  - Online payment **PLUS** Scheduled Part Payments (coming in early 2017)

**NOTE:** Online registration is MANDATORY in 2017

- If your Association is offering:
  - Only online payment or registration products remain \$0 - no 'Payment Settings' need to be changed
  - A choice of online or offline when registration products have a price attached – tick the 'Allow Offline Payment' box
- If you choose to 'allow offline payments' a description can be added to assist with the collection of fees

**NOTE:** Be aware that Match Official Associations will need to **manually collect and reconcile offline payments**

- GST/ 'Tax rate' should **ALWAYS** remain 0.00%. All fees entered into Rugby Link should be GST inclusive





## Registrations 3 - Creating a Match Official Registration Form

### STEP 10: Add Custom fields (OPTIONAL)

- 'Form Fields'
  - 'Personal Fields' are fields inherited from the ARU template and cannot be re-ordered or removed from the registration form
  - 'Other Fields' are also inherited from the ARU template and may be locked (indicated by a padlock). You can re-order these fields plus add your own custom person fields. There is also the option to make other fields mandatory by ticking the checkbox

Form Fields

Personal Fields

Personal fields are fixed in the order they appear on the form. Some fields (which are disabled) must appear on all forms.

\*If selected, Parent/Guardian fields will only display on the form if the person being registered is under 18. The fields are in a fixed order - First Name, Last Name, Email, Mobile, Address.

Select Field	Mand. Field
<input type="checkbox"/> Title	<input type="checkbox"/>
<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Middle Name	<input type="checkbox"/>
<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Date of Birth	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Email Address	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Home Phone	<input type="checkbox"/>
<input checked="" type="checkbox"/> Mobile Phone	<input type="checkbox"/>
<input checked="" type="checkbox"/> Next of Kin / Emergency Contact - Name	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Next of Kin / Emergency Contact - Number	<input type="checkbox"/>
<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> School	<input type="checkbox"/>
<input type="checkbox"/> Parent/Guardian fields*	<input checked="" type="checkbox"/>

Other Fields

Available Fields

Match Official Fields

- Accreditation Level
- Accreditation, Year Attained
- Allocation Region
- Allocation Weight
- Available Mon-Fri Daytime
- Class
- Days Available
- Double Up (reserves)
- Double Up (weekend)
- First Registered
- Fitness Test Date
- Medical Certificate
- Panel Summary
- Passed Fitness Test
- Print Preferred
- Regional Centre
- Registration ID
- Registration Paid To
- Registration Status
- Custom Fields [ARU]
- Government Voucher Number

Selected Fields

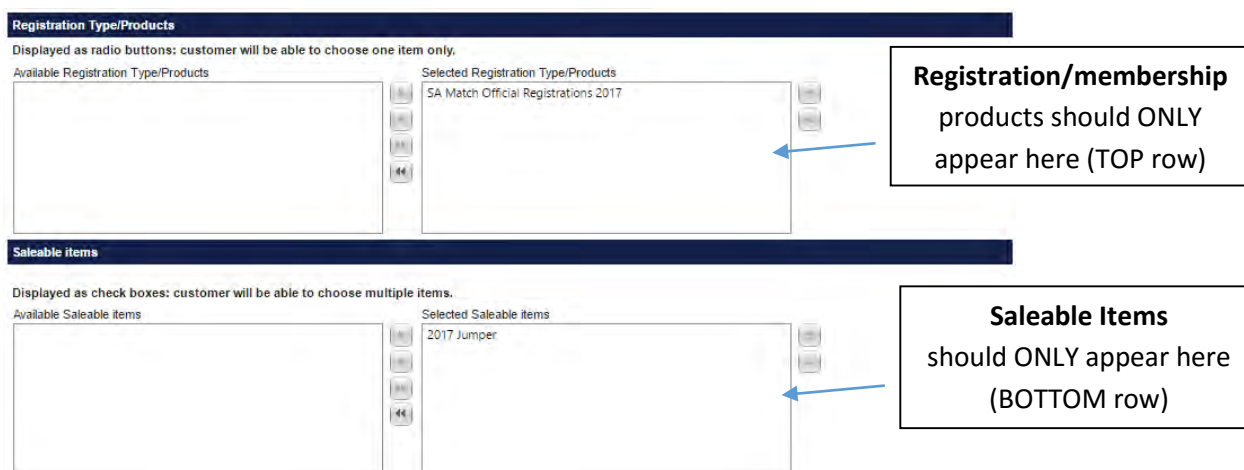
Field	Mand. Field	Display Name
<input checked="" type="checkbox"/> Which of the following best describe your ethnic origin?	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Which of the following best describe your father's ethnic origin?	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Which of the following best describe your mother's ethnic origin?	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Do you identify as being Aboriginal or Torres Strait Islander?	<input type="checkbox"/>	<input type="text"/>

**NOTE:** The new Parent/ Guardian fields including name, email, phone and address will automatically be collected for any match official under 18 years

## Registrations 3 - Creating a Match Official Registration Form

### STEP 11: Attach your Registration Type/Product(s) to your form

- Recommend that all registration products are attached to a single registration form
- In the case of **Membership/Registration products**, the registrant can only select one membership/registration product
- In the case of **Saleable Items**, these are **optional** purchases only, and more than one item can be selected if desired
- To add a product(s), go to 'Registration Type/Products'
  - In the **top row**, select and 'Add' the relevant **Membership/Registration product(s)**. If you add more than one product here the registrant will have to make a choice.
  - In the **bottom row**, select and 'Add' any **Saleable Items** you wish to offer (optional). The registrant will be able to choose multiple items in this section.



**Registration Type/Products**  
Displayed as radio buttons: customer will be able to choose one item only.

Available Registration Type/Products

Selected Registration Type/Products  
SA Match Official Registrations 2017

**Registration/membership products should ONLY appear here (TOP row)**

**Saleable items**  
Displayed as check boxes: customer will be able to choose multiple items.

Available Saleable items

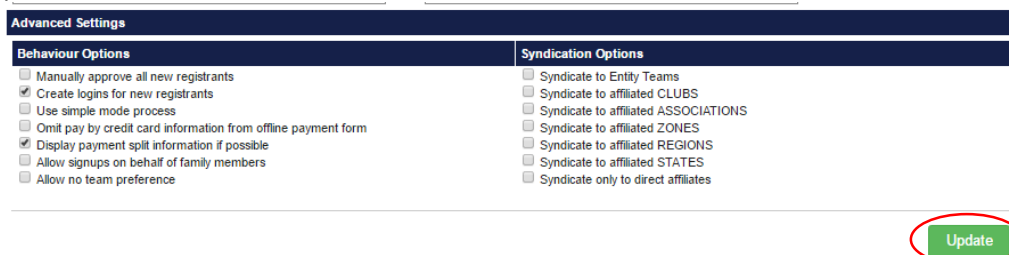
Selected Saleable items  
2017 Jumper

**Saleable Items should ONLY appear here (BOTTOM row)**

- 'Advanced settings'
  - Create logins for new registrants
  - Display payment split information if possible
  - OPTIONAL: Manually approve all new registrants – for any new match official registrants to your association you can manually approve these

**NOTE:** You will only be able to view these match official's record once they have been approved

- Click 'Update'



**Advanced Settings**

Behaviour Options	Syndication Options
<input type="checkbox"/> Manually approve all new registrants	<input type="checkbox"/> Syndicate to Entity Teams
<input checked="" type="checkbox"/> Create logins for new registrants	<input type="checkbox"/> Syndicate to affiliated CLUBS
<input type="checkbox"/> Use simple mode process	<input type="checkbox"/> Syndicate to affiliated ASSOCIATIONS
<input type="checkbox"/> Omit pay by credit card information from offline payment form	<input type="checkbox"/> Syndicate to affiliated ZONES
<input checked="" type="checkbox"/> Display payment split information if possible	<input type="checkbox"/> Syndicate to affiliated REGIONS
<input type="checkbox"/> Allow signups on behalf of family members	<input type="checkbox"/> Syndicate to affiliated STATES
<input type="checkbox"/> Allow no team preference	<input type="checkbox"/> Syndicate only to direct affiliates

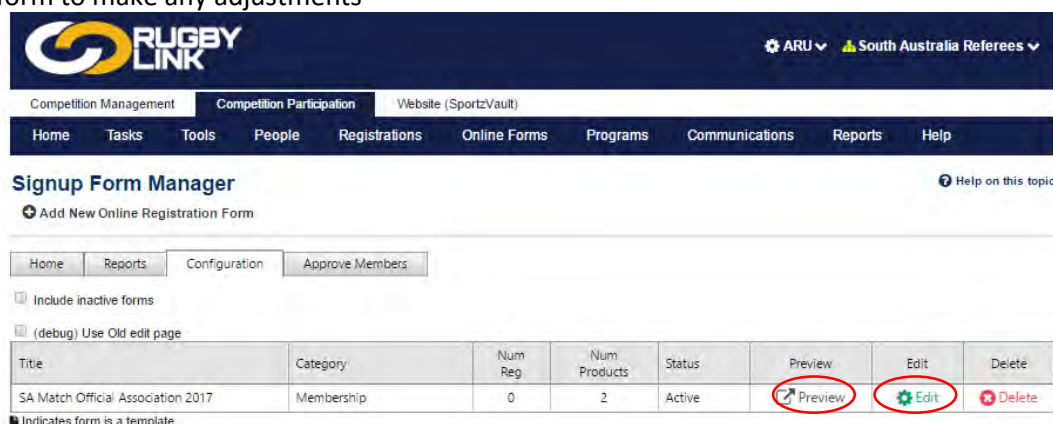
**Update**

## Registrations 3 - Creating a Match Official Registration Form

### STEP 12: Preview your Registration Form

Navigation in Rugby Link: Competition Participation > Online Forms > Configuration > Signup Forms

- 'Preview' your registration form to ensure all information is displayed as desired
- 'Edit' form to make any adjustments



**Signup Form Manager**

➕ Add New Online Registration Form

Home Reports Configuration Approve Members

☐ Include inactive forms

☐ (debug) Use Old edit page

Title	Category	Num Reg	Num Products	Status	Preview	Edit	Delete
SA Match Official Association 2017	Membership	0	2	Active			


Indicates form is a template

### STEP 13: Publicise your unique Registration Form link

Navigation in Rugby Link: Competition Participation > Online Forms > Configuration > Signup Forms

- Click "Edit"
- Scroll to the bottom of the page

#### Form Links



**Public Links**

Rugby Link public portal  
<http://test-rugbylink.resultsvault.com/common/pages/reg/welcome.aspx?entityid=64293&fl=1&type=1&id=28944>

South Australia Referees website  
<http://64293.test.sportzvault.com/common/pages/reg/welcome.aspx?entityid=64293&fl=1&type=1&id=28944>

**Admin Preview**  
 (can use on inactive forms - do not publish)

Preview in Rugby Link public portal  
 Preview in South Australia Referees website

**Social Media Share**

Rugby Link public portal  
 South Australia Referees website

\*As of 7 December 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
 or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).

## Registrations – Edit Existing Registration Forms

This Rugby Link self-help guide outlines the process of editing existing registration forms. New online registration form functionality will be released on Monday 12 December 2016. ALL Clubs will need to create **NEW** online registration forms for season 2017 as no 2016 form templates will be available. You can continue to edit/ update existing registration products.

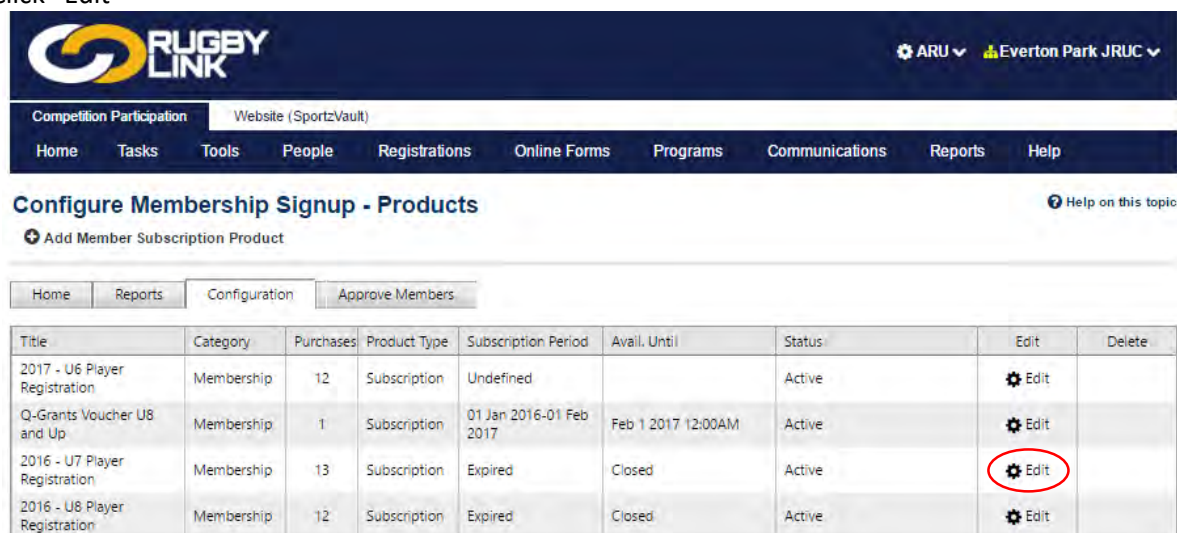
New 2017 registration form templates will see parent/ guardian workflow (for all players under 18 years), top description changed to a welcome page description, share link now found at the bottom of the page and locked personal fields

**NOTE:** Online registration is mandatory is 2017.

## Edit Existing Registration Products

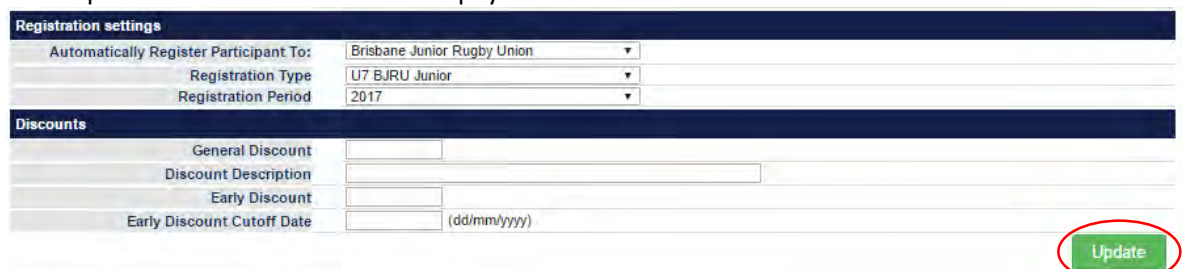
Navigation in Rugby Link: Competition Participation > People > Configuration > Products

- Click “Edit”



Title	Category	Purchases	Product Type	Subscription Period	Avail. Until	Status	Edit	Delete
2017 - U6 Player Registration	Membership	12	Subscription	Undefined		Active		
Q-Grants Voucher U8 and Up	Membership	1	Subscription	01 Jan 2016-01 Feb 2017	Feb 1 2017 12:00AM	Active		
2016 - U7 Player Registration	Membership	13	Subscription	Expired	Closed	Active		
2016 - U8 Player Registration	Membership	12	Subscription	Expired	Closed	Active		

- Select new ‘Registration Period’, i.e. 2017
- Click “Update” to refresh the amounts payable




Registration settings	
Automatically Register Participant To:	Brisbane Junior Rugby Union
Registration Type	U7 BJRU Junior
Registration Period	2017
Discounts	
General Discount	
Discount Description	
Early Discount	
Early Discount Cutoff Date	(dd/mm/yyyy)
<a href="#">Update</a>	



## Registrations – Edit Existing Registration Forms

- Check/edit the product 'Name' and 'Description'
- Check/ edit the 'Price' based on the updated 'Amounts Payable'
- Ensure the 'Person Role' is correct
- Click "Update"


ARU ▼ Everton Park JRUC ▼

Competition Participation
Website (SportzVault)

Home
Tasks
Tools
People
Registrations
Online Forms
Programs
Communications
Reports
Help

### Edit Registration Type/Product





[Back to Management Screen](#) [Help on this topic](#)

\* Denotes a mandatory field.



#### Registration Type/Product details

Name *	2017 - U7 Player Registration		
Category	Membership ▼		
Description	Players Born 2010 (or 2011, playing up)		
Price *	<input type="radio"/> Simple		
	<input checked="" type="radio"/> Advanced		
	1st family member	200	
	2nd family member	190	
	3rd family member	180	
	Subsequent family members	180	

Amounts payable for the selected registration type	Age Range: 5-7	Total: 41.00
	Australian Rugby Union	0.00
	Queensland Rugby Union	41.00
	Brisbane Junior Rugby Union	0.00
	<p>The price entered <b>must</b> be greater than the maximum total across all age ranges, plus any discounts entered below.</p> <p>If the organisation name is in red it means that the registration type at that level is inactive - all parent types must be active before you can make this product active!</p> <p><input checked="" type="checkbox"/> Allow product pricing to be discounted if the participant qualifies for a registration discount</p>	

Class *	<input checked="" type="radio"/> Membership Subscription/Registration <input type="radio"/> Saleable Item
Number available	<input type="text"/> <small>Leave blank to indicate an unlimited number available</small>
Available from	<input type="text"/>  
Available until	<input type="text"/>  
Active	<input checked="" type="checkbox"/>
Sort order	<input type="text" value="2"/>

#### Subscription settings

Start Date	<input type="text"/> 
End Date	<input type="text"/> 
Person Role *	PLAYER: JUNIOR ▼

#### Registration settings

Automatically Register Participant To:	Brisbane Junior Rugby Union ▼
Registration Type	U7 BJRU Junior ▼
Registration Period	2017 ▼

#### Discounts

General Discount	<input type="text"/>
Discount Description	<input type="text"/>
Early Discount	<input type="text"/>
Early Discount Cutoff Date	<input type="text"/> (dd/mm/yyyy)

Update



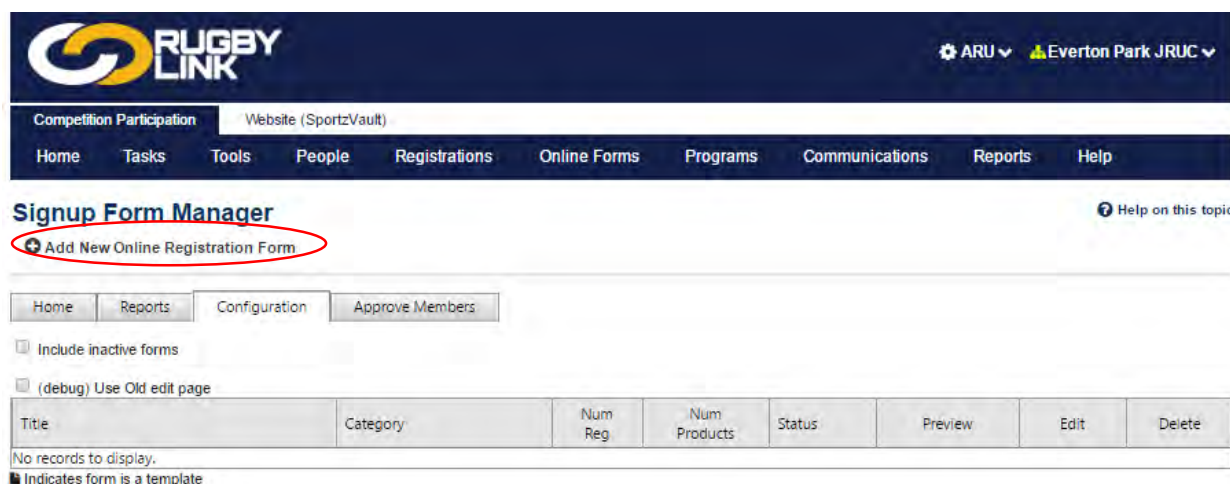
## Registrations – Edit Existing Registration Forms

### Create NEW Registration Forms

Navigation in Rugby Link: Competition Participation > People > Configuration > Signup Forms

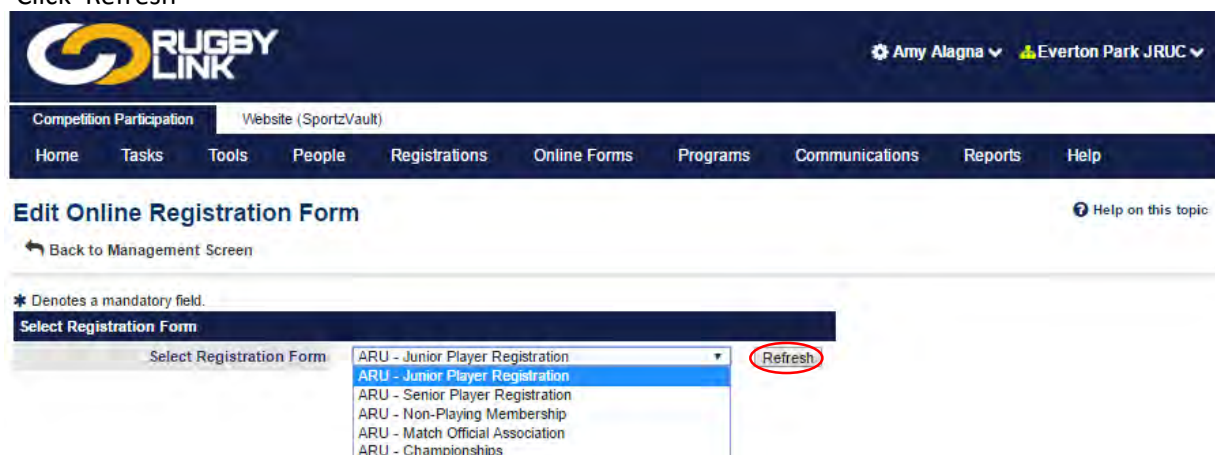
**NOTE:** New online registration form functionality will be released on Monday 12 December 2016. ALL Clubs will need to create **NEW** online registration forms for season 2017 as no 2016 form templates will be available

- Click “Add New Online Registration Form”



The screenshot shows the Rugby Link web application. The top navigation bar includes the Rugby Link logo and user information (ARU, Everton Park JRUC). Below this is a secondary navigation bar with links like Home, Tasks, Tools, People, Registrations, Online Forms, Programs, Communications, Reports, and Help. The main content area is titled 'Signup Form Manager' and includes a sub-header 'Add New Online Registration Form' which is circled in red. Below this are tabs for Home, Reports, Configuration, and Approve Members. There are also checkboxes for 'Include inactive forms' and '(debug) Use Old edit page'. A table with columns for Title, Category, Num Reg, Num Products, Status, Preview, Edit, and Delete is shown, but it contains no records. A legend indicates that a specific icon denotes a form is a template.

- Click ‘Add new registration form’
- Select the relevant registration form template from the drop down box
- Click ‘Refresh’



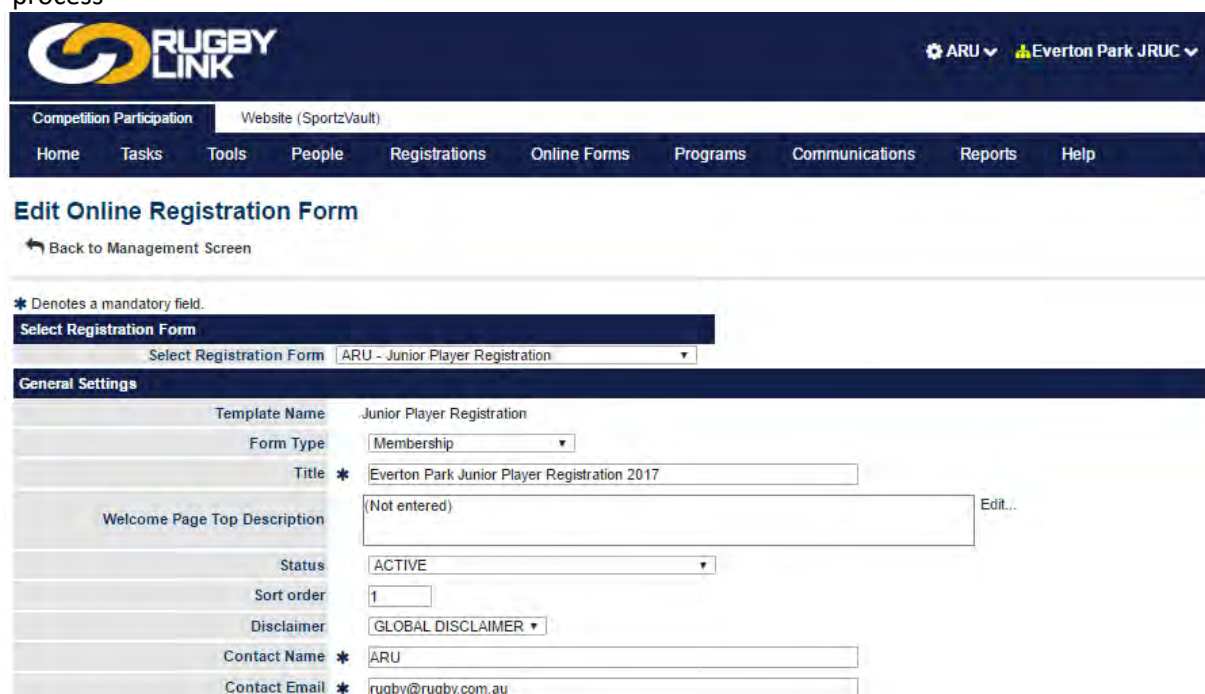
The screenshot shows the 'Edit Online Registration Form' page. It includes a 'Back to Management Screen' link. A note states that an asterisk denotes a mandatory field. Below this is a 'Select Registration Form' section with a dropdown menu. The dropdown menu is open, showing a list of registration form templates: ARU - Junior Player Registration, ARU - Senior Player Registration, ARU - Non-Playing Membership, ARU - Match Official Association, and ARU - Championships. The 'Refresh' button next to the dropdown is circled in red.

- Clubs have the ability to re-name their registration forms to whatever they chose

## Registrations – Edit Existing Registration Forms

### General Settings

- Rename your form
- Change status to 'Active'
- Enter the Club contact name and email address that you would like to appear throughout the registration process



The screenshot displays the 'Edit Online Registration Form' page in the Rugby Link system. The 'General Settings' tab is active, showing details for the 'Junior Player Registration' form. Key fields include the form title, status (set to 'ACTIVE'), and contact information for ARU. A 'Back to Management Screen' link is visible at the top left of the form area.

### Payment Method

- Clubs have the ability to enforce ONLINE payment only, or to provide payment options to their renewing members. The range of payment options available are:
  - Online payment **ONLY**
  - Online payment **PLUS** Offline payment
  - Online payment **PLUS** Scheduled Part Payments (coming in early 2017)

**NOTE:** Online registration is MANDATORY in 2017. In some Member Unions Online payment is also MANDATORY, check with your Competition for your Club's specific requirements

- If your Club is offering
  - Only online payment - no 'Payment Settings' need to be changed
  - A choice of online or offline – tick the 'Allow Offline Payment' box

**NOTE:** Be aware that Clubs will need to **manually collect and reconcile offline payments**, including payments to Insurer, Member Unions and Competitions, if an offline payment option is offered. If you reside in a state where **government vouchers** are offered, you may wish to offer offline payment to ensure players are not out-of-pocket.

## Registrations – Edit Existing Registration Forms

- If you choose to 'allow offline payments' a description can be added to assist with the collection of fees
- GST/ 'Tax rate' should **ALWAYS** remain 0.00%. All fees entered into Rugby Link should be GST inclusive

Payment Settings	
Payment Gateway (Online Payments)	IPSI - ARU (Split) IPSI(split) [ARU]* (contact support to change/setup)
Allow Offline Payment	<input type="checkbox"/> <b>Note - you will need to manually accept and reconcile offline payments if payment is made offline.</b>
Automatically add processing fee	<input checked="" type="checkbox"/> Apply to online payments <input type="checkbox"/> Apply to offline payments
	Fixed Charge: AUD <input type="text" value="0.00"/> plus Variable Charge: <input type="text" value="1.88"/> % of transaction amount
Offline Payment Description	(Not entered) <a href="#">Edit...</a>
Currency format	\$
Tax Description	GST
Tax rate (%)	0.00

### Form Fields

- 'Personal Fields' are fields inherited from the ARU template and cannot be re-ordered or removed from the registration form
- 'Other Fields' are also inherited from the ARU template and may be locked (indicated by a padlock). You can re-order these fields plus add your own custom person fields. There is also the option to make other fields mandatory by ticking the checkbox

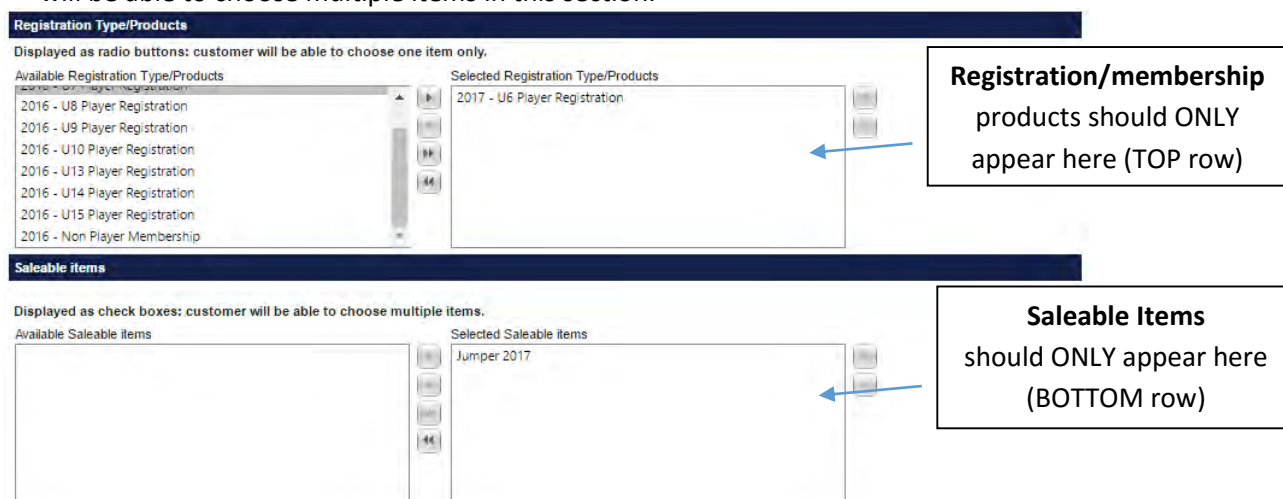
Form Fields																																												
<b>Personal Fields</b> Personal fields are fixed in the order they appear on the form. Some fields (which are disabled) must appear on all forms.  *If selected, Parent/Guardian fields will only display on the form if the person being registered is under 18. The fields are in a fixed order - First Name, Last Name, Email, Mobile, Address.																																												
<table border="1"> <thead> <tr> <th>Select Field</th> <th>Mand. Field</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/> Title</td><td><input type="checkbox"/></td></tr> <tr><td><input checked="" type="checkbox"/> First Name</td><td><input checked="" type="checkbox"/></td></tr> <tr><td><input checked="" type="checkbox"/> Middle Name</td><td><input type="checkbox"/></td></tr> <tr><td><input checked="" type="checkbox"/> Last Name</td><td><input checked="" type="checkbox"/></td></tr> <tr><td><input checked="" type="checkbox"/> Gender</td><td><input checked="" type="checkbox"/></td></tr> <tr><td><input checked="" type="checkbox"/> Date of Birth</td><td><input checked="" type="checkbox"/></td></tr> <tr><td><input checked="" type="checkbox"/> Email Address</td><td><input checked="" type="checkbox"/></td></tr> <tr><td><input checked="" type="checkbox"/> Home Phone</td><td><input type="checkbox"/></td></tr> <tr><td><input checked="" type="checkbox"/> Mobile Phone</td><td><input checked="" type="checkbox"/></td></tr> <tr><td><input checked="" type="checkbox"/> Next of Kin / Emergency Contact - Name</td><td><input checked="" type="checkbox"/></td></tr> <tr><td><input checked="" type="checkbox"/> Next of Kin / Emergency Contact - Number</td><td><input checked="" type="checkbox"/></td></tr> <tr><td><input checked="" type="checkbox"/> Address</td><td><input checked="" type="checkbox"/></td></tr> <tr><td><input checked="" type="checkbox"/> School</td><td><input type="checkbox"/></td></tr> <tr><td><input checked="" type="checkbox"/> Parent/Guardian fields*</td><td><input type="checkbox"/></td></tr> </tbody> </table>	Select Field	Mand. Field	<input type="checkbox"/> Title	<input type="checkbox"/>	<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Middle Name	<input type="checkbox"/>	<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Date of Birth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Email Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Home Phone	<input type="checkbox"/>	<input checked="" type="checkbox"/> Mobile Phone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Next of Kin / Emergency Contact - Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Next of Kin / Emergency Contact - Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> School	<input type="checkbox"/>	<input checked="" type="checkbox"/> Parent/Guardian fields*	<input type="checkbox"/>														
Select Field	Mand. Field																																											
<input type="checkbox"/> Title	<input type="checkbox"/>																																											
<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/>																																											
<input checked="" type="checkbox"/> Middle Name	<input type="checkbox"/>																																											
<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/>																																											
<input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/>																																											
<input checked="" type="checkbox"/> Date of Birth	<input checked="" type="checkbox"/>																																											
<input checked="" type="checkbox"/> Email Address	<input checked="" type="checkbox"/>																																											
<input checked="" type="checkbox"/> Home Phone	<input type="checkbox"/>																																											
<input checked="" type="checkbox"/> Mobile Phone	<input checked="" type="checkbox"/>																																											
<input checked="" type="checkbox"/> Next of Kin / Emergency Contact - Name	<input checked="" type="checkbox"/>																																											
<input checked="" type="checkbox"/> Next of Kin / Emergency Contact - Number	<input checked="" type="checkbox"/>																																											
<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/>																																											
<input checked="" type="checkbox"/> School	<input type="checkbox"/>																																											
<input checked="" type="checkbox"/> Parent/Guardian fields*	<input type="checkbox"/>																																											
<b>Other Fields</b> Available Fields <table border="1"> <thead> <tr> <th>Match Official Fields</th> </tr> </thead> <tbody> <tr><td>Accreditation Level</td></tr> <tr><td>Accreditation, Year Attained</td></tr> <tr><td>Allocation Region</td></tr> <tr><td>Allocation Weight</td></tr> <tr><td>Available Mon-Fri Daytime</td></tr> <tr><td>Class</td></tr> <tr><td>Days Available</td></tr> <tr><td>Double Up (reserves)</td></tr> <tr><td>Double Up (weekend)</td></tr> <tr><td>First Registered</td></tr> <tr><td>Fitness Test Date</td></tr> <tr><td>Medical Certificate</td></tr> <tr><td>Panel Summary</td></tr> <tr><td>Passed Fitness Test</td></tr> <tr><td>Print Preferred</td></tr> <tr><td>Regional Centre</td></tr> <tr><td>Registration ID</td></tr> <tr><td>Registration Paid To</td></tr> <tr><td>Registration Status</td></tr> <tr><td><b>Custom Fields [BJRU]</b></td></tr> <tr><td>2nd Parent Email</td></tr> </tbody> </table>	Match Official Fields	Accreditation Level	Accreditation, Year Attained	Allocation Region	Allocation Weight	Available Mon-Fri Daytime	Class	Days Available	Double Up (reserves)	Double Up (weekend)	First Registered	Fitness Test Date	Medical Certificate	Panel Summary	Passed Fitness Test	Print Preferred	Regional Centre	Registration ID	Registration Paid To	Registration Status	<b>Custom Fields [BJRU]</b>	2nd Parent Email	Selected Fields <table border="1"> <thead> <tr> <th>Field</th> <th>Mand. Field</th> <th>Display Name</th> </tr> </thead> <tbody> <tr><td><input checked="" type="checkbox"/> Which of the following best describe your ethnic origin?</td><td><input type="checkbox"/></td><td></td></tr> <tr><td><input checked="" type="checkbox"/> Which of the following best describe your father's ethnic origin?</td><td><input type="checkbox"/></td><td></td></tr> <tr><td><input checked="" type="checkbox"/> Which of the following best describe your mother's ethnic origin?</td><td><input type="checkbox"/></td><td></td></tr> <tr><td><input checked="" type="checkbox"/> Do you identify as being Aboriginal or Torres Strait Islander?</td><td><input type="checkbox"/></td><td></td></tr> <tr><td><input type="checkbox"/> Proof of Age supplied to Club</td><td><input type="checkbox"/></td><td></td></tr> <tr><td><input type="checkbox"/> Proof of Age Document Type</td><td><input type="checkbox"/></td><td></td></tr> </tbody> </table>	Field	Mand. Field	Display Name	<input checked="" type="checkbox"/> Which of the following best describe your ethnic origin?	<input type="checkbox"/>		<input checked="" type="checkbox"/> Which of the following best describe your father's ethnic origin?	<input type="checkbox"/>		<input checked="" type="checkbox"/> Which of the following best describe your mother's ethnic origin?	<input type="checkbox"/>		<input checked="" type="checkbox"/> Do you identify as being Aboriginal or Torres Strait Islander?	<input type="checkbox"/>		<input type="checkbox"/> Proof of Age supplied to Club	<input type="checkbox"/>		<input type="checkbox"/> Proof of Age Document Type	<input type="checkbox"/>	
Match Official Fields																																												
Accreditation Level																																												
Accreditation, Year Attained																																												
Allocation Region																																												
Allocation Weight																																												
Available Mon-Fri Daytime																																												
Class																																												
Days Available																																												
Double Up (reserves)																																												
Double Up (weekend)																																												
First Registered																																												
Fitness Test Date																																												
Medical Certificate																																												
Panel Summary																																												
Passed Fitness Test																																												
Print Preferred																																												
Regional Centre																																												
Registration ID																																												
Registration Paid To																																												
Registration Status																																												
<b>Custom Fields [BJRU]</b>																																												
2nd Parent Email																																												
Field	Mand. Field	Display Name																																										
<input checked="" type="checkbox"/> Which of the following best describe your ethnic origin?	<input type="checkbox"/>																																											
<input checked="" type="checkbox"/> Which of the following best describe your father's ethnic origin?	<input type="checkbox"/>																																											
<input checked="" type="checkbox"/> Which of the following best describe your mother's ethnic origin?	<input type="checkbox"/>																																											
<input checked="" type="checkbox"/> Do you identify as being Aboriginal or Torres Strait Islander?	<input type="checkbox"/>																																											
<input type="checkbox"/> Proof of Age supplied to Club	<input type="checkbox"/>																																											
<input type="checkbox"/> Proof of Age Document Type	<input type="checkbox"/>																																											

**NOTE:** The new Parent/ Guardian fields including name, email, phone and address will automatically be collected for any player under 18 years

# Registrations – Edit Existing Registration Forms

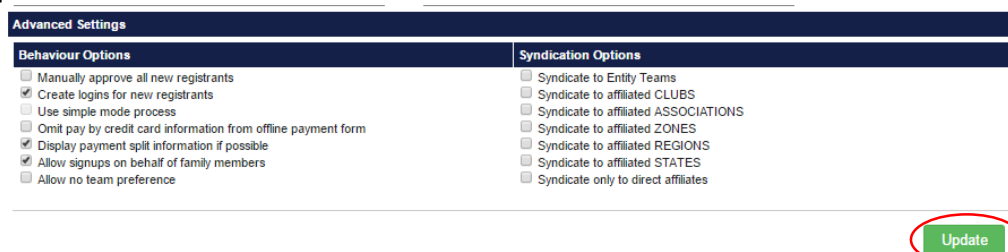
## Attach your Registration Type/Product(s) to your form

- Recommend that all registration products are attached to a single registration form
- In the case of **Membership/Registration products**, the registrant can only select one membership/registration product
- In the case of **Saleable Items**, these are **optional** purchases only, and more than one item can be selected if desired
- To add a product(s), go to 'Registration Type/Products'
  - In the **top row**, select and 'Add' the relevant **Membership/Registration product(s)**. If you add more than one product here the registrant will have to make a choice.
  - In the **bottom row**, select and 'Add' any **Saleable Items** you wish to offer (optional). The registrant will be able to choose multiple items in this section.



## Advanced Settings

- Ensure the following Behaviour Options are ticked:
  - Create logins for new registrants
  - Display payment split information if possible
  - Allow signups on behalf of family members (important for family discounts)
- Click 'Update'



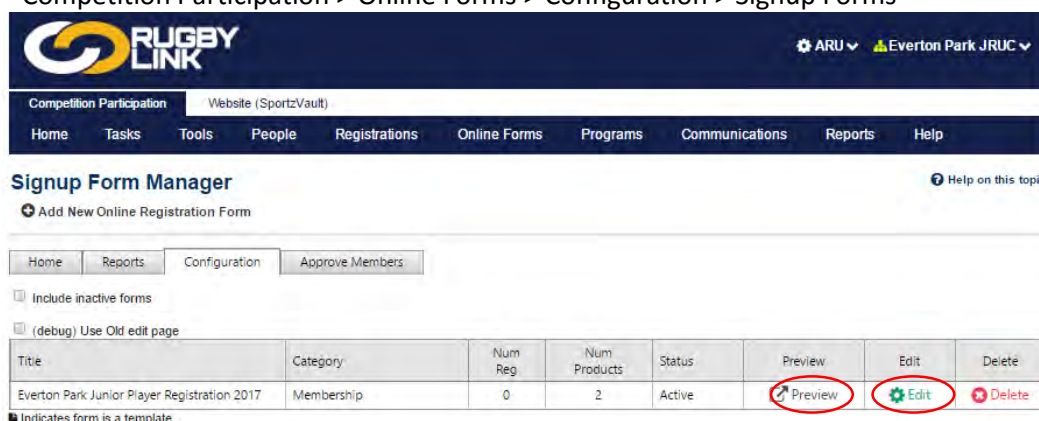


# Registrations – Edit Existing Registration Forms

## Preview your Registration Form

Navigation in Rugby Link: Competition Participation > Online Forms > Configuration > Signup Forms

- ‘Preview’ your registration form to ensure all information is displayed as desired
- ‘Edit’ form to make any adjustments
  - Competition Participation > Online Forms > Configuration > Signup Forms



Title	Category	Num Reg	Num Products	Status	Preview	Edit	Delete
Everton Park Junior Player Registration 2017	Membership	0	2	Active			

## Publicise your unique Registration Form link

Navigation in Rugby Link: Competition Participation > Online Forms > Configuration > Signup Forms

**NOTE:** Clubs will need to publicise NEW registration form links in 2017

- Click “Edit”
- Scroll to the bottom of the page



**Form Links**

**Public Links**

Rugby Link public portal  
<http://test-rugbylink.resultsvault.com/common/pages/reg/welcome.aspx?entityid=30502&fl=1&type=1&id=28947>

Everton Park JRUC website  
<http://30502.test.sportzvault.com/common/pages/reg/welcome.aspx?entityid=30502&fl=1&type=1&id=28947>

**Admin Preview**  
 (can use on inactive forms - do not publish)

Preview in Rugby Link public portal  
 Preview in Everton Park JRUC website

**Social Media Share**

Rugby Link public portal  
 Everton Park JRUC website

\*As of 7 December 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
 or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).



# Registrations – Government Voucher Registration Guidelines

This Rugby Link self-help guide provides information on how Rugby Clubs can register to accept government sport vouchers and how to set up your online registration form.

**NOTE:** Government vouchers are only available in some states in Australia where government funding is provided to children and young people to subsidise their participation in sporting activities.

## States offering Government Vouchers

### *NT Sports Vouchers*

- NT Government Vouchers [information](#)
- The Sport Voucher Scheme is available to every school-enrolled child from preschool to year 12 and home-schooled children. Children living in an urban area will automatically receive two \$100 sport vouchers each year from their school, one in January and one in July, for sport, recreation and cultural activities.

### *QLD 'Get Started' Vouchers*

- QLD Government Vouchers [information](#)
- Get Started Vouchers assists children and young people who can least afford, or may otherwise benefit from, joining a sport or active recreation club. Eligible children and young people can apply for a voucher valued up to \$150, which can be redeemed at a sport or recreation club that is registered for Get Started Vouchers.

### *SA Sports Vouchers*

- SA Government Vouchers [information](#)
- The Sports Vouchers program is a Government of South Australia initiative administered by the Office for Recreation and Sport. The program provides an opportunity for primary school aged children from Reception to Year 7 to receive up to a \$50 discount on sports membership/registration fees. The purpose is to increase the number of children playing organised sport by reducing cost as a barrier to participate in sport.

### *WA 'KidSport' Vouchers*

- WA Government Vouchers [information](#)
- KidSport enables eligible Western Australian children aged 5-18 years to participate in community sport and recreation by offering them financial assistance towards club fees. The fees go directly from the local government to the registered KidSport clubs participating in the project. Maximum of up to \$200 per child per calendar year.

# Registrations – Government Voucher Registration Guidelines

## Rugby Link Registration Forms

Navigation in Rugby Link: Competition Participation > Online Forms > Configuration > Signup Forms

### Payment Settings

- Clubs have the ability to enforce ONLINE payment only, or to provide payment options to their renewing members. The range of payment options available are:
  - Online payment **ONLY**
  - Online payment **PLUS** Offline payment
  - Online payment **PLUS** Scheduled Part Payments (coming in early 2017)

**NOTE:** Online registration is MANDATORY in 2017. In some Member Unions Online payment is also MANDATORY, check with your Competition for your Club's specific requirements

- If your Club is offering Government Vouchers we recommend allowing offline registration payments and add an offline payment description to assist with the collection of fees

**NOTE:** Be aware that Clubs will need to **manually collect and reconcile offline payments**, including payments to Insurer, Member Unions and Competitions, if an offline payment option is offered. If you reside in a state where **government vouchers** are offered, you may wish to offer offline payment to ensure players are not out-of-pocket

- GST/ 'Tax rate' should **ALWAYS** remain 0.00%. All fees entered into Rugby Link should be GST inclusive

Payment Settings	
Payment Gateway (Online Payments)	IPSI - ARU (Split) IPSI(split) [ARU]* (contact support to change/setup)
Allow Offline Payment	<input type="checkbox"/> <b>Note - you will need to manually accept and reconcile offline payments if payment is made offline.</b>
Automatically add processing fee	<input checked="" type="checkbox"/> Apply to online payments <input type="checkbox"/> Apply to offline payments
	Fixed Charge: AUD <input type="text" value="0.00"/> plus Variable Charge: <input type="text" value="1.88"/> % of transaction amount
Offline Payment Description	(Not entered) <a href="#">Edit...</a>
Currency format	\$
Tax Description	GST
Tax rate (%)	0.00

# Registrations – Government Voucher Registration Guidelines

## Add Custom fields

- 'Form Fields'
  - 'Personal Fields' are fields inherited from the ARU template and cannot be re-ordered or removed from the registration form
  - 'Other Fields' are also inherited from the ARU template and may be locked (indicated by a padlock). You can re-order these fields plus add your own custom person fields. There is also the option to make other fields mandatory by ticking the checkbox
    - Option to add 'Government Voucher' checkbox and number fields to your online registration form. This can be selected from 'Custom Fields (ARU)'

### Form Fields

#### Personal Fields

Personal fields are fixed in the order they appear on the form. Some fields (which are disabled) must appear on all forms.

\*If selected, Parent/Guardian fields will only display on the form if the person being registered is under 18. The fields are in a fixed order - First Name, Last Name, Email, Mobile, Address.

Select Field	Mand. Field
<input type="checkbox"/> Title	<input type="checkbox"/>
<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Middle Name	<input type="checkbox"/>
<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Date of Birth	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Email Address	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Home Phone	<input type="checkbox"/>
<input checked="" type="checkbox"/> Mobile Phone	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Next of Kin / Emergency Contact - Name	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Next of Kin / Emergency Contact - Number	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> School	<input type="checkbox"/>
<input checked="" type="checkbox"/> Parent/Guardian fields*	<input type="checkbox"/>

#### Other Fields

##### Available Fields

- Match Official Fields
- Accreditation Level
- Accreditation, Year Attained
- Allocation Region
- Allocation Weight
- Available Mon-Fri Daytime
- Class
- Days Available
- Double Up (reserves)
- Double Up (weekend)
- First Registered
- Fitness Test Date
- Medical Certificate
- Panel Summary
- Passed Fitness Test
- Print Preferred
- Regional Centre
- Registration ID
- Registration Paid To
- Registration Status
- Custom Fields [BJRU]
- 2nd Parent Email

##### Selected Fields

Field	Mand. Field	Display Name
<input checked="" type="checkbox"/> Which of the following best describe your ethnic origin?	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Which of the following best describe your father's ethnic origin?	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Which of the following best describe your mother's ethnic origin?	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Do you identify as being Aboriginal or Torres Strait Islander?	<input type="checkbox"/>	
Proof of Age supplied to Club	<input type="checkbox"/>	
Proof of Age Document Type	<input type="checkbox"/>	

**NOTE:** The new Parent/ Guardian fields including name, email, phone and address will automatically be collected for any player under 18 years

\*As of 8 December 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink) or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).

## Registrations – Transition Guide 2 – Opening Online Registrations

This Rugby Link transition guide explains four key steps required for opening online registrations.

**Note:** Please refer to Rugby Link Transition Guide 1 and FAQs – Registrations.

### Opening Online Registrations

*Navigation in Rugby Link: Competition Participation > People > Custom Person Filters*

- **STEP 1:** Create Custom Filter
  - Recommend creating a custom person filter for registered players (and non-playing members) for the previous year. This will assist with sending email communications to previously registered players.

*Navigation in Rugby Link: Competition Participation > Communications > Email > Email People*

- **STEP 2:** Sending Emails
  - Using your custom person filters will assist with sending emails to targeted people. We recommend sending the unique Share Link found within your online registration form(s).

*Navigation in Rugby Link: Competition Participation > People > Participant Logins*

- **STEP 3:** Send Participant Logins
  - Many renewing players and non-playing members will already have their participant login details to register online. However, you can resend login details, unlock and create logins for renewing and new members.

*Online Registration*

- **STEP 4:** Confirmation of Registration Email
  - Players (and non-playing members) will receive a confirmation of registration email after they have successfully registered online.

\*As of 26 September 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).

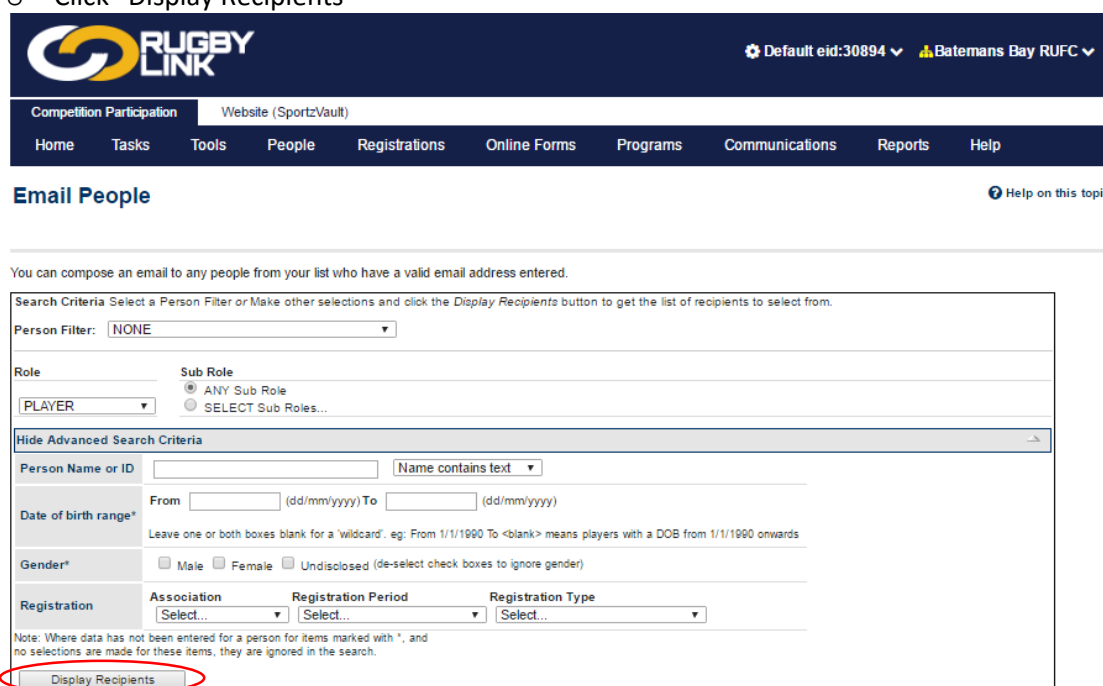
## Registrations - Communicating to Members

This Rugby Link self-help guide explains the process of communicating to renewing and new members. Club administrators will learn how to email and SMS their participants in bulk. The primary focus will be aligned to easing the registration and communication process for your members.

### Email People

Navigation in Rugby Link: Competition Participation > Communications > Email > Email People

- Can apply a 'Person Filter' or email members by 'Role'
- Email member by Role:
  - Click "Display Advanced Search Criteria"
  - Can enter 'Person name', DOB range, Gender or Registration to filter list
  - Click "Display Recipients"



The screenshot shows the 'Email People' page in the Rugby Link system. At the top, there's a navigation bar with 'Competition Participation' and 'Website (SportVault)'. Below that, a menu bar includes 'Home', 'Tasks', 'Tools', 'People', 'Registrations', 'Online Forms', 'Programs', 'Communications', 'Reports', and 'Help'. The 'Email People' title is prominently displayed. A sub-header states: 'You can compose an email to any people from your list who have a valid email address entered.' Below this is a search criteria form. The form includes a 'Person Filter' dropdown set to 'NONE', a 'Role' dropdown set to 'PLAYER', and a 'Sub Role' section with radio buttons for 'ANY Sub Role' (selected) and 'SELECT Sub Roles...'. A 'Hide Advanced Search Criteria' button is visible. The search criteria section includes fields for 'Person Name or ID' (with a 'Name contains text' dropdown), 'Date of birth range\*' (with 'From' and 'To' date pickers), 'Gender\*' (with checkboxes for Male, Female, and Undisclosed), and 'Registration' (with dropdowns for Association, Registration Period, and Registration Type). A note at the bottom of the search criteria section states: 'Note: Where data has not been entered for a person for items marked with \*, and no selections are made for these items, they are ignored in the search.' The 'Display Recipients' button at the bottom of the search criteria section is circled in red.

- ResultsVault Mail:
  - 'From': displays the email address attached to the administrator who is signed into Rugby Link
  - Enter 'Subject': *mandatory field*
  - Enter 'Message'
  - Can add Attachments

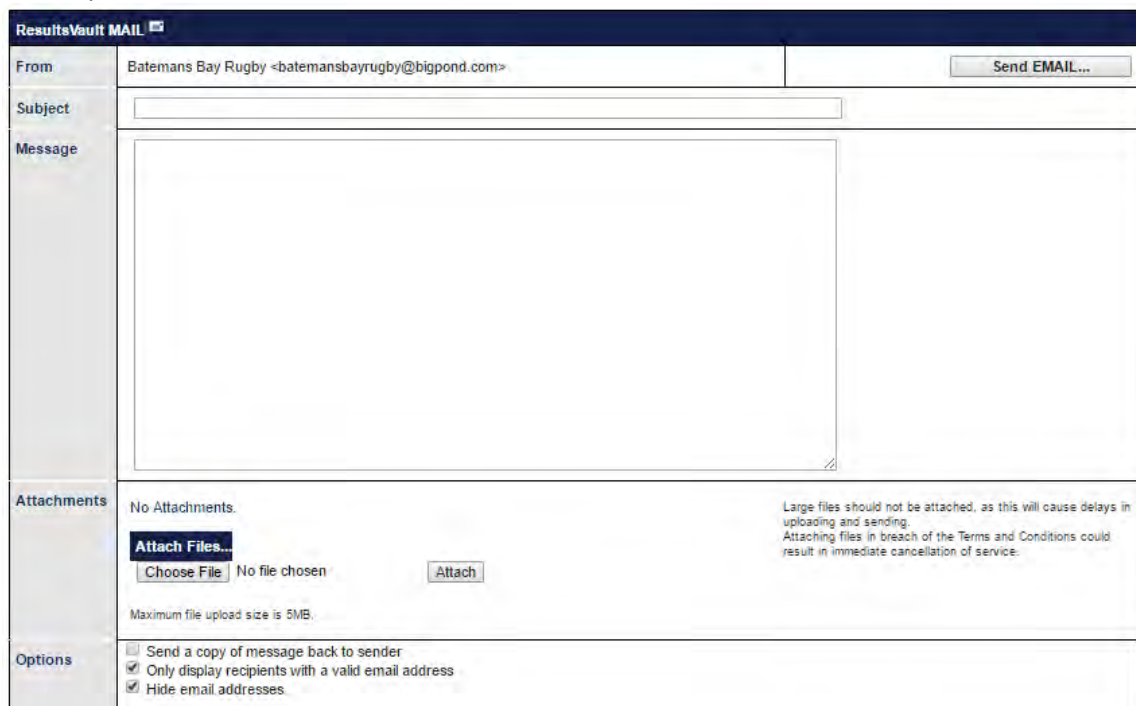
**NOTE:** Attached files should not exceed a total of 100-200 kB in size. Maximum file upload size is 5MB. Larger files can be attached, however depending on your connection speed to the Internet, they may take excessive time to attach, and cause the page to time out. Also, most people do not prefer to receive emails with large file attachments, as it can take excessive time to download these messages. Strongly consider 'zipping' large files using a utility such as Winzip

- 'Options'
  - **Send a copy of message back to sender:** If checked you will receive a copy of the email you have just sent. In some cases, where user information is automatically filled in (e.g. player availability emails) some parts of the email may be blank



## Registrations - Communicating to Members

- **Only display recipients with a valid email address:** If checked, the recipient list will be further filtered to only show recipients who have a valid email address. Although it is not possible to send messages to such recipients, this option can reduce the size of the recipient table, and make it more readable/usable
- **Hide email addresses:** By default, the recipient's email address is shown under their name. This option hides the address, and reduces the size of the table to make it more readable/usable



The screenshot shows the 'ResultsVault MAIL' interface. It includes a 'From' field with 'Batemans Bay Rugby <batemansbayrugby@bigpond.com>', a 'Subject' field, and a large 'Message' text area. Below the message area is an 'Attachments' section with a warning about large files and a 'Maximum file upload size is 5MB' note. At the bottom is an 'Options' section with three checkboxes: 'Send a copy of message back to sender' (unchecked), 'Only display recipients with a valid email address' (checked), and 'Hide email addresses' (checked). A 'Send EMAIL...' button is located in the top right corner.

