

ACTIONS	
	GENERAL ADMIN
	Are your Rugby Link users correct for 2017?
	Add/ edit/ delete Rugby Link Administrators
	Check your organisation details are correct
	Add/ edit Club Office Bearers
	Check Notification Subscribers List
	*Note: there are additional notifications administrators can subscribe to in 2017
-	Check/ edit sibling/ family relationships if your Club is going to offer family discounts when
	registering
	Check your Coaches/ Team Manager accreditations using the Accreditation Manager Report
	REGISTRATIONS
	Review Player Registration Scenarios:
	Online payments need your Club bank account details setup in the ARU Payment
-	Gateway
	 If they are not set up or have they changed, please complete the Club
	Financial Details <u>JotForm</u>
	 Will you be allowing scheduled player payments?
	 Will you be allowing offline payment?
	*Note: online registration is mandatory in 2017. Scheduled payments will be released early
	in 2017
	Create/update online registration products for PLAYERS and NON-PLAYING MEMBERS
	*Note: juniors will be required to setup a product for each age. Select the relevant role and
	sub-role for your non-playing members
	Add your 2017 registration products to your NEW online registration sign-up form
	*Note: all Clubs must create a NEW online registration sign-up form to include new features
	(e.g. parent/ guardian workflow)
	Check your players and non-playing members all have their Participants Logins
	COMPETITION MANAGEMENT
	Submit your Team Nominations for your competition via Rugby Link
	*Note: check with your Competition Manager first
	Assign players to their squad list
	*Note: this will assist with team selection prior to matches
	Publicise Competition Information
	Match Day Tasks:
-	Select team
	Results entry
	 Player statistics, player incidents and player injury entry
	*Note: your Competition Managers will determine timelines of when these tasks must be
	completed by
	Does your Club have a Best & Fairest player award?
	Player Votes in Rugby Link can track this for you, tying votes to a fixture
N	OTE: Rugby Link self-help guides can be found on the Rugby Link Resource Library <u>webpage</u>

*As of 30 November 2016





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 (<u>http://rugby.sportzvault.com/</u>).

Checking Organisation Setup

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

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

Competition Participation	Wei	bsite (SportzVau	it)					
Home Tasks	Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help
Edit Organisatio	on Deta	ails						Help on this top
Organisation Details								
and the second se		Norths JRU						
Organisation Full Name		Norths JRU NJ						
Organisation Full Name Abbreviation	3	NJ	Isrugbyjuniors.com.au/					
Organisation Full Name Abbreviation Website	3	NJ http://www.ow	Isrugbyjuniors.com.au Id junior rugby club ba	_				
Organisation Full Name Abbreviation Website Description	-	NJ http://www.ow Family oriente		_				
Organisation Details Organisation Full Name Abbreviation Website Description Colours Incorporation Status		NJ http://www.ow Family oriente	d junior rugby club ba	_				

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 <u>here</u>

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

Social Media	
Facebook ID	http://www.facebook.com/ pages/Uni-Norths-Juniors-Rugby-Unio
Twitter Handle	http://twitter.com/ owlsjnrrugby

- 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	









Update

- Home venue:
 - o 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 screen(s)	displayed on the Organisation Information page that is accessible via the public search/finder

• Confirmation will appear at the top of the screen

Item(s) updated successfully	
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- Change logo:
 - o "Click here to change logo"



- "Choose File"
- "Upload and Preview"

Change Logo	
Change logo for: Norths JRU	
Current logo: No Logo	
pload new logo	
Only certain types of files of	in be uploaded (gif.jpg.png)
· Maximum filesize of upload	
 Maximum filesize of upload 	Ily be resized if it can proportionally fit within a size of 75 to 100 pixels.
 Maximum filesize of upload The logo will be automatica Click the Choose File buttor Then click the Upload and I 	lly be resized if it can proportionally fit within a size of 75 to 100 pixels. n to select the new logo. Preview button.
 Maximum filesize of upload The logo will be automatica Click the Choose File buttor Then click the Upload and I 	lly be resized if it can proportionally fit within a size of 75 to 100 pixels. 1 to select the new logo. Preview button. o confirm this upload (by clicking the <i>Update Logo</i> button which will then be visible), this action will replace any
 Maximum filesize of upload The logo will be automatica Click the Choose File butto Then click the Upload and I You will then be prompted to 	Ily be resized if it can proportionally fit within a size of 75 to 100 pixels. to select the new logo. "preview button. o confirm this upload (by clicking the <i>Update Logo</i> button which will then be visible), this action will replace any le.

*As of 5 September 2016





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"

	Competition Participation Website (SportzVault)								
Home	Tasks Tools	People	Registrations	Online Forms	Prog	Irams	Communications	Reports	Help
Jser Mai	ntenance								Help on this top
Add New Use	ar Igby Club user	list							
Show delete									
Login ID	User Name	Email		ast Logon S	Status	Edit	Other Actions		
Evans15	Kim Evans	kim@firebran	d com au		1	Edit	Select ¥	Go	

 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.)







- **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

Competition Participation	We	bsite (SportzVau	lt)					
Home Tasks To	ools	People	Registrations	Online Forms	Programs	Communications	Reports	Help
Back to User List								O Help on this topic
dd New User								
Login	ID *	Use an alph Firebrand16	nanumeric ID 🔍 Use	an email address as II	C			
User Nan	ne *	Firebrand Rug User's first and las	by st names.					
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Mobile Phone Numb	er	0400123456		al codes, spaces or non-	numeric characaters.			
User Role	es *	USER MANA	IANAGER RESULTS IGER PERSON DER FINANCI	MANAGER	ies access to the Net	wsletter Manager.		
Grade acces	ss		ion 🔍 Select Grades.					
Person Role acces	10.0		ion O Select Person					

• Confirmation will appear at the top of the screen



*As of 2 September 2016







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

		110	bsite (SportzVault)								
Home	Tasks	Tools	People	Registrations	Online Forms	Progra	ims	Communications	Repo	orts Help	
O Add New		ce								0	Help on this top
Adelaide Uni	ed users	and the de		_		-					
D Login ID	User Na Chris Tar		Email chris@email.con	the second se	Aug 15 2:04PM	Status	Edit	Other Actions	Go		
rluser2	Andrew 0		chaves@email.c		n 16 10:56AM	R	Edit		 Go Go 	1	
rluser3	Dan Atkin		dan@email.com		Aug 15 10:09AM	LEEN	Edit		Go	1	
rluser4	Nick Wick	tham	nick@email.com		ec 15 3:37PM		Edit		V Go	1	
rluser5	Peter Ho	unsell	peter@email.co	m 4 Ju	n 15 10:12AM		Edit	Select	• Go	1	
rluser6	Richard H	Hillock	thehillocks@ema	ail.com 13 S	Sep 15 11:33AM		Edit	Select	Go		
rluser5	Peter Ho Richard H red	unsell Hillock	peter@email.co	m 4 Ju	n 15 10:12AM		Edit	Select	Go	1	

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

lit User		Help on thi
Back to managem	ent page	
Login ID	 Inluser4 Unique ID consisting of at least 4 alphanumeric characters. 	
User Name	* Nick Wickham Use's first and last names.	
Email	inick@email.com * 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 characaters.	
User Roles	SITE MANAGER SISS SENDER CONTENT MANAGER CONTENT MANAGER FESULTS MANAGER OVSER MANAGER FERSON MANAGER EMAIL SENDER FINANCIAL MANAGER Select af least one user role	
	No Restriction Select Grades	ected grades (Count:1)
	± 51	RU:Under 16
Grade access	Add ->	
	< Remove	
erson Role access		7
erson Kole access	No Restriction Select Person Roles	

• Confirmation will appear at the top of the screen









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"

Tools	People Registrat	ions Online Forms	Progra	ims	Communications	Reports	Help
maa							
	r list						Help on this top
r Name	Fmail	last Logon	Status	Erlit	Other Actions		
Tan	chris@email.com	17 Aug 15 2:04PM	Giuliuo	Edit	and the second s	Go	
ew Chaves	chaves@email.com	8 Jan 16 10:56AM		Edit	Select	Go	
Atkins	dan@email.com	20 Aug 15 10:09AM		Edit	Select	Ga	
Wickham	nick@email.com	1 Dec 15 3:37PM		Edit	Select	Go	
r Hounseli	peter@email.com	4 Jun 15 10:12AM	111.2	Edit	Select	Ga	
				Edit		Go	
	r Name Tan ew Chaves Atkins Wickham	Tan chris@email.com ew Chaves chaves@email.com Atkins dan@email.com Wickham nick@email.com	Email Last Lopon Tan chris@email.com 17 Aug 15 2.04PM evr Chaves chaves@email.com 8 Jan 16 10.56AM skins dam@email.com 20 Aug 15 10.09AM Wichham nick@email.com 1 Dec 15 3.37PM	Nnme Emnil Last Logon Status Tan chris@email.com 17 Aug 15 2.04PM sev Chaves sev Chaves chaves@email.com 10 56AM image and	Name Email Last Logon Status Edit Tan chris@email.com 17 Aug 15 2.04PM Edit evr Chaves chaves@email.com 8 Jan 16 10.56AM Edit statis dan@email.com 20 Aug 15 10.09AM Edit Widsham nick@email.com 1 Dec 15 3:37PM Edit	Name Emili Last Logon Status Edit Other Actions Tan chrin@email.com 17 Aug 15 2:04PM Edit Select vex Chaves chrin@email.com 8 Jan 16 10 56AM Edit Select Atkins dan@email.com 20 Aug 15 10:09AM Edit Select Widham nick@email.com 10 ec 15 3:37PM Edit Select	Name Email Last Logon Status Edit Other Actions Tan chris@email.com 17 Aug 15 2.04PM Edit Select. © sw Chaves chaves@email.com 8 Jan 16 10.56AM Edit Select. © skins dan@email.com 20 Aug 15 10.09AM Edit Select. © Widsham nick@email.com 10 be 15 3.37PM Edit Select. ©

• 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







Deleting Administrators

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

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

Competition	Participation We	bsite (SportzVault)							_
Home	Tasks Tools	People Registrations	Online Forms	Programs		Communications	Repo	orts Help	
O Add New	ntenance ^{User}								O Help on this top
Adelaide Univ	versity JRUFC use	r list							-
Login ID	User Name	Email	Last Logon	Status	Edit	Other Actions			
rluser1	Chris Tan	chris@email.com	17 Aug 15 2:04PM	-	Edit	Select	*	Go	
rluser2	Andrew Chaves	chaves@email.com	8 Jan 16 10 56AM		Edit	Select	• •	Go	
	Dan Atkins	dan@email.com	20 Aug 15 10:09AM	+	Edit	Select	•	Go	
rluser3					Edit	1 Parts	. (Go	
	Nick Wickbarn	nick@email.com	1 Dec 15 3 37PM	1. 1. 1.	CON	Select		100	
rluser4	Nick Wickham Peter Hounsell	nick@email.com peter@email.com	1 Dec 15 3 37PM 4 Jun 15 10 12AM		Edit	Select Select Lock account	-	Go	-
rluser3 rluser4 rluser5 rluser6			1.000.000.000.000	e		Select	-	-	-

- 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

Tools People Ce	Registrations	Online Forms	Program	IS	Communications	Reports	Help
ce							
							Help on this top
UFC user list							
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				1.1.1	Select	• Go	
	l.com 1	7 Aug 15 2:04PM		Edit	Select	• Go	
haves chaves@en	nail.com 8	Jan 16 10:56AM	8	Edit	Select	• Go	
s dan@email	com 2	0 Aug 15 10:09AM	-	Edit	Select	• Go	
ham nick@email	.com 1	Dec 15 3:37PM		Edit	Select	• Go	
unsell peter@ema	uil.com 4	Jun 15 10:12AM		Edit	Select	• Go	
fillock thehillocks@	email.com 1	3 Sep 15 11:33AM	6	Edit	Select	• Go	
	n chris@emai Chaves chaves@em ns dan@email cham nick@email unsell peter@ema	me Emili david.tyson@bigpond.com 1 n chris@email.com 1 Chaves chaves@email.com 8 is dan@email.com 2 tham nick@email.com 1 unsel peter@email.com 4 tilliock thehillocks@email.com 1	Ime Emnil Last Logon son david tyson@bigpond.com 10 Mar 15 10:34PM n chris@email.com 17 Aug 15 2:04PM chaves chaves@email.com 8 Jan 16 10:56AM sb an@email.com 20 Aug 15 10:09AM tham nick@email.com 1 Dec 15 3:37PM unsel peter@email.com 4 Jun 15 10:12AM tillock thehilooks@email.com 13 Sep 15 11:33AM	Ime Emntil Linst Logion Status son david tyson@bigpond.com 10 Mar 15 10.34PM n chris@email.com 17 Aug 15 2.04PM Chaves davegemail.com 8 Jan 16 10:56AM is dan@email.com 2 O Aug 15 10:09AM tham nick@email.com 1 Dec 15 3.37PM unsel peter@email.com 4 Jun 15 10:12AM tillock thehillocks@email.com 13 Sep 15 11:33AM	Ime Email Last Logon Status Edit son david tyson@bippond.com 10 Mar 15 10:34PM Edit Edit n chris@email.com 17 Aug 15 2:04PM Edit chaves chaves@email.com 17 Aug 15 2:04PM Edit sis dan@email.com 0 Jan 16 10:56AM Edit tham nick@email.com 1 Dec 15 3:37PM Edit unsel peter@email.com 4 Jun 15 10:12AM Edit tilliock thehillocks@email.com 13 Sep 15 11:33AM Edit	Ime Emili Last Logon Status Edit Other Actions son david tyson@bippond.com 10 Mar 15 10 34PM Edit Select n chris@emal.com 17 Aug 15 20 44PM Edit Select chaves chaves@emal.com 0 Jan 16 10 56AM Edit Select sdand@emal.com 0 Jan 16 10 56AM Edit Select is dan@emal.com 0 Jan 16 10 56AM Edit Select tham nick@emal.com 1 Dec 15 3.37PM Edit Select unsell peter@emal.com 4 Jun 15 10:12AM Edit Select illiock thehilocks@emal.com 13 Sep 15 11:33AM Edit Select	Ime Emnil Liest Logion Status Edit Other Actions son david tyson@bigpond.com 10 Mar 15 10:34PM Edit Select Go n chris@email.com 17 Aug 15 204PM Edit Select Go chaves dhaves@email.com 8 Jan 16 10:56AM Edit Select Go tham nick@email.com 1 Dec 15 3:37PM Edit Select Go tham nick@email.com 1 Dec 15 3:37PM Edit Select Go unsel peter@email.com 4 Jun 15 10:12AM Edit Select Go tillock thehilooks@email.com 13 Sep 15 11:33AM Edit Select Go







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"

Competition	Participation	Web	osite (SportzVaul	lt)						
Home	Tasks	Tools	People	Registrations	Online Forms	s Pro	grams	Communications	Reports	Help
O Add New	ntenance _{User}	e								Help on this to
Show delet										
Show delet	ed users User Nar		Email	Last L		Status	Edit	Other Actions		
Show delet	ed users User Nar John Milga	ate	Email john@email.co		ogon 16 9:18AM	Status	Edit	Other Actions Select	Go	
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Show delete Login ID bourke1 bourke2 otes:	ed users User Nar John Milga Nicola Lee	ate	john@email.co	om 23 Mar	16 9:18AM		Edit	Select Select Select Cock account Reset password Sel as principal user Reserved welcome entat		
Bourke RUF Show delet Login ID Sourke1 Sourke2 Locked users Deleted users	ed users User Nar John Milga Nicola Lee	ate	john@email.co	om 23 Mar	16 9:18AM		Edit	Select Select Select Lock account Reset password Set as prinoipal user		

• 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

Competition	Participation	We	bsite (SportzVault)	-					_	
Home	Tasks	Tools	People	Registrations	Online Forms	Pro	grams	Communications	Reports	Help
O Add New	User									• Help on this top
Bourke RUF	ted users									_
	User N	ame	Email	Last Log		Status	Edit	Other Actions	Go	
	John M	inate	iohn@email.con	1 23 Mar 16	5 9:18AM					
Login ID bourke1 bourke2	John M Nicola L	-	john@email.com nicola@email.co				Edit	Select	Go	

*As of 26 September 2016







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

ompetition Participation	Website (SportzVau	ult)				CURRENT ORGANISATION
tome Tasks To Quick Launch —	ols People	Registrations	Online Forms	Programs	Communica	Adelaide University RUFC Entity ID: 53924 Ariou are currently administering a child organization. Return to Australian Rugby Union
Season 2016 • Quick Player Search	Round CURR •	Grade SCR:Barter	card Cup Mens Div 2	Task Enter	Team Selections	Select or enter ID/name to administer a child org Organisation Organisation Details Office Bearers Honour Board
Rugby Link Account Expir SportzVault Website Packa Member Sign Up		0	Purchase O Mo	re Info re Info re Info		Co Carls for Parent Organisations Notification Subscribers List Users User List
Credit Balances		500	500 250	750	D (C F o Ru	Login Failures Report Login Ageing Report CUCG OUT gby Link administration issues.

• Select Parent Organisation (either Competition or State)

C		IGBY NK	7	·			🔅 Default eid:30894 🕥	🖌 🔥 Adelaid	le University RUFC 🗸
Competitie	on Participation	Web	site (SportzVa	ult)					
Home	Tasks	Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help
Maintai	n Contac	ts for	Parent C	rganisation	(s)				Help on this topic
🛛 Return to	Child Organisati	ions screen							
	allows organisathe contacts pag			ants that will receive c	ommunications from e	ach of their parent	organisations. These design	nated contacts	can also optionally be
Select Select SA Club Ru South Austr	ent Organisation gby alian Rugby Un ig participants	• ion	signated con	tacts for:					
· · · ·	ate all chang		re saved until th	e Update all changes	button is clicked.				
				s, or mobile phone nu					







General Admin – Adding Contacts for Parent Organisation

• Click "Add a new designated contact"



• Select record from within the Club's Person List

C		GBY IK					🔅 Default eid:30894	🗸 🔥 Adelai	de University RUFC 🗸
Competitio	n Participation	Web	site (SportzVaul	t)					
Home	Tasks	Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help
Maintair	on Contac	ts for	Parent O	rganisation	(s)				Help on this to
		tions to de		nts that will receive c	ommunications from e	ach of their parent	organisations. These desi	gnated contacts	can also optionally be
SA Club Rug Add a new	designated con	• tact	inactive record	s)					
Grant, Alexar Grantham, T Green, Chari Green, Marti Griffiths, Owa Gummow, Ja Handley, Jai Harvey, Ben Havkins, Joe Heffernan, L	om les n ain S ison A	Â		acts for: SA Club R ne Options Receive Em Receive SM List in PDF I Title:	ail 🛛	Remove			
Holbrook, La Howard, Ber Husler, Nicho I Irons, Ricki J Jacques, Mar Jaffri, Muham Jone, Ross Jones, David Jones, David	ıjamin J ılas tt nmad Nur			e Update all changes , or mobile phone nui					







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 or icduided in the contacts page of the PDF Handbook. Secied Parent Organisation Secied Parent Parent Organisation Secied Parent Parent Organisation Secied Parent Parent Organisation Secied Parent Parent Parent Organisation Secied Parent Parent Paren			`							le Univers
Return to Cold Organisations screen The screen adown organisations to designate participants that will receive communications from each of their parent organisations. These designated contacts can also on the Cold Farent Organisations. These designated contacts can also on the Cold Farent Organisations. These designated contacts can also on the Cold Farent Organisation: Science Farent Organisation: Image: Science Farent Organisation: Mathematication: Science Farent Organisation: Image: Science Farent Organisation: Proteine: Receive email, and/or Receive Parent Organisation: Image: Science Farent Organisation: Science: Science Farent Organisation(S) Image: Science Farent Organisation(S) Image: Science Farent Organisation(S) Science: Science: Science Farent Organisation(S) Image: Science Farent Organisation(S) Image: Science Farent Organisation(S) Science: Science:	-			• "	Online Forms	s Programs	Communi	cations	Reports	Help
The screen allows organisations to designate participants that will receive communications from each of their parent organisations. These designated contacts can also or Selected Parent Organisation: Solution Rulpy • • • • • • • • • • • • • • • • • • •	Maintair	n Contacts	for Par	ent Organisation	(s)					0 H
Inded di file contacts gage di file PDF Handbook Sected Parent Organisation Schub Rugby And a new designated contact Indide encode with NO NOLES (se. nachor records) Indicade encode with No NoLES (section with the Update al changes button is cicked. Poption S:: Receive encode (section Participator 	Return to C	Child Organisations	screen							
Cube Ruppy					ommunications fror	n each of their pare	ent organisations.	These design	ated contacts	can also opt
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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

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

*As of 5 September 2016







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" ^(a) 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

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- 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"

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

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Office	Bearers								

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







Editing Office Bearers

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

• Click the item name link, e.g. "President"

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

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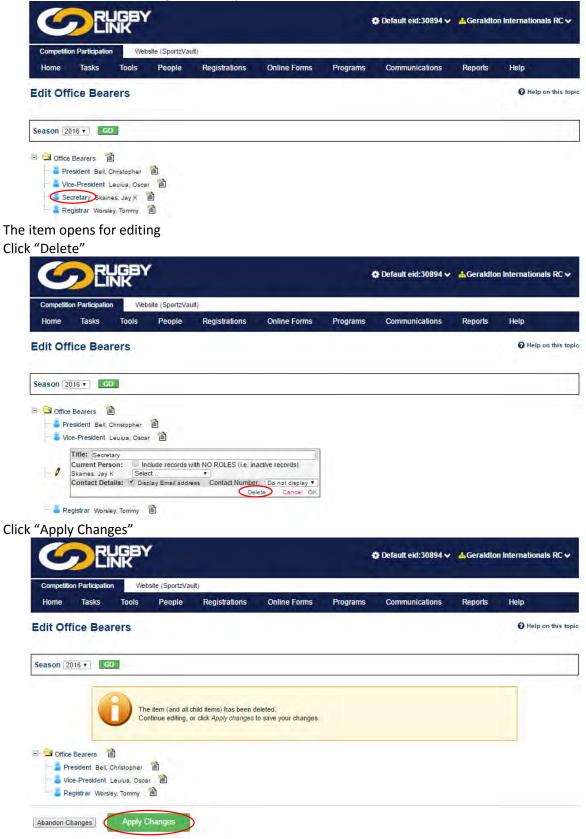




Deleting Office Bearers

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

• Click the item name link, e.g. "Secretary"









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





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"

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Repeat above steps for all Notification Subscribers Lists

*As of 5 September 2016







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"

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General Admin – Adding Family Relationships

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

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• Confirmation will appear at the top of the screen

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• Repeat for all sibling relationships

*As of 7 December 2016





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"

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Accreditat		Other			Accreditation	Smart Rugi	by: 🔹		Help on this topi
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- will appear for CURRENT accreditations

Compe	etition Participatio	n Web	site (SportzVau)	t)							
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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"

play List"								
\bigcirc	RUGB	ſ				Amy Alag	na 🗸 🔥 Pokol	bin Junior Rugby Club 🗸
Competition Par	rticipation W	lebsite (SportzVa	ault)					
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	not been entered for e for these items, they							
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Display Lis	51							

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

Person Accreditation		

'Current Accreditations' will appear with 🔮 under 'Status' **Current Accreditations**

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

'Expired Accreditations' will appear with $\mathbf{0}$ under 'Status'

Expired	Accredit	ations	

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

*As of 26 September 2016







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

Competi	ition Participatio	n We	ebsite (Sportz\	/ault)						
Home	Tasks	Tools	People	Registr	ations	Online Forms	Programs	Communications	Reports	Help
Add N	ew Perso	n								🕑 Help on this to
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earch C	riteria									
The searc	h uses 'fuzzy' lo	gic to match	n similar name	s, but pleas	e enter a	s much of the name a	as possible.			
Search B	y: • Name 🤇	Bo	b	Mid	dle Narr	Smith				
Show Extr	ra Filtering 🔲	SF	EARCH							
Search R	esults									
		wish to cre	ate was not f	ound in the	search,	please create a ne	w record.			
ODEAT										
GREAN	E NEW PERS	ON								
ID	MyRugbylD	Name		Year of birth	Age (Organisation	Location	R	eg Type	Reg Period Apply for Clearance
2143024	1422615	Smith, Bob		1900	116 L	Inaffiliated	Suburb (QLD)		Clearance
	1499198	Smith, Bob			U	Inaffiliated	Suburb (NSW)		Clearance
2580285				1000	110 1	and the second sec	Suburb (ACT		Clearance
2580285 2580286	233265	Smith, Bob		1900	116 L	Inaffiliated	Suburb (ACT)		Clearance

NOTE: UNAFFILIATED player clearances are granted by ARU regularly







• Click "Add New Player"

Competition	n Participation									
Home Tas	sks Tools	People	Registrations	Online Form	is Sa	anctioning Co	ommunications	Help		
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ayor re	ogionano	mana	gomont							
Person Filter										
Person Role	AN	ROLE	• • AN	/ Sub Role 🔍	Select S	ub Roles				
Person Name	•		Nam	e contains 🔻		Person ID:				
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Registration 1	Type Sele	ct		٣		Registration Mod	de: Show All	۲		
Age range	Minin	ium: 📃 N	laximum:							
								Sea	irch	
Selected Action	ons									
Actions		Please sele	ect bulk action	Perform A	Action	Add New	Player			
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	o this area to grou		rentpage/ Para	cipants curren	itty selet	leu. o		Quick Filter*:		
Select ID	Ext ID N	ame		DOB	Age	Current Type	Address		Status	
Select ID										
196894			Edit	1 Jan 2001 1 Jan 2004	14		Address Line 1 S	UBURB	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.
 - o 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

C		RUC _INH	iBY <					UAT National 🗸	Albany Creek GPS JRUFC
Compe	etition Partici	pation							
Home	Tasks	Tools	People	Registrations	Online Forms	Sanctioning	Communications	Help	
Add N	New Pla	ver	🕜 Help	on this topic					
				ase search for an e er the record, or (if	existing record. applicable) apply	for a clearance.			
earch (Criteria								
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ille seal	CIT 0365 1022	y logic to	match sinn	lai names, but pier	ase enter as much	or the name as po	ssible.		
Search E	By: 🖲 Nam	e 🗆 ID	First No	ame Mi	ddle Name	Last Name			
		_	SEA	RCH					







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

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Competitio	on Participation	Webs	site (SportzVau	ılt)					
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Add Ne	w Player								Help on this topic
	d already exists y			for an existing record. d, or (if applicable) apply	/ for a clearance.				
		to match si	milar names, b	out please enter as much	of the name as pos	sible.			
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f the persor	n record you wi	ish to crea	ate was not fo	ound in the search, pl	ease create a new	record.			
CREATE	NEW PERSO								
	found. Please n me (eg maiden nan								

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

	Competition Participation		
	Home Tasks Tools People I	Registrations Online Forms Sanctioning Communications	Help
	Add New Player O Help on t	this topic	
			Person Lis
	Personal Details Accreditations		
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	Middle Name / Initial		1
	Last Name *	Abaters	
	Alternate Last Name/Maiden Name		1
	Date of Birth	26/10/2002 #8	
	Country of Birth		
	Gender	Male Female	
	Email	test@test.com.au Note: separate multiple email addresses with a semi-colon (;)	
	Address1		
	Address2		1
	Address3		1
	Suburb/Town		1
	Postcode		
	State/Territory	Select V	
	Country	AUSTRALIA	
lick "Add"			
	Additional Information		
	MyRugbyID		
	Which of the following best describe your ethnic origin?	Select V	
	Which of the following best describe your mother's ethnic origin?	Select	
	Which of the following best describe your father's ethnic origin?	Select	
	Comment (Only displays on this page)		
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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'

Comp	tition Partic	ipation							
Home	Tasks	Tools	People	Registrations	Online Forms	Sanctioning	Communications	Help	
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*As of 16 December 2016







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"

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Play	er Re	gistra	tion Ma	nageme	nt							Help on this top
Persor	n Filter											
Person	Role	F	LAYER		ANY Sub Role	Select S	ub Roles					
Person	Name	F			Name contain	S 7	Person II	D:	1		1	
Assoc	iation	TE	risbane Juni	or Rugby Unio		1	Registrat	ion Period:	2016		•	
Registration Type			Select			ion Mode:	Show	. All .				
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- 'Personal Details' tab:
 - o Displays all contact, address and personal details for the member

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erson Edit	: Ainsworth,	Jack (ID: 2732912)	Help on this top
General	Player		
		tion 🖬 Custom Fields 📓 Public Profile 📓 Payments 📓 Audit 📓 Admin	Accreditations E Family Relationshins
- crooner octains		Select *	
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IV.			
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Alternate Last Na	ame / Maiden Name		
	Date of Birth	1/01/1900 囲	
	Country of Birth	ustralia	
	Gender	🖲 Male 🍈 Female 👘 Undisclosed	
	Email	mail2732912@email.com ote: separate multiple email addresses with a semi-colon (;)	
		ddress Line 1	
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	Address3	ddress Line 3	
	Suburb/Town	uburb	
	Postcode	035	
	State/Territory		
		AUSTRALIA	
	Home Phone		
	Work Phone	39999998	







- 'Roles' tab:
 - o 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.

C) EK	GBY IK									
Person	Edit: Ain	sworth, J	ack (ID: 2732	2912)							Help on this top
Genera	i P	layer									
D Personal D	etails 📕 Roles	s 🖩 <u>Registratio</u>	<u>1</u> 🖬 Custom Fields	Public Profile	Payments I	Audit	🖬 Admin	Accredita	tions I	Family Relationship	ps
PLAYER JUI	ole:	re Re-confirm N	late date	Re-conf. 15							
Role		ub Role(s)									
PLAYER	•	SENIOR		N	Add Role						
	y for Albany	Creek GPS	IRUFC:								
	to this area to gro										
Role	Sub Role	Entity			Date From	1	Date T	0			
PLAYER	JUNIOR	Albany	Creek GPS JRUFC		Feb 1 2018		CURRE	NT			

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

Person Edit:	Ainsworth, Jack (ID: 273	32912)						Help on this top
General	Player Roles Registration C C	istom Fields	Dublic Drofile	Davmente	s 🖬 Audir 🖬 Admir	n 🖬 Accreditations	E Family Pola	tionshine	
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From Org	To Org	Period	Туре	Created	Method	User Name	Detail	Actions	
Albany Creek GPS JRUFC	Brisbane Junior Rugby Union	2016	U15 BJRU Junior	24-Jan- 2016	SELF REGISTRATION	System User	0 Detail	-	
Registration Histo	Ŋ								
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From Org	To Org	Perio	d Type		Created	De-Reg Date De-	Reg User Name	Detail	







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

Person Edit: Ainsworth, Jack (ID: 2732912)		
General Player		
🛛 Personal Details 🖾 Roles 📓 Registration 🔲 Custom Fields 📓 Public Pro	ofile 🖬 Payments 🖬 Audit 🛤 Adm	nin 🔲 Accreditations 🖬 Family Relationships
Fields defined by: Albany Creek GPS JRUFC What age group do you wish to play in this season -2016 ?	Under 15 Blue	-
What team did you play in season 2015? Use Nil if you are a new player.	Under 14 Blue	
How did you find out about our club?	Word of mouth	•
Proof Age Sighted	(dd/mm/yyyy)	
Fields defined by: Brisbane Junior Rugby Union		
What type of chronic Illness?		- Journey -
What is your disability?		
have you suffered from any acute illness in the past month?		