- 'Recipients'
  - **Recipient List:** based on the filters applied you will see a list of members who can receive your email. Tick individuals or 'select all' for the recipients you wish to send the email too

**NOTE:** You must select at least one recipient before sending your email

- **Extra Recipients:** can be added by typing in the email address of an individual, need to be separated by a semi-colon (;)

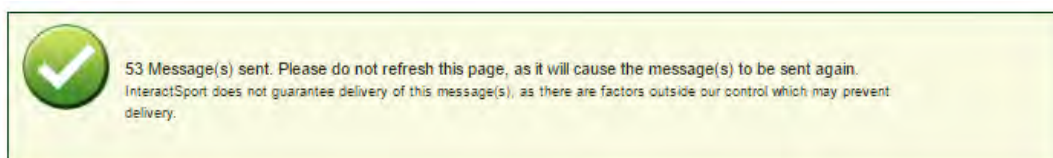
**NOTE:** There is no limit on the number of emails from 'Recipient List' (only 50 'Extra Recipients' can be added). However, emails will be limited per send by the overall bandwidth limit and also depend on the size of any attachments

## Registrations - Communicating to Members

- Click "Send Email"

Recipients	Number listed: 52 Number selected/entered: 52		<input checked="" type="checkbox"/> Select All/No Recipients	
<b>Recipient List</b>  <input type="button" value="Refresh"/>	<input checked="" type="checkbox"/> Absolum, Jd S	<input checked="" type="checkbox"/> Absolum, Matthew A	<input checked="" type="checkbox"/> Absolum, Matthew C	
	<input checked="" type="checkbox"/> Bell, James	<input checked="" type="checkbox"/> Blackmore, Nicholas W	<input checked="" type="checkbox"/> Bray, Nicholas G	
	<input checked="" type="checkbox"/> Bristow-Southwell, Thomas	<input checked="" type="checkbox"/> Carriage, Nathan	<input checked="" type="checkbox"/> Carter, Mitchell	
	<input checked="" type="checkbox"/> Condon, Luke R	<input checked="" type="checkbox"/> Curtis, Thomas J	<input checked="" type="checkbox"/> De Thierry, Saxton	
	<input checked="" type="checkbox"/> Drynan, John	<input checked="" type="checkbox"/> Fidow, Hiku Rangi	<input checked="" type="checkbox"/> Figg, Isaiah	
	<input checked="" type="checkbox"/> Fitzgerald, Josh I	<input checked="" type="checkbox"/> Fitzgerald, Steve A	<input checked="" type="checkbox"/> Fleming, Andrew J	
	<input checked="" type="checkbox"/> Harrison, Ki-Andel J	<input checked="" type="checkbox"/> Harrison, Mase	<input checked="" type="checkbox"/> Harrison, Maxwell C	
	<input checked="" type="checkbox"/> Hickey, Tyrin	<input checked="" type="checkbox"/> Hooker-Mcdonogh, Jeremy	<input checked="" type="checkbox"/> Humphries, Greg N	
	<input checked="" type="checkbox"/> Kenny, Ashley D	<input checked="" type="checkbox"/> Lole, Casteo	<input checked="" type="checkbox"/> Lonsdale, Lester K	
	<input checked="" type="checkbox"/> Maddison, Cory	<input checked="" type="checkbox"/> Moffitt, Timothy I	<input checked="" type="checkbox"/> Moran, Chris	
	<input checked="" type="checkbox"/> Neal, Marcus W	<input checked="" type="checkbox"/> Ngarima, Peter	<input checked="" type="checkbox"/> Reid, Ashbee	
	<input checked="" type="checkbox"/> Reid, Blake	<input checked="" type="checkbox"/> Riches, Brent	<input checked="" type="checkbox"/> Roberts, James D	
	<input checked="" type="checkbox"/> Rutherford, Andrew W	<input checked="" type="checkbox"/> Ryan, Christopher J	<input checked="" type="checkbox"/> Shanahan, Liam	
	<input checked="" type="checkbox"/> Shillingsworth, Jason	<input checked="" type="checkbox"/> Smith, Nathan	<input checked="" type="checkbox"/> Stewart, Shane	
	<input checked="" type="checkbox"/> Stewart, Stephen B	<input checked="" type="checkbox"/> Thomas, James	<input checked="" type="checkbox"/> Thomas, Kenneth	
	<input checked="" type="checkbox"/> Thomas, Robert	<input checked="" type="checkbox"/> Thomas, William I	<input checked="" type="checkbox"/> Tout, Kierryn	
	<input checked="" type="checkbox"/> Tuhura, Jackson	<input checked="" type="checkbox"/> White, Andrew R	<input checked="" type="checkbox"/> Withers, Michael J	
	<input checked="" type="checkbox"/> Wright, Jason			
	<b>Extra recipients</b> <input type="text" value="bob@test.com.au"/> <small>Type/paste in a list (max 50) of other addresses to receive this email. Addresses must be separated by a semi-colon (;) eg extra1@mail.com;extra2@mail.com</small>			
	<input type="button" value="Download selected email addresses"/>		<input type="button" value="Send EMAIL..."/>	

- Confirmation will appear at the top of the screen
  - A list will appear of any undeliverable emails



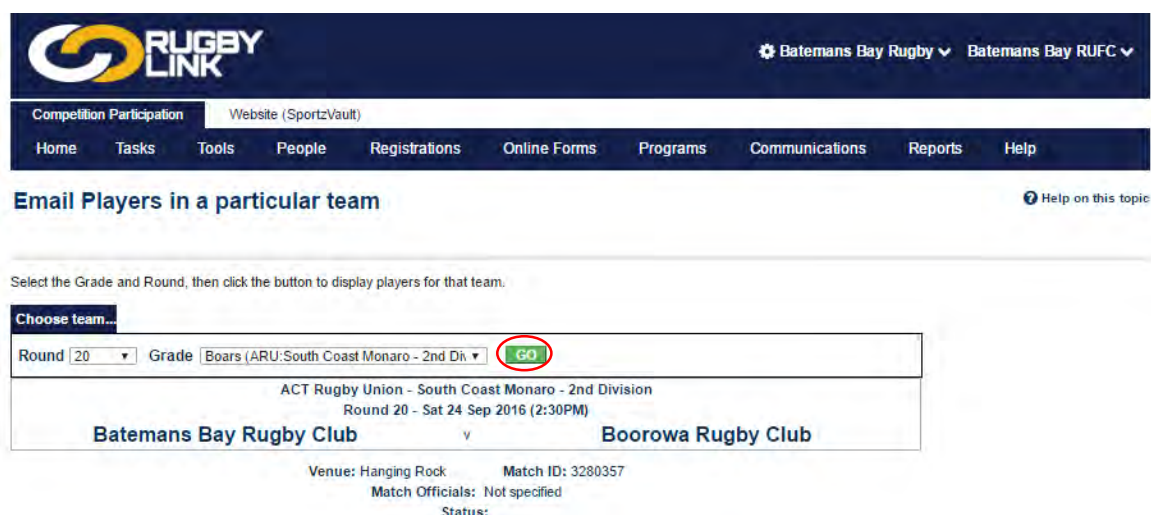
## Registrations - Communicating to Members

### Email Players in a Particular Team

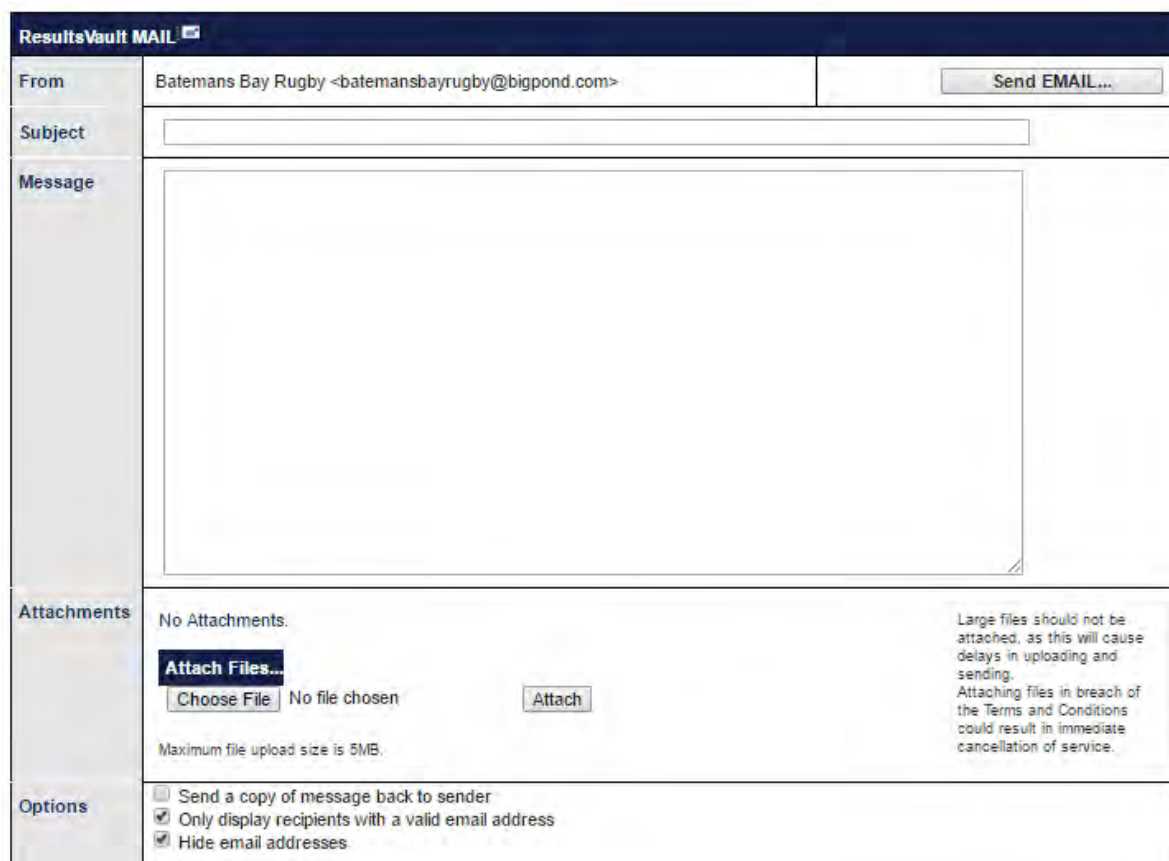
Navigation in Rugby Link: Competition Participation > Communications > Email > Email Players in a Particular Team

- Select 'Round' and 'Grade'
- Click "Go"

**NOTE:** You can send an email to all players in a particular team (current season only) using this feature



- ResultsVault Mail:
  - 'From': displays the email address attached to the administrator who is signed into Rugby Link
  - Enter 'Subject': *mandatory field*
  - Enter 'Message'
  - Can add Attachments



## Registrations - Communicating to Members

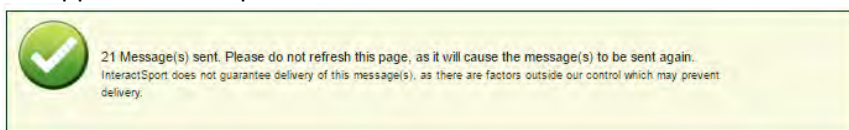
- 'Recipients'
  - **Recipient List:** will be the team select for the particular Round and Grade selected

**NOTE:** You must select at least one recipient before sending your email

- Click "Send Email"

Recipients	Number listed: 21 Number selected/entered: 21	<input checked="" type="checkbox"/> Select All/No Recipients	
Recipient List	<input checked="" type="checkbox"/> William I Thomas	<input checked="" type="checkbox"/> Matthew A Absolum	<input checked="" type="checkbox"/> Andrew J Fleming
	<input checked="" type="checkbox"/> James Bell	<input checked="" type="checkbox"/> Christopher J Ryan	<input checked="" type="checkbox"/> Cory Maddison
	<input checked="" type="checkbox"/> Nicholas G Bray	<input checked="" type="checkbox"/> Ashley D Kenny	<input checked="" type="checkbox"/> Nathan Carriage
	<input checked="" type="checkbox"/> James D Roberts	<input checked="" type="checkbox"/> Steve A Fitzgerald	<input checked="" type="checkbox"/> Stephen B Stewart
	<input checked="" type="checkbox"/> Luke R Condon	<input checked="" type="checkbox"/> Robert Thomas	<input checked="" type="checkbox"/> Peter Ngarima
	<input checked="" type="checkbox"/> Ronald Collier	<input checked="" type="checkbox"/> Matthew J Ryan	<input checked="" type="checkbox"/> Tyrin Hickey
	<input checked="" type="checkbox"/> Kenneth B Croaker	<input checked="" type="checkbox"/> Jd S Absolum	<input checked="" type="checkbox"/> Michael J Withers
	Extra recipients	<input type="text"/> <small>Type/paste in a list (max 50) of other addresses to receive this email.            Addresses must be separated by a semi-colon (;) eg extra1@mail.com,extra2@mail.com</small>	
<a href="#">Download selected email addresses</a>		<input type="button" value="Send EMAIL..."/>	

- Confirmation will appear at the top of the screen



# Registrations - Communicating to Members

## Email Selected Team Lists

Navigation in Rugby Link: Competition Participation > Communications > Email > Email Selected Team Lists

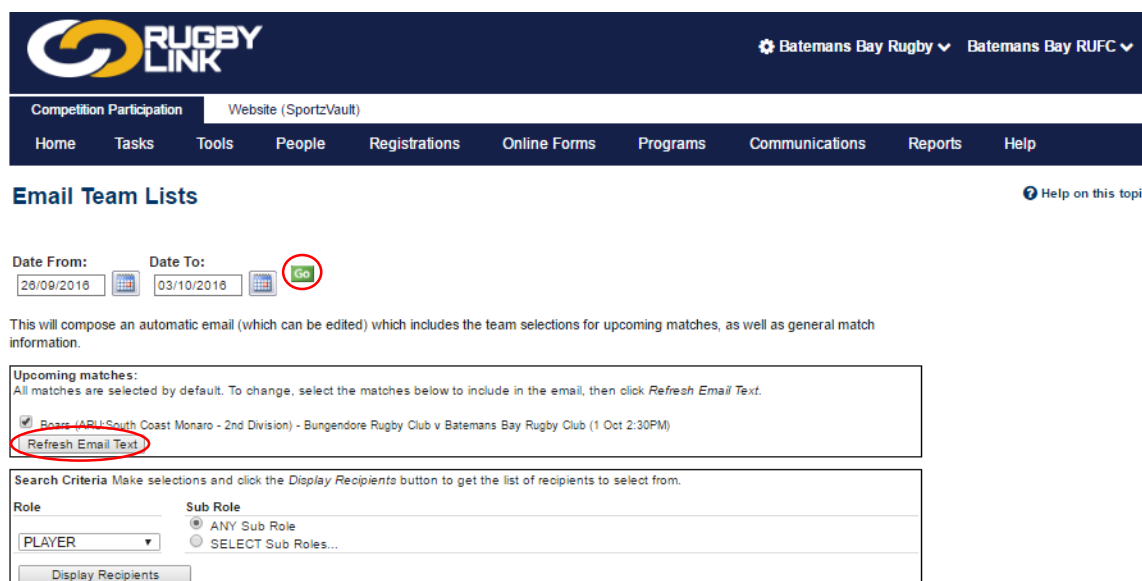
- Select 'Date From' and 'Date To'
- Click "Go"

**NOTE:** This will compose an automatic email (which can be edited) which includes the team selections for upcoming matches, as well as general match information. This is useful to send to your player list after selection has occurred. The email will also include a link to the team selections on the public view.

The upcoming matches for each grade in the Club that commence within the date range designated by the date selectors in the selector bar are displayed. By default, the date range is set for 7 days from the current date, although this can be changed by changing the Date From and/or Date To selections. The Date From cannot be earlier than the current date, and the Date To date range cannot be more than 2 months from the current date.

- All matches are selected by default
  - To change, select the matches to include and click "Refresh Email Text"

**NOTE:** If you have already made changes to the Email Message, these will be lost after clicking Refresh, so it is best to do this step first



**Rugby Link** Batemans Bay Rugby Batemans Bay RUFC

Competition Participation Website (SportzVault)

Home Tasks Tools People Registrations Online Forms Programs Communications Reports Help

### Email Team Lists

Help on this topic

Date From: 26/09/2016 Date To: 03/10/2016 **Go**

This will compose an automatic email (which can be edited) which includes the team selections for upcoming matches, as well as general match information.

**Upcoming matches:**  
All matches are selected by default. To change, select the matches below to include in the email, then click *Refresh Email Text*.

☒ **Boys (APU) South Coast Monaro - 2nd Division - Bungendore Rugby Club v Batemans Bay Rugby Club (1 Oct 2:30PM)**

**Refresh Email Text**

**Search Criteria** Make selections and click the *Display Recipients* button to get the list of recipients to select from.

Role: **PLAYER** Sub Role: ☒ ANY Sub Role ☐ SELECT Sub Roles...

**Display Recipients**



## Registrations - Communicating to Members

- ResultsVault Mail:
  - 'From': displays the email address attached to the administrator who is signed into Rugby Link
  - Enter 'Subject': *mandatory field*
  - Enter 'Message': *pre-populate, can add additional information*

ResultsVault MAIL	
From	Batemans Bay Rugby <batemansbayrugby@bigpond.com> <span>Send EMAIL...</span>
Subject	Batemans Bay RUFC team selections
Message	<p>Team selections:</p> <p>Boars: ARU-South Coast Monaro - 2nd Division            Bungendore Rugby Club v Batemans Bay Rugby Club*            Mick Sherd Oval Gibraltar St            [maplink15980]            1 Oct 2016 2:30PM</p>
Options	<input type="checkbox"/> Send a copy of message back to sender <input checked="" type="checkbox"/> Only display recipients with a valid email address <input checked="" type="checkbox"/> Hide email addresses

- 'Recipients'
  - Recipient List:** will be based on 'Role' filter

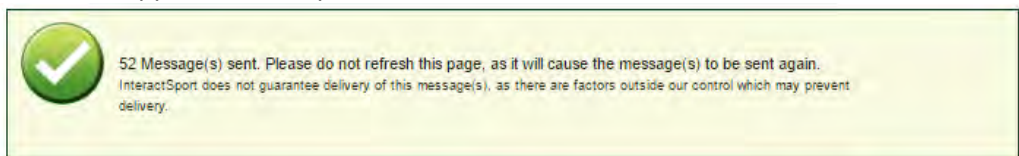
**NOTE:** You must select at least one recipient before sending your email

- Click "Send Email"

Recipients	Number listed: 52 Number selected/entered: 52	<input checked="" type="checkbox"/> Select All/No Recipients
Recipient List <input type="button" value="Refresh"/>	<input checked="" type="checkbox"/> Absolum, Jd S	<input checked="" type="checkbox"/> Absolum, Matthew A
	<input checked="" type="checkbox"/> Absolum, Matthew C	<input checked="" type="checkbox"/> Absolum, Matthew C
	<input checked="" type="checkbox"/> Bell, James	<input checked="" type="checkbox"/> Blackmore, Nicholas W
	<input checked="" type="checkbox"/> Bray, Nicholas G	<input checked="" type="checkbox"/> Bray, Nicholas G
	<input checked="" type="checkbox"/> Bristow-Southwell, Thomas	<input checked="" type="checkbox"/> Carriage, Nathan
	<input checked="" type="checkbox"/> Carter, Mitchell	<input checked="" type="checkbox"/> Carter, Mitchell
	<input checked="" type="checkbox"/> Condon, Luke R	<input checked="" type="checkbox"/> Curtis, Thomas J
	<input checked="" type="checkbox"/> De Thierry, Saxton	<input checked="" type="checkbox"/> De Thierry, Saxton
	<input checked="" type="checkbox"/> Drynan, John	<input checked="" type="checkbox"/> Fidow, Hiku Rangi
	<input checked="" type="checkbox"/> Figg, Isaiah	<input checked="" type="checkbox"/> Figg, Isaiah
	<input checked="" type="checkbox"/> Fitzgerald, Josh I	<input checked="" type="checkbox"/> Fitzgerald, Steve A
	<input checked="" type="checkbox"/> Fleming, Andrew J	<input checked="" type="checkbox"/> Fleming, Andrew J
	<input checked="" type="checkbox"/> Harrison, Ki-Andel J	<input checked="" type="checkbox"/> Harrison, Mase
	<input checked="" type="checkbox"/> Harrison, Maxwell C	<input checked="" type="checkbox"/> Harrison, Maxwell C
	<input checked="" type="checkbox"/> Hickey, Tyrin	<input checked="" type="checkbox"/> Hooker-McDonogh, Jeremy
	<input checked="" type="checkbox"/> Humphries, Greg N	<input checked="" type="checkbox"/> Humphries, Greg N
	<input checked="" type="checkbox"/> Kenny, Ashley D	<input checked="" type="checkbox"/> Lole, Casteo
	<input checked="" type="checkbox"/> Lonsdale, Lester K	<input checked="" type="checkbox"/> Lonsdale, Lester K
	<input checked="" type="checkbox"/> Maddison, Cory	<input checked="" type="checkbox"/> Moffitt, Timothy I
	<input checked="" type="checkbox"/> Moran, Chris	<input checked="" type="checkbox"/> Moran, Chris
<input checked="" type="checkbox"/> Neal, Marcus W	<input checked="" type="checkbox"/> Ngarima, Peter	
<input checked="" type="checkbox"/> Reid, Ashbee	<input checked="" type="checkbox"/> Reid, Ashbee	
<input checked="" type="checkbox"/> Reid, Blake	<input checked="" type="checkbox"/> Riches, Brent	
<input checked="" type="checkbox"/> Roberts, James D	<input checked="" type="checkbox"/> Roberts, James D	
<input checked="" type="checkbox"/> Rutherford, Andrew W	<input checked="" type="checkbox"/> Ryan, Christopher J	
<input checked="" type="checkbox"/> Shanahan, Liam	<input checked="" type="checkbox"/> Shanahan, Liam	
<input checked="" type="checkbox"/> Shillingsworth, Jason	<input checked="" type="checkbox"/> Smith, Nathan	
<input checked="" type="checkbox"/> Stewart, Shane	<input checked="" type="checkbox"/> Stewart, Shane	
<input checked="" type="checkbox"/> Stewart, Stephen B	<input checked="" type="checkbox"/> Thomas, James	
<input checked="" type="checkbox"/> Thomas, Kenneth	<input checked="" type="checkbox"/> Thomas, Kenneth	
<input checked="" type="checkbox"/> Thomas, Robert	<input checked="" type="checkbox"/> Thomas, William I	
<input checked="" type="checkbox"/> Tout, Kierryn	<input checked="" type="checkbox"/> Tout, Kierryn	
<input checked="" type="checkbox"/> Tuhura, Jackson	<input checked="" type="checkbox"/> White, Andrew R	
<input checked="" type="checkbox"/> Withers, Michael J	<input checked="" type="checkbox"/> Withers, Michael J	
<input checked="" type="checkbox"/> Wright, Jason		
Extra recipients	<input type="text"/> <small>Type/paste in a list (max 50) of other addresses to receive this email.            Addresses must be separated by a semi-colon (;) eg extra1@mail.com;extra2@mail.com</small>	
<input type="button" value="Download selected email addresses"/>		<input checked="" type="button" value="Send EMAIL..."/>

## Registrations - Communicating to Members

- Confirmation will appear at the top of the screen

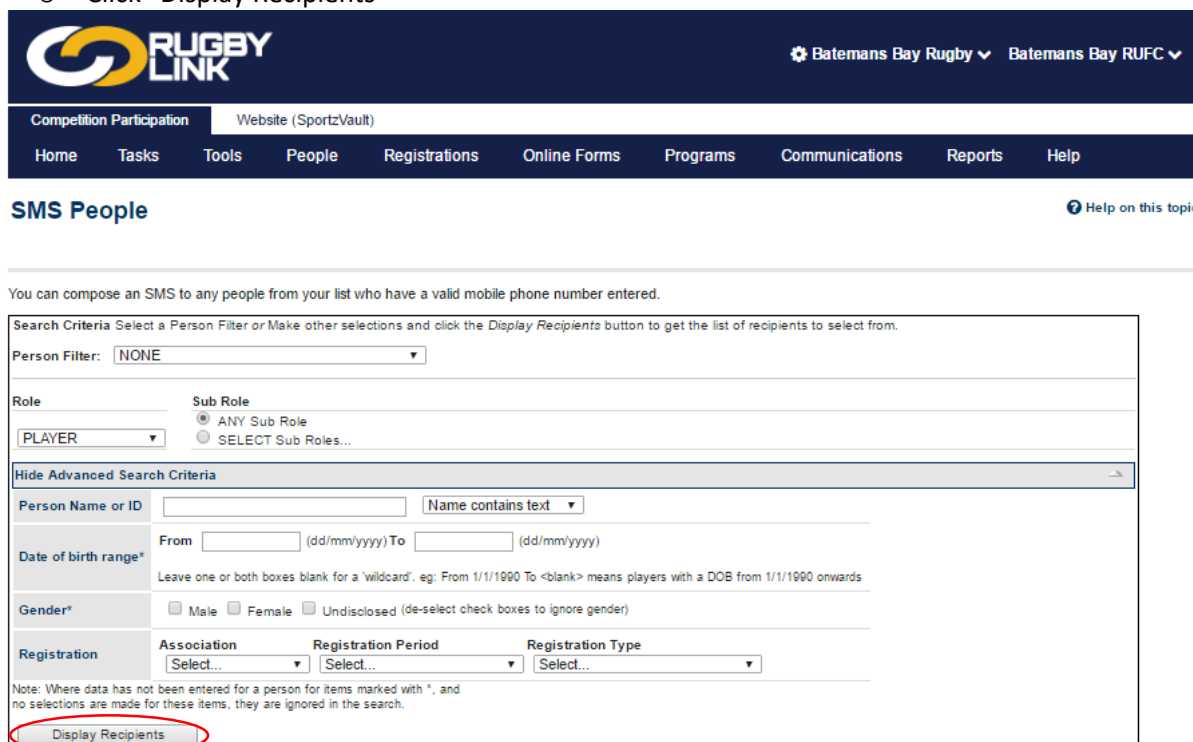


# Registrations - Communicating to Members

## SMS People

Navigation in Rugby Link: Competition Participation > Communications > SMS > SMS People

- SMS Credits can be purchased via the SMS Credits tab
- Can apply a 'Person Filter' or SMS members by 'Role'
- SMS member by Role:
  - Click "Display Advanced Search Criteria"
  - Can enter 'Person name', DOB range, Gender or Registration to filter list
  - Click "Display Recipients"



You can compose an SMS to any people from your list who have a valid mobile phone number entered.

Search Criteria Select a Person Filter or Make other selections and click the Display Recipients button to get the list of recipients to select from.

Person Filter:

Role:  Sub Role: ☒ ANY Sub Role ☐ SELECT Sub Roles...

Hide Advanced Search Criteria

Person Name or ID:  Name contains text

Date of birth range\*: From  (dd/mm/yyyy) To  (dd/mm/yyyy)  
Leave one or both boxes blank for a 'wildcard'. eg: From 1/1/1990 To <blank> means players with a DOB from 1/1/1990 onwards

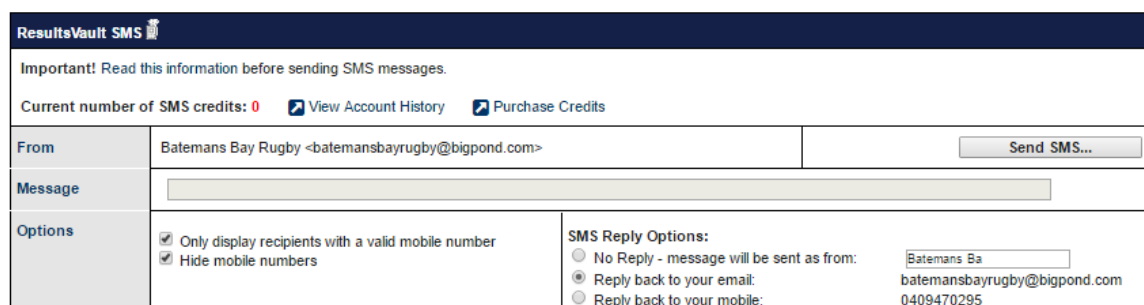
Gender\*: ☐ Male ☐ Female ☐ Undisclosed (de-select check boxes to ignore gender)

Registration: Association  Registration Period  Registration Type

Note: Where data has not been entered for a person for items marked with \*, and no selections are made for these items, they are ignored in the search.

- ResultsVault SMS:
  - 'From': displays the email address attached to the administrator who is signed into Rugby Link
  - Enter 'Message'

**NOTE:** You must purchase credits prior to sending SMS



ResultsVault SMS

Important! Read this information before sending SMS messages.

Current number of SMS credits: 0 [View Account History](#) [Purchase Credits](#)

From: Batemans Bay Rugby <batemansbayrugby@bigpond.com>

Message:

Options: ☒ Only display recipients with a valid mobile number ☒ Hide mobile numbers

SMS Reply Options: ☐ No Reply - message will be sent as from: Batemans Ba ☐ Reply back to your email: batemansbayrugby@bigpond.com ☐ Reply back to your mobile: 0409470295

**NOTE:** SMS messages have a 150-character limit

## Registrations - Communicating to Members

- 'Recipients'
  - **Recipient List:** based on the filters applied you will see a list of members who can receive your SMS. Tick individuals or 'select all' for the recipients you wish to send the email too

**NOTE:** You must select at least one recipient before sending your SMS

- **Extra Recipients:** can be added by typing in the mobile number of an individual, need to be separated by a semi-colon (;)

**NOTE:** SMS are limited on 'Current number of SMS credits' and only 50 'Extra Recipients' can be added

- Click "Send SMS"

Recipients	Number listed: 52 Number selected/entered: 0	<input type="checkbox"/> Select All/No Recipients
<b>Recipient List</b> <input type="button" value="Refresh"/>	<input type="checkbox"/> Absolum, Jd S	<input type="checkbox"/> Absolum, Matthew A
	<input type="checkbox"/> Bell, James	<input type="checkbox"/> Blackmore, Nicholas W
	<input type="checkbox"/> Bristow-Southwell, Thomas	<input type="checkbox"/> Carriage, Nathan
	<input type="checkbox"/> Condon, Luke R	<input type="checkbox"/> Curtis, Thomas J
	<input type="checkbox"/> Drynan, John	<input type="checkbox"/> Fidow, Hiku Rangi
	<input type="checkbox"/> Fitzgerald, Josh I	<input type="checkbox"/> Fitzgerald, Steve A
	<input type="checkbox"/> Harrison, Ki-Andel J	<input type="checkbox"/> Harrison, Mase
	<input type="checkbox"/> Hickey, Tyrin	<input type="checkbox"/> Hooker-McDonogh, Jeremy
	<input type="checkbox"/> Kenny, Ashley D	<input type="checkbox"/> Lole, Casteo
	<input type="checkbox"/> Maddison, Cory	<input type="checkbox"/> Moffitt, Timothy I
	<input type="checkbox"/> Neal, Marcus W	<input type="checkbox"/> Ngarima, Peter
	<input type="checkbox"/> Reid, Blake	<input type="checkbox"/> Riches, Brent
	<input type="checkbox"/> Rutherford, Andrew W	<input type="checkbox"/> Ryan, Christopher J
	<input type="checkbox"/> Shillingsworth, Jason	<input type="checkbox"/> Smith, Nathan
	<input type="checkbox"/> Stewart, Stephen B	<input type="checkbox"/> Thomas, James
	<input type="checkbox"/> Thomas, Robert	<input type="checkbox"/> Thomas, William I
	<input type="checkbox"/> Tuhura, Jackson	<input type="checkbox"/> White, Andrew R
	<input type="checkbox"/> Wright, Jason	
		<input type="checkbox"/> Absolum, Matthew C
		<input type="checkbox"/> Bray, Nicholas G
	<input type="checkbox"/> Carter, Mitchell	
	<input type="checkbox"/> De Thierry, Saxton	
	<input type="checkbox"/> Figg, Isaiah	
	<input type="checkbox"/> Fleming, Andrew J	
	<input type="checkbox"/> Harrison, Maxwell C	
	<input type="checkbox"/> Humphries, Greg N	
	<input type="checkbox"/> Lonsdale, Lester K	
	<input type="checkbox"/> Moran, Chris	
	<input type="checkbox"/> Reid, Ashbee	
	<input type="checkbox"/> Roberts, James D	
	<input type="checkbox"/> Shanahan, Liam	
	<input type="checkbox"/> Stewart, Shane	
	<input type="checkbox"/> Thomas, Kenneth	
	<input type="checkbox"/> Tout, Kierryn	
	<input type="checkbox"/> Withers, Michael J	
<b>Extra recipients</b>	<input type="text"/> <small>Type/paste in a list(max 50) of other mobile numbers to receive this message. Mobile numbers must be separated by a semi-colon (;) eg 0414111111;0414111112</small>	
		<input type="button" value="Send SMS..."/>

- Confirmation will appear at the top of the screen

\*As of 28 September 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).

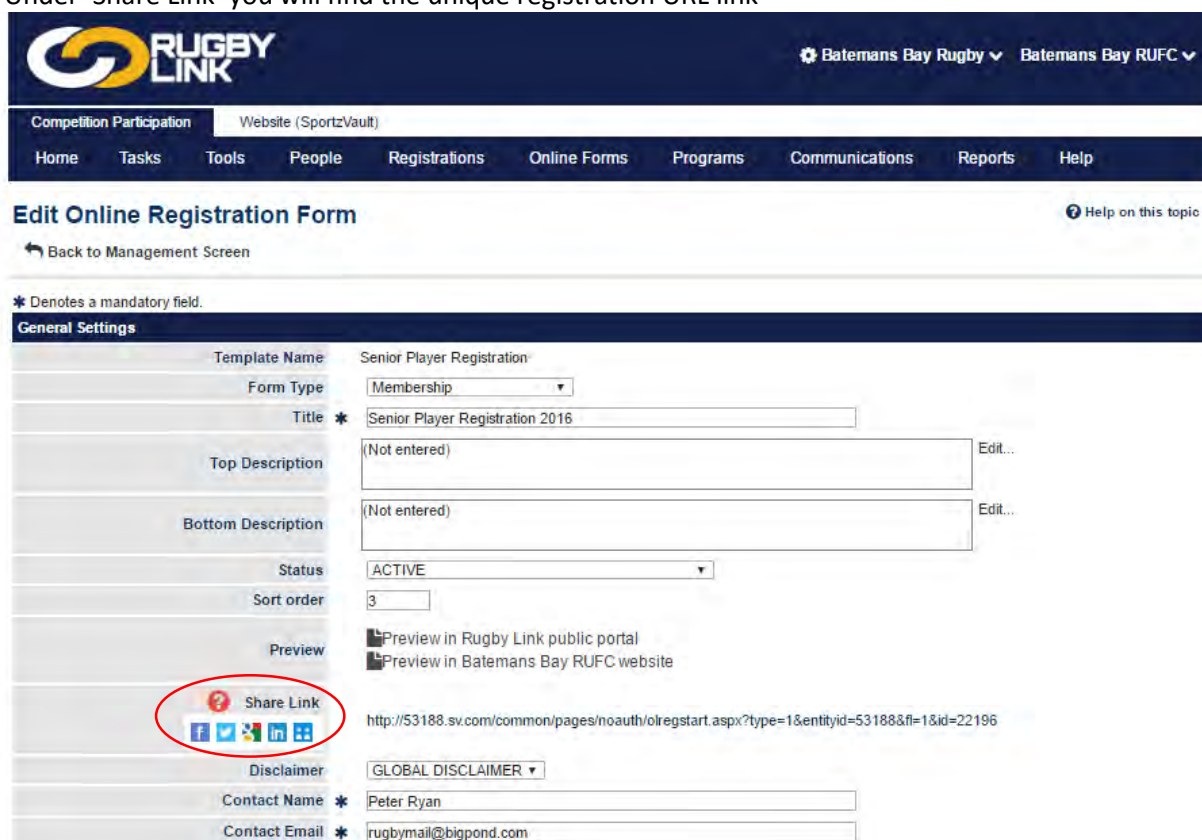
## Registrations - Publicising Registrations

This Rugby Link self-help guide explains the process of publicising your Club's unique registration Share Link to existing and new members. Clubs will have the option of publicising their registration URL in several different ways including emails, website hyperlinks and sharing via social media.

### Registration Share Link

Navigation in Rugby Link: Competition Participation > Online Forms > Configuration > Signup Forms

- Click "Edit"
- Under 'Share Link' you will find the unique registration URL link



**RUGBY LINK** Batemans Bay Rugby Batemans Bay RUFC

Competition Participation Website (SportzVault)

Home Tasks Tools People Registrations Online Forms Programs Communications Reports Help

### Edit Online Registration Form

Back to Management Screen

\* Denotes a mandatory field.

#### General Settings

Template Name	Senior Player Registration	
Form Type	Membership	
Title *	Senior Player Registration 2016	
Top Description	(Not entered)	Edit...
Bottom Description	(Not entered)	Edit...
Status	ACTIVE	
Sort order	3	
Preview	<input type="checkbox"/> Preview in Rugby Link public portal <input type="checkbox"/> Preview in Batemans Bay RUFC website	
Share Link	<a href="http://53188.sv.com/common/pages/noauth/olregstart.aspx?type=1&amp;entityid=53188&amp;fl=1&amp;id=22196">http://53188.sv.com/common/pages/noauth/olregstart.aspx?type=1&amp;entityid=53188&amp;fl=1&amp;id=22196</a>	
Disclaimer	GLOBAL DISCLAIMER	
Contact Name *	Peter Ryan	
Contact Email *	rugbymail@bigpond.com	



## Registrations - Publicising Registrations

### Email Registration URL

*Navigation in Rugby Link: Competition Participation > Communications > Email > Email People*

**REFER TO:** 'Communicating to Renewing Members' self-help guide

### SMS Registration URL

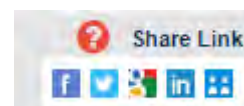
*Navigation in Rugby Link: Competition Participation > Communications > SMS > SMS People*

**REFER TO:** 'Communicating to renewing members' self-help guide

### Facebook/ Twitter

*Navigation in Rugby Link: Competition Participation > Online Forms > Configuration > Signup Forms*

- Click "Edit"
- Click Facebook icon under 'Share Link'
  - Pop-up will appear linking to your Facebook page
- Click Twitter icon under 'Share Link'
  - Pop-up will appear ready for you to Tweet your Share Link



*\*As of 28 September 2016*

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).

# Registrations - Online Registration & Offline Payment

This Rugby Link self-help guide explains the process of Club administrators viewing online registrations and entering offline payments for participants who have selected 'offline payment' into Rugby Link using Registration Manager. During your Competition's registration period Club administrators have the ability to record and keep track of all offline payments made by participants. If a player registers and pays ALL fees online, the required record, status and payment updates occur automatically. However, when the player opts to pay offline their payment records needs to be manually updated. All information recorded here can be downloaded for your financial records, in conjunction with the Registration Payment Detail Report.

## Online Registration

Navigation in Rugby Link: Competition Participation > Registration > Registration Manager

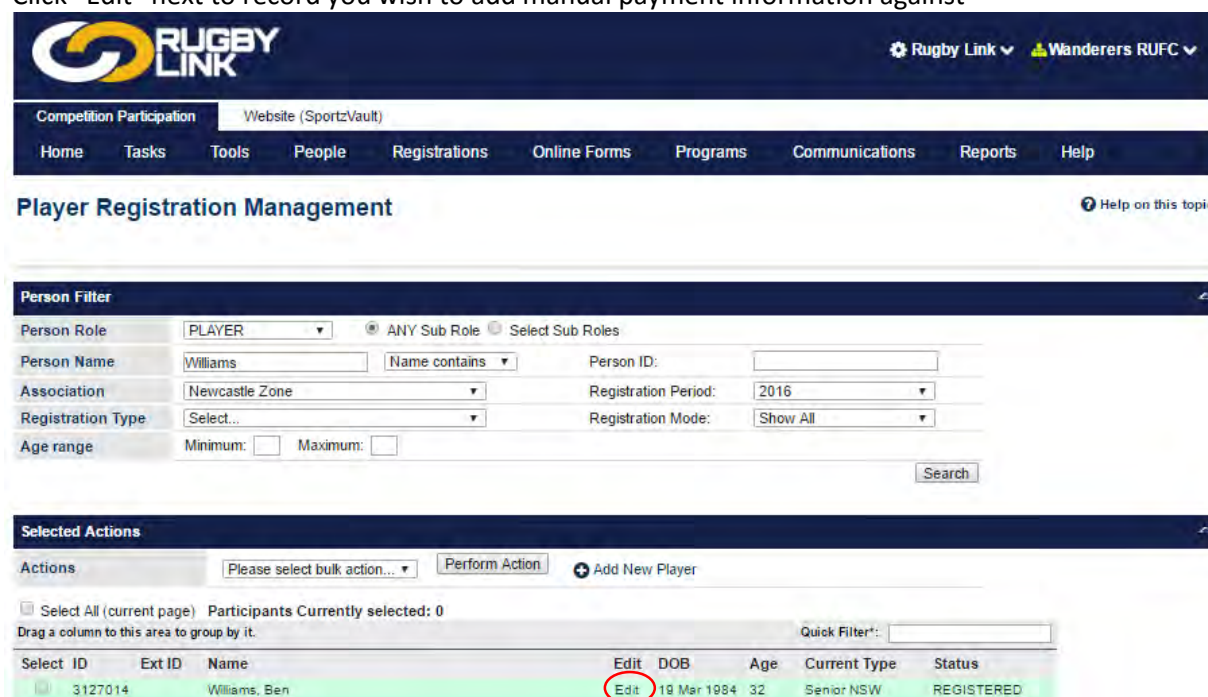
- All online REGISTERED participants will automatically appear in green fill in your Club's Registration Manager

**NOTE:** When registering a player OFFLINE or an online registration opts to pay OFFLINE, no fees have been automatically settled through the ARU Payment Gateway. Clubs will be INVOICED for insurance (NPIL), national participation registration fees (NPRF) and any competition fees for all OFFLINE registrations. You can manually add a member's payment record via the "Payments" tab of the player record for Club records

## Entering Payments

Navigation in Rugby Link: Competition Participation > Registration > Registration Manager

- Recording any offline payment is *optional*
- "Search" for participant
- Click "Edit" next to record you wish to add manual payment information against



**Person Filter**

Person Role:  ☒ ANY Sub Role ☐ Select Sub Roles

Person Name:   Person ID:

Association:  Registration Period:

Registration Type:  Registration Mode:

Age range: Minimum:  Maximum:

**Selected Actions**

Actions:

☐ Select All (current page) Participants Currently selected: 0

Drag a column to this area to group by it. Quick Filter\*:

Select	ID	Ext ID	Name	Edit	DOB	Age	Current Type	Status
<input checked="" type="checkbox"/>	3127014		Williams, Ben	<input checked="" type="button" value="Edit"/>	19 Mar 1984	32	Senior NSW	REGISTERED

# Registrations - Online Registration & Offline Payment

- Click "Payments" tab

**Person Edit: Williams, Ben (ID: 3127014)** [Help on this topic](#)

General | Player | **Payments** | Audit | Admin | Accreditations | Family Relationships

Title: Select...  
 First Name\*: Ben  
 Middle Name / Initial: Kenneth  
 Last Name\*: Williams  
 Alternate Last Name / Maiden Name:  
 Date of Birth: 19/03/1984  
 Country of Birth: Australia  
 Gender: ☒ Male ☐ Female ☐ Undisclosed  
 Email: email3127014@email.com  
 Note: separate multiple email addresses with a semi-colon (;)  
 Address1: Address Line 1  
 Address2: Address Line 2  
 Address3:  
 Suburb/Town: Suburb  
 Postcode: 2287  
 State/Territory: NSW  
 Country: AUSTRALIA  
 Home Phone: 0399999999  
 Work Phone: 0399999998  
 Mobile Phone: 0410000000  
 Fax Number:  
 Next of Kin / Emergency Contact - Name: Emerg contact  
 Next of Kin / Emergency Contact - Phone: 0399999996  
 Company / Business Name:  
 Default Shirt/Bib Number P:

- The system displays a payment stamp against the participant's record

**Person Edit: Williams, Ben (ID: 3127014)** [Help on this topic](#)

General | Player | **Payments** | Audit | Admin | Accreditations | Family Relationships

Payment Start Date: 01/01/2016 Payment End Date: 30/09/2016 Refresh  
 Summary for selected period:  

Name	Number of Recorded Payments	Total Payment Amount	Last Payment Date
Williams, Ben K	1	300.00	30 Jun 16

 Current Seasonal Payment Status: Not Paid Update  
 Payment Details for selected Period:  
 + Add Payment  


Description	Payment Method	Payment Status	Receipt/Inv No	Amount	Payment Date	Edit
2016 U19 Colt Rugby	None	Not Paid	441868 (Ref. online)	300.00	30 Jun 16	Edit

 Total Records: 1

**NOTE:** The 'Payment Status' will display as NOT PAID. The 'Amount' will display the total registration product cost

## Registrations - Online Registration & Offline Payment

- Click "Edit"



**Person Edit: Williams, Ben (ID: 3127014)** [Help on this topic](#)

---

**General** **Player**

[Personal Details](#)
[Roles](#)
[Registration](#)
[Custom Fields](#)
[Public Profile](#)
[Payments](#)
[Audit](#)
[Admin](#)
[Accreditations](#)
[Family Relationships](#)

[Player Payments Received Summary](#)

Payment Start Date:  (dd/mm/yyyy)
 Payment End Date:  (dd/mm/yyyy)
 [Refresh](#)

Summary for selected period:

Name	Number of Recorded Payments	Total Payment Amount	Last Payment Date
Williams, Ben K	1	300.00	30 Jun 16

Current Seasonal Payment Status: Not Paid [Update](#)


Payment Details for selected Period:

[+ Add Payment](#)

Description	Payment Method	Payment Status	Receipt/Inv No	Amount	Payment Date	
2016 U19 Colt Rugby	None	Not Paid	441868 (Ref: online)	300.00	30 Jun 16	<a href="#">Edit</a>

Total Records: 1

- Change 'Amount' to \$0.00
- Click "Update"



**Person Edit: Williams, Ben (ID: 3127014)** [Help on this topic](#)

---

**General** **Player**

[Personal Details](#)
[Roles](#)
[Registration](#)
[Custom Fields](#)
[Public Profile](#)
[Payments](#)
[Audit](#)
[Admin](#)
[Accreditations](#)
[Family Relationships](#)

[Player Payments Received Summary](#)

Payment Start Date:  (dd/mm/yyyy)
 Payment End Date:  (dd/mm/yyyy)
 [Refresh](#)

Summary for selected period:

Name	Number of Recorded Payments	Total Payment Amount	Last Payment Date
Williams, Ben K	1	300.00	30 Jun 16

Current Seasonal Payment Status: Not Paid [Update](#)

Payment Details for selected Period:


[+ Add Payment](#)

Description	Payment Method	Payment Status	Receipt/Inv No	Amount	Payment Date	
2016 U19 Colt Rugby	<span>Credit Card</span>	Not Paid	441868 (Ref: online)	<input type="text" value="0.00"/>	<input type="text" value="30/06/2016"/> (dd/mm/yyyy)	<a href="#">Update</a> <a href="#">Cancel</a>


Total Records: 1

## Registrations - Online Registration & Offline Payment

- Confirmation will appear at the top of the screen



**Person Edit: Williams, Ben (ID: 3127014)** [Help on this topic](#)

 Item(s) updated successfully

General Player

Personal Details Roles Registration Custom Fields Public Profile **Payments** Audit Admin Accreditations Family Relationships

[Player Payments Received Summary](#)

Payment Start Date: 01/01/2016 (dd/mm/yyyy) Payment End Date: 30/09/2016 (dd/mm/yyyy) [Refresh](#)

Summary for selected period:

Name	Number of Recorded Payments	Total Payment Amount	Last Payment Date
Williams, Ben K	1	0.00	30 Jun 16

Current Seasonal Payment Status: Not Paid [Update](#)

Payment Details for selected Period:


[+ Add Payment](#)

Description	Payment Method	Payment Status	Receipt/Inv No	Amount	Payment Date	
2016 U19 Colt Rugby	Offline - Credit Card	Not Paid	441868 (Ref: online)	0.00	30 Jun 16	<a href="#">Edit</a>

Total Records: 1

**NOTE:** The 'Current Seasonal Payment Status' will still display as NOT PAID. The 'Amount' will correctly reflect the amount paid online. However, the number of payments remains at one (1)

- When you receive an OFFLINE payment, you can "Add Payment"



**Person Edit: Williams, Ben (ID: 3127014)** [Help on this topic](#)

General Player

Personal Details Roles Registration Custom Fields Public Profile **Payments** Audit Admin Accreditations Family Relationships

[Player Payments Received Summary](#)

Payment Start Date: 01/01/2016 (dd/mm/yyyy) Payment End Date: 30/09/2016 (dd/mm/yyyy) [Refresh](#)

Summary for selected period:

Name	Number of Recorded Payments	Total Payment Amount	Last Payment Date
Williams, Ben K	1	0.00	30 Jun 16

Current Seasonal Payment Status: Not Paid [Update](#)

Payment Details for selected Period:

[+ Add Payment](#)


Description	Payment Method	Payment Status	Receipt/Inv No	Amount	Payment Date	
2016 U19 Colt Rugby	Offline - Credit Card	Not Paid	441868 (Ref: online)	0.00	30 Jun 16	<a href="#">Edit</a>

Total Records: 1



## Registrations - Online Registration & Offline Payment

- Add 'Description', 'Payment Method', 'Receipt/ Inv No', 'Amount' and 'Payment Date'
- Click "Update"



**Person Edit: Williams, Ben (ID: 3127014)** [Help on this topic](#)

---

**General** **Player**

Personal Details Roles Registration Custom Fields Public Profile **Payments** Audit Admin Accreditations Family Relationships

[Player Payments Received Summary](#)

Payment Start Date: 01/01/2016 (dd/mm/yyyy) Payment End Date: 30/09/2016 (dd/mm/yyyy) [Refresh](#)

Summary for selected period:

Name	Number of Recorded Payments	Total Payment Amount	Last Payment Date
Williams, Ben K	1	0.00	30 Jun 16

Current Seasonal Payment Status: Not Paid [Update](#)


Payment Details for selected Period:

[+ Add Payment](#)

Description	Payment Method	Payment Status	Receipt/Inv No	Amount	Payment Date		
2016 Offline Rego	Cash		345678	300.00	27/09/2016 (dd/mm/yyyy)	Delete	Update
2016 U19 Colt Rugby	Offline - Credit Card	Not Paid	441868 (Ref: online)	0.00	30 Jun 16	Edit	


Total Records: 2

- Confirmation will appear at the top of the screen



**Person Edit: Williams, Ben (ID: 3127014)** [Help on this topic](#)

---

 Item added successfully

**General** **Player**

Personal Details Roles Registration Custom Fields Public Profile **Payments** Audit Admin Accreditations Family Relationships

[Player Payments Received Summary](#)

Payment Start Date: 01/01/2016 (dd/mm/yyyy) Payment End Date: 30/09/2016 (dd/mm/yyyy) [Refresh](#)

Summary for selected period:

Name	Number of Recorded Payments	Total Payment Amount	Last Payment Date
Williams, Ben K	2	300.00	27 Sep 16

Current Seasonal Payment Status: Not Paid [Update](#)

Payment Details for selected Period:

[+ Add Payment](#)

Description	Payment Method	Payment Status	Receipt/Inv No	Amount	Payment Date		
2016 Offline Rego	Offline - Cash	Paid	345678	300.00	27 Sep 16	Delete	Edit
2016 U19 Colt Rugby	Offline - Credit Card	Not Paid	441868 (Ref: online)	0.00	30 Jun 16	Edit	

Total Records: 2

- Update 'Current Seasonal Payment Status' to 'Paid' or 'Partially Paid' accordingly
- Click "Update"

Current Seasonal Payment Status: Not Paid [Update](#)

Not Paid


**Paid**

Partially Paid


Cancelled

## Registrations - Online Registration & Offline Payment

- Confirmation will appear at the top of the screen



**Person Edit: Williams, Ben (ID: 3127014)** [Help on this topic](#)

 Item(s) updated successfully

General
Player

☒ Personal Details
 ☒ Roles
 ☒ Registration
 ☒ Custom Fields
 ☒ Public Profile
 ☒ **Payments**
☒ Audit
 ☒ Admin
 ☒ Accreditations
 ☒ Family Relationships
 
☒ Player Payments Received Summary

**Payment Start Date**  
 (dd/mm/yyyy)

**Payment End Date**  
 (dd/mm/yyyy)

Summary for selected period:

Name	Number of Recorded Payments	Total Payment Amount	Last Payment Date
Williams, Ben K	2	300.00	27 Sep 16

**Current Seasonal Payment Status:** Paid

Payment Details for selected Period:

Description	Payment Method	Payment Status	Receipt/Inv No	Amount	Payment Date		
2016 Offline Rego	Offline - Cash	Paid	345678	300.00	27 Sep 16	Delete	Edit
2016 U19 Colt Rugby	Offline - Credit Card	Not Paid	441868 (Ref. online)	0.00	30 Jun 16		Edit

Total Records: 2

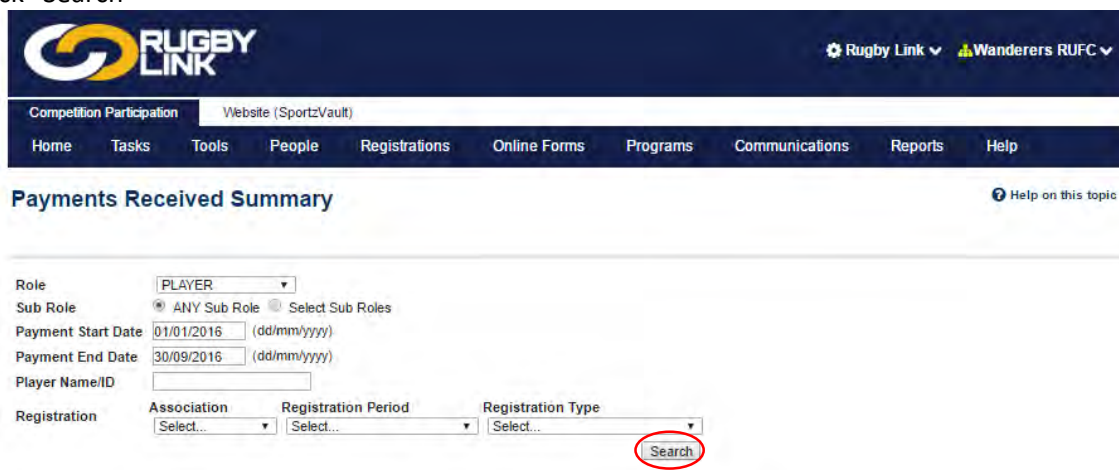
**NOTE:** multiple payments can be added against an individual record

## Registrations - Online Registration & Offline Payment

### Payment Received Summary


Navigation in Rugby Link: Competition Participation > Online Forms > Reports > Participants Payments Summary

- Filter by 'Role'
- Enter in Payment Dates if required
- Can enter specific 'Player Name/ ID'
- 'Registration' filters can be applied to only show REGISTERED participants
- Click "Search"



- Can "Edit" an individual's record
- Click "Download data" to export this information

Player ID	MyRugby ID	Name	Number of Recorded Payments	Total Payment Amount	Seasonal Payment Status	Last Payment Date	
2291717	928437	Bennett, William J	1	0.00	Paid	13/04/2016 12:04 AM	Edit
2291980	577688	Christensen, Ben W	1	0.00	Paid	13/04/2016 12:04 AM	Edit
2292031	91985	Ham, Benjamin J	1	350.00	Not Paid	31/03/2016 10:03 PM	Edit
2292153	206271	Towers, Benjamin T	1	300.00	Paid	28/04/2016 08:04 PM	Edit
3127014	n/a	Williams, Ben K	2	300.00	Paid	27/09/2016 12:09 AM	Edit

 Download data...

\*As of 4 October 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink) or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).

# Registrations - Offline Registration & Offline Payment

This Rugby Link self-help guide explains the process of Club administrators entering offline registration and offline payments into Rugby Link using Registration Manager. During your Competition's registration period Club administrators have the ability to record and keep track of all offline payments made by participants. All information recorded here can be downloaded for your financial records, in conjunction with the Registration Payment Detail Report.

## Offline Registration

Navigation in Rugby Link: Competition Participation > Registration > Registration Manager

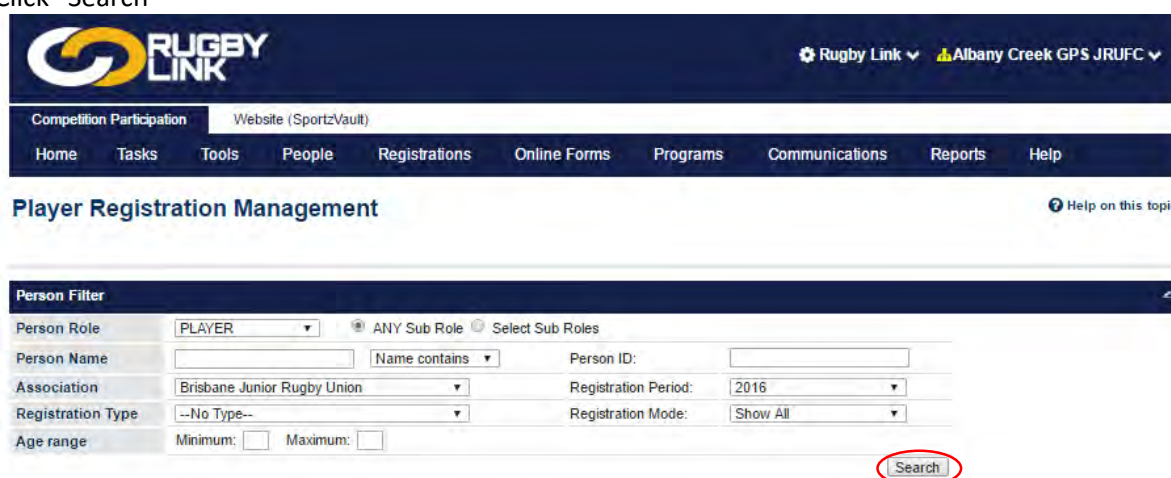
- Ensure the participant has been added into Club list

**NOTE:** Before you 'Add a New Person' you will be required to search for any existing records in the system. If a record is found CLEARANCE rules apply

- Select 'Player' from 'Person Role'
- Select 'No Type' from 'Registration Type'

**NOTE:** 'No Type' will display all UNREGISTERED participants, 'Any Type' will display all REGISTERED participants

- Click "Search"



- Offline registration MUST always be accompanied by a CURRENT paper registration form
  - An individual's details need to be checked against their record in Rugby Link with any additions or changes made

**NOTE:** See ARU's 'Registration' webpage for more information - <http://www.aru.com.au/runningrugby/Registration.aspx>

**NOTE:** A player record must be REGISTERED in Rugby Link to qualify for insurance and be selected on Competition team sheets

## Registrations - Offline Registration & Offline Payment

- Ensure checkbox next to participant(s) name is ticked
- Select 'Register' from the 'Actions' drop down
- Click "Perform Action"

**Selected Actions**

Actions: Please select bulk action... **Perform Action** + Add New Player

☐ Select All (current page) **Register** d: 1

Drag a column to this area to group by: De-Register Quick Filter:

Select	ID	Ext ID	Name	Edit	DOB	Age	Current Type	Status
<input checked="" type="checkbox"/>	2994117		Adamson, Connor	Edit	5 Oct 2008	7		UNREGISTERED
<input type="checkbox"/>	1968945	1549503	Ah Leong, Jared -Tyrell	Edit	1 Jan 1900	116		UNREGISTERED
<input type="checkbox"/>	2218843	1549201	Ah Leong, Nathaniel	Edit	1 Jan 1900	116		UNREGISTERED

- A pop-up will appear
- Select applicable 'Registration Type'
- Select applicable 'Registration Period'
- Click "Register Participants"

**Register Participants** X

**Register To :** Brisbane Junior Rugby Union

**Participants Selected:** 1

**Registration Type:** U7 BJRU Junior

**Registration Period:** 2016

**Register Participants**

- Confirmation will appear at the top of the screen

Request processed successfully.  
1 players registered successfully.

- Participant's record will appear in green fill

**RUGBY LINK** Rugby Link Albany Creek GPS JRUC

Competition Participation Website (SportzVault)

Home Tasks Tools People Registrations Online Forms Programs Communications Reports Help

**Player Registration Management** Help on this topic

**Person Filter**

Person Role: PLAYER ANY Sub Role Select Sub Roles

Person Name: Name contains Person ID:

Association: Brisbane Junior Rugby Union Registration Period: 2016

Registration Type: Select... Registration Mode: Show All

Age range: Minimum: Maximum:

Search

**Selected Actions**

Actions: Register Perform Action + Add New Player

☐ Select All (current page) Participants Currently selected: 0

Drag a column to this area to group by it: Quick Filter:

Select	ID	Ext ID	Name	Edit	DOB	Age	Current Type	Status
<input checked="" type="checkbox"/>	2994117		Adamson, Connor	Edit	5 Oct 2009	6	U7 BJRU Junior	REGISTERED
<input type="checkbox"/>	1968945	1549503	Ah Leong, Jared -Tyrell	Edit	1 Jan 1900	116		UNREGISTERED



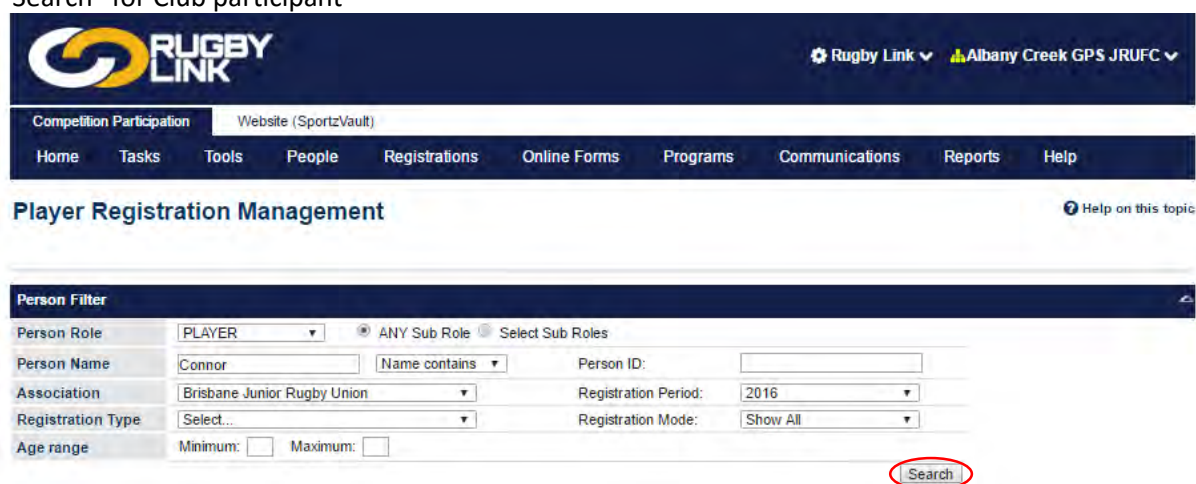
# Registrations - Offline Registration & Offline Payment

## Entering Payments

**NOTE:** When registering a player OFFLINE, no fees have been automatically settled through the ARU Payment Gateway. Clubs will be INVOICED for insurance (NPIL), national participation registration fees (NPRF) and any competition fees for all OFFLINE registrations. You can manually add a member's payment record via the "Payments" tab of the player record for Club records

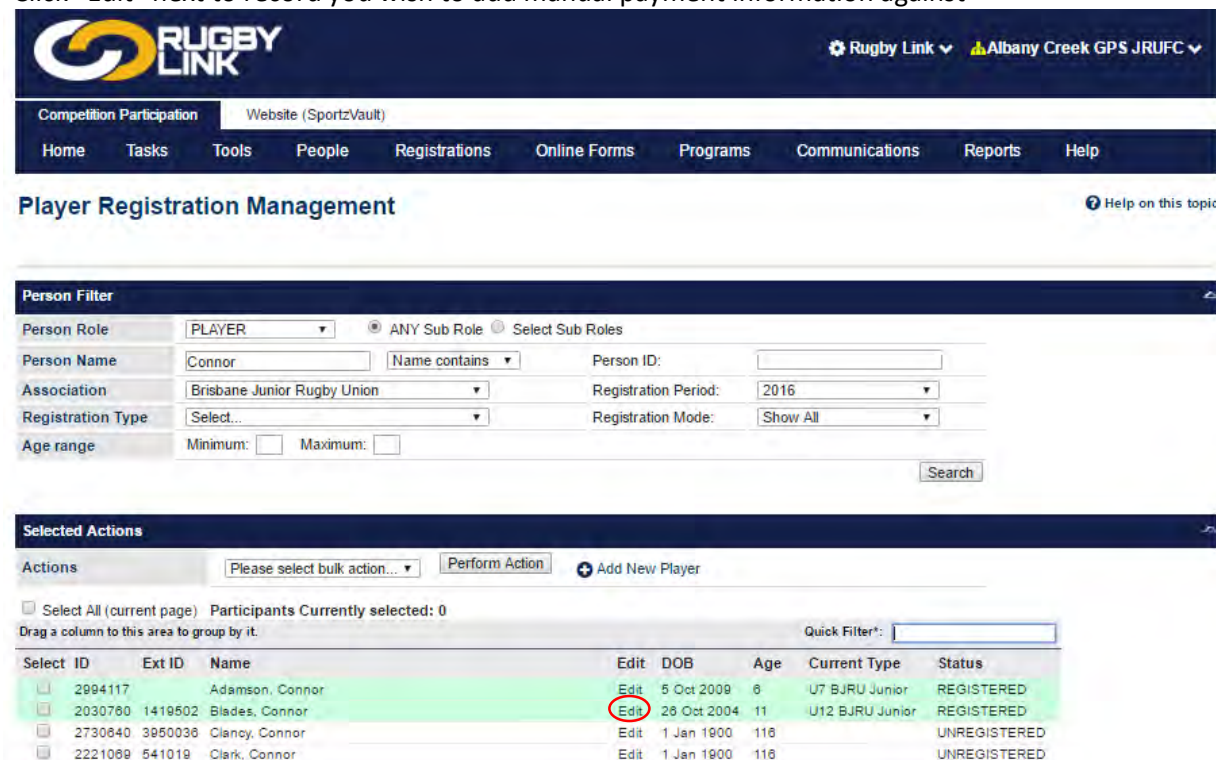
Navigation in Rugby Link: Competition Participation > Registration > Registration Manager

- "Search" for Club participant



The screenshot shows the Rugby Link Registration Manager interface. At the top, there's a navigation bar with 'Competition Participation' and 'Website (SportzVault)'. Below this is a menu with 'Home', 'Tasks', 'Tools', 'People', 'Registrations', 'Online Forms', 'Programs', 'Communications', 'Reports', and 'Help'. The main heading is 'Player Registration Management'. Below this is a 'Person Filter' section with various dropdowns and input fields: 'Person Role' (PLAYER), 'Person Name' (Connor), 'Association' (Brisbane Junior Rugby Union), 'Registration Type' (Select...), 'Age range' (Minimum: , Maximum: ), 'Registration Period' (2016), and 'Registration Mode' (Show All). A 'Search' button is highlighted with a red circle.

- Click "Edit" next to record you wish to add manual payment information against




The screenshot shows the Rugby Link Registration Manager interface with search results. The 'Person Filter' section is the same as in the previous screenshot. Below the filter is a 'Selected Actions' section with 'Actions' (Please select bulk action...), 'Perform Action', and 'Add New Player'. Below this is a table of participants. The table has columns: 'Select', 'ID', 'Ext ID', 'Name', 'Edit', 'DOB', 'Age', 'Current Type', and 'Status'. The table contains four rows of data. The 'Edit' link for the second row (Blades, Connor) is highlighted with a red circle.

Select	ID	Ext ID	Name	Edit	DOB	Age	Current Type	Status
<input type="checkbox"/>	2894117		Adamson, Connor	Edit	5 Oct 2009	6	U7 BJRU Junior	REGISTERED
<input type="checkbox"/>	2030780	1419502	Blades, Connor	Edit	26 Oct 2004	11	U12 BJRU Junior	REGISTERED
<input type="checkbox"/>	2730640	3950036	Clancy, Connor	Edit	1 Jan 1900	116		UNREGISTERED
<input type="checkbox"/>	2221069	541019	Clark, Connor	Edit	1 Jan 1900	116		UNREGISTERED

## Registrations - Offline Registration & Offline Payment

- Click "Payments" tab



**Person Edit: Blades, Connor (ID: 2030760)** [Help on this topic](#)

General **Player**

Personal Details Roles Registration Custom Fields Public Profile **Payments** Audit Admin Accreditations Family Relationships

Title: Master

First Name\*: Connor

Middle Name / Initial:

Last Name\*: Blades

Alternate Last Name / Maiden Name:

Date of Birth: 26/10/2004

Country of Birth: Australia

Gender: ☒ Male ☐ Female ☐ Undisclosed

Email: email2030760@email.com  
Note: separate multiple email addresses with a semi-colon (;)

Address1: Address Line 1

Address2: Address Line 2

Address3: Address Line 3

Suburb/Town: Suburb

Postcode: 4035

State/Territory: QLD

Country: AUSTRALIA

Home Phone: 0399999999

Work Phone: 0399999998

Mobile Phone: 0410000000

Fax Number: 0399999997


Next of Kin / Emergency Contact - Name: Emerg contact

Next of Kin / Emergency Contact - Phone: 0399999996

Company / Business Name:

Default Shirt/Bib Number: 22

- Click "Add Payment"



**Person Edit: Blades, Connor (ID: 2030760)** [Help on this topic](#)

General **Player**

Personal Details Roles Registration Custom Fields Public Profile **Payments** Audit Admin Accreditations Family Relationships

Payment Start Date: 01/01/2016 (dd/mm/yyyy) Payment End Date: 30/09/2016 (dd/mm/yyyy) [Refresh](#)

[Player Payments Received Summary](#)

Summary for selected period:

Name	Number of Recorded Payments	Total Payment Amount	Last Payment Date
Blades, Connor	0		

Current Seasonal Payment Status: Paid [Update](#)

Payment Details for selected Period:


[Add Payment](#)

No records found

Total Records: 0

## Registrations - Offline Registration & Offline Payment

- Add 'Description', 'Payment Method', 'Receipt/ Inv No', 'Amount' and 'Payment Date'
- Click "Update"



**Person Edit: Blades, Connor (ID: 2030760)** [Help on this topic](#)

---

**General** **Player**

[Personal Details](#)
[Roles](#)
[Registration](#)
[Custom Fields](#)
[Public Profile](#)
[Payments](#)
[Audit](#)
[Admin](#)
[Accreditations](#)
[Family Relationships](#)

[Player Payments Received Summary](#)

Payment Start Date:  (dd/mm/yyyy)
 Payment End Date:  (dd/mm/yyyy)
 [Refresh](#)

Summary for selected period:

Name	Number of Recorded Payments	Total Payment Amount	Last Payment Date
Blades, Connor	0		

Current Seasonal Payment Status: Paid [Update](#)


Payment Details for selected Period:

[+ Add Payment](#)

Description	Payment Method	Payment Status	Receipt/Inv No	Amount	Payment Date			
Payment #1	Credit Card		123456	100.00	30/09/2016 (dd/mm/yyyy)	Delete	<b>Update</b>	Cancel


Total Records: 1

- Confirmation will appear at the top of the screen



**Person Edit: Blades, Connor (ID: 2030760)** [Help on this topic](#)

---



Item added successfully

**General** **Player**

[Personal Details](#)
[Roles](#)
[Registration](#)
[Custom Fields](#)
[Public Profile](#)
[Payments](#)
[Audit](#)
[Admin](#)
[Accreditations](#)
[Family Relationships](#)

[Player Payments Received Summary](#)

Payment Start Date:  (dd/mm/yyyy)
 Payment End Date:  (dd/mm/yyyy)
 [Refresh](#)

Summary for selected period:

Name	Number of Recorded Payments	Total Payment Amount	Last Payment Date
Blades, Connor	1	100.00	30 Sep 16

Current Seasonal Payment Status: Paid [Update](#)

Payment Details for selected Period:

[+ Add Payment](#)

Description	Payment Method	Payment Status	Receipt/Inv No	Amount	Payment Date		
Payment #1	Offline - Credit Card	Paid	123456	100.00	30 Sep 16	Delete	Edit

Total Records: 1


- Update 'Current Seasonal Payment Status' to 'Paid' or 'Partially Paid' accordingly
- Click "Update"

Current Seasonal Payment Status: Paid [Update](#)


Not Paid  
 Paid  
**Partially Paid**  
 Cancelled

## Registrations - Offline Registration & Offline Payment

- Confirmation will appear at the top of the screen



**Person Edit: Blades, Connor (ID: 2030760)** [Help on this topic](#)


Item(s) updated successfully

General
Player

Personal Details
Roles
Registration
Custom Fields
Public Profile
**Payments**
Audit
Admin
Accreditations
Family Relationships

Payment Start Date  
 (dd/mm/yyyy)

Payment End Date  
 (dd/mm/yyyy)

☒ Player Payments Received Summary

Summary for selected period:

Name	Number of Recorded Payments	Total Payment Amount	Last Payment Date
Blades, Connor	1	100.00	30 Sep 16

Current Seasonal Payment Status: Partially Paid

Payment Details for selected Period:

Description	Payment Method	Payment Status	Receipt/Inv No	Amount	Payment Date	
Payment #1	Offline - Credit Card	Paid	123456	100.00	30 Sep 16	<input type="button" value="Delete"/> <input type="button" value="Edit"/>

Total Records: 1

**NOTE:** multiple payments can be added against an individual record

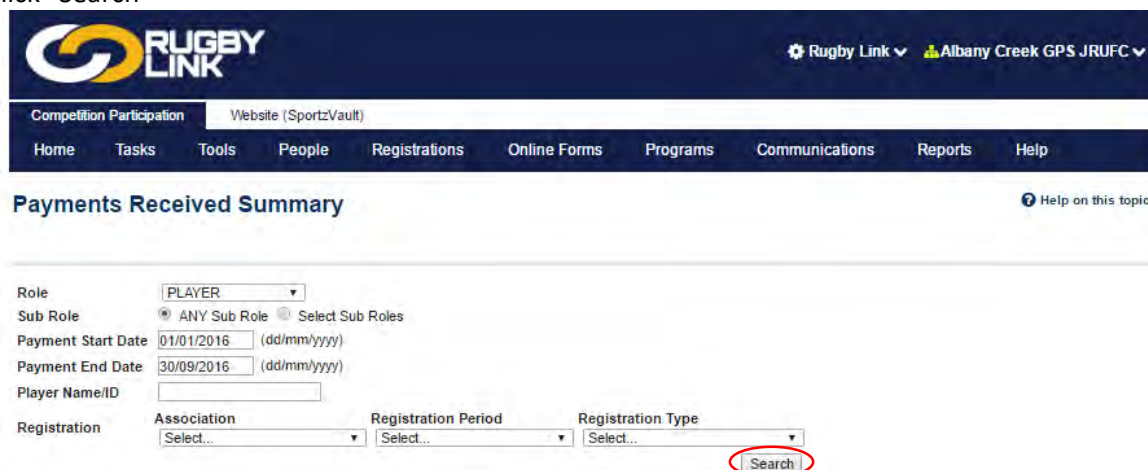


# Registrations - Offline Registration & Offline Payment

## Payment Received Summary


Navigation in Rugby Link: Competition Participation > Online Forms > Reports > Participants Payments Summary

- Filter by 'Role'
- Enter in Payment Dates if required
- Can enter specific 'Player Name/ ID'
- 'Registration' filters can be applied to only show REGISTERED participants
- Click "Search"



- Can "Edit" an individual's record
- Click "Download data" to export this information


Player ID	MyRugby ID	Name	Number of Recorded Payments	Total Payment Amount	Seasonal Payment Status	Last Payment Date	
1964089	1549215	Berkeley, Luke J	1	315.00	Paid	27/04/2016 12:04 AM	Edit
2984621	n/a	Bezjak, Ethan D	4	327.00	Paid	02/03/2016 12:03 AM	Edit
2030760	1419502	Blades, Connor	1	100.00	Partially Paid	30/09/2016 12:09 AM	Edit
2735722	3951708	Bronkhorst, Erich I	2	315.00	Paid	03/03/2016 12:03 AM	Edit
2730599	1549225	Bussa, Alexander J	0		Not Paid		Edit
1982709	1486734	Carpenter, Nicholas B	1	285.00	Paid	07/03/2016 12:03 AM	Edit
2731645	3950081	Castle, Benjamin S	2	324.14	Paid	21/01/2016 11:01 PM	Edit
2042198	1477235	Chippendale, Morgan J	0		Not Paid		Edit
1964130	1549244	Coetser, Keagan	2	324.14	Paid	24/02/2016 05:02 PM	Edit
1964136	1549250	Condon, Lachlan	0		Not Paid		Edit
2221452	1549255	Coombes, Ethan	3	285.00	Paid	12/03/2016 12:03 AM	Edit
2248887	1287954	Crawford, Toby L	1	315.00	Paid	06/03/2016 12:03 AM	Edit
2732234	3954102	Dixon, Kyle G	3	315.00	Paid	19/02/2016 12:02 AM	Edit
2222619	1549283	Ellis, Tristan	2	315.00	Paid	27/04/2016 12:04 AM	Edit
2059651	1163433	Eyles, Joshua	3	339.00	Paid	30/01/2016 12:01 AM	Edit
2981952	n/a	Henley, Cooper R	3	336.49	Paid	27/01/2016 03:01 PM	Edit
2224983	1549311	Higgins, Samuel	2	315.00	Paid	30/01/2016 12:01 AM	Edit
2751416	3950592	Hill, Toby A	2	324.14	Paid	31/01/2016 10:01 AM	Edit
2225396	1549313	Hughes, Jeremy	0		Not Paid		Edit
1964231	1549319	Ives, Thomas	2	315.00	Paid	02/03/2016 12:03 AM	Edit
2733033	3952022	Janas, Coby J	2	315.00	Paid	15/03/2016 12:03 AM	Edit
2226233	1549328	Kenny, Liam	2	315.00	Paid	03/03/2016 12:03 AM	Edit
2226894	1549336	Leofa, Siliva	3	315.00	Paid	11/03/2016 12:03 AM	Edit
2730646	3950037	Longton, James R	2	324.14	Paid	19/01/2016 01:01 PM	Edit
1970904	1553150	Neville, Sam W	3	285.00	Paid	31/01/2016 12:01 AM	Edit

 Download data...



## Registrations - Offline Registration & Offline Payment

- “Edit” will take you back to the ‘Payments’ tab of the participant record


Rugby Link ▾ Albany Creek GPS JRUFC ▾

Competition Participation Website (SportzVault)
Home Tasks Tools People Registrations Online Forms Programs Communications Reports Help

**Person Edit: Blades, Connor (ID: 2030760)**
Help on this topic

Person List

General Player

Personal Details Roles Registration Custom Fields Public Profile **Payments** Audit Admin Accreditations Family Relationships

Payment Start Date Payment End Date Refresh

01/01/2016 (dd/mm/yyyy) 30/09/2016 (dd/mm/yyyy)

Summary for selected period:

Name	Number of Recorded Payments	Total Payment Amount	Last Payment Date
Blades, Connor	1	100.00	30 Sep 16

Current Seasonal Payment Status: Partially Paid ▾ Update

Payment Details for selected Period:

+ Add Payment

Description	Payment Method	Payment Status	Receipt/Inv No	Amount	Payment Date		
Payment #1	Offline - Credit Card	Paid	123456	100.00	30 Sep 16	Delete	Edit

Total Records: 1

\*As of 4 October 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).

## Registrations – Casual Senior Registration and Payment

This Rugby Link self-help guide explains the process of Club administrators entering offline Casual Senior registration and payments into Rugby Link using Registration Manager. During your Competition's registration period Club administrators have the ability to record and keep track of all offline payments made by participants. All information recorded here can be downloaded for your financial records, in conjunction with the Registration Payment Detail Report.

ALL Casual Senior registrations must be manually entered into Rugby Link. There should be no online registration products and/ or forms offered for casual players.

**NOTE:** Casual Senior registration is ONLY available for senior players and caters for those players that are playing a one off match, trialing or only available for a limited number of matches (1-4), due to specific circumstances e.g. contract work in mining communities, temporary location in a region/area, fill in for a friend etc.

### Offline Registration - Casual

*Navigation in Rugby Link: Competition Participation > Registration > Registration Manager*

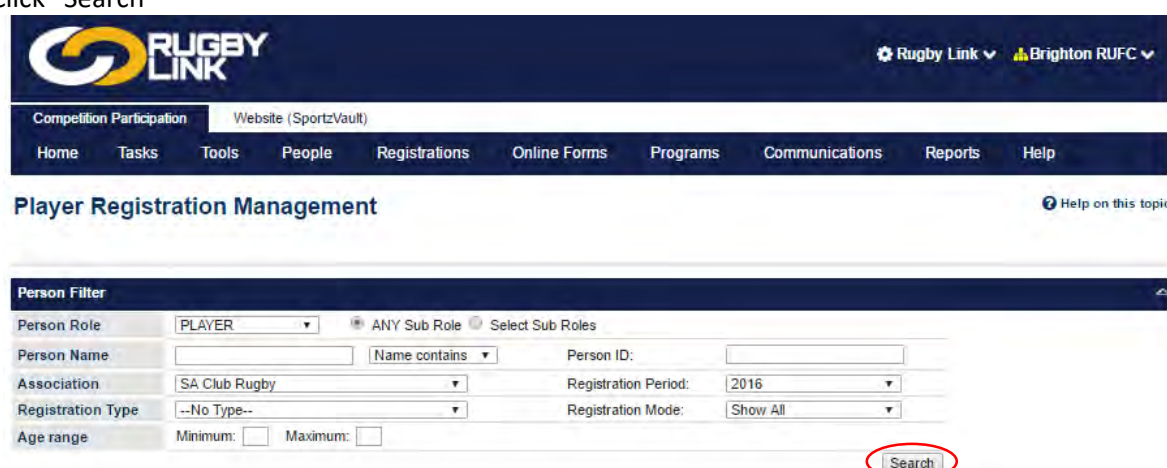
- Ensure the participant has been added into Club list

**NOTE:** Before you 'Add a New Person' you will be required to search for any existing records in the system. If a record is found CLEARANCE rules apply

- Select 'Player' from 'Person Role'
- Select 'No Type' from 'Registration Type'

**NOTE:** 'No Type' will display all UNREGISTERED participants, 'Any Type' will display all REGISTERED participants

- Click "Search"



- Offline registration MUST always be accompanied by a CURRENT paper registration form
  - An individual's details need to be checked against their record in Rugby Link with any additions or changes made

**NOTE:** See ARU's 'Registration' webpage for more information - <http://www.aru.com.au/runningrugby/Registration.aspx>

## Registrations – Casual Senior Registration and Payment

**NOTE:** A player record must be REGISTERED in Rugby Link to qualify for insurance and be selected on Competition team sheets

- Ensure checkbox next to participant(s) name is ticked
- Select 'Register' from the 'Actions' drop down
- Click "Perform Action"

**Selected Actions**

Actions: Register Perform Action Add New Player

☐ Select All (current page) Register De-Register id: 1

Drag a column to this area to group

Quick Filter:

Select	ID	Ext ID	Name	Edit	DOB	Age	Current Type	Status
<input type="checkbox"/>	2307213	50912	Anderson, David	Edit	1 Jan 1900	116		UNREGISTERED
<input type="checkbox"/>	2299132	106681	Anderson, Patriok	Edit	1 Jan 1900	116		UNREGISTERED
<input type="checkbox"/>	3015529		Atkinson, Lee	Edit	1 Jan 1900	116		UNREGISTERED
<input type="checkbox"/>	2299136	50913	Baldwin, Anthony	Edit	1 Jan 1900	116		UNREGISTERED
<input type="checkbox"/>	2299137	1289202	Bane, Alan	Edit	1 Jan 1900	116		UNREGISTERED
<input type="checkbox"/>	2299138	1455078	Bane, Brian	Edit	1 Jan 1900	116		UNREGISTERED
<input type="checkbox"/>	2026235	856354	Barker, Eli	Edit	1 Jan 1900	116		UNREGISTERED
<input type="checkbox"/>	2316642	1108453	Barns, Steven	Edit	1 Jan 1900	116		UNREGISTERED
<input type="checkbox"/>	2299139	1451628	Barry, David	Edit	1 Jan 1900	116		UNREGISTERED
<input checked="" type="checkbox"/>	2299140	50918	Beerworth, Nick	Edit	1 Jan 1900	116		UNREGISTERED
<input type="checkbox"/>	2299141	1484601	Berlin, Sahar	Edit	1 Jan 1900	116		UNREGISTERED

- A pop-up will appear
- Select applicable 'Registration Type'
- Select applicable 'Registration Period'
- Click "Register Participants"

**Register Participants**

Register To : SA Club Rugby

Participants Selected: 1

Registration Type: Casual Senior SA

Registration Period: 2016

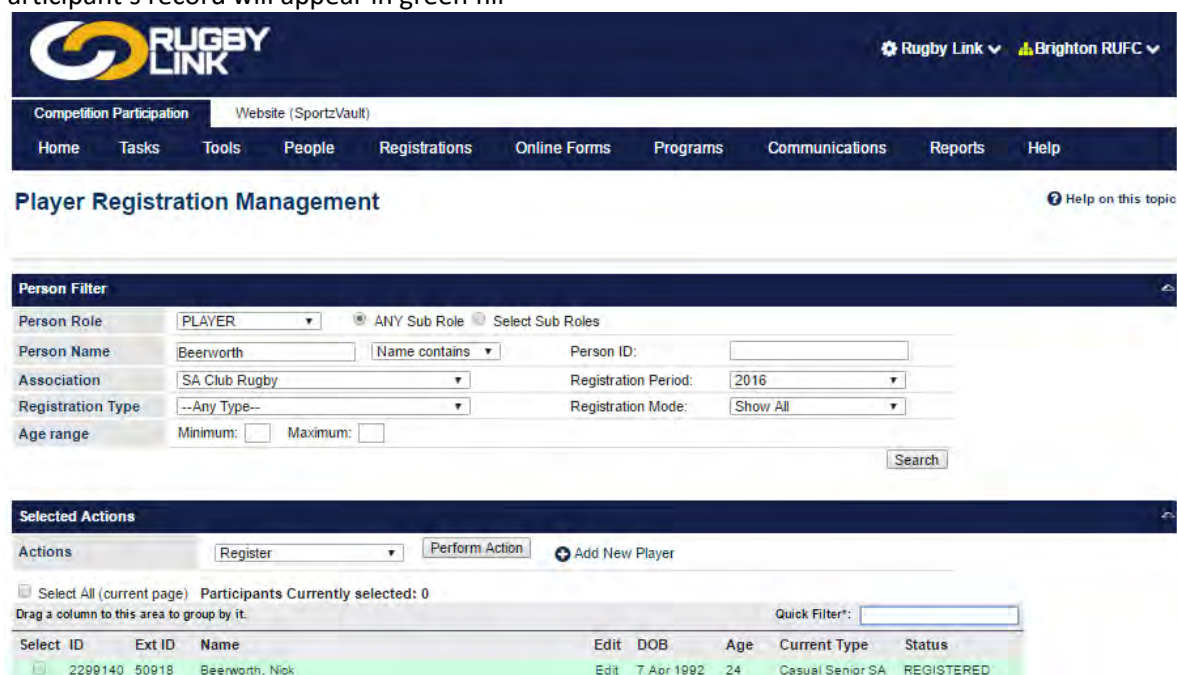
**Register Participants**

- Confirmation will appear at the top of the screen



## Registrations – Casual Senior Registration and Payment

- Participant's record will appear in green fill



**Person Filter**

Person Role:  ANY Sub Role ☐ Select Sub Roles

Person Name:  Name contains  Person ID:

Association:  Registration Period:

Registration Type:  Registration Mode:

Age range: Minimum:  Maximum:

**Selected Actions**

Actions:

☐ Select All (current page) Participants Currently selected: 0

Drag a column to this area to group by it. Quick Filter:

Select	ID	Ext ID	Name	Edit	DOB	Age	Current Type	Status
<input checked="" type="checkbox"/>	2299140	50918	Beerworth, Nick	<input type="button" value="Edit"/>	7 Apr 1992	24	Casual Senior SA	REGISTERED

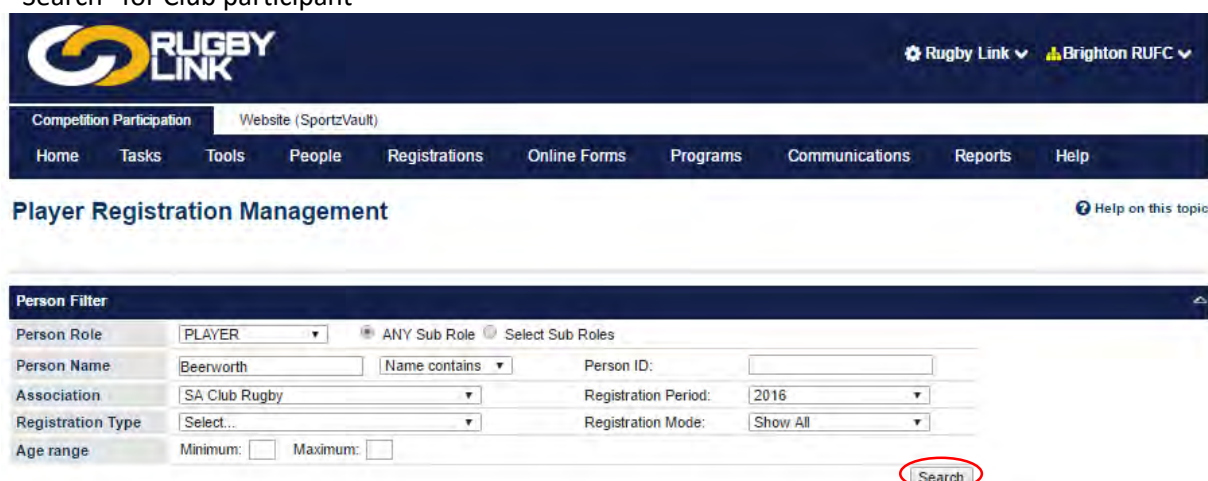
# Registrations – Casual Senior Registration and Payment

## Entering Payments

**NOTE:** When registering a player OFFLINE, no fees have been automatically settled through the ARU Payment Gateway. Clubs will be INVOICED for insurance (NPIL), national participation registration fees (NPRF) and any competition fees for all OFFLINE registrations. Casual players are invoiced on a per game basis up to a maximum of 5 games. You can manually add a member's payment record via the "Payments" tab of the player record for Club records

Navigation in Rugby Link: Competition Participation > Registration > Registration Manager

- "Search" for Club participant

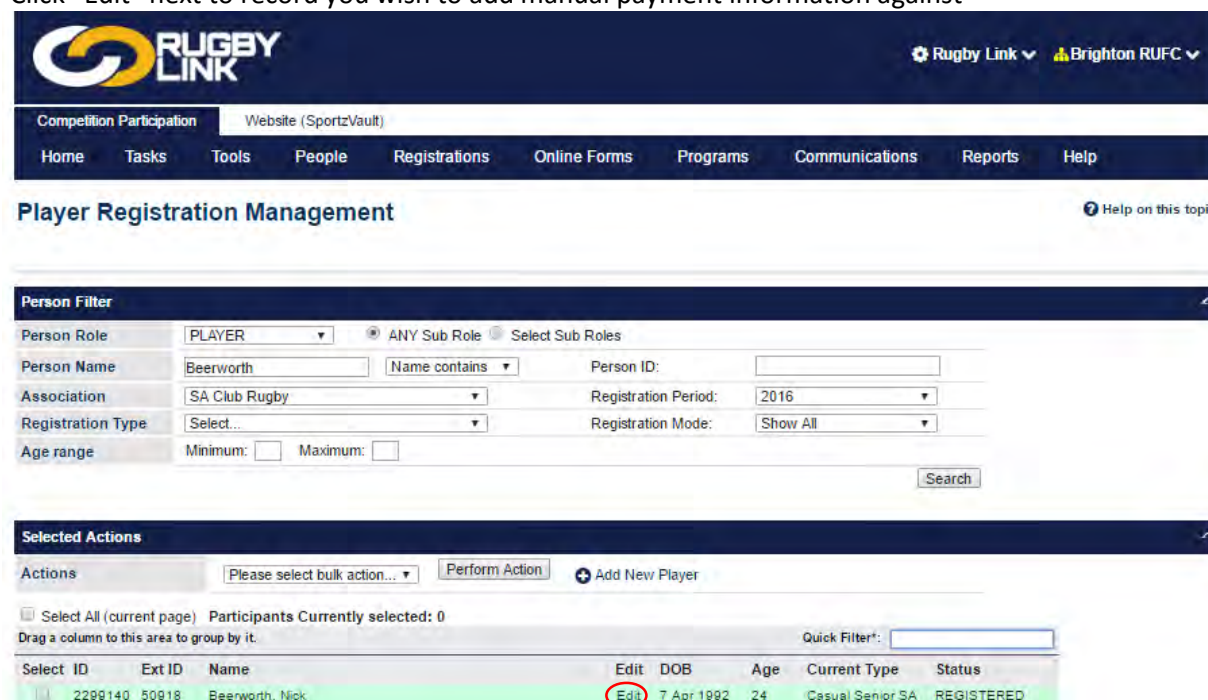


The screenshot shows the Rugby Link Registration Manager interface. At the top, there's a navigation bar with 'Competition Participation' and 'Website (SportzVault)'. Below this is a menu bar with 'Home', 'Tasks', 'Tools', 'People', 'Registrations', 'Online Forms', 'Programs', 'Communications', 'Reports', and 'Help'. The main heading is 'Player Registration Management'. Below this is a 'Person Filter' section with various search criteria:
 

- Person Role: PLAYER (dropdown)
- ANY Sub Role (radio button)
- Select Sub Roles (radio button)
- Person Name: Beerworth (text input), Name contains (dropdown)
- Person ID: (text input)
- Association: SA Club Rugby (dropdown)
- Registration Period: 2016 (dropdown)
- Registration Type: Select... (dropdown)
- Registration Mode: Show All (dropdown)
- Age range: Minimum: (text input), Maximum: (text input)

 A red circle highlights the 'Search' button at the bottom right of the filter section.

- Click "Edit" next to record you wish to add manual payment information against



This screenshot shows the same Rugby Link Registration Manager interface, but with the 'Selected Actions' section expanded. It includes a table of registered players. The 'Edit' button for the first player is circled in red.
 


Select	ID	Ext ID	Name	Edit	DOB	Age	Current Type	Status
<input checked="" type="checkbox"/>	2289140	50918	Beerworth, Nick	Edit	7 Apr 1992	24	Casual Senior SA	REGISTERED

 The 'Edit' button in the table is circled in red.



## Registrations – Casual Senior Registration and Payment

- Click “Payments” tab



**Person Edit: Beerworth, Nick (ID: 2299140)** [Help on this topic](#)

General **Player**

Personal Details Roles Registration Custom Fields Public Profile **Payments** Audit Admin Accreditations Family Relationships

Title Select...

First Name\* Nick

Middle Name / Initial Tyson

Last Name\* Beerworth

Alternate Last Name / Maiden Name

Date of Birth\* 7/04/1992

Country of Birth

Gender ☒ Male ☐ Female ☐ Undisclosed

Email email2299140@email.com  
Note: separate multiple email addresses with a semi-colon (;)

Address1 Address Line 1

Address2 Address Line 2

Address3

Suburb/Town Suburb

Postcode 5038

State/Territory SA

Country AUSTRALIA

Home Phone 0399999999

Work Phone 0399999998

Mobile Phone 0410000000

Fax Number 0399999997


Next of Kin / Emergency Contact - Name Emerg contact

Next of Kin / Emergency Contact - Phone 0399999996

Company / Business Name

Default Shirt/Bib Number P 8

- Click “Add Payment”



**Person Edit: Beerworth, Nick (ID: 2299140)** [Help on this topic](#)

General **Player**

Personal Details Roles Registration Custom Fields Public Profile **Payments** Audit Admin Accreditations Family Relationships

Payment Start Date 01/01/2016 (dd/mm/yyyy) Payment End Date 30/09/2016 (dd/mm/yyyy) [Refresh](#)

[Player Payments Received Summary](#)

Summary for selected period:

Name	Number of Recorded Payments	Total Payment Amount	Last Payment Date
Beerworth, Nick T	0		

Current Seasonal Payment Status: Paid [Update](#)

Payment Details for selected Period:


[+ Add Payment](#)

No records found

Total Records: 0

## Registrations – Casual Senior Registration and Payment

- Add 'Description', 'Payment Method', 'Receipt/ Inv No', 'Amount' and 'Payment Date'
- Click "Update"



**Person Edit: Beerworth, Nick (ID: 2299140)** [Help on this topic](#)

---

**General** **Player**

[Personal Details](#)
[Roles](#)
[Registration](#)
[Custom Fields](#)
[Public Profile](#)
[Payments](#)
[Audit](#)
[Admin](#)
[Accreditations](#)
[Family Relationships](#)

[Player Payments Received Summary](#)

Payment Start Date:  (dd/mm/yyyy)
 Payment End Date:  (dd/mm/yyyy)
 [Refresh](#)

Summary for selected period:

Name	Number of Recorded Payments	Total Payment Amount	Last Payment Date
Beerworth, Nick T	0		

Current Seasonal Payment Status: Paid [Update](#)


Payment Details for selected Period:

[+ Add Payment](#)

Description	Payment Method	Payment Status	Receipt/Inv No	Amount	Payment Date		
Casual Game 1	Cash		987654	30.00	24/09/2016 (dd/mm/yyyy)	Delete	<b>Update</b> Cancel


Total Records: 1

- Confirmation will appear at the top of the screen



**Person Edit: Beerworth, Nick (ID: 2299140)** [Help on this topic](#)

---



Item added successfully

**General** **Player**

[Personal Details](#)
[Roles](#)
[Registration](#)
[Custom Fields](#)
[Public Profile](#)
[Payments](#)
[Audit](#)
[Admin](#)
[Accreditations](#)
[Family Relationships](#)

[Player Payments Received Summary](#)

Payment Start Date:  (dd/mm/yyyy)
 Payment End Date:  (dd/mm/yyyy)
 [Refresh](#)

Summary for selected period:

Name	Number of Recorded Payments	Total Payment Amount	Last Payment Date
Beerworth, Nick T	1	30.00	24 Sep 16

Current Seasonal Payment Status: Paid [Update](#)

Payment Details for selected Period:

[+ Add Payment](#)

Description	Payment Method	Payment Status	Receipt/Inv No	Amount	Payment Date		
Casual Game 1	Offline - Cash	Paid	987654	30.00	23 Sep 16	Delete	Edit

Total Records: 1

- Update 'Current Seasonal Payment Status' to 'Paid' or 'Partially Paid' accordingly
- Click "Update"

Current Seasonal Payment Status: Not Paid [Update](#)

Not Paid


**Paid**

Partially Paid


Cancelled

## Registrations – Casual Senior Registration and Payment

- Confirmation will appear at the top of the screen



**Person Edit: Beerworth, Nick (ID: 2299140)** [Help on this topic](#)


Item(s) updated successfully

General
Player

Personal Details
Roles
Registration
Custom Fields
Public Profile
**Payments**
Audit
Admin
Accreditations
Family Relationships

**Payment Start Date**  
 (dd/mm/yyyy)

**Payment End Date**  
 (dd/mm/yyyy)

[Player Payments Received Summary](#)

Summary for selected period:

Name	Number of Recorded Payments	Total Payment Amount	Last Payment Date
Beerworth, Nick T	1	30.00	24 Sep 16

Current Seasonal Payment Status: Paid

Payment Details for selected Period:

[+ Add Payment](#)

Description	Payment Method	Payment Status	Receipt/Inv No	Amount	Payment Date	Delete	Edit
Casual Game 1	Offline - Cash	Paid	987654	30.00	23 Sep 16		

Total Records: 1

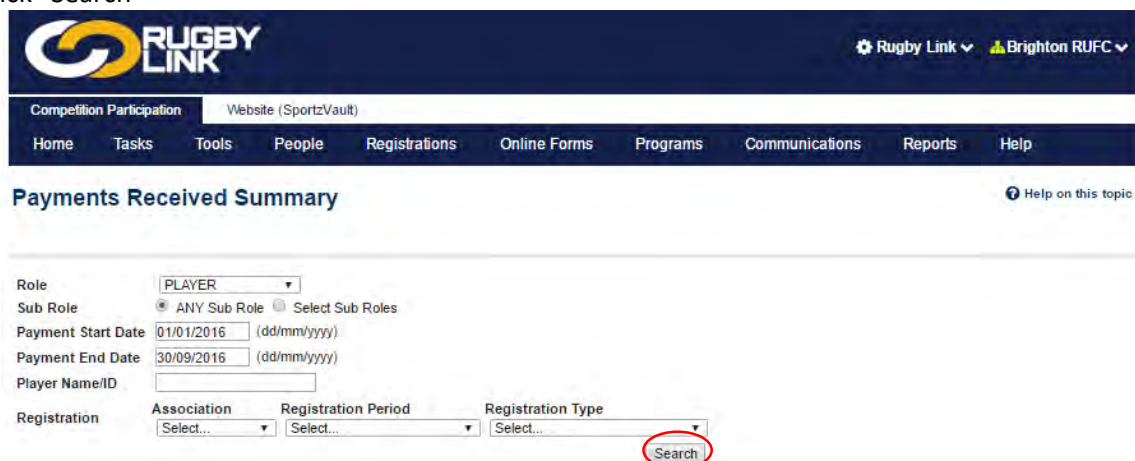
**NOTE:** multiple payments can be added against an individual record

## Registrations – Casual Senior Registration and Payment

### Payment Received Summary


Navigation in Rugby Link: Competition Participation > Online Forms > Reports > Participants Payments Summary

- Filter by 'Role'
- Enter in Payment Dates if required
- Can enter specific 'Player Name/ ID'
- 'Registration' filters can be applied to only show REGISTERED participants
- Click "Search"



- Can "Edit" an individual's record
- Click "Download data" to export this information

Player ID	MyRugby ID	Name	Number of Recorded Payments	Total Payment Amount	Seasonal Payment Status	Last Payment Date	
2299140	50918	Beerworth, Nick T	1	30.00	Paid	24/09/2016 12:09 AM	Edit
2299184	129875	Dudley, Nick J	2	308.70	Paid	21/04/2016 10:04 PM	Edit

 Download data...

\*As of 4 October 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink) or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).

# Registrations – Participant Registration Process

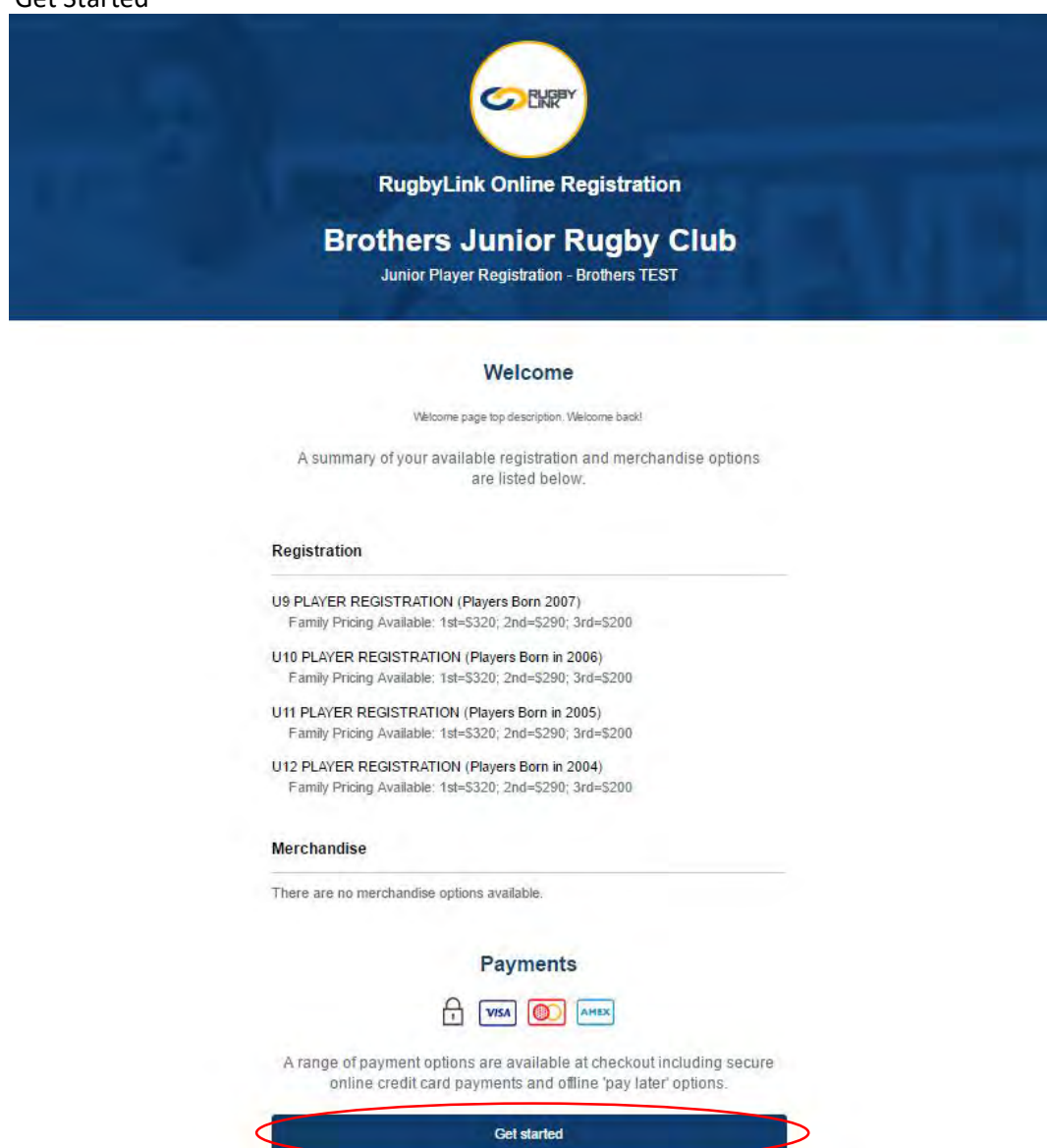
This Rugby Link self-help guide explains the process of how participants (players and non-playing members) are able to successfully complete their online registration through Rugby Link. This also includes the account recovery process required if you do not know or have forgotten your login details.

**NOTE:** Registration forms have new functionality released in 2017 including parent/ guardian workflow for all participants under 18 years.

## Registration Process

*Navigation in Rugby Link: Club's unique Registration URL send via email, social media or located on Rugby Club website*

- Click on your Club's unique registration URL
- Click "Get Started"



**RugbyLink Online Registration**

**Brothers Junior Rugby Club**

Junior Player Registration - Brothers TEST

**Welcome**

Welcome page top description. Welcome back!

A summary of your available registration and merchandise options are listed below.

**Registration**

**U9 PLAYER REGISTRATION (Players Born 2007)**  
Family Pricing Available: 1st=\$320; 2nd=\$290; 3rd=\$200

**U10 PLAYER REGISTRATION (Players Born in 2006)**  
Family Pricing Available: 1st=\$320; 2nd=\$290; 3rd=\$200


**U11 PLAYER REGISTRATION (Players Born in 2005)**  
Family Pricing Available: 1st=\$320; 2nd=\$290; 3rd=\$200

**U12 PLAYER REGISTRATION (Players Born in 2004)**  
Family Pricing Available: 1st=\$320; 2nd=\$290; 3rd=\$200

**Merchandise**

There are no merchandise options available.

**Payments**



A range of payment options are available at checkout including secure online credit card payments and offline 'pay later' options.

**Get started**



## Registrations – Participant Registration Process

- RETURN USER:**

- Enter your login ID and password
- Click “LOG IN”

**NOTE:** You can login with your email address or ID

**Please login**

If you're not registering yourself, you'll need access to the participant's account to complete this form. For parents registering a child, you will need access to the child's account.


**Login ID**

**Password**


Forgotten Login details?

**Log in**

- or use your social media account -



Sign in with Google



Sign in with Facebook

- FORGOTTEN LOGIN / NEW PARTICIPANT:**

- Under ‘Create a new account’ click “Continue”

**Create a new account**

Don't have an account? That's OK, you can register for one here.

**Continue**

- Enter First Name, Last Name, Email Address and Date of Birth
- Click “Search”

Participant Search

**First Name\***

**Last Name\***

**Email Address\***

**Date of Birth\***

DD-MM-YYYY


**Search**

## Registrations – Participant Registration Process


- If **FOUND**, click “FORGOT PASSWORD”

**Search results**

The details you have entered match the following record(s).

  
**Aitken, Carter**  
 b. 2006 ID# 2000759  
 Brisbane Junior Rugby Union  
 Brothers Junior Rugby Club  
 Townsville Grammar JRUFC  
 Townsville Grammar School  
[Forgot Password](#)

- If **FOUND**, and you are having trouble logging in please contact ARU
  - Rugby Link Team: (02) 8005 5600 or [rugbylink@rugby.com.au](mailto:rugbylink@rugby.com.au)
- If **NOT FOUND**, click “CREATE A NEW ACCOUNT”

  
 Can't find what you're looking for?  
[create a new account](#)

- Identify who is completing the form
- Select the individual being registered
- Click “Continue”

There are multiple participant records associated with this account.

Please identify who is completing the form.

☒ Carter Aitken (ID:2000759)

Please select who is being registered.

☐ Aitken, Lucas R (ID:2000760, DOB:1 Jan 00)

☐ Wong, Jo (ID:2166381, DOB:3 Jul 80)

☒ Register myself - Carter Aitken (ID:2000759)

☐ Register a new Family Member

[Continue](#)

- NOTE:**



If the person you are purchasing the product on behalf of is not shown, you will need to:

- Login as that person - or
- Login to your account and link the person record to your account (record must have the same email address as yours to be able to link).

- See ‘Participants Logins’ self-help guide for assistance on linking accounts – [Rugby Link Resource Library](#)

**NOTE:** Clubs may choose to offer FAMILY DISCOUNTS, creating a family registration loop

## Registrations – Participant Registration Process

- Select Registration Product

**NOTE:** Junior players will need to select their playing age group

- Click “Continue”

**Let's get started!**

Choose your items from the options below to get started.

### Registration

<input type="radio"/>	<b>U9 PLAYER REGISTRATION (Players Born 2008)</b> <span style="float: right;"><b>\$320.00</b></span> <p>Family Pricing Available: 1st=\$320; 2nd=\$290; 3rd=\$200 Family Pricing Available: 1st=320.00 2nd=290.00 3rd=200.00 4th=200.00</p> <p><a href="#">Open</a></p>
<input type="radio"/>	<b>U10 PLAYER REGISTRATION (Players Born in 2007)</b> <span style="float: right;"><b>\$320.00</b></span> <p>Family Pricing Available: 1st=\$320; 2nd=\$290; 3rd=\$200 Family Pricing Available: 1st=320.00 2nd=290.00 3rd=200.00 4th=200.00</p> <p><a href="#">Open</a></p>
<input type="radio"/>	<b>U11 PLAYER REGISTRATION (Players Born in 2006)</b> <span style="float: right;"><b>\$320.00</b></span> <p>Family Pricing Available: 1st=\$320; 2nd=\$290; 3rd=\$200 Family Pricing Available: 1st=320.00 2nd=290.00 3rd=200.00 4th=200.00</p> <p><a href="#">Open</a></p>
<input type="radio"/>	<b>U12 PLAYER REGISTRATION (Players Born in 2005)</b> <span style="float: right;"><b>\$320.00</b></span> <p>Family Pricing Available: 1st=\$320; 2nd=\$290; 3rd=\$200 Family Pricing Available: 1st=320.00 2nd=290.00 3rd=200.00 4th=200.00</p> <p><a href="#">Open</a></p>

### Merchandise

[Continue](#)

## Registrations – Participant Registration Process

- Returning participants' details will pre-populate, while new participants will need to add their personal details

**NOTE:** Returning players will be unable to edit their name and/ or date of birth

**Participant Details**

First Name\*

Carter

Middle Name

Last Name\*

Aitken

Gender\*

☒ Male ☐ Female

Date of Birth\*

10-12-2006

DD-MM-YYYY

Email Address\*

email2000759@email.com

- Parent/ Guardian Details are **REQUIRED** for all **PARTICIPANTS UNDER 18 YEARS**

**Parent/Guardian Details**

Wrong person? [Clear Parent/Guardian](#) First Name\*

Jo

Last Name\*

Wong

Email Address\*

email2166381@email.com

Mobile Phone Number\*

0410000000

Address\*

Address Line 1, Address Line 2, Suburb, QLD

My address cannot be found

- Complete any additional custom fields
- Click "Continue"

Continue

- "Review" your product and personal details

### Review your order

Please confirm your order details are correct.

## Registrations – Participant Registration Process

- Accept the Registration Terms and Conditions
- Click “Continue”

☒ I have read and agree to the [Terms & Conditions](#).

Continue

- Enter payment details
- Click “Pay Now”

**Pay Online**

We accept VISA and MASTERCARD

**Name on Card \***

**Card Number \***

**CVC/CW \***


**Expires \***

01

2016

Pay Now

- Confirmation will appear on the screen, as well as a confirmation email being sent to the participant

 Thanks Carter, your registration has been accepted.

**Amount Payable: \$320.00**  
 An invoice has been sent to email2000759@email.com.

For enquiries relating to this registration, please contact:  
 Brothers Juniors  
 Brothers Junior Rugby Club  
[brothers@rugby.com.au](mailto:brothers@rugby.com.au)

[Purchase product for another participant.](#)

- To register another family member, click “Purchase product for another participant”
- You will be taken back to the participant selection page, ‘Select who is being registered’
- Click “Continue” and repeat the steps above

There are multiple participant records associated with this account.

Please identify who is completing the form.

• Carter Aitken (ID:2000759)

Please select who is being registered.

• Aitken, Lucas R (ID:2000760, DOB:1 Jan 00)

• Wong, Jo (ID:2166381, DOB:3 Jul 80)

• Register myself - Carter Aitken (ID:2000759)

• Register a new Family Member

Continue

\*As of 12 December 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
 or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).



## Competition Management – Player Portraits (Participants)

This Rugby Link self-help guide explains how individual participants can add player portraits to their record. Individuals will need to log into the Rugby Link Participant Portal to upload their player portrait:  
<https://rugbylinkportal.resultsvault.com>

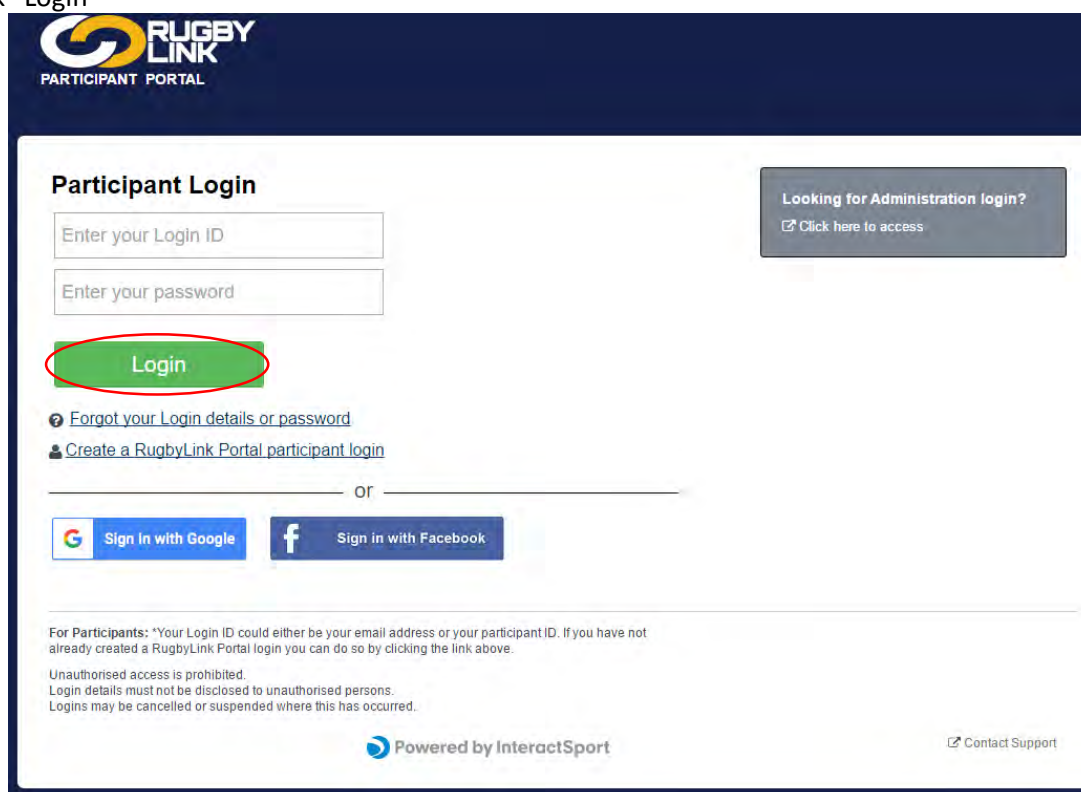
### Player Portraits:

Navigation in Rugby Link: Rugby Link Participant Portal <https://rugbylinkportal.resultsvault.com>


- Enter your Login ID and password

**NOTE:** Club Admins can send a participant login invite or you can recover your account by clicking “Forgot your Login details or password”

- Click “Login”



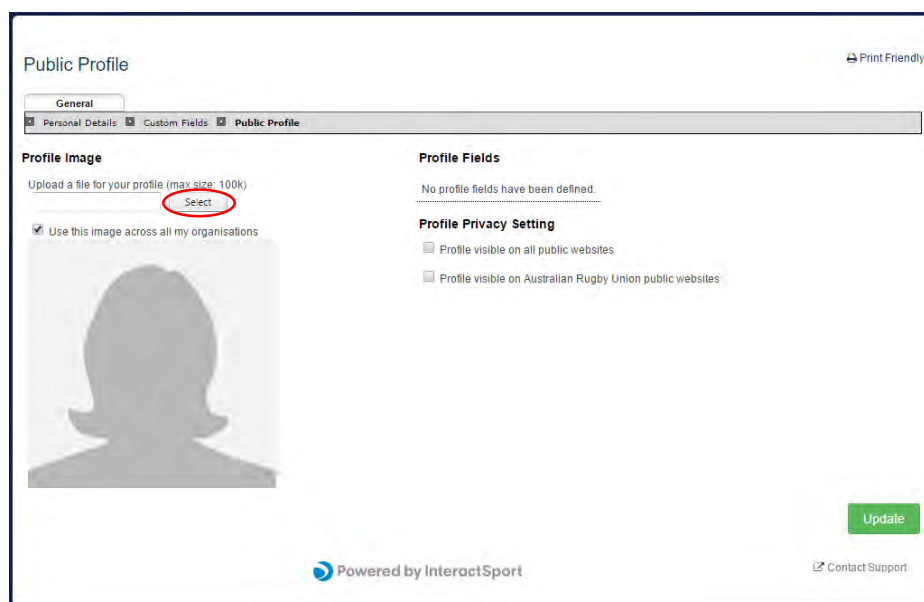
- Click “Edit your public profile”



## Competition Management – Player Portraits (Participants)

- Click “Select”

**NOTE:** Ensure “Use this image across all my organisations” is ticked



Public Profile Print Friendly

General Personal Details Custom Fields Public Profile

**Profile Image**  
Upload a file for your profile (max size: 100k)  
Select  
☒ Use this image across all my organisations

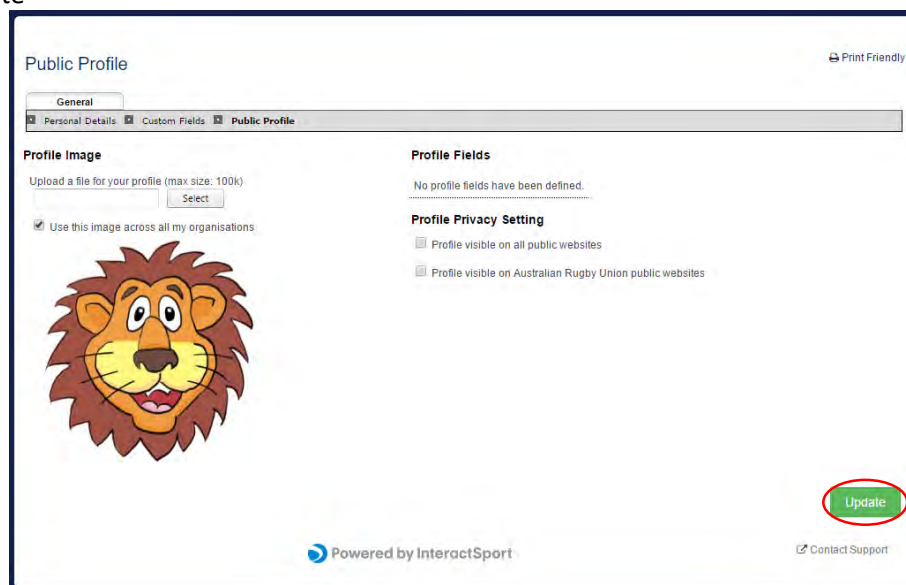
**Profile Fields**  
No profile fields have been defined.

**Profile Privacy Setting**  
☐ Profile visible on all public websites  
☐ Profile visible on Australian Rugby Union public websites

Update

Powered by InteractSport Contact Support

- Upload selected portrait
- Click “Update”



Public Profile Print Friendly

General Personal Details Custom Fields Public Profile

**Profile Image**  
Upload a file for your profile (max size: 100k)  
Select  
☒ Use this image across all my organisations

**Profile Fields**  
No profile fields have been defined.

**Profile Privacy Setting**  
☐ Profile visible on all public websites  
☐ Profile visible on Australian Rugby Union public websites

Update

Powered by InteractSport Contact Support

\*As of 4 October 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).

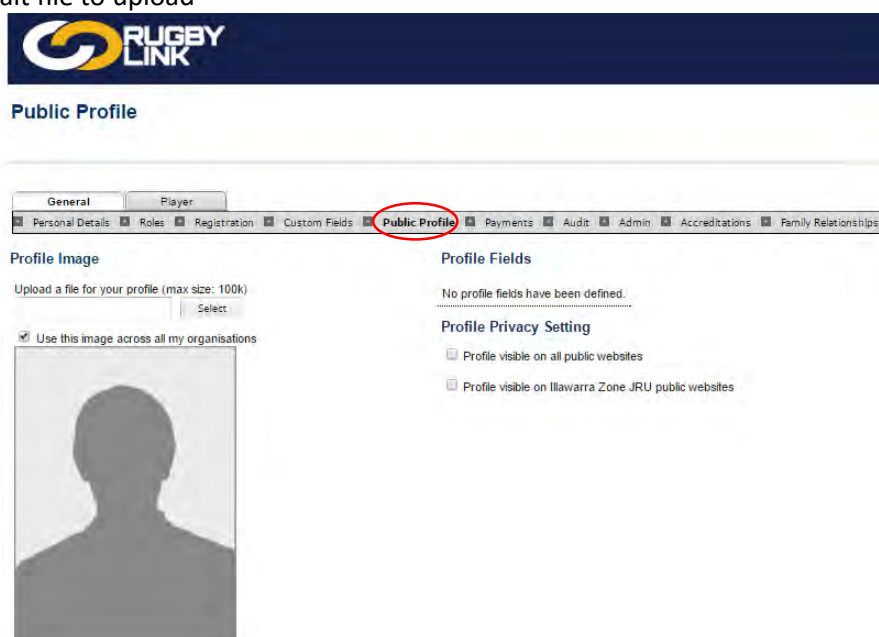
# Competition Management – Player Portraits

This Rugby Link self-help guide explains how Clubs can add player portraits to an individual record. Clubs will then be able to print their 'Team Sheets' to include these portraits.

## Adding Player Portraits:

*Navigation in Rugby Link: Competition Participation > People > Person List*

- Search for individual player in Person List
- Double click on player record
- Click 'General' > 'Public Profile' tabs at the top
- 'Select' portrait file to upload



**RUGBY LINK**

**Public Profile**

General | **Player** | Personal Details | Roles | Registration | Custom Fields | **Public Profile** | Payments | Audit | Admin | Accreditations | Family Relationships

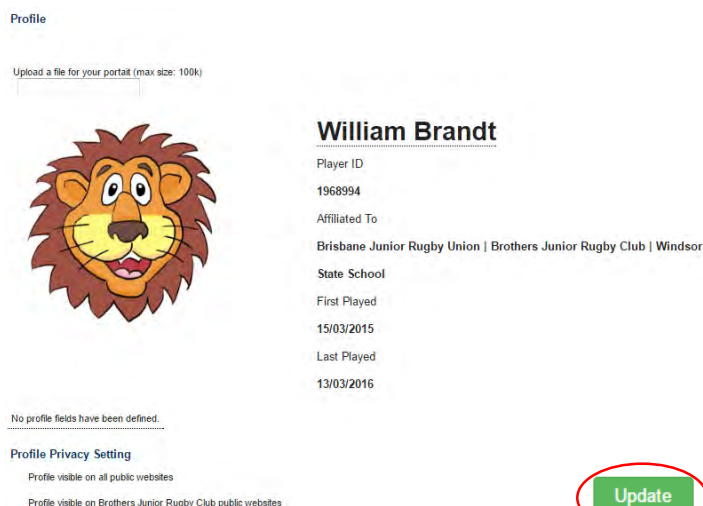
**Profile Image**  
Upload a file for your profile (max size: 100k)  
Select  
☒ Use this image across all my organisations

**Profile Fields**  
No profile fields have been defined.

**Profile Privacy Setting**  
☐ Profile visible on all public websites  
☐ Profile visible on Illawarra Zone JRU public websites


**NOTE:** Recommend Clubs upload player portraits using Google Chrome or Mozilla Firefox

- Click "Update"



**Profile**

Upload a file for your portrait (max size: 100k)



**William Brandt**

Player ID  
1968994

Affiliated To  
Brisbane Junior Rugby Union | Brothers Junior Rugby Club | Windsor

State School

First Played  
15/03/2015

Last Played  
13/03/2016

No profile fields have been defined.

**Profile Privacy Setting**  
☐ Profile visible on all public websites  
☐ Profile visible on Brothers Junior Rugby Club public websites

**Update**

## Competition Management – Player Portraits

- Confirmation will appear at the top of the screen




- Repeat for all players as required

## Printing Player Portraits:

Navigation in Rugby Link: Competition Participation > Tools > Team List

- Your Team List will show portraits when selected
- Select 'Round' and 'Grade'
- Ensure 'Player Portrait' is ticked

**NOTE:** When printing portraits ticking 'Portrait preferred layout' is recommended


Default eid:30894 ▾ Brothers Junior Rugby Club ▾

Competition Participation
Website (SportzVault)

Home
Tasks
Tools
People
Registrations
Online Forms
Programs
Communications
Reports
Help

### Team Lists Help on this topic

Print

Season 2015 ▾ Round CURR ▾ Grade U10 BRO Red (BJRU:Under 10 Grading) ▾ GO

Show:

- ☒ Display typical Captain's list columns
- ☒ Display typical list columns for Match Official

<input checked="" type="checkbox"/> RugbyLink ID	<input checked="" type="checkbox"/> MyRugby ID	<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Registration Status
<input checked="" type="checkbox"/> Home phone	<input checked="" type="checkbox"/> Mobile phone	<input checked="" type="checkbox"/> Subs. payment status	<input type="checkbox"/> Paid checkbox
<input type="checkbox"/> DOB	<input type="checkbox"/> Played	<input type="checkbox"/> Player signature	<input checked="" type="checkbox"/> Player portrait
<input type="checkbox"/> Captain signature			

- \*Player Subscriptions refer to the annual membership fees that most clubs charge players.
- \*\*Reg. refers to the players registration status in the relevant association as at the time of generating the report.

Note that not all associations required players to be registered.

☒ Portrait preferred layout.


Brisbane Junior Rugby Union - Under 10 Grading  
Round 3 - Sun 29 Mar 2015 (8:30AM)

**Brothers Red\***

def by

**Easts Silver**

Venue: Brothers RUC - Crosby Park Match ID: 2222912  
Match Officials: Not specified

RugbyLink ID 1968994 MyRugbyID 1550032 Name: Brandt, William (16) Reg.**: YES Home ph: 0399999999 Mobile ph: 0410000000 Subs. payment status*: PAID		RugbyLink ID 1969083 MyRugbyID 1550658 Name: Dawson, Jack (7) Reg.**: YES Home ph: 0399999999 Mobile ph: 0410000000 Subs. payment status*: PAID
---	---	---

\*As of 4 October 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).

## Registrations – Admins Sending Participant Logins

This Rugby Link self-help guide explains the process of how Club administrators can send participant logins. This will enable the participant to log into the online registration forms and also the participant portal where they can update their details and check their registration status.

Club admins are able to perform the following actions via the *Participant Login Management* screen:

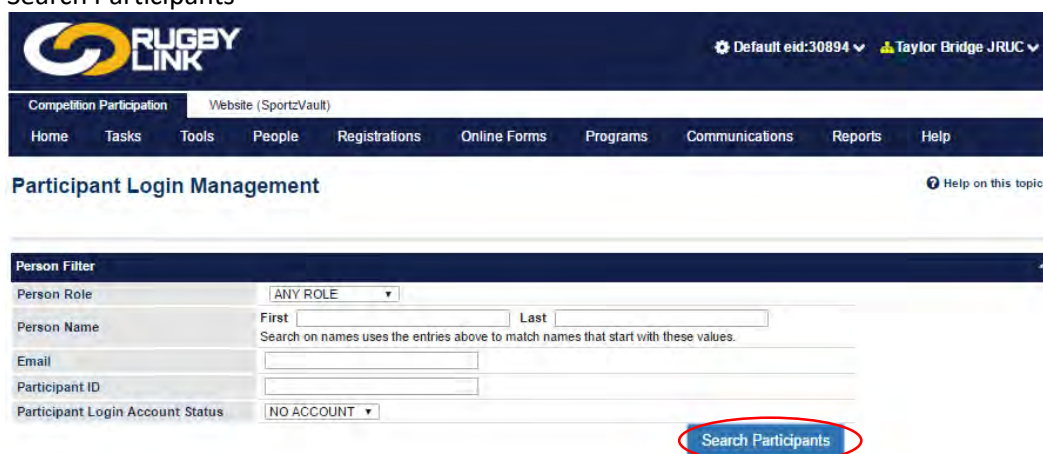
1. **Send Login Invites:** create new participant accounts is completed via an email invitation, provided a valid email address exists on the record. Login invites are sent and the participant will click a link within the email to create an account and set their own password.
2. **Reset Passwords:** when a participant already has an account, Club admins can change the password to a random password (system generated) and send a password reset email to the person.
3. **Unlock Accounts:** a participant may have a locked account which will show as 'Locked' in the 'Status' column. Clubs admins can select 'Unlock Account' from the actions drop down to send a password reminder email to the person. *Note:* it will not reset the password.