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

Public Profi	le								
General Personal Details	Player Roles 🖬 Regi	stration 🖬 Custo	Fields 🖬 Public Pro	file 🖬 Payments 🖬 Audit 🛱 Admin 🛱 Accreditations 🖬 Family Relationships					
Profile Image Upload a file for your profile (max size: 100k)				Profile Fields Profile Fields defined by: Albany Creek GPS JRUFC					
Use this image a	cross all my organ	isations		Age group played with in season 2015 ? What team did you play in 2015 ?					
(Profile Privacy Setting Profile visible on all public websites Profile visible on Albany Creek GPS JRUFC public websites					
	5								







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

					I UIII	ine payments	
Person Edit: Ainswo	rth, Jack (ID: 2	2732912)				€ Help on th	is topi
General Player							
🖬 Personal Details 🔳 Roles 🔳 Ro	egistration 🔳 Custom Fi	elds 🔳 Public Profile	Payme	nts 🗈 Audit 🖬	Admin	Accreditations E Family Relationships	
	yment End Date 2/09/2016 (dd/mm/yy	yy) Refresh				Player Payments Received Summary	
Name Number of Rec	orded Payments Total	-	Last Paym 31 Jan 16	ent Date			
Current Seasonal Payment Status	s: Paid v U	odate					
Payment Details for selected Perio	od:						
Add Payment							
Description Payment Me	thod Payment Status	Receipt/Inv No	Amount	Payment Date			
Under 15 - Season 1 Offline - Cheq	ue Paid	25B	150.00	30 Jan 16	Delete	Edit	
Under 15 - Season 1 Offline - Credi	t Card Not Paid	232249 (Ref: online)	0.00	23 Jan 16		Edit	
Total Records: 2							

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

Pers	on Accr	editation								Help on this to
	Beneral	Player Roles 🖬 Registra	ation 🖬 Cu	istom Fields 🖪 Public Prof	file 🖬 Payments 🛄 Audit	Admin 🖬 Ac	creditations	Family Relationshi	ps	
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- 'Family Relationships' tab:
 - o Displays all member relationships including parents and/ or siblings









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"

Home Tasks			(SportzVault)		100 million (100			
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Add new Playe	er						Ē	Run this page full screen
earch Criteria Make s			play List button.					
PLAYER		Role ANY Sub Role SELECT Sub F			SENIOR JU			
Hide Advanced Searc								
Person Name or ID		_		Name contains	text 🔻			
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Gender*	Male	Female	Undisclosed	(de-select check boxe	s to ignore gender)			
lote: Where data has no o selections are made f				with *, and				
lide Output Fields								-
Available Fields				Chosen Fie	lds (Count:6)			
First Name Middle Name Last Name Address1 Address2 Address3 Suburb Postcode Date of Birth			Add ->	Work Ph	dress none hone	ove Up ve Down		
Gender								







- 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

General Player	
ersonal Details 📓 Roles 📓 Registration 📓 Custom Fields 📓 Payments 📓 Aug	dit 🖪 Admin 🖪 Accreditations
Title	Select V
First Name *	Frank
Middle Name / Initial	
Last Name *	Alagna
Alternate Last Name/Maiden Name	
Date of Birth	12/10/2008
Country of Birth	The second second second
Gender	Male Female Undisclosed
	test@test.com
Email	Note: separate multiple email addresses with a semi-colon (;)
Address1	
Address2	
Address3	
Suburb/Town	
Postcode	
State/Territory	Select V
Country	AUSTRALIA
Home Phone	
Work Phone	
Mobile Phone	
Fax Number	
Next of Kin/Emergency Contact - Name	
Next of Kin/Emergency Contact - Phone	
Company/Business Name P	
Default Shirt/Bib Number P	
itional Information	
Which of the following best describe your ethnic origin?	Select 🔻
Which of the following best describe your mother's ethnic origin?	Select
Which of the following best describe your father's ethnic origin?	Select
Comment (Only displays on this page)	

- 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"

C	2		iby (D	efault eid:30	894 🗸 🔥 Harbord Harlequins JRUFC 🗸
Compe	tition Partic	ipation				-	-		
Home	Tasks	Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help

Edit Person Contact Details

earch Options		
Role PLAYER V	ANY Sub Role SELECT Sub Roles	
Search		

	ID	Name	Email	Home Phone	Mobile Phone	DOB
	T	T	T	T	T	
e	2302262	Abbey, Will T	email2302262@email.com	0399999999	0410000000	01-Jan-00
e	2268049	Adair, Callum	email2268049@email.com	0399999999	0410000000	01-Jan-00
1	2268050	Ala, Daniel	email2268050@email.com	0399999999	0410000000	01-Jan-00
é	2268051	Algar, William	email2268051@email.com	0399999999	0410000000	01-Jan-00
e	2268052	Allen, Daniel	email2268052@email.com	0399999999	0410000000	01-Jan-00
ė.	2268053	Allen, Jacob	email2268053@email.com	0399999999	0410000000	01-Jan-00
è	2244978	Allen, Taine	email2244978@email.com	039999999	0410000000	01-Jan-00
ė.	2268054	Anderson, Leonardo	email2268054@email.com	0399999999	0410000000	01-Jan-00
•	2268055	Andrew, Harry John	email2268055@email.com	0399999999	0410000000	01-Jan-00
ė.	2310673	Ashby, Harry Kingsley	email2310673@email.com	0399999999	0410000000	01-Jan-00
1	2268056	Ashby, James Kingsley	email2268056@email.com	0399999999	0410000000	01-Jan-00
ė	2268057	Ashby, Sam	email2268057@email.com	0399999999	0410000000	01-Jan-00
e.	2268058	Awdford, Max	email2268058@email.com	0399999999	0410000000	01-Jan-00
ė.	2268059	Bamford, Griffin James	email2268059@email.com	0399999999	0410000000	01-Jan-00
1	2268060	Bamford, Lachlan	email2268060@email.com	0399999999	0410000000	01-Jan-00
ė.	2314986	Bamford, Owen	email2314986@email.com	0399999999	0410000000	01-Jan-00
e	2268061	Bamford, Paddy	email2268061@email.com	0399999999	0410000000	01-Jan-00
6	2268062	Barnes, Max	email2268062@email.com	0399999999	0410000000	01-Jan-00
1	2316585	Barnett, Sam	email2316585@email.com	0399999999	0410000000	01-Jan-00
1	2268063	Barnett, Will	email2268063@email.com	0399999999	0410000000	01-Jan-00

• 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	email2268057@email.com	0399999999	041000000	1/01/1900	副
1	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	samashby@email.com	0399999999	0410000000	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

1	2268056	Ashby, James Kingsley	email2268056@email.com	0399999999	0410000000	01-Jan-00
1	2268057	Ashby, Sam	samashby@email.com	0399999999	041000000	25-Oct-03
1	2268058	Awdford, Max	email2268058@email.com	0399999999	041000000	01-Jan-00
1	2268059	Bamford, Griffin James	email2268059@email.com	0399999999	0410000000	01-Jan-00
1	2268060	Bamford, Lachlan	email2268060@email.com	0399999999	0410000000	01-Jan-00
1	2314986	Bamford, Owen	email2314986@email.com	0399999999	0410000000	01-Jan-00
1	2268061	Bamford, Paddy	email2268061@email.com	0399999999	041000000	01-Jan-00
1	2268062	Barnes, Max	email2268062@email.com	0399999999	041000000	01-Jan-00
1	2316585	Barnett, Sam	email2316585@email.com	0399999999	041000000	01-Jan-00
1	2268063	Barnett, Will	email2268063@email.com	0399999999	0410000000	01-Jan-00

*As of 12 September 2016

For more information, visit <u>www.aru.com.au/runningrugby/rugbylink</u> or contact InteractSport <u>Support</u>/ Rugby Link <u>Support Team</u>.







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"

Competitio	on Participatio	Web	site (SportzVau	it)					
Home	Tasks	Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help

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

NOTE: Dynamic filters will update automatically

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

Competitio	n Participation	Webs	site (SportzVau	lt)					
Home	Tasks	Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help
Back to Pe	erson Filter Ma	anagement							
	Name;								
C	lescription;								
	Filter Type:	Static 🖲	Dynamic						
lole		Sub Role ANY Su	h Dole						
PLAYER			T Sub Roles						







General Admin – Custom Person Filters

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

	cipation Wei	osite (SportzVault)						
Home Ta:	sks Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help	
Back to Person F	ilter Management								
N	ame:								
Descrip	tion:								
Filter	ype: O Static @	Dynamic							
Role PLAYER Hide Advanced Se		ub Role CT Sub Roles							
Person Name or			Name con	tains text •					
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Date of birth rang		th boxes blank for a	wildcard", eg: From 1/1/	1990 To <blank> means</blank>	players with a DOD II				
Date of birth rang Gend	Leave one or bo		wildcard", eg: From 1/1/						

- Click "Preview"
- Click "Save"

Competition	n Participatio	Web	site (SportzVau	lt)					
Home	Tasks	Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help
Back to Pe	erson Filter M	anagement							
	Manage	The Waratah	101150						
De	escription:	2016 Registe	red Players						
F	Filter Type:	Static •	Dynamic						
ole		Sub Role							
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lide Advanc	ed Search C	riteria							
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			1						
Date of birth		om	(dd/mr	n/yyyy)To	(dd/mm/yyyy)				
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• Confirmation will appear at the top of the screen









General Admin – Custom Person Filters

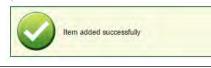
Custom Person Lists

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"

Competition Part	ticipation	Website	e (SportzVau	tt)						
Home Ta	sks T	ools	People	Registrations	Online Forms	Programs	Comm	unications	Reports	Help
Custom Pe			ntenan	ce						O Help on this top
Back to Cust	om List Mar	nager								
Custom List Title	The Warat	tahs JRUF	c							
Custom List Description	2016 Regi	stered Play	ers							
Person Filter	The Wara	tahs JRUF	c D							
Output Fields	Subs Paid	Official field dis one ize* iged date ie ated** lame ame tone ied* ID* tion** ument* use* gby* ount (last)*		Add -> <- Remove	Chosen Fields (Count ID Full Name Date of Birth Address1 Address2 Suburb Postode Next of Kin / Emerg Next of Kin / Emerg	ency Contact - Nat		Move Up Move Down		
Rows per page	20									
Sorting	 Auto Custon 	n								
Available to:	All user Logged							Save I		

• 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 <u>www.aru.com.au/runningrugby/rugbylink</u> or contact InteractSport <u>Support</u>/ Rugby Link <u>Support Team</u>.







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
 - o Search for duplicates linked to your current organisation only
- Click "Go"

|--|

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

C	2	RUC	38Y <					Amy Alagna 🗸	📥 Mosman Rugby Club 🗸
Compe	tition Partic	pation							
Home	Tasks	Tools	People	Registrations	Online Forms	Sanctioning	Communications	Help	
Perso	n Dup	licate	Report	🕜 Help on th	nis topic				

	Duplicate Match Criteria: (please select one) Extent of Search: (please select one) 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) First name, Last name and DOB exactly match and DOB is provided on all records Search for duplicates inked to your current organisation only Search for duplicates across entire system 										
Record	in this organisation			ľ	Potential Duplicate	Sear	ch*:				
ID	Name	Year of Birth	ID	Name	Year of Birth	Organisation					
2275554	Fountaine, Mark S	1967	2063436	Fountaine, Mark S	1967	Mosman Rugby Club [NSW]	Submit for merge				
2063436	Fountaine, Mark S	1967	2275554	Fountaine, Mark S	1967	Mosman Rugby Club [NSW]	Submit for merge				
2275776	Williams, Steven J	1982	2294592	Williams, Steven J	1982	Mosman Rugby Club [NSW]	Submit for merge				

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

Person Merge Request O Help on this topic









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:	2294592 Lo	ook up	
Name	Org	DOB	Record Last Updated
Steven Willi	ams Mosman Rugby C	Club 05/10/1982	29/09/2014 11:57:18 AM Submit Merge

• Confirmation will appear at the top of the screen

	This merge has been submitted and has been approved.
-	You can review the status of all submitted merges via the Person Merge List

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

View exist	ing merge requests	>	
From Person	Record		
Person ID: 227	/5776		
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 OHelp on this topic









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 Other Other Distribution

Please	read the	help topic before sch	eduling merge	es. Incorrect merges can res	ult in loss (of personal and mat	ch data.			
Persor	Merge	List								
🔼 Su	bmit new	merge request								
Filter by	status	IERGE COMPLETE								
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	07/06/1967	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)

14516	1998352	l yson Guttenbeil	1//1	merge number.	14001		Approve
14514	1998541	Tom Rochester	20/0			QLD)	Approve
14513	1998213	Michael Bishop	07/0	From Id:	1966881		Approve
14420	2163188	Will Whiting	21/1	From Name:	Sam Reinke	ST (QLD)	Approve
14296	2766290	Henry Teofilo	30/0	from Name.	Sum Kenke	LD)	Approve
14295	1997711	Suva Palelei	11/1	From DOB:		QLD)	Approve
14294	1997853	Stuart Williamson	23/0			LD)	Approve
14119	2778252	Ebony Satala	15/0	From Address:		(QLD)	Approve
14021	2564057	Shiloh Russell-Smith	05/1			IT (NSW)	Approve
13990	1990775	Somi Pulu	18/1	To Id:	1987171	(QLD)	Approve
13988	1965131	Matt Lowe	05/0	To Name:	Sam Reinke	INT (QLD)	Approve
13985	1965071	Nathan Curr	11/1	TO Name.	Sam Kenike)	Approve
13984	1965043	Mitchell Boland	24/0	To DOB:	this is a state of the state of	UNS (QLD)	Approve
13948	1995152	Kenneth Humphreys	19/0			D)	Approve
13947	2000772	Andrew Beric	08/0	To Address:	CLEVELAND (QLD)	(QLD)	Approve
13946	2730566	Liam Anderson	21/0			OWNS (QLD)	Approve
13929	2764185	Hayden Fitzsimmons	14/0	Requestor (Org):	inenethenellands (<mark>30512)</mark>	D)	Approve
13638	2000572	Christian Wilson-Smith	01/0	Date Requested:	26/03/2015	(QLD)	Approve
13620	2764731	Max Tukavkin	16/0	Date Requested:	26/03/2015	(QLD)	Approve
13617	2763507	Patrick Fothergill	05/0	Approver (Org):		QLD)	Approve
13602	1966467	Carlos Romero	04/0			(QLD)	Approve
13599	2541534	Matthew Pieterse	07/0	Date Approved:		(NSW)	Approve
13591	2228028	Kye Mcheyzer	12/1			D)	Approve
13585	1992495	Jayden Bremner	08/0			HLLS (QLD)	Approve

*As of 16 September 2016

For more information, visit <u>www.aru.com.au/runningrugby/rugbylink</u> or contact InteractSport <u>Support</u>/ Rugby Link <u>Support Team</u>.







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:
 - o 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"

Competition Mana	gement Co	ompetition Particip	ation Website	(SportzVault)				
Home Task	s Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help
erson List/	Search							Help on th
Add new Player						0	Run this page	full screen
arch Criteria Make	selections and cli	ick the Display List	button.					
ble	Sub Role							
	ANY S	ub Role						
PLAYER		CT Sub Roles						
lide Advanced Sear	ch Criteria							
Person Name or ID			Name cont	ains text 🔻				
Date of birth range*	From	(dd/mm/yy	yy) To vildcard'. eg: From 1/1/1	(dd/mm/yyyy)	lavare with a DOB for-	m 1/1/1990 onwords		
Gender*			osed (de-select check I		nayers with a DOB not	m n/n/1990 onwards		
	Association		Registration Perio		tration Type			
Registration	Select		Select	v Sel		Ŧ		
lote: Where data has no o selections are made f								
lide Output Fields								
vailable Fields			Chose	n Fields (Count:6)				
First Name			ID					
Middle Name				Name				
Last Name				il Address				
Address1				e Phone				
Address2			MOD		Move Up			
Address3		<	- Remove Wor	k Phone N	ove Down			
Suburb Postcode								
Date of Birth								
Gender		-		-				
Center								
Display List								
ouble click a row t	o edit, or right c	lick a row for ot	her options			🕑 Ed	t in new window Go to	: Personal Details
rag a column to this a							Filter List*:	
D MyRugbyl	D F	ull Name	Email Address	Hon	ne Phone	Mobile Phone	Work	Phone
020396 1549470	At	bel, Nicholas J	email2020396@e	mail.com 0399	999999	041000000	03999	99998
218569 1549471		oraham, Elijah	email2218569@e		999999	041000000		99998
969608 809105		braham, Isaac S	email1969608@e		999999	041000000	03999	
738109 1565313		braham, Jonah	email2738109@e		999999	041000000	03999	99998
218574 1549475	At	osolon, Cadel	email2218574@e		999999	041000000	03999	99998
			email2218575@e		999999	0410000000	03999	







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
 - o Selecting 'Registration Type'
- Click "Search"

Competition I	Managemen	t Con	npetition Partic	cipation	Website	(SportzVault)					
Home	Tasks	Tools	People	Regist	rations	Online Forms	Program	S	Communications	Reports	Help
Player Re	egistrat	ion Ma	nageme	ent							🕜 Help on this
Person Filter											
Person Role	P	LAYER	٣	ANY Su	b Role 🔍 🤅	Select Sub Roles					
Person Name				Name	ontains •	Person	D:			\neg	
Association	B	rishane Juni	or Rugby Unic		•	,	tion Period:	2016			
Registration T		elect	or reaging office		•	_	tion Mode:	Shov		·	
Age range		nimum:	Maximum:		•	Registra	tion would.	31101	101		
Selected Actio	ons										
	ons	Pleases	select bulk act	ion 🔻	Perform A	ction 🔂 Add Ne	w Player				
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Actions Select All (cu Drag a column to Select ID	irrent page) this area to g	Participan roup by it. Name	ts Currently				-	Age 116		Status UNREGISTERED]
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NOTE: click "Edit" to edit/ view additional details

*As of 5 September 2016

For more information, visit <u>www.aru.com.au/runningrugby/rugbylink</u> or contact InteractSport <u>Support</u>/ Rugby Link <u>Support Team</u>.







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"

Competition Participation	Website (SportzVa	ult)					
Home Tasks To	ols People	Registrations	Online Forms	Programs	Communications	Reports	Help
Participant Login I	lanagemen	t					Help on this topic
Person Filter							
and a second	ANY R	OLE Y					
Person Role	First		Last				
Person Role	First	OLE •		nes that start with t	hese values.		
Person Role Person Name	First			nes that start with t	hese values.	_	
Person Filter Person Role Person Name Email Participant ID	First			nes that start with t	hese values.		







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

	tions S	end Login Invite	Perform Action		
			rently selected: 3 nation about the record, and to access extra actions.		
>		Part. ID	Name	Login ID Account Status	Valid Actions
5		1968337	Alexander, Fergus	NO ACCOUNT	INVITE
	0	2305227	Alford, Adam	NO ACCOUNT	INVITE
5	2	2992787	Allison, Gus	NO ACCOUNT	INVITE
>		2992797	Allison, Quinton	NO ACCOUNT	INVITE
5	2	2022780	Anderson, Timothy	NO ACCOUNT	INVITE
>	0	1968339	Armstrong, Thomas	NO ACCOUNT	INVITE
5	0	2001330	Arvier, Matthew J	NO ACCOUNT	INVITE
>	0	2311790	Auld, Michael W	NO ACCOUNT	INVITE
5		1968341	Austin, Edward	NO ACCOUNT	INVITE
>	0	1968342	Austin, Jack	NO ACCOUNT	INVITE
5		2219072	Ayres, Freddie	NO ACCOUNT	INVITE
>	0	2219076	Baartz, James M	NO ACCOUNT	INVITE
5		1999680	Baily, Christopher F	NO ACCOUNT	INVITE
>	0	1968344	Baker, Edward	NO ACCOUNT	INVITE

• Confirmation will appear at the top of the screen

		NK						g Delault	ela suast V	Taylor Bridge JRUC
	ion Participatio		Vebsite (Sportz							
Home	Tasks	Tools	People	Registrations	Online Form	ns Programs	Commu	nications	Reports	Help
artici	pant Log	in Mar	nagemen	ŧ.						Help on this topi
	6		Number I	sed successfully. ogin invites sent: 3 operations skipped	(not suitable): 0					
		9	ee the Result (column in the table,	and the help fil	e for more informatio	in.			
Person				-						
Person	Role		ANY	ROLE T						
Person	Name		First Searc value:		es the entrie	Last s above to mat	ch names	that start w	ith these	
Email										
articip	ant ID		1							
Particip	ant Login A	Account	NO A	COUNT •						
								Search Parti	apants	
58 total	participan	nts, 0 ha	ve a login.							
					_		_			
Selecte	d an action	i for the	selected r	ecords						
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	All Participa	ants Curre	ently selected	.0						
Select	> button to					to access extra		_		
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ick the	ID		and a famous			NO ACCOUNT	INVITE	Not selecte	ed.	
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> Click the	ID 1968337 2305227 2992787 2992797	Alfo	ord, Adam son, Gus			NO ACCOUNT	INVITE		OK	





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:

Hi Harry Barnes
To create a login please click the link below, and follow the instructions.
http://uatadmin-rugbylink.resultsvault.com/common/pages/noauth/UserDetails.aspx? mode=5rCl4Ser%2fnE%3d&misc=6iUV1ZqPQKw%3d&id=DfwyU%2bmL4x%2fRb5%2bJVuTMWgFkdzJe415Ol9%2belcSrjtnOBrXta0PWLAnHfvFwmyd
If you have any queries please reply to this email.
The link expires after 72 hours.
Vour Rugby Connection Privacy policy Conflati Us







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"

Competition Participation	Website (SportzVau	lt)					
Home Tasks Tool	ls People	Registrations	Online Forms	Programs	Communications	Reports	Help
Participant Login M	anagement						Help on this topic
Person Filter							
and the second second	ANY RC	DLE T					
Person Role	First		Last				
Person Role	First	DLE •		nes that start with t	these values.		
Person Role Person Name	First			nes that start with 1	these values.		
Person Filter Person Role Person Name Email Participant ID	First			nes that start with t	these values.		

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"

Sele	ected an	action for th	e selec	ted records			
Act	ions	Send Reset Pa	ssword	Link Perform Action			
				urrently selected: 3 prmation about the record, and to acc	cess extra actions.		
>		Part. ID		Name	Login ID	Account Status	Valid Actions
>	0	1968457		Hassall, William	1968457	ACTIVE	RESET
>		3022057		Havill, Flynn R	davidhavill@saundershavill.com	ACTIVE	RESET
>	۲	1969720		Hearne, Benjamin	1969720	ACTIVE	RESET
>		1968458		Henningham, Patrick	1968458	ACTIVE	RESET
>	0	2906378		Heycott, Javier E	2906378	ACTIVE	RESET
>	0	2224950		Heyden, Willem	2224950	ACTIVE	RESET
>	0	2224951		Heyden, Zane	2224951	ACTIVE	RESET
5	0	3057143		Hibberd, Thea	edhibberd@gmail.com	ACTIVE	RESET







Confirmation will appear at the top of the screen •

9	CIN	K				1	Default eid:30894	4 ✔ ATaylor Bridge JRUC ♦
Competition Pa	ticipation	Website (S	iportzVault)					
Home Ta	sks To	ools Peop	ale Registration	s Online Forms	Programs	Communic	ations Reports	Help
articipant	Login	Managem	nent					Help on this top
		• Nur • Nur	rocessed successful mber account reset e mber operations skipp esult column in the ta	mails sent: 3	more information.			
erson Filter								
erson Role		1	ANY ROLE +					
Person Nam	9	S	irst earch on names alues.	uses the entries a	ast bove to match	n names tha	at start with thes	e
Email								
articipant II)							
articipant L tatus	ogin Acc	ount	ACTIVE .*					
						Se	arch Participants	
95 total part	cipants,	495 have a	login.					
alastad an	ation for	the select	ad seconds					
ielected an	ICUON IO	r the select	ed records					
Actions Ser	d Reset Par	ssword Link *	Perform Action					
Select All F	articipants	Currently sele	ected: 0					
	ton to sh	ow more inf	ormation about	he record, and to a				
Part. ID		Name	Login ID	1	Account Status	Valid Actions	Result	
1968	457 🚺	Hassall, William	n 1968451	1	ACTIVE	RESET	Not selected	
	057 🔽	Havill, Flynn R	davidha	vill@saundershavill.com	ACTIVE	RESET	RESET OK	
3022								
	720 🚺	Hearne, Benjan	nin 1969720	1	ACTIVE	RESET	C RESET OK	
					ACTIVE	RESET RESET	RESET OK	

💷 3057143 💋 Hibberd, Thea Example of Reset Password email sent: •

Ш

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3

2

2224950 🖉 Heyden Willem 2224951 🖉 Heyden Zane

2224950

2224951

edhibberd@gmail.com

	Details	Status	Change pwd				
1968458	PARTICIPANT LOGIN	ACCOUNT ENABLED	Click to change				
However, you	should report repeated abuity queries please reply to t			iminder is only ever	sent to your emai	l address.	

ACTIVE

ACTIVE

ACTIVE

RESET

RESET

RESET

Not selected

Not selected

Not selected







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"

Competition Participation	Website (SportzV	ault)					
Home Tasks T	fools People	Registrations	Online Forms	Programs	Communications	Reports	Help
Participant Login	Managemer	t					Help on this topi
Person Filter							
a province of province	ANY	ROLE T					
Person Role	First	ROLE T	Last	nes that start with t	hese values.		
Person Filter Person Role Person Name Email	First			nes that start with t	hese values.		
Person Name	First			nes that start with t	hese values.		

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

	Part. Name ID	Login ID	Account Valid Status Actions
	1997440 🖉 Agresta, Joseph	1997440	ACTIVE RESET
	ogin ID: 1997440 ser Email: iosephoresta95@hotmail.com	Actions: Send Login Invite Send Reset Participant records linked to this use	t Password Link Change Password Unlock Account
La	ist login: Never	ID Name	Email
La Fa			Email

• New password will display on the screen

5	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"

Competition Participation	Website (SportzVa	ult)					
Home Tasks Too	eople	Registrations	Online Forms	Programs	Communications	Reports	Help
Participant Login N	anagemen	t					Help on this topic
Person Filter							3
and a read of the set	ANY R	OLE T					9
Person Role	First		Last				
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Person Role Person Name	First			nes that start with t	hese values.		
Person Filter Person Role Person Name Email Participant ID	First			nes that start with t	hese values.		

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

Selec	ted an action for the select	ed records			
Actio	Unlock Accounts	Perform Action			
	elect All Participants Cu	rrently selected: 1 mation about the record, and to access ex	tra actione		
	Part.	Name	Login ID	Account	Valid
-	ID	THUR INC.	Login ID	Status	Actions
>	2 1968416	Dewes, Kahnay	1968416	LOCKED	UNLOCK







Confirmation will appear at the top of the screen •

Home	on Participation Tasks	Tools	bsite (SportzVau People	Registrations	Online Forms	Programs	Communications	Reports	Help
Particip	oant Log	in Mar	nagement						Help on this t
	6	R	equest processed	t successfully.					
		0	Number ac	counts unlocked: 1 erations skipped (not	suitable): 0				
		Se	e the Result col	umn in the table, and	the help file for more i	nformation.			
Long Street		_							
Person									
Person I	Role		ANY F	ROLE V	1.5		1		
Person I	Name		First Search values		the entries abo		mes that start with	these	
Email									
Participa	ant ID		1						
Participa Status	ant Login A	Account	LOCKE	D •					
							Search Participa	nts	
1 total pa	rticipants,	1 have	a login.						
1 Contractor		Conception of the local division of the loca	and a little little						
Selected	an action	for the	selected re	cords					
Actions	Unlock Accou	unts	• Perf	orm Action					
	All Participa	ints Curre show mo	ently selected: ore information	0 on about the rec	ord, and to acce	ss extra action	IS.		
Click the	Part.		Vame	Login ID	Account	Valid Actions	Result		
Click the	ID								

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 is 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.
Vour Rugby Connection Privacy policy Contact Us

*As of 23 September 2016

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For more information, visit www.aru.com.au/runningrugby/rugbylink or contact InteractSport Support/ Rugby Link Support Team.







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





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'

Li	JGBY NK		Default eid:30	894 🗸 📥 A	lbany C	Teek GPS JRU	FCV
Competition Participation	Website (SportzVault)						-
Home Tasks Too	ols People Registration	ons Online Forms Sanctionin	ng Communications Reports	Help			
Custom Person	Field Manageme	nt @Help on this topic					
Add New Custom Fie	eld			_		_	
Field Details	Field Type	Display Options	Apply to Role/Sub-Role	Active	Sort Order		
Name:	Type Text Box	Prohibit editing by child admin	Role Sub-Role		0	Update Cancel	Delet
Description	Options	Prohibit editing by logged in participants	Select Role(s)	*			
Name Father Name Description Father Name	Type Text Box		PLAYER	Y	1	Edit	Delet
Name Father Contact Num Description Father Contact Num	Type Text Box		CONTACT	Y	2	Edit	Delet
Name Mother Name Description Mother Name	Type Text Box		CONTACT	Y	3	Edit	Deleti
Name Mother Contact Num Description Mother Contact Num	Type Text Box		CONTACT	·Y-	4	Edit	Delet
Name Proof Age Sighted Description Proof Age Sighted	Type Datetime Entry		PLAYER	Ŷ	5	Edit	Delet

- 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:	Туре	Prohibit editing by child admin	Role Sub-Role		2	0	Update Cancel	Delete
Jersey Size	Text Box 🔹	user	10 m m					
Description	C Text Box	Prohibit editing by logged in	Select Role(s)	-				
Jersey Size	Drop Down List	participants						
Name Father Name Description Father Name	T CheckBox List T Date Entry Email Entry Long Description		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:	Туре	Prohibit editing by child admin	Role Sub-Role		0	Update Cancel Delete
Jersey Size	Drop Down List 🔻	USEF				
Description	Options	Prohibit editing by logged in	Select Role(s)			
Jersey Size	XS.S.M.L.XL	participants				

• 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:	Туре	Prohibit editing by child admin	Role Sub-Role		۲	6	Update Cancel	Delete
Jersey Size	Drop Down List V	USEF	(Strating)			1111		
Description	Options	Prohibit editing by logged in	PLAYER	*				
Jersey Size	XS,S,M,L,XL	participants	Check All		1			
Name Father Name Description Father Name	Type Text Box		CONTACT		Y	1	Edit	Delete
Name Father Contact Num Description Father Contact Num	Type Text Box		SUBSCRIBER ADMINISTRATOR MEMBER		Y	2	Edit	Delete
Name	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

erson Edit: Anderson, Corey (ID: 1964	068)		
General Player			
Personal Details Registration Custom Fields	Payments 🖬 Audit 🖪 Admin 🖪 Accreditations 🖥	Family Relationships	1
			1
Custom fields are defined by your organisation or its parent organisat	ons.		
ields defined by: Albany Creek GPS JRUFC			
Father Name	Mark Anderson		
Proof Age Sighted	(dd/mm/yyyy)		
Jersey Size	S T		
Fields defined by: Brisbane Junior Rugby Union			
Primary Parent Contact Name	Mark Anderson		
Primary Parent Contact No	040000000		
Player Short Size (BLK)	Select		
Extra Jacket/Hoodie	Select V		
Coaching Accreditation Expiry Date			
First Aid Qualification	Select T		
First Aid Expiry Date			
Referee Qualification	Select ▼		
Referee Qualification Expiry Date			
Fields defined by: Australian Rugby Union			
MyRugbyID	1549205		
Do you identify as being Aboriginal or Torres Strait Islander?	YES INO UNDISCLOSED		
School	St Pauls		
Volunteer Availability	Coach		
	Team Manager		
	First Aid		
	Rugby Admin		
	D Sponsorship		
	BBQ		
	Referee		
	Touch Judge		
	Canteen		
	Not Available		
Volunteer Availability Other	- nor Available		
Proof of Age supplied to Club	✓ Yes		
Proof of Age Document Type	birth certificate		
Government Voucher Number supplied to Club	Ves		

*As of 26 September 2016

For more information, visit <u>www.aru.com.au/runningrugby/rugbylink</u> or contact InteractSport <u>Support</u>/ Rugby Link <u>Support Team</u>.







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 is 2017.

Definitions

Rugby Link Term	Definition
Registration Form	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. 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.
Registration Product	 There are two types (classes) of Registration Type/Product: Membership Type, and Saleable Item
Membership Type	 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 mandatory that a Club sets up one or more Membership Types/Products and attaches these products to a registration form template. Club fees are attached to Membership Types/Products. Membership Types/Products 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. Note: 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. Casual registrations MUST be completed as an offline process.
Saleable Item	A type of Registration Product that can be offered to renewing members for optional purchase as part of the registration process. For example, jersey and socks, or tickets.
Participant	Participant logins include a participant's login ID (their Rugby Link ID) and password.
Logins	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.
Family Relationships	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.