The bulk Participant Login Management screen provides feedback about each action that is performed.

## Send Login Invites

*Navigation in Rugby Link: Competition Participation > People > Participant Logins*

- Select 'Person Role'
- Select 'Account Status' as 'No Account'
- Click "Search Participants"



The screenshot displays the 'Participant Login Management' screen in the Rugby Link system. At the top, the 'Competition Participation' menu item is active. The main content area is titled 'Participant Login Management' and includes a 'Person Filter' section. This section contains several input fields: 'Person Role' (a dropdown menu currently showing 'ANY ROLE'), 'Person Name' (with separate boxes for 'First' and 'Last' names), 'Email', 'Participant ID', and 'Participant Login Account Status' (a dropdown menu currently showing 'NO ACCOUNT'). A red circle highlights the 'Search Participants' button located at the bottom right of the filter section.



## Registrations – Admins Sending Participant Logins

- Select individuals or 'Select All'
- Select "Send Login Invite" from the actions drop down
- Click "Perform Action"

Selected an action for the selected records

Actions: Send Login Invite Perform Action

☐ Select All Participants Currently selected: 3  
Click the > button to show more information about the record, and to access extra actions.

>	Part. ID	Name	Login ID	Account Status	Valid Actions
>	1968337	Alexander, Fergus		NO ACCOUNT	INVITE
>	2305227	Alford, Adam		NO ACCOUNT	INVITE
>	2992787	Allison, Gus		NO ACCOUNT	INVITE
>	2992797	Allison, Quinton		NO ACCOUNT	INVITE
>	2022780	Anderson, Timothy		NO ACCOUNT	INVITE
>	1968339	Armstrong, Thomas		NO ACCOUNT	INVITE
>	2001330	Anyier, Matthew J		NO ACCOUNT	INVITE
>	2311790	Auld, Michael W		NO ACCOUNT	INVITE
>	1968341	Austin, Edward		NO ACCOUNT	INVITE
>	1968342	Austin, Jack		NO ACCOUNT	INVITE
>	2219072	Ayres, Freddie		NO ACCOUNT	INVITE
>	2219076	Baartz, James M		NO ACCOUNT	INVITE
>	1999680	Baily, Christopher F		NO ACCOUNT	INVITE
>	1968344	Baker, Edward		NO ACCOUNT	INVITE

- Confirmation will appear at the top of the screen

Default eid:30894 ▼ Taylor Bridge JRUC ▼

Competition Participation Website (SportzVault)

Home Tasks Tools People Registrations Online Forms Programs Communications Reports Help

### Participant Login Management

Help on this topic

Request processed successfully.

- Number login invites sent: 3
- Number operations skipped (not suitable): 0

See the Result column in the table, and the help file for more information.

**Person Filter**

Person Role: ANY ROLE

Person Name: First  Last   
Search on names uses the entries above to match names that start with these values.

Email:

Participant ID:

Participant Login Account Status: NO ACCOUNT

Search Participants

458 total participants, 0 have a login.

Selected an action for the selected records

Actions: Send Login Invite Perform Action

☐ Select All Participants Currently selected: 0  
Click the > button to show more information about the record, and to access extra actions.

>	Part. ID	Name	Login ID	Account Status	Valid Actions	Result
>	1968337	Alexander, Fergus		NO ACCOUNT	INVITE	Not selected
>	2305227	Alford, Adam		NO ACCOUNT	INVITE	Not selected
>	2992787	Allison, Gus		NO ACCOUNT	INVITE	INVITE OK
>	2992797	Allison, Quinton		NO ACCOUNT	INVITE	INVITE OK
>	2022780	Anderson, Timothy		NO ACCOUNT	INVITE	INVITE OK
>	1968339	Armstrong, Thomas		NO ACCOUNT	INVITE	Not selected

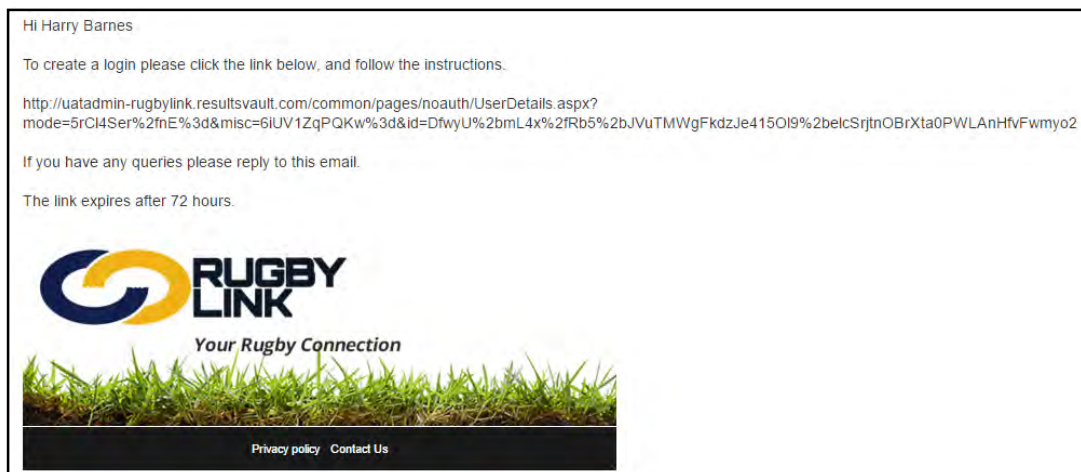
## Registrations – Admins Sending Participant Logins

**NOTE:** Sending Login Invites and Resetting Passwords will return the following codes in the 'Results' column:



- **INVITE OK:** the email address is not in use and an invite was sent to create the account.
- **INVITE OK (1):** the email address is already being used as a login ID by another participant. In this case, the participant using the email address as their ID can log into the existing account and link the new participant record to it. An email is sent to the participant containing these instructions.

- Example of Login Invite email sent:

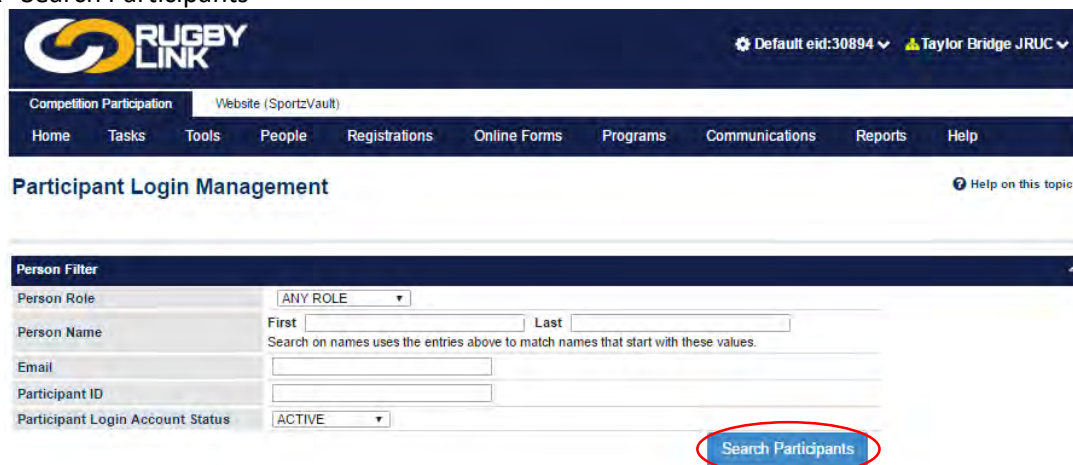


## Registrations – Admins Sending Participant Logins

### Reset Passwords:

Navigation in Rugby Link: Competition Participation > People > Participant Logins

- Select 'Person Role'
- Select 'Account Status' as 'Active'
- Click "Search Participants"



**Participant Login Management**

Person Filter

Person Role: ANY ROLE

Person Name: First [ ] Last [ ]

Email: [ ]

Participant ID: [ ]

Participant Login Account Status: ACTIVE

**Search Participants**

**NOTE:** Login ID indicates the type of login ID being used by a participant. This will be useful when participants are unsure of which login ID they are using (i.e. their Rugby Link ID or email address)

- Select individuals or 'Select All'
- Select "Send Reset Password Link" from the actions drop down
- Click "Perform Action"

Selected an action for the selected records

Actions: Send Reset Password Link Perform Action

Select All Participants Currently selected: 3

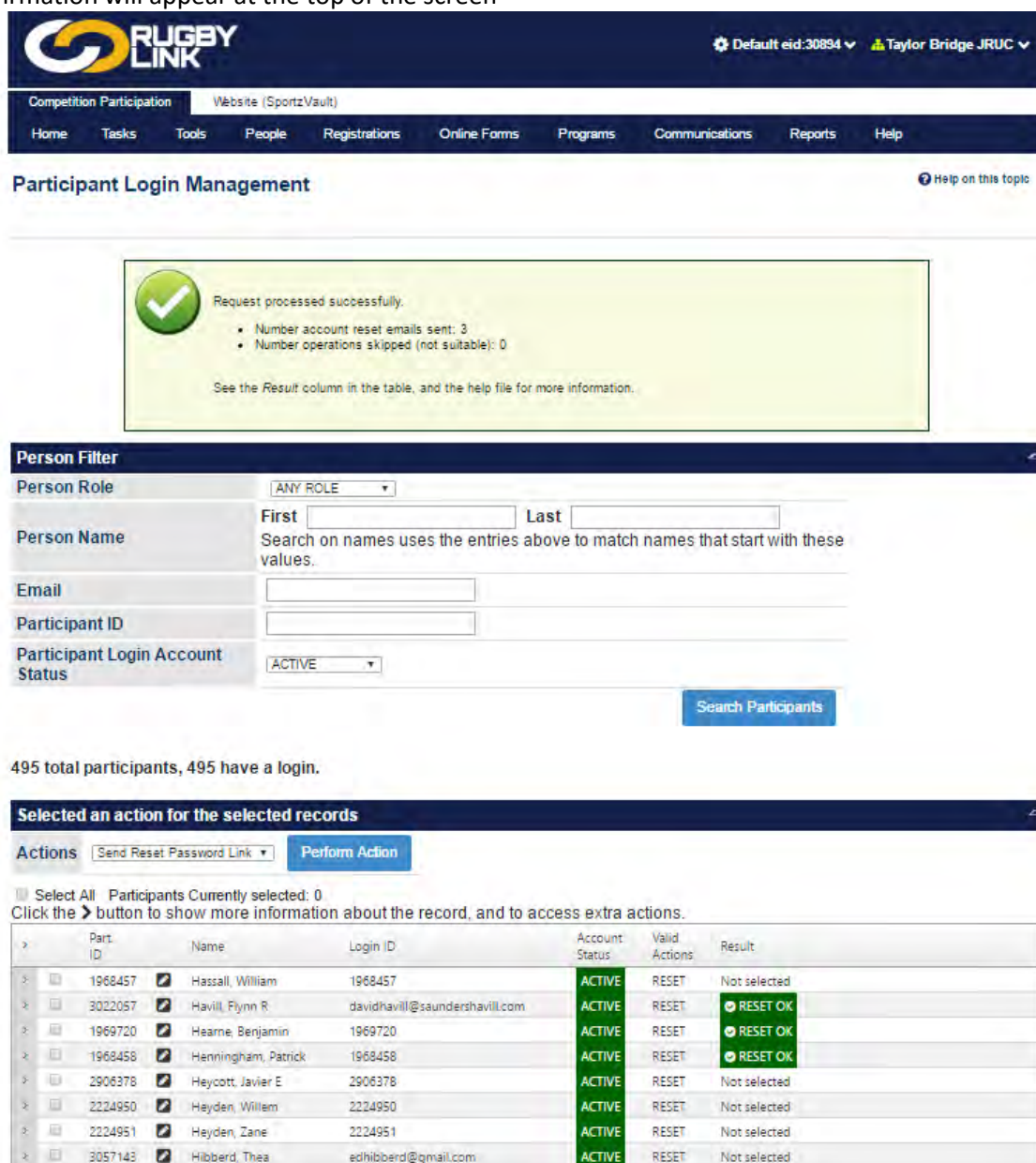
Click the > button to show more information about the record, and to access extra actions.

	Part. ID	Name	Login ID	Account Status	Valid Actions
>	1968457	Hassall, William	1968457	ACTIVE	RESET
>	3022057	Havill, Flynn R	davidhavill@saundershavill.com	ACTIVE	RESET
>	1969720	Hearne, Benjamin	1969720	ACTIVE	RESET
>	1968458	Henningham, Patrick	1968458	ACTIVE	RESET
>	2906378	Heycott, Javier E	2906378	ACTIVE	RESET
>	2224950	Heyden, Willem	2224950	ACTIVE	RESET
>	2224951	Heyden, Zane	2224951	ACTIVE	RESET
>	3057143	Hibberd, Thea	edhibberd@gmail.com	ACTIVE	RESET



## Registrations – Admins Sending Participant Logins

- Confirmation will appear at the top of the screen



**Participant Login Management** [Help on this topic](#)

**Request processed successfully.**

- Number account reset emails sent: 3
- Number operations skipped (not suitable): 0

See the Result column in the table, and the help file for more information.

**Person Filter**

Person Role:

Person Name: First  Last   
Search on names uses the entries above to match names that start with these values.

Email:

Participant ID:

Participant Login Account Status:

[Search Participants](#)

495 total participants, 495 have a login.


**Selected an action for the selected records**

Actions:  [Perform Action](#)

Select All Participants Currently selected: 0  
Click the > button to show more information about the record, and to access extra actions.

>	Part. ID	Name	Login ID	Account Status	Valid Actions	Result
>	1968457	Hassall, William	1968457	ACTIVE	RESET	Not selected
>	3022057	Havill, Flynn R	davidhavill@saundershavill.com	ACTIVE	RESET	RESET OK
>	1969720	Hearne, Benjamin	1969720	ACTIVE	RESET	RESET OK
>	1968458	Henningham, Patrick	1968458	ACTIVE	RESET	RESET OK
>	2906378	Heycott, Javier E	2906378	ACTIVE	RESET	Not selected
>	2224950	Heyden, Willem	2224950	ACTIVE	RESET	Not selected
>	2224951	Heyden, Zane	2224951	ACTIVE	RESET	Not selected
>	3057143	Hibberd, Thea	edhibberd@gmail.com	ACTIVE	RESET	Not selected

- Example of Reset Password email sent:



Password Reset for login to Rugby Link/SportzVault

The following accounts were found:

Logon ID	Details	Status	Change pwd
1968458	PARTICIPANT LOGIN	ACCOUNT ENABLED	<a href="#">Click to change</a>

To change the password of the listed accounts please click the relevant link above.  
Password for accounts which are deleted or locked by your club/association cannot be changed, in those cases please contact your club/association.  
Links expire after 2 hours.

This email was generated from Rugby Link by entering a login ID or email address.  
If you did not generate this request it does not mean your account is compromised, as the reminder is only ever sent to your email address.  
However, you should report repeated abuse of this service to us.  
If you have any queries please reply to this email.

**RUGBY LINK**  
Your Rugby Connection

[Privacy policy](#) [Contact Us](#)

## Registrations – Admins Sending Participant Logins

### Manually Reset Passwords:

Navigation in Rugby Link: Competition Participation > People > Participant Logins

**NOTE:** This option is only available when the account is ACTIVE

- Select 'Person Role'
- Select 'Account Status' as 'Active'
- Click "Search Participants"

**Participant Login Management**

Person Filter

Person Role: ANY ROLE

Person Name: First [ ] Last [ ]  
Search on names uses the entries above to match names that start with these values.




Email: [ ]

Participant ID: [ ]

Participant Login Account Status: ACTIVE

**Search Participants**

- Click arrow on left hand side of record
- Click "Change Password"

>	Part. ID	Name	Login ID	Account Status	Valid Actions
	1997440	 Agresta, Joseph	1997440	ACTIVE	RESET
<div><div><b>Login ID: 1997440</b> User Email: josephgresta95@hotmail.com Last login: Never Failures since last login: 0 Total login Failures: 0</div><div><b>Actions:</b> Send Login Invite   Send Reset Password Link   <b>Change Password</b>   Unlock Account</div></div>					
<b>Participant records linked to this user account:</b>					
	ID	Name	Email		
>	1997440	Joseph Agresta	email1997440@email.com		
>	2885730	 Albert, Kurtis J	2885730	ACTIVE	RESET

- New password will display on the screen

>	Part. ID	Name	Login ID	Account Status	Valid Actions	Result
>	1997440	Agresta, Joseph	1997440	ACTIVE	RESET	CHANGE PWD OK [New Password:326357]
>	2885730	Albert, Kurtis J	2885730	ACTIVE	RESET	Not selected
>	2731083	Alford, Jack A	2731083	ACTIVE	RESET	Not selected

**NOTE:** You will need to email this password to the participant

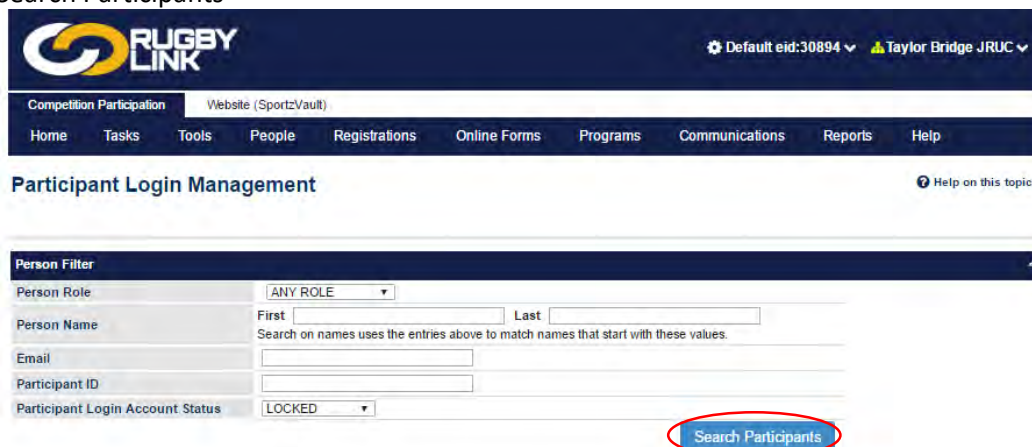


## Registrations – Admins Sending Participant Logins

### Unlock Accounts:

Navigation in Rugby Link: Competition Participation > People > Participant Logins

- Select 'Person Role'
- Select 'Account Status' as 'Locked'
- Click "Search Participants"



**Participant Login Management** [Help on this topic](#)

**Person Filter**

Person Role: ANY ROLE

Person Name: First [ ] Last [ ]  
Search on names uses the entries above to match names that start with these values.

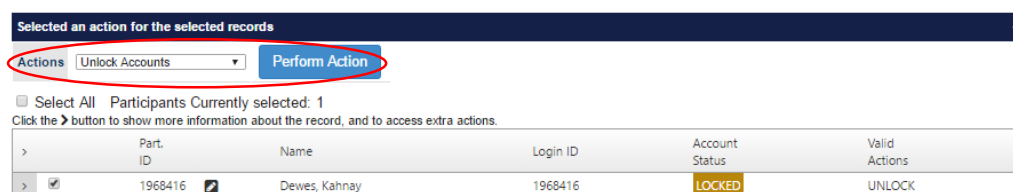
Email: [ ]

Participant ID: [ ]

Participant Login Account Status: LOCKED

**Search Participants**

- Select individuals or 'Select All'
- Select "Unlock Accounts" from the actions drop down
- Click "Perform Action"



**Selected an action for the selected records**

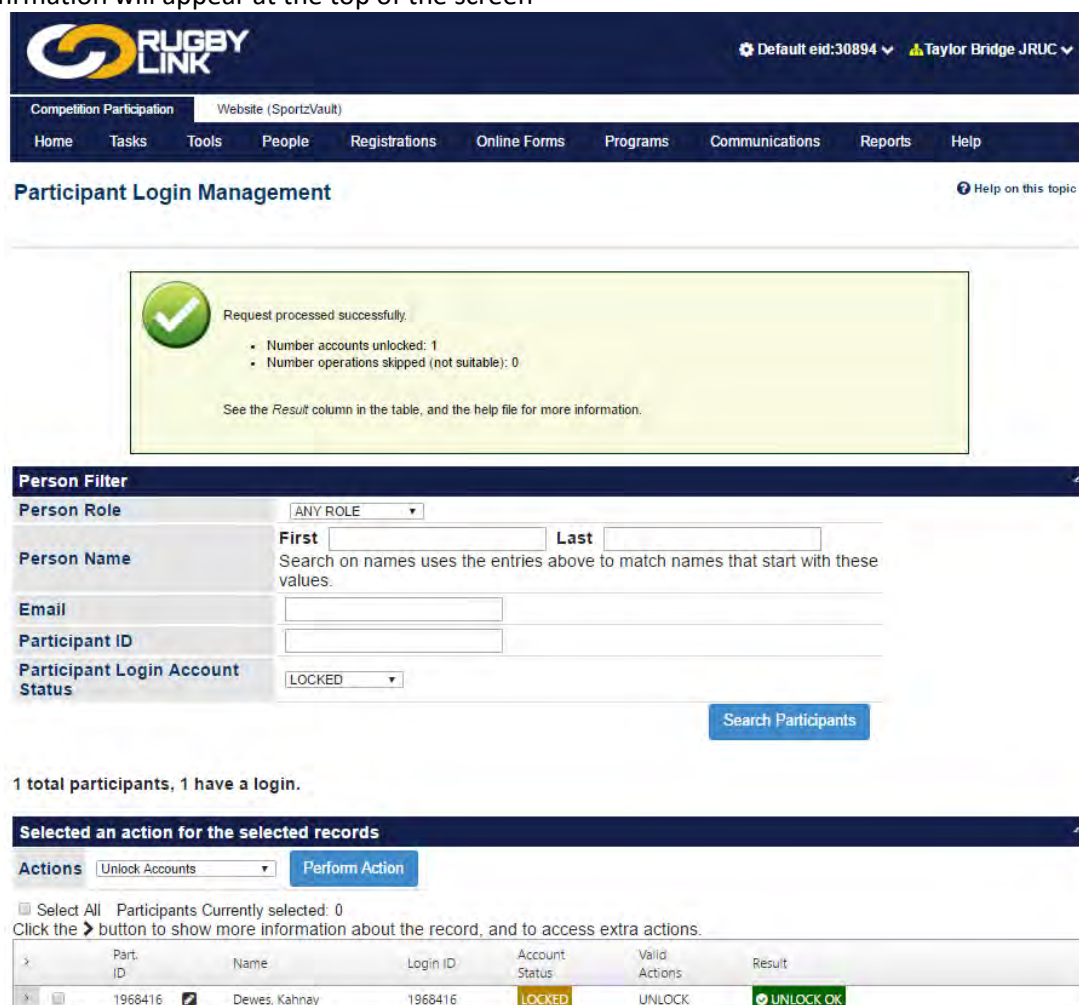
Actions: Unlock Accounts **Perform Action**

☐ Select All Participants Currently selected: 1  
Click the > button to show more information about the record, and to access extra actions.

	Part. ID	Name	Login ID	Account Status	Valid Actions
>	1968416	Dewes, Kahnay	1968416	LOCKED	UNLOCK

## Registrations – Admins Sending Participant Logins

- Confirmation will appear at the top of the screen



**Participant Login Management** [Help on this topic](#)

**Request processed successfully:**

- Number accounts unlocked: 1
- Number operations skipped (not suitable): 0

See the *Result* column in the table, and the help file for more information.

**Person Filter**

**Person Role** ANY ROLE

**Person Name** **First**  **Last**   
Search on names uses the entries above to match names that start with these values.

**Email**

**Participant ID**

**Participant Login Account Status** LOCKED

[Search Participants](#)

1 total participants, 1 have a login.

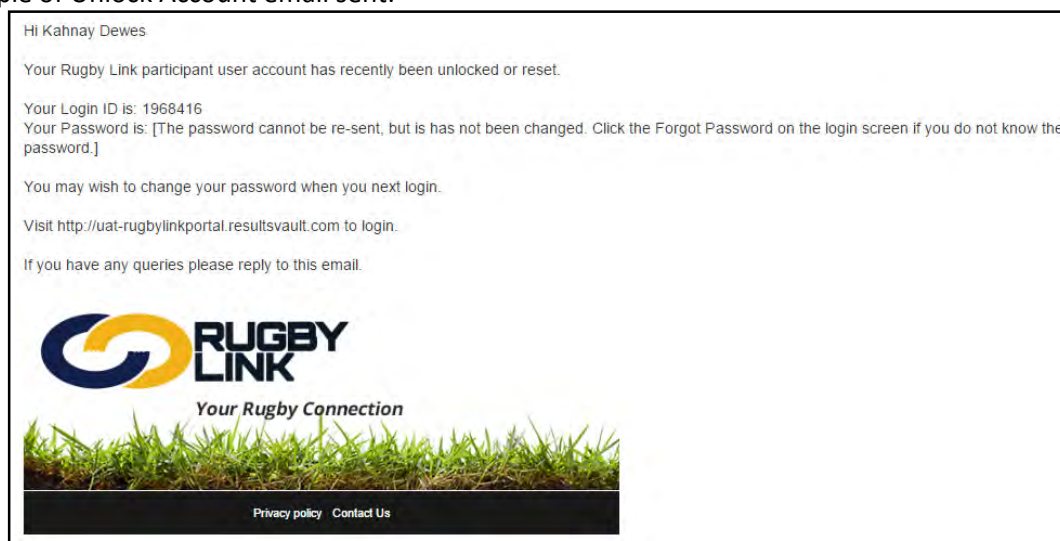
**Selected an action for the selected records**

**Actions** Unlock Accounts [Perform Action](#)

☐ Select All Participants Currently selected: 0  
Click the [▶](#) button to show more information about the record, and to access extra actions.

>	Part. ID	Name	Login ID	Account Status	Valid Actions	Result
>	1968416	Dewes, Kahnay	1968416	LOCKED	UNLOCK	UNLOCK OK

- Example of Unlock Account email sent:



Hi Kahnay Dewes

Your Rugby Link participant user account has recently been unlocked or reset.

Your Login ID is: 1968416  
Your Password is: [The password cannot be re-sent, but it has not been changed. Click the Forgot Password on the login screen if you do not know the password.]

You may wish to change your password when you next login.

Visit <http://uat-rugbylinkportal.resultsvault.com> to login.

If you have any queries please reply to this email.

**RUGBY LINK**  
Your Rugby Connection

[Privacy policy](#) [Contact Us](#)

\*As of 23 September 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).

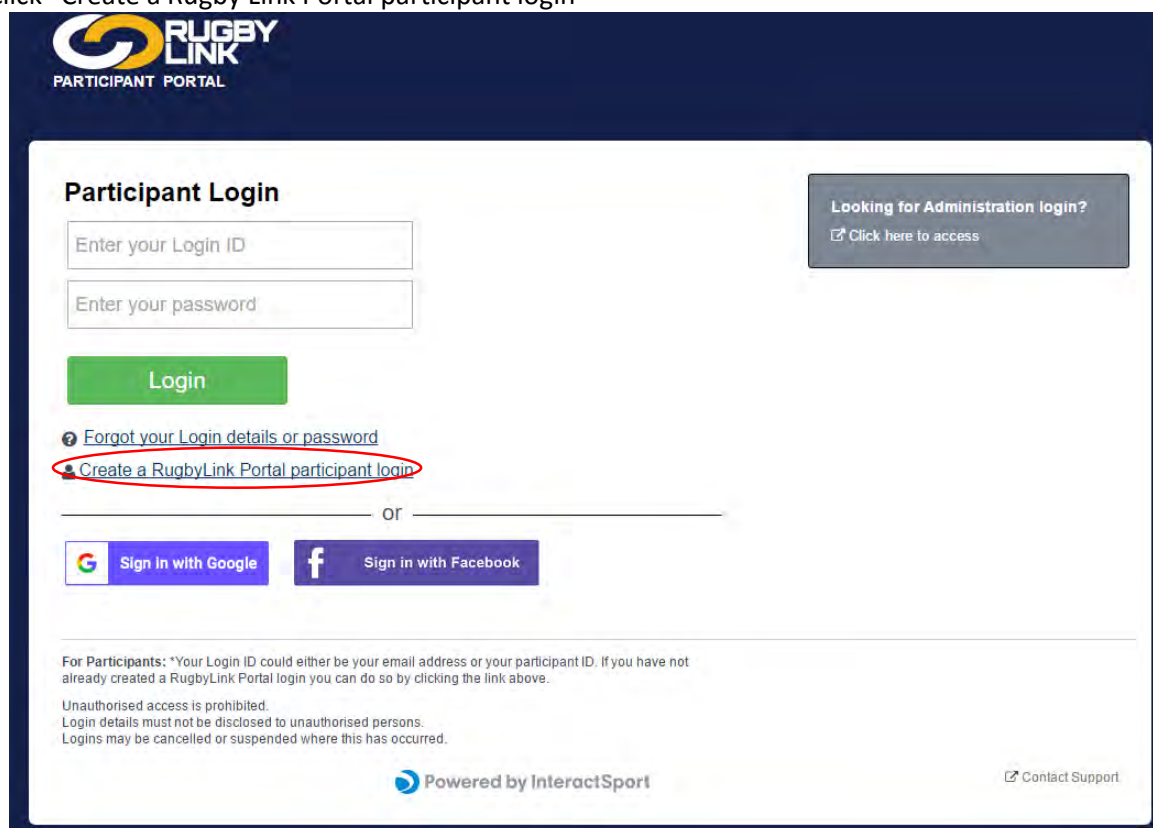
## Registrations – Participant Logins

This Rugby Link self-help guide explains the process of how participants can create Rugby Link participant portal accounts, how participants can upgrade to an email login, as well as linking and unlinking participant accounts.

### Existing Participants – No Active Account

Navigation in Rugby Link: <https://rugbylinkportal.resultsvault.com>

- Ensure you are logging on as a “Participant”
- Click “Create a Rugby Link Portal participant login”



#### NOTE:

- Existing participants without an active account are able to create their own login via the Rugby Link Public Portal login screen.
- Participants who do not exist (and do not have a Rugby Link record) will need to be entered into the system by an administrator or via the online registration process prior to creating an account.

## Registrations – Participant Logins

- “Enter your email address”
- Click “Send Email”

### [Create a RugbyLink Portal participant login](#)

To create a login, enter your email address below.

If that address has previously been registered against a participant record in the system, and does not have an associated login account, you will be sent an email containing a link to enable you to create your login.



**NOTE:** the participant is sent an email to create their account using their email as their login ID

### New Participant Login

Login ID	<input type="text" value="[redacted]@gmail.com"/>
New Password	<input type="password"/>
Confirm Password	<input type="password"/>

The following participant records have been found that are a match for your email address. Check the box in the Link column for those you want to link to this account. You'll be able to add the others later on, or unlink existing ones later if you change your mind. If there are records in the list that you feel shouldn't be there, please contact support as they will need to have their email details changed. Note: If you link any records that have an existing LoginID, then the participant details won't then be able to be accessed via the existing accounts, as participant records can only be linked to one user account.

Participant ID	Name	Sport	Existing LoginID	Link
2638375	[redacted]	[redacted]		<input type="checkbox"/>

**NOTE:** Other participants with the same email address attached to their record will be listed here. The participant has the option of linking these accounts under the single login ID, which also create the account for the other participants. Particularly useful for linking family members under the single login ID.

## Existing Participants – Numeric Login ID

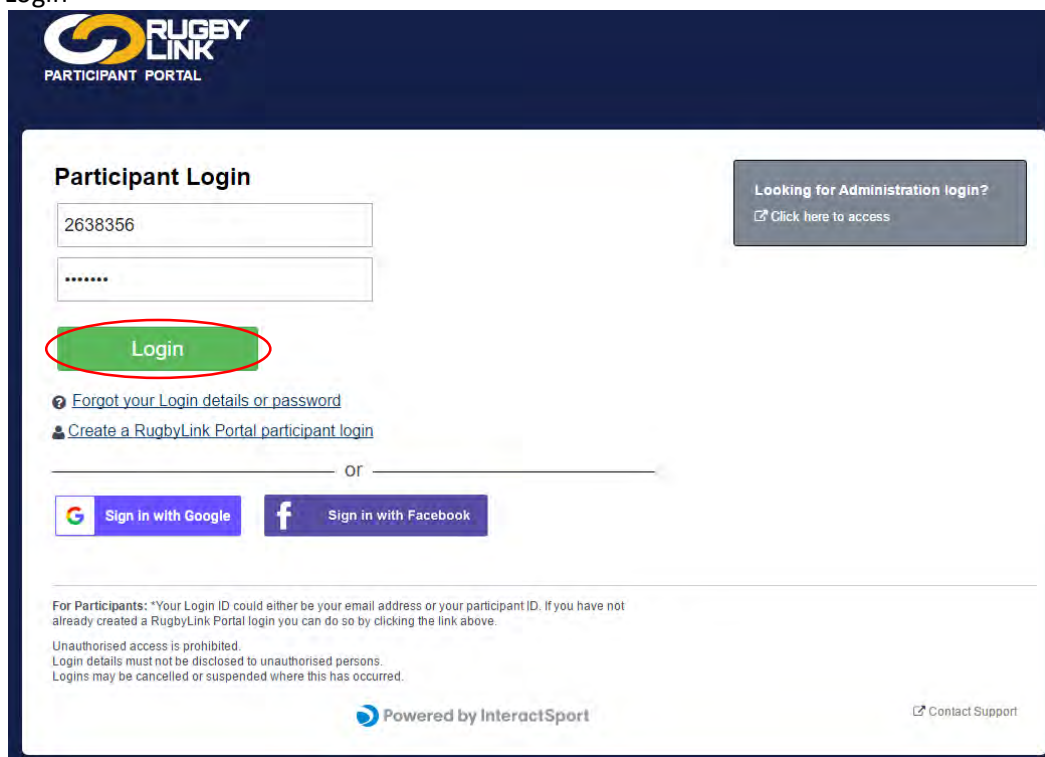
**NOTE:** There was no major change with numeric login IDs. Participants can continue using their numeric ID but cannot link other participant records unless they are upgraded to use an email address instead.

## Registrations – Participant Logins

### Existing Participants – Upgrading to Email Login

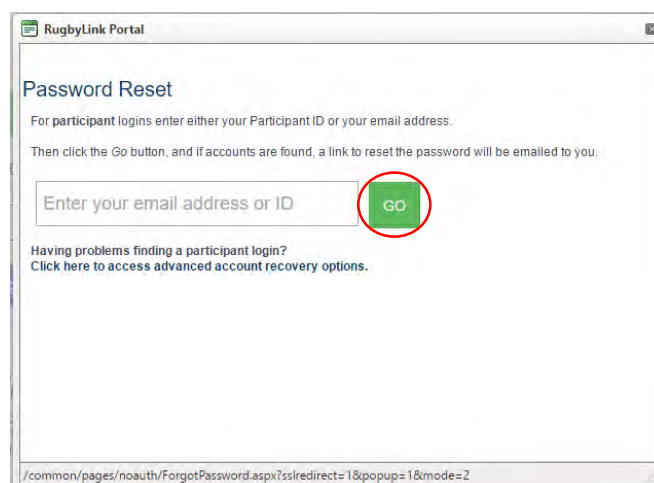
Navigation in Rugby Link: <https://rugbylinkportal.resultsvault.com>

- Login using the existing numeric login ID and password
- Click “Login”



The image shows the Rugby Link Participant Portal login page. At the top, there is a dark blue header with the Rugby Link logo and the text 'PARTICIPANT PORTAL'. Below this, the main content area is white. On the left, under the heading 'Participant Login', there are two input fields: the first contains the numeric ID '2638356' and the second is for a password, shown as dots. Below these fields is a green 'Login' button, which is circled in red. To the right of the login fields, there is a grey box with the text 'Looking for Administration login?' and a link 'Click here to access'. Below the login fields, there are two links: 'Forgot your Login details or password' and 'Create a RugbyLink Portal participant login'. Below these links, there is a horizontal line with 'OR' in the center. Underneath the line are two buttons: 'Sign in with Google' and 'Sign in with Facebook'. At the bottom of the page, there is a small disclaimer: 'For Participants: \*Your Login ID could either be your email address or your participant ID. If you have not already created a RugbyLink Portal login you can do so by clicking the link above. Unauthorised access is prohibited. Login details must not be disclosed to unauthorised persons. Logins may be cancelled or suspended where this has occurred.' At the very bottom, there is a 'Powered by InteractSport' logo and a 'Contact Support' link.

- Click “Forgot your Login details or password” if login details are required
- A pop-up will appear, Enter your email address or ID
- Click “Go”

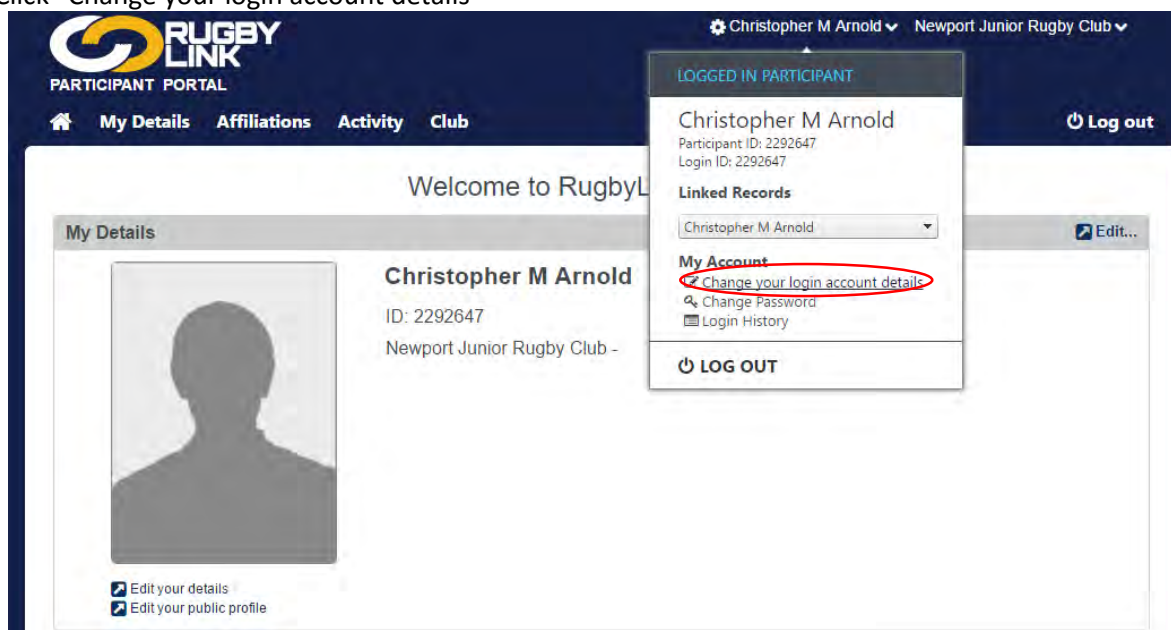


The image shows a pop-up window titled 'RugbyLink Portal' with the heading 'Password Reset'. The text inside says: 'For participant logins enter either your Participant ID or your email address. Then click the Go button, and if accounts are found, a link to reset the password will be emailed to you.' Below this text is an input field labeled 'Enter your email address or ID' and a green 'GO' button, which is circled in red. At the bottom of the pop-up, there is a link: 'Having problems finding a participant login? Click here to access advanced account recovery options.' The URL at the bottom of the pop-up is '/common/pages/noauth/ForgotPassword.aspx?sslredirect=1&popup=1&mode=2'.

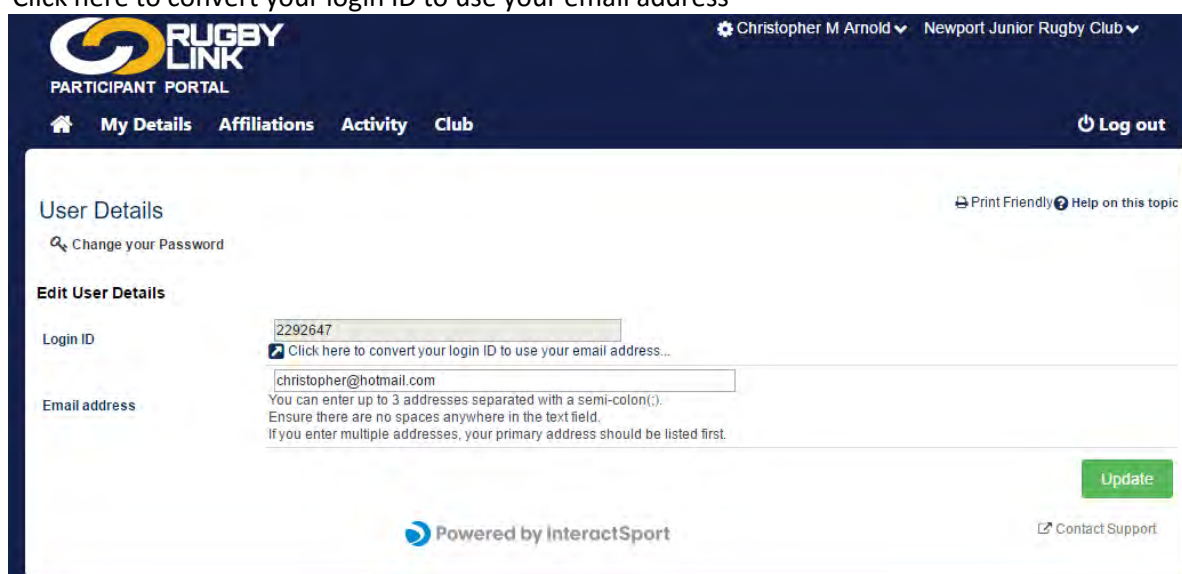


## Registrations – Participant Logins

- Once logged in, click on your name (top right of screen)
- Click “Change your login account details”

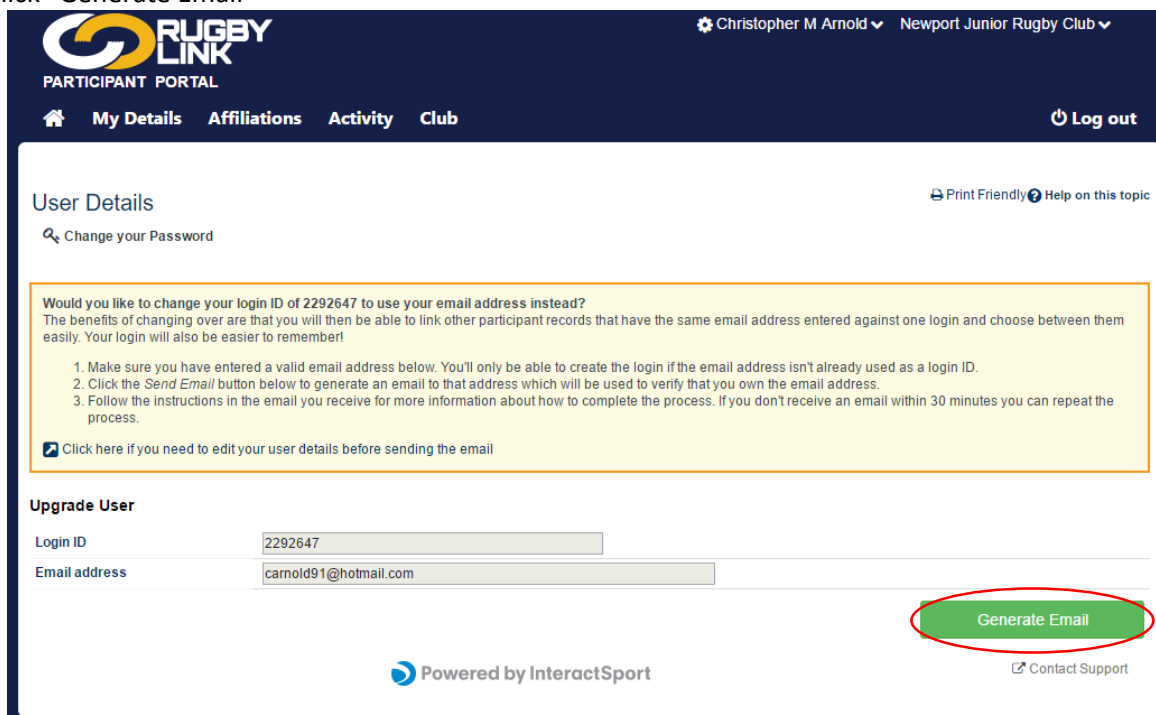


- “Click here to convert your login ID to use your email address”



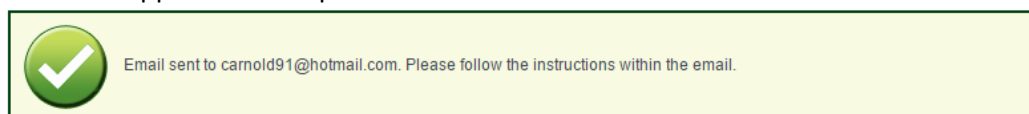
## Registrations – Participant Logins

- Click “Generate Email”



The screenshot shows the Rugby Link Participant Portal interface. At the top, the user is logged in as Christopher M Arnold from Newport Junior Rugby Club. The main navigation bar includes links for My Details, Affiliations, Activity, and Club. The 'User Details' section is active, showing a 'Change your Password' link. A yellow box contains instructions for changing the login ID to an email address. Below this, the 'Upgrade User' section shows the current login ID (2292647) and email address (carnold91@hotmail.com). A green 'Generate Email' button is circled in red at the bottom right of the form.

- Confirmation will appear at the top of the screen



- Once the validation takes place, the login will be converted and the participant can immediately use their existing password and EMAIL to login

## Registrations – Participant Logins

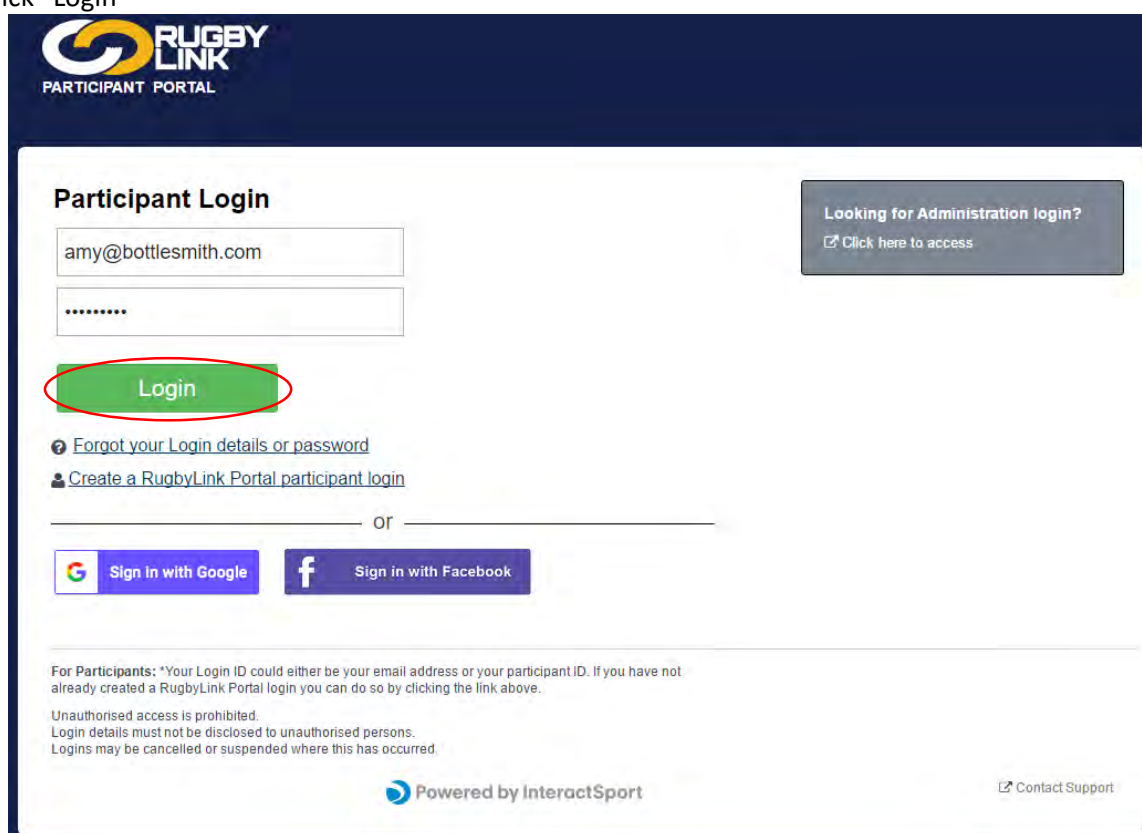
### Existing Participants – Linking Accounts

**NOTE:**

- Accounts can be linked under a single login ID when other participant records exist and have the same email address as an existing email login participant account.
- The linking of accounts is optional and allows for an easier login process, plus the ability to seamlessly switch between accounts.
- Accounts can be unlinked at any time.

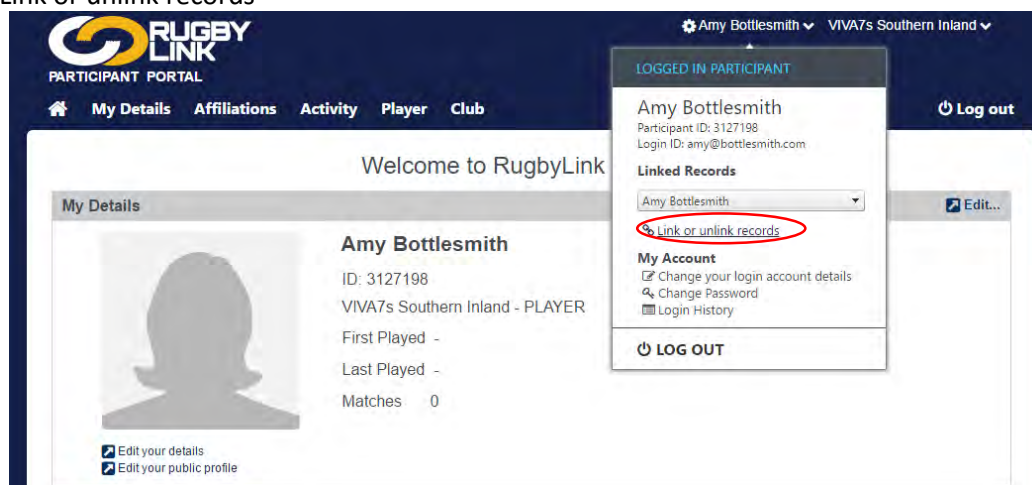
Navigation in Rugby Link: <https://rugbylinkportal.resultsvault.com>

- Login using your EMAIL and password
- Click “Login”



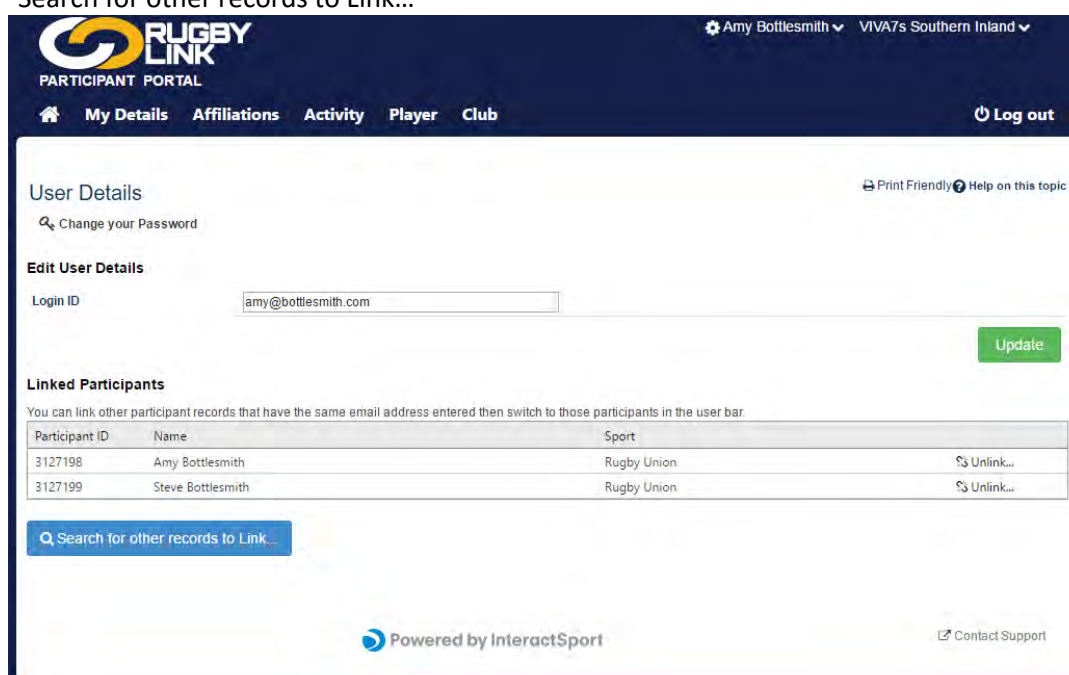
## Registrations – Participant Logins

- Once logged in, click on your name (top right of screen)
- Click “Link or unlink records”



**NOTE:** linking accounts via this method is independent of any ‘Family Relationships’ that exist – it does not create or effect existing Family Relationships in any way

- A list of participants using the same email address will appear and will be available to link
- Click “Search for other records to Link...”



## Registrations – Participant Logins

- Click checkbox under 'Link'
- Click "Link Selected Records"

Link Records


**Link records**

The following participant records have been found that are a match for your email address. Check the box in the Link column for those you want to link to this account then click the *Link selected Records* button. If there are records in the list that you feel shouldn't be there, please contact support as they will need to have their email details changed. Note: If you link any records that have a existing LoginID, then the participant details won't then be able to be accessed via the existing accounts, as participant records can only be linked to one user account.

Participant ID	Name	Sport	Existing LoginID	Link
3101581	Tahlia Bottlesmith	Rugby Union		<input checked="" type="checkbox"/>
3101581	Tahlia Bottlesmith	Rugby Union		<input type="checkbox"/>
3101581	Tahlia Bottlesmith	Rugby Union		<input type="checkbox"/>

Link selected Records

- A list of linked participants will display on the screen
- Click "Update"



Amy Bottlesmith
VIVA7s Southern Inland

My Details
Affiliations
Activity
Player
Club

Log out

User Details

Change your Password

Edit User Details

Login ID
amy@bottlesmith.com

Update

Linked Participants

You can link other participant records that have the same email address entered then switch to those participants in the user bar.


Participant ID	Name	Sport	
3127199	Steve Bottlesmith	Rugby Union	Unlink...
3101581	Tahlia Bottlesmith	Rugby Union	Unlink...
3127198	Amy Bottlesmith	Rugby Union	Unlink...

Search for other records to Link...

Powered by InteractSport

Contact Support

- Confirmation will appear at the top of the screen



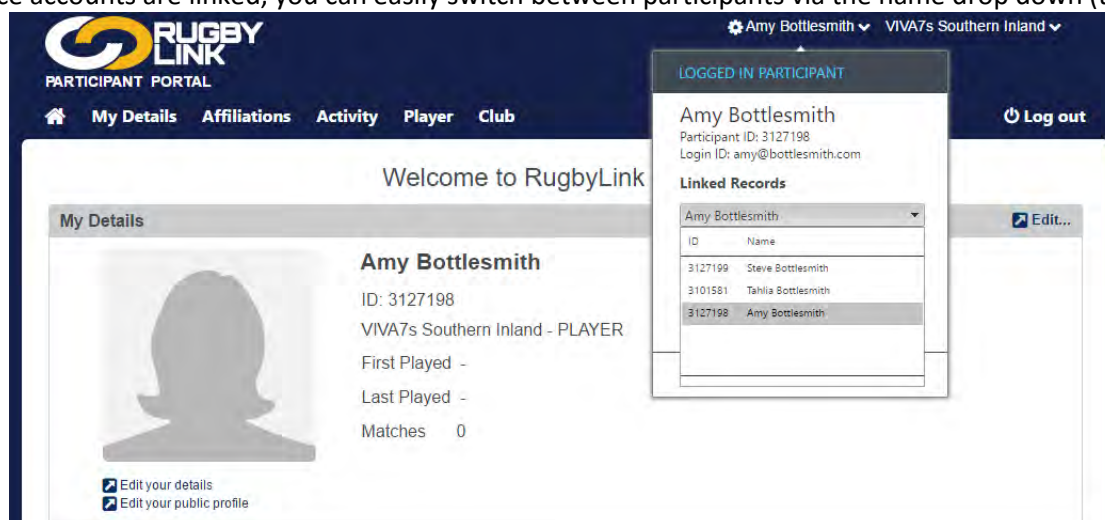
User Details Updated.

Note that if the Login ID was changed you will need to use the new ID next time you login.



## Registrations – Participant Logins

- Once accounts are linked, you can easily switch between participants via the name drop down (top right)



**NOTE:** The default account that is displayed will be the last record that was selected upon logging out

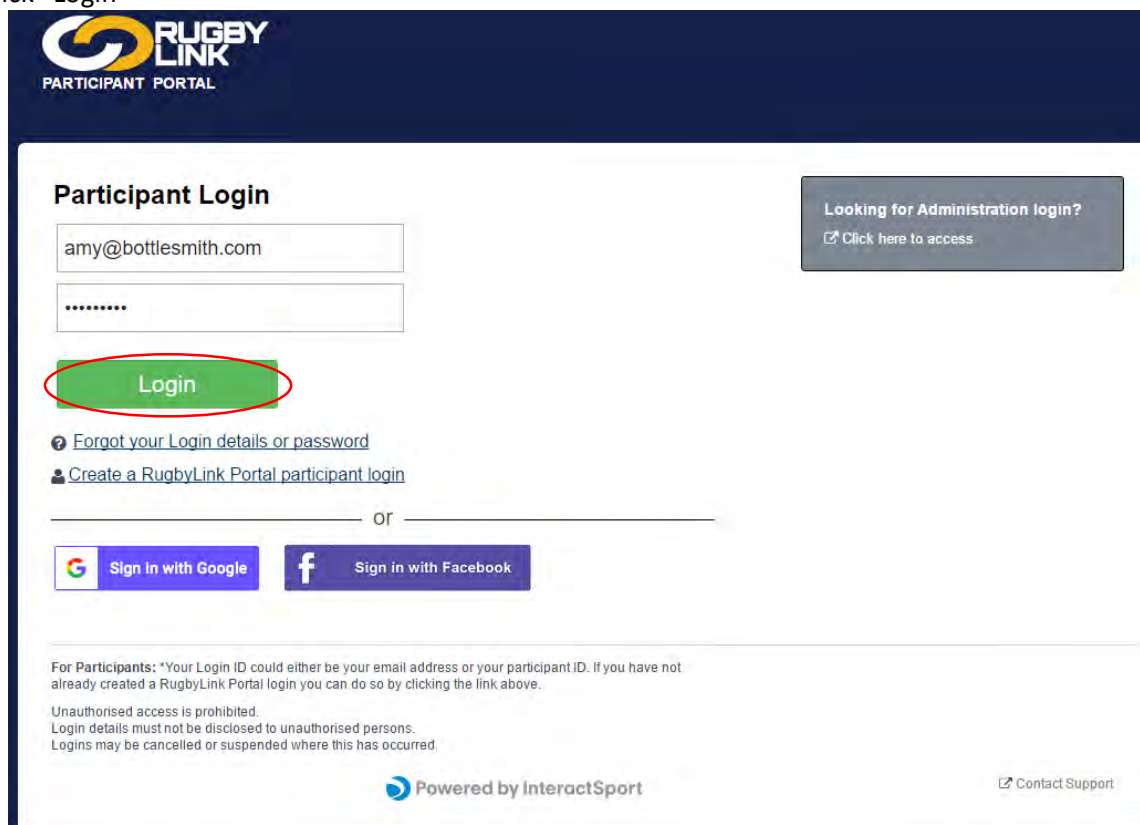
**NOTE:** account linking is not restricted to a single sport database. Any participant using the same email address as the logged in participant across the entire system can be found and linked

## Registrations – Participant Logins

### Existing Participants – Unlinking Accounts

Navigation in Rugby Link: <https://rugbylinkportal.resultsvault.com>

- Login using your EMAIL and password
- Click “Login”



**Participant Login**

amy@bottlesmith.com

.....

**Login**

[Forgot your Login details or password](#)

[Create a RugbyLink Portal participant login](#)

OR

[Sign In with Google](#) [Sign in with Facebook](#)

For Participants: \*Your Login ID could either be your email address or your participant ID. If you have not already created a RugbyLink Portal login you can do so by clicking the link above.

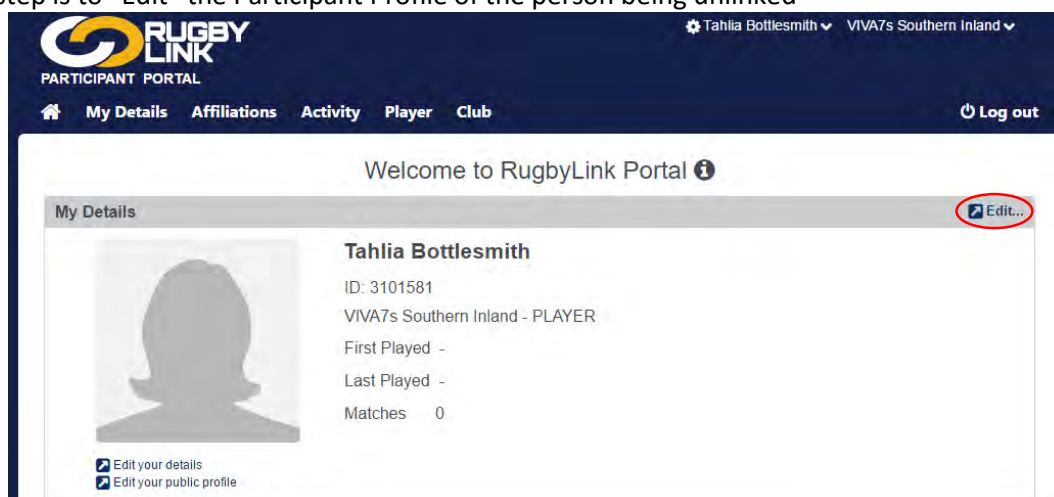
Unauthorised access is prohibited.  
Login details must not be disclosed to unauthorised persons.  
Logins may be cancelled or suspended where this has occurred.

Powered by InteractSport

[Contact Support](#)

## Registrations – Participant Logins

- First step is to “Edit” the Participant Profile of the person being unlinked



**RUGBY LINK**  
PARTICIPANT PORTAL

Tahlia Bottlesmith VIVA7s Southern Inland

My Details Affiliations Activity Player Club Log out

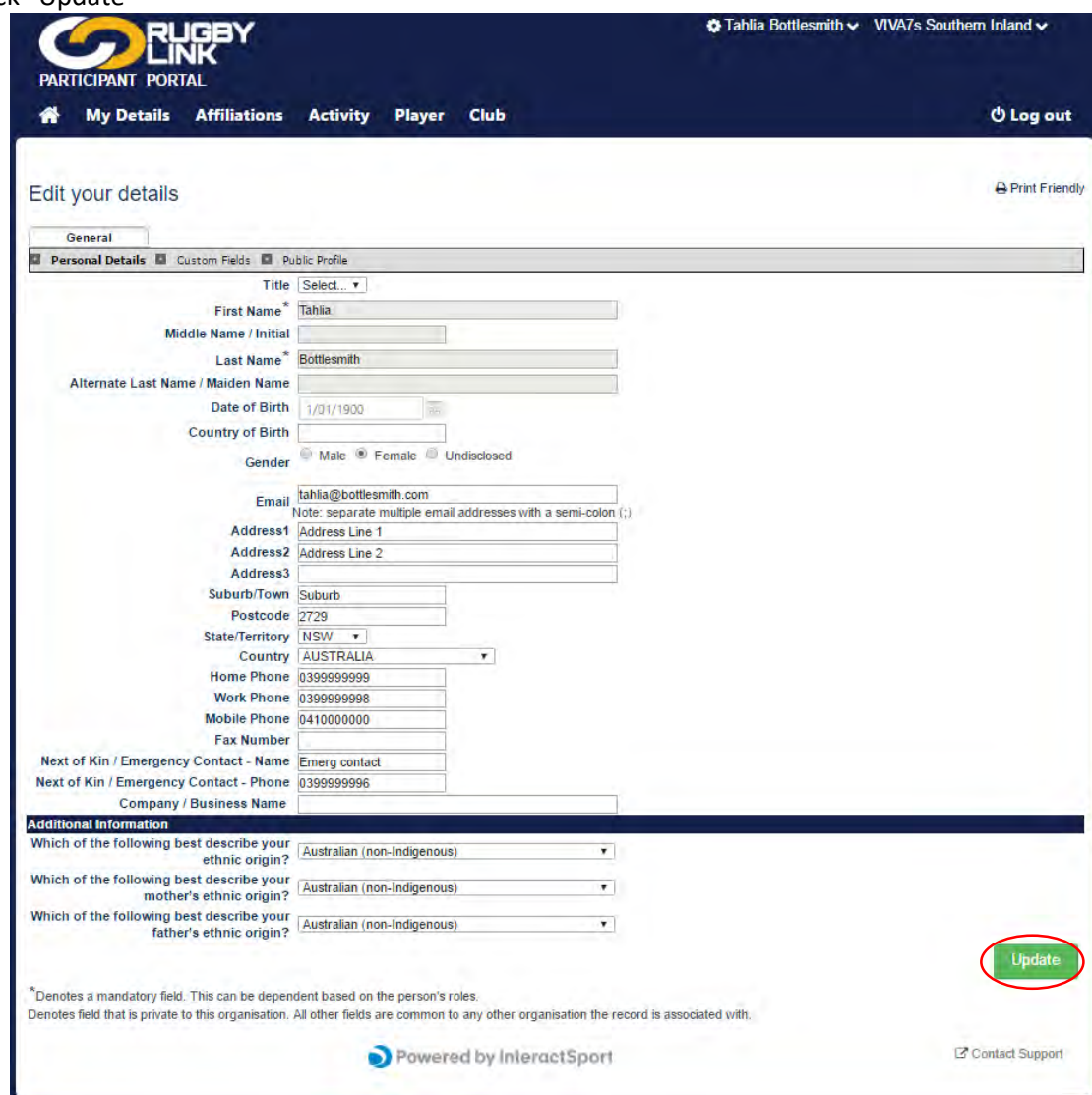
Welcome to RugbyLink Portal

**My Details** [Edit...](#)

**Tahlia Bottlesmith**  
ID: 3101581  
VIVA7s Southern Inland - PLAYER  
First Played -  
Last Played -  
Matches 0

[Edit your details](#)  
[Edit your public profile](#)

- Change the email of the participant to an address that is **UNIQUE** to Rugby Link
- Click “Update”



**RUGBY LINK**  
PARTICIPANT PORTAL

Tahlia Bottlesmith VIVA7s Southern Inland

My Details Affiliations Activity Player Club Log out

Edit your details [Print Friendly](#)

General Personal Details Custom Fields Public Profile

Title Select...  
First Name\* Tahlia  
Middle Name / Initial  
Last Name\* Bottlesmith  
Alternate Last Name / Maiden Name  
Date of Birth 1/01/1900  
Country of Birth  
Gender ☒ Male ☐ Female ☐ Undisclosed  
Email tahlia@bottlesmith.com  
Note: separate multiple email addresses with a semi-colon (;)  
Address1 Address Line 1  
Address2 Address Line 2  
Address3  
Suburb/Town Suburb  
Postcode 2729  
State/Territory NSW  
Country AUSTRALIA  
Home Phone 0399999999  
Work Phone 0399999998  
Mobile Phone 0410000000  
Fax Number  
Next of Kin / Emergency Contact - Name Emerg contact  
Next of Kin / Emergency Contact - Phone 0399999996  
Company / Business Name

**Additional Information**  
Which of the following best describe your ethnic origin? Australian (non-Indigenous)  
Which of the following best describe your mother's ethnic origin? Australian (non-Indigenous)  
Which of the following best describe your father's ethnic origin? Australian (non-Indigenous)

\*Denotes a mandatory field. This can be dependent based on the person's roles.  
Denotes field that is private to this organisation. All other fields are common to any other organisation the record is associated with.

[Update](#)

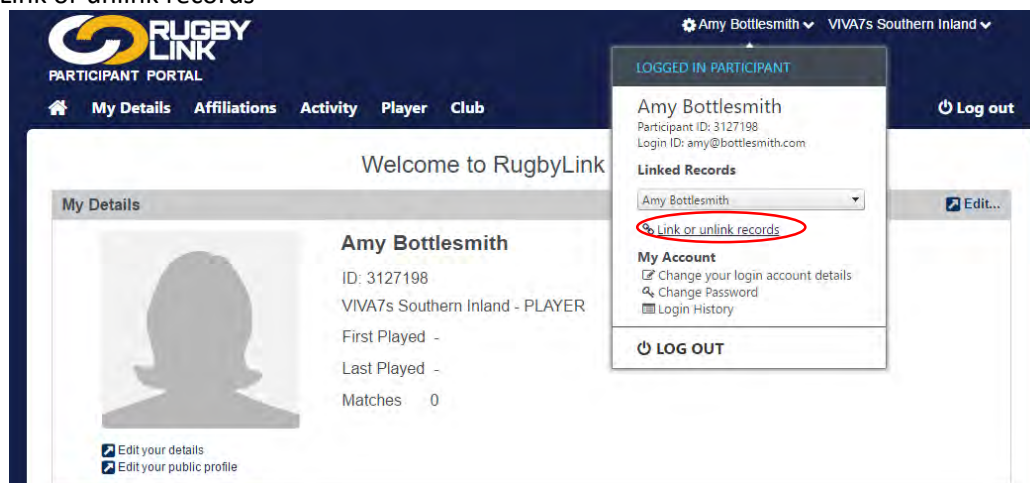
Powered by InteractSport [Contact Support](#)

## Registrations – Participant Logins

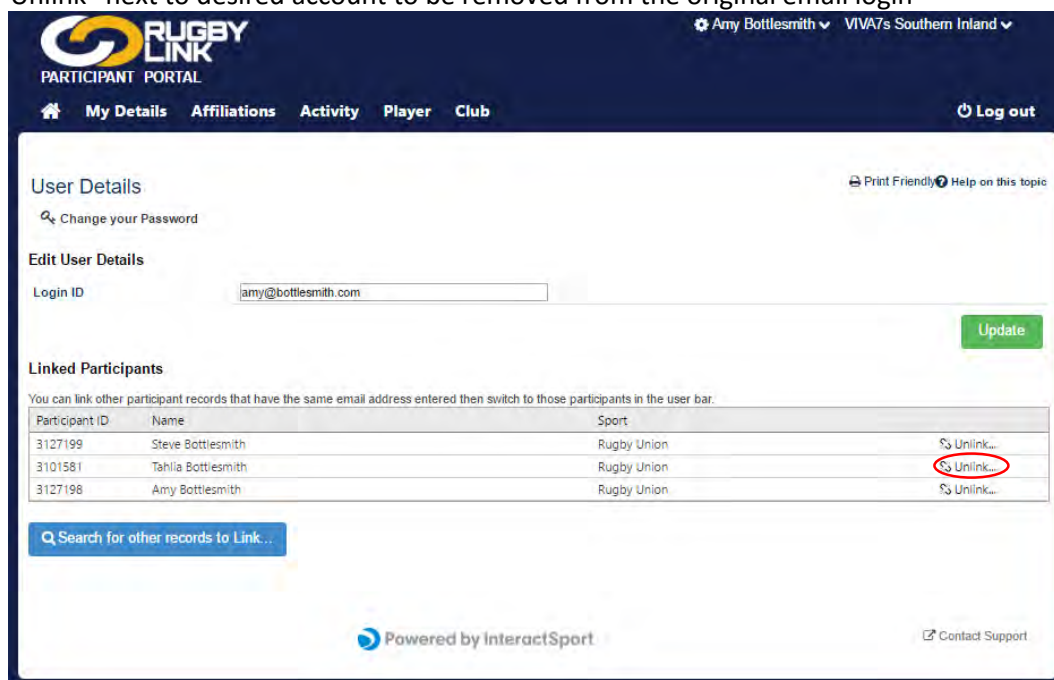
- Confirmation will appear at the top of the screen



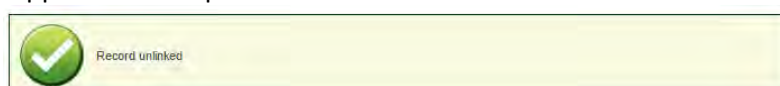
- Return to an alternative Participant on the account
- Click on your name (top right of screen)
- Click “Link or unlink records”



- Click “Unlink” next to desired account to be removed from the original email login



- Confirmation will appear at the top of the screen



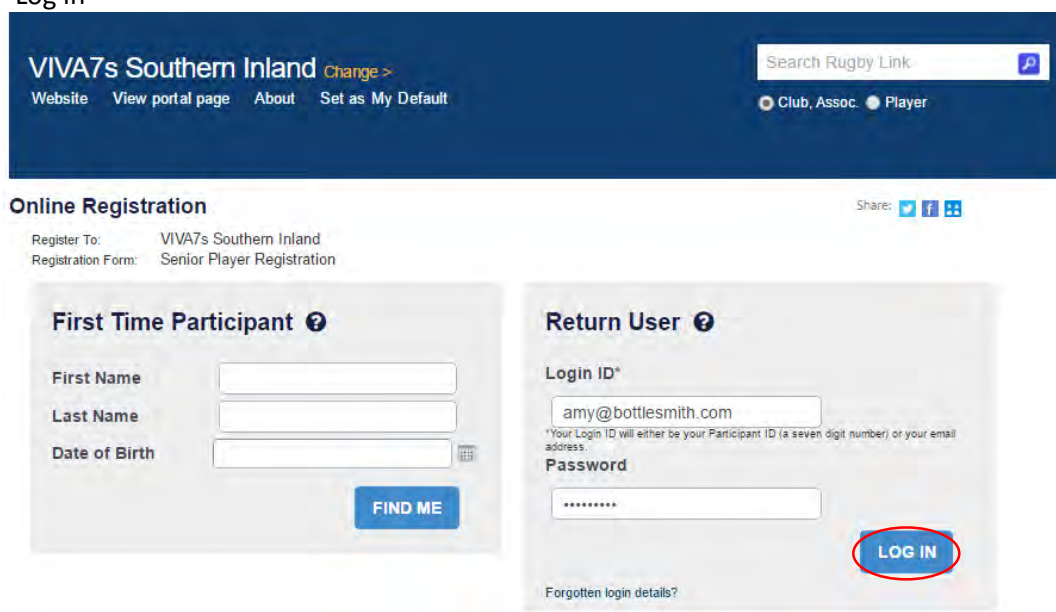
**NOTE:** The unlinked record will need to CREATE a participant login via the login screen or contacting their Club administrator

## Registrations – Participant Logins

### Online Registration – Return User

*Navigation in Rugby Link: unique URL sent by Club admin*

- When logging in with a linked account via an online registration form the participant will be given the option to select the linked participant they wish to register
- Enter Login ID and Password
- Click “Log in”



The screenshot shows the 'VIVA7s Southern Inland' website header with navigation links (Website, View portal page, About, Set as My Default) and a search bar. Below the header, the 'Online Registration' section is active, showing 'Register To: VIVA7s Southern Inland' and 'Registration Form: Senior Player Registration'. There are two main panels: 'First Time Participant' with fields for First Name, Last Name, and Date of Birth, and a 'FIND ME' button; and 'Return User' with fields for Login ID\* (containing 'amy@bottlesmith.com') and Password, and a 'LOG IN' button circled in red. A 'Forgotten login details?' link is also present.

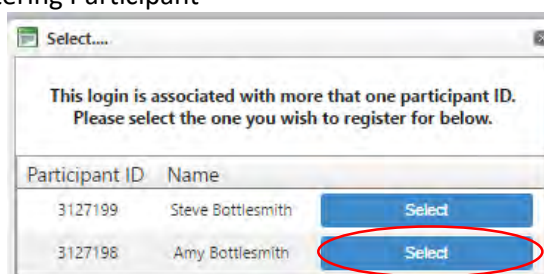
Contact details for: VIVA7s Southern Inland

Club Contact:  
Seth Stollenberg  
Southern Inland Rugby Union, PO Box 444, WAGGA WAGGA 2650  
s.stollenberg@brumbies.com.au 0413684306

Home Ground:  
Southern Inland Rugby Union, WAGGA WAGGA 2650, NSW AUSTRALIA

[Click here to view a printable version of this online form](#)

- Click “Select” next to registering Participant



The screenshot shows a 'Select...' dialog box with the message: 'This login is associated with more than one participant ID. Please select the one you wish to register for below.' Below the message is a table with two rows:

Participant ID	Name	
3127199	Steve Bottlesmith	Select
3127198	Amy Bottlesmith	Select

The 'Select' button for Amy Bottlesmith is circled in red.

- Continue with participant registration



## Registrations – Participant Logins

### Online Registration – First Time Participant

*Navigation in Rugby Link: unique URL sent by Club admin*

- If a **new** participant creates an account during the online registration process and uses an email address that is already being used as a participant login, these accounts will automatically be linked
- If the participant's email is not already in use as a login ID, an email initiation will be sent to create a login account

**Senior Player Registration - Test Club - Submitted**  
  
Thank you **Kelly!**  
  
You have successfully registered for Test Club 1  
  
Your Participant ID is: **3017879**  
  
A confirmation email has been sent to [REDACTED]  
  
There is already a participant login account for the email address: [REDACTED]. This new participant record has been linked to the login account.

*\*As of 23 September 2016*

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).

# General Admin - Exporting Person List

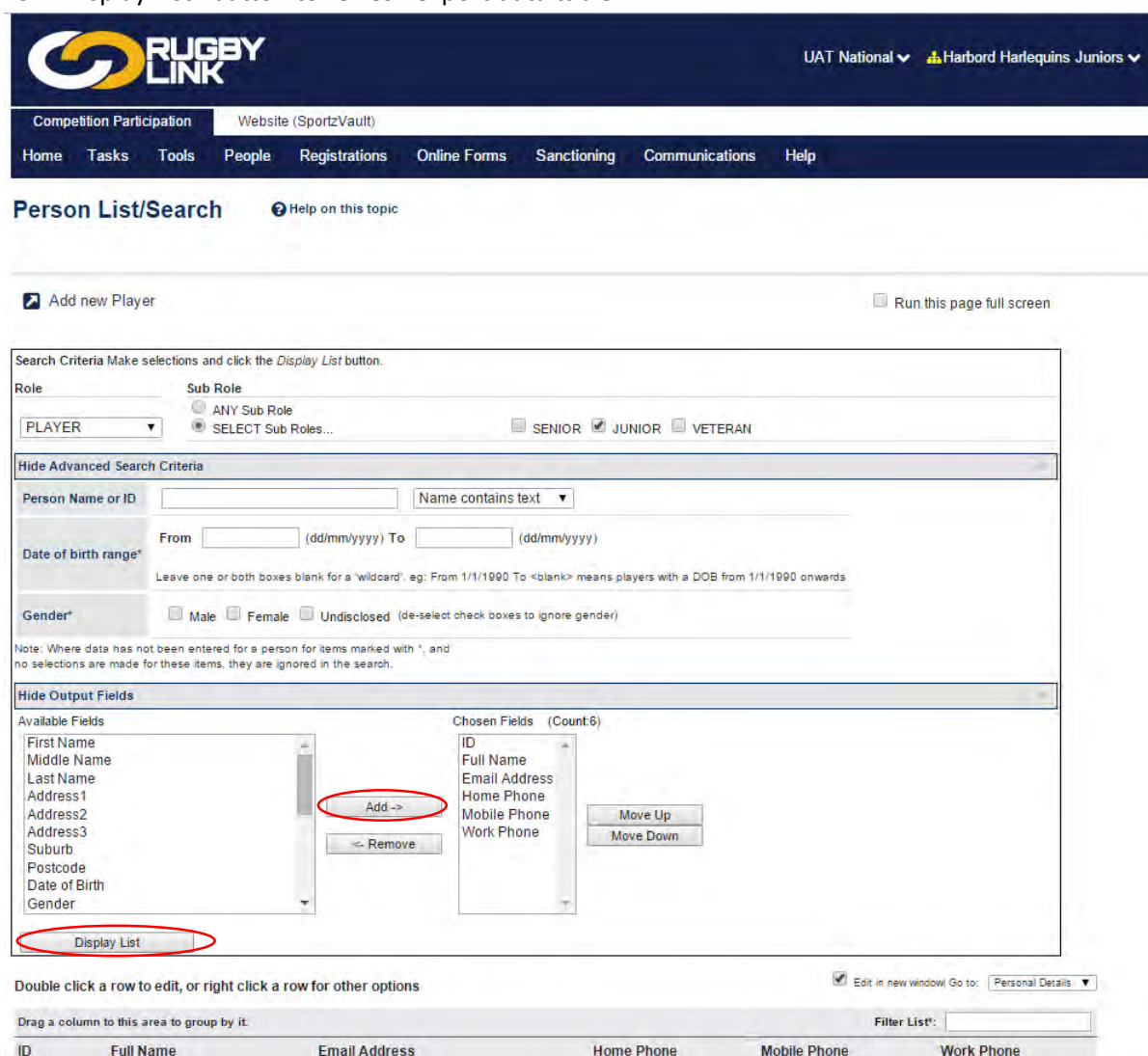
This Rugby Link self-help guide explains the process of exporting member records from the Person List.

**NOTE:** A Custom Person List allows further customisation and can filter only REGISTERED members.

## Exporting Person List

Navigation in Rugby Link: Competition Participation > People > Person List

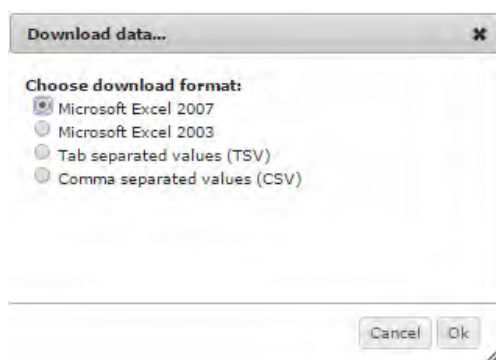
- Your list of members will display in the Person List/Search page
- You can refine your search by:
  - Selecting role and sub-role
  - Display 'Advanced Search Criteria' – additional searching fields including person name or ID, date of birth range and gender
  - Display 'Output fields' – administrators can choose up to 20 fields of information that can be displayed next to a member record when the search is generated
- Select any output available fields and click on "Add" button to include in your export of membership data
- Click on "Display List" button to refresh export data table



The screenshot shows the Rugby Link web application interface. At the top, there's a navigation bar with the Rugby Link logo and user information (UAT National, Harbord Harlequins Juniors). Below this is a secondary navigation bar with links like Home, Tasks, Tools, People, Registrations, Online Forms, Sanctioning, Communications, and Help. The main heading is "Person List/Search" with a help icon. Below the heading, there are buttons for "Add new Player" and "Run this page full screen". The main content area is titled "Search Criteria Make selections and click the Display List button." It contains several sections: "Role" and "Sub Role" with dropdowns and checkboxes; "Hide Advanced Search Criteria" with fields for "Person Name or ID", "Date of birth range", and "Gender"; "Hide Output Fields" with two lists: "Available Fields" and "Chosen Fields (Count:6)". The "Available Fields" list includes First Name, Middle Name, Last Name, Address1, Address2, Address3, Suburb, Postcode, Date of Birth, and Gender. The "Chosen Fields" list includes ID, Full Name, Email Address, Home Phone, Mobile Phone, and Work Phone. There are "Add ->" and "<- Remove" buttons between the lists, and "Move Up" and "Move Down" buttons for the chosen fields. At the bottom of the "Available Fields" list, there is a "Display List" button. Below the search criteria, there's a note about data not being entered for items marked with an asterisk. At the bottom, there's a section for "Double click a row to edit, or right click a row for other options" with a "Filter List" dropdown and a table header with columns: ID, Full Name, Email Address, Home Phone, Mobile Phone, and Work Phone.

## General Admin - Exporting Person List

- Once you have selected all of the records and fields that you wish to download, select the “Download Data” icon. This will produce a pop up and give you several options of formats in which you would like the data to be exported in.



- This is an example of the export of your club’s membership data:

	A	B	C	D	E	F	G	H	I	J	K
1	ID	Full Name	Email Address	Home Phone	Mobile Phone	Work Phone	Postcode	Date of Birth	Gender	PLAYER:SENIOR	PLAYER:JUNIOR
2	2658289	Alagna, Frank	test@test.com					12/10/2008	M	N	Y
3	2658244	Alagna, Steve	test1@test.com					19/03/2002	M	N	Y
4	2658247	Alagna, Zach	test1@test.com					19/02/2008	M	N	Y
5	2658250	Bateman, Jackson	test1@test.com					29/12/2007	M	N	Y
6	2658274	Best, Nicola						15/08/2008	F	N	Y
7	2658275	Bestest, Nicola	nicola@bestest.com					15/08/2008	F	N	Y
8	2658264	Blackhouse, Lachlan	test@test.com					3/07/1999	M	N	Y
9	2658276	Brazil, Matt			0412345678		2010	31/03/2009	M	N	Y
10	2658287	Canberra, Matt			0412345678		2010	31/03/2010	M	N	Y
11	2658282	Carlton, Matt			0412345678		2010	31/03/2010	M	N	Y
12	2658255	Carpenter, Albert	test@test.com					31/03/1998	M	N	Y
13	2658273	Christie, Matt			0412345678		2010	31/03/2009	M	N	Y
14	2658288	Christmas, Matt			0412345678		2010	31/03/2010	M	N	Y
15	2658269	Davis, Brandon	test@test.com					16/02/2005	M	N	Y
16	2658266	Gates, William			0280055600		2065	18/05/2004	M	N	Y
17	2658256	Golding, Christopher	test@test.com					26/10/1997	M	N	Y
18	2658270	Golding, Kyle	test@test.com					14/10/2003	M	N	Y
19	2658277	Greenfields, Matt			0412345678		2010	31/03/2010	M	N	Y
20	2658259	Hope, Jessica						4/02/2008	F	N	Y
21	2658252	Johnson, Benjamin	test@test.com					8/01/1998	M	N	Y
22	2658286	Lancaster, Matt			0412345678		2010	31/03/2010	M	N	Y
23	2658268	Loki, Pita			0280055600		2065	5/11/1998	M	N	Y
24	2658279	London, Matt			0412345678		2010	31/03/2010	M	N	Y
25	2658253	Mainwearing, William	test@test.com					22/05/2008	M	N	Y
26	2658285	Manchester, Matt			0412345678		2010	31/03/2010	M	N	Y
27	2658281	Melbourne, Matt			0412345678		2010	31/03/2010	M	N	Y
28	2658260	Oakes, Frances	test@test.com					24/08/2007	F	N	Y
29	2658271	Phippes, Jordan	test@test.com					2/02/1999	M	N	Y
30	2658257	Polk, Gregory			0280055600		2065	16/11/1997	M	N	Y
31	2658280	Prestown, Matt			0412345678		2010	31/03/2010	M	N	Y
32	2658254	Richards, Harrison	test@test.com					28/06/1998	M	N	Y
33	2658272	Singleton, Kent	test@test.com					5/08/2004	M	N	Y
34	2658258	Starling, Alexandra	test@test.com					10/06/2008	F	N	Y
35	2658265	Stove, Andrew	test@test.com					14/09/2004	M	N	Y
36	2658248	Strong, Sam	test@test.com		0412345678		2010	15/08/2008	M	N	Y
37	2658263	Stronger, Sam						15/08/2008	M	N	Y
38	2658278	Vegas, Matt			0412345678		2010	31/03/2010	M	N	Y
39	2658251	Whitehouse, Joshua	test@test.com					11/04/1998	M	N	Y
40	2658267	Willow, Christian	test@test.com					6/12/2001	M	N	Y
41	2658249	Winchester, Thomas	test@test.com					3/01/1997	M	N	Y

\*As of 16 September 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).

## Competition Management – Team Nomination Setup (Comp)

Team nomination forms can be published for collecting team entries from Clubs/ teams using the Member Sign up process. This will assist with draw creation, fixtures and competition management.

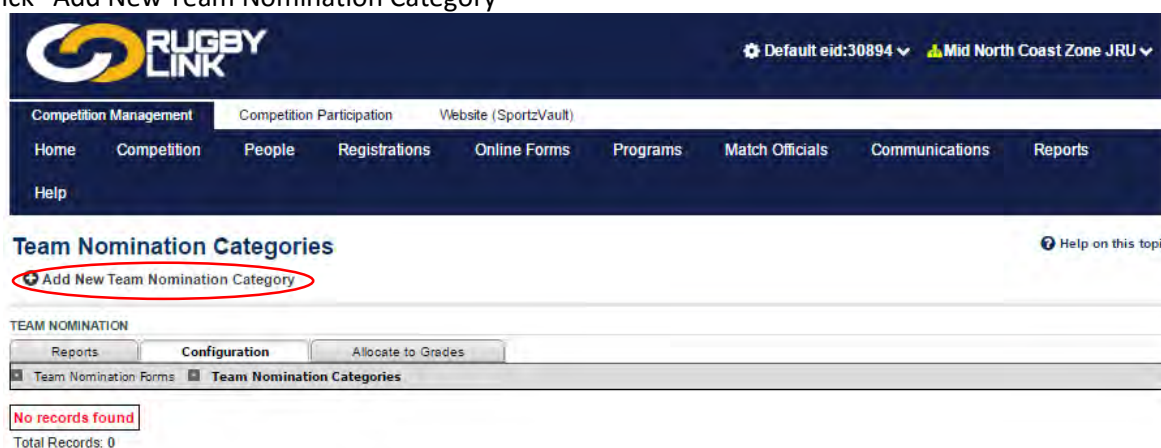
Technically, the process is the same as setting up the Member Sign up form, however, team lodgement/team renewal type will be mandatory and the form is setup by the Competition, as opposed to Clubs.

Competitions will need to setup Team Nomination Categories and attach them to Team Nomination Forms. Clubs (child organisations) will be able to submit teams via the Team Nomination form within Rugby Link.

### Setup Team Nomination Categories:

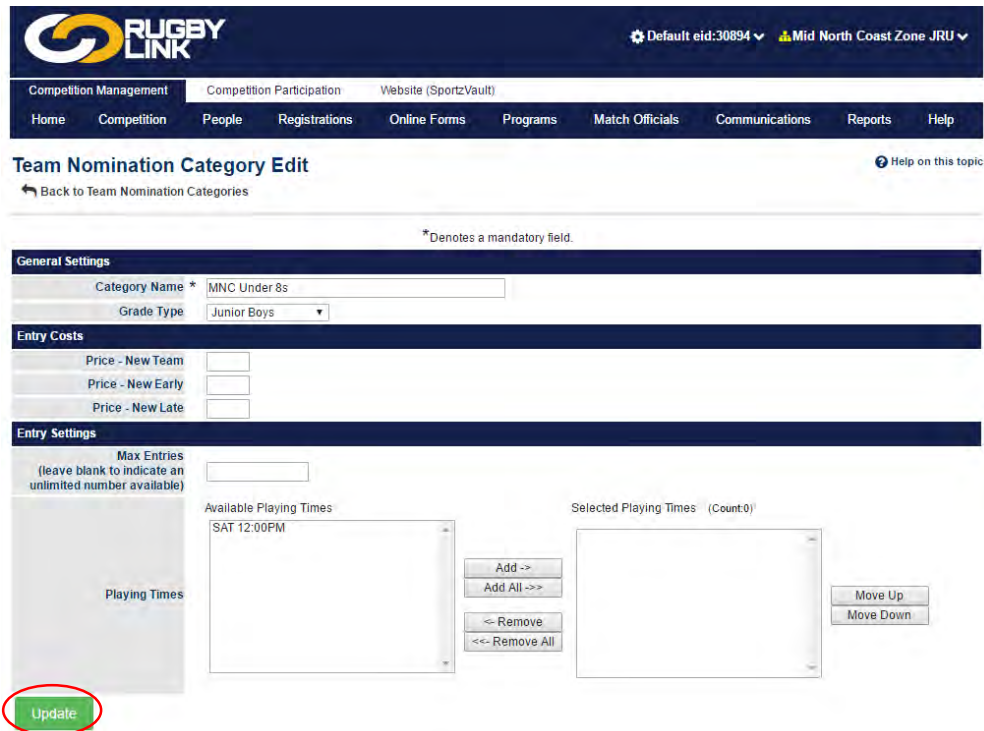
*Navigation in Rugby Link: Competition Management > Competition > Team Nominations > Configuration and Reports*

- Click “Configuration”
- Click “Team Nomination Categories”
- Click “Add New Team Nomination Category”



- Enter ‘Category Name’
- Select ‘Grade Type’ from drop down
  - The new category needs to fall under one of the pre-defined grade types
- ‘Entry Costs’: *optional*
  - Enter price for New Team, New Early and/or New Late - leave the field blank if it is free
- ‘Entry Settings’:
  - Leave blank for an unlimited number of entries
  - Enter a whole number between 0-999 to restrict the number of entries
- ‘Selected Player Times’: *optional*
  - Configure the playing times using the “Add” or “Remove” buttons
  - Use the “Move Up” and “Move Down” buttons to sort the playing times list
- Click “Update”

## Competition Management – Team Nomination Setup (Comp)



**Team Nomination Category Edit** [Help on this topic](#)

[Back to Team Nomination Categories](#)

\*Denotes a mandatory field.

**General Settings**

Category Name \* MNC Under 8s

Grade Type Junior Boys

**Entry Costs**

Price - New Team

Price - New Early

Price - New Late

**Entry Settings**

Max Entries (leave blank to indicate an unlimited number available)

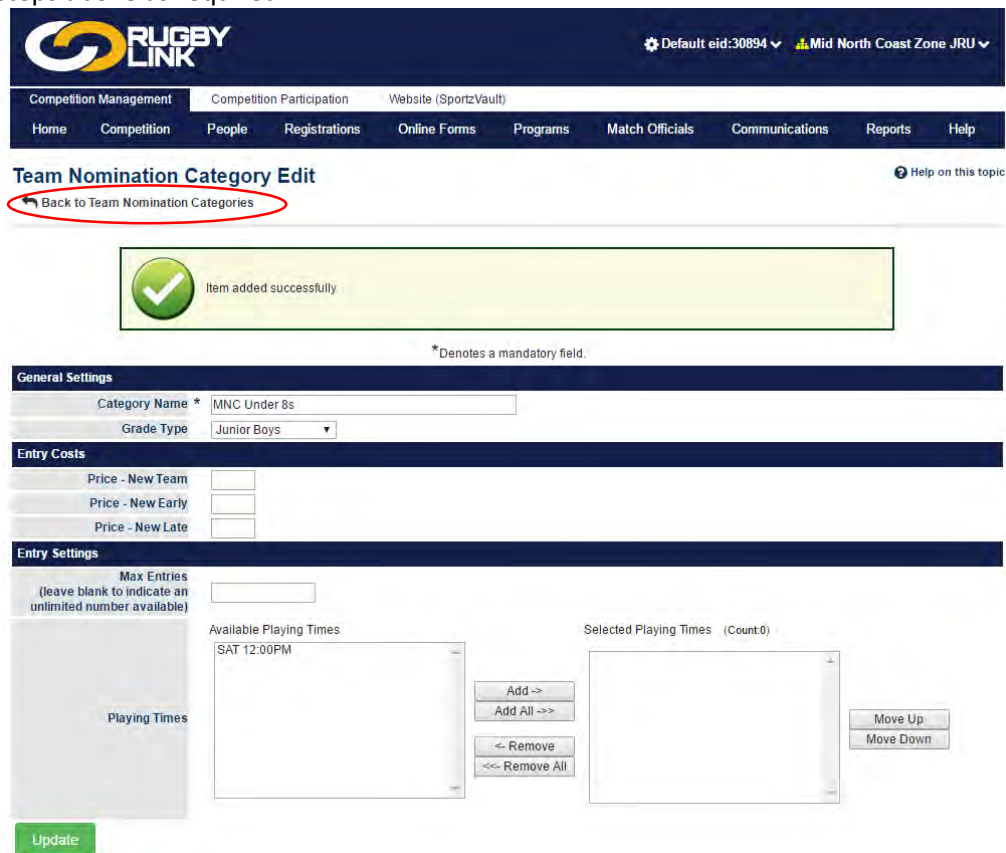
Available Playing Times SAT 12:00PM

Selected Playing Times (Count:0)

Playing Times

Update

- Confirmation will appear at the top of the screen
- Click “Back to Team Nomination Categories”
- Repeat steps above as required



**Team Nomination Category Edit** [Help on this topic](#)

[Back to Team Nomination Categories](#)

Item added successfully

\*Denotes a mandatory field.

**General Settings**

Category Name \* MNC Under 8s

Grade Type Junior Boys

**Entry Costs**

Price - New Team

Price - New Early

Price - New Late

**Entry Settings**

Max Entries (leave blank to indicate an unlimited number available)

Available Playing Times SAT 12:00PM

Selected Playing Times (Count:0)

Playing Times

Update

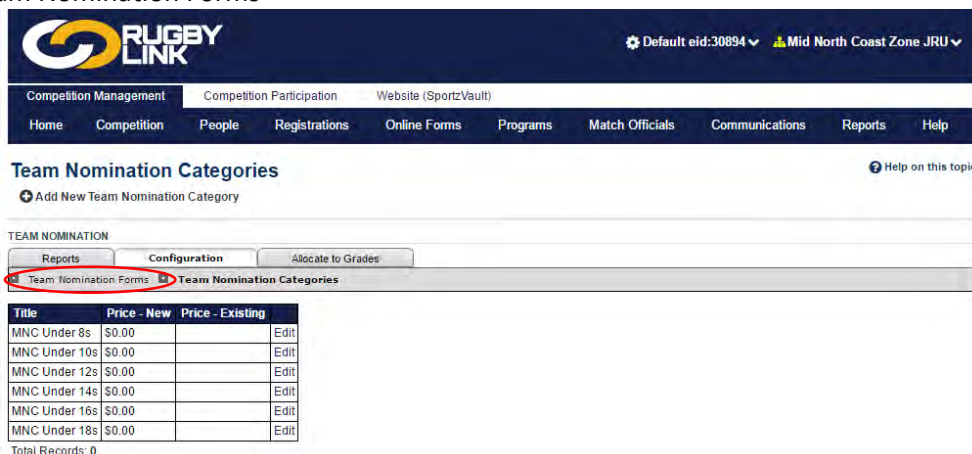


## Competition Management – Team Nomination Setup (Comp)

### Setup Team Nomination Form:

Navigation in Rugby Link: Competition Management > Competition > Team Nominations > Configuration and Reports

- Click “Configuration”
- Click “Team Nomination Forms”

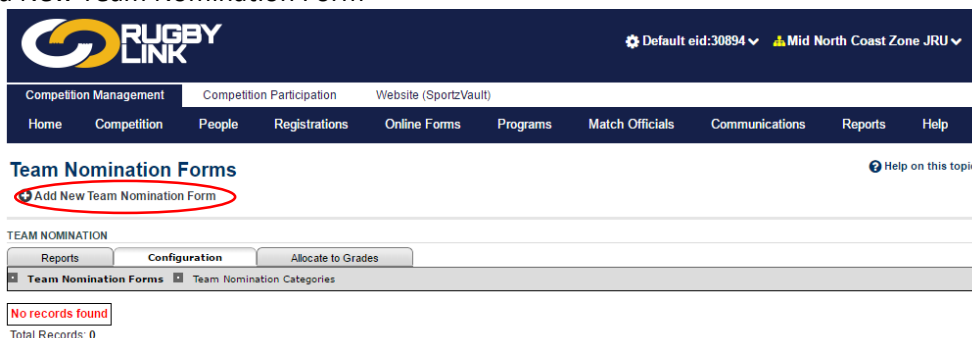


The screenshot shows the 'Team Nomination Categories' page in the Rugby Link system. The 'Team Nomination Forms' link is circled in red. Below the link, there is a table with the following data:

Title	Price - New	Price - Existing	
MNC Under 8s	\$0.00		Edit
MNC Under 10s	\$0.00		Edit
MNC Under 12s	\$0.00		Edit
MNC Under 14s	\$0.00		Edit
MNC Under 16s	\$0.00		Edit
MNC Under 18s	\$0.00		Edit

Total Records: 0

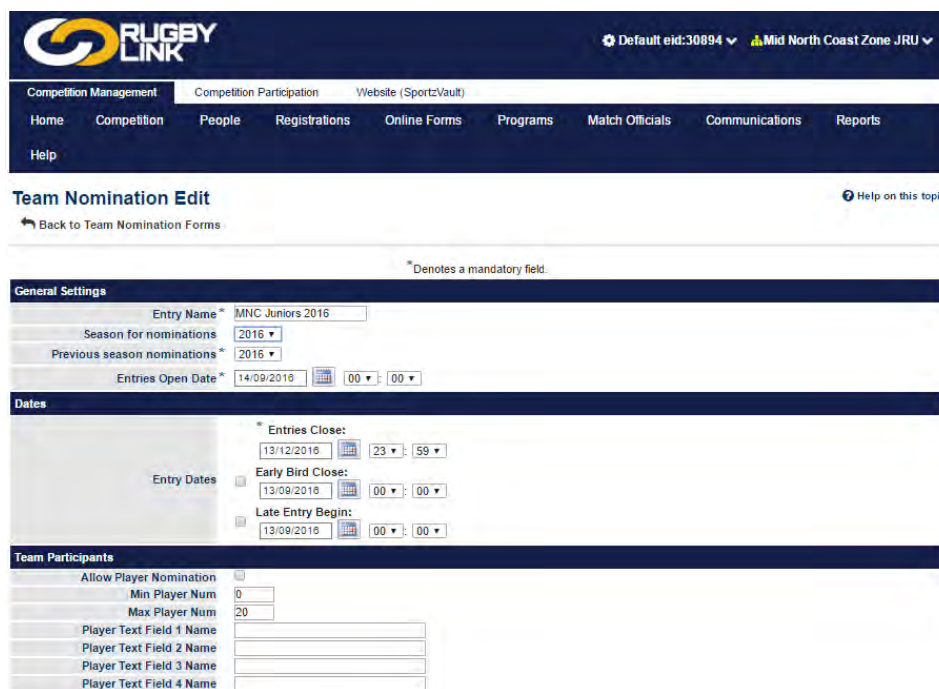
- Click “Add New Team Nomination Form”



The screenshot shows the 'Team Nomination Forms' page in the Rugby Link system. The 'Add New Team Nomination Form' link is circled in red. Below the link, there is a message: 'No records found' and 'Total Records: 0'.

- ‘General Settings’:
  - Enter ‘Entry Name’
  - Ensure ‘Season’ is correct
    - Select the appropriate season from the dropdown list. Remember to check that the season you select has been activated
  - ‘Previous Season nominations’
    - The previous season used for nominations needs to be indicated so that the system can define returning teams
- ‘Dates’: *required*
  - ‘Entries Close’ date/time is a *required* field
  - ‘Early Bird Close’ and ‘Late Entry Begin’ are *optional* fields. If you enter an Early Bird Close or Late Entry Begin date, the checkbox for that entry will automatically be selected. If you subsequently choose not to use this field, you can uncheck the option
- ‘Team Participants’:
  - Option to ‘Allow player nomination’
    - Though by default it is allowed, the box should be checked so that child organisations/affiliated Clubs can enter players to team nomination procedures
  - Min Player Number: *required*
    - It is "0" by default - The total number of players can be allocated to a team nomination submission
  - Max Player Number: *optional*

## Competition Management – Team Nomination Setup (Comp)



**Team Nomination Edit** [Help on this topic](#)

[Back to Team Nomination Forms](#)

\* Denotes a mandatory field.

**General Settings**

Entry Name\*

Season for nominations

Previous season nominations\*

Entries Open Date\*   :

**Dates**

Entry Dates

Entries Close:   :

Early Bird Close:   :

Late Entry Begin:   :

**Team Participants**

Allow Player Nomination ☐

Min Player Num

Max Player Num

Player Text Field 1 Name

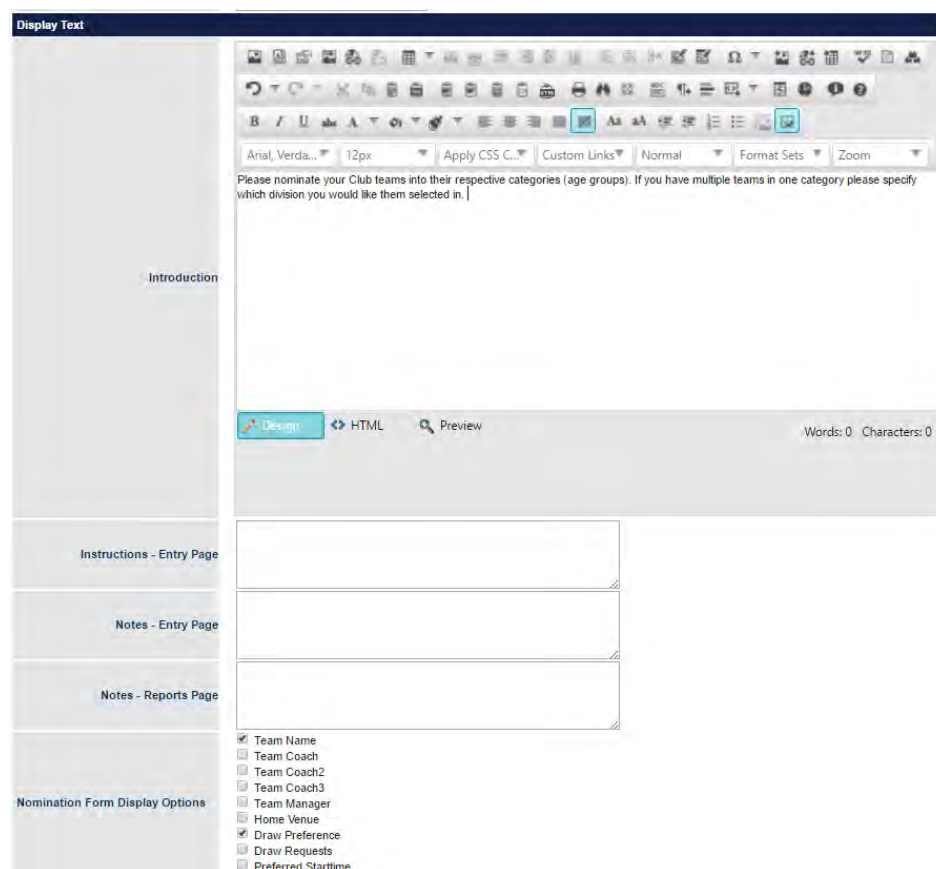
Player Text Field 2 Name

Player Text Field 3 Name

Player Text Field 4 Name

- 'Display Text':
  - Introduction will appear when Clubs nominate their teams into their respective categories

**NOTE:** while this is not mandatory, it is highly RECOMMENDED



**Display Text**

Introduction

Please nominate your Club teams into their respective categories (age groups). If you have multiple teams in one category please specify which division you would like them selected in.

Design HTML Preview Words: 0 Characters: 0

Instructions - Entry Page

Notes - Entry Page

Notes - Reports Page

**Nomination Form Display Options**

☒ Team Name

☐ Team Coach

☐ Team Coach2

☐ Team Coach3

☐ Team Manager

☐ Home Venue

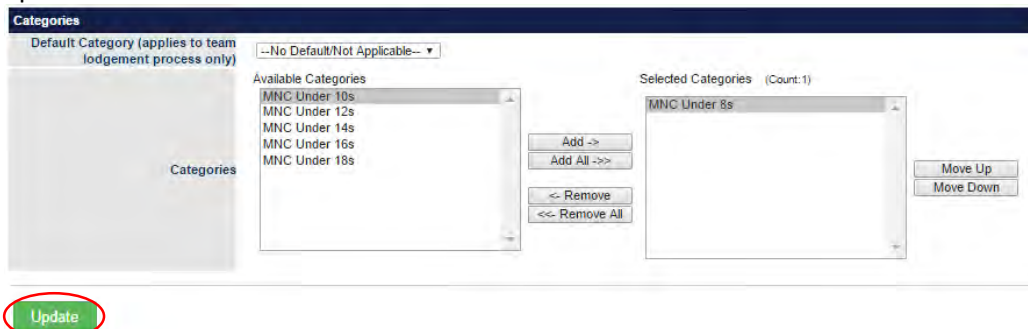
☒ Draw Preference

☐ Draw Requests

☐ Preferred Starttime

## Competition Management – Team Nomination Setup (Comp)

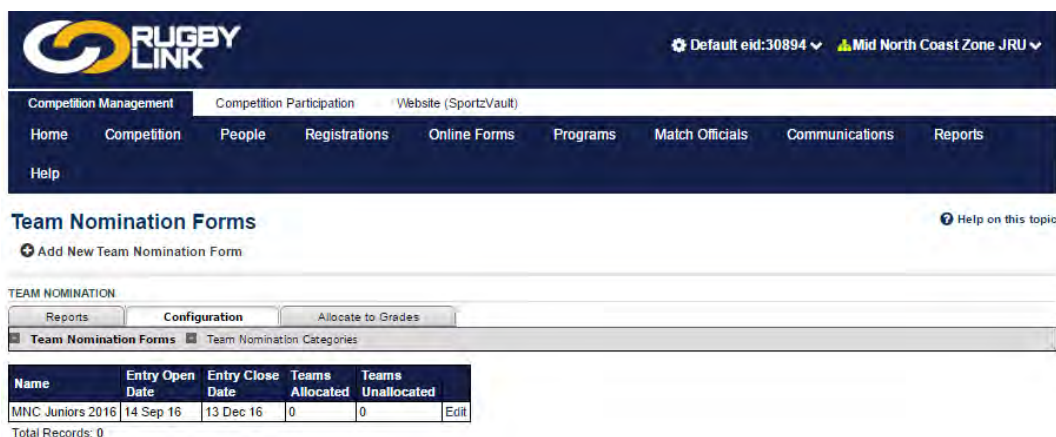
- “Add” the nomination categories to ‘Selected Categories’
- Click “Update”



- Confirmation will appear at the top of the screen



**NOTE:** option to create multiple Team Nomination forms, or include all categories on one form



Name	Entry Open Date	Entry Close Date	Teams Allocated	Teams Unallocated
MNC Juniors 2016	14 Sep 16	13 Dec 16	0	0

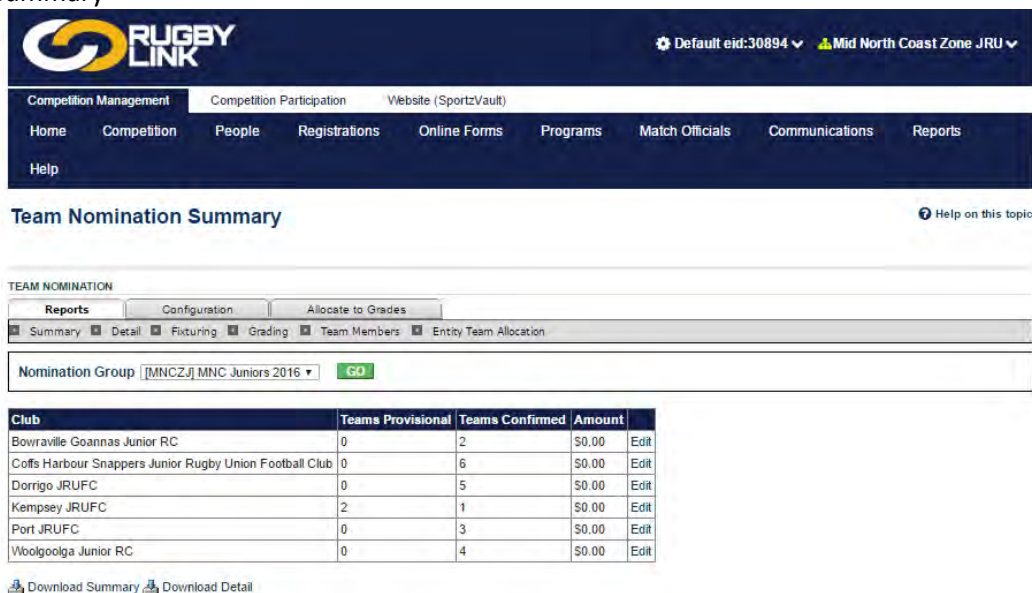
Total Records: 0

## Competition Management – Team Nomination Setup (Comp)

### Summary Report:

Navigation in Rugby Link: Competition Management > Competition > Team Nominations > Configuration and Reports

- Click “Reports”
- Click “Summary”



Club	Teams Provisional	Teams Confirmed	Amount	Action
Bowraville Goannas Junior RC	0	2	\$0.00	Edit
Coffs Harbour Snappers Junior Rugby Union Football Club	0	6	\$0.00	Edit
Dorrigo JRUFC	0	5	\$0.00	Edit
Kempsey JRUFC	2	1	\$0.00	Edit
Port JRUFC	0	3	\$0.00	Edit
Wollgoolga Junior RC	0	4	\$0.00	Edit

**NOTE:** Summary provides an over view of ‘Provisional’ and ‘Confirmed’ Teams


Club	The club who has nominated the team
Teams Provisional	Lists all team nominations with provisional (unconfirmed) status
Team confirmed	Lists all team nominations with confirmed status
Amount	Total amount payable by club due to team nomination
Action	Click <b>Edit</b> to edit the nominated team

# Competition Management – Team Nomination Setup (Comp)

## Detail Report:

Navigation in Rugby Link: Competition Management > Competition > Team Nominations > Configuration and Reports

- Click “Reports”
- Click “Detail”


Default eid:30894 ▾ Mid North Coast Zone JRU ▾

Competition Management
Competition Participation
Website (SportzVault)

Home
Competition
People
Registrations
Online Forms
Programs
Match Officials
Communications
Reports

Help

### Team Nomination - Detail Help on this topic

TEAM NOMINATION

Reports
Configuration
Allocate to Grades

Summary
Detail
Fixturing
Grading
Team Members
Entity Team Allocation

Nomination Group [MNCZJ] MNC Juniors 2016 GO

ID	Entity	Team	Entry Category	Main Participant	Status	Entry Date
<b>Entity: Bowraville Goannas Junior RC</b>						
65761	Bowraville Goannas Junior...	Bowraville Goan...	MNC Under 10s		Confirmed	13 Sep 16 3:53PM
65762	Bowraville Goannas Junior...	Bowraville Goan...	MNC Under 12s		Confirmed	13 Sep 16 3:53PM
<b>Entity: Coffs Harbour Snappers Junior Rugby Union Football Club</b>						
65747	Coffs Harbour Snappers J...	Coffs Harbour Sn...	MNC Under 8s		Confirmed	13 Sep 16 3:49PM
65749	Coffs Harbour Snappers J...	Coffs Harbour Sn...	MNC Under 10s		Confirmed	13 Sep 16 3:50PM
65748	Coffs Harbour Snappers J...	Coffs Harbour Sn...	MNC Under 10s		Confirmed	13 Sep 16 3:50PM
65750	Coffs Harbour Snappers J...	Coffs Harbour Sn...	MNC Under 12s		Confirmed	13 Sep 16 3:50PM
65751	Coffs Harbour Snappers J...	Coffs Harbour Sn...	MNC Under 14s		Confirmed	13 Sep 16 3:50PM
65752	Coffs Harbour Snappers J...	Coffs Harbour Sn...	MNC Under 16s		Confirmed	13 Sep 16 3:51PM
<b>Entity: Dorrigo JRUFC</b>						
65753	Dorrigo JRUFC	Dorrigo JRUFC	MNC Under 8s		Confirmed	13 Sep 16 3:51PM
65754	Dorrigo JRUFC	Dorrigo JRUFC	MNC Under 10s		Confirmed	13 Sep 16 3:51PM
65755	Dorrigo JRUFC	Dorrigo JRUFC	MNC Under 12s		Confirmed	13 Sep 16 3:51PM
65756	Dorrigo JRUFC	Dorrigo JRUFC	MNC Under 12s		Confirmed	13 Sep 16 3:51PM
65757	Dorrigo JRUFC	Dorrigo JRUFC	MNC Under 14s		Confirmed	13 Sep 16 3:51PM
<b>Entity: Kempsey JRUFC</b>						
65767	Kempsey JRUFC	Kempsey JRUFC	MNC Under 10s		Provisional	13 Sep 16 3:55PM
65768	Kempsey JRUFC	Kempsey JRUFC	MNC Under 12s		Provisional	13 Sep 16 3:55PM
65769	Kempsey JRUFC	Kempsey JRUFC	MNC Under 14s		Confirmed	13 Sep 16 3:55PM
<b>Entity: Port JRUFC</b>						
65758	Port JRUFC	Port JRUFC	MNC Under 10s		Confirmed	13 Sep 16 3:52PM
65759	Port JRUFC	Port JRUFC	MNC Under 12s		Confirmed	13 Sep 16 3:52PM
65760	Port JRUFC	Port JRUFC	MNC Under 14s		Confirmed	13 Sep 16 3:52PM
<b>Entity: Woolgoolga Junior RC</b>						
65763	Woolgoolga Junior RC	Woolgoolga Juni...	MNC Under 10s		Confirmed	13 Sep 16 3:53PM
65764	Woolgoolga Junior RC	Woolgoolga Juni...	MNC Under 10s		Confirmed	13 Sep 16 3:53PM
65765	Woolgoolga Junior RC	Woolgoolga Juni...	MNC Under 12s		Confirmed	13 Sep 16 3:53PM
65766	Woolgoolga Junior RC	Woolgoolga Juni...	MNC Under 14s		Confirmed	13 Sep 16 3:53PM

1
Page 1 of 1 (23 items)

Download Detail Report

**NOTE:** This will provide a detail of teams nominated by their Club

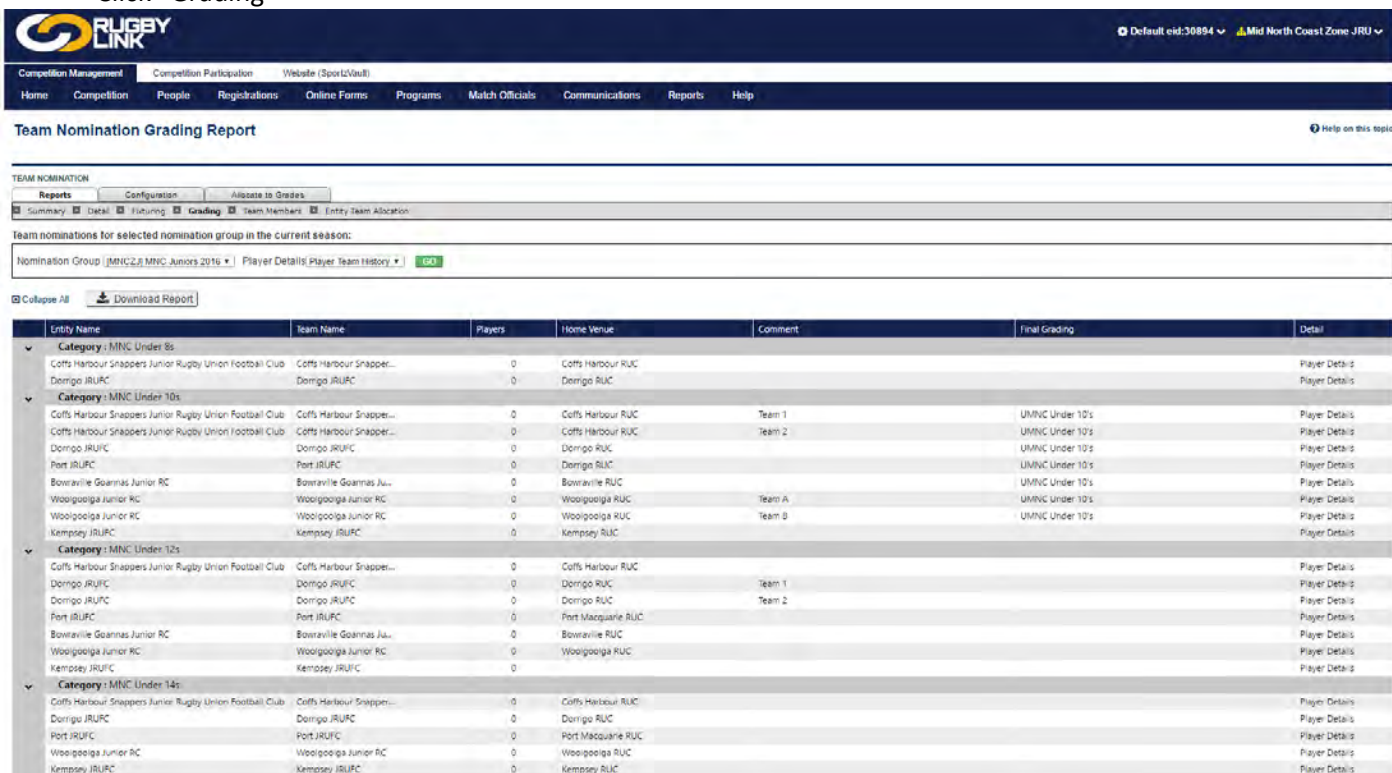


# Competition Management – Team Nomination Setup (Comp)

## Grading Report:

Navigation in Rugby Link: Competition Management > Competition > Team Nominations > Configuration and Reports

- Click “Reports”
- Click “Grading”



**Team Nomination Grading Report**

TEAM NOMINATION

Reports Configuration Allocate to Grades

Summary Detail Fixtures **Grading** Team Members Entry Team Allocation

Team nominations for selected nomination group in the current season:

Nomination Group: **MNC Under 10s** | Player Details | Player Team History | **GO**

☐ Collapse All | [Download Report](#)

Category	Team Name	Players	Home Venue	Comment	Final Grading	Detail
Category: MNC Under 8s	Coffs Harbour Snappers Junior Rugby Union Football Club	0	Coffs Harbour RUC			Player Details
	Dorrigo JRUC	0	Dorrigo RUC			Player Details
Category: MNC Under 10s	Coffs Harbour Snappers Junior Rugby Union Football Club	0	Coffs Harbour RUC	Team 1	UMNC Under 10's	Player Details
	Coffs Harbour Snappers Junior Rugby Union Football Club	0	Coffs Harbour RUC	Team 2	UMNC Under 10's	Player Details
	Dorrigo JRUC	0	Dorrigo RUC		UMNC Under 10's	Player Details
	Port JRUC	0	Dorrigo RUC		UMNC Under 10's	Player Details
	Bowraville Goannas Junior RC	0	Bowraville RUC		UMNC Under 10's	Player Details
	Woolgoolga Junior RC	0	Woolgoolga RUC	Team A	UMNC Under 10's	Player Details
	Woolgoolga Junior RC	0	Woolgoolga RUC	Team B	UMNC Under 10's	Player Details
	Kempsey JRUC	0	Kempsey RUC		UMNC Under 10's	Player Details
Category: MNC Under 12s	Coffs Harbour Snappers Junior Rugby Union Football Club	0	Coffs Harbour RUC			Player Details
	Dorrigo JRUC	0	Dorrigo RUC	Team 1		Player Details
	Dorrigo JRUC	0	Dorrigo RUC	Team 2		Player Details
	Port JRUC	0	Port Macquarie RUC			Player Details
	Bowraville Goannas Junior RC	0	Bowraville RUC			Player Details
	Woolgoolga Junior RC	0	Woolgoolga RUC			Player Details
Category: MNC Under 14s	Coffs Harbour Snappers Junior Rugby Union Football Club	0	Coffs Harbour RUC			Player Details
	Dorrigo JRUC	0	Dorrigo RUC			Player Details
	Port JRUC	0	Port Macquarie RUC			Player Details
	Woolgoolga Junior RC	0	Woolgoolga RUC			Player Details
	Kempsey JRUC	0	Kempsey RUC			Player Details

**NOTE:** Clubs may enter additional comments when nominating teams regarding the allocation to a grade and subsequent fixtures