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**







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'

Competitio	n Participation	Webs	site (SportzV	ault)						
Home	Tasks	Tools	People	Registratio	ins Onl	ine Forms	Programs	Communications	Reports	Help
	gistration Management		Produc	t						Help on this to
	mandatory field.									
egistration	Type/Product	t details								
		Ca	Name \star	Membership	_	F				
			ription	wembership		<u> </u>				
			Price *	Simple		Advance	ced			
			Class *	Membership	p Subscription/	Registration	Saleable Item			
		Number av	ailable	Leave blank to indi	cate an unlimiter	i number availabi				
		Availabi	e from		T					
		Availabl	e until		Œ	I (D)				
			Active							
		Sort	torder							
ubscription	n settings			-						
		Sta	rt Date		Ħ					
		En	d Date		III					
		Perso	n Role *	Select						
egistration	settings									
Autom	atically Regist	er Participa	ant To:	Select						
		Registratio		Select			-			
	Re	gistration	Period	Select	_	-	•			_
iscounts		General Dis	scount							
								-		
	Dier	count Desc	ription							
	Disc	count Desc Early Dis								

• Follow Steps 3-6. Repeat for each product







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

Competition Participation	Website (SportzV	ault)				
Home Tasks Too	ls People	Registrations	Online Forms	Programs	Communications	Reports Help
lit Registration Ty Back to Management Scree		rt				Help on this
enotes a mandatory field.						
gistration Type/Product deta	ils					
	Name 🗱					
	Category	Membership				
	Description					
	Price 🛊	Simple	Advan	ced	Auto	matically inherited
Amounts payable for regis	the selected tration type	If the organisation name is product active.	on 48.00 Uhion 0.00 greater than the maximu in red it means that the	registration type at th	ranges, plus any discounts e	types must be active before you can make
	Class *	 Membership Subs 			ines for a registration disc	Juli
Numt	per available					
		Leave blank to indicate an		le		
Av	ailable from		m Q			
Av	ailable until	1	(Q) (E)			
	Active					
	Sort order					
bscription settings						
	Start Date		THE L			
	End Date		THE CONTRACT OF CONTRACT.			
	Person Role *	Select		*		
gistration settings					Dete	ermines age bands
Automatically Register Pa	rticipant To:	Brisbane Junior Rugby	Union	1		I registration food
	tration Type	U10 BJRU Junior			and	registration fees
Registr	ation Period	2017		r		
scounts						
Gene	ral Discount	-				
	Description					
Ea	rly Discount	-				
Early Discount		(dd/mn				

- 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

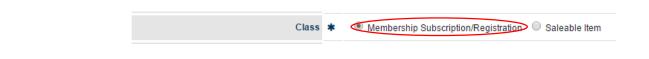
Registration Type/Product details						
Name 🗰	U10 Lions Rego 2017					
Category	Membership v					
Description	Players born in 2010					







- 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)



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

	rect the following erro					
* Denotes a mandatory field.						
Registration Type/Product	details					
	Name 🗚	U10 Lions Rego 2017				
Price MUST be the same or	Category	Membership v				
	Description	Players born in 2010				
greater than minimum mandatory payment	Price *	Simple Advanced So	Minimum mandatory payment (covers all national and competition			
Amounts payable	for the selected	Age Ranges 8510 Tot 1750.00 Australian Rugby Union 12:00 Gueensland Rugby Union 48:00 Brisbane Junior Rugby Union 0.00	fees payable)			
	egistration type	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 partic	cipant qualifies for a registration discount			
	Class *	Membership Subscription/Registration	able Item			
N	umber available	Leave blank to indicate an unlimited number available				
	Available from					
	Available until					
	Active	8				
	Sort order					







- 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

Competition Participation	Website	SportzV	ault)					
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			If the organisation name is product active.	in red it means that the	registration type at that	level is inactive - all parent	types must be act	tive before you can make thi
			Allow product pric	ng to be discounted if	he participant qualifie	es for a registration disc	ount	
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	Number availa	ble	Leave blank to indicate an	unlimited number availab	e			
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• Ensure 'Active' is ticked





'Available from' and 'Available until' (OPTIONAL):

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

- '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'

STEP 6: Apply any Discounts (OPTIONAL)

- Clubs have the ability to offer two types of discount:
 - o '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'

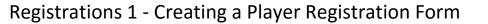
STEP 7: Create any Saleable Items (OPTIONAL)

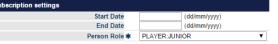
Navigation in Rugby Link: Competition Participation > Online Forms > Configuration > Products

Click 'Add member subscription product'

	38Y K							Junior Rugby Club 🗸	
Competition Participation	Website (Sp	ortzVault)	0						
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- Name your Saleable Item
 - Add a description (*Optional*)

	Registration Type/Product details			
	Name	2017 Player S	horts	
	Category	Membership		T
	Description			
Choose S	aleable Item 'Class'			
Choose S	aleable Item 'Class'			
Choose S	aleable Item 'Class'	С	lass 🛊	Membership Subscription/Registration Saleable Ite

• 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







- 'General Settings'
 - o 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

Competition Participation Website (Spo	rtzVa	ult)						
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Select Registration Form	AF	20 - Junior Player Regis	tration	· · ·				
eneral Settings								
Template Name		Junior Player Registrat	on					
Form Type		Membership	•					
Title	*	Lions Junior Player Re	egistration 2017					
Welcome Page Top Description		(Not entered)				Edit		
Status		ACTIVE		•				
Sort order		2						
Disclaimer		GLOBAL DISCLAIME	RI					
Contact Name	*	ARU						
Contact Email	*	rugby@rugby.com.au						

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:
 - o Online payment ONLY
 - o Online payment PLUS Offline payment
 - o 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
 - o Only online payment no 'Payment Settings' need to be changed
 - o 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

IPSI - ARU (Split) IPSI(split) [ARU]* (contact support to change/setup)
Note - you will need to manually accept and reconcile offline payments if payment is made offline.
Apply to online payments Apply to offline payments Fixed Charge: AUD 0.00 plus Variable Charge: 1.88 % of transaction amount
(Not entered) Edit
S
GST
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

	order they appear on the form.				A states	
Some fields (which are disabled		Select Field			Mand. Field	
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If selected, Parent/Guardian fie the person being registered is	Ids will only display on the form	🔒 🐔 First Name			58	
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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		 Which of the following best describe your mather's ethnic origin? Do you identify as being Aboriginal or Torres Strait Islander? Proof of Age supplied to Club Proof of Age Document 	0			

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
- 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.

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

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







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

Competition Participation	n Websit	e (SportzVau	ilt)							
Home Tasks	Tools	People	Registrations	Online Forms	Programs	Commun	ications	Reports	Help	
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Include inactive forms		ion Ap	prove members							
Include inactive forms			prove members	Num Reg	Num Products	Status	Previe	N	Edit	Delete

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 Link	Rugby Link public portal http://test-rugbylink.resultsvault.com/common/pages/reg/velcome.aspx?entityid=30506&fl=1&type=1&id=28942 s
	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 no publish	Preview in Rugby Link public portai
	Rugby Link public portal
Social Media Shar	

*As of 7 December 2016

For more information, visit <u>www.aru.com.au/runningrugby/rugbylink</u> or contact InteractSport <u>Support</u>/ Rugby Link <u>Support Team</u>.







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 is 2017.

Definitions

Rugby Link Term	Definition
Registration Form	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.
	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.
Registration Product	 There are two types (classes) of Registration Type/Product: Membership Type, and Saleable Item
Membership Type	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 mandatory that a Club sets up one or more Membership Types/Products and attaches these products to a registration form template. Club fees are attached to Membership Types/Products.
	Membership Types/Products 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.
Saleable Item	A type of Registration Product that can be offered to renewing members for optional purchase as part of the registration process. For example, jersey and socks, or tickets.
Participant Logins	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.
Family Relationships	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 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 8Select the appropriate Registration Form templateRegistration 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'

Competition Participation		Website	Website (SportzVault)									
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		c	lass \star	Membership Subs	scription/Registration	Saleable Item						
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• Follow Steps 3-6. Repeat for each product







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 ensures 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.

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cription settings							
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Person Role	*	TEAM OFFICIAL:JUN	IOR COACH	•	Det	ermines	age bands
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Automatically Register Participant To		Brisbane Junior Rugby	y Union	•	an	a registr	ation fees
		Non-Playing Member	QLD	•			
Registration Type	4	2016		*			
Registration Period							
Registration Period							
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Registration Period	n						



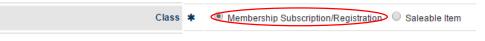




- Name your Registration Type/Product
 - The name you give this product will be displayed to renewing players/parents on your online registration form and player login screens
 - Description can be used to remind/ reinforce key information with registrants. For example, describe what payment option is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



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

Home Tasks Tools People Registrations Online Forms Programs Communications Reports Help Edit Registration Type/Product Image: Communication Type/Product	Competition Participation	Website (Sportz)	/ault)					
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Available from	Nu	mber available	Leave blank to indicate a	n unlimited number availab	le			
		Available from		E O				
Available until		Available until						
		Sort order						







- 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):
 - o Change when you want your registration product available to the public to register to
- 'Start date' and 'End date' (OPTIONAL):
 - o 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
 - o In the case of non-playing membership products 'Person Role' can be either:
 - 'Team Official: Coach'
 - 'Team Official: Team Manager'

Subscription settings	
Start Date	
End Date	
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'







STEP 7: Create any Saleable Items (OPTIONAL)

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

Click 'Add member subscription product' •

Competition Participation Website (Sport	Site (SportzVault)												
Home Tasks Tools People	Regis	trations	Online Forms	Programs	Communicatio	ns Reports	Help						
Edit Registration Type/Produ	ct						• Help on this topic						
Denotes a mandatory field.													
Registration Type/Product details													
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Description													
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Active	1												
Sort order													
Discounts		-											
General Discount													
Discount Description													
Early Discount													

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

	2017 Player Shorts
Category	Membership 🔹
Description	

Membership Subscription/Registration Saleable Item

Enter the 'Price' of your Saleable Item

NOTE: All amounts entered must be GST inclusive

Class 🛊

- 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'

Choose

٠







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'

Competitio Home	n Participation Tasks		(SportzVau People	it) Registrations	Online Forms	Programs	Communications	Reports	Help
	line Regi		Form						Help on this topic
Denotes a	mandatory field								
the state of the s	mandatory field stration Form						-		

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

Competition Participation Website (Spo	rtzVa	ult)		_			
Home Tasks Tools Peop	ole	Registrations	Online Forms	Programs	Communications	Reports	Help
It Online Registration Fo	rm						
enotes a mandatory field.				1			
elect Registration Form							
Select Registration Form	AF	U - Non-Playing Memb	ership	T			
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Template Name Form Type		Non-Playing Membersh Membership	T I				
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Welcome Page Top Description						Edit	
Status		ACTIVE					
		0					
Sort order							
Sort order Disclaimer		GLOBAL DISCLAIME	R .				
		GLOBAL DISCLAIME	R •				







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
 - o Only online payment no 'Payment Settings' need to be changed
 - o 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

i ujinont oottingo		
Payment Gateway (Online Payments)	[IPSI - ARU (Split) IPSI(split) [ARU]* ▼ (contact support to change/setup)	
Allow Offline Payment	Note - you will need to manually accept and reconcile offline payments if payment is ma	ade offline.
Automatically add processing fee	Apply to online payments Apply to offline payments Fixed Charge: AUD 0.00 plus Variable Charge: 1.88 % of transaction amount	
Offline Payment Description	(Not entered)	Edit
Currency format	S	
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

A DESCRIPTION OF THE OWNER OF THE					
Personal Fields					
Personal fields are fixed in the or Some fields (which are disabled)		Select Field		Mand. Field	
'If selected, Parent/Suardian fiek f the person being registered is u fixed order - First Name, Last Na	nder 18. The fields are in a	 Title First Name Middle Name Last Name Date of Birth Email Address Home Phone Mobile Phone Next of Kin / Emergency Next of Kin / Emergency Address School Parent/Guardian fields* 		* . * * * * * * * * * * * * * *	
Other Fields					
Available Fields Match Official Fields	× (m)	Selected Fields Field	 Display Name		10
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2nd Parent Email	-				

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



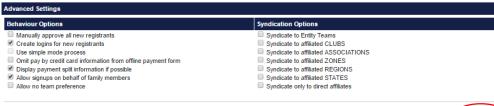




- To add a product(s), go to 'Registration Type/Products'
 - In the **top row**, select and 'Add' the relevant **Membership/Registration product(s)**. If you add more than one product here the registrant will have to make a choice.
 - In the **bottom row**, select and 'Add' any **Saleable Items** you 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 a	ble to choose one item only.	
Available Registration Type/Products	Selected Registration Type/Products	Registration/membership
U10 Lions Rego 2017	Coach 2017	products should ONLY appear here (TOP row)
Saleable items Displayed as check boxes: customer will be at	ble to choose multiple items.	Saleable Items
Available Saleable items	Selected Saleable items	should ONLY appear here
2017 Player Shorts		(BOTTOM row)

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











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

Competiti	on Participation	Web	site (SportzVa	ult)							
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Title Lions Non-F	Playing Member	ship 2017	Mer	mbership	0	1	Active	Prev	iew (🗱 Edit	C Delete

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

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

*As of 7 December 2016

For more information, visit <u>www.aru.com.au/runningrugby/rugbylink</u> or contact InteractSport <u>Support</u>/ Rugby Link <u>Support Team</u>.







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
Registration Form	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.
	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.
Registration Product	 There are two types (classes) of Registration Type/Product: Membership Type, and Saleable Item
Membership Type	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 mandatory that an Association sets up one or more Membership Types/Products and attaches these products to a registration form template.
Saleable Item	Match Official Association fees are attached to Membership Types/Products.A type of Registration Product that can be offered to renewing members for optionalpurchase as part of the registration process. For example, jersey and socks, or tickets.
Participant Logins	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.







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 8Select the appropriate Registration Form templateRegistration 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







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'

9		NK NK						O ARU	✓ ▲ South	Australia Referees
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	Dis				1					
		Early Di	scount							

• Follow Steps 3-6. Repeat for each product







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
 - o 'Registration type': select 'Match Official' or 'Non-Playing member'
 - o 'Registration period': current year should be selected

ompetition Management Competition	Participation	Website	(SportzVault)			
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Person Role	K Select			⊇.€]		
istration settings					Dete	ermines age bands
Automatically Register Participant To:	South Au	stralia Refere	es	•	- and	d registration fees
Registration Type	Match Off	icial SA				
Registration Period	2017			•	L	
ounts						
General Discount	1				-	
	1					
Discount Description Early Discount		_				

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

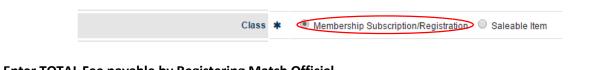
Registration Type/Product details		
Name 🗚	SA Match Official Registrations 2017	
Category	Membership v	
Description		







- 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)



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
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Registration Type/Product of	details		
	Name 🗚	SA Match Official Registrations 2017	
	Category	Membership 🔹	
Price MUST be the same or	Description Price *	Simple Advanced	Minimum mandatory payment
greater than minimum mandatory payment Amounts payable f		0 Age Range: 13-100 Australian Rugby Union Australian Rugby Referees South Australian Referees South Australian Referees 0.00	(covers all national and competition fees payable)
	egistration type	The price entered must be greater than the maximum total ac If the organisation name is in red it means that the registratio product active. Allow product pricing to be discounted if the parti-	on type at that level is inactive - all parent types must be active before you can make this
	Class *	Membership Subscription/Registration Sale	
NL	umber available	Leave blank to indicate an unlimited number available	
	Available from	0	
	Available until	e co	
	Active	2	
	Sort order		

• Ensure 'Active' is ticked







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

- 'Available from' and 'Available until' (OPTIONAL):
 - o Change when you want your registration product available to the public to register to
- 'Start date' and 'End date' (OPTIONAL):
 - o 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
 - o 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	
End Date	
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'

Competition Management Competition Pa	rticipation Website	(SportzVault)					
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dit Registration Type/Produ	ct					Help on this topic	
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Available until		THE D					
Active	2						
Sort order							
Discounts							
General Discount							
Discount Description							
Early Discount							
Early Discount Cutoff Date	(dd/mr	m/yyyy)					







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

	Name 🗰	2017 Jumper	
	Category	Membership v	
	Description		
Choose S	aleable Item 'Class'		
Choose S	aleable Item 'Class'	Class the Othership Cuberrintine Desistanting (9. Cul	
Choose S	aleable Item 'Class'	Class * O Membership Subscription/Registration Sal	leable I

• 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'

Competitio	n Managemei	nt Co	mpetition Partic	ipation Website					
Home	Tasks	Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help
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dit On	ine Reg	istratio	on Form						
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• Match Official Associations have the ability to re-name their registration forms to whatever they chose







- 'General Settings'
 - o 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

ompetition Management Competit	on Par	ticipation Website	(SportzVault)				
Home Tasks Tools Po	ople	Registrations	Online Forms	Programs	Communications	Reports	Help
It Online Registration F Back to Management Screen	orm	1					
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lect Registration Form							
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Contact Na	ne sk	ARU					

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:
 - o Online payment ONLY
 - o Online payment PLUS Offline payment
 - o 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
 Payment Settings

Payment Gateway (Online Payments)	IPSI - ARU (Split) IPSI(split) [ARU]* (contact support to change/setup)	
Allow Offline Payment	Note - you will need to manually accept and reconcile offline payments if payment is made offline.	
Automatically add processing fee	Apply to online payments Apply to offline payments Fixed Charge: AUD 0.00 plus Variable Charge: 1.88 % of transaction amount	
Offline Payment Description	(Not entered) Edit	
Currency format	S	
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

Contraction the	4 - E				
ersonal fields are fixed in the order they appear on ome fields (which are disabled) must appear on all				Mand. Field	
f selected. Parent/Guardian fields will only display o	Title				
the person being registered is under 18. The fields				~	
ed order - First Name, Last Name, Email, Mobile,				10	
	a 🖉 Last Name			10	
	🔒 🧖 Gender			× .	
	Date of Birth			8	
	🖨 🧉 Email Address			<i>x</i>	
	🔒 👘 Home Phone			0	
	A Mobile Phone			2	
	Next of Kin / Emergency				
	Next of Kin / Emergency	Contact	- Number		
	Address			1	
	School				
	Parent/Guardian fields*			8	
	Field		Display Name		
		20.24			
latch Official Fields	Field		Display Name		
		Field	Display Name		
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ccreditation Level ccreditation, Year Attained llocation Region	Which of the following best describe your ethnic origin?	Field	Display Name		
ccreditation Level ccreditation, Year Attained llocation Region llocation Weight	Which of the following best	Field	Display Name		
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ccreditation Level ccreditation, Year Attained location Region location Weight valiable Mon-Fri Daytime lass ays Available ouble Up (reserves) ouble Up (weekend) rst Registered	 Which of the following best describe your ethnic origin? Which of the following best describe your father's ethnic origin? Which of the following best describe your mother's ethnic origin? Which of the following best describe your mother's ethnic origin? Do you identify as being 	Field	Display Name		
ccreditation Level ccreditation, Year Attained location Region llocation Weight available Mon-Fri Daytime ass ays Available ouble Up (reserves) ouble Up (weekend) sts Registered tness Test Date	 Which of the following best describe your ethnic origin? Which of the following best describe your father's ethnic origin? Which of the following best describe your mother's ethnic origin? Do you identify as being Aboriginal or Torres Strait 	Field	Display Name		
coreditation Level coreditation, Year Attained location Region location Weight valiable Mon-Fri Daytime ass ays Available ouble Up (reserves) ouble Up (weekend) rst Registered thess Test Date edical Certificate	 Which of the following best describe your ethnic origin? Which of the following best describe your father's ethnic origin? Which of the following best describe your mother's ethnic origin? Do you identify as being Aboriginal or Torres Strait 	Field	Display Name		
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ccreditation Level ccreditation, Year Attained location Region location Weight valiable Mon-Fri Daytime ass ass pays Available pouble Up (reserves) pouble Up (weekend) tness Test Date edical Certificate enel Summary ussed Fitness Test	 Which of the following best describe your ethnic origin? Which of the following best describe your father's ethnic origin? Which of the following best describe your mother's ethnic origin? Do you identify as being Aboriginal or Torres Strait 	Field	Display Name		
ccreditation Level ccreditation, Year Attained llocation Region llocation Weight valiable Mon-Fri Daytime lass ays Available ouble Up (reserves) ouble Up (reserves) ouble Up (veekend) strs Registered tness Test Date ledical Certificate anel Summary assed Fitness Test rint Preferred	 Which of the following best describe your ethnic origin? Which of the following best describe your father's ethnic origin? Which of the following best describe your mother's ethnic origin? Do you identify as being Aboriginal or Torres Strait 	Field	Display Name		
ccreditation Level ccreditation, Year Attained llocation Region llocation Weight valiable Mon-Fri Daytime lass ays Available ouble Up (reserves) ouble Up (reserves) ouble Up (weekend) orst Registered tness Test Date ledical Certificate anel Summary assed Fitness Test init Prefered egional Centre	 Which of the following best describe your ethnic origin? Which of the following best describe your father's ethnic origin? Which of the following best describe your mother's ethnic origin? Do you identify as being Aboriginal or Torres Strait 	Field	Display Name		
ccreditation Level ccreditation, Year Attained llocation Region llocation Weight valiable Mon-Fri Daytime lass ays Available ouble Up (reserves) ouble Up (reserves) ouble Up (weekend) rst Registered tress Test Date ledical Certificate anel Summary assed Fitness Test rint Preferred egional Centre egistration ID	 Which of the following best describe your ethnic origin? Which of the following best describe your father's ethnic origin? Which of the following best describe your mother's ethnic origin? Do you identify as being Aboriginal or Torres Strait 	Field	Display Name		
	 Which of the following best describe your ethnic origin? Which of the following best describe your father's ethnic origin? Which of the following best describe your mother's ethnic origin? Do you identify as being Aboriginal or Torres Strait 	Field	Display Name		

NOTE: The new Parent/ Guardian fields including name, email, phone and address will automatically be collected for any match official 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
- 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.

to choose one item only,	
Selected Registration Type/Products SA Match Official Registrations 2017	Registration/membership products should ONLY appear here (TOP row)
	Saleable Items
2017 Jumper	should ONLY appear here (BOTTOM row)
	to choose multiple items. Selected Saleable items

- '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'

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







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

Competiti	on Manageme	nt Con	petition Partic	ipation Website	(SportzVault)						_
Home	Tasks	Tools	People	Registrations	Online Forms	Programs	Commun	ications	Reports	Help	
	Form M	istration For								0 H	elp on this topi
	Reports active forms Jse Old edit pa	Configura	ition Ap	prove Members							
Include in				prove Members	Num Reg	Num Products	Status	Previ	ew	Edit	Delete

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

Rugby Link public portal http://test-rugbylink.resultsvault.com/common/pages/reg/velcome.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
Preview in Rugby Link public portal
Rugby Link public portal Image: I

*As of 7 December 2016

For more information, visit <u>www.aru.com.au/runningrugby/rugbylink</u> or contact InteractSport <u>Support</u>/ Rugby Link <u>Support Team</u>.







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"

Home Tasks	Tools	People	. Hereiteren anderen						
The second s		a sea a sea	Registratio	ns Online Form	ns Programs	Communications	Reports	Help	
Add Member Su Home Report			prove Members						
Title	Category	Purchases	Product Type	Subscription Period	Avail. Until	Status		Edit	Delete
	Category Membership		Product Type Subscription	Subscription Period Undefined	Avail. Until	Status Active		Edit Edit	Delete
2017 - U6 Player Registration Q-Grants Voucher U8	Membership	12			Avail. Until Feb 1 2017 12:00AM			2.4	Delete
the second s	Membership	12	Subscription	Undefined 01 Jan 2016-01 Feb		Active		🗘 Edit	Delete

- Select new 'Registration Period', i.e. 2017
- Click "Update" to refresh the amounts payable

Registration settings		a second s		
Automatically Register Participant To:	Brisbane Ju	unior Rugby Union	•	
Registration Type	U7 BJRU J	unior		
Registration Period	2017			
Discounts				
General Discount				
Discount Description				
Early Discount				
Early Discount Cutoff Date		(dd/mm/yyyy)		\frown
				Update







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"

		NK						✿ARU ✔		
Competitic	on Participation	Websi	ite (SportzV	auit)			_			
Home	Tasks	Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help	
	gistratio Management		Produ	ct						🕜 Help on this to
-	mandatory field									
			Name *	2017 - U7 Player R	edistration					
			tegory	Membership	•					
		Descr	iption	Players Born 2010	(or 2011, playing up)					
				C Simple	Ad	vanced				
						1st family mem	ber 200			
			Price *			2nd family mem				
						3rd family men				
					Su	bsequent family memb	pers 180			
A	mounts payal	ole for the se registratio		If the organisation startle	nion 41.00 y Union 0.00 regreater Stan Sternacomu s in red it means that the re	egistration type at that level (es, plus any discourts entered is inactive - all parent types it	rust be active before	s yau can mák	vê tîris product active:
			Class *		ricing to be discounte /bscription/Registratio		alifies for a registration o	liscount		
				1		an a				
		Number ava	ailable	Leave blank to indicate a	unlimited number availab	18-				
		Number ava		Leave blank to indicate a	unlimited number svalab	le				
			e from	Leave biank to indicate a		ie-				
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ubscriptio	n settings	Available Available	e from e until Active	8	e o	ie -				
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ıbscriptio	n settings	Available Available Sort Sta	e from e until Active t order ut Date d Date	2						
		Available Available Sort Sta	e from e until Active : order rt Date	8		ie T				
gistration	n settings	Available Available Sort Sta En Perso	e from e until Active corder rt Date n Role *	2 PLAYER:JUNIOR		T				
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egistration	n settings natically Regi	Available Available Sort Sta En Perso ster Participa Registration	e from e until Active : order it Date in Date in Role * ant To: n Type	2 PLAYER: JUNIOR Brisbane Junior Ru U7 BJRU Junior		• •				
egistration Auton	n settings natically Regi	Available Available Sort Sta En Perso ster Particips	e from e until Active : order it Date in Date in Role * ant To: n Type	2 PLAYER: JUNIOR Brisbane Junior Ru		•				
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egistration Auton	n settings natically Regin	Available Available Sort Sta En Perso ster Particips Registration Registration	e from e until Active corder it Date in Role * ant To: n Type Period scount	2 PLAYER: JUNIOR Brisbane Junior Ru U7 BJRU Junior		• •				
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egistration Auton	n settings natically Regin	Available Available Sort Sta En Perso ster Particips Registration Registration	e from e until Active corder it Date in Role * ant To: n Type Period scount ription	2 PLAYER: JUNIOR Brisbane Junior Ru U7 BJRU Junior		• •				







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"

Competitio	n Participation	Websit	e (SportzVaul	t)					_	
Home	Tasks	Tools	People	Registrations	Online Forms	Programs	Communicatio	ons Reports	Help	
ignup	Form M	anager							Help on	this to
Add Nev	v Online Reg Reports	anager istration Form Configurati		prove Members					C Help on	i this to
Add New Home	v Online Reg	istration Form		prove Members					• netp on	i this to

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

Competition	Participation	Web	site (SportzVau	ult)					
Home	Tasks	Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help
dit Onli	ne Red	istratio	on Form						Help on this topic
Back to M			an ronni						
1 Duck to p	nanagemen	C OCICON							
Denotes a m	andatory fiel	d.							
Select Regist	ration Form								
Select Regist		Registratio	on Form	RU - Junior Player Re	gistration	• R	Refresh		

• 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

	INK						🗘 ARU 🗸 🔥	Everton Park JRUC 🗸
Competition Participat	ion Webs	site (SportzV	ault)					
Home Tasks	Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help
Edit Online Re		n Form						
Denotes a mandatory	field.							
Select Registration Fo	m							
Sele	ect Registratio	n Form	RU - Junior Player Regi	stration	T.			
General Settings		_						
	Templat	e Name	Junior Player Registrat	ion				
	For	m Type	Membership					
		Title \star	Everton Park Junior F	Player Registration 201	17			
Welcome	Page Top Desc	ription	(Not entered)				Edit	
		Status	ACTIVE					
	So	rt order	1					
	Dis	claimer	GLOBAL DISCLAIM	ER •				
	Contac	t Name \star	ARU					
	Contac	t Email \star	rugby@rugby.com.au					

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:
 - o Online payment ONLY
 - o 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
 - o 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 Gateway (Online Payments) [IPSI - ARU (Split) IPSI(split) [ARU]* ▼ (contact support to change/setup) Allow Offline Payment Note - you will need to manually accept and reconcile offline payments if payment is made offline	
Allow Offline Payment	
Allow Online Payments in payment is made on	line.
Automatically add ✓ Apply to online payments □ Apply to offline payments processing fee Fixed Charge: AUD 0.00 plus Variable Charge: 1.88 % of transaction amount	
Offline Payment Description (Not entered) Edit	
Currency format S	
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

Personal Fields					
Personal fields are fixed in the order they appear on the form some fields (which are disabled) must appear on all forms.	^{1.} Select Field			Mand. Field	
If selected, Parent/Guardian fields will only display on the for the person being registered is under 18. The fields are in a xed order - First Name, Last Name, Email, Mobile, Address	First Name			*	
Other Fields					
vailable Fields	Selected Fields				
Match Official Fields	Field		Display Name		1
Accreditation Level Accreditation, Year Attained Allocation Region Allocation Weight Available Mon-Fri Daytime	 Which of the following best describe your ethnic origin? Which of the following best describe your father's ethnic origin? 	Field			100
Class Days Available Double Up (reserves)	Which of the following best describe your mother's ethnic origin?	0	1		
Double Up (weekend) First Registered Fitness Test Date	Do you identify as being Aboriginal or Torres Strait Islander?	0			
Medical Certificate Panel Summary	Proof of Age supplied to Club	E			
Passed Fitness Test Print Preferred	Proof of Age Document Type	10			
Regional Centre Registration ID					
Registration Paid To					
Registration Paid To Registration Status Custom Fields [BJRU]					

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

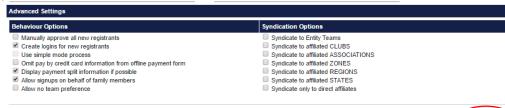
Attach your Registration Type/Product(s) to your form

- 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:
 - o Create logins for new registrants
 - Display payment split information if possible
 - o 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

Competitio	on Participation	Website	(SportzVau	lt)					_	
Home	Tasks	Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help	
• •	Form Ma w Online Reg Reports	anager istration Form Configuratio		prove Members					0 H	elp on this top
Include in		ae								
Include in	active forms Jse Old edit pa	ge	Cate	ġory.	Num Reg	Num Products	Status Pre	eview	Edit	Delete

Publicise your unique Registration Form link

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



*As of 7 December 2016

For more information, visit <u>www.aru.com.au/runningrugby/rugbylink</u> or contact InteractSport **Support**/ Rugby Link **Support Team**.







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 homeschooled 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:
 - o Online payment **ONLY**
 - Online payment **PLUS** Offline payment
 - o 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

rayment settings	
Payment Gateway (Online Payments)	IPSI - ARU (Split) IPSI(split) [ARU]* (contact support to change/setup)
Allow Offline Payment	Note - you will need to manually accept and reconcile offline payments if payment is made offline.
Automatically add processing fee	Apply to online payments Apply to offline payments Fixed Charge: AUD 0.00 plus Variable Charge: 1.88 % of transaction amount
Offline Payment Description	(Not entered) Edit
Currency format	S
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 or Some fields (which are disabled)		Select Field			Mand. Field	
"If selected, Parent/Guardian field if the person being registered is u fixed order - First Name, Last Na	ls will only display on the form nder 18. The fields are in a	Title Title Title Title Titst Name Middle Name Gender Cast Name Cast of Birth Cast of Birth Cast of Birth Mobile Phone Next of Kin / Emergency Next of Kin / Emergency Address School Parent/Guardian fields*			Field R R R R R R R R R R R R R	
Other Fields	L					
Available Fields		Selected Fields				
Match Official Fields	A (1)	Field	Mand. Field	Display Name		1
Accreditation Level Accreditation, Year Attained Allocation Region Allocation Weight Available Mon-Fri Daytime		 Which of the following best describe your ethnic origin? Which of the following best describe your father's ethnic 				19
Class Days Available Double Up (reserves)		origin? Which of the following best describe your mother's ethnic origin?		<u> </u>		
Double Up (weekend) First Registered Fitness Test Date		Do you identify as being Aboriginal or Torres Strait Islander?				
Medical Certificate		Proof of Age supplied to Club				
Panel Summary Passed Fitness Test Print Preferred		Proof of Age Document Type	10			
Regional Centre Registration ID Registration Paid To						
Registration Status						
Custom Fields [BJRU]						
2nd Parent Email	*					

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 <u>www.aru.com.au/runningrugby/rugbylink</u> or contact InteractSport <u>Support</u>/ Rugby Link <u>Support Team</u>.