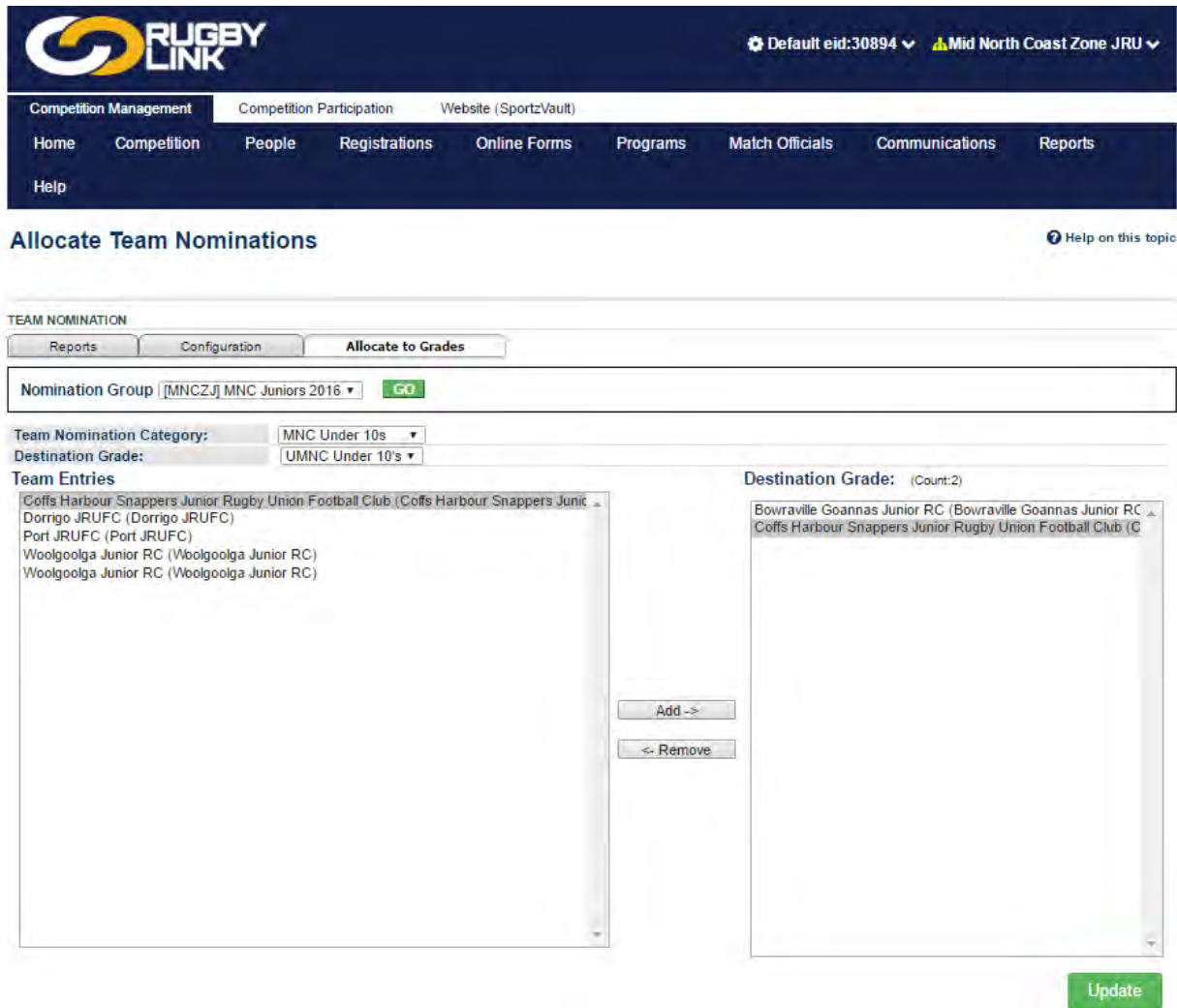
## Competition Management – Team Nomination Setup (Comp)

### Allocating Teams to Grades:

Navigation in Rugby Link: Competition Management > Competition > Team Nominations > Configuration and Reports

- Click “Allocate to Grades”
- Select ‘Team Nomination Category’
- Select ‘Destination Grade’

**NOTE:** Grades must be setup previously (or rolled over to new season)



**Allocate Team Nominations** [Help on this topic](#)

TEAM NOMINATION

Reports Configuration **Allocate to Grades**

Nomination Group: [MNCZJ] MNC Juniors 2016 [GO](#)

Team Nomination Category: MNC Under 10s

Destination Grade: UMNC Under 10's

**Team Entries**

Coffs Harbour Snappers Junior Rugby Union Football Club (Coffs Harbour Snappers Junit  
Dorrigo JRUFC (Dorrigo JRUFC)  
Port JRUFC (Port JRUFC)  
Woolgoolga Junior RC (Woolgoolga Junior RC)  
Woolgoolga Junior RC (Woolgoolga Junior RC)

**Destination Grade:** (Count:2)

Bowraville Goannas Junior RC (Bowraville Goannas Junior RC  
Coffs Harbour Snappers Junior Rugby Union Football Club (C

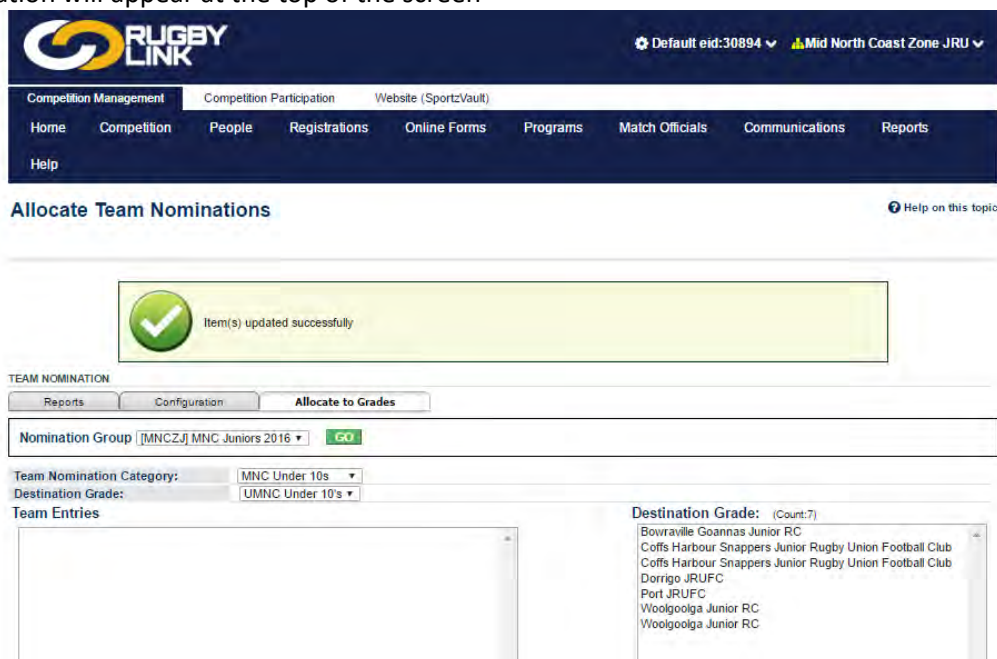
Add ->

<- Remove

[Update](#)

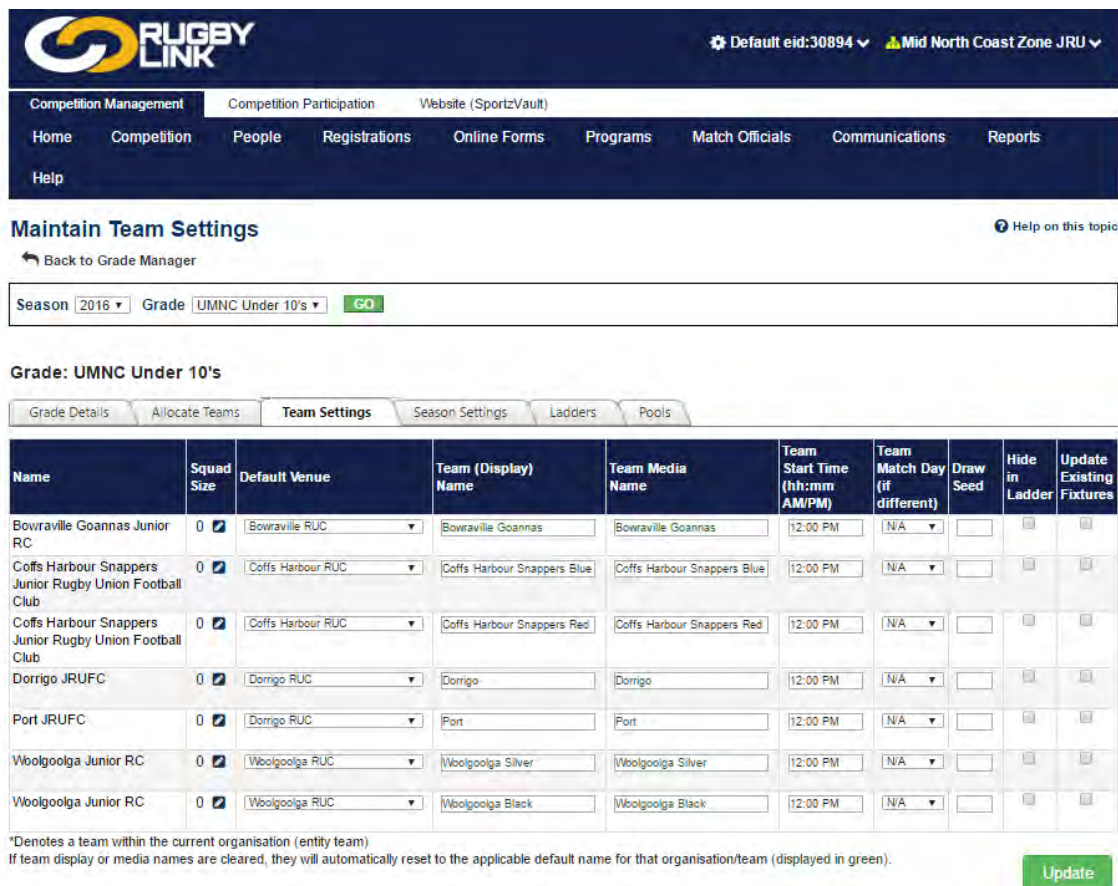
## Competition Management – Team Nomination Setup (Comp)

- Confirmation will appear at the top of the screen



- Teams will now display in the Grade Settings

**NOTE:** You will need to update Team Names when multiple teams selected in one grade



Name	Squad Size	Default Venue	Team (Display) Name	Team Media Name	Team Start Time (hh:mm AM/PM)	Team Match Day (if different)	Draw Seed	Hide in Ladder	Update Existing Fixtures
Bowraville Goannas Junior RC	0	Bowraville RUC	Bowraville Goannas	Bowraville Goannas	12:00 PM	N/A			
Coffs Harbour Snappers Junior Rugby Union Football Club	0	Coffs Harbour RUC	Coffs Harbour Snappers Blue	Coffs Harbour Snappers Blue	12:00 PM	N/A			
Coffs Harbour Snappers Junior Rugby Union Football Club	0	Coffs Harbour RUC	Coffs Harbour Snappers Red	Coffs Harbour Snappers Red	12:00 PM	N/A			
Dorrigo JRUF	0	Dorrigo RUC	Dorrigo	Dorrigo	12:00 PM	N/A			
Port JRUF	0	Dorrigo RUC	Port	Port	12:00 PM	N/A			
Woolgoolga Junior RC	0	Woolgoolga RUC	Woolgoolga Silver	Woolgoolga Silver	12:00 PM	N/A			
Woolgoolga Junior RC	0	Woolgoolga RUC	Woolgoolga Black	Woolgoolga Black	12:00 PM	N/A			

\*Denotes a team within the current organisation (entity team)  
If team display or media names are cleared, they will automatically reset to the applicable default name for that organisation/team (displayed in green).

\*As of 22 September 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).

## Competition Management – Team Nomination Setup (Club)

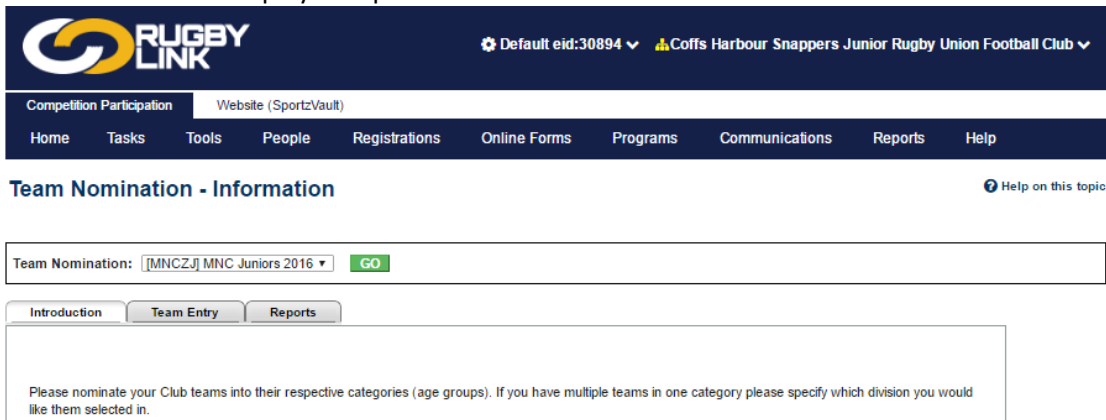
Clubs can lodge teams to their Competition team nomination categories via an online form in Rugby Link. Clubs can link these as 'confirmed', 'provisional' or 'withdrawn'. This functionality is used for:

1. Submitting team nominations with all details required.
2. Attaching a players list to each team nomination entry *(if required)*.
3. View/download reports on the number of team nominations per group, number of players registered per grade or view money owing *(if applicable)*.

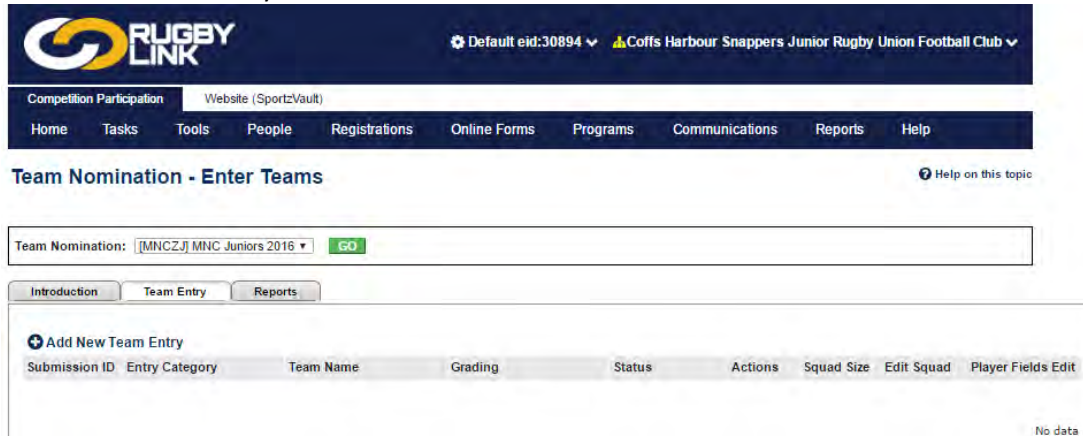
### Team Nomination/ Lodge Teams:

Navigation in Rugby Link: Competition Participation > Tasks > Team Nomination/ Lodge Teams

- "Introduction" tab will display Competition instructions



- Click "Team Entry"
- Click "Add New Team Entry"




- Select 'Entry Category' from drop down
- Select 'Home Venue' from drop down'

**NOTE:** If your Home Venue is not appearing in the dropdown please contact your Competition Manager to add this in for you



## Competition Management – Team Nomination Setup (Club)

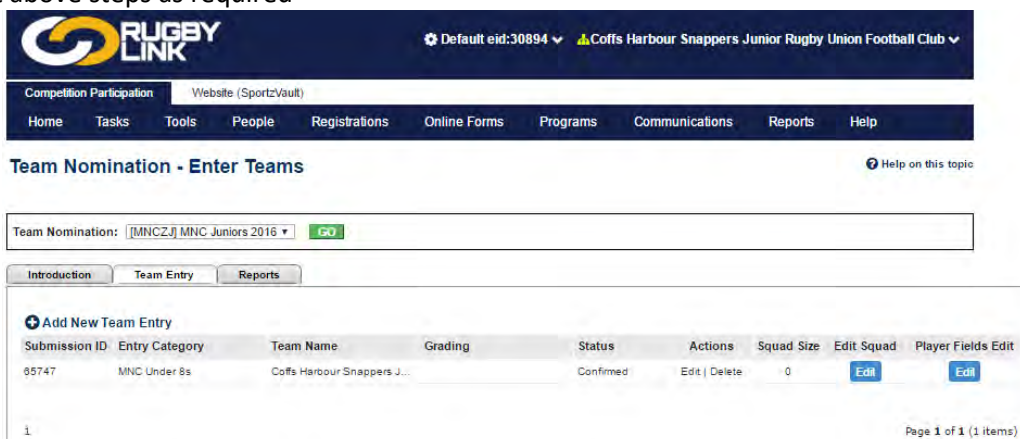
- Select 'Status' of team
  - **Provisional:** unsure status, this will not incur any costs for team entry if any fees are setup by Competition Manager
  - **Confirmed:** reserved status, this will incur relevant cost as set up by Competition Manager for team entry. After submitting, Club can view associated cost via 'Reports' tab
  - **Withdrawn**
- Click "Update"



- Confirmation will appear at the top of the screen

Team Nomination successfully saved. Close screen when ready.

- Teams will appear on the "Team Entry" tab
- Repeat above steps as required



**NOTE:** 'Squad Size' is only applicable if player allocation is required by your Competition Manager




## Competition Management – Team Nomination Setup (Club)

### Team Nomination Reports:

Navigation in Rugby Link: Competition Participation > Tasks > Team Nomination/ Lodge Teams

- Click “Reports”


Default eid:30894 ▼
Coffs Harbour Snappers Junior Rugby Union Football Club ▼

Competition Participation
Website (SportzVault)

Home
Tasks
Tools
People
Registrations
Online Forms
Programs
Communications
Reports
Help

### Team Nomination - Reports Help on this topic

Team Nomination: [MNCZJ] MNC Juniors 2016 ▼
GO

Introduction
Team Entry
Reports

Total Entry Cost\*: \$0.00

Entry Category	New Season Grading	Coach Name	Home Venue	Status	Confirmed	Entry Cost
<b>Type: NEW ENTRIES</b>						
MNC Under 8s	NA		Coffs Harbour RUC	Confirmed	13 Sep 16 3:49PM	\$0.00
MNC Under 10s	UMNC Under 10's		Coffs Harbour RUC	Confirmed	13 Sep 16 3:50PM	\$0.00
MNC Under 10s	UMNC Under 10's		Coffs Harbour RUC	Confirmed	13 Sep 16 3:50PM	\$0.00
MNC Under 12s	NA		Coffs Harbour RUC	Confirmed	13 Sep 16 3:50PM	\$0.00
MNC Under 14s	NA		Coffs Harbour RUC	Confirmed	13 Sep 16 3:50PM	\$0.00
MNC Under 16s	NA		Coffs Harbour RUC	Confirmed	13 Sep 16 3:51PM	\$0.00

1
Page 1 of 1 (6 items)

\* Note: The cost displayed for non confirmed teams is the indicative cost for that entry if it was confirmed now.

**NOTE:** ‘New Season Grading’ will display grade team has been allocated to. This is a dynamic report and Grading will update once your Competition Manager has allocated teams

\*As of 22 September 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink) or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).

# Competition Management – Squad Lists

This Rugby Link self-help guide explains how Clubs and Competition Managers can create Squad Lists. The primary function of Squad Lists is to reduce the total number of players that a Club Administrator needs to filter through when selecting their teams. It can be used as a “tidying” mechanism for bigger Clubs. Some Competition Managers (mainly Juniors) like to enforce certain Clubs submit their squads (in regards to age brackets or skill level).

**NOTE:** A squad is related to a team playing in a specific grade.

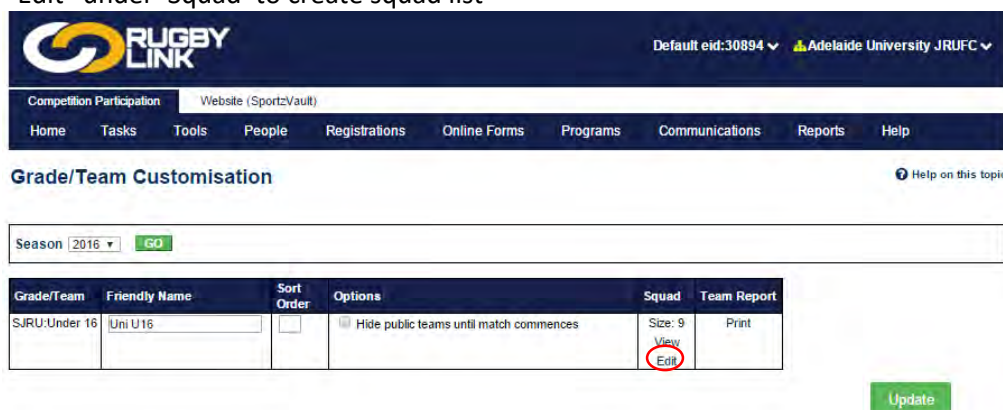
<b>Squad List</b>	Squads are a collection of players that are defined as the basis for selecting teams for a given match
<b>Team List</b>	List of all registered players selected for the match in that round

## Squad Lists (Club)

### STEP 1: Navigating to Squad Lists

Navigation in Rugby Link: Competition Participation > Tasks > Team/ Squad Setup (Season)

- ‘Friendly Name’ - a name may be specified to identify the grade within the club. For example, 'Uni U16'. Leave blank to use the association name
- ‘Sort Order’ - determines the order the grades are listed in various drop down lists and reports
- Click on “Edit” under ‘Squad’ to create squad list



Default eid:30894 ▼ Adelaide University JRUC ▼

Competition Participation Website (SportzVault)

Home Tasks Tools People Registrations Online Forms Programs Communications Reports Help

Grade/Team Customisation [Help on this topic](#)

Season 2016 ▼ [GO](#)

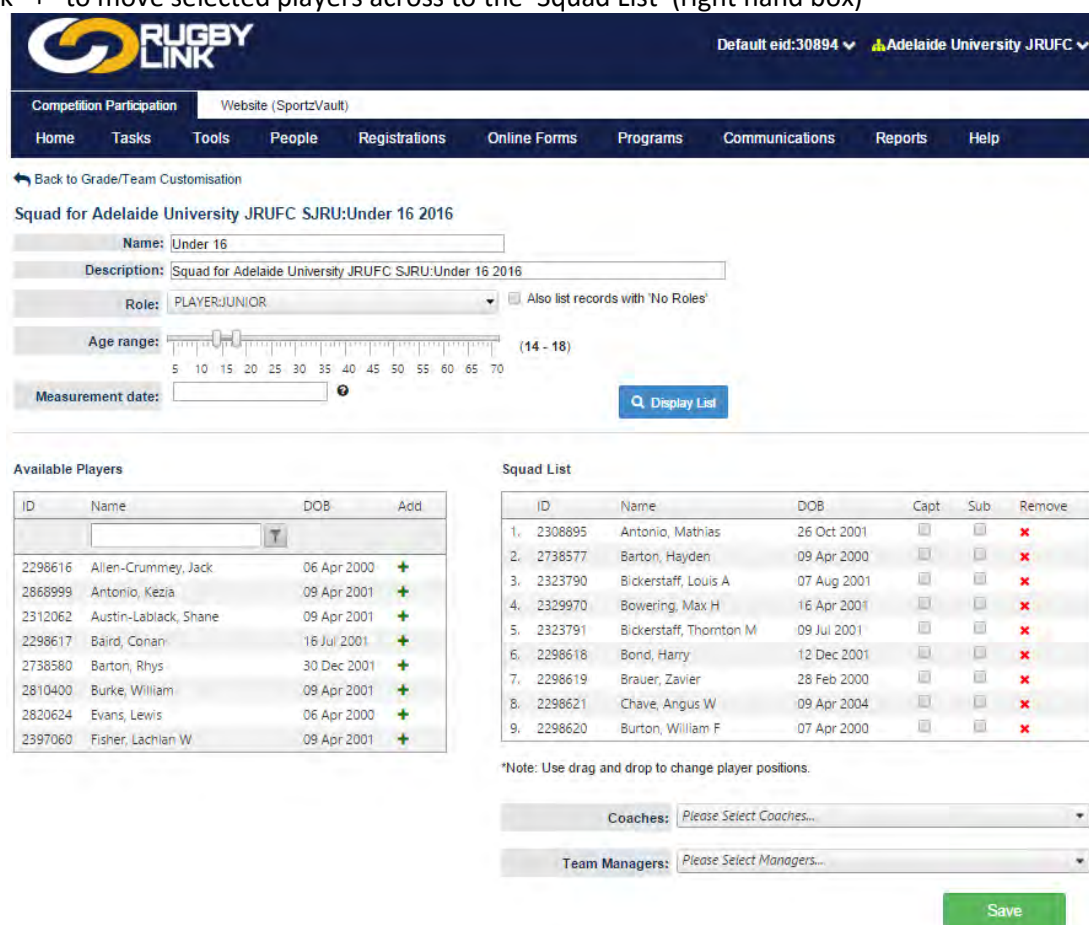
Grade/Team	Friendly Name	Sort Order	Options	Squad	Team Report
SJRU: Under 16	Uni U16	<input type="checkbox"/>	<input type="checkbox"/> Hide public teams until match commences	Size: 9 <a href="#">View</a> <a href="#">Edit</a>	<a href="#">Print</a>

[Update](#)

# Competition Management – Squad Lists

## STEP 2: Setting up a Squad

- Defaults will be entered into the name and description of the squad. However, if you have entered in a 'Friendly Name' it will display here
- Filters by:
  - Role
  - Age range
  - Measurement date, enter in the cut-off date for the specific age range, e.g. 31/12/2000
- Click "Display List"
- All available players from your Player List will be displayed in the left hand box
- Select a single player from the 'Available Players'
- Click "+" to move selected players across to the 'Squad List' (right hand box)



**Squad for Adelaide University JRUCF SJRU: Under 16 2016**

Name: Under 16

Description: Squad for Adelaide University JRUCF SJRU: Under 16 2016

Role: PLAYER/JUNIOR ☐ Also list records with 'No Roles'

Age range: 14 - 18

Measurement date:

[Display List](#)

**Available Players**

ID	Name	DOB	Add
2298616	Allen-Crummey, Jack	06 Apr 2000	+
2868999	Antonio, Kezia	09 Apr 2001	+
2312062	Austin-Laback, Shane	09 Apr 2001	+
2298617	Baird, Conan	16 Jul 2001	+
2738580	Barton, Rhys	30 Dec 2001	+
2810400	Burke, William	09 Apr 2001	+
2820624	Evans, Lewis	06 Apr 2000	+
2397060	Fisher, Lachlan W	09 Apr 2001	+

**Squad List**

ID	Name	DOB	Capt	Sub	Remove
1. 2308895	Antonio, Mathias	26 Oct 2001	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. 2738577	Barton, Hayden	09 Apr 2000	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. 2323790	Bickerstaff, Louis A	07 Aug 2001	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. 2329970	Bowering, Max H	16 Apr 2001	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. 2323791	Bickerstaff, Thornton M	09 Jul 2001	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. 2298618	Bond, Harry	12 Dec 2001	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. 2298619	Brauer, Xavier	28 Feb 2000	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. 2298621	Chave, Angus W	09 Apr 2004	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. 2298620	Burton, William F	07 Apr 2000	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

\*Note: Use drag and drop to change player positions.

Coaches:

Team Managers:

[Save](#)

**NOTE: Players can be part of multiple squads within the same Club**

## Competition Management – Squad Lists

- Clubs also have the option of selecting a 'Captain \*', Coach and Team Manager
- Once all players have been added to the squad list click "Save"

Default eid:30894 ▼ Adelaide University JRUCF ▼

Competition Participation Website (SportzVault)

Home Tasks Tools People Registrations Online Forms Programs Communications Reports Help

Back to Grade/Team Customisation

Squad for Adelaide University JRUCF SJRU: Under 16 2016

Name: Under 16

Description: Squad for Adelaide University JRUCF SJRU: Under 16 2016

Role: All Roles ☐ Also list records with 'No Roles'

Age range: 5 10 15 20 25 30 35 40 45 50 55 60 65 70

Measurement date:

Display List

Available Players

ID	Name	DOB	Add
2298616	Allen-Crummey, Jack	06 Apr 2000	+
2868999	Antonio, Kezia	09 Apr 2001	+
2298978	Ash, Lachlan T	02 Apr 2002	+
2312062	Austin-Lablack, Shane	09 Apr 2001	+
2298617	Baird, Conan	16 Jul 2001	+
2738580	Barton, Rhys	30 Dec 2001	+
2300292	Bonser, Henry	02 May 2009	+
2810400	Burke, William	09 Apr 2001	+
2820624	Evans, Lewis	06 Apr 2000	+
2820629	Evans, Tyler	12 Apr 2004	+
2397060	Fisher, Lachlan W	09 Apr 2001	+
2401770	Fragnito, Antonio	26 Oct 1989	+
2454812	Judd, Toby	26 Oct 1992	+

Squad List

ID	Name	DOB	Capt	Sub	Remove
1. 2308895	Antonio, Mathias	26 Oct 2001	<input type="checkbox"/>	<input type="checkbox"/>	✗
2. 2738577	Barton, Hayden	09 Apr 2000	<input type="checkbox"/>	<input type="checkbox"/>	✗
3. 2323790	Bickerstaff, Louis A	07 Aug 2001	<input type="checkbox"/>	<input type="checkbox"/>	✗
4. 2329970	Bowering, Max H	16 Apr 2001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✗
5. 2323791	Bickerstaff, Thornton M	09 Jul 2001	<input type="checkbox"/>	<input type="checkbox"/>	✗
6. 2298618	Bond, Harry	12 Dec 2001	<input type="checkbox"/>	<input type="checkbox"/>	✗
7. 2298619	Braver, Xavier	28 Feb 2000	<input type="checkbox"/>	<input type="checkbox"/>	✗
8. 2298621	Chave, Angus W	09 Apr 2004	<input type="checkbox"/>	<input type="checkbox"/>	✗
9. 2298620	Burton, William F	07 Apr 2000	<input type="checkbox"/>	<input type="checkbox"/>	✗

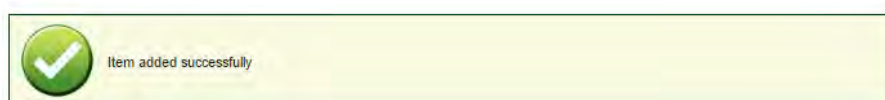
\*Note: Use drag and drop to change player positions.

Coaches: Fragnito, Antonio

Team Managers: All items checked

Save

- Confirmation will appear at the top of the screen



### STEP 3: Adding Coach or Manager

- For a coach or manager to be attached to a team, they must be registered and have the TEAM OFFICIAL role and the relevant sub-role, i.e. COACH or MANAGER
- In the right hand bottom screen of the squad list, click on the drop down arrow to see the list of available Coaches and/ or Team Managers
- Click in the check box next to their name
- Once all Team Officials have been selected click "Save"

### STEP 4: To Remove a Coach or Manager

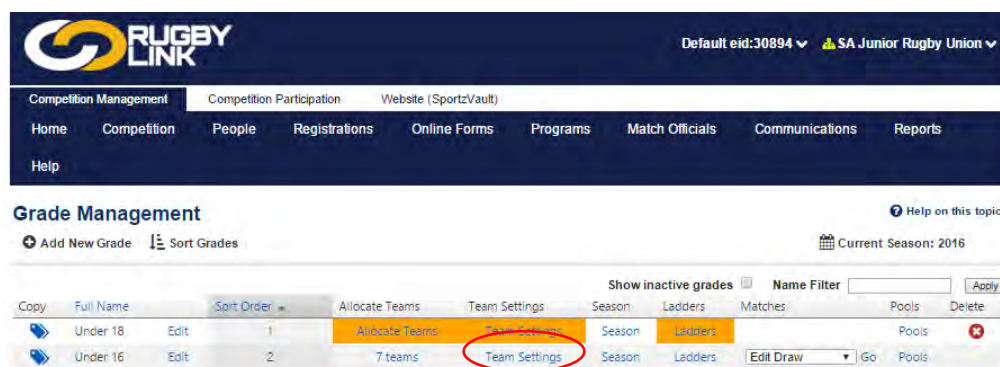
- Click dropdown to see list of available Team Officials (Coaches or Team Managers)
- Remove the tick by clicking the check box
- Click "Save"

# Competition Management – Squad Lists

## Squad Lists (Competition Manager)

Navigation in Rugby Link: Competition Management > Grades > Maintain Grades, Teams and Ladders

- Click on “Team Settings” next to Grade you wish to create a squad list for



**Grade Management**

Current Season: 2016

Copy	Full Name	Edit	Sort Order	Allocate Teams	Team Settings	Season	Ladders	Matches	Pools	Delete
	Under 18	Edit	1	Allocate Teams	Team Settings	Season	Ladders		Pools	
	Under 16	Edit	2	7 teams	Team Settings	Season	Ladders	Edit Draw	Go	Pools

- Click on pencil under ‘Squad Size’ next to team you wish to create a squad for

**Maintain Team Settings**

Back to Grade Manager

Season: 2016 Grade: Under 16 GO

**Grade: Under 16**

Grade Details Allocate Teams **Team Settings** Season Settings Ladders Pools

Name	Squad Size	Default Venue	Team (Display) Name	Team Media Name	Team Start Time (hh:mm AM/PM)	Team Match Day (if different)	Draw Seed	Hide in Ladder	Update Existing Fixtures
Adelaide University JRUCF	11	Select...	Adelaide University JRUCF	Adelaide University JRUCF		N/A	4		
Brighton Junior RUFC	0	Select...	Brighton Junior RUFC	Brighton Junior RUFC		N/A	6		
Elizabeth Junior RUFC	0	Select...	Elizabeth Junior RUFC	Elizabeth Junior RUFC		N/A	5		
Old Collegians Junior RFC	0	Select...	Old Collegians Junior RFC	Old Collegians Junior RFC		N/A	2		
Onkaparinga Junior RUFC	0	Select...	Onkaparinga Junior RUFC	Onkaparinga Junior RUFC		N/A	7		
Souths Suburbs Junior RUFC	0	Select...	Souths Suburbs Junior RUFC	Souths Suburbs Junior RUFC		N/A	1		
Woodville Junior RUFC	0	Select...	Woodville Junior RUFC	Woodville Junior RUFC		N/A	3		

\*Denotes a team within the current organisation (entity team)  
If team display or media names are cleared, they will automatically reset to the applicable default name for that organisation/team (displayed in green).

Update

\*As of 5 October 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).



## Competition Management – Select Team

This Rugby Link self-help guide explains how Clubs can select their Team Lists prior to each match.

**NOTE:** A participant must have a PLAYER role and be REGISTERED in order to be eligible for team selection.

<b>Squad List</b>	Squads are a collection of players that are defined as the basis for selecting teams for a given match
<b>Select Team</b>	List of all registered players selected for the match in that round

### Select Team:

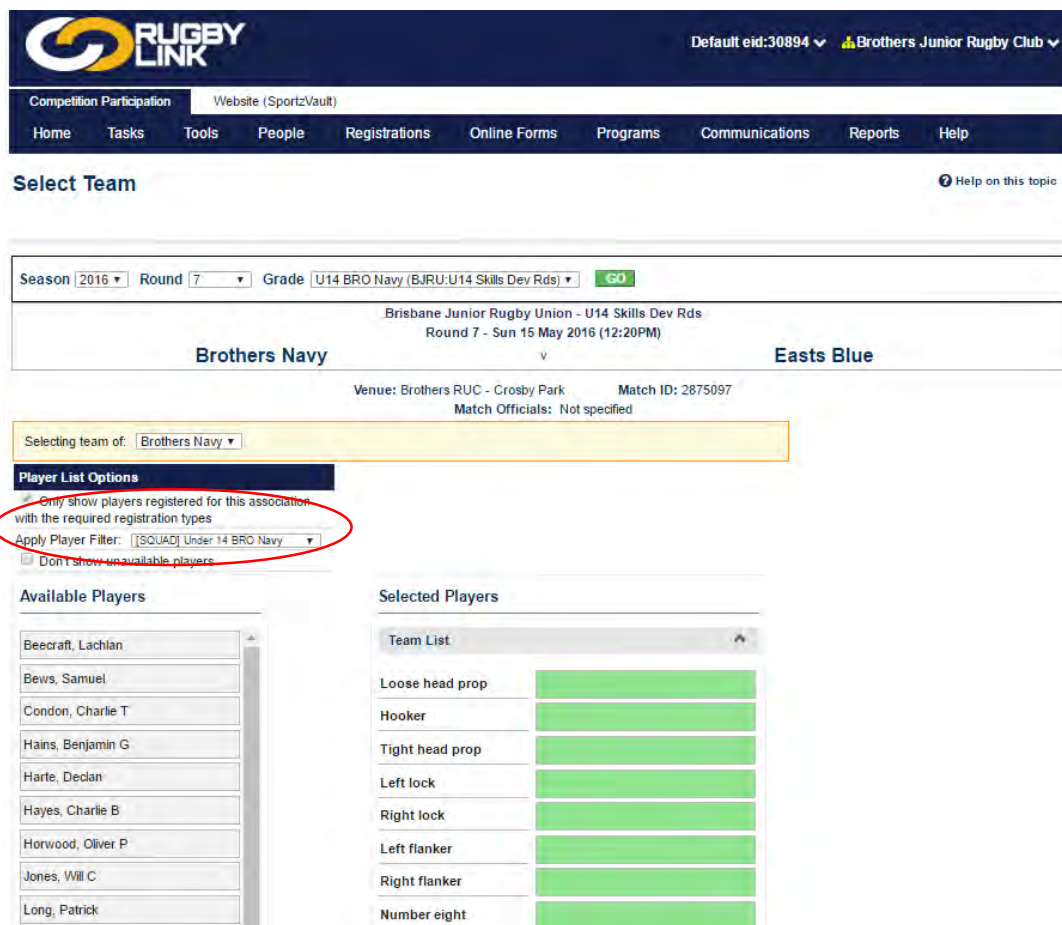
#### STEP 1: Select Team List

Navigation in Rugby Link: Competition Participation > Tasks > Select Team

- Ensure you 'Only show players registered for this association with the required registration types' is selected. This will ensure only REGISTERED players are able to be selected for the team

**NOTE:** Competition Managers will set this function

- Can 'Apply Player Filter' using Squad List



## Competition Management – Select Team

- Drag-and-drop a single player from 'Available Players' into their playing position under 'Selected Players'

Season

2016

Round

7

Grade

U14 BRU Navy (BJRU:U14 Skills Dev Rd)

GO

Brisbane Junior Rugby Union - U14 Skills Dev Rds

Round 7 - Sun 15 May 2016 (12:20PM)

Brothers Navy

v

Easts Blue

Venue: Brothers RUC - Crosby Park

Match ID: 2875097

Match Officials: Not specified

Selecting team of:

Brothers Navy

Player List Options

Only show players registered for this association with the required registration types

Apply Player Filter: [SQUAD] under 14 BRU Navy

Don't show unavailable players

Available Players

Beecraft, Lachlan

Bews, Samuel

Harte, Declan

Jones, Will C

Luka, Johna

Mahoney, Ellis

McColl, Antony Joseph

Rigney, Declan

Ruddy, Jack

Small, Jack

Stark, Joseph P

Tomlinson, Cooper J

Williams, Ethan T

Wight, Luke A

Drop Here to Unselect

Selected Players

Team List

Loose head prop

1

Hayes, Charlie B

Hooker

2

Condon, Charlie T

Tight head prop

3

Hains, Benjamin G

Left lock

4

Long, Patrick

Right lock

5

Honwood, Oliver P

Left flanker

Right flanker

Number eight

Scrum half

Fly half

Left wing

Left centre

Right centre

Right wing

Full back

Substitute(s)

Captain

## Competition Management – Select Team

### NOTE:

- Playing jersey number will default to the number of the position. This can be changed by typing in the appropriate jersey number into the white box
- Positions can be left blank if needed
- A maximum number of substitutes may be set by your Competition Manager

### Select Team

[Help on this topic](#)

Season 2016 Round 7 Grade U14 BRO Navy (BJRU.U14 Skills Dev Rd) GO

Brisbane Junior Rugby Union - U14 Skills Dev Rds  
Round 7 - Sun 15 May 2016 (12:20PM)

Brothers Navy v Easts Blue

Venue: Brothers RUC - Crosby Park Match ID: 2875097  
Match Officials: Not specified

Selecting team of: Brothers Navy

**Player List Options**  
☒ Only show players registered for this association with the required registration types  
Apply Player Filter: [SQUAD] Under 14 BRO Navy  
☐ Don't show unavailable players

**Available Players**

Beecraft, Lachlan  
McColl, Antony Joseph  
Rigney, Declan  
Stark, Joseph P  
Tomlinson, Cooper J  
Williams, Ethan T  
Wright, Luke A

Drop Here to Unselect

**Selected Players**

Team List

Loose head prop	1	Hayes, Charlie B
Hooker	2	Condon, Charlie T
Tight head prop	3	Hains, Benjamin S
Left lock	4	Long, Patrick
Right lock	22	Horwood, Oliver F
Left flanker	6	Mahoney, Ellis
Right flanker	7	Small, Jack
Number eight	8	Luka, Johna
Scrum half		
Fly half	10	Harte, Declan
Left wing	11	Bews, Samuel
Left centre	12	Ruddy, Jack
Right centre	13	Jones, Will C
Right wing		
Full back		

Substitute(s)  
Captain

# Competition Management – Select Team

## Select Team

[Help on this topic](#)

Season 2016 Round 7 Grade U14 BRO Navy (BJRU:U14 Skills Dev Rd) GO

Brisbane Junior Rugby Union - U14 Skills Dev Rds  
Round 7 - Sun 15 May 2016 (12:20PM)

**Brothers Navy** v **East Blue**

Venue: Brothers RUC - Crosby Park Match ID: 2875097  
Match Officials: Not specified

Selecting team of: Brothers Navy

**Player List Options**

☐ Only show players registered for this association with the required registration types

Apply Player Filter: [SQUAD] Under 14 BRO Navy

☐ Don't show unavailable players

**Available Players**

McColl, Antony Joseph  
Tomlinson, Cooper J

Drop Here to Unselect

**Selected Players**

Team List

Loose head prop	1	Hayes, Charlie B
Hooker	2	Condon, Charlie T
Tight head prop	3	Hains, Benjamin G
Left lock	4	Long, Patrick
Right lock	22	Horwood, Oliver P
Left flanker	6	Mahoney, Ellis
Right flanker	7	Small, Jack
Number eight	8	Luka, Johna
Scrum half	9	Wright, Luke A
Fly half	10	Rigney, Declan
Left wing	11	Bews, Samuel
Left centre	12	Ruddy, Jack
Right centre	13	Jones, Will C
Right wing	14	Beecraft, Lachlan
Full back	15	Harte, Declan

Substitute(s)

16	Williams, Ethan T
17	Stark, Joseph P

Captain Please Select Captain...

- Select 'Captain' via the drop down
- Select 'Coach', 'Team Manager' via the drop down

**NOTE:** Competition Managers may set 'Coach' as a mandatory field

- Select 'Assistant Referee' via the drop down

**NOTE:** individual records need to have 'Team Official' role and the relevant sub-role selected to appear in the drop downs

- Click "Update"

Captain Jones, Will C

Team Officials

Coach Beecraft, Dennis P, McMaster, Anc

Team Manager Du Plessis, Lisa

Scorer Please Select Scorer...

Match Officials

Assistant Referee Please Select...

☐ Hayes, Charlie B  
☐ Condon, Charlie T  
☐ Hains, Benjamin G  
☐ Long, Patrick  
☐ Horwood, Oliver P  
☐ Mahoney, Ellis  
☐ Small, Jack  
☐ Luka, Johna  
☐ Wright, Luke A  
☐ Rigney, Declan  
☐ Bews, Samuel  
☐ Ruddy, Jack  
☒ Jones, Will C  
☐ Beecraft, Lachlan  
☐ Harte, Declan  
☐ Williams, Ethan T  
☐ Stark, Joseph P



## Competition Management – Select Team

Season 2016 Round 7 Grade U14 BRO Navy (BJRU U14 Skills Dev Rds) GO

Brisbane Junior Rugby Union - U14 Skills Dev Rds  
Round 7 - Sun 15 May 2016 (12:20PM)

Brothers Navy v Easts Blue

Venue: Brothers RUC - Crosby Park Match ID: 2875097  
Match Officials: Not specified

Selecting team of: Brothers Navy

**Player List Options**  
☒ Only show players registered for this association with the required registration types  
Apply Player Filter: [(SQUAD) Under 14 BRO Navy]  
☐ Don't show unavailable players

**Available Players**  

McCall, Antony Joseph  
Tomlinson, Cooper J

Drop Here to Unselect

**Selected Players**

Team List	
Loose head prop	1 Hayes, Charlie B
Hooker	2 Condon, Charlie T
Tight head prop	3 Hains, Benjamin G
Left lock	4 Long, Patrick
Right lock	22 Horwood, Oliver R
Left flanker	6 Mahoney, Ellis
Right flanker	7 Small, Jack
Number eight	8 Luka, Jorma
Scrum half	9 Wright, Luke A
Fly half	10 Rigney, Declan
Left wing	11 Bews, Samuel
Left centre	12 Ruddy, Jack
Right centre	13 Jones, Will C
Right wing	14 Beecraft, Lachlan
Full back	15 Harle, Declan

Substitute(s)  
16 Williams, Ethan T  
17 Stark, Joseph P

Captain  
Jones, Will C

**Team Officials**

Coach	Beecraft, Dennis R, McMatter, Ane
Team Manager	Dju Pletotic, Lisa
Scorer	Please Select Scorer...

**Match Officials**  
Assistant Referee  
Please Select ...

Player List displays squad members.  
Player List is restricted due to selections in Player List Options.  
Please click the help link above for more information.

View selected teams

Update

- Confirmation will appear at the top of the screen





# Competition Management – Select Team

## STEP 2: Print Match Scorecard/ Team List

Navigation in Rugby Link: Competition Participation > Tools > Match List

**REFER TO: 'Printing Match Scorecards' for printing team lists with results entry**

Navigation in Rugby Link: Competition Participation > Tools > Team List

- Your Team List will pre-populate after selecting team following Step 1 as below
- Can select the fields displayed from the checkbox table

Default eid:30894 ▾ Brothers Junior Rugby Club ▾

Competition Participation Website (SportzVault)

Home Tasks Tools People Registrations Online Forms Programs Communications Reports Help

### Team Lists Help on this topic

Print

Season 2016 ▾ Round 7 ▾ Grade U14 BRO Navy (BJRU:U14 Skills Dev Rds) ▾ GO

Show: ☒ Display typical Captain's list columns ☒ Display typical list columns for Match Official

<input checked="" type="checkbox"/> RugbyLink ID	<input checked="" type="checkbox"/> MyRugby ID	<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Registration Status
<input checked="" type="checkbox"/> Home phone	<input checked="" type="checkbox"/> Mobile phone	<input checked="" type="checkbox"/> Subs. payment status	<input checked="" type="checkbox"/> Paid checkbox
<input type="checkbox"/> DOB	<input type="checkbox"/> Played	<input checked="" type="checkbox"/> Player signature	<input type="checkbox"/> Player portrait
<input type="checkbox"/> Captain signature			

☐ Portrait preferred layout.

- \*Player Subscriptions refer to the annual membership fees that most clubs charge players.
- \*\*Reg. refers to the players registration status in the relevant association as at the time of generating the report.

**Brisbane Junior Rugby Union - U14 Skills Dev Rds**  
**Round 7 - Sun 15 May 2016 (12:20PM)**

Brothers Navy\*
v
Easts Blue


Venue: Brothers RUC - Crosby Park Match ID: 2875097  
Match Officials: Not specified

	RugbyLink ID	MyRugby ID	Name	Reg.**	Home ph	Mobile ph	Subs. payment status*	Paid on day	Signature
1	1985173	1294228	Hayes, Charlie B (1)	YES	0399999999	0410000000	NOT PAID	<input type="checkbox"/>	
2	2045102	1241896	Condon, Charlie T (2)	YES	0399999999	0410000000	PAID	<input type="checkbox"/>	
3	1969167	958485	Hains, Benjamin G (3)	YES	0399999999	0410000000	PAID	<input type="checkbox"/>	
4	2097777	1242363	Long, Patrick (4)	YES	0399999999	0410000000	PAID	<input type="checkbox"/>	
5	1969206	1551864	Honwood, Oliver P (22)	YES	0399999999	0410000000	PAID	<input type="checkbox"/>	
6	2227418	1115443	Mahoney, Ellis (6)	YES	0399999999	0410000000	PAID	<input type="checkbox"/>	
7	1964371	1549421	Small, Jack (7)	YES	0399999999	0410000000	PAID	<input type="checkbox"/>	
8	2227196	1572592	Luka, Johna (8)	YES	0399999999	0410000000	NOT PAID	<input type="checkbox"/>	
9	2751494	3950600	Wright, Luke A (9)	YES	0399999999	0410000000	PAID	<input type="checkbox"/>	

**NOTE: Players MUST be REGISTERED to appear on Team List**

## Competition Management – Select Team

- If player portraits have been added it is recommended to tick 'Portrait preferred layout'
- Click "Go"


Default eid:30894 ▾ 🏴󠆿󠆳 Brothers Junior Rugby Club ▾

Competition Participation Website (SportzVault)
Home Tasks Tools People Registrations Online Forms Programs Communications Reports Help

### Team Lists ? Help on this topic

[Print](#)

Season 2016 ▾ Round 7 ▾ Grade U14 BRO Navy (BJRU:U14 Skills Dev Rds) ▾ GO

Show: ☒ Display typical Captain's list columns  
☒ Display typical list columns for Match Official

<input checked="" type="checkbox"/> RugbyLink ID	<input checked="" type="checkbox"/> MyRugby ID	<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Registration Status
<input checked="" type="checkbox"/> Home phone	<input checked="" type="checkbox"/> Mobile phone	<input checked="" type="checkbox"/> Subs. payment status	<input type="checkbox"/> Paid checkbox
<input type="checkbox"/> DOB	<input type="checkbox"/> Played	<input checked="" type="checkbox"/> Player signature	<input type="checkbox"/> Player portrait
<input type="checkbox"/> Captain signature			

☒ Portrait preferred layout

- \*Player Subscriptions refer to the annual membership fees that most clubs charge players.
- \*\*Reg. refers to the players registration status in the relevant association as at the time of generating the report.

Note that not all associations required players to be registered.

**Brisbane Junior Rugby Union - U14 Skills Dev Rds**  
**Round 7 - Sun 15 May 2016 (12:20PM)**

**Brothers Navy\***

v

**Easts Blue**

Venue: Brothers RUC - Crosby Park
Match ID: 2875097

Match Officials: Not specified

<div style="text-align: right; font-weight: bold; font-size: small;">1</div> RugbyLink ID 1985173 MyRugbyID 1294228 <b>Name:</b> Hayes, Charlie B (1) <b>Reg.**:</b> YES <b>Home ph:</b> 03999999999 <b>Mobile ph:</b> 0410000000 <b>Subs. payment status*:</b> NOT PAID <b>Signature:</b>
---

 2   RugbyLink ID 2045102   MyRugbyID 1241896  **Name:** Condon, Charlie T (2)  **Reg.\*\*:** YES  **Home ph:** 03999999999  **Mobile ph:** 0410000000  **Subs. payment status\*:** PAID  **Signature:** |

<div style="text-align: right; font-weight: bold; font-size: small;">3</div> RugbyLink ID 1969167 MyRugbyID 958485 <b>Name:</b> Hains, Benjamin G (3) <b>Reg.**:</b> YES <b>Home ph:</b> 03999999999 <b>Mobile ph:</b> 0410000000 <b>Subs. payment status*:</b> PAID <b>Signature:</b>
---

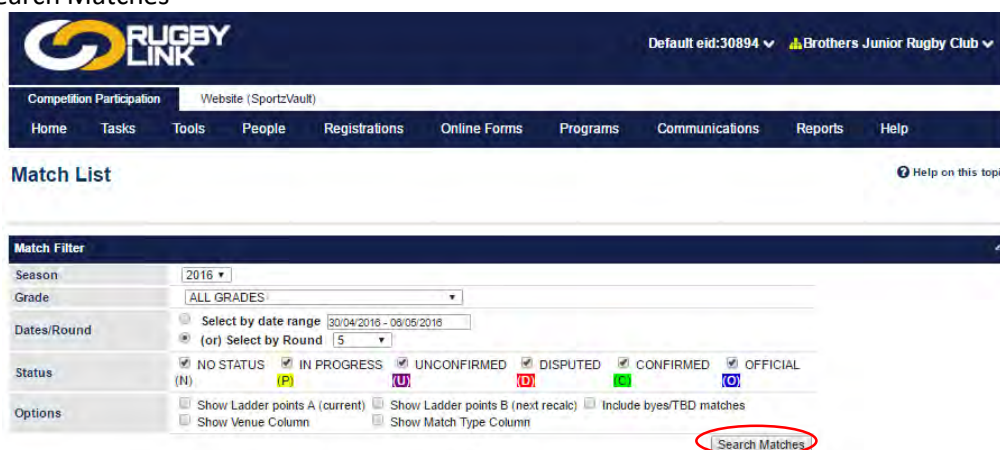
# Competition Management – Printing Match Scorecards

This Rugby Link self-help guides explains how Clubs and Competition Managers can print Match Scorecards for all Competition fixtures.

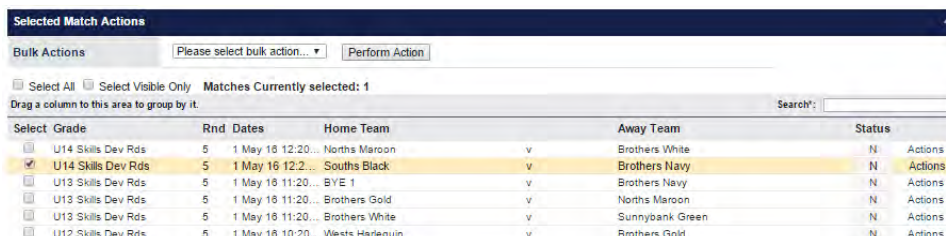
## Printing Match Scorecards (Club)

Navigation in Rugby Link: Competition Participation > Tools > Match List

- Select 'Grades' and 'Round'
- Click "Search Matches"

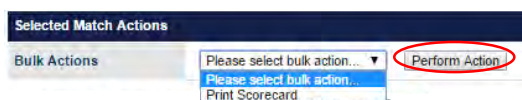


- Tick 'Select All' or individual matches



Select	Grade	Rnd	Dates	Home Team	Away Team	Status
<input type="checkbox"/>	U14 Skills Dev Rds	5	1 May 16 12:20...	Norths Maroon	Brothers White	N Actions
<input checked="" type="checkbox"/>	U14 Skills Dev Rds	5	1 May 16 12:20...	Souths Black	Brothers Navy	N Actions
<input type="checkbox"/>	U13 Skills Dev Rds	5	1 May 16 11:20...	BYE 1	Brothers Navy	N Actions
<input type="checkbox"/>	U13 Skills Dev Rds	5	1 May 16 11:20...	Brothers Gold	Norths Maroon	N Actions
<input type="checkbox"/>	U13 Skills Dev Rds	5	1 May 16 11:20...	Brothers White	Sunnybank Green	N Actions
<input type="checkbox"/>	U12 Skills Dev Rds	5	1 May 16 10:20...	Wests Harlequin	Brothers Gold	N Actions

- Select 'Print Scorecard' from Bulk Actions
- Click "Perform Action"



## Competition Management – Printing Match Scorecards

- Download displays as PDF for **YOUR TEAM** in each match

### U14 Skills Dev Rds

<b>CLUB</b>	Brothers Navy	<b>DATE</b>	1 May 2016 01:20 PM				
		<b>VENUE</b>	Souths JRUC - Shaftesbury Oval (Juniors)				
		<b>OPPOSITION</b>	Souths Black				

<b>TEAMS</b>	<b>TRIES (T)</b>	<b>CONVS (C)</b>	<b>PENALTIES (P)</b>	<b>F/GOALS (F)</b>	<b>P/TRY (PT)</b>	<b>HALF TIME (HT)</b>	<b>FULL TIME (FT)</b>
(H) Souths Black							
(A) Brothers Navy							

## TEAM LIST

[illegible]

Opposition Incidents: Player number and offence	If opposition team played uncontested scrums, state: Reason: ..... Duration: ..... (mins)	Injury: Serious and/or Concussion Injury Type: Spinal, Head, Fracture/Dislocation, Other:
---	---	---

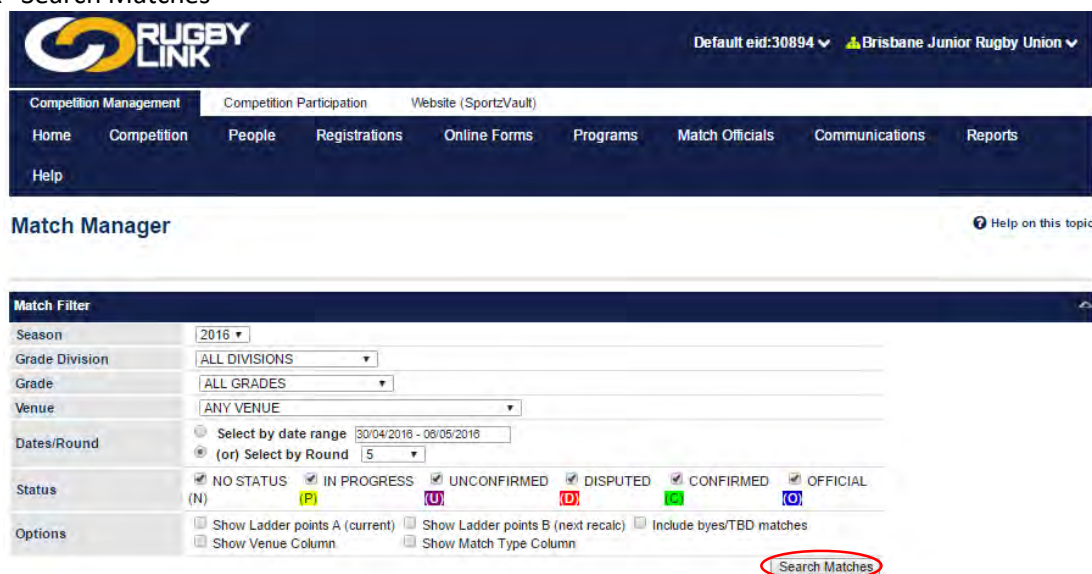
Club Official \_\_\_\_\_ Referee \_\_\_\_\_ Opposing Official \_\_\_\_\_

# Competition Management – Printing Match Scorecards

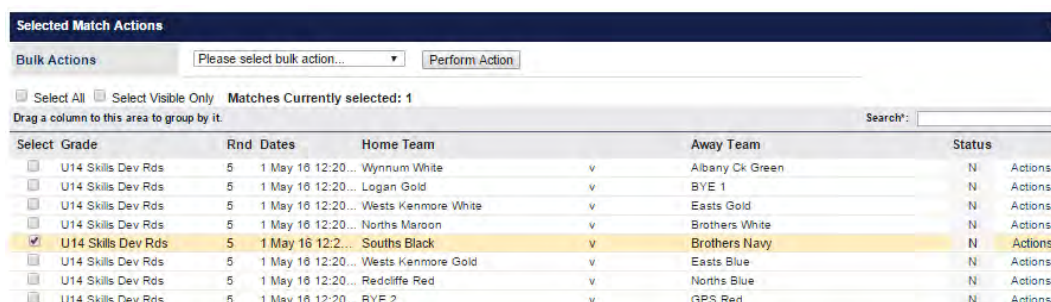
## Printing Match Scorecards (Competition)

Navigation in Rugby Link: Competition Management > Competition > Matches > Match Manager

- Select 'Grades' and 'Round'
- Click "Search Matches"

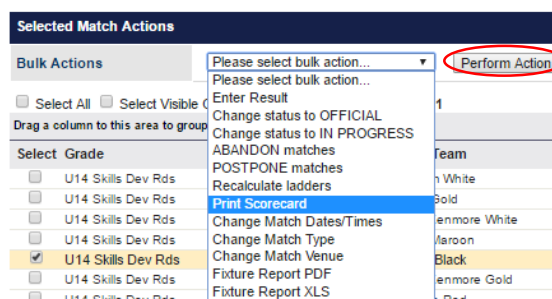


- Tick 'Select All' or individual matches



Select	Grade	Rnd	Dates	Home Team	Away Team	Status
<input type="checkbox"/>	U14 Skills Dev Rds	5	1 May 16 12:20...	Wynnum White	Albany Ck Green	N
<input type="checkbox"/>	U14 Skills Dev Rds	5	1 May 16 12:20...	Logan Gold	BYE 1	N
<input type="checkbox"/>	U14 Skills Dev Rds	5	1 May 16 12:20...	Wests Kenmore White	East's Gold	N
<input type="checkbox"/>	U14 Skills Dev Rds	5	1 May 16 12:20...	Norths Maroon	Brothers White	N
<input checked="" type="checkbox"/>	U14 Skills Dev Rds	5	1 May 16 12:20...	Souths Black	Brothers Navy	N
<input type="checkbox"/>	U14 Skills Dev Rds	5	1 May 16 12:20...	Wests Kenmore Gold	East's Blue	N
<input type="checkbox"/>	U14 Skills Dev Rds	5	1 May 16 12:20...	Redcliffe Red	Norths Blue	N
<input type="checkbox"/>	U14 Skills Dev Rds	5	1 May 16 12:20...	BYE 2	GPS Red	N

- Select 'Print Scorecard' from Bulk Actions
- Click "Perform Action"





# Competition Management – Printing Match Scorecards

- Download displays as PDF for **BOTH TEAMS** in each match

## U14 Skills Dev Rds

CLUB	Souths Black	DATE	1 May 2016 01:20 PM
		VENUE	Souths JRUC - Shalfesbury Oval (Juniors)
		OPPOSITION	Brothers Navy

TEAMS	TRIES (T)	CONVS (C)	PENALTIES (P)	FIGOALS (F)	P/TRY (PT)	HALF TIME (HT)	FULL TIME (FT)
(H) Souths Black							
(A) Brothers Navy							

### TEAM LIST

No	Position	Player Names	Initial	T	C	P	F	TP	Incident 1 (M)	Incident 2 (M)	Injury (S/C)	Coach Points
1	Loose head prop	Carlisle, Hamish										
2	Hooker	Brownlow, Rordon Martin										
3	Tight head prop	Julio, Aaron										
4	Left lock	Carroll, Finbar										
5	Right lock	Boylan, Lucas										
6	Left flanker	Hosking, Angus										
7	Right flanker	McCance Bishop, Ardyn										
8	Number eight	Weir, Nathan Julien										
9	Scrum half	Mcneven, Connor Patrick										
10	Fly half	Jones, Moses										
11	Left wing	Gabites, Ken K										
12	Left centre	Thomas, Kalani										
13	Right centre	Davies, Lance										
14	Right wing	Farrimbella, Harry										
15	Full back	Van Hengel/Waite, Ethan Scott										
16	(Sub)	McKee, Hamish										
17	(Sub)	Rodgers, Douglas Oscar										

Opposition Incidents: Player number and offence	If opposition team played uncontested scrums, state: Reason: ..... Duration: ..... (mins)	Injury: Serious and/or Concussion Injury Type: Spinal, Head, Fracture/Dislocation. Other: .....
---	---	---

Club Official \_\_\_\_\_ Referee \_\_\_\_\_ Opposing Official \_\_\_\_\_

## U14 Skills Dev Rds

CLUB	Brothers Navy	DATE	1 May 2016 01:20 PM
		VENUE	Souths JRUC - Shalfesbury Oval (Juniors)
		OPPOSITION	Souths Black

TEAMS	TRIES (T)	CONVS (C)	PENALTIES (P)	FIGOALS (F)	P/TRY (PT)	HALF TIME (HT)	FULL TIME (FT)
(H) Souths Black							
(A) Brothers Navy							

### TEAM LIST

No	Position	Player Names	Initial	T	C	P	F	TP	Incident 1 (M)	Incident 2 (M)	Injury (S/C)	Coach Points
1	Loose head prop	Beecraft, Lachlan										
2	Hooker	Stark, Joseph P										
3	Tight head prop	Harle, Declan										
4	Left lock	Long, Patrick										
5	Right lock	Mahoney, Ellis										
6	Left flanker	Hayes, Charlie B										
7	Right flanker	Cordon, Charlie T										
8	Number eight	Horwood, Oliver P										
9	Scrum half	Wright, Luke A										
10	Fly half	Hains, Benjamin G										
11	Left wing	Rigney, Declan										
12	Left centre	Luka, Johna										
13	Right centre	McColl, Antony Joseph										
14	Right wing	Williams, Ethan T										
15	Full back	Bews, Samuel										
16	(Sub)	Tomlinson, Cooper J										
17	(Sub)	Small, Jack										

Opposition Incidents: Player number and offence	If opposition team played uncontested scrums, state: Reason: ..... Duration: ..... (mins)	Injury: Serious and/or Concussion Injury Type: Spinal, Head, Fracture/Dislocation. Other: .....
---	---	---

Club Official \_\_\_\_\_ Referee \_\_\_\_\_ Opposing Official \_\_\_\_\_

\*As of 4 October 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).