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





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:
 - o Click "Display Advanced Search Criteria"
 - o Can enter 'Person name', DOB range, Gender or Registration to filter list
 - o Click "Display Recipients"

	LINK							
Competition Part	ticipation We	ebsite (SportzVau	ult)					
Home Ta	sks Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help
mail Peop	ble							Help on this
	lect a Person Filter o		who have a valid emai lections and click the D	l address entered. isplay Recipients buttor	n to get the list of re	cipients to select from.		
le	Sub Role							
PLAYER	ANY S	Sub Role CT Sub Roles						
PLAYER ide Advanced Se	ANY S SELE							4
	ANY S ANY S SELE		Name cont	ains text 🔻				4
de Advanced Se	ANY S SELE arch Criteria	CT Sub Roles	уууу) То	ains text 🔻	ivers with a DOB from	n 1/1/1900 onwards		Δ
de Advanced Se erson Name or II	ANY S SELE arch Criteria From Leave one or both	CT Sub Roles (dd/mm/y	уууу) То	(dd/mm/yyyy) 1990 To <blank> means pla</blank>	ivers with a DOB from	n 1/1/1990 onwards		۷

- ResultsVault Mail:
 - o 'From': displays the email address attached to the administrator who is signed into Rugby Link
 - Enter 'Subject': *mandatory field*
 - o 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







- 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 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

ResultsVault I		
From	Batemans Bay Rugby <batemansbayrugby@bigpond.com></batemansbayrugby@bigpond.com>	Send EMAIL
Subject		
Message		
Attachments	No Attachments. Attach Files. Choose File No file chosen Maximum file upload size is 5MB.	Large files should not be attached, as this will cause delays in uploading and sending. Attaching files in breach of the Terms and Conditions could result in immediate cancellation of service.
Options	 Send a copy of message back to sender Only display recipients with a valid email address Hide email addresses 	

- '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		🗹 Select All/No Recipier
	Absolum, Jd S	Absolum, Matthew A	Absolum, Matthew C
	🕑 Bell, James	🖉 Blackmore, Nicholas W	🕑 Bray, Nicholas G
	Sristow-Southwell, Thomas	Carriage, Nathan	Carter, Mitchell
	Condon, Luke R	Curtis, Thomas J	🕑 De Thierry, Saxton
	🖉 Drynan, John	🗹 Fidow, Hiku Rangi	🕑 Figg, Isaiah
	Fitzgerald, Josh I	Fitzgerald, Steve A	🕑 Fleming, Andrew J
	Harrison, Ki-Andel J	Harrison, Mase	Harrison, Maxwell C
	Hickey, Tyrin	Hooker-Mcdonogh, Jeremy	Humphries, Greg N
ecipient ist	🖉 Kenny, Ashley D	🗹 Lole, Casteo	🗹 Lonsdale, Lester K
Refresh	Maddison, Cory	Moffitt, Timothy I	🗹 Moran, Chris
	Neal, Marcus W	🗹 Ngarima, Peter	Reid, Ashbee
	🖉 Reid, Blake	Riches, Brent	🕑 Roberts, James D
	Rutherford, Andrew W	🖉 Ryan, Christopher J	🕑 Shanahan, Liam
	Shillingsworth, Jason	Smith, Nathan	🕑 Stewart, Shane
	Stewart, Stephen B	Thomas, James	🕑 Thomas, Kenneth
	Thomas, Robert	Thomas, William I	🗹 Tout, Kierryn
	Tuhura, Jackson	White, Andrew R	🕑 Withers, Michael J
	🖉 Wright, Jason		
xtra ecipients	bob@test.com.au Type/paste in a list (max 50) of other addresses to receive Addresses must be separated by a semi-colon (;) eg extra		
bownioa	d selected email addresses		Send EMAIL

- Confirmation will appear at the top of the screen
 - o A list will appear of any undeliverable emails



53 Message(s) sent. Please do not refresh this page, as it will cause the message(s) to be sent again. InteractSport does not guarantee delivery of this message(s), as there are factors outside our control which may prevent delivery.







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

Competition Participation	Website (SportzVau	it)					
Home Tasks	Tools People	Registrations	Online Forms	Programs	Communications	Reports	Help
Email Players in	a particular te	am					Help on this topic
elect the Grade and Round,	then click the button to dis	play players for that te	am.				
			_				
Choose team							
and the second se	Boars (ARU:South Coa	st Monaro - 2nd Div 🔻	GO				
and the second se	ACT Rugb	st Monaro - 2nd Div • oy Union - South Co. Round 20 - Sat 24 Se	ast Monaro - 2nd Div	vision	_		

- ResultsVault Mail:
 - o 'From': displays the email address attached to the administrator who is signed into Rugby Link
 - o Enter 'Subject': mandatory field
 - o Enter 'Message'
 - o Can add Attachments

ResultsVault I	MAIL	
From	Batemans Bay Rugby <batemansbayrugby@bigpond.com></batemansbayrugby@bigpond.com>	Send EMAIL
Subject	<u></u>	
Message		
Attachments	No Attachments. Attach Files Choose File No file chosen Attach Maximum file upload size is 5MB.	Large files should not be attached, as this will cause delays in uploading and sending. Attaching files in breach of the Terms and Conditions could result in immediate cancellation of service.
Options	 Send a copy of message back to sender Only display recipients with a valid email address Hide email addresses 	







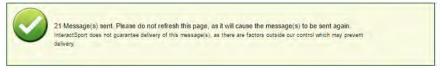
- 'Recipients'
 - o Recipient List: will be the team select for the particular Round and Grade selected

NOTE: You must select at least one recipient before sending your email

• Click "Send Email"

Recipients	Number listed: 21 Number selected/entered: 21		Select All/No Recipients
	Villiam I Thomas	Matthew A Absolum	Andrew J Fleming
	James Bell	Christopher J Ryan	Cory Maddison
Recipient	Nicholas G Bray	Ashley D Kenny	Nathan Carriage
List	James D Roberts	Steve A Fitzgerald	Stephen B Stewart
	Luke R Condon	Robert Thomas	Peter Ngarima
	Ronald Collier	Matthew J Ryan	Tyrin Hickey
	Kenneth B Croaker	Jd S Absolum	Michael J Withers
Extra recipients	Type/paste in a list (max 50) of other addresses Addresses must be separated by a semi-colon (
🕹 Downloa	d selected email addresses		Send EMAIL

• Confirmation will appear at the top of the screen









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

C		JGB) NK	(🏟 Batemans Bay	Rugby 🗸 🛛 B	atemans Bay RUFC ✔
Competitio	on Participation	We	bsite (SportzVa	ult)					
Home	Tasks	Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help
Email T	'eam List	s							Help on this topic
Date From: 26/09/2016 This will comp information.		0/2016	vhich can be edi	ted) which includes th	e team selections for u	pcoming matches,	as well as general match		
_	re selected by o				iclude in the email, ther		й Text.		
Search Crite	ria Make select	ions and cli	ick the <i>Display R</i>	<i>ecipients</i> button to get	the list of recipients to	select from.			
Role		Sub Role ANY S	ub Role						
PLAYER	•		CT Sub Roles						
Display	Recipients								







- ResultsVault Mail:
 - o '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 MA	L'E					
From	Batemans Bay Rugby <batemansbayrugby@bigpond.com></batemansbayrugby@bigpond.com>	Send EMAIL				
Subject	Batemans Bay RUFC team selections					
Message	Team selections: 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					
Options	 Send a copy of message back to sender Only display recipients with a valid email address Hide email addresses 					

- 'Recipients'
 - o Recipient List: will be based on 'Role' filter

NOTE: You must select at least one recipient before sending your email

• Click "Send Email"

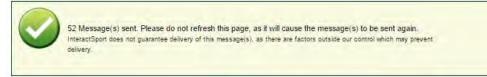
Recipients	Number listed: 52 Number selected/entered: 52		Select All/No Recipient
	Absolum, Jd S	Absolum, Matthew A	Absolum, Matthew C
	Bell, James	Blackmore, Nicholas W	Bray, Nicholas G
	Bristow-Southwell, Thomas	Carriage, Nathan	Carter, Mitchell
	Condon, Luke R	Curtis, Thomas J	De Thierry, Saxton
	Drynan, John	Fidow, Hiku Rangi	🗹 Figg, Isaiah
	Fitzgerald, Josh I	Fitzgerald, Steve A	Fleming, Andrew J
	Harrison, Ki-Andel J	 Harrison, Mase 	Harrison, Maxwell C
	Hickey, Tyrin	Hooker-Mcdonogh, Jeremy	Humphries, Greg N
Recipient List	Kenny, Ashley D	Lole, Casteo	Lonsdale, Lester K
Refresh	Maddison, Cory	Moffitt, Timothy I	Moran, Chris
	Neal, Marcus W	Ngarima, Peter	Reid, Ashbee
	Reid, Blake	Riches, Brent	Roberts, James D
	Rutherford, Andrew W	Ryan, Christopher J	Shanahan, Liam
	Shillingsworth, Jason	Smith, Nathan	Stewart, Shane
	Stewart, Stephen B	Thomas, James	Thomas, Kenneth
	Thomas, Robert	Thomas, William I	Tout, Kierryn
	Tuhura, Jackson	✓ White, Andrew R	Withers, Michael J
	 Wright, Jason 		
Extra recipients	Type/paste in a list (max 50) of other addresses to receiv Addresses must be separated by a semi-colon (;) og @d		
Download s	selected email addresses		Send EMAIL







• Confirmation will appear at the top of the screen









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:
 - o Click "Display Advanced Search Criteria"
 - o Can enter 'Person name', DOB range, Gender or Registration to filter list
 - o Click "Display Recipients"

C		JGBY NK	•				🏟 Batemans Bay	/ Rugby 🗸 🛛 B	atemans Bay RUFC 🗸
Competition	n Participatio	n Web	site (SportzVau	lt)					
Home	Tasks	Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help
SMS Peo	ople								Help on this topic
					le phone number enter Display Recipients buttor				
Person Filter:		erson Filter or	Make other sele	T	isplay Recipients buttor	i to get the list of re	cipients to select from.		
Role PLAYER	Ŧ	Sub Role ANY Su SELEC	ib Role T Sub Roles						
Hide Advance	ed Search Ci	iteria							
Person Name	e or ID			Name con	tains text 🔹				
Date of birth i	-		(dd/mm/y		(dd/mm/yyyy) 1990 To <blank> means pla</blank>	ayers with a DOB from	1/1/1990 onwards		
Gender*		Male 🗌 Fe	male 🗌 Undisc	losed (de-select check	boxes to ignore gender)				
Registration		ociation elect	Registra V Select	ation Period	Registration Type	•]		
no selections are			person for items n are ignored in the	narked with *, and search.					

- ResultsVault SMS:
 - o 'From': displays the email address attached to the administrator who is signed into Rugby Link
 - o Enter 'Message'

NOTE: You must purchase credits prior to sending SMS

ResultsVault SMS			
Important! Read th	is information before sending SMS messages.		
Current number of	f SMS credits: 0 🛛 View Account History 🚺 Purchase	Credits	
From	Batemans Bay Rugby <batemansbayrugby@bigpond.com></batemansbayrugby@bigpond.com>		Send SMS
Message			
Options	 Only display recipients with a valid mobile number Hide mobile numbers 	SMS Reply Options: No Reply - message will be sent as Reply back to your email: Reply back to your mobile:	s from: Batemans Ba batemansbayrugby@bigpond.com 0409470295

NOTE: SMS messages have a 150-character limit







- '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		Select All/No Recipient
	Absolum, Jd S	Absolum, Matthew A	Absolum, Matthew C
	Bell, James	Blackmore, Nicholas W	Bray, Nicholas G
	Bristow-Southwell, Thomas	Carriage, Nathan	Carter, Mitchell
	Condon, Luke R	Curtis, Thomas J	De Thierry, Saxton
	Drynan, John	🔲 Fidow, Hiku Rangi	Figg, Isaiah
	Fitzgerald, Josh I	Fitzgerald, Steve A	Fleming, Andrew J
	Harrison, Ki-Andel J	Harrison, Mase	Harrison, Maxwell C
	Hickey, Tyrin	Hooker-Mcdonogh, Jeremy	Humphries, Greg N
Recipient List	Kenny, Ashley D	Lole, Casteo	Lonsdale, Lester K
Refresh	Maddison, Cory	Moffitt, Timothy I	Moran, Chris
	Neal, Marcus W	🔲 Ngarima, Peter	Reid, Ashbee
	Reid, Blake	Riches, Brent	Roberts, James D
	Rutherford, Andrew W	Ryan, Christopher J	Shanahan, Liam
	Shillingsworth, Jason	Smith, Nathan	Stewart, Shane
	Stewart, Stephen B	Thomas, James	Thomas, Kenneth
	Thomas, Robert	Thomas, William I	Tout, Kierryn
	Tuhura, Jackson	White, Andrew R	Withers, Michael J
	Wright, Jason		
Extra recipients	Type/paste in a list(max 50) of other mobile numbers to receive this messa Mobile numbers must be separated by a semi-colon (;) eg 041411117(0414		
			Send SMS

• Confirmation will appear at the top of the screen

*As of 28 September 2016

For more information, visit <u>www.aru.com.au/runningrugby/rugbylink</u> or contact InteractSport <u>Support</u>/ Rugby Link <u>Support Team</u>.





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

	GBY IK					🏟 Batemans Bay	Rugby 🗸 🛛 Bi	atemans Bay RUFC ∨
Competition Participation	Website (Spo	rtzV	ault)					
Home Tasks	Tools Peop	le	Registrations	Online Forms	Programs	Communications	Reports	Help
Edit Online Regis		rm	P.					Help on this topi
Denotes a mandatory field.								
Seneral Settings	Template Name		Senior Player Registra	tion				
	Form Type		Membership					
	Title	*	Senior Player Registr	ation 2016				
	Top Description		(Not entered)				Edit	
Во	ttom Description		(Not entered)				Edit	
	Status		ACTIVE		Y			
	Sort order		3					
	Preview		Preview in Rugby	Contraction of the second second	osite			
	🚱 Share Link)	http://53188.sv.com/co	ommon/pages/noauth/	olregstart.aspx?typ	oe=1&entityid=53188&fl=1	&id=22196	
	Disclaimer		GLOBAL DISCLAIM	ER 🔻				
	Contact Name	*	Peter Ryan					
	Contact Email	*	rugbymail@bigpond.c	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 <u>www.aru.com.au/runningrugby/rugbylink</u> or contact InteractSport <u>Support</u>/ Rugby Link <u>Support Team</u>.





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

5	RUGBY					•	Rugby Link 🗸	₩anderers RUFC ✓
Competition Parti	cipation Web	osite (SportzVau	lt)					
Home Tas	ks Tools	People	Registrations	Online Forms	Programs	Communication	s Reports	Help
Player Regi	stration Ma	anageme	nt					Help on this topi
	_							
Person Filter								
Person Role	PLAYER	•	🖲 ANY Sub Role 🔍 S	Select Sub Roles				
Person Name	Williams		Name contains •	Person IE):			
Association	Newcastle Z	one	٣	Registrati	on Period: 2	016		
Registration Type	Select			Registrati	on Mode: S	how All	•	
Age range	Minimum:	Maximum:						
							Search	
_								
Selected Actions								4
Actions	Please	select bulk action	on • Perform Ad	Add New	Player			
Select All (curren Drag a column to this :	and the second se	nts Currently s	selected: 0			Quick Filter*:		_
Select ID E	xt ID Name			Edit	DOB Ag	e Current Type	Status	
3127014	Williams, E	0.0		Edit	19 Mar 1984 32	Senior NSW	REGISTERED	







• Click "Payments" tab

erson Edit: Williams, E	len (ID: 3127014)	Help on this top
General Player		
	rration 📓 Custom Fields 📓 Public Profile 🚺 Payments 📓 Audit 📓 Admin	Accreditations 🖪 Family Relationships
Title	Select •	
First Name*	Ben	
Middle Name / Initial		
	Williams	
Alternate Last Name / Maiden Name		
Date of Birth	19/03/1984	
Country of Birth		
	Male Female Undisclosed	
Gender		
Email	email3127014@email.com	
	Note: separate multiple email addresses with a semi-colon (;)	
	Address Line 1	
Address2 Address3	Address Line 2	
Suburb/Town	Suburb	
Postcode		
State/Territory		
	AUSTRALIA	
Home Phone	0399999999	
Work Phone	039999998	
Mobile Phone	041000000	
Fax Number		
Next of Kin / Emergency Contact - Name	Emerg contact	
Next of Kin / Emergency Contact - Phone	039999996	
Company / Business Name		
Default Shirt/Bib Number P		

The system displays a payment stamp against the participant's record

Person Edit: V	Villiams, Ben (I	D: 3127014)				• Help on this to
General	Player					-
Personal Details 🖬 F	toles 🖬 Registration 🔳	Custom Fields 🔳 Public Pro	nie 🖬 Payments 🖬	Audit 🔳 Admin	Accreditations Family Relationships Player Payments Received Summa	
Payment Start Date 01/01/2016 (dd/mm Summary for selected		te dd/mm/yyyy) Refresh				<i>j</i>
		Total Payment Amount	Last Payment Date	l		
Williams, Ben K	1	300.00	30 Jun 16			
urrent Seasonal Payn	nent Status: Not Paid	• Update				
	ected Period:					
ayment Details for sel						
Add Payment	ayment Method Payme	nt Status Receipt/Inv No	Amount Payme	ent Date		
Add Payment Add Payment Description P 2016 U19 Colt Rugby N						

NOTE: The 'Payment Status' will display as NOT PAID. The 'Amount' will display the total registration product cost





• Click "Edit"

erson Edit: Willia	ıms, Ben (ID: 31	27014)				🕢 Help on this
General Play	er					
Personal Details 🔳 Roles 🗖	Registration 🖪 Custom I	Fields 🔳 Public Prof	file 🖬 Payments 🖬	Audit 🖪 Adr	min 🖪 Accreditations 🖪 Fami	ily Relationships
ayment Start Date 1/01/2016 (dd/mm/yyyy)	Payment End Date 30/09/2016 (dd/mm/y	yyy) Refresh			Player Payments Re	ceived Summary
Immary for selected period: Iame Number of Re Alliams, Ben K		Payment Amount 300.00	Last Payment Date 30 Jun 16			
urrent Seasonal Payment St	atus: Not Paid 🔻 🛛	Jpdate				
yment Details for selected I	Period:					
Add Payment						
	t Method Payment Statu Not Paid	441868 (Ref: on		ent Date	dit	
	BY					
erson Edit: Willia	ms, Ben (ID: 31	27014)				🕜 Help on thi
General Playe						
Personal Details 🔲 Roles 🔳	Registration 🔲 Custom F	Fields 🔲 Public Prof	file 🖬 Payments 🖬	Audit 🖬 Adr	min 🖬 Accreditations 🖬 Fam	
yment Start Date 1/01/2016 (dd/mm/yyyy)	Payment End Date 30/09/2016 (dd/mm/y	yyy) Refresh			Player Payments Re	ceived summary
mmary for selected period: ame Number of Re	corded Payments Total	Payment Amount	Last Payment Date			
illiams, Ben K	1	300.00	30 Jun 16]		
rrent Seasonal Payment Sta	atus: Not Paid 🔻 🛛	Jpdate				
yment Details for selected F	Period:					
Add Payment						
escription	Payment Method	Payment Status	Receipt/Inv No	Amount	Payment Date	
016 U19 Colt Rugby	Credit Card V	Not Paid	441868 (Ref: online	0.00	30/06/2016	Update ancel

Total Records: 1







• Confirmation will appear at the top of the screen

Item(s) updated successfully	
General Player Personal Details Roles Registration Custom Fields Public Profile Payments Audit	Admin Accreditations E Family Relationships
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urrent Seasonal Payment Status: Not Paid 🔹 Update	
yment Details for selected Period:	
Add Payment	
Description Payment Method Payment Status Receipt/Inv No Amount Payment Date	

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"

CORUGBY	
Person Edit: Williams, Ben (ID: 3127014)	Help on this topic
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Registrations - Online Registration & Offline Payment

- Add 'Description', 'Payment Method', 'Receipt/ Inv No', 'Amount' and 'Payment Date'
- Click "Update"

Person Edit: W	illiams, Ben (ID:	3127014)					Help on this t
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• Confirmation will appear at the top of the screen

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- Update 'Current Seasonal Payment Status' to 'Paid' or 'Partially Paid' accordingly
- Click "Update"

Current Seasonal Payment Status: Not Paid Not Paid Partially Paid Cancelled







• Confirmation will appear at the top of the screen

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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"

Competition Particip	pation V	Vebsite (SportzVault)	-				
Home Task	s Tools	P	eople	Registrations	Online Forms	Programs	Communications	Reports	Help
Payments R	eceived	Sum	mary						Help on this topic
Sub Role	PLAYER ANY Sub	Role 🤅	Select Sub mm/vvvv)	o Roles					
Sub Role Payment Start Date	ANY Sub	Role (dd/r		o Roles					
Role Sub Role Payment Start Date Payment End Date Player Name/ID	ANY Sub 01/01/2016	Role (dd/r	Select Sub mm/yyyy)	a Roles					

- 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 <u>www.aru.com.au/runningrugby/rugbylink</u> or contact InteractSport <u>Support</u>/ Rugby Link <u>Support Team</u>.





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"

Registration Type -- No Type--

Age range

Minimum:

		NK NK	1				🗘 Rugby Link	🗸 👍 Albany	Creek GPS JRUFC 🗸
Competitio	n Participation	Wet	osite (SportzVau	ult)				-	
Home	Tasks	Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help
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erson Nam	ie 🗌			Name contains	Person ID): []	
ssociation	E E	rishane Jur	nior Rugby Unio	n •	Penistrati	on Period	016	1	

Offline registration MUST always be accompanied by a CURRENT paper registration form

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Maximum:

• An individual's details need to be checked against their record in Rugby Link with any additions or changes made

Registration Mode

Show All

۲

Search

NOTE: See ARU's 'Registration' webpage for more information - <u>http://www.aru.com.au/runningrugby/Registration.aspx</u>

NOTE: A player record must be REGISTERED in Rugby Link to qualify for insurance <u>and</u> 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"



- A pop-up will appear
- Select applicable 'Registration Type'
- Select applicable 'Registration Period'
- Click "Register Participants"

Register Participants		,
Register To :	Brisbane Junior Rugby Union	
Participants Selected:	1	
Registration Type:	U7 BJRU Junior	•
Registration Period:	2016	

• Confirmation will appear at the top of the screen

R	equest processed such	ccessfully.	
	1 players registered s	successfully.	

de.

• Participant's record will appear in green fill

Player Registration Management

0	CK	ik Ik					CRugby Link N	Albany	Creek GPS JRUFC 🗸
Competition I	Participation	Web	osite (SportzVau	ult)					
Home	Tasks	Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help

Person Filter									
Person Role	PLAYER • ®	ANY Sub Role	Select S	Sub Roles					
Person Name		Name contains		Person II	D:		_		
Association	Brisbane Junior Rugby Union	•		Registrat	tion Period:	2016	10 m	*	
Registration Type	Select	•		Registrat	tion Mode:	Show	All	*	
Age range	Minimum: Maximum:								
								Search	
		-						Search	
Selected Actions					_			Search	
Selected Actions	Register	• Perform	m Action	Add Nev	v Player	_		Search	
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Help on this topic



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

	- ILAIN								
Competition Partic	pation We	bsite (SportzVault)			_			
Home Task	s Tools	People	Registrations	Online Forms	Programs	(k.)	Communications	Reports	Help
Player Regis	stration M	anagemer	nt						Help on this to
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Person Name	Connor		Name contains •):				
Association		nior Rugby Union		-	on Period:	2016		-	
Registration Type	Select		*	Registrati		Show			
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Registrations - Offline Registration & Offline Payment

• Click "Payments" tab

Person Edit: Blades, Co	nnor (ID: 2030760)	Help on this to
General Player	and the state for the	
Personal Details 🖾 Roles 📓 Regist	ration 🔲 Custom Fields 🔲 Public Profile 🚺 Payments 💷 Audit 💷 Admin 🗖	Accreditations 🔲 Family Relationship
Title	Master •	
First Name*	Connor	
Middle Name / Initial		
	Blades	
Alternate Last Name / Maiden Name	Diaues	
Date of Birth	26/10/2004	
Country of Birth		
Gender	Male Female Undisclosed	
	20002200 0 2	
Email	email2030760@email.com lote: separate multiple email addresses with a semi-colon (;)	
	Address Line 1	
	Address Line 2	
Address3	Address Line 3	
Suburb/Town	Suburb	
Postcode	4035	
State/Territory	QLD •	
Country	AUSTRALIA	
Home Phone		
Work Phone		
Mobile Phone		
Fax Number	039999997	
Next of Kin / Emergency Contact - Name	Emerg contact	
Next of Kin / Emergency Contact - Phone	0399999996	
Company / Business Name		
Default Shirt/Bib Number P	22	
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Person Edi									
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Add Payment	1								
Add Payment									



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Registrations - Offline Registration & Offline Payment

- Add 'Description', 'Payment Method', 'Receipt/ Inv No', 'Amount' and 'Payment Date'
- Click "Update"

	7						
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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 Update Can	cel
Total Records: 1							

• Confirmation will appear at the top of the screen

Person Edit: Blades, Connor (ID: 2030760)	• Help on this
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- Update 'Current Seasonal Payment Status' to 'Paid' or 'Partially Paid' accordingly
- Click "Update"









• Confirmation will appear at the top of the screen

	Help on this
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Name Number of Recorded Payments Total Payment Amount Last Payment Date Slades, Connor 1 100.00 30 Sep 16	

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"

Competition Partici	pation Web	site (SportzVa	ult)					
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- 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		Edi
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	Edi
2732234	3954102	Dixon, Kyle G	3	315.00	Paid	19/02/2016 12:02 AM	Edi
2222819	1549283	Ellis, Tristan	2	315.00	Paid	27/04/2016 12:04 AM	Edi
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	Edi
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	lves, Thomas	2	315.00	Paid	02/03/2016 12:03 AM	Edi
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	Edi
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	Edi
1970904	1553150	Neville, Sam W	3	285.00	Paid	31/01/2016 12:01 AM	Edit









• "Edit" will take you back to the 'Payments' tab of the participant record

Competiti	on Participation	Webs	site (SportzVau	lt)					
Home	Tasks	Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help
erson	Edit: Bla	des. C	onnor (I	D: 2030760)					🕜 Help on this to
		, -		,					
								Persor	n List
Gener	al P	layer)					-	
Personal [)etails 🔳 Roles	Regist	ration 🖪 Cus	tom Fields 🔳 Public	Profile 🖬 Payments	🖬 Audit 🖬 Adı	min 🖪 Accreditations 🖪	Family Relation	ships
							🛛 Player Paymer	nts Received Si	ummary
yment Sta 1/01/2016	art Date (dd/mm/yyy		nt End Date	nm/yyyy) Refresh	1				
1/01/2016	(dd/mm/yyy)) <u>50/09/</u>	2010 (00/1	11099999)					
	r colocted perio								
ummary fo			December 1	otal Payment Amo	unt Last Payment D	Date			
ame	Number of		Payments	-	-	Juto			
immary fo ame ades, Con	Number of	Recorded	Payments	100.00	30 Sep 16	Julio			
ame ades, Con	Number of	1		100.00	-				
ame ades, Con	Number of	1		100.00	-				
ame ades, Coni rrent Sea	Number of	1 Status: [100.00	-				
ame Ides, Coni rrent Sea	Number of	1 Status: [100.00	-				
ame ades, Coni rrent Sea yment De	Number of nor sonal Payment tails for selecte	1 Status: [100.00	-				
ame iades, Coni irrent Sea yment De Add Payi	Number of nor sonal Payment tails for selecte	1 Status: 1		100.00	30 Sep 16				

*As of 4 October 2016

For more information, visit <u>www.aru.com.au/runningrugby/rugbylink</u> or contact InteractSport <u>Support</u>/ Rugby Link <u>Support Team</u>.







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"

			S						
Competition F	articipation	Webs	site (SportzVa	ult)		_		_	
Home	Tasks	Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help
Player Re	gistrat	ion Ma	nageme	ent					Help on this topi
Person Filter									Help on this topi
					elect Sub Roles				Help on this topi
Person Filter					elect Sub Roles Person ID:				Help on this topi
Person Filter Person Role	P		Ŧ	ANY Sub Role S		Period: 2	016	•	Help on this topi

- 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 - <u>http://www.aru.com.au/runningrugby/Registration.aspx</u>







NOTE: A player record must be REGISTERED in Rugby Link to qualify for insurance <u>and</u> 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"

Action	s		Register Please select bulk action	Perform Action	🔂 Add New	Player			
Sele	ct All (curr			d: 1				Quick Filter*:	
Select		Ext ID	Name		Edit	DOB	Age	Current Type	Status
	2307213	50912	Anderson, David		Edit	1 Jan 1900	116		UNREGISTERED
	2299132	106681	Anderson, Patrick		Edit	1 Jan 1900	116		UNREGISTERED
	3015529		Atkinson, Lee		Edit	1 Jan 1900	116		UNREGISTERED
	2299136	50913	Baldwin, Anthony		Edit	1 Jan 1900	116		UNREGISTERED
	2299137	1289202	Bane, Alan		Edit	1 Jan 1900	116		UNREGISTERED
	2299138	1455078	Bane, Brian		Edit	1 Jan 1900	116		UNREGISTERED
	2026235	856354	Barker, Eli		Edit	1 Jan 1900	116		UNREGISTERED
	2316642	1108453	Barns, Steven		Edit	1 Jan 1900	116		UNREGISTERED
	2299139	1451628	Barry, David		Edit	1 Jan 1900	116		UNREGISTERED
e	2299140	50918	Beerworth, Nick		Edit	1 Jan 1900	116		UNREGISTERE
	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	7

• Confirmation will appear at the top of the screen









• Participant's record will appear in green fill

Competition Particip	ation Websi	te (SportzVau	ilt)					
Home Tasks	Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help
Player Regis	tration Mar	nageme	nt					Help on this top
Person Filter								
Person Role	PLAYER		ANY Sub Role 🔍	Select Sub Roles				
Person Name	Beerworth	1	Name contains •	Person ID				
Association	SA Club Rugby	1		Registratio	n Period: 2	016 ,		
Registration Type	Any Type			Registratio	n Mode: S	how All		
Age range	Minimum:	Maximum:						
							Search	
				and the second second				
Selected Actions								
Selected Actions	Register		 Perform A 	C Add New	Player			
		s Currently s		Add New	Player			





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

ompetitio	n Participatio	n Web	site (SportzVau	ilt)					
lome	Tasks	Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help

Person Role	PLAYER ANY Sub Role Set	elect Sub Roles		
Person Name	Beerworth Name contains V	Person ID:		
Association	SA Club Rugby	Registration Period:	2016 •	
Registration Type	Select	Registration Mode:	Show All 🔹	

Click "Edit" next to record you wish to add manual payment information against

Competition Particip	oation Websit	te (SportzVault)					
Home Tasks	s Tools	People Re	gistrations Or	line Forms Progr	ams Communica	tions Reports	Help
Player Regis	tration Mar	nagement					Help on this to
Person Filter							
Person Role	PLAYER	• ® AN'	/ Sub Role 🔍 Select	Sub Roles			
Person Name	Beerworth	Na	me contains •	Person ID:			
	SA Club Rugby	1	*	Registration Period:	2016		
Association	Git Glab Hagb)						
Association Registration Type	Select			Registration Mode:	Show All	•	
		Maximum:	T	Registration Mode:	Show All	•	
Registration Type	Select		•	Registration Mode:	Show All	• Search	
Registration Type Age range	Select		T	Registration Mode:	Show All		
Registration Type	Select		t	Registration Mode:	Show All		-
Registration Type Age range Selected Actions	Select			Registration Mode:	Show All		
Registration Type Age range	Select Minimum:	Maximum:	Perform Action		Show All		







Click "Payments" tab •

	, Nick (ID: 2299140)	Help on this top
General Player		
	tration 🖬 Custom Fields 🖪 Public Profile 🚺 Payments 🕼 Audit 🗳 Admin 🗳 Acc	creditations 📓 Family Relationships
Title	Select •	
First Name*	Nick	
Middle Name / Initial		
Last Name*		
Alternate Last Name / Maiden Name		
	7/04//002	
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 (;)	
	Address Line 1 Address Line 2	
Address3		
Suburb/Town	Suburb	
Postcode	Kana a second	
State/Territory	SA T	
Country	AUSTRALIA	
Home Phone		
Work Phone		
Mobile Phone		
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	
"Add Payment"		
Prson Edit: Beerworth, N	ick (ID: 2299140)	• Help on this



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"

RUGBY	
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 Payment End Date 01/01/2016 (dd/mm/yyyy) 30/09/2016 (dd/mm/yyyy)	u y
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:	
Or Add Payment	
Description Payment Payment Receipt/Inv No Amount Payment Date	
Casual Game 1 Cash V 987654 30.00 24/09/2016 Deleter Update Can (dd/mm/yyyy)	cel
Total Records: 1	

• Confirmation will appear at the top of the screen

Interview Payment End Date Refresh	General Player Personal Details Roies Registration Custom Fields Public Profile Payments Audit Admin Accreditations Family Relationships argument Start Date Payment End Date Payment End Date Player Payments Received Summary argument Start Date Payment End Date Refresh Player Payments Received Summary argument for selected period: Immary for selected period: Immer Number of Recorded Payments Total Payment Amount Last Payment Date arew Number of Recorded Payments Total Payment Amount Last Payment Date eerworth, Nick T 1 30.00 24 Sep 16	erson Edit: B	eerworth, Nick	(ID: 2299140)		Help on t
ayment Start Date Payment End Date 30/09/2016 (dd/mm/yyyy) Refresh	ayment Start Date h/01/2016 (dd/mm/yyyy) Payment End Date 30/09/2016 (dd/mm/yyyy) Refresh ammary for selected period: Hame Number of Recorded Payments Total Payment Amount Last Payment Date leerworth, Nick T 1 30.00 24 Sep 16	General		essfully		
ayment Start Date Payment End Date 11/01/2016 (dd/mm/yyyy) 30/09/2016 (dd/mm/yyyy) Refrest ummary for selected period:	ayment Start Date Payment End Date 30/09/2016 (dd/mm/yyyy) Refresh D1/01/2016 (dd/mm/yyyy) Refresh ummary for selected period: Name Number of Recorded Payments Total Payment Amount Last Payment Date Reerworth, Nick T 1 30.00 24 Sep 16	Personal Details 🖬 Ro		unters Cialife III Dublis Desfile III D		
	leenworth, Nick T 1 30.00 24 Sep 16		ies an registration an c	USCONT PIERUS MA PUBLIC PIDINE MA P	ayments 🖬 Audit 🛤 Admin 🛤 Ad	creditations 🔲 Family Relationships
		01/01/2016 (dd/mm/y	Payment End Dat yyy) 30/09/2016 (d	e Id/mm/yyyy) Refresh	Q F	
anau concent i Alucu conner - ad		01/01/2016 (dd/mm/y summary for selected p Name Numb Seerworth, Nick T	Payment End Dat 30/09/2016 (c eriod: per of Recorded Payment 1	e id/mm/yyyy) Refresh ts Total Payment Amount Last	Payment Date	
	nyment Details for selected Period:	ummary for selected p Name Numb Seerworth, Nick T urrent Seasonal Payme	Payment End Dat 30/09/2016 (c eriod: ter of Recorded Payment 1 ent Status: Paid	e Refresh Id/mm/yyyy) Refresh Is Total Payment Amount Last 30.00 24 S	Payment Date	
ayment Details for selected Period:		01/01/2016 (dd/mm/y Summary for selected p Name Numb Beerworth, Nick T Current Seasonal Payme Payment Details for sele	Payment End Dat 30/09/2016 (c eriod: ter of Recorded Payment 1 ent Status: Paid	e Refresh Id/mm/yyyy) Refresh Is Total Payment Amount Last 30.00 24 S	Payment Date	
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	Add Payment Description Payment Method Payment Status Receipt/Inv No Amount Payment Date	Summary for selected p Name Numb Beerworth, Nick T Current Seasonal Payme Payment Details for sele Add Payment Description Payment	Payment End Dat 30/09/2016 (d eriod: ther of Recorded Payment 1 ent Status: Paid cted Period: t Method Payment Stat	e Refresh id/mm/yyyy) Refresh ts Total Payment Amount Last 30.00 24 S • Update	Payment Date	

- Update 'Current Seasonal Payment Status' to 'Paid' or 'Partially Paid' accordingly
- Click "Update"

Current Seasonal Payment Status:	Not Paid 🔹	Update
	Not Paid	\smile
	Paid	
	Partially Paid	
	Cancelled	







• Confirmation will appear at the top of the screen

Ferson Eult. E	eerworth, Nick	s (ID: 2299140)	P Help on this to
	Item(s) update	d successfuily	
General	Player		
🖬 Personal Details 🔳 R	oles 🖬 Registration 🛄	Custom Fields 🔲 Public Profile 🔲 Payments 💹 Audit 🛄 Admin	Accreditations E Family Relationships
Payment Start Date	Payment End D	ate	Player Payments Received Summary
Payment Start Date 01/01/2016 (dd/mm.	Payment End D /yyyy) 30/09/2016	ate (dd/mm/yyyy) Refresh	Player Payments Received Summary
Payment Start Date 01/01/2016 (dd/mm. Summary for selected p	/уууу) 30/09/2016		Player Payments Received Summary
01/01/2016 (dd/mm Summary for selected p Name Num	/yyyy) <u>30/09/2016</u>	(dd/mm/yyyy) Refresh	Player Payments Received Summary
01/01/2016 (dd/mm. Summary for selected p	/yyyy) <u>30/09/2016</u>	(dd/mm/yyyy) Refresh	Player Payments Received Summary
01/01/2016 (dd/mm. Summary for selected p Name Num Beerworth, Nick T	Nyyyy) 30/09/2016 beriod: ber of Recorded Payme 1	(dd/mm/yyyy) Refresh nts Total Payment Amount Last Payment Date 30.00 24 Sep 16	Player Payments Received Summary
01/01/2016 (dd/mm. Summary for selected p Name Num Beerworth, Nick T	Nyyyy) 30/09/2016 beriod: ber of Recorded Payme 1	(dd/mm/yyyy) Refresh	Player Payments Received Summary
01/01/2016 (dd/mm. Summary for selected f Name Num Beerworth, Nick T Current Seasonal Paym	Nyyy) <u>30/09/2016</u> ber of Recorded Payme 1 nent Status: Paid	(dd/mm/yyyy) Refresh nts Total Payment Amount Last Payment Date 30.00 24 Sep 16	Player Payments Received Summary
01/01/2016 (dd/mm Summary for selected p Name Num	Nyyy) <u>30/09/2016</u> ber of Recorded Payme 1 nent Status: Paid	(dd/mm/yyyy) Refresh nts Total Payment Amount Last Payment Date 30.00 24 Sep 16	Player Payments Received Summary
01/01/2016 (dd/mm. Summary for selected (Name Num Beerworth, Nick T Current Seasonal Payment Payment Details for sele Add Payment	Nyyy) <u>30/09/2016</u> ber of Recorded Payme 1 nent Status: Paid	(dd/mm/yyyy) Retresh nts Total Payment Amount Last Payment Date 30.00 24 Sep 16 v Update	Player Payments Received Summary

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"

Competition Partici	pation W	ebsite (SportzVau	lt)					
Home Task	s Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help
Payments R	eceived \$	Summary						Help on this topic
Role	PLAYER	•						
Sub Role	ANY Sub F	Role 🔍 Select Se	ub Roles					
Payment Start Date	01/01/2016	(dd/mm/yyyy)						
Payment End Date	30/09/2016	(dd/mm/yyyy)						
Player Name/ID								
Registration	Association Select	Registrati	on Period	Registration Type Select				

• 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 <u>www.aru.com.au/runningrugby/rugbylink</u> or contact InteractSport <u>Support</u>/ Rugby Link <u>Support Team</u>.





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"



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=S320; 2nd=S290; 3rd=S200
- 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.



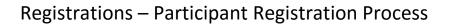


A range of payment options are available at checkout including secure online credit card payments and offline 'pay later' options.











- RETURN USER:
 - Enter your login ID and password
 - o Click "LOG IN"

NOTE: You can login with your email address or ID

Please login

Login ID	
2000759	
Password	
Forgotten Login details?	
Log in	

- FORGOTTEN LOGIN / NEW PARTICIPANT:
 - Under 'Create a new account' click "Continue"

Create a new account

Sign in with Facebook



o Enter First Name, Last Name, Email Address and Date of Birth

G Sign in with Google

o Click "Search"

First Name*
Carter
Last Name*
Aitken
Email Address*
email2000759@email.com
Date of Birth*
10-12-2006
DD-MM-YYYY
Search







• If FOUND, click "FORGOT PASSWORD"

Search results

The details you have entered match the following record(s). Altken, 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
- If NOT FOUND, click "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 <u>Rugby Link Resource</u> <u>Library</u>

NOTE: Clubs may choose to offer FAMILY DISCOUNTS, creating a family registration loop







• 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

0	U9 PLAYER REGISTRATION (Players Born 2008)	\$320.00
	Family Pricing Available: 1st=\$320; 2nd=\$290;	
	3rd=\$200	
	Family Pricing Available: 1st=320.00 2nd=290.00 3rd=200.00 4th=200.00	
	M Open	
	Contraction 2	
0	U10 PLAYER REGISTRATION (Players Born in 2007)	\$320.00
	Family Pricing Available: 1st=\$320; 2nd=\$290; 3rd=\$200	
	Family Pricing Available: 1st=320.00 2nd=290.00 3rd=200.00 4th=200.00	
	m Open	
۲	U11 PLAYER REGISTRATION (Players Born in	\$320.00
	2006)	
	Family Pricing Available: 1st=\$320; 2nd=\$290; 3rd=\$200	
	Family Pricing Available: 1st=320.00 2nd=290.00 3rd=200.00 4th=200.00	
	(M Open)	
0	U12 PLAYER REGISTRATION (Players Born in	\$320.00
	2005)	
	Family Pricing Available: 1st=\$320; 2nd=\$290;	
	3rd=\$200	
	Family Pricing Available: 1st=320.00 2nd=290.00	
	Contraction of the second s	
	3rd=200.00 4th=200.00 前 Open	
rcha	ndise	
	Continue	







• Returning participants' details will pre-populate, while new participants will need to add their personal details

Participant Details	
First Name*	
Carter	
Middle Name	
Last Name*	
Aitken	
Gender*	
• Male: Female	
Date of Birth*	
10-12-2006	
DD-MM-YYYY	

Parent/ Guardian Details are **REQUIRED** for all **PARTICIPANTS UNDER 18 YEARS** Parent/Guardian Details

Wrong person? Clear Parent/Guardian	
Jo	
Last Name*	
Wong	
Email Address*	
email2166381@email.com	
Mobile Phone Number*	
041000000	
Address*	
Address Line 1, Address Line 2, Suburb, QLD	
My address cannot be found	

- Complete any additional custom fields
- Click "Continue"



• "Review" your product and personal details

Review your order

Please confirm your order details are correct.







- Accept the Registration Terms and Conditions
- Click "Continue"



- Enter payment details
- Click "Pay Now"

Pay Online		
We accept VISA and MA: Name on Card *	STERCARD	
Card Number *		
CVC/CVV *		
Expires *		
01	• 2016	•
	Pay Now	

• Confirmation will appear on the screen, as well as a confirmation email being sent to the 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

Continue
Register a new Family Member
Register myself - Carter Aitken (ID:2000759)
© Wong, Jo (ID:2166381, DOB:3 Jul 80)
● Aitken, Lucas R (ID:2000760, DOB:1 Jan 00)
Please select who is being registered.
● Carter Aitken (ID:2000759)
Please identify who is completing the form.
There are multiple participant records associated with this account.

*As of 12 December 2016

For more information, visit <u>www.aru.com.au/runningrugby/rugbylink</u> or contact InteractSport <u>Support</u>/ Rugby Link <u>Support Team</u>.





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: <u>https://rugbylinkportal.resultsvault.com</u>

Player Portraits:

Navigation in Rugby Link: Rugby Link Participant Portal <u>https://rugbylinkportal.resultsvault.com</u>

• 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"

Participant Log	in	Looking for Administration login?
Enter your Login ID		C Click here to access
Enter your password		
Login		
 Forgot your Login deta Create a RugbyLink Po 	THE REPORT OF A DECISION OF A DECISIONO OF A	
	or	
G Sign in with Google	Sign in with Facebook	

• Click "Edit your public profile"

🖌 My Details Affilia	tions Activity Player Match Official Club	එ Log a
	Welcome to RugbyLink Portal 0	
My Details		🖪 Edit.
-	Amy Alagna	
	ID:	
	Australian Rugby Union - PLAYER MATCH OFFICIAL	
	First Played -	
-	Last Played -	
	Matches 0	



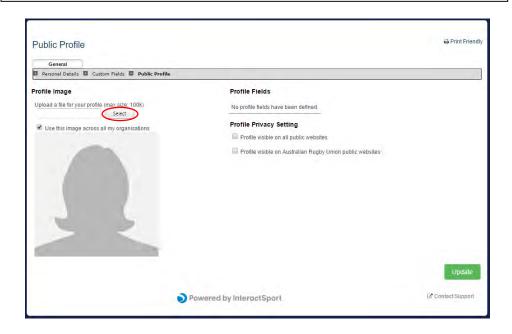




Competition Management – Player Portraits (Participants)

• Click "Select"

NOTE: Ensure "Use this image across all my organisations" is ticked



- Upload selected portrait
- Click "Update"

Public Profile General Personal Details II Custom Fields II Public Profile		⇔ Print Friendly
Profile Image	Profile Fields	
Upload a file for your profile (max size: 100k) Select	No profile fields have been defined.	
Use this image across all my organisations	Profile Privacy Setting	
	Profile visible on all public websites	
	Profile visible on Australian Rugby Union public websites	
٥	Powered by InteractSport	Contact Support

*As of 4 October 2016

For more information, visit <u>www.aru.com.au/runningrugby/rugbylink</u> or contact InteractSport <u>Support</u>/ Rugby Link <u>Support Team</u>.





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

General Player	s Public Profile Payments Audit Admin Accreditations Family Relationships
Profile Image	Profile Fields
Upload a file for your profile (max size: 100k) Select	No profile fields have been defined.
Use this image across all my organisations	Profile Privacy Setting
	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 portait (max size: 100k)	
NG	William Brandt
50000	Player ID
	1968994
74 - 22	Affiliated To
7 K X X	Brisbane Junior Rugby Union Brothers Junior Rugby Club Windsor
7	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

		JGBY NK					Default eid:30894	✓ ♣Brothers	Junior Rugby Club 🗸
Competitio	on Participatio	n Websi	te (SportzVault)					
Home	Tasks	Tools	People	Registrati	ons Online Fo	orms Progra	ams Communications	Reports	Help
Team Li	ists								Help on this topic
🔒 Print									
Season 20	015 • Rou	nd CURR •	Grade U1	0 BRO Red (BJRU:Under 10 Gradi	ng) 🔻 GO			
Show:		iy typical Capta iy typical list col					 *Player Subscripti that most clubs ch 		inual membership fees
RugbyLi	ink ID 🛛 🖉	MyRugby ID	Name		Registration Status	s			tion status in the relevant
Home p	hone 🗹	Mobile phone		ment status	Paid checkbox	4	association as at t	he time of generat	ting the report.
DOB	-i	Played	Player sig	nature	Player portrait	-			
	signature						Note that not all associations re	equired players to be	registered
Portrait pr	referred layou	t.							
				Bri	sbane Junior Rugby		-		
		Broth	ers Red*		Round 3 - Sun 2 d	9 Mar 2015 (8:30) ef by	·	s Silver	
		Droui		Venue: E	Brothers RUC - Crosby		atch ID: 2222912		
	Nam Reg.* Home pl	ID 1550032 e: Brandt, Willia **: YES h: 0399999999 h: 0410000000					ugbyLink ID 1969083 MyRugbyID 1550658 Name: Dawson, Jack (7) Reg.**: YES Home ph: 039999999 Mobile ph: 041000000 ent status*: PAID		2

*As of 4 October 2016

For more information, visit <u>www.aru.com.au/runningrugby/rugbylink</u> or contact InteractSport <u>Support</u>/ Rugby Link <u>Support Team</u>.







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"

Competition Participation	Website (SportzVa	ult)					
Home Tasks To	ols People	Registrations	Online Forms	Programs	Communications	Reports	Help
Participant Login I	lanagemen	t					Help on this topic
Person Filter							
and a second	ANY R	OLE Y					
Person Role	First		Last				
Person Role	First	OLE •		nes that start with t	hese values.		
Person Role Person Name	First			nes that start with t	hese values.	_	
Person Filter Person Role Person Name Email Participant ID	First			nes that start with t	hese values.		







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

	tions S	end Login Invite	Perform Action		
			rently selected: 3 nation about the record, and to access extra actions.		
>		Part. ID	Name	Login ID Account Status	Valid Actions
5		1968337	Alexander, Fergus	NO ACCOUNT	INVITE
	0	2305227	Alford, Adam	NO ACCOUNT	INVITE
5	2	2992787	Allison, Gus	NO ACCOUNT	INVITE
>		2992797	Allison, Quinton	NO ACCOUNT	INVITE
5	2	2022780	Anderson, Timothy	NO ACCOUNT	INVITE
>	0	1968339	Armstrong, Thomas	NO ACCOUNT	INVITE
5	0	2001330	Arvier, Matthew J	NO ACCOUNT	INVITE
>	0	2311790	Auld, Michael W	NO ACCOUNT	INVITE
5		1968341	Austin, Edward	NO ACCOUNT	INVITE
>	0	1968342	Austin, Jack	NO ACCOUNT	INVITE
5		2219072	Ayres, Freddie	NO ACCOUNT	INVITE
>	0	2219076	Baartz, James M	NO ACCOUNT	INVITE
5		1999680	Baily, Christopher F	NO ACCOUNT	INVITE
>	0	1968344	Baker, Edward	NO ACCOUNT	INVITE

• Confirmation will appear at the top of the screen

		NK						g Delault	eld:50654 Y	Taylor Bridge JRUC
	ion Participatio		Vebsite (Sportz							
Home	Tasks	Tools	People	Registrations	Online Form	ns Programs	Commu	nications	Reports	Help
artici	pant Log	in Mar	nagemen	ŧ.						Help on this topi
	6		Number I	sed successfully. ogin invites sent: 3 operations skipped	(not suitable): 0					
		9	ee the Result (column in the table,	and the help fil	e for more informatio	in.			
Person				-						
Person	Role		ANY	ROLE T						
Person	Name		First Searc value:		es the entrie	Last s above to mat	ch names	that start w	ith these	
Email										
articip	ant ID		1							
Particip	ant Login A	Account	NO A	COUNT •						
								Search Parti	apants	
58 total	participan	nts, 0 ha	ve a login.							
							_			
Selecte	d an action	i for the	selected r	ecords						
Actions	Send Login	Invite		Perform Action						
	All Participa	ants Curre	ently selected	.0						
Select	> button to					to access extra		_		
	Part	Nar	ne			Account Status	Valid Actions	Result		
ick the	ID		and a famous			NO ACCOUNT	INVITE	Not selecte	ed.	
lick the	ID	Ale:	kander, Fergus			NOT NOT NOT NOT	10.00.0000	Not selecte	ad .	
lick the	ID 1968337		ord, Adam			NO ACCOUNT	INVITE			
lick the	ID 1968337 2305227	Alfo				NO ACCOUNT	INVITE			
<pre>> lick the > > IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII</pre>	ID 1968337 2305227 2992787	Alfa	ord, Adam			And and a state of the second s			ок	
> Click the	ID 1968337 2305227 2992787 2992797	Alfo	ord, Adam son, Gus			NO ACCOUNT	INVITE		OK	





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:

Hi Harry Barnes
To create a login please click the link below, and follow the instructions.
http://uatadmin-rugbylink.resultsvault.com/common/pages/noauth/UserDetails.aspx? mode=5rCl4Ser%2fnE%3d&misc=6iUV1ZqPQKw%3d&id=DfwyU%2bmL4x%2fRb5%2bJVuTMWgFkdzJe415Ol9%2belcSrjtnOBrXta0PWLAnHfvFwmyd
If you have any queries please reply to this email.
The link expires after 72 hours.
Vour Rugby Connection Privacy policy Conflati Us







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"

Competition Participation	Website (SportzVau	lt)					
Home Tasks Tool	ls People	Registrations	Online Forms	Programs	Communications	Reports	Help
Participant Login M	anagement						Help on this topic
Person Filter							
and the second second	ANY RC	DLE T					
Person Role	First		Last				
Person Role	First	DLE •		nes that start with t	these values.		
Person Role Person Name	First			nes that start with t	these values.		
Person Filter Person Role Person Name Email Participant ID	First			nes that start with t	these values.		

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"

Sele	ected an	action for th	e selec	ted records			
Act	ions	Send Reset Pa	ssword	Link Perform Action			
				urrently selected: 3 prmation about the record, and to acc	cess extra actions.		
>		Part. ID		Name	Login ID	Account Status	Valid Actions
>	0	1968457		Hassall, William	1968457	ACTIVE	RESET
>		3022057		Havill, Flynn R	davidhavill@saundershavill.com	ACTIVE	RESET
>	۲	1969720		Hearne, Benjamin	1969720	ACTIVE	RESET
>		1968458		Henningham, Patrick	1968458	ACTIVE	RESET
>	0	2906378		Heycott, Javier E	2906378	ACTIVE	RESET
>	0	2224950		Heyden, Willem	2224950	ACTIVE	RESET
>	0	2224951		Heyden, Zane	2224951	ACTIVE	RESET
5	0	3057143		Hibberd, Thea	edhibberd@gmail.com	ACTIVE	RESET







Confirmation will appear at the top of the screen •

9	CIN	K				1	Default eid:30894	4 ✔ ATaylor Bridge JRUC ♦
Competition Pa	ticipation	Website (S	iportzVault)					
Home Ta	sks To	ools Peop	ale Registration	s Online Forms	Programs	Communic	ations Reports	Help
articipant	Login	Managem	nent					Help on this top
		• Nur • Nur	rocessed successful mber account reset e mber operations skipp esult column in the ta	mails sent: 3	more information.			
erson Filter								
erson Role		1	ANY ROLE +					
Person Nam	9	S	irst earch on names alues.	uses the entries a	ast bove to match	n names tha	at start with thes	e
Email								
articipant II)							
articipant L tatus	ogin Acc	ount	ACTIVE .*					
						Se	arch Participants	
95 total part	cipants,	495 have a	login.					
alastad an	ation for	the select	ad seconds					
ielected an	ICUON IO	r the select	ed records					
Actions Ser	d Reset Par	ssword Link *	Perform Action					
Select All F	articipants	Currently sele	ected: 0					
	ton to sh	ow more inf	ormation about	he record, and to a				
Part. ID		Name	Login ID	1	Account Status	Valid Actions	Result	
1968	457 🚺	Hassall, William	n 1968451	1	ACTIVE	RESET	Not selected	
	057 🔽	Havill, Flynn R	davidha	vill@saundershavill.com	ACTIVE	RESET	RESET OK	
3022								
	720	Hearne, Benjan	nin 1969720	1	ACTIVE	RESET	C RESET OK	
					ACTIVE	RESET RESET	RESET OK	

💷 3057143 💋 Hibberd, Thea Example of Reset Password email sent: •

Ш

田

3

2

2224950 🖉 Heyden Willem 2224951 🖉 Heyden Zane

2224950

2224951

edhibberd@gmail.com

	Details	Status	Change pwd				
1968458	PARTICIPANT LOGIN	ACCOUNT ENABLED	Click to change				
However, you	should report repeated abuity queries please reply to t			iminder is only ever	sent to your emai	i address.	

ACTIVE

ACTIVE

ACTIVE

RESET

RESET

RESET

Not selected

Not selected

Not selected







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"

Competition Participation	Website (SportzV	ault)					
Home Tasks T	Tools People	Registrations	Online Forms	Programs	Communications	Reports	Help
Participant Login	Managemer	t					Help on this topi
Person Filter							
a province of province	ANY	ROLE T					
Person Role	First	ROLE T	Last	nes that start with t	hese values.		
Person Filter Person Role Person Name Email	First			nes that start with t	hese values.		
Person Name	First			nes that start with t	hese values.		

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

	Part. Name ID	Login ID	Account Valid Status Actions
	1997440 🖉 Agresta, Joseph	1997440	ACTIVE RESET
	ogin ID: 1997440 ser Email: iosephoresta95@hotmail.com	Actions: Send Login Invite Send Reset Participant records linked to this use	t Password Link Change Password Unlock Account
La	ist login: Never	ID Name	Email
La Fa			Email

• New password will display on the screen

5	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"

Competition Participation	Website (SportzVa	ult)					
Home Tasks Too	eople	Registrations	Online Forms	Programs	Communications	Reports	Help
Participant Login N	anagemen	t					Help on this topic
Person Filter							3
and a read of the set	ANY R	OLE T					9
Person Role	First		Last				
Person Role Person Name	First	OLE OLE		nes that start with t	hese values.		
Person Role Person Name	First			nes that start with t	hese values.		
Person Filter Person Role Person Name Email Participant ID	First			nes that start with t	hese values.		

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

Selec	ted an action for the select	ed records			
Actio	Unlock Accounts	Perform Action			
	elect All Participants Cu	rrently selected: 1 mation about the record, and to access ex	tra actione		
	Part.	Name	Login ID	Account	Valid
-	ID	THUR INC.	Login ID	Status	Actions
>	2 1968416	Dewes, Kahnay	1968416	LOCKED	UNLOCK







Confirmation will appear at the top of the screen •

Home	on Participation Tasks	Tools	bsite (SportzVau People	Registrations	Online Forms	Programs	Communications	Reports	Help
Particip	oant Log	in Mar	nagement						Help on this t
	6	R	equest processed	t successfully.					
		0	Number ac	counts unlocked: 1 erations skipped (not	suitable): 0				
		Se	e the Result col	umn in the table, and	the help file for more i	nformation.			
Long Street		_							
Person									
Person I	Role		ANY F	ROLE V	1.5		1		
Person I	Name		First Search values		the entries abo		mes that start with	these	
Email									
Participa	ant ID		1						
Participa Status	ant Login A	Account	LOCKE	D •					
							Search Participa	nts	
1 total pa	rticipants,	1 have	a login.						
1 Contractor		Conception of the local division of the loca	and a little little						
Selected	an action	for the	selected re	cords					
Actions	Unlock Accou	unts	• Perf	orm Action					
	All Participa	ints Curre show mo	ently selected: ore information	0 on about the rec	ord, and to acce	ss extra action	IS.		
Click the	Part.		Vame	Login ID	Account	Valid Actions	Result		
Click the	ID								

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 is 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.
Vour Rugby Connection Privacy policy Contact Us

*As of 23 September 2016

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For more information, visit www.aru.com.au/runningrugby/rugbylink or contact InteractSport Support/ Rugby Link Support Team.







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: <u>https://rugbylinkportal.resultsvault.com</u>

- Ensure you are logging on as a "Participant"
- Click "Create a Rugby Link Portal participant login"

Participant Login		Looking for Administration login?
Enter your Login ID		Le Click here to access
Enter your password		
Login		
 Forgot your Login details Create a RugbyLink Porta 		
	or	
G Sign in with Google	f Sign in with Facebook	

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.







- "Enter your email address"
- Click "Send Email"



NOTE: the participant is sent an email to create their account using their email as their login ID

ogin ID	@gmail.com			
New Password				
Confirm Password				
Check the box in the Link c	cords have been found that are a m olumn for those you want to link to th	is account.		
Check the box in the Link of You'll be able to add the of If there are records in the life Note: If you link any records	olumn for those you want to link to the hers later on, or unlink existing ones at that you feel shouldn't be there, plus a that have a existing LoginID, then t	is account. later if you change your mind, rase contact support as they will need to	o have their email details changed. I to be accessed via the existing accounts, as p	articipant records can or
Check the box in the Link of You'll be able to add the of If there are records in the life Note. If you link any records	olumn for those you want to link to the hers later on, or unlink existing ones at that you feel shouldn't be there, plus a that have a existing LoginID, then t	is account. later if you change your mind, rase contact support as they will need to		iarticipant records can o
Check the box in the Link of You'll be able to add the off If there are records in the life	olumn for those you want to link to the hers later on, or unlink existing ones at that you feel shouldn't be there, plus a that have a existing LoginID, then t	is account. later if you change your mind, rase contact support as they will need to		articipant records can or Link

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.







Existing Participants – Upgrading to Email Login

Navigation in Rugby Link: <u>https://rugbylinkportal.resultsvault.com</u>

- Login using the existing numeric login ID and password
- Click "Login"

history and a second		Looking for Administration login?
2638356		Click here to access
Login	Ь	
Porgot your Login details Create a RugbyLink Portal		
oreate a rugoyenit rotan	Or	
G Sign in with Google	Sign in with Facebook	
	Id either be your email address or your participant ID. If you have not	

- 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"

🖥 RugbyLink Portal	E
Password Reset	
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.	
Enter your email address or ID GO	
Having problems finding a participant login? Click here to access advanced account recovery options.	







- 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"

	<	🔅 Christopher M Arnold 🗸	Newport Junior Rugby Club 🗸
🖀 My Details A	ffiliations Activity Club		ෆ් Log out
User Details			🕀 Print Friendly 🕜 Help on this topic
Q Change your Password			
Edit User Details			
Login ID	2292647 Click here to convert your login ID to use your email	address	
Email address	christopher@hotmail.com You can enter up to 3 addresses separated with a sem Ensure there are no spaces anywhere in the text field, If you enter multiple addresses, your primary address		
			Update
	Powered by Intera	ctSport	Contact Support







• Click "Generate Email"

PARTICIPANT PORTAL	BY		🔅 Ch	ristopher M Arnold 🗸	Newport Junior Rugby Club 🗸
A My Details Af	filiations Activity	Club			එ Log out
User Details A _t Change your Password					🕀 Print Friendly 🕢 Help on this topic
easily. Your login will also be e 1. Make sure you have en 2. Click the <i>Send Email</i> bu	are that you will then be able to asier to remember! tered a valid email address bel utton below to generate an ema n the email you receive for mor	link other participant records the ow. You'll only be able to create iil to that address which will be u e information about how to com	the login if the email ised to verify that you	address isn't already used own the email address.	st one login and choose between them I as a login ID. within 30 minutes you can repeat the
Upgrade User					
Login ID	2292647				
Email address	carnold91@hotmail.com				
		Powered by InteractS	Sport		Generate Email
		i enered sy interactor			

• 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







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: <u>https://rugbylinkportal.resultsvault.com</u>

- Login using your EMAIL and password
- Click "Login"

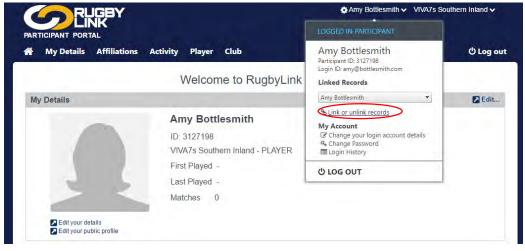
Participant Login		Looking for Administration logi	in?
amy@bottlesmith.com		Click here to access	
Create a Durahul ink Dartal participant la	gip		
0			
C Sign in with Google f Sign For Participants: "Your Login ID could either be your ei	n in with Facebook		
	n in with Facebook mail address or your participant ID. If you have not by clicking the link above. sons.		