# Competition Management – Results Entry

This Rugby Link self-help guides explains how Clubs can enter match results.

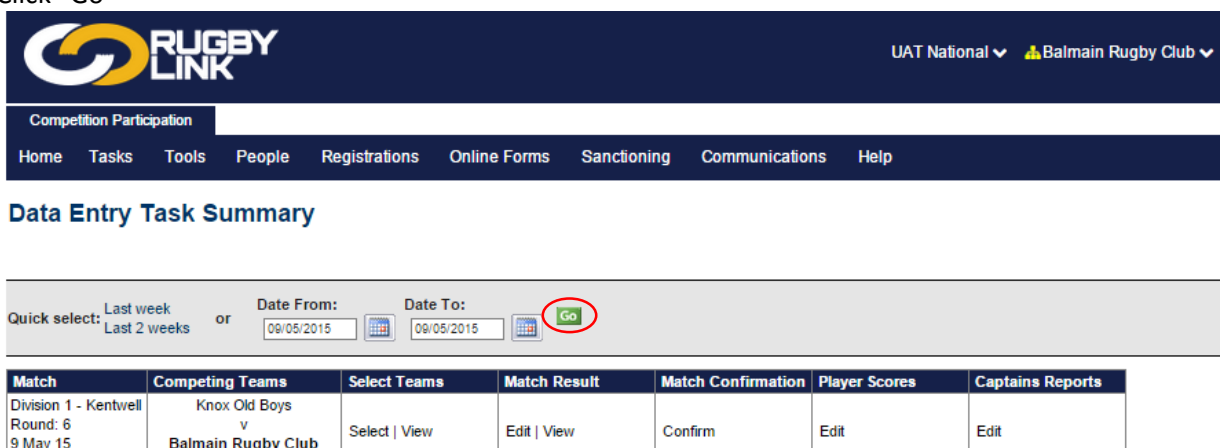
**NOTE:** Competition Managers determine the Rugby Link Results Entry process. There are two options available:

- Clubs enter the results and Competition Managers update results to 'official' (RECOMMENDED)
- Competition Managers enter the results via Match Manager

## Data Entry Task Summary

Navigation in Rugby Link: Competition Participation > Tasks > Data Entry Task Summary

- Data Entry Task Summary page will provide a summary of pre- and post-match tasks required by Clubs, including entering match result status
- Filter by date
- Click "Go"



UAT National ▼ Balmain Rugby Club ▼

Competition Participation

Home Tasks Tools People Registrations Online Forms Sanctioning Communications Help

### Data Entry Task Summary

Quick select: Last week or Last 2 weeks Date From: 09/05/2015 Date To: 09/05/2015 **Go**

Match	Competing Teams	Select Teams	Match Result	Match Confirmation	Player Scores	Captains Reports
Division 1 - Kentwell Round: 6 9 May 15	Knox Old Boys v Balmain Rugby Club	Select   View	Edit   View	Confirm	Edit	Edit

This page provides a summary of the status of the data entry tasks for matches that commence within the selected period.

- This table should be used as a guide only. Check with your parent organisation about requirements and time limits for entering various information.
- Colour key:
  - Green background generally indicates task is 'OK'
  - Yellow background indicates task may need actioning at a later time, or by the opposing club/organisation
  - Red background generally indicates the task needs actioning by this club
- Entered status for Match Scores, Player Scores and Captains Reports only refers to at least some data entry taking place, which does not necessarily mean that data entry has been completed.
- Links to match confirmation and captains reports are disabled if a progress result is entered

**NOTE:** To check if one Club has already entered in the match results click "Edit" under 'Match Result'

# Competition Management – Results Entry

## First Club Entering Match Results

**NOTE:** One Club (usually HOME TEAM) will be the first to enter in match results for BOTH Teams. When the second Club (e.g. AWAY TEAM) logs into Rugby Link and views their Data Entry Task Summary they will only be able to CONFIRM/ DISPUTE the entered match results

Navigation in Rugby Link: Competition Participation > Tasks > Enter Match Results

- Select 'Round' and 'Grade'
- Click "Go"

The screenshot shows the 'Enter Match Results' page in Rugby Link. At the top, there's a navigation bar with 'Rugby Link' and 'Melbourne Junior Rugby Club'. Below it, a menu bar includes 'Home', 'Tasks', 'Tools', 'People', 'Registrations', 'Online Forms', 'Programs', 'Communications', 'Reports', and 'Help'. The main heading is 'Enter Match Results'. Below this, there are dropdown menus for 'Season' (2016), 'Round' (10), and 'Grade' (VJRU:U12B). A green 'GO' button is circled in red.

- Enter in number of Tries (T), Conversions (C), Penalty Goals (PG), Field Goals (DG) and Penalty Tries (PT)
- Half-time (HT) score is *optional*
- Full-time (FT) score is *essential* for BOTH teams
- Match Notes can also be entered
- Click "Update"

The screenshot shows the 'Enter Match Results' page with match details. The match is between 'Melbourne' and 'Power House' in the 'Victorian Junior Rugby Union - U12B' Round 10 on Sat 23 Jul 2016 (10:45AM). The venue is 'Romanis Reserve' and the match ID is '3080576'. Match officials are 'Not specified'. On the left, there are dropdown menus for 'Melbourne' (RESULT: WON) and 'Power House' (RESULT: LOST). In the center, there are two tables for match statistics:

	T	C	PG	DG	PT	Total
HT	1	1				7
FT	4	3				26

	T	C	PG	DG	PT	Total
HT	2					10
FT	3	1				17

Below the tables is a text area for 'MATCH NOTES (optional)'. At the bottom right, a green 'Update' button is circled in red. A warning icon and text state: 'This text will be displayed on public portal.'

### MATCH STATUS & CONFIRMATION


MATCH STATUS: No status

Note: If you wish to lodge a dispute for the results you are entering, first save the result by clicking the Update button, then click the Confirm or dispute result link.

**NOTE:** Total Score will calculate automatically

## Competition Management – Results Entry

- Confirmation will appear at the top of the screen
- Match Status will update to 'Unconfirmed'



Rugby Link ▼
Melbourne Junior Rugby Club ▼

Competition Participation
Website (SportzVault)

[Home](#)
[Tasks](#)
[Tools](#)
[People](#)
[Registrations](#)
[Online Forms](#)
[Programs](#)
[Communications](#)
[Reports](#)
[Help](#)

### Enter Match Results Help on this topic

Season 2016 ▼
Round 10 ▼
Grade VJRU:U12B ▼
GO


Match scores updated.

Melbourne

Power House

Victorian Junior Rugby Union - U12B  
Round 10 - Sat 23 Jul 2016 (10:45AM)

Venue: Romanis Reserve
Match ID: 3080576  
Match Officials: Not specified


**Melbourne**  
RESULT:  
WON ▼

	T	C	PG	DG	PT	Total
HT	1	1	0	0	0	7
FT	4	3	0	0	0	26

**Power House**  
RESULT:  
LOST ▼

	T	C	PG	DG	PT	Total
HT	2	0	0	0	0	10
FT	3	1	0	0	0	17

**MATCH NOTES**  
(optional)


This text will be displayed on public portal.

Update

### MATCH STATUS & CONFIRMATION

MATCH STATUS: Match result ENTERED by home team **unconfirmed**

Note: If you wish to lodge a dispute for the results you are entering, first save the result by clicking the *Update* button, then click the *Confirm* or *dispute result* link.

# Competition Management – Results Entry

## Second Club Confirming/ Disputing Match Results

Navigation in Rugby Link: Competition Participation > Tasks > Confirm Match Results

- Once one Team has entered the match result in Rugby Link, the opposition Team will need to Confirm/ Dispute the result
- Select 'Confirm Result' or 'Dispute Result'
  - If 'Dispute' is selected, ensure you provide a detailed reason why

**ACTIONS**

☐ Confirm Result  
☒ Dispute Result

If you dispute a result, the match will be locked and the association will need to make any further changes to the result. If you believe the error is just a data entry error by the other club, then you should contact the club directly to correct the result. This will avoid using the dispute match process which locks the match and requires action from the association. You can use the contact list below to email the club directly and avoid the dispute result process.

Enter text to be emailed to opposition club and association regarding the dispute

- Notifications are sent to Competition Managers plus BOTH teams (if set up in Notification Subscriber's List)

**Notification Subscriber's List:** Club name drop > Notification Subscriber's List > Match Disputed

- Click "Update"

⚙️ Rugby Link ▾ 🏠 Power House Junior Rugby Club ▾

Competition Participation Website (SportzVault)

Home Tasks Tools People Registrations Online Forms Programs Communications Reports Help

### Confirm Match Result ? Help on this topic

Season 2016 ▾ Round 10 ▾ Grade VJRU:U12B ▾ GO

Melbourne

Victorian Junior Rugby Union - U12B  
 Round 10 - Sat 23 Jul 2016 (10:45AM)

Power House

def

Venue: Romanis Reserve
Match ID: 3080576

Match Officials: Not specified

**ACTIONS**

☒ Confirm Result  
☐ Dispute Result  
Update

**MATCH RESULTS**

	T	C	P	FG	PenT	Pt		T	C	P	FG	PenT	Pt	
HT	1	1	0	0	0	7		2	0	0	0	0	10	HT
FT	4	3	0	0	0	26		3	1	0	0	0	17	FT

**Statistics**

CA

PA

CA

PA

HT

HT

FT

FT

TTL

TTL


RESULT:
Melbourne WON

MATCH STATUS:
Match result ENTERED by home team, unconfirmed



## Competition Management – Results Entry

- Confirmation will appear at the top of the screen
- Match Status will be updated to 'Confirmed'



Rugby Link
Power House Junior Rugby Club

[Competition Participation](#)
[Website \(SportzVault\)](#)
[Home](#)
[Tasks](#)
[Tools](#)
[People](#)
[Registrations](#)
[Online Forms](#)
[Programs](#)
[Communications](#)
[Reports](#)
[Help](#)

### Confirm Match Result

Help on this topic

Season 2016
Round 10
Grade VJRU:U12B
GO


The status of this match has been updated.

Melbourne

Victorian Junior Rugby Union - U12B  
Round 10 - Sat 23 Jul 2016 (10:45AM)

Power House

Venue: Romanis Reserve
Match ID: 3080576  
Match Officials: Not specified

ACTIONS

There are no actions that can be taken on this match by the current user.

Update

MATCH RESULTS

	T	C	P	FG	PenT	Pt		T	C	P	FG	PenT	Pt	
HT	1	1	0	0	0	7		2	0	0	0	0	10	HT
FT	4	3	0	0	0	26		3	1	0	0	0	17	FT

Statistics

	CA	PA		CA	PA
HT					
FT					
TTL					

RESULT:

Melbourne WON

MATCH STATUS:

Match results **CONFIRMED** by both teams

**NOTE:** Competition Managers have the option of making the match 'OFFICIAL' once both teams have confirmed their match results, entered player statistics, incidents and injuries

## Competition Management – Results Entry


### Results on Rugby Link Public Portal

Navigation in Rugby Link: [www.rugbylink.com.au](http://www.rugbylink.com.au)

- Match Results will automatically display on the Rugby Link Public Portal once they have been entered

[ARU Home](#)
[SuperRugby](#)

Site Customised For: **Victorian Junior Rugby Union** [Change >](#)



[Home](#)
[Matches](#)
[Ladders](#)
[Statistics](#)
[Registrations](#)
[Finders](#)
[Help](#)
[My Account](#)

**Victorian Junior Rugby Union** [Change >](#)

[Website](#)
[View portal page](#)
[About](#)
[Set as My Default](#)

☒ Club, Assoc.
 ☐ Player

#### Season Fixture

[VRU competitions](#)
[VRU participating](#)

Season 
Grade 
[GO](#)

[Ladder](#)
[Download as PDF](#)
[Download the association PDF fixture/handbook](#)

Date/time	Home Team	Away Team	Venue	MS	Full Results
<b>Round 1</b>					
30 Apr 16 8:50AM	Eltham	0 def by 50	Power House	Pitt St Rugby Field	<a href="#">Full Results</a>
30 Apr 16 9:45AM	BHill Redbacks	50 def 10	Harlequins Blue	RHL Sparks Reserve	<a href="#">Full Results</a>
30 Apr 16 9:45AM	Melton	v	Bye		<a href="#">Full Results</a>
30 Apr 16 9:45AM	Moorabbin	34 def 0	Melbourne	Moorabbin Rugby Club	<a href="#">Full Results</a>
<b>Round 2</b>					
7 May 16 8:50AM	Eltham	25 def 5	Maroondah/Northern	Pitt St Rugby Field	<a href="#">Full Results</a>
7 May 16 9:45AM	Bye	v	Harlequins Blue		<a href="#">Full Results</a>
7 May 16 9:45AM	Melton	10 def by 57	BHill Redbacks	McPherson Park Rec...	<a href="#">Full Results</a>
7 May 16 9:45AM	Power House	28 def 0	Footscray	Lofts Reserve	<a href="#">Full Results</a>
7 May 16 9:45AM	Melbourne	0 def by 50	Wyndham City	Romanis Reserve	<a href="#">Full Results</a>
<b>Round 3</b>					
14 May 16 8:50AM	Harlequins Blue	37 def 10	Eltham	Holmesglen Reserve	<a href="#">Full Results</a>
14 May 16 9:45AM	Footscray	17 def by 42	Melton	Henry Turner Memor...	<a href="#">Full Results</a>
14 May 16 9:45AM	Maroondah/Northern	v	Bye		<a href="#">Full Results</a>
14 May 16 9:45AM	Power House	12 def by 19	BHill Redbacks	Albert Park	<a href="#">Full Results</a>
14 May 16 10:45AM	Brimbank	41 def 0	Melbourne	Arthur Beachley Re...	<a href="#">Full Results</a>

\*As of 4 October 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).

# Competition Management – Player Statistics & Incidents

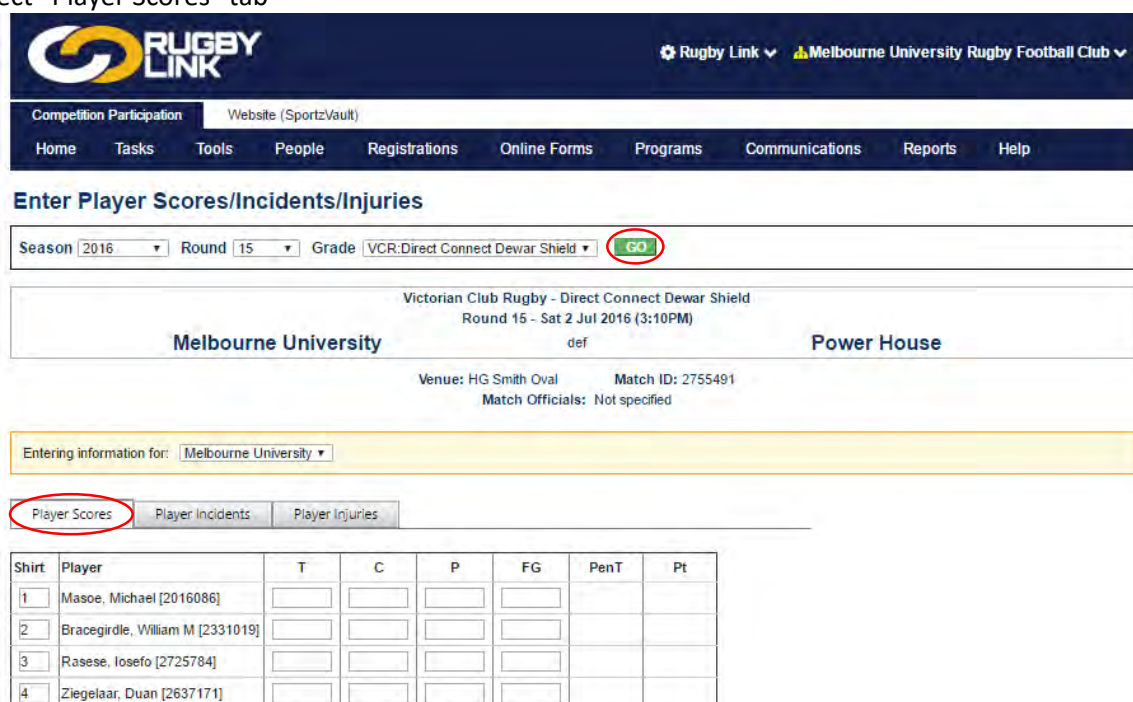
This Rugby Link self-help guides explains how Clubs can enter their own Club's Player Statistics. This includes the number of tries, conversions, penalties and field goals.

**NOTE:** Teams must be selected in Rugby Link prior to adding Player Statistics.

## Player Statistics

Navigation in Rugby Link: Competition Participation > Tasks > Enter Player Statistics > Player Scores tab

- Select 'Round' and 'Grade'
- Click "Go"
- Select "Player Scores" tab



**Enter Player Scores/Incidents/Injuries**

Season: 2016 Round: 15 Grade: VCR:Direct Connect Dewar Shield **GO**

Victorian Club Rugby - Direct Connect Dewar Shield  
Round 15 - Sat 2 Jul 2016 (3:10PM)

**Melbourne University** def **Power House**

Venue: HG Smith Oval Match ID: 2755491  
Match Officials: Not specified

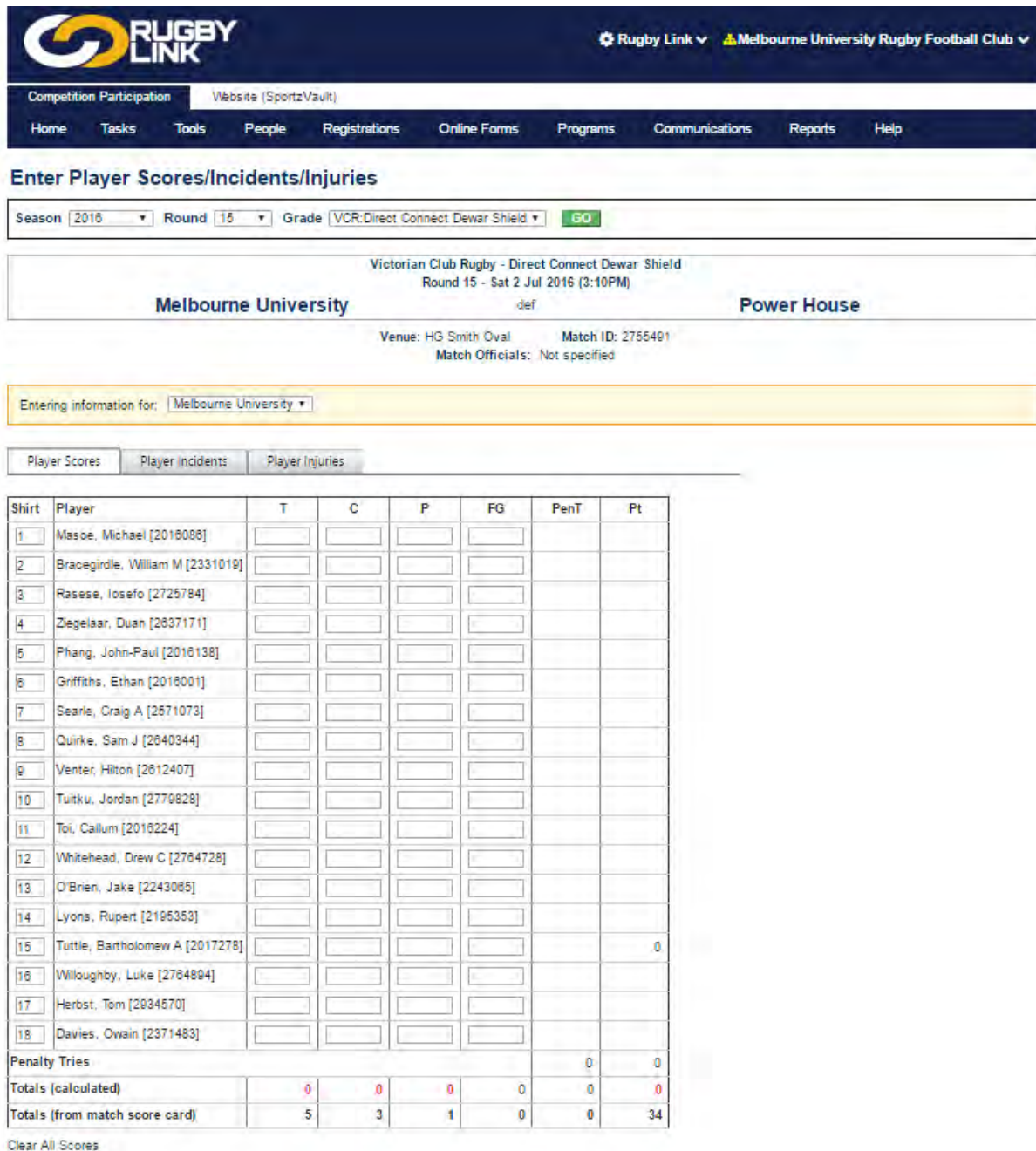
Entering information for: Melbourne University

**Player Scores** Player Incidents Player Injuries

Shirt	Player	T	C	P	FG	PenT	Pt
1	Masoe, Michael [2016086]						
2	Bracegirdle, William M [2331019]						
3	Rasese, Iosefo [2725784]						
4	Ziegelaar, Duan [2637171]						

## Competition Management – Player Statistics & Incidents

- 'Shirt' number will flow through from the Select Team page
- Clubs can enter in the number of Tries (T), Conversions (C), Penalties (P) and Field Goals (FG) a player has scored in a match



Season: 2016 Round: 15 Grade: VCR:Direct Connect Dewar Shield GO

Victorian Club Rugby - Direct Connect Dewar Shield  
Round 15 - Sat 2 Jul 2016 (3:10PM)

Melbourne University def Power House

Venue: HG Smith Oval Match ID: 2755491  
Match Officials: Not specified

Entering information for: Melbourne University

Player Scores Player Incidents Player Injuries

Shirt	Player	T	C	P	FG	PenT	Pt
1	Masoe, Michael [2016088]						
2	Bracegirdle, William M [2331019]						
3	Rasese, Iosefo [2725784]						
4	Ziegelaar, Duan [2637171]						
5	Phang, John-Paul [2016138]						
6	Griffiths, Ethan [2016001]						
7	Searle, Craig A [2571073]						
8	Quirke, Sam J [2640344]						
9	Venter, Hilton [2612407]						
10	Tuitku, Jordan [2779628]						
11	Toi, Callum [2016224]						
12	Whitehead, Drew C [2764728]						
13	O'Brien, Jake [2243065]						
14	Lyons, Rupert [2196353]						
15	Tuttle, Bartholomew A [2017278]						0
16	Willoughby, Luke [2764894]						
17	Herbst, Tom [2934570]						
18	Davies, Owain [2371483]						
Penalty Tries						0	0
Totals (calculated)		0	0	0	0	0	0
Totals (from match score card)		5	3	1	0	0	34

Clear All Scores

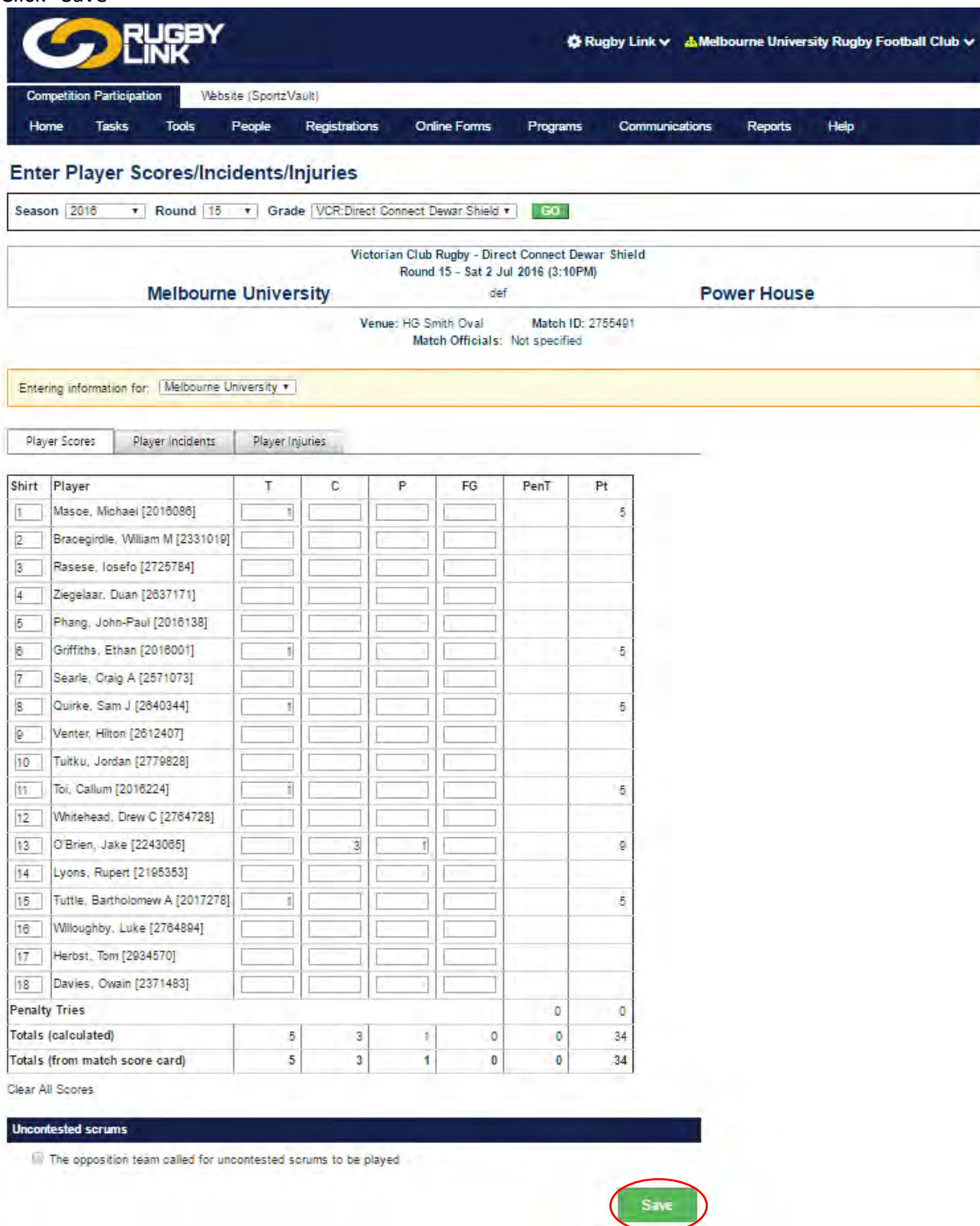
- 'Totals (from match score card)' is the entered match results
- 'Totals (calculated)' is the number of player statistics that a team has entered for each their players. This total should add up to total match score

**NOTE:** When 'Totals (calculated)' match 'Totals (from match score card)' they will display in black, when they do not match it will display in red



## Competition Management – Player Statistics & Incidents

- Option for Clubs to tick if “The opposition team called for uncontested scrums to be played”
- Click “Save”



**Enter Player Scores/Incidents/Injuries**

Season: 2016 Round: 15 Grade: VCR: Direct Connect Dewar Shield **GO**

Victorian Club Rugby - Direct Connect Dewar Shield  
Round 15 - Sat 2 Jul 2016 (3:10PM)

**Melbourne University** def **Power House**

Venue: H.G. Smith Oval Match ID: 2755491  
Match Officials: Not specified

Entering information for: Melbourne University

Player Scores | Player Incidents | Player Injuries

Shirt	Player	T	C	P	FG	PenT	Pt
1	Masoe, Michael [2016086]	1					5
2	Bracegirdle, William M [2331019]						
3	Rasese, Iosefo [2726784]						
4	Ziegelaar, Duan [2637171]						
5	Phang, John-Paul [2016138]						
6	Griffiths, Ethan [2016001]	1					5
7	Searle, Craig A [2571073]						
8	Quirke, Sam J [2640344]	1					5
9	Venter, Hilton [2612407]						
10	Tuitku, Jordan [2779828]						
11	Toi, Callum [2016224]	1					5
12	Whitehead, Drew C [2764728]						
13	O'Brien, Jake [2243066]		3	1			9
14	Lyons, Rupert [2195353]						
15	Tuttle, Bartholomew A [2017278]	1					5
16	Willoughby, Luke [2764894]						
17	Herbst, Tom [2934570]						
18	Davies, Owain [2371483]						
Penalty Tries						0	0
Totals (calculated)		5	3	1	0	0	34
Totals (from match score card)		5	3	1	0	0	34

Clear All Scores

**Uncontested scrums**

☒ The opposition team called for uncontested scrums to be played

**Save**

- Confirmation will appear at the top of the screen



\*As of 6 October 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).



## Competition Management – Player Incidents

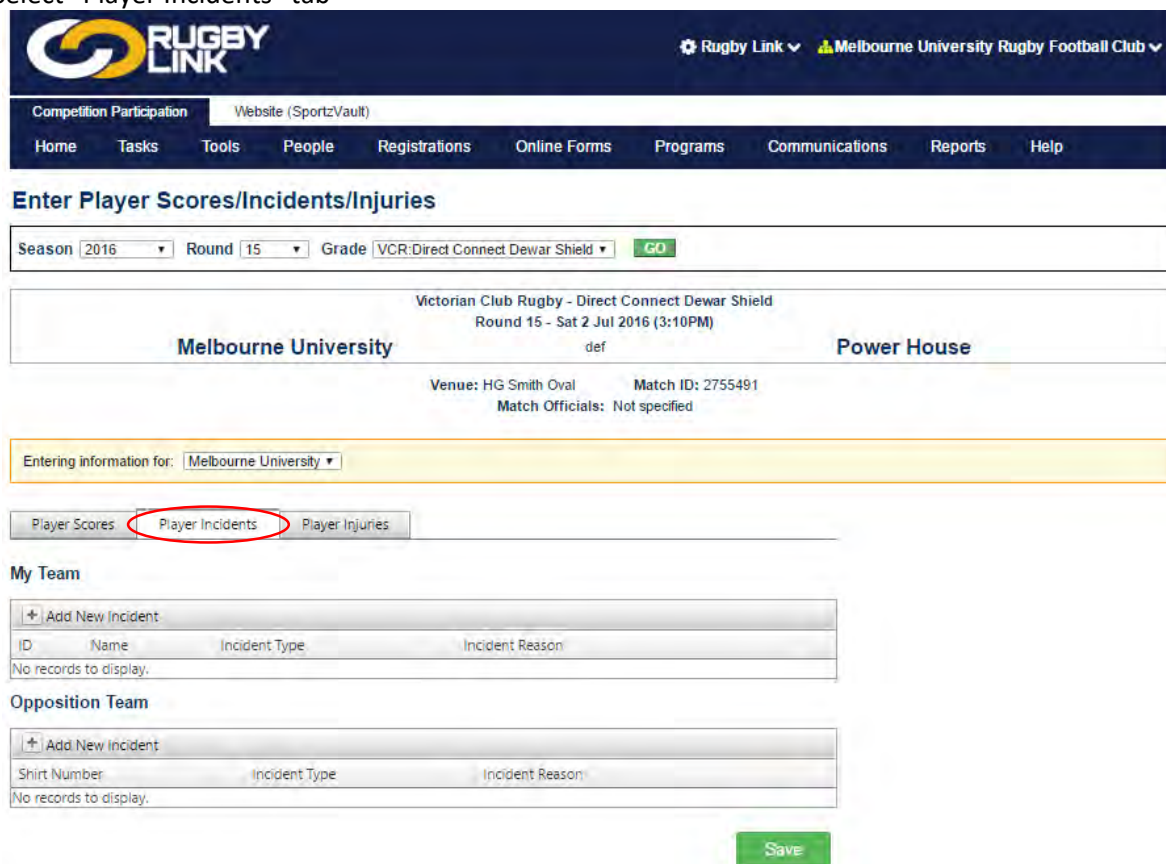
This Rugby Link self-help guides explains how Clubs can enter Player Incidents for both teams. Clubs will also need to enter Player Incidents for BOTH teams. Clubs must select their player from the dropdown, while they only need to enter the jersey number for the opposition. If these Player Incidents do not match the Competition Manager will investigate further.

**NOTE:** Teams must be selected in Rugby Link prior to adding Player Incidents.

## Player Incidents

Navigation in Rugby Link: Competition Participation > Tasks > Enter Player Statistics > Player Incidents Tab

- Select 'Round' and 'Grade'
- Click "Go"
- Select "Player Incidents" tab



**Enter Player Scores/Incidents/Injuries**

Season: 2016 Round: 15 Grade: VCR:Direct Connect Dewar Shield **GO**

Victorian Club Rugby - Direct Connect Dewar Shield  
Round 15 - Sat 2 Jul 2016 (3:10PM)

**Melbourne University** def **Power House**

Venue: HG Smith Oval Match ID: 2755491  
Match Officials: Not specified

Entering information for: Melbourne University

Player Scores **Player Incidents** Player Injuries

**My Team**

+ Add New Incident

ID	Name	Incident Type	Incident Reason
No records to display.			

**Opposition Team**

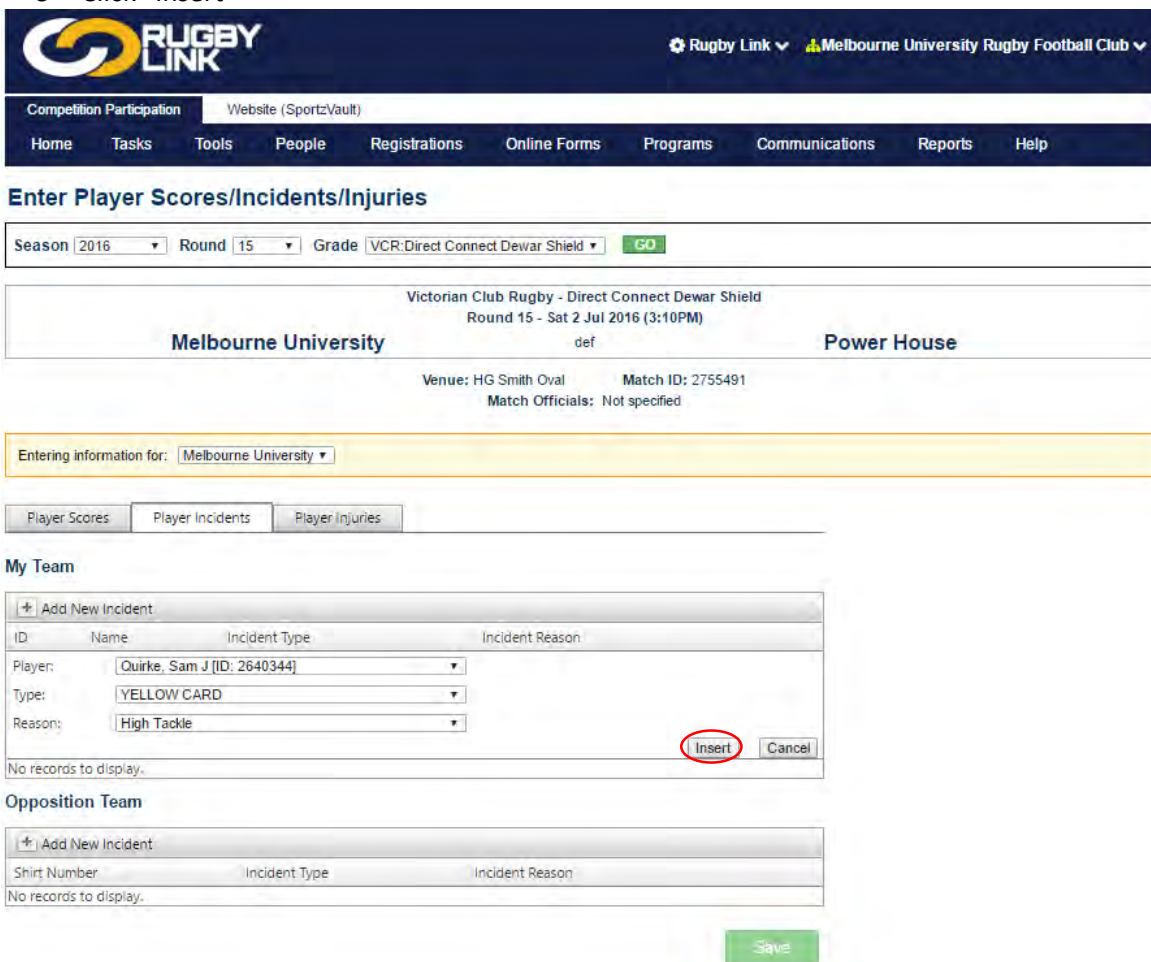
+ Add New Incident

Shirt Number	Incident Type	Incident Reason
No records to display.		

**Save**

## Competition Management – Player Incidents

- **MY TEAM:** Enter any incidents your Team received in a match
  - Click “Add New Incident”
  - Select ‘Player’ from dropdown
  - Select ‘Type’
  - Select ‘Reason’
  - Click “Insert”



**Rugby Link** Melbourne University Rugby Football Club

Competition Participation Website (SportzVault)

Home Tasks Tools People Registrations Online Forms Programs Communications Reports Help

### Enter Player Scores/Incidents/Injuries

Season: 2016 Round: 15 Grade: VCR:Direct Connect Dewar Shield **GO**

Victorian Club Rugby - Direct Connect Dewar Shield  
Round 15 - Sat 2 Jul 2016 (3:10PM)

**Melbourne University** def **Power House**

Venue: HG Smith Oval Match ID: 2755491  
Match Officials: Not specified

Entering information for: Melbourne University

Player Scores Player Incidents Player Injuries

#### My Team

+ Add New Incident

ID	Name	Incident Type	Incident Reason
Player:	Quirke, Sam J [ID: 2640344]	Type:	YELLOW CARD
		Reason:	High Tackle

No records to display.

**Insert** **Cancel**

#### Opposition Team

+ Add New Incident

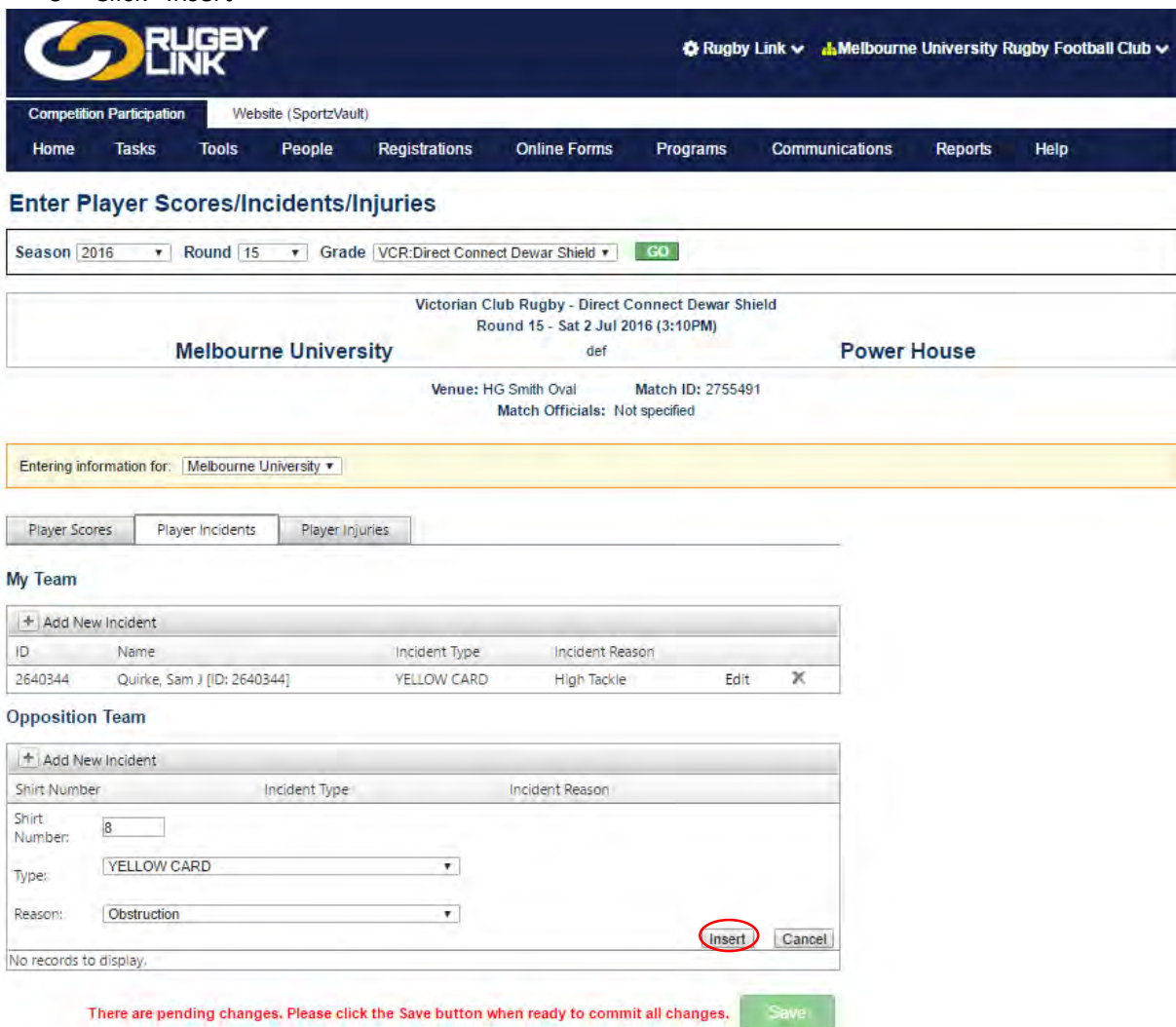
Shirt Number	Incident Type	Incident Reason
--------------	---------------	-----------------

No records to display.

**Save**

## Competition Management – Player Incidents

- **OPPOSITION TEAM:** Remember you need to enter any incidents by the opposition team
  - Click “Add New Incident”
  - Enter ‘Shirt Number’
  - Select ‘Type’
  - Select ‘Reason’
  - Click “Insert”



**Rugby Link** | Melbourne University Rugby Football Club

Competition Participation | Website (SportzVault)

Home | Tasks | Tools | People | Registrations | Online Forms | Programs | Communications | Reports | Help

### Enter Player Scores/Incidents/Injuries

Season: 2016 | Round: 15 | Grade: VCR:Direct Connect Dewar Shield | **GO**

Victorian Club Rugby - Direct Connect Dewar Shield  
Round 15 - Sat 2 Jul 2016 (3:10PM)

**Melbourne University** def **Power House**

Venue: HG Smith Oval | Match ID: 2755491  
Match Officials: Not specified

Entering information for: Melbourne University

Player Scores | **Player Incidents** | Player Injuries

#### My Team

ID	Name	Incident Type	Incident Reason	Edit	X
2640344	Quirke, Sam J [ID: 2640344]	YELLOW CARD	High Tackle		

#### Opposition Team

Shirt Number	Incident Type	Incident Reason
Shirt Number: 8	Type: YELLOW CARD	Reason: Obstruction

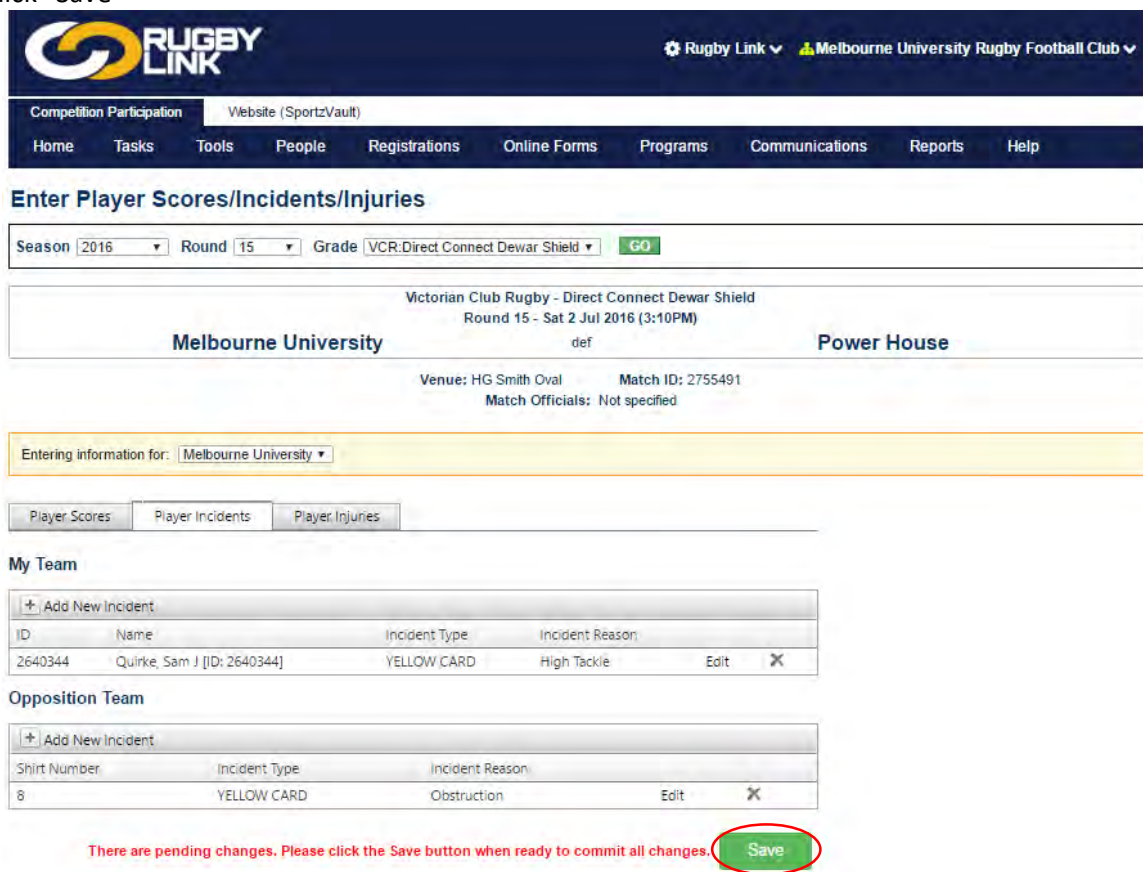
**Insert** **Cancel**

No records to display.

There are pending changes. Please click the Save button when ready to commit all changes. **Save**

## Competition Management – Player Incidents

- Click “Save”



Rugby Link ⚙️ Rugby Link 📍 Melbourne University Rugby Football Club ▼

Competition Participation Website (SportzVault)

Home Tasks Tools People Registrations Online Forms Programs Communications Reports Help

### Enter Player Scores/Incidents/Injuries

Season 2016 Round 15 Grade VCR:Direct Connect Dewar Shield GO

Victorian Club Rugby - Direct Connect Dewar Shield  
 Round 15 - Sat 2 Jul 2016 (3:10PM)

Melbourne University def Power House

Venue: HG Smith Oval Match ID: 2755491  
 Match Officials: Not specified

Entering information for: Melbourne University

Player Scores Player Incidents Player Injuries

#### My Team

+ Add New Incident

ID	Name	Incident Type	Incident Reason		
2640344	Quirke, Sam J (ID: 2640344)	YELLOW CARD	High Tackle	Edit	✕

#### Opposition Team

+ Add New Incident

Shirt Number	Incident Type	Incident Reason		
8	YELLOW CARD	Obstruction	Edit	✕

There are pending changes. Please click the Save button when ready to commit all changes. Save

- Confirmation will appear at the top of the screen



\*As of 6 October 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
 or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).

## Competition Management – Player Injuries

This Rugby Link self-help guide explains how Clubs can enter Player Injuries. Clubs will need to enter their own Player Injuries into Rugby Link. Clubs must select the individual player from their own team and classify the injury as 'serious' or 'concussion'.

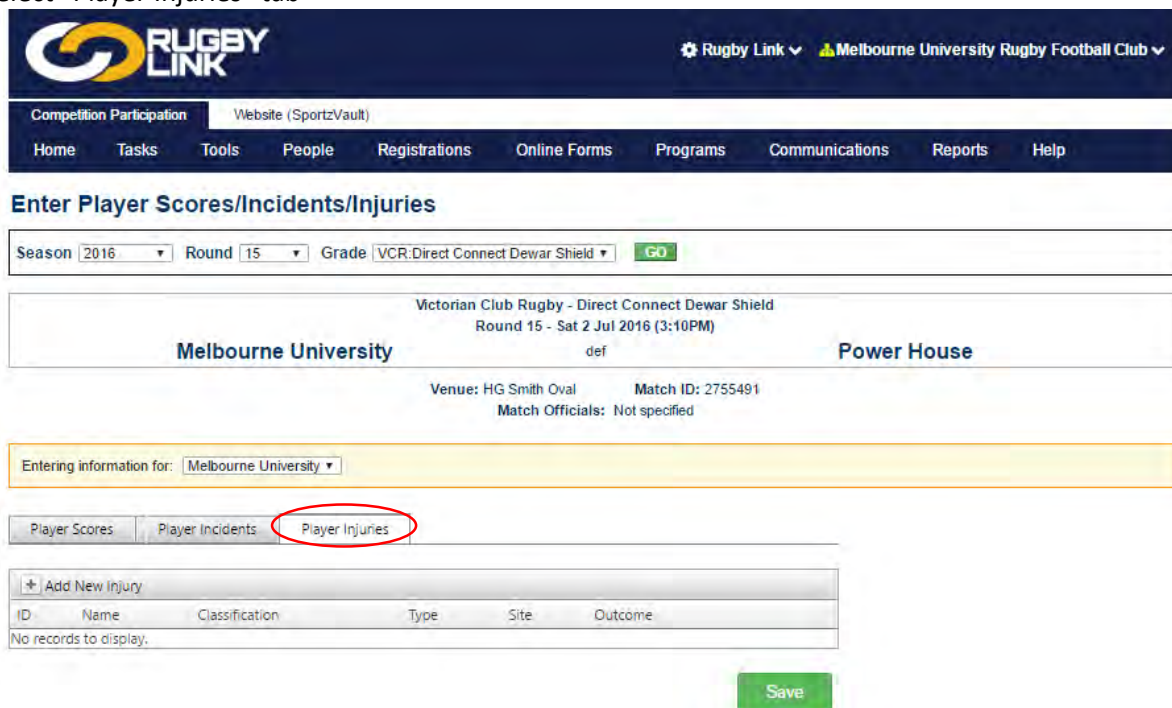
**NOTE:** Teams must be selected in Rugby Link prior to adding Player Injuries.

### Player Injuries:

**NOTE:** Serious Injuries and Concussions need to be entered for YOUR team only

Navigation in Rugby Link: Competition Participation > Tasks > Enter Player Statistics > Player Injuries tab

- Select 'Round' and 'Grade'
- Click "Go"
- Select "Player Injuries" tab

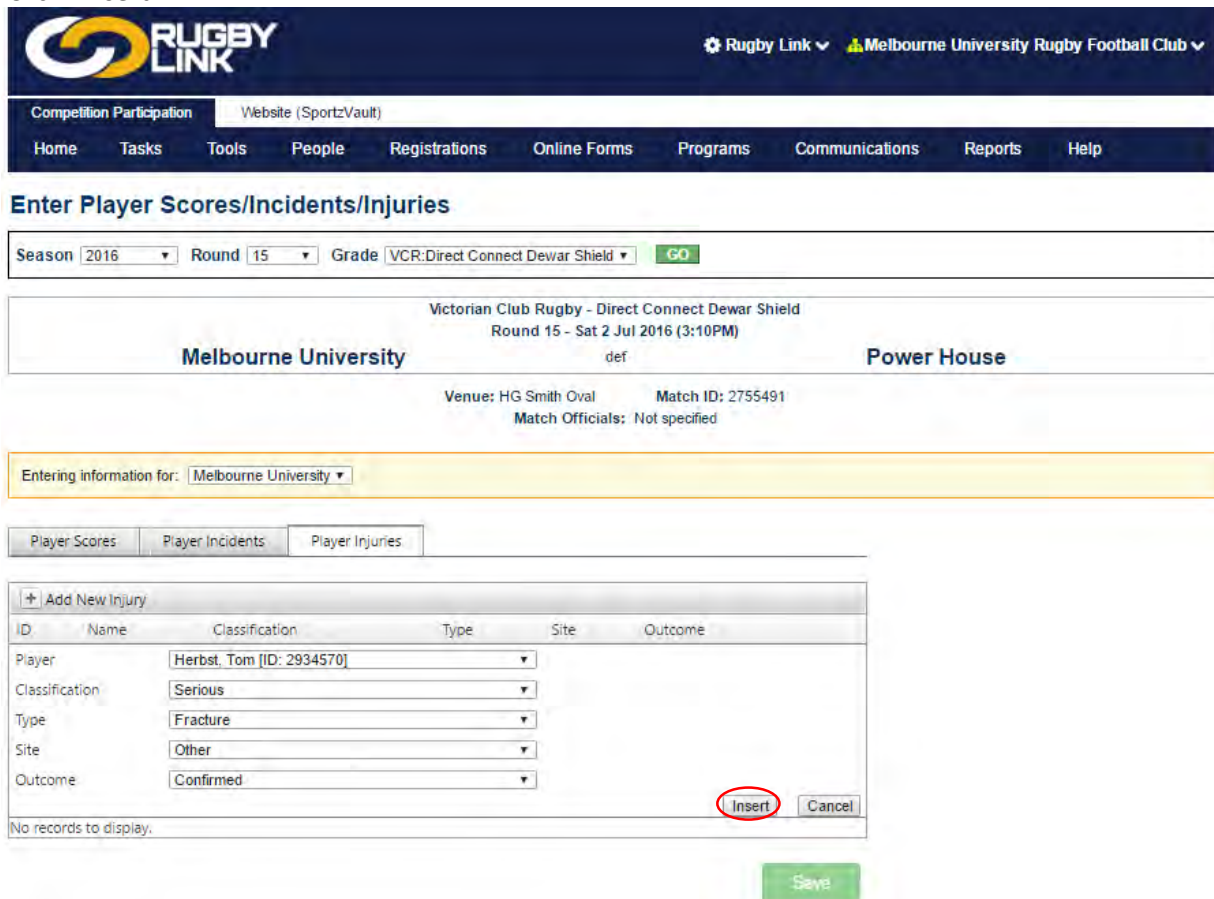


The screenshot shows the Rugby Link web application interface. At the top, there is a navigation bar with the Rugby Link logo and a dropdown menu for 'Melbourne University Rugby Football Club'. Below this is a secondary navigation bar with links for 'Home', 'Tasks', 'Tools', 'People', 'Registrations', 'Online Forms', 'Programs', 'Communications', 'Reports', and 'Help'. The main heading is 'Enter Player Scores/Incidents/Injuries'. Below this is a form for selecting a match, with fields for 'Season' (2016), 'Round' (15), and 'Grade' (VCR:Direct Connect Dewar Shield). A 'GO' button is next to the Grade field. The match details section shows 'Melbourne University' vs 'Power House' for 'Round 15 - Sat 2 Jul 2016 (3:10PM)' at 'Venue: HG Smith Oval' with 'Match ID: 2755491'. Below this is a section for 'Entering information for: Melbourne University'. There are three tabs: 'Player Scores', 'Player Incidents', and 'Player Injuries' (which is circled in red). Below the tabs is a table with columns: ID, Name, Classification, Type, Site, and Outcome. The table currently shows 'No records to display.' and a 'Save' button is at the bottom right.



## Competition Management – Player Injuries

- Click “Add New Injury”
- Select ‘Player’ from drop down
- Select ‘Classification’: Serious or Concussion
- Select ‘Type’ from drop down
- Select ‘Site’ from drop down
- Select ‘Outcome’: Confirmed or Not Confirmed
- Click “Insert”



**Rugby Link** Melbourne University Rugby Football Club

Competition Participation Website (SportzVault)

Home Tasks Tools People Registrations Online Forms Programs Communications Reports Help

### Enter Player Scores/Incidents/Injuries

Season 2016 Round 15 Grade VCR:Direct Connect Dewar Shield **GO**

Victorian Club Rugby - Direct Connect Dewar Shield  
Round 15 - Sat 2 Jul 2016 (3:10PM)

**Melbourne University** def **Power House**

Venue: HG Smith Oval Match ID: 2755491  
Match Officials: Not specified

Entering information for: Melbourne University

Player Scores Player Incidents Player Injuries

**+ Add New Injury**

ID	Name	Classification	Type	Site	Outcome				
Player	Herbst, Tom [ID: 2934570]	Classification	Serious	Type	Fracture	Site	Other	Outcome	Confirmed


**Insert** **Cancel**

No records to display.

**Save**

## Competition Management – Player Injuries

**NOTE:** When CONCUSSION is selected as the Classification, the Type, Site and Outcome will pre-populate


Rugby Link
Melbourne University Rugby Football Club

Competition Participation
Website (SportzVault)

Home Tasks Tools People Registrations Online Forms Programs Communications Reports Help

### Enter Player Scores/Incidents/Injuries

Season 2016 Round 15 Grade VCR:Direct Connect Dewar Shield GO

Victorian Club Rugby - Direct Connect Dewar Shield  
Round 15 - Sat 2 Jul 2016 (3:10PM)

Melbourne University
def
Power House

Venue: HG Smith Oval Match ID: 2755491  
Match Officials: Not specified

Entering information for: Melbourne University


Player Scores Player Incidents Player Injuries

+ Add New Injury

ID	Name	Classification	Type	Site	Outcome
Player	Masoe, Michael [ID: 2016086]	Concussion	Concussion	Head	Confirmed
<div>Insert Cancel</div>					
2934570	Herbst, Tom [ID: 2934570]	Serious	Fracture	Other	Confirmed

There are pending changes. Please click the Save button when ready to commit all changes.
Save

- Click "Save"


Rugby Link
Melbourne University Rugby Football Club

Competition Participation
Website (SportzVault)

Home Tasks Tools People Registrations Online Forms Programs Communications Reports Help

### Enter Player Scores/Incidents/Injuries

Season 2016 Round 15 Grade VCR:Direct Connect Dewar Shield GO

Victorian Club Rugby - Direct Connect Dewar Shield  
Round 15 - Sat 2 Jul 2016 (3:10PM)

Melbourne University
def
Power House

Venue: HG Smith Oval Match ID: 2755491  
Match Officials: Not specified

Entering information for: Melbourne University

Player Scores Player Incidents Player Injuries

+ Add New Injury

ID	Name	Classification	Type	Site	Outcome	Edit	
2934570	Herbst, Tom [ID: 2934570]	Serious	Fracture	Other	Confirmed	Edit	X
2016086	Masoe, Michael [ID: 2016086]	Concussion	Concussion	Head	Confirmed	Edit	X

There are pending changes. Please click the Save button when ready to commit all changes.
Save

## Competition Management – Player Injuries

- Confirmation will appear at the top of the screen



*\*As of 6 October 2016*

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).

# Competition Management – Uncontested Scrums

This Rugby Link self-help guide explains how Clubs can enter if uncontested scrums were played in a particular match.

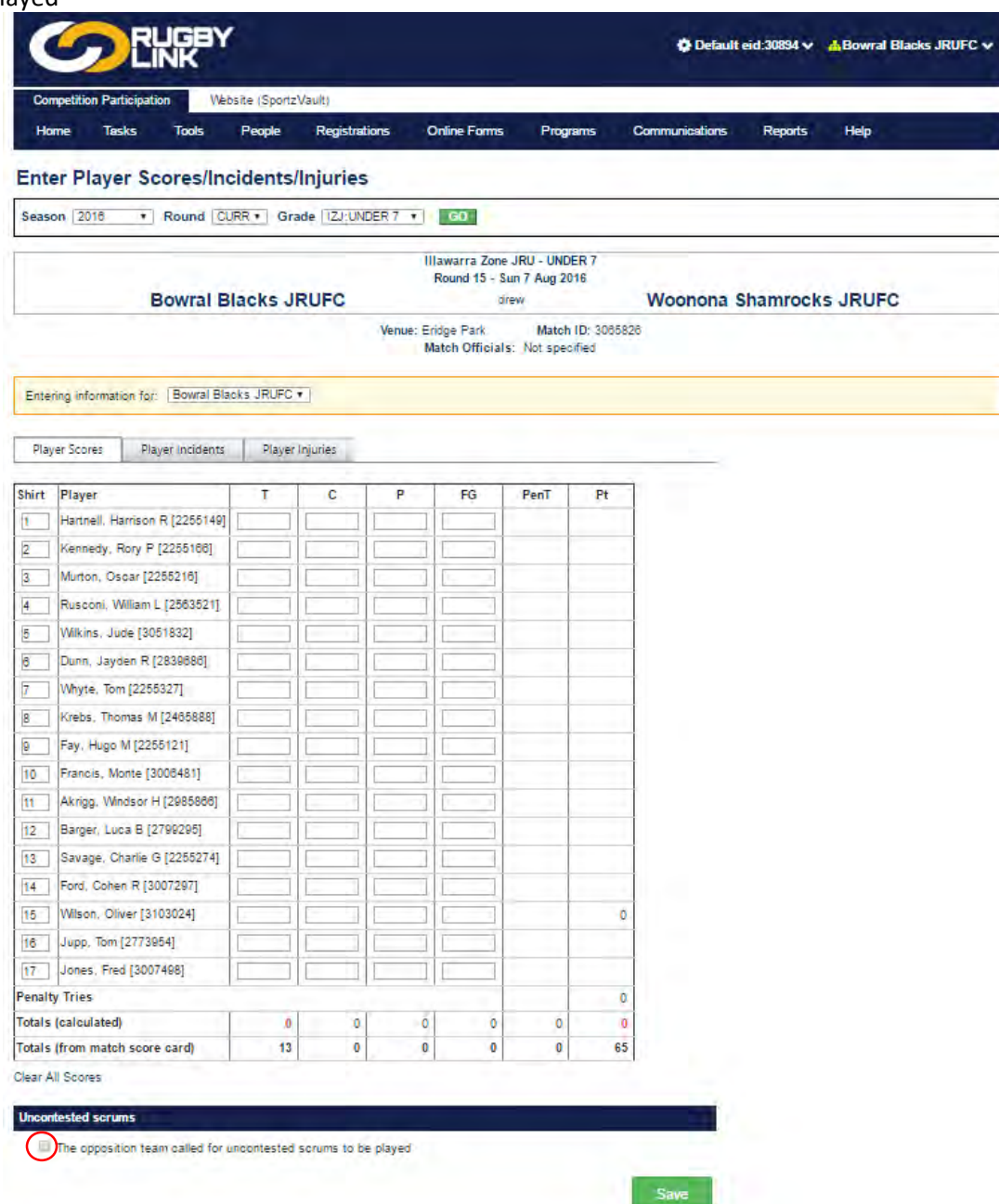
**NOTE:** Competition Managers will be able to report on all uncontested scrums played.