- 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..."

in My De	tails Affiliations Activity Player	Club	ථ Log out
User Detail	S		A Print Friendly Help on this to
🥰 Change you	Password		
dit User Detai	IS		
Login ID	amy@bottlesmith.com		
inked Particip.			Update
'ou can link other			Update
ou can link other Participant ID	ants participant records that have the same email address ent	ared then switch to those participants in the user bar. Sport Rugby Union	Update Si Unlink
inked Particip /ou can link other Participant ID 3127198 3127199	ants participant records that have the same email address entr Name	Sport	







- Click checkbox under 'Link'
- Click "Link Selected Records"

ink records				
	ant records have been found that are Link column for those you want to lin the list that you feel shouldn't be the	k to this account then click the		
Note: If you link any r	ecords that have a existing LoginID, t nt records can only be linked to one Name		t then be able to be accessed via t Existing LoginID	he existing Link
Note: If you link any r accounts, as participa	ecords that have a existing LoginID, t nt records can only be linked to one	user account.		
Note: If you link any r accounts, as participa Participant ID	ecords that have a existing LoginID, t nt records can only be linked to one Name	user account. Sport		Link

- A list of linked participants will display on the screen
- Click "Update"

6	RUGBY				🏚 Amy Bottlesmith 🗸	VIVA7s Southern Inland -
PARTICIPAN		Activity	Player	Club		එ Log out
User Detai	Is					A Print Friendly Help on this topic
A Change you	r Password					
Edit User Deta	ils					
Login ID	amy@b	ottlesmith.com			1	
Linked Particip You can link other Participant ID		the same ema	il address en	tered then switch t	o those participants in the user bar. Sport	
3127199	Steve Bottlesmith				Rugby Union	S Unlink
3101581	Tahlia Bottlesmith				Rugby Union	😘 Unlink
3127198	Amy Bottlesmith				Rugby Union	😒 Unlink
Q Search for	other records to Link		Powere	ed by Interac	tSport	🗷 Contact Support

• Confirmation will appear at the top of the screen









• 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







Existing Participants – Unlinking Accounts

Navigation in Rugby Link: <u>https://rugbylinkportal.resultsvault.com</u>

- Login using your EMAIL and password
- Click "Login"

Participant Login		Looking for Administration login?
amy@bottlesmith.com		Click here to access
Forgot your Login details or password Create a RugbyLink Portal participant login Or		
	with Facebook	
G Sign in with Google f Sign in		
or Participants; "Your Login ID could either be your email		
Cor Participants: *Your Login ID could either be your email inready created a RugbyLink Portal login you can do so by Jnauthorised access is prohibited. Jogin statist cancelled or suspended where this has occ	clicking the link above.	







• First step is to "Edit" the Participant Profile of the person being unlinked



- Change the email of the participant to an address that is **UNIQUE** to Rugby Link
- Click "Update"

PARTICIPANT PORTAL		Tahlia Bottlesmith VIVA7s Southern Inland V
🕋 My Details Affiliations	Activity Player Club	() Log out
Edit your details		🕀 Print Friendly
Personal Details 🖬 Custom Fields 🖬 Pe	ublic Profile	
Title	Select *	
First Name*	Tahia	
	Tatilia.	
Middle Name / Initial		
Last Name*	Bottlesmith	
Alternate Last Name / Maiden Name		
Date of Birth	1/01/1900	
Country of Birth		
	Male Female Undisclosed	
Gender		
Email	tahlia@bottlesmith.com	
	Note: separate multiple email addresses with a semi-colon (;)	
	Address Line 1	
Address2	Address Line 2	
Address3		
Suburb/Town		
Postcode		
State/Territory		
Country		
Home Phone		
Work Phone		
Mobile Phone		
Fax Number		
Next of Kin / Emergency Contact - Name		
Next of Kin / Emergency Contact - Phone	039999996	
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	Australian (non-Indigenous)	
father's ethnic origin?	Australian (non-indigenous)	\frown
		Update
and the second se		
Denotes a mandatory field. This can be depen		
Denotes field that is private to this organisation.	All other fields are common to any other organisation the record	is associated with.
	S Barrend In July and Street	Contact Support
	Powered by InteractSport	Er Contact Support







• 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

				and the second
User Detai	IS			Print Friendly Help on this top
& Change you	Ir Password			
Edit User Deta	ils			
Login ID	amy@bottle	esmith.com		
inked Partici	participant records that have the	earns amail address optered then multiplit		
ou can link other	participant records that have the Name	same email address entered then switch t	s those participants in the user bar. Sport	
ou can link other Participant ID		same email address entered then switch t		🖏 Unlink
	Name	same email address entered then switch t	Sport	Sà Unlink
You can link other Participant ID 3127199	Name Steve Bottlesmith	same email address entered then switch t	Sport Rugby Union	

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







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"

e Registration	Share: 💽 📢 👪
er To: VIVA7s Southern Inland ration Form: Senior Player Registration	
irst Time Participant 🥑	Return User 😡
rst Name	Login ID*
ast Name	amy@bottlesmith.com "Your Login ID will either be your Participant ID (a seven digit number) or your email
ate of Birth	adress. Password
FIND ME	
	LOG IN
	Forgotten login details?

Click here to view a printable version of this online form

Click "Select" next to registering Participant



Continue with participant registration







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
There is already a participant login account for the email address .

*As of 23 September 2016

For more information, visit <u>www.aru.com.au/runningrugby/rugbylink</u> or contact InteractSport <u>Support</u>/ Rugby Link <u>Support Team</u>.







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

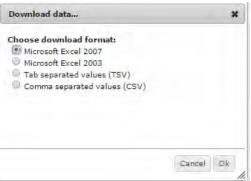
Competition Parti	cipation	Website	(SportzVault)					
Home Tasks	Tools	People	Registrations	Online Forms	Sanctioning	Communications	Help	
Person List/	Searc	h Ø	Help on this topic	60 × 1				
Add new Play	er							Run this page full screen
Search Criteria Make : Role PLAYER	Sub	nd click the <i>Di</i> Role ANY Sub Role SELECT Sub	1	1	SENIOR 🕑 JU	NIOR 🗐 VETERAN		
Hide Advanced Search	ch Criteria							
Person Name or ID Date of birth range*	From	or both boxes	(dd/mm/yyyy) To		(dd/mm/yyyy)	ayers with a DOB from 1/	1/1990 onwards	
Gender* Note: Where data has n no selections are made	ot been ente	red for a perso	n for items marked w	de-select check boxe ith *, and	s to ignore gender)			
Hide Output Fields								
Available Fields				Chosen Fie	lds (Count:6)			
First Name Middle Name Last Name Address1 Address2 Address3 Suburb Postcode Date of Birth Gender			Add->	Work Ph	dress none hone	ove Up ve Down		
Display List		•						
Double click a row t	o odit or ri	abt click a r	ow for other entir	une.			Edit in a	ew window/ Go to: Personal De
			ow for other optic	115				
Drag a column to this a	area to group	p by it.					Filt	er List*:





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:

4	A	В	С	D	E	F	G	Н	1	J	K
	D	Full Name	Email Address	Home Phone	Mobile Phone	Work Phone	Postcode			PLAYER: SENIOR	
2		Alagna, Frank	test@test.com					12/10/2008		N	Y
3		Alagna, Steve	test1@test.com					19/03/2002		N	Y
1		Alagna, Zach	test1@test.com					19/02/2008		N	Y
5		Bateman, Jackson	test1@test.com					29/12/2007		N	Y
5		Best, Nicola						15/08/2008		N	Y
7		Bestest, Nicola	nicola@bestest.com					15/08/2008		N	Y
3		Blackhouse, Lachlan	test@test.com					3/07/1999		N	Y
9		Brazil, Matt			0412345678		2010	31/03/2009	M	N	Y
0	2658287	Canberra, Matt			0412345678		2010	31/03/2010	M	N	Y
1		Carlton, Matt			0412345678		2010	31/03/2010	M	N	Y
2	2658255	Carpenter, Albert	test@test.com					31/03/1998	M	N	Υ
3	2658273	Christie, Matt			0412345678		2010	31/03/2009	M	N	Y
4	2658288	Christmas, Matt			0412345678		2010	31/03/2010	M	N	Y
5	2658269	Davis, Branden	test@test.com					16/02/2005	M	N	Y
6	2658266	Gates, William			0280055600		2065	18/05/2004	M	N	Y
7	2658256	Golding, Christopher	test@test.com					26/10/1997	M	N	Y
8	2658270	Golding, Kyle	test@test.com					14/10/2003	M	N	Y
9	2658277	Greenfields, Matt			0412345678		2010	31/03/2010	M	N	Y
0	2658259	Hope, Jessica						4/02/2008	F	N	Y
1	2658252	Johnson, Benjamin	test@test.com					8/01/1998	M	N	Y
2	2658286	Lancaster, Matt			0412345678		2010	31/03/2010	M	N	Y
3	2658268	Loki, Pita			0280055600		2065	5/11/1998	M	N	Y
4	2658279	London, Matt			0412345678		2010	31/03/2010	М	N	Y
5	2658253	Mainwearing, William	test@test.com					22/05/2008	M	N	Y
6		Manchester, Matt	Ŭ		0412345678		2010	31/03/2010	М	N	Y
7	2658281	Melbourne, Matt			0412345678		2010	31/03/2010		N	Y
8		Oakes, Frances	test@test.com					24/08/2007	F	N	Y
9	2658271	Phippes, Jordan	test@test.com					2/02/1999	М	N	Y
0		Polk, Gregory			0280055600		2065	16/11/1997		N	Y
1		Prestown, Matt			0412345678		2010	31/03/2010		N	Y
2		Richards, Harrison	test@test.com					28/06/1998		N	Y
3		Singleton, Kent	test@test.com					5/08/2004		N	Y
4		Starling, Alexandra	test@test.com					10/06/2008		N	Y
5		Stove, Andrew	test@test.com					14/09/2004		N	Y
6		Strong, Sam	test@test.com		0412345678		2010	15/08/2008		N	Y
7		Stronger, Sam	Sector Sector					15/08/2008		N	Y
8		Vegas, Matt			0412345678		2010	31/03/2010		N	Y
9		Whitehouse, Joshua	test@test.com					11/04/1998		N	Y
0		Willow, Christian	test@test.com					6/12/2001		N	Y
1			test@test.com					3/01/1997		N	Y

*As of 16 September 2016

For more information, visit <u>www.aru.com.au/runningrugby/rugbylink</u> or contact InteractSport <u>Support</u>/ Rugby Link <u>Support Team</u>.







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"

Competition	n Management	Competition	Participation W	/ebsite (SportzVault)				
Home	Competition	People	Registrations	Online Forms	Programs	Match Officials	Communications	Reports
Help eam No	omination	Categorie	es					• Help on this to
eam No	omination (es					• Help on this to
eam No	omination (Team Nomination		es					🕜 Help on this top
eam No	/Team Nominatio		es					• Help on this topi

- Total Records: 0
- Enter 'Category Name'
- Select 'Grade Type' from drop down
 - o 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':
 - o 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
 - o Use the "Move Up" and "Move Down" buttons to sort the playing times list
- Click "Update"







Competition Management	Competitio	n Participation	Website (SportzVau	ult)				
Home Competition	People	Registrations	Online Forms	Programs	Match Officials	Communications	Reports	Help
eam Nomination (Back to Team Nomination		Edit					O Hel	p on this to
			*Denotes a	a mandatory <mark>f</mark> ield.				
eneral Settings								
Category Name	* MNC Unde	er 8s						
Grade Type	Junior Bo	ys 🔻						
ntry Costs								
Price - New Team								
Price - New Early								
Price - New Late								
ntry Settings								
Max Entries (leave blank to indicate an unlimited number available)				5	Selected Playing Times	(Count:0)		
(leave blank to indicate an		Playing Times						
(leave blank to indicate an	Available P SAT 12:00					-		
(leave blank to indicate an			•	<- bbA		-		
(leave blank to indicate an unlimited number available)				Add -> Add All ->>		×	Moustin	
(leave blank to indicate an				Add All ->>		×	Move Up Move Down	
(leave blank to indicate an unlimited number available)						X		l

- Confirmation will appear at the top of the screen
- Click "Back to Team Nomination Categories"
- Repeat steps above as required

Competiti	on Management	Competiti	on Participation	Website (SportzVau	ult)				
Home	Competition	People	Registrations	Online Forms	Programs	Match Officials	Communications	Reports	Help
am N	omination (Categor	y Edit					@ Help	o on this t
	Team Nomination		>						
		Item addeo	1 successfully						
				*Denotes a	a mandatory field.				
neral Set									
	Category Name	* MNC Und	der 8s						
	Grade Type	Junior Bo	oys 🔻	_					
try Costs									
	Price - New Team								
	Price - New Early								
	Price - New Late								
	gs Max Entries lank to indicate an number available)								
			Playing Times		5	Selected Playing Times	(Count:0)		
		SAT 12:0	0PM	-			1		
					Add ->				
	Playing Times				Add All ->>			Move Up	
	i aj aŭ				<- Remove Remove All			Move Down	







Setup Team Nomination Form:

Navigation in Rugby Link: Competition Management > Competition > Team Nominations > Configuration and Reports

- Click "Configuration"
- Click "Team Nomination Forms"

G	RUG	iby (🔅 Default	eid:30894 👽 👗 Mid N	lorth Coast Zo	one JRU 🗸
Competition M	Management	Competiti	on Participation	Website (SportzVau	ult)				
Home	Competition	People	Registrations	Online Forms	Programs	Match Officials	Communications	Reports	Help
C Add New Te	am Nominatio		ies					P Hel	p on this topi
Reports	Config	guration	Allocate to Grad	ies					
Team Nominal		Team Nomina Price - Existir	tion Categories						
MNC Under 10s	\$0.00		Edit						
MNC Under 12s	\$0.00	_	Edit						
MNC Under 14s	\$0.00		Edit						
MNC Under 16s			Edit						
MNC Under 18s	\$0.00		Edit						

Click "Add New Team Nomination Form"

		iby (🔅 Default (eid:30894 🗸 🛛 🛔 Mid N	lorth Coast Zo	one JRU 🗸
Competitio	on Management	Competiti	ion Participation	Website (SportzVa	ult)				
Home	Competition	People	Registrations	Online Forms	Programs	Match Officials	Communications	Reports	Help
	omination w Team Nomination							😯 Hel	lp on this topic
Reports	Config	juration	Allocate to Grad	des					
Team Nor	mination Forms	Team Nomin	nation Categories						
No records f									

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
- o 'Previous Season nominations'
 - The previous season used for nominations needs to be indicated so that the system can define returning teams
- 'Dates': required
 - o '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':
 - o 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
 - o Min Player Number: required
 - It is "0" by default The total number of players can be allocated to a team nomination submission
 - o Max Player Number: optional







					🖨 Default eid:	30894 🗸 🔥 Mid Norti	1 Coast Zone JRU 🗸
Competition Management Com	petition P	articipation W	/ebsite (SportzVault)				
Home Competition Per	ople	Registrations	Online Forms	Programs	Match Officials	Communications	Reports
Team Nomination Edit							Help on this topi
			*Denotes a m	andatory field.			
General Settings				,			
Entry Name Season for nominations Previous season nominations Entries Open Date	2016 * 2016	•	• : [00 •]				
Dates							
Entry Dates		Entries Close: 3/12/2016 arty Bird Close: 13/09/2018 ate Entry Begin: 13/09/2018	23 • : 59 • 00 • : 00 •				
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	0 20						

- 'Display Text':
 - o Introduction will appear when Clubs nominate their teams into their respective categories

NOTE: while this is not mandatory, it is highly RECOMMENDED

Display Text	
	B、ビチメメタメダメ 単単単単質 をまんは 正正同応 ジェウ・スタの中 のののの事 中本の 限 デドロメ 回命 もの 回回時間かい 田・ちゅう あっこう それで 取 ひょ 20 次回 なつを
	Arial, Verda * 12px * Apply CSS C* Custom Links* Normal * Format Sets * Zoom *
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 I HTML Q Preview Words: 0 Characters: 0
Instructions - Entry Page	
Notes - Entry Page	
Notes - Reports Page	
Nomination Form Display Options	







- "Add" the nomination categories to 'Selected Categories'
- Click "Update"

ault Category (applies to team lodgement process only)	No Default/Not Applicable *				
	Ávailable Categories		Selected Categories (Count:1)		
Categories	MNC Under 10s MNC Under 12s MNC Under 14s MNC Under 16s MNC Under 18s	Add -> Add All ->> <- Remove <- Remove All	MNC Under 8s	Move Move D	
		-		*	

• Confirmation will appear at the top of the screen



NOTE: option to create multiple Team Nomination forms, or include all categories on one form

Competitio	n Management	Competition	Participation W	ebsite (SportzVault)				
Home Help	Competition	People	Registrations	Online Forms	Programs	Match Officials	Communications	Reports
	Team Nomination	a traine						Help on this topi
AM NOMINA	TION							
AM NOMINA Reports		uration	Allocate to Grade	15				







Summary Report:

Navigation in Rugby Link: Competition Management > Competition > Team Nominations > Configuration and Reports

- Click "Reports"
- Click "Summary"

Competition Management Competition Partic	ipation W	ebsite (SportzVault)				
Home Competition People Re Help	egistrations	Online Forms	Programs	Match Officials	Communications	Reports
Team Nomination Summary						Help on this top
EAM NOMINATION						
	Allocate to Grade	5				
			ation			
	Team Members		ation			
Reports Configuration J Summary Detail Fixturing Grading Nomination Group [MNCZJ] MNC Juniors 2016 •	GO	Entity Team Alloc				
Reports Configuration J Summary Detail Facturing Grading Grading Nomination Group [MNCZJ] MNC Juniors 2016 Grading Grading<	GO Teams Pro	Entity Team Alloc	nfirmed Amoun			
Reports Configuration J Summary Detail Fixturing Grading I Nomination Group [MNCZJ] MNC Juniors 2016 I I I Club Bowraville Goannas Junior RC I	GO Teams Pro 0	Entity Team Alloc pvisional Teams Con 2	nfirmed Amoun \$0.00	Edit		
Reports Configuration J Summary Detail Fixturing Grading Interview Nomination Group [MNCZJ] MNC Juniors 2016 Interview Interview Interview Club Interview Interview Interview Interview Interview Coffs Harbour Snappers Junior Rugby Union Football Interview Interview Interview	GO GO Teams Pro 0 Club 0	Entity Team Alloc pvisional Teams Col 2 6	nfirmed Amoun S0.00 S0.00	Edit Edit		
Reports Configuration J Summary Detail Fixturing Grading D Nomination Group [MNC2J] MNC Juniors 2016 D D D Club Bowraville Goannas Junior RC C D	GO Team Members GO Teams Pro 0 Club 0 0	Entity Team Alloc evisional Teams Cod 2 6 5	nfirmed Amoun \$0.00 \$0.00 \$0.00	Edit Edit Edit		
Reports Configuration 2	GO GO Teams Pro 0 Club 0	Entity Team Alloc pvisional Teams Col 2 6	nfirmed Amoun S0.00 S0.00	Edit 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 Edit to edit the nominated team







Detail Report:

Navigation in Rugby Link: Competition Management > Competition > Team Nominations > Configuration and Reports

• Click "Reports"

	LINK			🔅 Default eid:308	94 🗸 🔥 Mid North	I Coast Zone JRU 💊
Competition Manag	gement Competition Participation	Website (Sportz'	/ault)			
Home Com	petition People Registration	ons Online Fo	orms Programs	Match Officials	Communications	Reports
Help						
īeam Nomin	nation - Detail					🕜 Help on this to
EAM NOMINATION						
~	Or a farmetica	Crades				
Reports	Configuration Allocate to					
-						
Nomination Group	p [MNCZJ] MNC Juniors 2016 V GO					
ID	Entity	Team	Entry Category	Main Participant	Status	Entry Date
Entity: Bowraville (Goannas Junior RC					
65761	Bowraville Goannas Junior.	Bowraville Goan	MNC Under 10s		Confirmed	13 Sep 16 3:53PI
65762	Bowraville Goannas Junior.	Bowraville Goan	MNC Under 12s		Confirmed	13 Sep 16 3:53PM
Entity: Coffe Harb	our Snappers Junior Rugby Union Foo	thall Club				
65747	Coffs Harbour Snappers J		MNC Useday 9a		Confirmed	13 Sep 16 3:49PI
65749	Coffs Harbour Snappers J				Confirmed	13 Sep 16 3:50PI
65748	Coffs Harbour Snappers J				Confirmed	13 Sep 16 3:50PI
65750	Coffs Harbour Snappers J				Confirmed	13 Sep 16 3:50PF
65751					Confirmed	
	Coffs Harbour Snappers J					13 Sep 16 3:50PM
65752	Coffs Harbour Snappers J	Cotts Harbour Sn	MNG Under 16s		Confirmed	13 Sep 16 3:51PM
Entity: Dorrigo JR	UFC					
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
	Dorrigo JRUFC	Dorrigo JRUFC	MNC Under 14s		Confirmed	13 Sep 16 3:51PM
65757						
	RUEC					
Entity: Kempsey J		Kompson IBUEC	MNC Linder 10r		Provisional	12 Con 18 2-55DA
Entity: Kempsey J 65767	Kempsey JRUFC	Kempsey JRUFC	MNC Under 10s		Provisional	
Entity: Kempsey J 65767 65768	Kempsey JRUFC Kempsey JRUFC	Kempsey JRUFC	MNC Under 12s		Provisional	13 Sep 16 3:55PN 13 Sep 16 3:55PN 13 Sep 16 3:55PN
Entity: Kempsey J 85787 85788 85789	Kempsey JRUFC Kempsey JRUFC Kempsey JRUFC					13 Sep 16 3:55PM
Entity: Kempsey J 65767 65768 65769 Entity: Port JRUFC	Kempsey JRUFC Kempsey JRUFC Kempsey JRUFC	Kempsey JRUFC Kempsey JRUFC	MNC Under 12s MNC Under 14s		Provisional Confirmed	13 Sep 16 3:55PN 13 Sep 16 3:55PN
Entity: Kempsey J 65767 65768 65769 Entity: Port JRUFC 65758	Kempsey JRUFC Kempsey JRUFC Kempsey JRUFC Port JRUFC	Kempsey JRUFC Kempsey JRUFC Port JRUFC	MNC Under 12s MNC Under 14s MNC Under 10s		Provisional Confirmed Confirmed	13 Sep 16 3:55PN 13 Sep 16 3:55PN 13 Sep 16 3:55PN
Entity: Kempsey J 65767 65768 65769 Entity: Port JRUFC	Kempsey JRUFC Kempsey JRUFC Kempsey JRUFC	Kempsey JRUFC Kempsey JRUFC	MNC Under 12s MNC Under 14s		Provisional Confirmed	13 Sep 16 3:55PM 13 Sep 16 3:55PM
Entity: Kempsey J 65767 65768 65769 Entity: Port JRUFC 65758 65759 65760	Kempsey JRUFC Kempsey JRUFC Kempsey JRUFC Port JRUFC Port JRUFC Port JRUFC	Kempsey JRUFC Kempsey JRUFC Port JRUFC Port JRUFC	MNC Under 12s MNC Under 14s MNC Under 10s MNC Under 12s		Provisional Confirmed Confirmed Confirmed	13 Sep 16 3:55PM 13 Sep 16 3:55PM 13 Sep 16 3:52PM 13 Sep 16 3:52PM
Entity: Kempsey J 65767 65768 65769 Entity: Port JRUFC 65758 65759 65760 Entity: Woolgoolg	Kempsey JRUFC Kempsey JRUFC Kempsey JRUFC Port JRUFC Port JRUFC Port JRUFC a Junior RC	Kempsey JRUFC Kempsey JRUFC Port JRUFC Port JRUFC Port JRUFC	MNC Under 12s MNC Under 14s MNC Under 10s MNC Under 12s MNC Under 14s		Provisional Confirmed Confirmed Confirmed Confirmed	13 Sep 16 3:55PM 13 Sep 16 3:55PM 13 Sep 16 3:52PM 13 Sep 16 3:52PM 13 Sep 16 3:52PM
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📥 Download Detail Report

NOTE: This will provide a detail of teams nominated by their Club







Grading Report:

Navigation in Rugby Link: Competition Management > Competition > Team Nominations > Configuration and Reports

- Click "Reports"
- Click "Grading"

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am Nomination Grading F	Report					😧 Help on t
NOMINATION Reports Configuration J ummary D Detail D Facturing D Grader	Allocate to Grades					
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	16 • Player Details Player Team History •	-				
mination Group (MNC23) MNC Juniors 201	16 * Player Details Player learn History *					
olapse All & Download Report						
			2 Company of			
Entity Name	Team Name	Players	Home Venue	Comment	Final Grading	Detail
Category : MNC Under 8s						
	nion Football Club Coffs Harbour Snapper	0	Coffs Harbour RUC			Player Details
Dorrigo IRURC	Domgo JRUPC	0	Dorrigo RUC			Player Details
Category : MNC Under 10s				1	10.00.00	
	nion Football Club Coffs Harbour Snapper	0	Coffs Harbour RUC	Team 1	UMNC Under 10's	Player Details
	nion Football Club Coffs Harbour Snapper	0	Coffs Harbour RUC	Team 2	UMNC Under 10's	Player Details
Domgo JRUIC	Domgo JRUFC	0	Domgo RUC		UMNC Under 10's	Player Details
Port IRUFC	Port IRUFC	0	Dorriga RUC		UMNC Under 10's	Player Details
Bowraville Goannas Junior RC	Bowraville Goannas Ju.,	0	Bowraville RUC		UMINC Under 10's	Player Details
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Kempsey JRUEC	Kempsey IRUFC	a	Kempsey RUC			Player Details
Category : MNC Under 12s						
	nion Football Club Coffs Harbour Snapper	0	Coffs Harbour RUC			Player Details
Dorngo JRUFC	Domgo JRUFC	Q	Dorrigo RUC	Team 1		Player Details
Dorrigo JRURC	Domigo JRUPC	0	Derrigo RUC	Team 2		Player Details
Port IRUEC	Port IRUFC	Ó	Port Macquarie RUC			Player Details
Bowraville Goannas Junior RC	Bowraville Goannas Ju.,	0	Bowraville RUC			Player Details
Woolgoolga Junior RC	Woolgoolga Junior RC	0	Woolgoolga RUC			Player Details
Kempsey JRUFC	Kempsey JRUFC	0				Player Details
Category : MNC Under 14s	and the second se					
	nion Football Club Coffs Harlsour Snapper	0	Coffs Harbour RUC			Player Details
Dorrigo JRURC	Domgo JRURC	0	Demge RUC			Player Details
Port JRUFC	Port JRUFC	0	Port Macquarie RUC			Player Détails
Woolgoolga Junior RC	Woolgooiga Junior RC	¢.	Weelgoolga RUC			Player Details Player Details
Kempsey JRUFC	Kempsey JRUEC	0	Kempsey RUC			

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)

LINK			(C		Q Deraun elu:	30894 👽 👍 Mid Norti	rcoast zone JRU 🗸
Competition Management Home Competition Help	Competition F	Registrations	ebsite (SportzVault) Online Forms	Programs	Match Officials	Communications	Reports
Allocate Team Non	ninations	3					Help on this to
Reports Config Nomination Group [MNC2J] Team Nomination Category: Destination Grade: Team Nomination Grade: Team Nomination Grade: Team Nomination Grade: Team Nomination Grade: Coffs Harbour Snappers Junior Dorrigo JRUFC (Dorrigo JRUF Dorrigo JRUFC (Port JRUFC) Team NUFC (Port JRUFC) Woolgoolga Junior RC (Woolgo Woolgoolga Junior RC (Woolgo) Team Number of Woolgo	MNC UMN Rugby Union Fo C) olga Junior RC)	Under 10s 🔹			Bowraville Goar	irade: (Count:2) nnas Junior RC (Bowraville Snappers Junior Rugby Ur	
				Add ->			
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• Confirmation will appear at the top of the screen

Competition Management	Competition Participation	Website (SportzVault)				
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Team Entries			*	Bowraville Goar Coffs Harbour Coffs Harbour Dorrigo JRUFC Port JRUFC	Snappers Junior Rugby Un Snappers Junior Rugby Un	

• Teams will now display in the Grade Settings

NOTE: You will need to update Team Names when multiple teams selected in one grade

Care and Car										
Competition Management	C	ompetition Participation	W	ebsite (SportzVault)						
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Season 2016 • Grade	UMNC	Under 10's ¥ GO								
Grade: UMNC Under	4.01-									
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		Team Settings	Sea	Team (Display) Name	Pools Team Media Name	Team Start Time (hh:mm AM/PM)	Team Match Day (if different)	Draw Seed	Hide in Ladder	Update Existin Fixture
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*As of 22 September 2016





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

Home	Tasks	Tools	People	Registrations	Online Form	is Program	s Communica	itions	Reports	Help
Feam N	ominatio	on - Inf	ormation							🕜 Help
Team Nomi	nation: [MNC	CZJ] MNC J	Juniors 2016 🔻	GO						
Introducti	ion Tear	n Entry	Reports							
Disease										
	minate your Clu selected in.	ub teams inf	to their respecti	ve categories (age	groups). If you have	multiple teams in o	ne category please s	pecify which o	division you w	ould
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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"

Team Nomination Deta	ils	
Submission ID	NEW	
Entry Category	MNC Under 8s	•
Team Name	Coffs Harbour Snappers Junior Rugby	Union Football Cl
Home Venue	Coffs Harbour RUC	•
Comment/Grading Request		
Status	Provisional Confirmed	

• 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

Tools	People Registration	s Online Forms	Programs	Communications	Reports	Help	2.
ation - Ente	er Teams						
[MNCZJ] MNC Ju	niors 2016 V GO Reports					O Help	on this topic
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ntry Category	Team Name	Grading	Status	Actions	Squad Size	Edit Squad	Player Fields Edi
NC Under 8s	Coffs Harbour Snappe	rs J	Confirmed	Edit Delete	0	Edit	Edil
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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

	GBY K		🔅 Default	eid:30894 ✔ 🔥 data	is Harbour Snappers J	unior Rugby Union Footb	all Club 🗸
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Introduction Team	Entry Report	5					
						Total E	intry Cost*: \$0
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Type: NEW ENTRIES MNC Under 8s MNC Under 10s MNC Under 10s MNC Under 12s	UMNC Unde UMNC Unde NA			Coffs Harbour RUC Coffs Harbour RUC Coffs Harbour RUC	Confirmed Confirmed	13 Sep 16 3:50PM 13 Sep 16 3:50PM	S
Type: NEW ENTRIES MNC Under 0s MNC Under 10s MNC Under 10s MNC Under 12s MNC Under 14s	UMNC Unde UMNC Unde NA NA			Coffs Harbour RUC Coffs Harbour RUC Coffs Harbour RUC Coffs Harbour RUC	Confirmed Confirmed Confirmed	13 Sep 16 3:50PM 13 Sep 16 3:50PM 13 Sep 16 3:50PM 13 Sep 16 3:51PM	S S S

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







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.

Squad List	Squads are a collection of players that are defined as the basis for selecting teams for a given match
Team List	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

6	RUG	BY					Defau	lt eid:30894 🗸	d Adelaide	University JRUFC 🗸
Competition F	articipation	Websit	e (SportzVault)	É Commente de la comm						
Home	Tasks To	ols	People	Registrations	Online Forms	Programs	Com	nunications	Reports	Help
Grade/Tea	22	misa	tion							Help on this top
Grade/Team	Friendly Name		Sort Order	Options			Squad	Team Report		
SJRU:Under 16	Uni U16			Hide public t	eams until match comr	nences	Size: 9	Print		
							Edit			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:
 - o Role
 - o 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)

Competitio	ion Participation	Websit	e (SportzVault)					-		
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Team Managers: Please Select Managers...

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"

Competi	tion Participation	Website (S	portzVault)							
Home	Tasks	Tools Pe	eople R	egistrations	Online Forms	Programs	Communications	Reports	Help	r.
Back to	Grade/Team Cust	omisation								
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ID.	Name		DOB	Add	ID	Name	DOB	Capt	Sub	Remove
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• 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 •

Comp	etition Manage	ment	Competition F	Participation W	/ebsite (Spor	rtzVault)			_			
Home	e Comp	etition	People	Registrations	Online	Forms Prog	ams M	atch Officials	Communic	ations	Report	S
Help												
ad	e Manag	ement	t								O Help	on this top
	e Manag d New Grade								1	🛗 Current		200
							Show	inactive grade		_		on this top 2016
O Add					eams	Team Settings	Show Season	r inactive grade: Ladders		_		2016
	d New Grade		Grades	Allocate T	eams te Teams	Team Settings		Ladders	s 🗐 Name Fi	_	t Season:	2016

. . . . Click on

pencil under ' Maintain Team S Back to Grade Manag	Settin		to	team you wi	sh to create a	a squad	for		Help or	n this topi		
Season 2016 • Grad	e 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 JRUFC	11 🗖	Select	٣	Adelaide University JRUFC	Adelaide University JRUFC		NA V	4				
Brighton Junior RUFC	00	Select	٣	Brighton Junior RUFC	Brighton Junior RUFC		N/A V	6				
Elizabeth Junior RUFC	0 🜌	Select	۲	Elizabeth Junior RUFC	Elizabeth Junior RUFC		N/A v	5				
Old Collegians Junior RFC	0 🜌	Select	٣	Old Collegians Junior RFC	Old Collegians Junior RFC		N/A ¥	2				
Onkaparinga Junior RUFC	0 🜌	Select	Ŧ	Onkaparinga Junior RUFC	Onkaparinga Junior RUFC		N/A 🔻	7				
Souths Suburbs Junior RUFC	0 🗖	Select	Ŧ	Souths Suburbs Junior RUFC	Souths Suburbs Junior RUFC		N/A V	1				

Woodville Junior RUFC
 Woodville Junior RUFC

N/A ¥ 3

0 🛛 Select...

Woodville Junior RUFC

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 5 October 2016







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.

Squad List	Squads are a collection of players that are defined as the basis for selecting teams for a given match
Select Team	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 Participation Website (SportzVault)										
Home Ta	asks Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help		
elect Tea	m							Help on this top		
Season 2016 •	Round 7	Grade U1		J14 Skills Dev Rds) 🔻						
				unior Rugby Union nd 7 - Sun 15 May 2		Rds				
	Brot	thers Navy		v		Easts	Blue			
vith the required r	yers registered for the registration types		>							
Available Play	/ers		Selected P	layers						
Beecraft, Lachlar	n	-	Team List			^				
Bews, Samuel			Loose head	ргор						
	т		Loose head Hooker	prop						
Condon, Charlie										
Bews, Samuel Condon, Charlie Hains, Benjamin Harte, Declan			Hooker							
Condon, Charlie Hains, Benjamin	G		Hooker Tight head							
Condon, Charlie Hains, Benjamin Harte, Declan	G		Hooker Tight head Left lock	prop						
Condon, Charlie Hains, Benjamin Harte, Declan Hayes, Charlie B	G		Hooker Tight head Left lock Right lock	prop						







• Drag-and-drop a single player from 'Available Players' into their playing position under 'Selected Players'

Select Team			Help on this	a topic
				_
Season 2016 • Round 7 • Grade U14 B	RO Navy (BJRU:U14 Skills			_
		by Union - U14 Skills Dev Rds 15 May 2016 (12:20PM)		
Brothers Navy		v	Easts Blue	
	Venue: Brothers RUC - Cro Match Offi	sby Park Match ID: 2875097 cials: 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	Selected Players			
Beecraft, Lachlan	Team List		0	
Bews. Samuel	Loose head prop	1 Hayes, Charlie B		
Harte, Declari	Hooker	2 Condon, Charlie T		
Jones, Will C	Tight head prop	3 Hains, Benjamin G		
Luka, Johna	Left lock	4 Long, Patrick		
Mahoney, Ellis	Right lock	5 Horwood, Oliver P		
McColl, Antony Joseph	Left flanker			
Rigney, Declan	Right flanker			
Ruddy, Jack	Number eight			
Small, Jack	Scrum half			
Stark, Joseph P	Fly half			
Tomlinson, Cooper J	Left wing			
Williams, Ethan T	Left centre			
Wright, Luke A	Right centre			
	Right wing			
	Full back			
Drop Here to Unselect	Substitute(s)			
······································	Captain		•	







maximum number of su	ibstitutes may be se	t by your Competitic	on Manager	
Select Team			0	Help on this top
Season 2016 • Round 7 • Gra	ade (U14 BRO Navy (BJRU:U14 Skills	Dev Rd. • GO		
		by Union - U14 Skills Dev Rds 15 May 2016 (12:20PM)	2.000	
Brothers		v	Easts Blue	
	Venue: Brothers RUC - Cro Match Offi	sby Park Match ID: 2875097 cials: Not specified		
Selecting team of: Brothers Navy *				
Player List Options				
Available Players	Selected Players			
Beecraft, Lachlan	Team List	^		
McColl, Antony Joseph	Loose head prop	1 Hayes, Charle B		
Rigney, Declan	Hooker	2 Condon, Charlie T		
Stark, Joseph P	Tight head prop	3 Hains, Benjamin G		
Tomlinson, Cooper J	Left lock	4 Long, Patrick		
Williams, Ethan T	Right lock	22 Horwood, Oliver P		
Wright, Luke A	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			







Season 2016 • Round 7 • Grade U14 B	RO Navy (BJRU:U14 Skills	Dev Rd. • GO		
		by Union - U14 Skills Dev Rds 15 May 2016 (12:20PM)		
Brothers Navy		v	Easts Blue	
	Venue: Brothers RUC - Cro Match Off	sby Park Match ID: 2875097 icials: 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	Selected Players			
McColl, Antony Joseph	Team List		•	
Tomlinson, Cooper J	Loose head prop	1 Hayes, Charle B		
	Hooker	2 Condon, Charlie T		
	Tight head prop	3 Hains, Benjamin (S		
	Left lock	4 Long, Patrick		
	Right lock	22 Horwood, Oliver P		
	Left flanker	6 Mahoney, Elks		
	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		
Drop Here to Unselect	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 •



Team Officials

Captain	Jones, Will C	-
	🔲 Hayes, Charlie B	
Team Officials	Condon, Charlie T	
A 14	🔲 Hains, Benjamin G	
Coach	🔲 Long, Patrick	
Team Manager	Horwood, Oliver P	
Scorer	🔟 Mahoney, Ellis	
Scorer	E Small, Jack	
Match Officials	🔄 Luka, Johna	
	11 Wright, Luke A	
Assistant Referee	🔲 Rigney, Declan	
	🔲 Bews, Samuel	
	Ruddy, Jack	
	🗶 Jones, Will C	
	III Beecraft, Lachlan	
	🔲 Harte, Declan	
	🔲 Williams, Ethan T	
	Stark, Joseph P	

*

NOTE: individual records need to have 'Team Official' role and the relevant sub-role selected to appear in the drop downs

Click "Update" •







Brothers Na	Round 7 - Sur	gby Union - U14 Skills Dev Rds n 15 May 2016 (12:20PM) V	Easts Blue
	Venue: Brothers RUC - Cro	osby Park Match ID: 2875097 ficials: Not specified	
cting learn of: Brothers Navy +)	maton or	nuare. Not operated	
ar List Options			
niy show players registered for this association quired registration types Player Filter: (<u>1900/401</u> Under 14 BRD Navy on't show unavailable players			
ilable Players	Selected Players		
Coll, Antony Joseph	Team List	^	
linson, Cooper J	Loose head prop	1 Hayes, Charle B	
	Hooker	2 Condon, Charile T	
	Tight head prop	3 Hains, Benjamin G	
	Left lock	4 Long. Patrick	
	Right lock	22 Horwoot, Oliver R	
	Left flanker	6 Manoney, Ellis	
	Right flanker	7 Small, Jack	
	Number eight	8 Luka Johna	
	Scrum half	9 Wright, Luke A	
	Fly half	10 Rigney, Decian	
	Left wing	11 Bews, Samuel	
	Left centre	12 Ruddy, Jack	
	Right centre	13 Jones, Will St	
	Right wing	14 Beecraft, Lachlan	
	Full back	15 Harte, Declan	
Drop Here to Unselect	Substitute(e)	16 Williams, Ethan T 17 Stark, Joseph P	
	Castala	Jones, Will C .	
	Captain		30
	Team Officials	*	
	Coach	Beecraft, Dennis P. McMaster, Anc +	
	Team Manager	Du Plessis, Lisa	
	Scorer	Please Select Scorer	
	Match Officials	^	
	Assistant Referee	Planse Select	

• Confirmation will appear at the top of the screen









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

C		IGBY IK			Default eid:30894 🗸	ABrothers Junior Rugby Club				
Competitio	n Participation	Websi	ite (SportzVauł	t)						
Home	Tasks	Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help	
Team Li	sts								🕜 Help on thi	nis topic
Print Season 20	16 • Round	d 7 🔻	Grade U1	14 BRO Navy (BJRU:U	J14 Skills Dev Rds) ▼	GO				
Show:			ain's list column lumns for Matc				*Player Subscriptions		nual membership fee	es
BugbyLir Home ph DOB	hone 🗹 N	MyRugby ID Mobile phone Played	 Name Subs. pay Player signal 	yment status 🗹 Paid	jistra tion Status d checkbox /er portrait		that most clubs charg **Reg. refers to the p association as at the	players registrati		vant
	signature referred layout.		<u> </u>			Note	e that not all associations requi	ired players to be	registered.	

	Brisbane Junior Rugby Union - U14 Skills Dev Rds Round 7 - Sun 15 May 2016 (12:20PM)										
		Brothe	ers Navy*	Koulia 7 -	v v	10 (12.20PW)	Ea	sts Blu	e		
			Venue: Brot		- Crosby Park h Officials: Not		: 2875097				
	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	041000000	NOT PAID				
2	2045102	1241896	Condon, Charlie T (2)	YES	0399999999	041000000	PAID				
3	1969167	958485	Hains, Benjamin G (3)	YES	0399999999	041000000	PAID				
4	2097777	1242363	Long, Patrick (4)	YES	0399999999	041000000	PAID				
5	1969206	1551864	Horwood, Oliver P (22)	YES	0399999999	041000000	PAID				
6	2227418	1115443	Mahoney, Ellis (6)	YES	0399999999	041000000	PAID				
7	1964371	1549421	Small, Jack (7)	YES	0399999999	041000000	PAID				
8	2227196	1572592	Luka, Johna (8)	YES	0399999999	041000000	NOT PAID				
9	2751494	3950600	Wright, Luke A (9)	YES	0399999999	041000000	PAID				

NOTE: Players MUST be REGISTERED to appear on Team List







- If player portraits have been added it is recommended to tick 'Portrait preferred layout'
- Click "Go"

								Default eid:30894 🗸		
Competitio	on Participation	n Websi	te (SportzVault)							
Home	Tasks	Tools	People	Registratio	ons	Online Forms	Programs	Communications	Reports	Help
eam Li	ists									🕜 Help on this
Print										
Season 20)16 T Rour	nd 7 🔻	Grade U14	BRO Navy (BJRU:U1	4 Skills Dev Rds)	GO			
show:	🛃 Displa		in's list columns umns for Match		Peniet	tration Status		 *Player Subscription: that most clubs charged 	ge players.	
Home pl		Mobile phone				checkbox		 **Reg. refers to the association as at the 		
DOB		Played	Player sign			r portrait			ante er generat	ing the report.
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				Bris		nior Rugby Unio		ev Rds		
		Brothe	ers Navy*	Bris		nior Rugby Unio d 7 - Sun 15 May v		ev Rds Easts	Blue	
		Brothe	ers Navy*		Round rothers R	d 7 - Sun 15 May v UC - Crosby Park	2016 (12:20PM)		Blue	
		Brothe	ers Navy*		Round rothers R	d 7 - Sun 15 May v	2016 (12:20PM)	Easts	Blue	
	RugbyLink I		ers Navy*		Round rothers R	d 7 - Sun 15 May v UC - Crosby Park	2016 (12:20PM) Match I Not specified	Easts	Blue	
	MyRugbyl	D 1985173 D 1294228			Round rothers R	d 7 - Sun 15 May v UC - Crosby Park	2016 (12:20PM) Match I Not specified Rugby	Easts		
	MyRugbyl Name	D 1985173 D 1294228 e: Hayes, Chai			Round rothers R	d 7 - Sun 15 May v UC - Crosby Park	2016 (12:20PM) Match I Not specified Rugby	Easts ID: 2875097 /Link ID2045102 /ugbyID 1241896 Name: Condon, Charlie T (2		
	MyRugbyl Name Reg.*	D 1985173 D 1294228 e: Hayes, Char *: YES	lie B (1)		Round rothers R	d 7 - Sun 15 May v UC - Crosby Park	2016 (12:20PM) Match I Not specified Rugby MyR	Easts ID: 2875097 /Link ID2045102 /ugbyID 1241896 Name: Condon, Charlie T (2 Reg.**: YES		
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Subs. pay	MyRugbyl Nam Reg.* Home pl Mobile pl yment status Signature RugbyLink I MyRugbyl Nam Reg.* Home pl	D 1985173 D 1294228 e: Hayes, Char *: YES i: 0399999999 h: 0410000000 *: NOT PAID e: D 1969167 D 958485 e: Hains, Benja *: YES i: 0399999999 h: 0410000000	tie B (1)		Round rothers R	d 7 - Sun 15 May V UC - Crosby Park latch Officials: 1 1 3 3	2016 (12:20PM) Match I Not specified Rugby MyR Hc Subs. payment : Sig Rugby MyR Hc	Easts D: 2875097 Link ID2045102 tugbyID 1241896 Name: Condon, Charlie T (2 Reg.**: YES me ph: 039999999 bile ph: 041000000 status*: PAID inature: Link ID2097777 tugbyID 1242363 Name:Long, Patrick (4) Reg.**: YES me ph: 039999999 bile ph: 041000000		

*As of 4 October 2016







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"

Competition Particip	ation Website (SportzVa	ult)	_				
Home Tasks	Tools People	Registrations	Online Forms	Programs	Communications	Reports	Help
Match List							Help on this top
Match Filter							
Season Grade	2016 T						
		V					
Dates/Round	 Select by date ra (or) Select by Ro 		2016				
		und 5 🔻				CIAL	

• Tick 'Select All' or individual matches

Selecte	ed Match Actions								
Bulk A	ctions	Please sel	ect bulk action •	Perform Action					
Sele	ect All 🔲 Select Visible	Only Matc	hes Currently se	lected: 1					
Drag a c	olumn to this area to grou	up by it.					Search*:		
Select	Grade	Rnd	Dates	Home Team		Away Team		Status	
ā	U14 Skills Dev Rds	5	1 May 16 12:20	Norths Maroon	v	Brothers White		N	Actions
2	U14 Skills Dev Rds	5	1 May 16 12:2	Souths Black	v	Brothers Navy		N	Actions
	U13 Skills Dev Rds	5	1 May 16 11:20	BYE 1	v	Brothers Navy		N	Actions
0	U13 Skills Dev Rds	5	1 May 16 11:20	Brothers Gold	v	Norths Maroon		N	Actions
0	U13 Skills Dev Rds	5	1 May 16 11:20	Brothers White	v	Sunnybank Green		N	Actions
0	U12 Skills Dev Rds	5	1 May 16 10:20	Wests Harlequin	v	Brothers Gold		N	Actions

- Select 'Print Scorecard' from Bulk Actions
- Click "Perform Action"

Selected Match Actio	ns
Bulk Actions	Please select bulk action V Perform Action
	Please select bulk action
	Print Scorecard







• Download displays as PDF for YOUR TEAM in each match

U14 Skills Dev Rds

CLUB	Brothers Na	avy .		DATE		1 May 20	1 May 2016 01:20 PM				
								y Oval (Juniors)			
				OPPOS	ITION	Souths B	lack				
	TEAMS	TRIES (T)	CONVS (C)	PENALTIES (P)	F/GOALS (F)	P/TRY (PT)	HALF TIME (HT)	FULL TIME (FT)			
(H) Souths B	llack	1.00						1000 C			
(A) Brothers	Navy										

No	Position	Player Names	Initial	т	c	P	F	TP	1.1	Incident	Injury (S/C)	Coach
1	Loose head prop	Beecraft, Lachlan										-
2	Hooker	Stark, Joseph P										
3	Tight head prop	Harte, Declari	-				-					
4	Left lock	Long, Patrick					-	1		1		
5	Right lock	Mahoney, Ellis		-					1		1	
6	Left flanker	Hayes, Charlie B										
7	Right flanker	Condon, Charlie T										-
8	Number eight	Horwood, Oliver P										
9	Scrum half	Wright, Luke A		-								
10	Fly half	Hains, Benjamin G		-		-	1			1		
11	Left wing	Rigney, Declan									1	
12	Left centre	Luka, Johna									-	
13	Right centre	McColl, Antony Joseph		_								
14	Right wing	Williams, Ethan T			-	-	-	·			-	
15	Fullback	Bews, Samuel										
16	(Sub)	Tomlinson, Cooper J										
17	(Sub)	Small, Jack										
								1				
-				_								-
	1	1			-			1		-	-	

Opposition Incidents: Player number and offence	Ito

opposition team played uncontested scrums, state:

Injury: Serious and/or Concussion

Injury Type: Spinal, Head, Fracture/Dislocation,

Club Official

Duration:

Referee

Other:

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"

Competition Manage	ment Competition F	Participation W	lebsite (SportzVault)				_
Home Comp Help	etition People	Registrations	Online Forms	Programs	Match Officials	Communications	Reports
Match Manag	er						Help on this top
Match Filter							ji Ji
Season	2016 •						
Grade Division	ALL DIVISIONS	*					
Grade	ALL GRADES	•					
Venue	ANY VENUE		•				
Dates/Round	 Select by dat (or) Select by 	e range 30/04/2016 - Round 5 •	08/05/2018				
Dates/Round			10	DISPUTED	CONFIRMED	OFFICIAL	
Status	NO STATUS (N)	IN PROGRESS	UNCONFIRMED		CONFIRMED	0	

• Tick 'Select All' or individual matches

Selecti	ed Match Actions								
Bulk A	ctions	Please se	lect bulk action	Perform Act	ion				
Sele	ect All 🔲 Select Visible	Only Mat	ches Currently se	elected: 1					
Drag a c	olumn to this area to grou	ap by it.					Search*:		
Select	Grade	Rnd	Dates	Home Team		Away Team		Status	1
	U14 Skills Dev Rds	5	1 May 16 12:20	Wynnum White	v	Albany Ck Green		N	Actions
	U14 Skills Dev Rds	5	1 May 16 12:20	Logan Gold	v	BYE 1		N	Actions
	U14 Skills Dev Rds	5	1 May 16 12:20	Wests Kenmore White	×	Easts Gold		N	Actions
	U14 Skills Dev Rds	5	1 May 16 12:20	Norths Maroon	v	Brothers White		N	Actions
1	U14 Skills Dev Rds	5	1 May 16 12:2	Souths Black	v	Brothers Navy		N	Action
	U14 Skills Dev Rds	5	1 May 16 12:20	Wests Kenmore Gold	v	Easts Blue		N	Actions
	U14 Skills Dev Rds	5	1 May 16 12:20	Redcliffe Red	v	Norths Blue		N	Actions
	U14 Skills Dev Rds	5	1 May 16 12:20	BYE 2	v	GPS Red		N	Actions

- Select 'Print Scorecard' from Bulk Actions
- Click "Perform Action"

Selecte	d Match Actions				
Bulk A	ctions	Please select bulk action Please select bulk action	Perform Action		
	ct All 🔲 Select Visible (olumn to this area to group	Change status to OFFICIAL			
Select	Grade	ABANDON matches POSTPONE matches	Гeam		
	U14 Skills Dev Rds	Recalculate ladders	n White		
	U14 Skills Dev Rds	Print Scorecard	Bold		
	U14 Skills Dev Rds	Change Match Dates/Times	enmore White		
	U14 Skills Dev Rds	Change Match Type	/laroon		
✓	U14 Skills Dev Rds	Change Match Venue	Black		
		Fixture Report PDF	enmore Gold		
	U14 Skills Dev Rds	Fixture Report XLS	a Red		







Opposing Official

Competition Management – Printing Match Scorecards

Download displays as PDF for **BOTH TEAMS** in each match •

4 Skills Dev	Rds													U1	4 Skills	Dev	Rds	
B Souths	Black			DA	TE	-	_	10	May 201	16 01 20	PM			CLU	в	Brothe	rs Navy	
				VE	NUE			So	iuths JR	UC - Sh	aftesbu	ry Oval	(Juniors)	-				
				OP	POSI	TION		BR	others h	Navy								
TEAMS		TRIES (T)	CONVS (C)	PENALTI	ES	F/GOA (F)	LS			1111		1.11	1000	TEAMS		AMS	в	
Souths Black			1											(H) \$	Souths Blac	k		
Brothers Navy														(A) E	Brothers Na	vy		
LIST										Plagor ()	ck attern a	concortada		TEA	ILIST			
-	1				1			1	-	11	-	1					1	125.5
Position		Player N	ames	Initial	-1	C	P		112	1 (1)(R)	2 (Y/R)	(S/C)	Points	No Position				Playe
Loose head prop	Carlile,	Hamish					-			111			3.1	1 Loose head prop Be			Beecra	ft, Lachlan
Hooker	Brownle	ow, Riordon Mai	rtin											2	Hooker		Stark,	Joseph P
Tight head prop	Iulio, Aa	aron						-	-			_		3	Tight hea	d prop	Harte, I	Declan
Left lock					-	-		-	1	-	-	_		4	Left lock	_	Long, F	Patrick
Right lock	Boylan,	Lucas				-			-		-			5	Right lock	2	Mahon	ey, Ellis
Left flanker	Hoskin	g, Angus												6	6 Left flanker Hayes		Hayes, Charlie B	
Right flanker	McCan	ce Bishop, Ardy	m	_										7 Right flanker C			Condo	n, Charlie T
Number eight	Weir, N	lathan Julien			_							-		8	8 Number eight Ho		Horwor	od, Oliver P
Scrum half	Mcneve	en, Connor Patri	ck											9 Scrum half		Wright,	Luke A	
Fly half	Jones,	Moses		_	_									10	Fly half	_	Hains,	Benjamin G
Left wing	Gabites	s, Ken K												.11	Left wing		Rigney	Declan
Left centre	Thomas	s, Kalani				_	-			1.1	-			12	Left centr	9	Luka, J	ohna
Right centre	Davies,	Lance					-							13	Right cen	ire	McCol	Antony Jos
Right wing	Farimb	ella, Harry		-					-	-	-	_		14	Right win	1	William	is, Ethan T
Full back	Van He	ngel-Waite, Eth	an Scott			_	_							15	Full back		Bews,	Samuel
(Sub)	Mckee,	Hamish												16	(Sub)		Tomin	son, Cooper
(Sub)	Rodger	rs, Douglas Osc	ar	-	-	-			-	-	-	-	_	17	(Sub)	-	Small	Jack
	-			_	-	-		-										
														-		_		
																-		
					-		-										1	
	1			-		-			-	·	-							
					_				_	-			_					
sition incidents: Player n	umber and	offence	Reason:	n played unconte	isted si			layory Ty				slocation		Oppo	sition Inciden	ts: Player I	umber and	offence
	B Souths TEAMS Souths Black Inteless Navy ALIST Position Loss Head prop Left Inder Right Read Right Re	TEAMS Souths Black Nothers Navy MLIST Position Loose head prop Loo,At Hodker Erown Tafe head prop Lito,At Boyten Left farker Hodkin Right flanker McCan Nurber eight Wer,N Jones Sourn haf Mcnev Fy haf Jones, Right centre Thoma Right centre Taback Van He (Sub) Rodge	B Souths Black TRNES TEAMS TRNES TRN	B Souths Black TEAMS TEAMS TABLES CONVS (7) (C) Souths Black (7) (C) Souths Black (7) (C) (C) Souths Black (7) (C) (C) (C) (C) (C) (C) (C) (C) (C) (C	B Souths Black DA Constraints of the second	B Souths Black DATE VENUE VENUE VENUE VENUE (OPPOSI TEAMS TRUES CONVS (PENALTES (T) (C) (P) (P) (C) (P) (P) (C) (P) (P) (P) (P) (P) (P) (P) (P) (P) (P	B Souths Black DATE VENUE OPPOSITION TEAMS (7) (C) (C) (P) FIGO (F) Souths Black (7) (C) (P) FIGO (F) Souths Black (7) (C) (P) FIGO (F) F	B Souths Black Souths Black TEAMS TEAMS TEAMS TRIES CONVS PENALTES FIGOALS (1) (C) PO FIGOALS (F) (F) (F) (F) (F) (F) (F) (F	B South's Black DATE 11 VENUE Siz OPPOSITION Siz TEAMS TRIES CONVS PENALTRES F/GOALS P/F South's Black (7) (C) (P) (F) (P) (P) South's Black 0	B South's Black DATE 1 May 20 VENUE South's Black South's AF OPPOSITION Britheling TEAMS TRIES CONVS PENALTES F/GOALS PTRY South's Black Image: Convs PENALTES F/GOALS PTRY (P) (P) (P) South's Black Image: Convs PENALTES F/GOALS PTRY (PT) ALST Image: Convs Image: Convs	B Souths Black DATE 1 May 2016 0120 VENUE Souths Black Souths JRUC - Sh TEAMS THES CONVS PENAL TRES F/GOALS P/TRY HALE Souths Black (T) (C) (P) (F) (PT) (M Autor (C) (T) (C) (P) (F) (P) (F) (F) (F) <	B Souths Black DATE 1 May 2016 01 20 PM. VENUE Souths JRUC - Shatheshurder TEAMS TRUES (T) (C) (P) (F) (P) <	B Souths Black DATE 1 May 2016 0120 PM VENUE Souths JRUC - Shathesbury Owali OPPOSITION Brothess Mayy TEAMS TRIES CONVS PENALTES FridoALS PTTRY HALF TIME FM FUL Souths Black (1) (C) (P) (P) (P) (P) (P) (H) (H)	B Souths Black DATE I May 2016 01:20 PM VENUE Souths JRUC - Shaftesbury Oval (Junons) Developer Strion Biddhes Mays TEAMS TRIES CONVS PENALTES FIGOALS PITRY HALF TIME FULL TIME Souths Black I I CO PENALTES FIGOALS PITRY HALF TIME FULL TIME Souths Black I I C PITRY HALF TIME FULL TIME Souths Black I I C PITRY HALF TIME FULL TIME Souths Black I I C PITRY HALF TIME FULL TIME Souths Black I I C P F TP Male TIME FULL TIME Souths Black I I C P F TP Male TIME FULL TIME Souths Stack I I C P F TP Male TIME Male TIME Loss Caraol: France Initial T C P F TP Male TIME Male TIME Lost	B Souths Black DATE 1 May 2016 01:20 PM CLU VENUE Souths JRUC - Stratesbury Oval (Jurrors) Gred Stratesbury Oval (Jurrors) Gred Stratesbury Oval (Jurrors) TEAMS TRUES CONVS PENAL TES FrodALS PTRY HALF TIME FULL TIME Gred Stratesbury Oval (Jurrors) Souths Black (T) (C) (P) (F) (PT) (HT) (FT) (HT) (GT) Souths Black (T) (C) (P) (FT) (HT) (FT) (HT) (HT)	B Souths Black DATE 1 May 2016 01 20 PM CLUB VENUE Souths JRUC - Shaftesbury Oval (Jurions) OPPOSITION Birchers Navy TEAMS TRIES CONVS PENALTIES FiGOALS P/TRY HALF TIME FULL TIME FULL TIME Souths Black I CO PENALTIES FiGOALS P/TRY HALF TIME FULL TIME FULL TIME Souths Black I I CO P P P/TRY HALF TIME FULL TIME <td>B Souths Black DATE I May 2016 01:20 PM VENUE Souths BluCk FULL Souths BluCk FULL FULL Souths BluCk FULL FULL</td> <td>B Souths Black DATE 1 May 2016 0120 PM VENUE Souths /RUG - Shaftesbury Oval (Jurions) OPCOSITION Brothers Navy TEAMS TRIES CONVS PENALTES PGOALS P/TRY HALE TIME CULU TMME Souths Black Image: Convolution of the provide the provide provide of the provide of the provide of the provi</td>	B Souths Black DATE I May 2016 01:20 PM VENUE Souths BluCk FULL Souths BluCk FULL FULL Souths BluCk FULL FULL	B Souths Black DATE 1 May 2016 0120 PM VENUE Souths /RUG - Shaftesbury Oval (Jurions) OPCOSITION Brothers Navy TEAMS TRIES CONVS PENALTES PGOALS P/TRY HALE TIME CULU TMME Souths Black Image: Convolution of the provide the provide provide of the provide of the provide of the provi

Club Official Referee

CLU	B Brothe	ers Navy			1	DATE			11	May 20	16 01 20	PM		
					1	ENUE			So	uths JF	UC - Sha	flesbu	y Oval	(Juniors
						OPPOS	ITION		So	uths Bl	ack			
-	TEAMS		TRIES	CONVS	PENAL		F/GC			RY	HALF		1.0	L TIME
-		_	(1)	(C)	(P)		(8)	(P	ŋ	(H	η	((FT)
	Souths Black	_			-	-	-	-	_	_	-	_	_	_
(A) E	Brothers Navy			1					2	_				
EAI	MLIST										Planne its	si unhere a	corcorial	
No	Position	T	Player N	ames	Initia	т	c	P	F	TP	Incident	Incident	Injury	Coach
1	Loose head prop	Base	raft, Lachlan			-	-	-	-	-	1.0.6	5 (11.8)	(S/C)	Points
2	Hooker	-	Joseph P			-	+	-	-	1		-	-	
3	Tight head prop		, Declan	_	-	-	-	-	-	-		-	-	-
4	Left lock		Patrick		-	+	-	-	-	-	-	-	-	
5	Right lock		ney, Ellis	-	-	-	-	-		1	-	-	-	
6	Left flanker	Hayes, Charle B				-	-	-	-	-		-	-	-
7	Right flanker	Condon, Charlie T		-	-	-	-	-	-		-	-	-	
8	Number eight	-	ood, Oliver P		-	-	-	-	-	-		-	-	-
9	Scrum half	-	t, Luke A		-	-		-						
10	Fly half	Hains	, Benjamin G			-								
11	Left wing		y, Declan				-							
12	Left centre	Luka	Johna			-								
13	Right centre	McCo	all, Antony Joseph	r										
14	Right wing	Willia	ms, Ethan T											
15	Fullback	Bews	, Samuel											
16	(Sub)	Toml	nson, Cooper J											
17	(Sub)	Small	l, Jack											
										-				
_														
											1	-		
						-	-	-				-		
		-				-		-						
											11			

Opposition Incidents: Player number and offence	If opposition team played uncontested scrums, state:	Injury: Serious and/or Concussion
	Reason:	Injury Type: Spinal, Head, Fracture/Dislocation,
	Duration:	Other:

Club Official

Opposing Official

*As of 4 October 2016







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"

		RUC LINI	38Y <					UAT National 🗸	🔥 Balmain Rugby Club 🗸				
Compe	tition Partic	ipation											
Home	Tasks	Tools	People	Registrations	Online Forms	Sanctioning	Communications	Help					
Data I	Data Entry Task Summary												

Match	Competing Teams	Select Teams	Match Result	Match Confirmation	Diaver Scores	Captains Reports	1
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							
This page provides	a summary of the status of th	e data entry tasks for m	atches that commence v	within the selected period.			
	nould be used as a guide only					ormation.	
This table sl Colour key: Gree Yello	nould be used as a guide only	. Check with your paren ates task is 'OK' may need actioning at a	t organisation about req later time, or by the op	uirements and time limits		ormation.	