## Uncontested Scrums

Navigation in Rugby Link: Competition Participation > Tasks > Enter Player Statistics

**NOTE:** Your Team must be selected prior to entering uncontested scrums

- Where applicable, under 'Uncontested Scrums' tick "The opposition team called for uncontested scrums to be played"



**Enter Player Scores/Incidents/Injuries**

Season: 2018 Round: CURR Grade: 12J-UNDER 7 GO

Illawarra Zone JRUF - UNDER 7 Round 15 - Sun 7 Aug 2016

**Bowral Blacks JRUF** drew **Woonona Shamrocks JRUF**

Venue: Eridge Park Match ID: 3095826 Match Officials: Not specified

Entering information for: Bowral Blacks JRUF

Player Scores | Player Incidents | Player Injuries

Shirt	Player	T	C	P	FG	PenT	Pt
1	Hartnell, Harrison R [2255149]						
2	Kennedy, Rory P [2255168]						
3	Murton, Oscar [2255216]						
4	Rusconi, William L [2563521]						
5	Wilkins, Jude [3051832]						
6	Dunn, Jayden R [2839886]						
7	Whyte, Tom [2255327]						
8	Krebs, Thomas M [2465888]						
9	Fay, Hugo M [2255121]						
10	Francois, Monte [3008481]						
11	Akrigg, Windsor H [2985886]						
12	Barger, Luca B [2799295]						
13	Savage, Charlie G [2255274]						
14	Ford, Cohen R [3007297]						
15	Wilson, Oliver [3103024]						0
16	Jupp, Tom [2773954]						
17	Jones, Fred [3007488]						
Penalty Tries							0
Totals (calculated)		0	0	0	0	0	0
Totals (from match score card)		13	0	0	0	0	65

Clear All Scores

**Uncontested scrums**

☒ The opposition team called for uncontested scrums to be played

Save

## Competition Management – Uncontested Scrums

- Select 'Primary Reason':
  - Started match without suitably trained front row
  - Injury during match resulted in uncontested scrums
  - YC/RC to front rower resulted in uncontested scrums
  - Referee called uncontested scrums for safety reasons
- Enter 'Duration' (mins)
- Enter any 'Additional Detail'
- Click "Save"

**Uncontested scrums**

☒ The opposition team called for uncontested scrums to be played

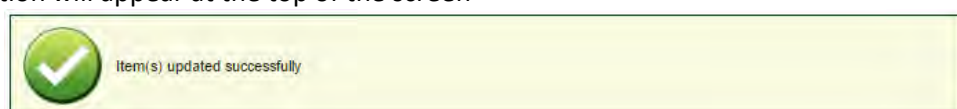
Primary Reason: YC/RC to front rower resulted in uncontested scrums ▼

Duration (mins): 10

Additional Detail:

Save

- Confirmation will appear at the top of the screen



\*As of 11 October 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).



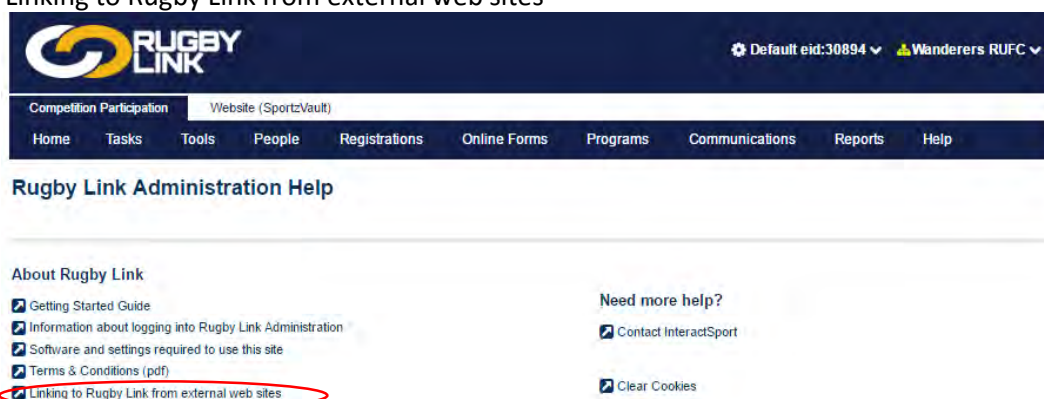
# Competition Management – Publicising Competition Information

This Rugby Link self-help guide will explain how Clubs and/ or Associations can publicise and/ or embed their competition information including team selections, match results, fixtures and ladders onto their website or social media pages.

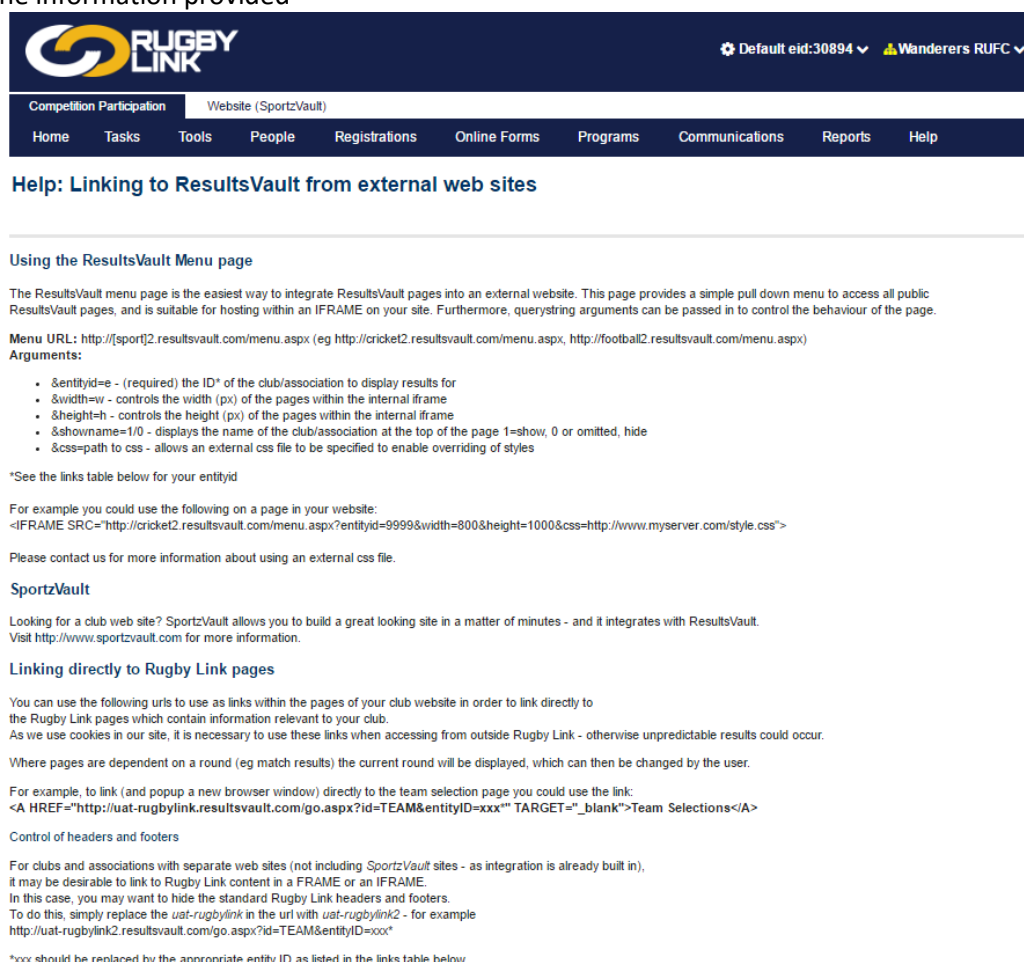
## Publicising Competition Information:

*Navigation in Rugby Link: Competition Participation > Help*

- Click “Linking to Rugby Link from external web sites”



- Read the information provided



# Competition Management – Publicising Competition Information

- Scroll to the bottom of the page

The links shown below relate to Wanderers RUFC.

To Copy a link to the clipboard simply double click it (if you are using Microsoft Internet Explorer).

Show links with header and footer control (see above) ☐ NO ☒ YES

Page	NHRU:Premier 1	NHRU:Premier 2	NHRU:Premier 3	NHRU: Social 4s	NHRU:Under 19
Team Selections	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17759_1&amp;entityid=53604&amp;id=TEAM">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17759_1&amp;entityid=53604&amp;id=TEAM</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17760_1&amp;entityid=53604&amp;id=TEAM">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17760_1&amp;entityid=53604&amp;id=TEAM</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17892_1&amp;entityid=53604&amp;id=TEAM">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17892_1&amp;entityid=53604&amp;id=TEAM</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=22961_1&amp;entityid=53604&amp;id=TEAM">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=22961_1&amp;entityid=53604&amp;id=TEAM</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17891_1&amp;entityid=53604&amp;id=TEAM">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17891_1&amp;entityid=53604&amp;id=TEAM</a>
Match Results	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17759_1&amp;entityid=53604&amp;id=MATCH">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17759_1&amp;entityid=53604&amp;id=MATCH</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17760_1&amp;entityid=53604&amp;id=MATCH">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17760_1&amp;entityid=53604&amp;id=MATCH</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17892_1&amp;entityid=53604&amp;id=MATCH">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17892_1&amp;entityid=53604&amp;id=MATCH</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=22961_1&amp;entityid=53604&amp;id=MATCH">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=22961_1&amp;entityid=53604&amp;id=MATCH</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17891_1&amp;entityid=53604&amp;id=MATCH">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17891_1&amp;entityid=53604&amp;id=MATCH</a>
Match Review	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17759_1&amp;entityid=53604&amp;id=REVIEW">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17759_1&amp;entityid=53604&amp;id=REVIEW</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17760_1&amp;entityid=53604&amp;id=REVIEW">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17760_1&amp;entityid=53604&amp;id=REVIEW</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17892_1&amp;entityid=53604&amp;id=REVIEW">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17892_1&amp;entityid=53604&amp;id=REVIEW</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=22961_1&amp;entityid=53604&amp;id=REVIEW">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=22961_1&amp;entityid=53604&amp;id=REVIEW</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17891_1&amp;entityid=53604&amp;id=REVIEW">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17891_1&amp;entityid=53604&amp;id=REVIEW</a>
Fixture	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17759_1&amp;entityid=53604&amp;id=DRAW">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17759_1&amp;entityid=53604&amp;id=DRAW</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17760_1&amp;entityid=53604&amp;id=DRAW">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17760_1&amp;entityid=53604&amp;id=DRAW</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17892_1&amp;entityid=53604&amp;id=DRAW">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17892_1&amp;entityid=53604&amp;id=DRAW</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=22961_1&amp;entityid=53604&amp;id=DRAW">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=22961_1&amp;entityid=53604&amp;id=DRAW</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17891_1&amp;entityid=53604&amp;id=DRAW">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17891_1&amp;entityid=53604&amp;id=DRAW</a>
Latest Club Results	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17759_1&amp;entityid=53604&amp;id=CLR">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17759_1&amp;entityid=53604&amp;id=CLR</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17760_1&amp;entityid=53604&amp;id=CLR">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17760_1&amp;entityid=53604&amp;id=CLR</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17892_1&amp;entityid=53604&amp;id=CLR">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17892_1&amp;entityid=53604&amp;id=CLR</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=22961_1&amp;entityid=53604&amp;id=CLR">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=22961_1&amp;entityid=53604&amp;id=CLR</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17891_1&amp;entityid=53604&amp;id=CLR">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17891_1&amp;entityid=53604&amp;id=CLR</a>
Season Summary	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17759_1&amp;entityid=53604&amp;id=SRES">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17759_1&amp;entityid=53604&amp;id=SRES</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17760_1&amp;entityid=53604&amp;id=SRES">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17760_1&amp;entityid=53604&amp;id=SRES</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17892_1&amp;entityid=53604&amp;id=SRES">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17892_1&amp;entityid=53604&amp;id=SRES</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=22961_1&amp;entityid=53604&amp;id=SRES">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=22961_1&amp;entityid=53604&amp;id=SRES</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17891_1&amp;entityid=53604&amp;id=SRES">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17891_1&amp;entityid=53604&amp;id=SRES</a>
Round Summary	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17759_1&amp;entityid=53604&amp;id=RRES">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17759_1&amp;entityid=53604&amp;id=RRES</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17760_1&amp;entityid=53604&amp;id=RRES">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17760_1&amp;entityid=53604&amp;id=RRES</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17892_1&amp;entityid=53604&amp;id=RRES">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17892_1&amp;entityid=53604&amp;id=RRES</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=22961_1&amp;entityid=53604&amp;id=RRES">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=22961_1&amp;entityid=53604&amp;id=RRES</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17891_1&amp;entityid=53604&amp;id=RRES">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17891_1&amp;entityid=53604&amp;id=RRES</a>
Ladder - Basic	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17759_1&amp;entityid=53604&amp;id=LADBAS">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17759_1&amp;entityid=53604&amp;id=LADBAS</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17760_1&amp;entityid=53604&amp;id=LADBAS">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17760_1&amp;entityid=53604&amp;id=LADBAS</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17892_1&amp;entityid=53604&amp;id=LADBAS">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17892_1&amp;entityid=53604&amp;id=LADBAS</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=22961_1&amp;entityid=53604&amp;id=LADBAS">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=22961_1&amp;entityid=53604&amp;id=LADBAS</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17891_1&amp;entityid=53604&amp;id=LADBAS">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17891_1&amp;entityid=53604&amp;id=LADBAS</a>
Ladder - Round by Round	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17759_1&amp;entityid=53604&amp;id=LADRND">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17759_1&amp;entityid=53604&amp;id=LADRND</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17760_1&amp;entityid=53604&amp;id=LADRND">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17760_1&amp;entityid=53604&amp;id=LADRND</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17892_1&amp;entityid=53604&amp;id=LADRND">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17892_1&amp;entityid=53604&amp;id=LADRND</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=22961_1&amp;entityid=53604&amp;id=LADRND">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=22961_1&amp;entityid=53604&amp;id=LADRND</a>	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17891_1&amp;entityid=53604&amp;id=LADRND">http://uat-rugbylink.resultsvault.com/go.aspx?gradeid=17891_1&amp;entityid=53604&amp;id=LADRND</a>

To link to one of the above 'grade specific' reports without a specific grade (ie to allow the user to then select a grade) simply omit the gradeID value. Some pages also give an ALL GRADES view - use gradeID=0 instead of specifying a particular grade.

A particular round can be accessed by appending &round=round number to the end of the link (where round number is the particular round: 1,2,3 etc or SF,QF,PF,GF).

Page	Link
Club Championship Ladders	<a href="http://uat-rugbylink.resultsvault.com/go.aspx?entityid=53604&amp;id=LADCC">http://uat-rugbylink.resultsvault.com/go.aspx?entityid=53604&amp;id=LADCC</a>

Please contact Interact Sport for enquiries about links to other pages.

- The unique URL links in the table are for each grade your Club competes in or Association runs. The links include team selections, match results, fixtures and ladders
- Copy and paste the unique URL and hyperlink to your organisation's website and/or social media pages

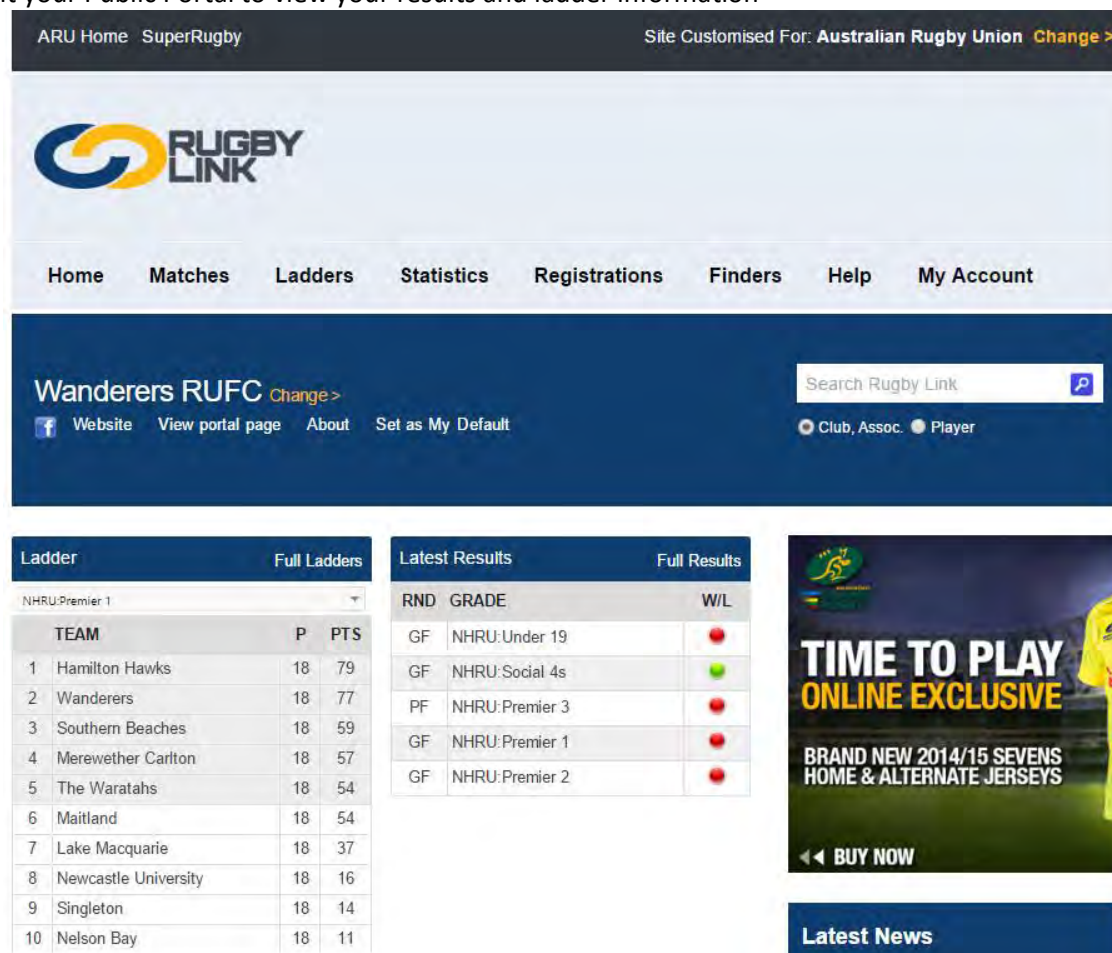
**NOTE:** To link to one of the above 'grade specific' reports without a specific grade (i.e. to allow the user to then select a grade) simply omit the gradeID value. Some pages also give an ALL GRADES view - use gradeID=0 instead of specifying a particular grade

## Competition Management – Publicising Competition Information

### Rugby Link Public Portal:

Navigation in Rugby Link: [www.rugbylink.com.au](http://www.rugbylink.com.au)

- Visit your Public Portal to view your results and ladder information



ARU Home SuperRugby Site Customised For: Australian Rugby Union [Change >](#)

**RUGBY LINK**

Home Matches Ladders Statistics Registrations Finders Help My Account

**Wanderers RUFC** [Change >](#)

[Website](#) [View portal page](#) [About](#) [Set as My Default](#)

Search Rugby Link [P](#)

☐ Club, Assoc. ☐ Player

Ladder		Full Ladders	
NHRU:Premier 1			
TEAM	P	PTS	
1 Hamilton Hawks	18	79	
2 Wanderers	18	77	
3 Southern Beaches	18	59	
4 Merewether Carlton	18	57	
5 The Waratahs	18	54	
6 Maitland	18	54	
7 Lake Macquarie	18	37	
8 Newcastle University	18	16	
9 Singleton	18	14	
10 Nelson Bay	18	11	

Latest Results		Full Results	
RND	GRADE	W/L	
GF	NHRU: Under 19	<span style="color: red;">●</span>	
GF	NHRU: Social 4s	<span style="color: green;">●</span>	
PF	NHRU: Premier 3	<span style="color: red;">●</span>	
GF	NHRU: Premier 1	<span style="color: red;">●</span>	
GF	NHRU: Premier 2	<span style="color: red;">●</span>	

**TIME TO PLAY ONLINE EXCLUSIVE**

**BRAND NEW 2014/15 SEVENS HOME & ALTERNATE JERSEYS**

[BUY NOW](#)

**Latest News**

**NOTE:** If you would like to embed Rugby Link's competition data into your website as an 'iFrame' please contact the Interact Sport Helpdesk click [here](#)

\*As of 23 November 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).

## Competition Management – Player Votes (Clubs)

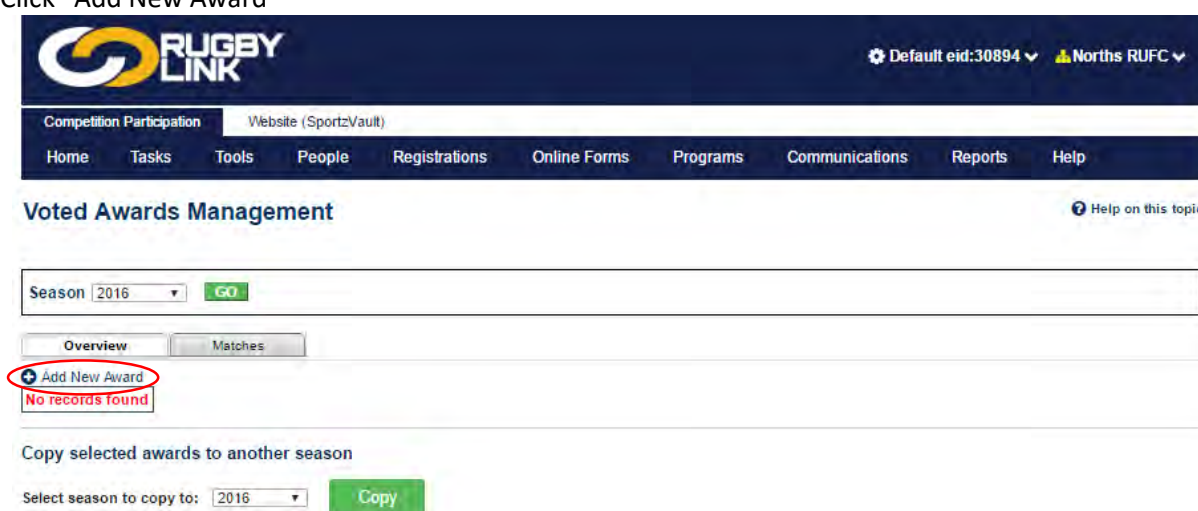
This Rugby Link self-help guide explains how Club administrators can setup player votes and any number of awards (e.g. Best & Fairest) whereby their Principal user and/ or Results Managers can enter votes for players which participate in each match. The system tallies these votes and presents a public 'ladder' and a round by round view.

**NOTE:** Votes are tied to a fixture.

### Voted Awards Management:

Navigation in Rugby Link: Competition Participation > Tools > Voted Awards Management

- Click “Add New Award”



- Enter ‘Award Name’
- Ensure the correct Season is selected

**NOTE:** Season will default to current season

- Select ‘Public Report Display Status’:
  - Select *Principle User Only* to turn off public access, and in this case the Principle User can still use the links on the Voted Awards Management screen to view progressive results
  - When ready to publish the results to the public, change to *Unrestricted*

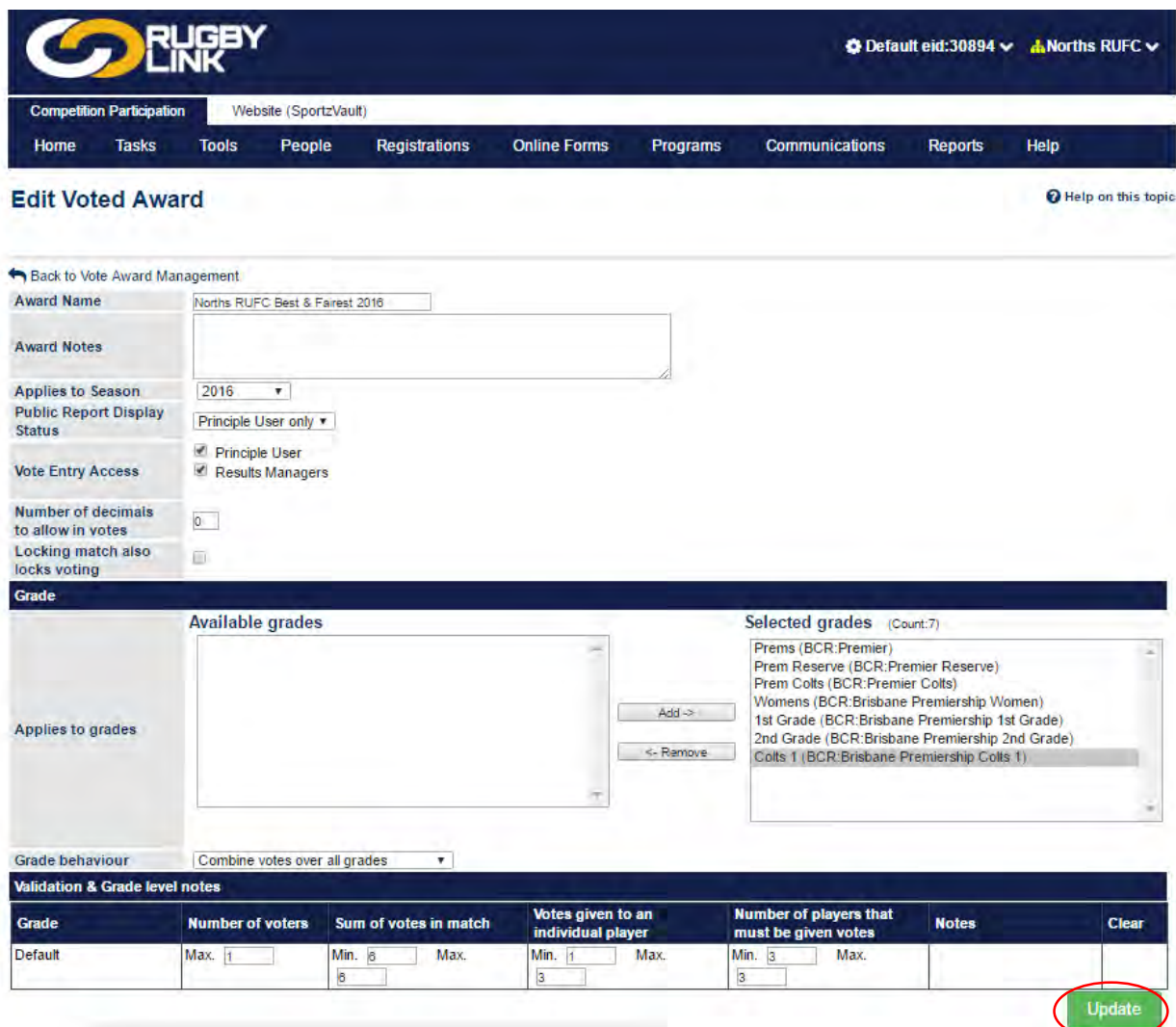
**NOTE:** As soon as one or more votes have been entered against the current award, only the Principle User can change the public display status

- Select ‘Vote Entry Access’ - Determines who has access to enter or edit votes. Select some or all of:
  - Principle User* - allow the principle user access. Note - if any other option is selected, the Principle User option must also be selected. Votes are entered via the applicable menu items when the user is logged in as an administrator
  - Results Managers* - allow any user with any of the user roles access. Votes are entered via the applicable menu items when the user is logged in as an administrator



## Competition Management – Player Votes (Clubs)

- Locking match also locks voting –
  - If this option is checked, then voting for a match will be locked as soon as the match itself is locked (i.e. the status of the match is changed to OFFICIAL)
- “Add” Selected Grades votes will apply to
- Select Grade Behaviour:
  - *Combine votes over all grades* - votes earned in different grades contribute towards one overall ladder. The grade selector on the public report will be disabled
  - *Separate vote ladders for each grade* - votes earned in different grades contribute towards separate ladders. The grade selector on the public report will be enabled to allow the choice of each grade which is included in the award
- Click “Update”



**Edit Voted Award** [Help on this topic](#)

[Back to Vote Award Management](#)

**Award Name** Norths RUFC Best & Fairest 2016

**Award Notes**

**Applies to Season** 2016

**Public Report Display Status** Principle User only

**Vote Entry Access** ☒ Principle User ☒ Results Managers

**Number of decimals to allow in votes** 0

**Locking match also locks voting** ☐

**Grade**

**Available grades**

**Selected grades** (Count:7)

Prem's (BCR:Premier)  
 Prem Reserve (BCR:Premier Reserve)  
 Prem Colts (BCR:Premier Colts)  
 Womens (BCR:Brisbane Premiership Women)  
 1st Grade (BCR:Brisbane Premiership 1st Grade)  
 2nd Grade (BCR:Brisbane Premiership 2nd Grade)  
 Colts 1 (BCR:Brisbane Premiership Colts 1)

**Grade behaviour** Combine votes over all grades

**Validation & Grade level notes**

Grade	Number of voters	Sum of votes in match	Votes given to an individual player	Number of players that must be given votes	Notes	Clear
Default	Max. 1	Min. 0 Max. 0	Min. 1 Max. 3	Min. 3 Max. 3		

**Update**

**NOTE:** Ensure the default ‘Sum of votes in match’ and ‘number of players that must be given votes’ is correct for your voting rules

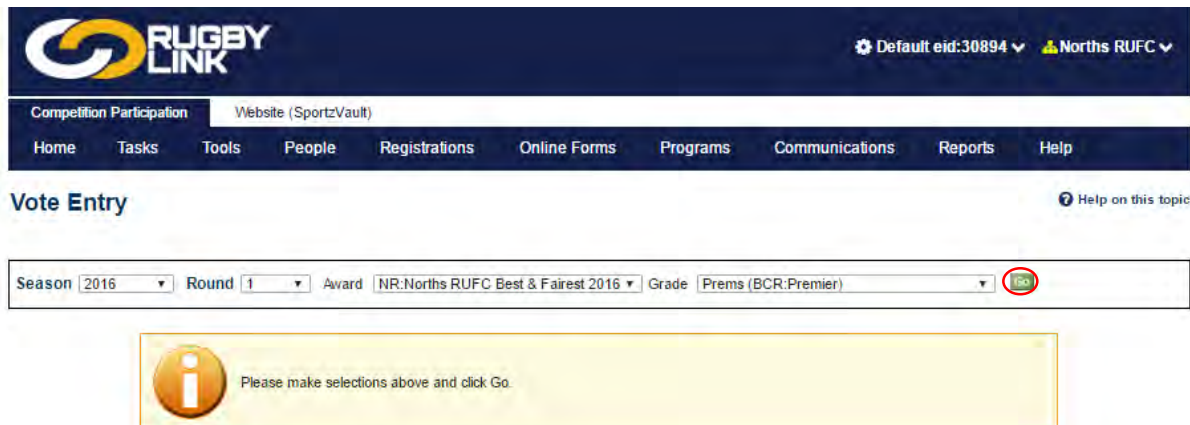


## Competition Management – Player Votes (Clubs)

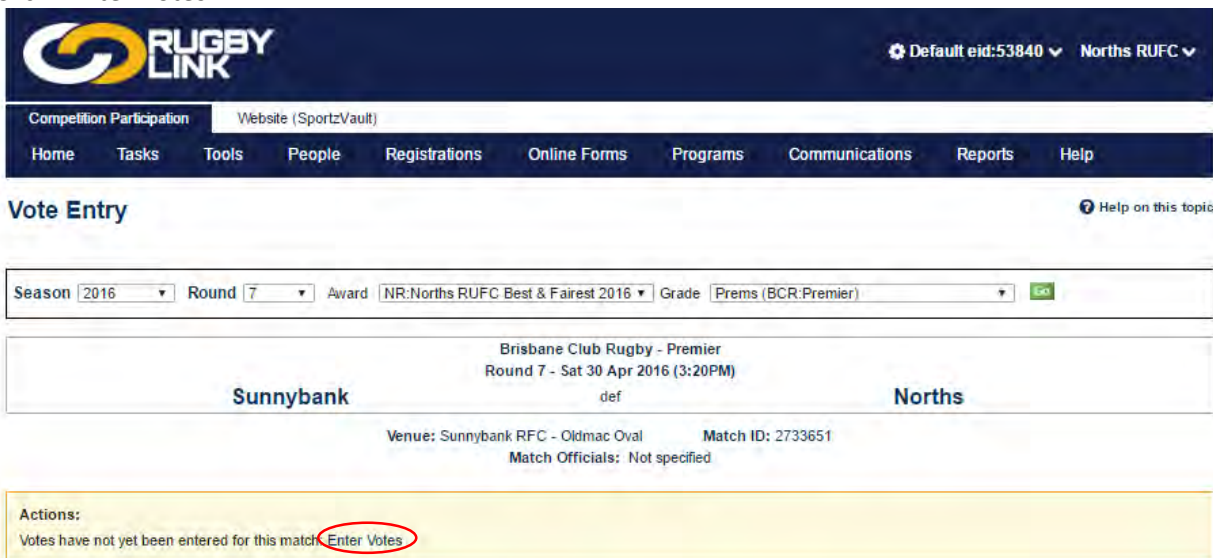
### Enter Votes:

Navigation in Rugby Link: Competition Participation > Tasks > Enter Votes

- Select 'Round' and 'Grade'
- Click "Go"



- Click "Enter Votes"



- Voting rules will be stated in an orange box below the fixture

- You must enter votes for 3 to 3 players
- Votes for an individual player must be between 1 and 3
- The sum of entered votes must be between 6 and 6
- Votes are allowed for up to 1 voters

## Competition Management – Player Votes (Clubs)

- Enter Votes accordingly
- Click “Update”

### Vote Entry

[Help on this topic](#)

Season  Round  Award  Grade

Brisbane Club Rugby - Premier  
Round 7 - Sat 30 Apr 2016 (3:20PM)  
def

**Sunnybank** **Norths**

Venue: Sunnybank RFC - Oldmac Oval Match ID: 2733651  
Match Officials: Not specified

- You must enter votes for **3** to **3** players
- Votes for an individual player must be between **1** and **3**
- The sum of entered votes must be between **6** and **6**
- Votes are allowed for up to **1** voters

Votes awarded by:

Player	Club	Votes
Afiati, Faausu	Norths RUFC	<input type="text"/>
Anderson, Connor J	Norths RUFC	<input type="text"/>
Chapman, Nicholas J	Norths RUFC	<input type="text" value="2"/>
Chittenden, Conor H	Norths RUFC	<input type="text"/>
Dunne, Liam	Norths RUFC	<input type="text"/>
Fitzgibbon, Kieran O	Norths RUFC	<input type="text"/>
Foran, Reid	Norths RUFC	<input type="text"/>
Fuller, Mitchell J	Norths RUFC	<input type="text"/>
gibbon, alex	Norths RUFC	<input type="text"/>
Mataitini, Veresa V	Norths RUFC	<input type="text"/>
Mccomber, Philip M	Norths RUFC	<input type="text" value="3"/>
Mutoti, Enzo	Norths RUFC	<input type="text"/>
Naiyabo, Apisai M	Norths RUFC	<input type="text"/>
Rodwell, Jayden B	Norths RUFC	<input type="text"/>
Ryan, Garrath M	Norths RUFC	<input type="text"/>
Satui, Kristian	Norths RUFC	<input type="text"/>
Soutar, Alexander W	Norths RUFC	<input type="text"/>
Sutherland, Daniel m	Norths RUFC	<input type="text" value="1"/>
Tibbetts, John L	Norths RUFC	<input type="text"/>

- Confirmation will appear at the top of the screen

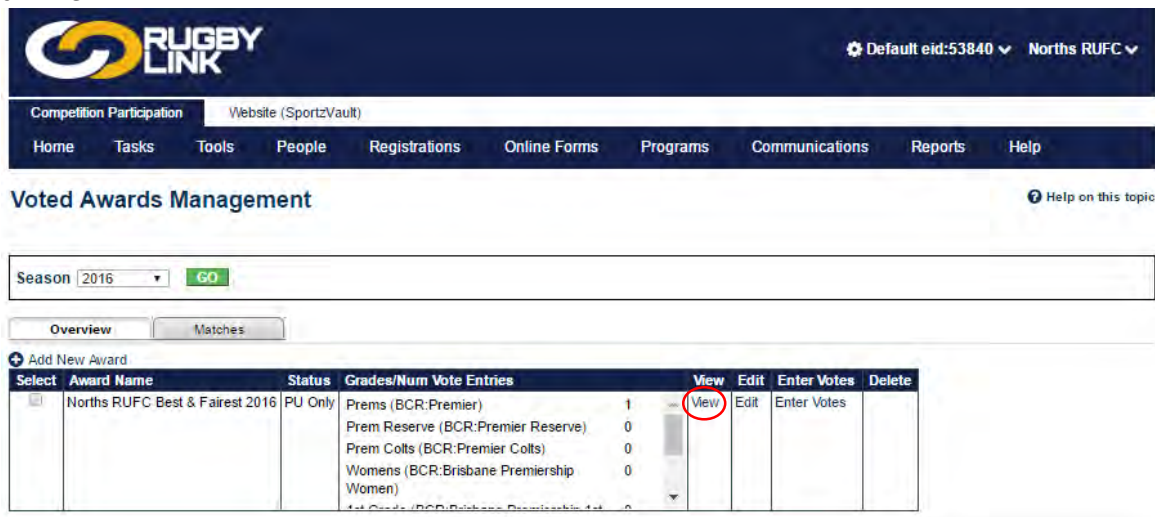
 Item(s) updated successfully

## Competition Management – Player Votes (Clubs)

### Viewing Votes:

Navigation in Rugby Link: Competition Participation > Tools > Voted Awards Management

- Click “View”



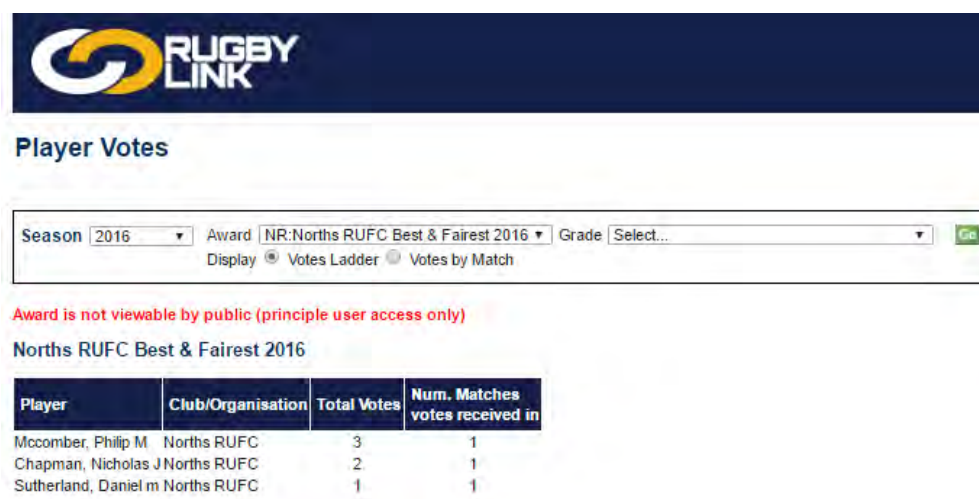
**Voted Awards Management**

Season: 2016

Overview

Select	Award Name	Status	Grades/Num Vote Entries	View	Edit	Enter Votes	Delete
<input type="checkbox"/>	Norths RUFC Best & Fairest 2016	PU Only	Prem's (BCR:Premier)	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Enter Votes"/>	<input type="button" value="Delete"/>
			Prem Reserve (BCR:Premier Reserve)				
			Prem Colts (BCR:Premier Colts)				
			Womens (BCR:Brisbane Premiership Women)				
			1st Grade (BCR:Brisbane Premiership 1st)				

**NOTE:** The ‘Public Report Display Status’ chosen when creating the award will decide who can “view” Player Votes



**Player Votes**


Season: 2016 Award: NR:Norths RUFC Best & Fairest 2016 Grade: Select...

Display: ☒ Votes Ladder ☐ Votes by Match

**Award is not viewable by public (principle user access only)**

**Norths RUFC Best & Fairest 2016**

Player	Club/Organisation	Total Votes	Num. Matches votes received in
Mcomber, Philip M	Norths RUFC	3	1
Chapman, Nicholas J	Norths RUFC	2	1
Sutherland, Daniel m	Norths RUFC	1	1

- Click  **Download Player Votes** to view the Player Votes in excel

\*As of 23 November 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).

## Reporting – Club Competition Management Reporting

There are a variety of Competition Management Reports that can be viewed as Club level including:

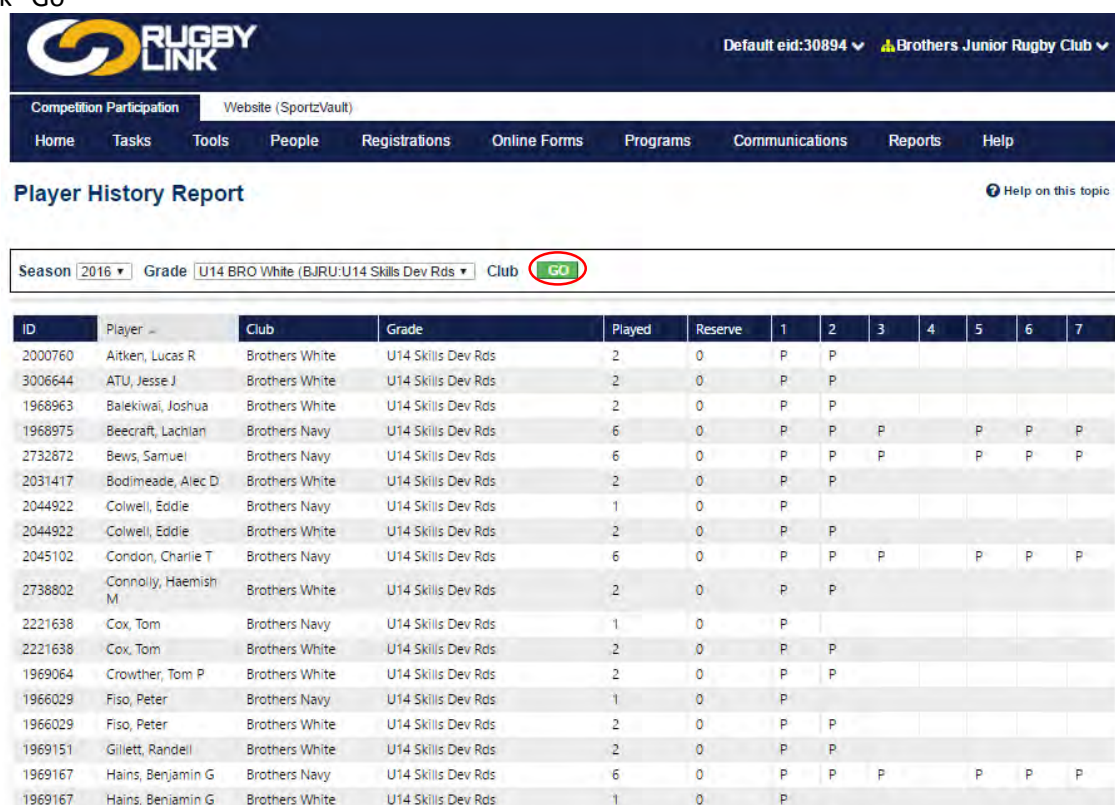
1. **Player History:** details the grade and rounds in which each player has 'played (P)' or been selected as a 'reserve (R)'. Can be used to determine a player's finals eligibility.
2. **Matches Played:** lists the total number of matches played by each player. Also available on the Rugby Link [Public Portal](#).
3. **Player Statistics:** ranks players based on highest total points scored through the season. Also available on the Rugby Link [Public Portal](#).
4. **Incident Detail Report:** identifies all player incidents for your Club only.
5. **Injury Detail Report:** identifies all player injuries for your Club only.

**NOTE:** all reports can be downloaded into excel.

## Player History

Navigation in Rugby Link: Competition Participation > Reports > Competition Reports > Player History Report

- Player History Report can be filtered by 'Grade' or 'All Grades'
- Click "Go"



ID	Player	Club	Grade	Played	Reserve	1	2	3	4	5	6	7
2000760	Aitken, Lucas R	Brothers White	U14 Skills Dev Rds	2	0	P	P					
3006644	ATU, Jesse J	Brothers White	U14 Skills Dev Rds	2	0	P	P					
1968963	Balekiwai, Joshua	Brothers White	U14 Skills Dev Rds	2	0	P	P					
1968975	Beecraft, Lachlan	Brothers Navy	U14 Skills Dev Rds	6	0	P	P	P		P	P	P
2732872	Bews, Samuel	Brothers Navy	U14 Skills Dev Rds	6	0	P	P	P		P	P	P
2031417	Bodimeade, Alec D	Brothers White	U14 Skills Dev Rds	2	0	P	P					
2044922	Colwell, Eddie	Brothers Navy	U14 Skills Dev Rds	1	0	P						
2044922	Colwell, Eddie	Brothers White	U14 Skills Dev Rds	2	0	P	P					
2045102	Condon, Charlie T	Brothers Navy	U14 Skills Dev Rds	6	0	P	P	P		P	P	P
2738802	Connolly, Haemish M	Brothers White	U14 Skills Dev Rds	2	0	P	P					
2221638	Cox, Tom	Brothers Navy	U14 Skills Dev Rds	1	0	P						
2221638	Cox, Tom	Brothers White	U14 Skills Dev Rds	2	0	P	P					
1969064	Crowther, Tom P	Brothers White	U14 Skills Dev Rds	2	0	P	P					
1966029	Fiso, Peter	Brothers Navy	U14 Skills Dev Rds	1	0	P						
1966029	Fiso, Peter	Brothers White	U14 Skills Dev Rds	2	0	P	P					
1969151	Gillett, Randell	Brothers White	U14 Skills Dev Rds	2	0	P	P					
1969167	Hains, Benjamin G	Brothers Navy	U14 Skills Dev Rds	6	0	P	P	P		P	P	P
1969167	Hains, Benjamin G	Brothers White	U14 Skills Dev Rds	1	0	P						

- Click "Download Data" to export into excel

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	ID	Player	Club	Grade	Played	Reserve	1	2	3	4	5	6	7
2	2000760	Aitken, Lucas R	Brothers White	U14 Skills Dev Rds	2	0	P	P					
3	3006644	ATU, Jesse J	Brothers White	U14 Skills Dev Rds	2	0	P	P					
4	1968963	Balekiwai, Joshua	Brothers White	U14 Skills Dev Rds	2	0	P	P					
5	1968975	Beecraft, Lachlan	Brothers Navy	U14 Skills Dev Rds	6	0	P	P	P	P	P	P	P
6	2732872	Bews, Samuel	Brothers Navy	U14 Skills Dev Rds	6	0	P	P	P	P	P	P	P
7	2031417	Bodimeade, Alec D	Brothers White	U14 Skills Dev Rds	2	0	P	P					
8	2044922	Colwell, Eddie	Brothers Navy	U14 Skills Dev Rds	1	0	P						
9	2044922	Colwell, Eddie	Brothers White	U14 Skills Dev Rds	2	0	P	P					

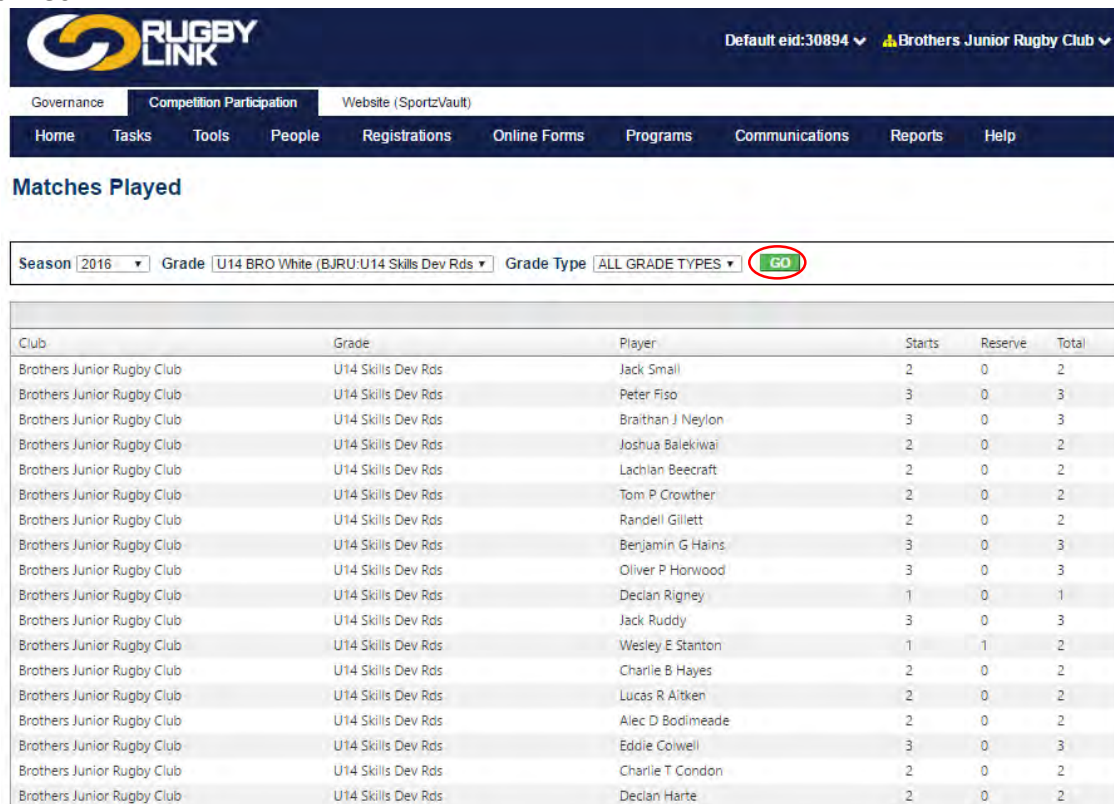


# Reporting – Club Competition Management Reporting

## Matches Played

Navigation in Rugby Link: Competition Participation > Reports > Public Reports > Matches Played

- Matches Played Report can be filtered by 'Grade' (including 'All Grades') and 'Grade Type'
- Click "Go"



Club	Grade	Player	Starts	Reserve	Total
Brothers Junior Rugby Club	U14 Skills Dev Rds	Jack Small	2	0	2
Brothers Junior Rugby Club	U14 Skills Dev Rds	Peter Fiso	3	0	3
Brothers Junior Rugby Club	U14 Skills Dev Rds	Braithan J Neylon	3	0	3
Brothers Junior Rugby Club	U14 Skills Dev Rds	Joshua Balekiwai	2	0	2
Brothers Junior Rugby Club	U14 Skills Dev Rds	Lachlan Beecraft	2	0	2
Brothers Junior Rugby Club	U14 Skills Dev Rds	Tom P Crowther	2	0	2
Brothers Junior Rugby Club	U14 Skills Dev Rds	Randell Gillett	2	0	2
Brothers Junior Rugby Club	U14 Skills Dev Rds	Benjamin G Hains	3	0	3
Brothers Junior Rugby Club	U14 Skills Dev Rds	Oliver P Horwood	3	0	3
Brothers Junior Rugby Club	U14 Skills Dev Rds	Declan Rigney	1	0	1
Brothers Junior Rugby Club	U14 Skills Dev Rds	Jack Ruddy	3	0	3
Brothers Junior Rugby Club	U14 Skills Dev Rds	Wesley E Stanton	1	1	2
Brothers Junior Rugby Club	U14 Skills Dev Rds	Charlie B Hayes	2	0	2
Brothers Junior Rugby Club	U14 Skills Dev Rds	Lucas R Aitken	2	0	2
Brothers Junior Rugby Club	U14 Skills Dev Rds	Alec D Bodimeade	2	0	2
Brothers Junior Rugby Club	U14 Skills Dev Rds	Eddie Cowell	3	0	3
Brothers Junior Rugby Club	U14 Skills Dev Rds	Charlie T Condon	2	0	2
Brothers Junior Rugby Club	U14 Skills Dev Rds	Declan Harte	2	0	2

- Click "Download Data" to export into excel

	A	B	C	D	E	F
1	Club	Grade	Player	Starts	Reserve	Total
2	Brothers Junior Rugby Club	U14 Skills Dev Rds	Jack Small	2	0	2
3	Brothers Junior Rugby Club	U14 Skills Dev Rds	Peter Fiso	3	0	3
4	Brothers Junior Rugby Club	U14 Skills Dev Rds	Braithan J Neylon	3	0	3
5	Brothers Junior Rugby Club	U14 Skills Dev Rds	Joshua Balekiwai	2	0	2
6	Brothers Junior Rugby Club	U14 Skills Dev Rds	Lachlan Beecraft	2	0	2
7	Brothers Junior Rugby Club	U14 Skills Dev Rds	Tom P Crowther	2	0	2
8	Brothers Junior Rugby Club	U14 Skills Dev Rds	Randell Gillett	2	0	2
9	Brothers Junior Rugby Club	U14 Skills Dev Rds	Benjamin G Hains	3	0	3
10	Brothers Junior Rugby Club	U14 Skills Dev Rds	Oliver P Horwood	3	0	3
11	Brothers Junior Rugby Club	U14 Skills Dev Rds	Declan Rigney	1	0	1
12	Brothers Junior Rugby Club	U14 Skills Dev Rds	Jack Ruddy	3	0	3
13	Brothers Junior Rugby Club	U14 Skills Dev Rds	Wesley E Stanton	1	1	2
14	Brothers Junior Rugby Club	U14 Skills Dev Rds	Charlie B Hayes	2	0	2
15	Brothers Junior Rugby Club	U14 Skills Dev Rds	Lucas R Aitken	2	0	2




# Reporting – Club Competition Management Reporting

## Player Statistics

Navigation in Rugby Link: Competition Participation > Reports > Public Reports > Player Statistics

- Player Statistics Report can be filtered by 'Grade' (including 'All Grades'), 'Grade Type' and 'Date'
- Click "Go"


Default eid:30894 ▾ Brothers Junior Rugby Club ▾

Governance
Competition Participation
Website (SportzVault)

Home
Tasks
Tools
People
Registrations
Online Forms
Programs
Communications
Reports
Help

### Player Statistics

Season: 2016 ▾
Grade: U14 BRO White (BJRU:U14 Skills Dev Rds ▾)
Grade Type: ALL GRADE TYPES ▾
Date From: 01/01/2016
Date To: 02/06/2016
GO

Rank	Player	Total Points	Tries	Conversions	Penalties	Field goals	Conversion Attempts	Penalty Attempts	Kicking Percentage	Matches Played	Points per match
1	ATU, Jesse J	8	1	0	1	0	0	0		2	4.0
2	McCall, Thomas J	5	1	0	0	0	0	0		2	2.5
3	Parahi, Brooklyn	5	1	0	0	0	0	0		1	5.0
4	Harte, Declan	5	1	0	0	0	0	0		2	2.5
5	Cox, Tom	5	1	0	0	0	0	0		2	2.5
6	McBeath, Drew G	5	1	0	0	0	0	0		2	2.5
7	Colwell, Eddie	5	1	0	0	0	0	0		2	2.5
8	Wright, Luke A	2	0	1	0	0	0	0		2	1.0
9	Murray, Riley G	0	0	0	0	0	0	0		2	0.0
10	Condon, Charlie T	0	0	0	0	0	0	0		2	0.0
11	Bews, Samuel	0	0	0	0	0	0	0		2	0.0
12	Connolly, Haemish M	0	0	0	0	0	0	0		2	0.0
13	White, Angus	0	0	0	0	0	0	0		2	0.0
14	Luka, Johna	0	0	0	0	0	0	0		1	0.0
15	Mahoney, Ellis	0	0	0	0	0	0	0		2	0.0
16	McColl, Antony Joseph	0	0	0	0	0	0	0		1	0.0
17	Spooner, Max D	0	0	0	0	0	0	0		2	0.0
18	Tomlinson, Cooper J	0	0	0	0	0	0	0		2	0.0

- Click "Download Data" to export into excel

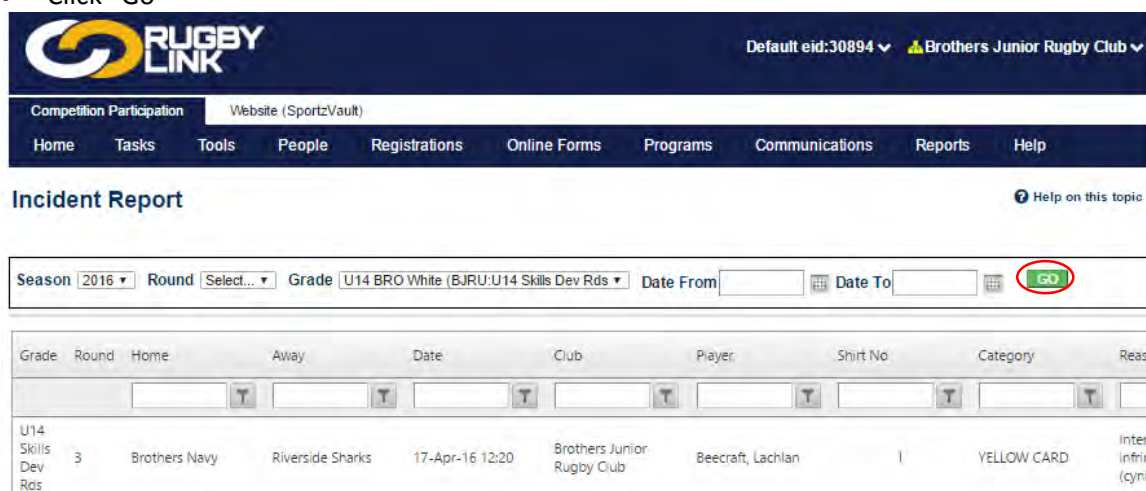
	A	B	C	D	E	F	G	H	I	J	K	L
1	Player	Club	Total Points	Tries	Conversions	Penalties	Field goals	Conversion Attempts	Penalty Attempts	Kicking Percentage	Points per match	Matches Played
2	ATU, Jesse J	Brothers White	8	1	0	1	0	0	0		4	2
3	McCall, Thomas J	Brothers White	5	1	0	0	0	0	0		2.5	2
4	Parahi, Brooklyn	Brothers White	5	1	0	0	0	0	0		5	1
5	Harte, Declan	Brothers Navy	5	1	0	0	0	0	0		2.5	2
6	Cox, Tom	Brothers White	5	1	0	0	0	0	0		2.5	2
7	McBeath, Drew G	Brothers White	5	1	0	0	0	0	0		2.5	2
8	Colwell, Eddie	Brothers White	5	1	0	0	0	0	0		2.5	2
9	Wright, Luke A	Brothers Navy	2	0	1	0	0	0	0		1	2
10	Murray, Riley G	Brothers White	0	0	0	0	0	0	0		0	2
11	Condon, Charlie T	Brothers Navy	0	0	0	0	0	0	0		0	2
12	Bews, Samuel	Brothers Navy	0	0	0	0	0	0	0		0	2
13	Connolly, Haemish M	Brothers White	0	0	0	0	0	0	0		0	2
14	White, Angus	Brothers White	0	0	0	0	0	0	0		0	2
15	Luka, Johna	Brothers Navy	0	0	0	0	0	0	0		0	1
16	Mahoney, Ellis	Brothers Navy	0	0	0	0	0	0	0		0	2
17	McColl, Antony Joseph	Brothers Navy	0	0	0	0	0	0	0		0	1
18	Spooner, Max D	Brothers White	0	0	0	0	0	0	0		0	2
19	Tomlinson, Cooper J	Brothers Navy	0	0	0	0	0	0	0		0	2

# Reporting – Club Competition Management Reporting

## Incident Detail Report

Navigation in Rugby Link: Competition Participation > Reports > Competition Reports > Incident Detail Report

- Select 'Round'
- Select 'Grade' or 'All Grades'
- Enter in 'Date From' and 'Date To'
- Click "Go"



Grade	Round	Home	Away	Date	Club	Player	Shirt No	Category	Reason	Season Total
U14 Skills Dev Rds	3	Brothers Navy	Riverside Sharks	17-Apr-16 12:20	Brothers Junior Rugby Club	Beecraft, Lachlan	1	YELLOW CARD	Intentional infringement (cynical)	1

- Click "Download Data" to export into excel

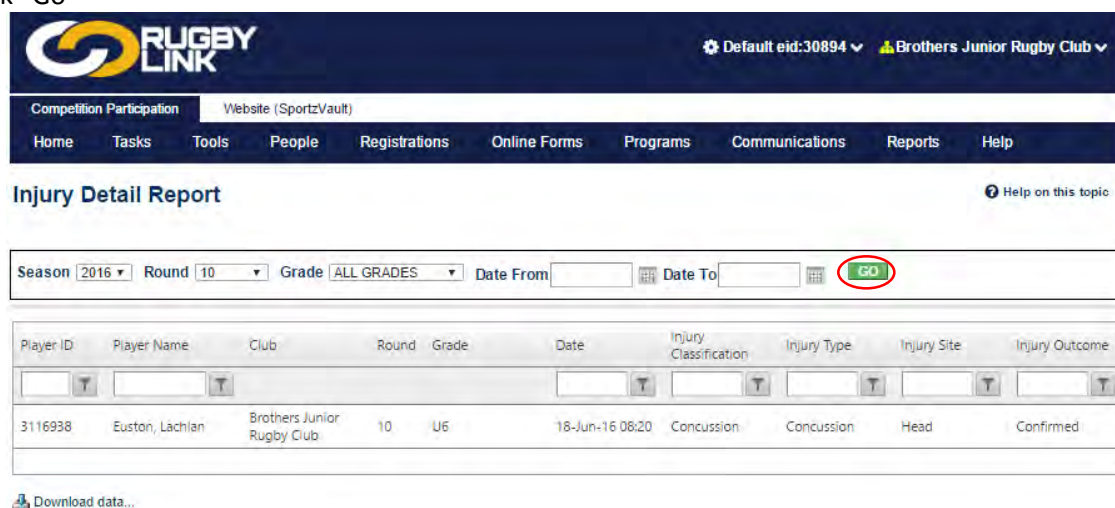
	A	B	C	D	E	F	G	H	I	J	K
1	Grade	Round	Home	Away	Date	Club	Player	Shirt No	Category	Reason	Season Total
2	U14 Skills Dev Rds	3	Brothers Navy	Riverside Sharks	17/04/2016	Brothers Junior Rugby Club	Beecraft, Lachlan	1	YELLOW CARD	Intentional infringement (cynical)	1

## Reporting – Club Competition Management Reporting

### Injury Detail Report

Navigation in Rugby Link: Competition Participation > Reports > Competition Reports > Injury Detail Report

- Select 'Round'
- Select 'Grade' or 'All Grades'
- Enter in 'Date From' and 'Date To'
- Click "Go"



- Click "Download Data" to export into excel

	A	B	C	D	E	F	G	H	I	J
1	Player ID	Player Name	Club	Round	Grade	Date	Injury Classification	Injury Type	Injury Site	Injury Outcome
2	3116938	Euston, Lachlan	Brothers Junior Rugby Club	10	U6	18/06/2016	Concussion	Concussion	Head	Confirmed

\*As of 4 October 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).