NOTE: To check if one Club has already entered in the match results click "Edit" under 'Match Result'







asics

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"

Competitio	n Participation	n Web	osite (SportzVau	it)					
Home	Tasks	Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help
nter M	atch Re	sults	_						Help on this top

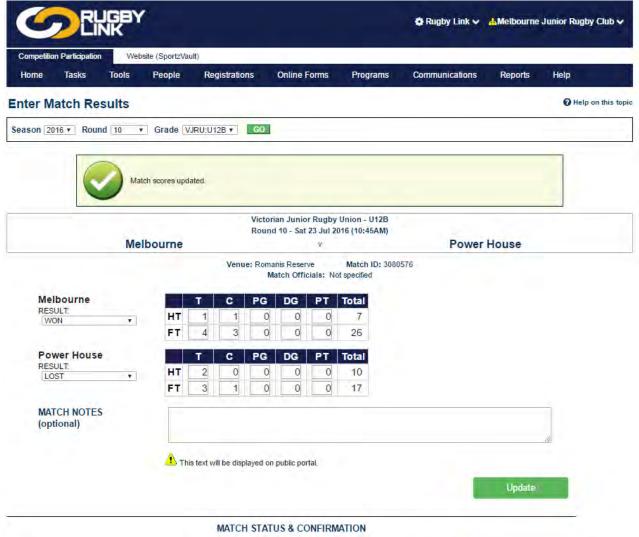
- Enter in number of Tries (T), Conversions (C), Penalty Goals (PG), Field Goals (DG) and Penalty Tries (PT)
- Half-time (HT) score is optional
- Full-time (FT) score is *essential* for BOTH teams
- Match Notes can also be entered
- Click "Update"

mpetition	1 Participation	Web	site (SportzVau	lit)					
ome	Tasks	Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help
er Ma	atch Res	ults							Help on this to
son 20	16 • Round	10 •	Grade V	IRU:U12B 🔹 GO					
					orian Junior Rugby				
		Me	bourne	Rou	ind 10 - Sat 23 Jul 20	016 (10:45AM)	Power	House	
				Venue: Ro	manis Reserve Match Officials: No	Match ID: 3080 ot specified	9576		
Mell RESL WO		Ŧ	HT [T C PG 1 1 1 4 3 1	B DG PT	Total 7 26			
Pow RESU		•	HT FT	T C PC 2	DG PT	Total 10 17			
	CH NOTES ional)								11
			1 This	s text will be displayed	on public portal.			Update	
					ATUS & CONFIRM				
	No	te: If you w	ish to lodge a d	dispute for the results	I STATUS: No status you are entering, first Confirm or dispute res	save the result by o	clicking the Update button,		





- Confirmation will appear at the top of the screen
- Match Status will update to 'Unconfirmed'



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'

o li	f 'Dispute' is selected, ensure you provide a detailed reason why
ACTIONS	
	Confirm Result
	Dispute Result
	ute 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 he 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
L	

 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"

		GBY IK					🔅 Rugby Link 🗸 🚦	Power House	Junior Rugby Club 🗸
Competit	ion Participation	Web	site (SportzVau	lt)					
Home	Tasks	Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help
onfirr	n Match R	lesult							Help on this to
eason 💈	2016 • Round	10 •	Grade V.	IRU:U12B 🔻 GO					
					torian Junior Rugby				
		Me	lbourne	Roi	und 10 - Sat 23 Jul 2 def	016 (10:45AM)	Power	House	
				Venue: Ro	manis Reserve Match Officials: No	Match ID: 304 ot specified	80576		
TIONS					Confirm Result				
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ATCH RE	SULTS								
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Competition Management – Results Entry

- Confirmation will appear at the top of the screen
- Match Status will be updated to 'Confirmed'

	on Participation	Web	site (SportzVa	ult)							
Home	Tasks	Tools	People	Re	gistrations	Online Form	nsi Pr	rograms	Communications	Reports	Help
onfirm	n Match F	Result	-								? Help on this top
Season 2	016 • Round	1 10 🔻	Grade	JRU:U1	2B 🔹 🛛 G	0					
		The	e status of this	match h	as been upda	ated.					
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		wie	bourne	-	12.347.6			5 . C . S. 2	A AVAC	nouse	
					Venue: R	omanis Reserve Match Officials		ch ID: 308	0576		
ACTIONS											
			There a	are no a	ctions that ca	n be taken on this	match by th	e current u	ser.		
						Undate					
						Officie					
MATCH RE	SULTS							_			
				ТСР	FG PenT	Pt T C	P FG Pe	nT Pf			
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			FT	4 3 0	0 0	26 3 1	0 0 0	17	FT		
						Statistics					
					C/	A PA CA P	A				
					HT		нт				
					FT		FT				

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







Results on Rugby Link Public Portal

Navigation in Rugby Link: <u>www.rugbylink.com.au</u>

• Match Results will automatically display on the Rugby Link Public Portal once they have been entered

	SuperRugby			Site Customis	sed Fo	r: Vic	torian Junior	Rugby Union Change >
C	RUGB	(
Home	Matches L	adders	Statistics	Registrations	Find	lers	Help	My Account
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*As of 4 October 2016







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

Competition Participation Webs	te (SportzVaul	t)					_
Home Tasks Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help
Inter Player Scores/Inc	idents/I	njuries					
Season 2016 • Round 15	• Grade	VCR:Direct Conne	ct Dewar Shield •	GO			
			ub Rugby - Direct C und 15 - Sat 2 Jul 20		hield		
Melbourn	e Univers		def	10 (3.10FM)	Power	House	
			Match Officials: No	- opsionition			
Entering information for: Melbourne U	niversity *						
Entering information for: Melbourne U Player Scores Player Incidents	Player Inji	uries					
Player Scores Player Incidents		uries C P	FG Pen	T Pt			
Player Scores Player Incidents	Player Inji		FG Pen	T Pt			
Player Scores Player Incidents shirt Player 1 Masoe, Michael [2016086]	Player Inji		FG Pen	T Pt			
Shirt Player 1 Masoe, Michael [2016086]	Player Inji		FG Pen	T Pt			







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

Com	petition Participation Vebsi	te (SportzV	/ault)							
Hon	ne Tasks Tools I	People	Registrations	On	line Forms	Programs	: Commu	nications	Reports	Help
inte	r Player Scores/Inci	dents/l	njuries							
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			Weste	in Out	Durk Dire	10	Phinted			
					Rugby - Dire 115 - Sat 2 Ju	Il 2016 (3:10F				
_	Melbourne	Unive			def			Po	wer House	e
			Ver	and the second second	mith Oval ch Officials:		: 2755491			
Enteri	ng information for: Melbourne U	niversity •	1							
Playe	er Scores Player Incidents	Player I	njuries					_		
hirt	Player	т	C	P	FG	PenT	Pt			
1	Masoe, Michael [2016086]	1								
2	Bracegirdle, William M [2331019]					1				
3	Rasese, losefo [2725784]									
4	Ziegelaar, Duan [2637171]	1								
5	Phang, John-Paul [2016138]	1								
8	Griffiths, Ethan (2016001)									
7	Searle, Craig A [2571073]									
8	Quirke, Sam J [2640344]	1		-						
9	Venter, Hilton [2812407]									
10	Tuitku, Jordan (2779828)									
11	Toi, Callum [2016224]									
12	Whitehead, Drew C [2764728]	1		-						
13	O'Brien, Jake [2243065]									
14	Lyons, Rupert [2195353]									
15	Tuttle, Bartholomew A [2017278]						.0.			
16	Willoughby, Luke [2764894]	1								
17	Herbst, Tom [2934570]									
18	Davies, Owain [2371483]									
enalty	Tries				(in 1)	0	0			
otals (calculated)	9	.0	0	0	0	.0			
	from match score card)	5	3	1	0	0	34			

- '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

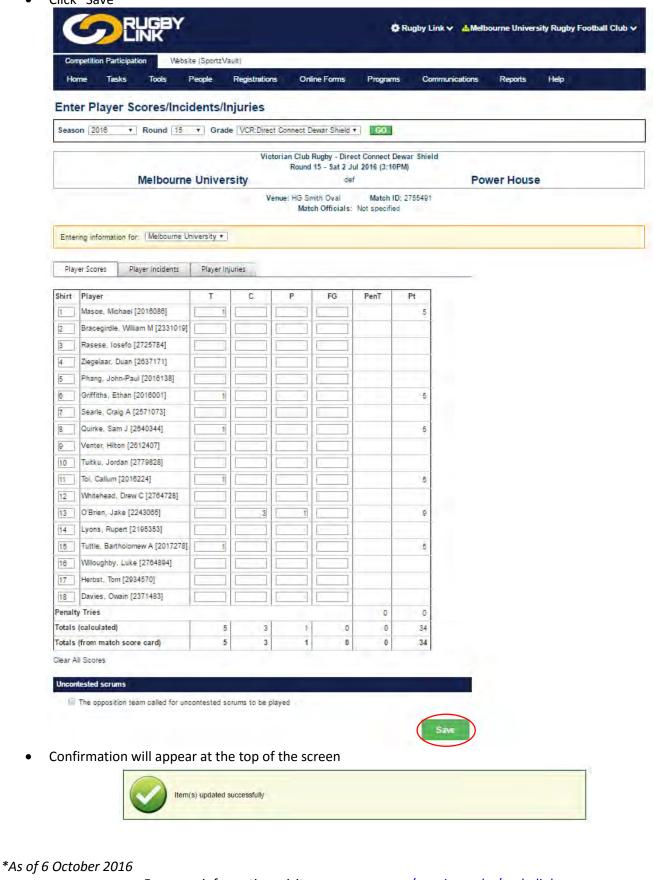






Competition Management – Player Statistics & Incidents

- Option for Clubs to tick if "The opposition team called for uncontested scrums to be played"
- Click "Save"







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

Competitie	n Participatio	webs	ite (SportzVau	lt)					
Home	Tasks	Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help
nter P	ayer So	cores/Ind	cidents/I	njuries					
eason 20	16 🔹	Round 15	• Grad	e VCR:Direct Conne	ect Dewar Shield 🔹	GO			
					lub Rugby - Direct C ound 15 - Sat 2 Jul 2		nield		
		Melbourn	e Univer		def		Power	House	
				Venue: H	G Smith Oval Match Officials: No	Match ID: 27554	91		
Entering info	ormation for:	Melbourne U	niversity •						
				iuries					
Player Sco		Melbourne U yer Incidents	niversity 🔹	iuriės					
Player Scol y Team	es Pla			uries					
Player Sco y Team + Add Nev	v Incident	yer Incidents	💙 Player Inj						
Player Sco y Team + Add Nev D N	v Incident		💙 Player Inj		lent Reason				
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Player Sco y Team + Add New D & o records to	v Incident lame display. Team	yer Incidents	💙 Player Inj		lent Reason				
Player Sco y Team + Add Nev D N o records to pposition	v Incident lame display. Team v Incident	yer Incidents	💙 Player Inj	Incic	lent Reason				







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'
 - o Select 'Reason'
 - o Click "Insert"

	on Participation	Webs	site (SportzVaul	t)					
Home	Tasks	Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help
Inter P	layer Sc	ores/In	cidents/I	njuries					
Season 2	016 • 1	Round 15	• Grade	VCR:Direct Conne	ect Dewar Shield 🔹	GO			
		lelbeur.	ne Univers	R	lub Rugby - Direct (bund 15 - Sat 2 Jul 2 def		Power	Haves	
	IV.	leibouri	le Univers		G Smith Oval Match Officials: N	Match ID: 27554		nouse	
Entering info	ormation for: [Melbourne L	Iniversity •						
Player Sco	res Playe	er Incidents	Player inj	uries					
Ay Team									
+ Add Ne	w Incident								
D	Name	Incide	ent Type		Incident Reason				
Player;		am J (ID: 264	0344]	•					
Type:	YELLOW			•					
Reason:	High Tack	le		*		Insert	Cancel		
No records to	display.								
	Team								
Opposition	w Incident								
Add Net	w menuent.								
		In	ident Type	la la	icident Reason				







Competition Management – Player Incidents

- **OPPOSITION TEAM:** Remember you need to enter any incidents by the opposition team
 - o Click "Add New Incident"
 - o Enter 'Shirt Number'
 - Select 'Type'
 - o Select 'Reason'
 - o Click "Insert"

	on Participation	Webs	ite (SportzVault	t)					
Home	Tasks	Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help
nter P	layer Sc	ores/In	cidents/li	njuries					
Season 2	016 🔹	Round 15	• Grade	e VCR:Direct Conne	ect Dewar Shield *	GO	_		
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				Venue: H	G Smith Oval Match Officials: No	Match ID: 275549 t specified	1		
Entering inf	formation for: [Melbourne L	Iniversity *						
Player Sco	pres Playe	er Incidents	Player Inju	uries					
/ly Team									
+ Add Ne	w Incident								
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ID	Name			YELLOW CARD	High Tackle	Edit	×		
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ID 2640344	Quirke, Sar	n J (ID: 2640)	544J						
ID	Quirke, Sar n Team	n J (ID: 2640)	944J						
ID 2640344 Opposition	Quirke, Sar n Team w Incident		Incident Type		Incident Reason				
ID 2640344 Dpposition + Add Ne Shirt Number Shirt	Quirke, Sar n Team w Incident				Incident Reason				
ID 2640344 Dpposition + Add Ne	Quirke, Sar n Team w Incident er				Incident Reason				
ID 2640344 Dpposition 1 Add Ne Shirt Number: Number:	Quirke, Sar n Team w Incident er B				Incident Reason	Insert	Gancel		







Click "Save"

Competitio	n Participation	Webs	ite (SportzVau	lt)						
Home	Tasks	Tools	People	Registrations	Online Forms	Programs	Comr	nunications	Reports	Help
Inter Pl	ayer Sco	ores/Inc	cidents/I	njuries						
Season 20	16 • F	Round 15	• Grad	e VCR:Direct Conne	t Dewar Shield 🔹	60				
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	M	lelbourn	e Univer		def	(0110110)		Power	House	
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Player Scor	rmation for:	Melbourne U r Incidents	niversity 🔹		Match Officials: No	t specmed.				
Player Scor	es Playe				Match Officials: No	t specmed		_		
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Player Scor	es Playe Incident Name		Player. Inj		Match Officials: No Incident Rea High Tackle		it X			
Player Scor Ay Team	es Playe Incident Name Quirke, San	r Incidents	Player. Inj	uries Incident Type	Incident Réal	son	it X			
Player Scor My Team + Add New 1D 2640344	es Playe Incident Name Quirke, Sam Team	r Incidents	Player. Inj	uries Incident Type	Incident Réal	son	it. X			
Player Scor My Team + Add New ID 2640344 Dpposition	es Playe Incident Name Quirke, Sam Team	r Incidents	Player. Inj	uries Incident Type	Incident Reas High Tackle	son	it X			

• Confirmation will appear at the top of the screen



*As of 6 October 2016







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

Com	petition Partic	ipation Web	site (SportzVau	lt)					-
Hom			People	Registrations	Online Forms	Programs	Communications	Reports	Help
inte	r Player	Scores/In	cidents/I	njuries					
Seaso	n 2016	Round 15	Grad	e VCR:Direct Conn	ect Dewar Shield 🔹	GO			
					lub Rugby - Direct ound 15 - Sat 2 Jul		hield		
		Melbour	ne Univer		def	2010 (3.10PM)	Power	House	
				Venue: H	HG Smith Oval Match Officials: N	Match ID: 27554 lot specified	91		
Enterin	ng information	for: Melbourne	University v	Venue: H			91		
	ng information	for: Melbourne Player Incidents	-	_			91		
Playe			-	_			91		







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"

component	Participation	n Webs	ite (SportzVaul	t)					
Home	Tasks	Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help
nter Pla	yer Sc	ores/Ind	cidents/I	njuries					
eason 201	•	Round 15	• Grade	VCR:Direct Conne	ct Dewar Shield *	GO			
					ub Rugby - Direct (und 15 - Sat 2 Jul 2		nield		
	P	Melbourn	e Univers	sity	def		Power	House	
					Match Officials; No	n specified			
Entering inform			_	uries	Materi Officials, N	n speuneu			
Entering infor		Melbourne U	niversity 🔹	uries	match Officials, Pri	A specifica			
Player Score:	Play		_	uries					
Player Scores	: Play		Player Inju	uries Type		Dutcome			
Player Scores + Add New 1 D Nan	: Play njury në	ver Incidents	Player Inju						
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• Confirmation will appear at the top of the screen



*As of 6 October 2016







This Rugby Link self-help guide explains how Clubs can enter if uncontested scrums were played in a particular match.

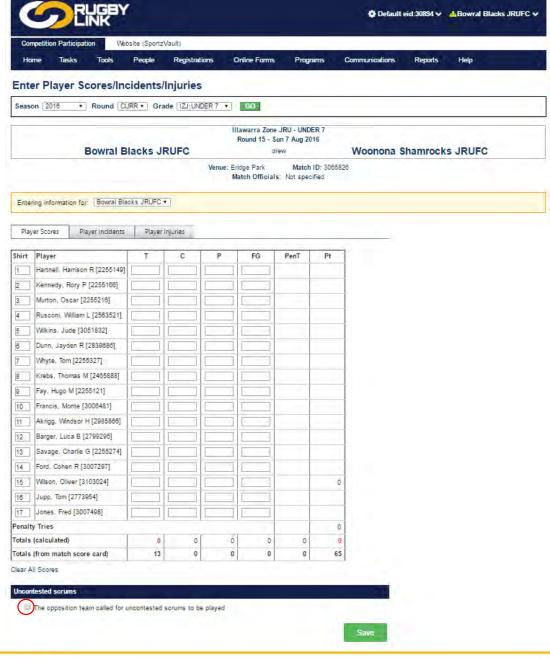
NOTE: Competition Managers will be able to report on all uncontested scrums played.

Uncontested Scrums

Navigation in Rugby Link: Competition Participation > Tasks > Enter Player Statistics



 Where applicable, under 'Uncontested Scrums' tick "The opposition team called for uncontested scrums to be played"









Competition Management – Uncontested Scrums

- Select 'Primary Reason':
 - o Started match without suitably trained front row
 - Injury during match resulted in uncontested scrums
 - YC/RC to front rower resulted in uncontested scrums
 - o Referee called uncontested scrums for safety reasons
- Enter 'Duration' (mins)
- Enter any 'Additional Detail'
- Click "Save"

The opposition team called for uncontested scrums to be played	
rimary Reason: YC/RC to front rower resulted in uncontested scrums 🔻	
uration (mins): 10	
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• Confirmation will appear at the top of the screen



*As of 11 October 2016





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"

	Participation	Web	osite (SportzVa	ult)						
Home	Tasks	Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help	
Rugby L	ink Adr	ninistra	ation He	lp						
About Rugi	oy Link									
Getting Star	rted Guide					Need mor	e help?			
		into Rugby	Link Administr	ation		Contact InteractSport				
Software an	nd settings rec		e this site			-	A CONTRACTOR OF CONTRACTOR			
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Read the information provided

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Competitio	n Participation	Web	site (SportzVa	ult)					
Home	Tasks	Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help

Help: Linking to ResultsVault from external web sites

Using the ResultsVault Menu page

The Results/ault menu page is the easiest way to integrate Results/ault pages into an external website. This page provides a simple pull down menu to access all public Results/ault pages, and is suitable for hosting within an IFRAME on your site. Furthermore, querystring arguments can be passed in to control the behaviour of the page

Menu URL: http://[sport]2.resultsvault.com/menu.aspx (eg http://cricket2.resultsvault.com/menu.aspx, http://football2.resultsvault.com/menu.aspx)

- Arguments

 - &entityid=e (required) the ID* of the club/association to display results for
 &width=w controls the width (px) of the pages within the internal iframe
 &height=h controls the height (px) of the pages within the internal iframe
 &showname=1/0 displays the name of the club/association at the top of the page 1=show, 0 or omitted, hide
 &css=path to css allows an external css file to be specified to enable overriding of styles

*See the links table below for your entitvid

For example you could use the following on a page in your website: <|FRAME SRC="http://cricket2.resultsvault.com/menu.aspx?entityid=99998.width=8008.height=10008.css=http://www.myserver.com/style.css"

Please contact us for more information about using an external css file.

SportzVault

Looking for a club web site? SportzVault allows you to build a great looking site in a matter of minutes - and it integrates with ResultsVault. Visit http://www.sportzvault.com for more information.

Linking directly to Rugby Link pages

You can use the following urls to use as links within the pages of your club website in order to link directly to the Rugby Link pages which contain information relevant to your club. As we use cookies in our site, it is necessary to use these links when accessing from outside Rugby Link - otherwise unpredictable results could occur

Where pages are dependent on a round (eg match results) the current round will be displayed, which can then be changed by the user

For example, to link (and popup a new browser window) directly to the team selection page you could use the link: Team Selections

Control of headers and footers

For clubs and associations with separate web sites (not including Sportz Vault sites - as integration is already built in),

It may be desirable to link to Rugby Link content in a FRAME or operational Market It may be desirable to link to Rugby Link content in a FRAME or an IFRAME. In this case, you may want to hide the standard Rugby Link headers and footers. To do this, simply replace the usdr-rugby/ink the unit with unit *Larugby*/ink2 - for example http://uat-rugby/ink2.resultsvault.com/go.aspx?id=TEAM&entityID=xxx*

*xxx should be replaced by the appropriate entity ID as listed in the links table belo







• 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) \circledast NO \odot YES

Page	NHRU:Premier 1	NHRU:Premier 2	NHRU:Premier 3	NHRU: Social 4s	NHRU:Under 19
Team	http://uat-rugbylink.resultsvault.com/go.aspx?	http://uat-rugbylink.resultsvault.com/go.aspx?	http://uat-rugbylink.resultsvault.com/go.aspx?	http://uat-rugbylink.resultsvault.com/go.aspx?	http://uat-rugbylink.resultsvault.com/go.aspx?
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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 http://uat-rugbylink.resultsvault.com/go.aspx?entityid=53604&id=LADCC

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: <u>www.rugbylink.com.au</u>

• Visit your Public Portal to view your results and ladder information

	ARU Home SuperRugby					Site Customised I	or: Australia	an Rugby Union Change
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	RU-Premier 1 TEAM Hamilton Hawks Wanderers Southern Beaches Merewether Carlton The Waratahs Maitland Lake Macquarie	P 18 18 18 18 18 18 18 18	PTS 79 77 59 57 54 54 37	RND GF GF PF GF	GRADE NHRU: Under 19 NHRU: Social 4s NHRU: Premier 3 NHRU: Premier 1		BRAND NE Home & A	EW 2014/15 SEVENS Liternate Jerseys DW

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 <u>here</u>

*As of 23 November 2016







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"

e antipout	on Participatio	n Web	site (SportzVau	ult)					
Home	Tasks	Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help
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Overv	iew	Matches							
Add New	Award								
recolds									

- 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
 - o 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







- 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 earnt 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 earnt 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"

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NOTE: Ensure the default 'Sum of votes in match' and 'number of players that must be given votes is correct for your voting rules







Enter Votes:

Navigation in Rugby Link: Competition Participation > Tasks > Enter Votes

- Select 'Round' and 'Grade' •
- Click "Go" •

Competitio	n Participation	Web:	site (SportzVau	lt)					
Home	Tasks	Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help
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Home	Tasks ry	Tools	People	Registrations	Best & Fairest 2016 ▼ Brisbane Club Rugb	Grade Prems	Communications	Reports	Help Ø Help on thi
Home	Tasks ry	Tools	People • Award	Registrations	Best & Fairest 2016 •	Grade Prems	Communications (BCR:Premier)	Reports	Help Ø Help on thi
	Tasks ry	Tools	People	Registrations	Best & Fairest 2016 • Brisbane Club Rugb pund 7 - Sat 30 Apr 2	Grade Prems y - Premier 1016 (3:20PM) Match IE	Communications (BCR:Premier)	Reports *	Help Ø Help on thi

- 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 ٠
 - Click "Update"

•

Vote Entry Help on this topic Season 2016

Round 7
Award NR:Norths RUFC Best & Fairest 2016
Grade Prems (BCR:Premier) Go Brisbane Club Rugby - Premier Round 7 - Sat 30 Apr 2016 (3:20PM) Sunnybank Norths def

Venue: Sunnybank RFC - Oldmac Oval Match ID: 2733651 Match Officials: Not specified

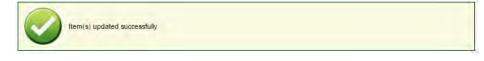
- You must enter votes for 3 to 3 players
 Votes for an individual player must be between 1 and 3
 The sum of entered votes must be between 6 and 6
 Votes are allowed for up to 1 voters

Votes awarded by:	Default eid:53840

Player	Club	Votes
Afiafi, Faausu	Norths RUFC	
Anderson, Connor J	Norths RUFC	
Chapman, Nicholas J	Norths RUFC	2
Chittenden, Conor H	Norths RUFC	
Dunne, Liam	Norths RUFC	
Fitzgibbon, Kieran O	Norths RUFC	
Foran, Reid	Norths RUFC	
Fuller, Mitchell J	Norths RUFC	
gibbon, alex	Norths RUFC	
Mataitini, Veresa V	Norths RUFC	
Mccomber, Philip M	Norths RUFC	3
Mutoti, Enzo	Norths RUFC	
Naiyabo, Apisai M	Norths RUFC	
Rodwell, Jayden B	Norths RUFC	
Ryan, Garrath M	Norths RUFC	
Satui, Kristian	Norths RUFC	
Soutar, Alexander W	Norths RUFC	
Sutherland, Daniel m	Norths RUFC	1
Tibbetts, John L	Norths RUFC	

Update

Confirmation will appear at the top of the screen •









Viewing Votes:

Navigation in Rugby Link: Competition Participation > Tools > Voted Awards Management

• Click "View"

Competiti	In Participation	Website (SportzVa	ault)						10 ♀ Norths RUFC ♀
Home	Tasks To	ols People	Registrations	Online Forms	Progra	ams (Communications	Reports	Help
Voted A	Awards Man	agement							Help on this to
Overv Add New	1 1000	ches							
Select Aw		Status	Grades/Num Vote Entr	ies		View Ed	it Enter Votes	Delete	
E Nor	ths RUFC Best & Fa	irest 2016 PU Only	Prems (BCR:Premier)	1	1	View Edit	Enter Votes		
			Prem Reserve (BCR:Pr	emier Reserve)	0	\sim	_		
			Prem Colts (BCR:Premi	er Colts)	0				
			Womens (BCR:Brisbane		0				
			Women)	Premiersnip			_		

NOTE: The 'Public Report Display Status' chosen when creating the award will decide who can "view" Player Votes

G	RUGBY LINK				
Player Vote	s				
Season 2016			est & Fairest 2016 🔹 Votes by Match	Grade Select	• Go
	ble by public (princip est & Fairest 2016	ole user acce	ss only)		
Player	Club/Organisation	Total Votes	Num. Matches votes received in		
Mccomber, Philip M Chapman, Nicholas Sutherland, Daniel n	J Norths RUFC	3 2 1	1 1 1		

Click Download Player Votes to view the Player Votes in excel

*As of 23 November 2016





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 <u>Public Portal</u>.
- 3. **Player Statistics**: ranks players based on highest total points scored through the season. Also available on the Rugby Link <u>Public Portal</u>.
- 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"

-		900 - E					efault eid:						
Competiti	on Participation	Website (SportzVaul	t)		_	_		_	_	_	-		
Home	Tasks Tool	s People	Registrations	Online Forms	Program	ns	Communio	cations	Re	eports	He	lp	
layer	History Repo	ort									0	Help on	this topic
Season 2	016 • Grade U14	I BRO White (BJRU:U	J14 Skills Dev Rds 🔻	Club GO									
iD.	Player _	Club	Grade		Played	Reserv	e 1	2	3	4	5	6	7
2000760	Aitken, Lucas R	Brothers White	U14 Skills Dev R	lds	2	0	P	Р					
8006644	ATU, Jesse J	Brothers White	U14 Skills Dev R	lds	2	0	P	Р					
968963	Balekiwai, Joshua	Brothers White	U14 Skills Dev R	lds	2	0	P	P					
1968975	Beecraft, Lachlan	Brothers Navy	U14 Skills Dev R	Rds	6	0	P	Р	P		P	P	P
2732872	Bews, Samuel	Brothers Navy	U14 Skills Dev R	lds	6	0	P	P	P		P	P	P
2031417	Bodimeade, Alec D	Brothers White	U14 Skills Dev R	Rds	2	0	P	Р					
2044922	Colwell, Eddie	Brothers Navy	U14 Skills Dev R	lds	1	0	P						
2044922	Colwell, Eddie	Brothers White	U14 Skills Dev R	lds	2	0	P	Ρ					
2045102	Condon, Charlie T	Brothers Navy	U14 Skills Dev R	lds	6	0	P	Ρ	P		P	P	P
2738802	Connolly, Haemish M	Brothers White	U14 Skills Dev R	lds	2	0	P	Ρ					
2221638	Cox, Tom	Brothers Navy	U14 Skills Dev R	lds	1	0	P						
2221638	Cox, Tom	Brothers White	U14 Skills Dev R	lds	2	0	P	P					
1969064	Crowther, Tom P	Brothers White	U14 Skills Dev R	lds	2	0	P	P					
1966029	Fiso, Peter	Brothers Navy	U14 Skills Dev R	lds	1	0	P						
1966029	Fiso, Peter	Brothers White	U14 Skills Dev R	lds	2	0	P	P					
1969151	Gillett, Randell	Brothers White	U14 Skills Dev R	lds	2	0	P	Р					
1969167	Hains, Benjamin G	Brothers Navy	U14 Skills Dev R	lds	6	0	P	P	P		Ρ	Ρ	Ρ

	Α	В	С	D	Е	F	GI	H I	J	ĸ	LM
1	ID .	Player	Club	Grade	Played	Reserve	1	23	4	5	67
2	2000760	Aitken, Lucas R	Brothers White	U14 Skills Dev Rds	2	0	Ρŀ	P			
3	3006644	ATU, Jesse J	Brothers White	U14 Skills Dev Rds	2	0	Ρŀ	P			
4	1968963	Balekiwai, Joshua	Brothers White	U14 Skills Dev Rds	2	0	Ρŀ	P			
5	1968975	Beecraft, Lachlan	Brothers Navy	U14 Skills Dev Rds	6	0	Ρŀ	PP	•	Ρ	ΡP
6	2732872	Bews, Samuel	Brothers Navy	U14 Skills Dev Rds	6	0	Ρŀ	PP	•	P	ΡP
7	2031417	Bodimeade, Alec D	Brothers White	U14 Skills Dev Rds	2	0	Ρŀ	P			
8	2044922	Colwell, Eddie	Brothers Navy	U14 Skills Dev Rds	1	0	Р				
9	2044922	Colwell, Eddie	Brothers White	U14 Skills Dev Rds	2	0	Ρŀ	Þ			







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"

LINK			Default eid:30894 🗸	A Brothers	Junior Rug	by Club v
Governance Competition Participati	website (SportzVault)					
Home Tasks Tools Po	eople Registrations	Online Forms Programs	Communications	Reports	Help	
Natches Played						
Season 2016 🔹 Grade U14 BRO V	White (BJRU:U14 Skills Dev Rds ▼	Grade Type ALL GRADE TYPES	• 60			_
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 Neylor	PC	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 Hain		3	0	3
Brothers Junior Rugby Club	U14 Skills Dev Rds	Oliver P Horwood	1	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 Bodimead	e	2	0	2
biothers sumor Rugby Club				3	0	3
	U14 Skills Dev Rds	Eddie Colwell		5	U	2
Brothers Junior Rugby Club Brothers Junior Rugby Club Brothers Junior Rugby Club	U14 Skills Dev Rds U14 Skills Dev Rds	Eddie Colwell Charlie T Condor		2	0	2

	A	В	С	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"

Governanc	e Cor	npetition Part	ticipation	Website (SportzVault))				
Home	Tasks	Tools	People	Registrations	Online Forms	Programs	Communications	Reports	Help

Season	2016		Grade	U14 BRO White	(BJRU:U	14 Skills	Dev Rds •	Grade Type	ALL GRADE TYPES T
Date From	1:01/01/2016	1	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	t.	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	Connoliy, Haemish M	0	0	0	0	0	0	0		2	0.0
13	White, Angus	0	0	ò	0	0	0	٥		2	0.0
14	Luka, Johna	0	0	0	0	0	0	D		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	Ø	0	0		2	0.0

	А	В	С	D	E	F	G	Н	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"

1

C	2) EK	GBY K								Default eid:	30894 🗸 🤞	Broth	ers Junior Ru	gby C	lub 🗸		
Comp	petition P	articipation	Webs	site (SportzVau	lt)			_										
Hom	e i	Tasks	Tools	People	Regi	strations	Onlin	e Forms	Progr	ams	Communio	ations	Reports	Help				
ncid	ent F	leport												O Help	on this	topic		
easo	n 2016	Round	Select	• Grade L	J14 BRO	White (BJRU	:U14 Skil	s Dev Rds ▼	Date F	rom		Date To)			
Grade	Round	Home		Away		Date		Club		Player		Shirt No		Category		Reason		Seaso Total
Graue					1.00		-	1	1000		-		-	1	1.000		T	
Grade			T		T		1.4		T.		1.		1		T		1.1.1	

4	Α	ВС	D	E	F	G	н	I.	J	K
	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"

Competition	Participation	Website (SportzVa	ault)					
Home	Tasks T	ools People	Registrations	Online Forms Pr	rograms Com	munications	Reports	Help
njury Do	etail Repo	rt						🕜 Help on this topi
Season 201	I6 7 Round	10 v Grade	ALL GRADES 🔻	Date From	📰 Date To			
Season 201 Player ID	Player Name	10 • Grade	ALL GRADES •	Date From	Injury Classification	injury Type	Injury Site	injury Outcom
				Date	Injury			Injury Outcom

• Click "Download Data" to export into excel

	А	В	С	D	E	F	G	Н	1	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



