

<p>This document is to assist TEAM ADMINS using the Rugby Match Day app. Note, admins need to get a Rugby account before you can be given team admin permissions.</p>	
Rugby Portal (My account, sign in, registrations)	https://myaccount.rugby.com.au
Rugby Xplorer App	Download the app via the google play or apple store
Rugby Match Day App	Download the app via the google play or apple store

MATCH DAY APP	
Log into Match Day app	Enter your email and password (same as logging into my account)
Select Team NOTE: Remember to add players into team list in the admin portal prior to selecting your team list. This needs to be done by a 'club admin'.	<ol style="list-style-type: none"> 1. Click "Team Lists" (bottom left) 2. Next to the round click "View" 3. Follow the steps to select your team for the match
Live Scoring NOTE: Both Teams Managers should select 'Score my Team'.	<ol style="list-style-type: none"> 1. Click "Match Day" (middle) 2. Click "Score for my team" 3. Click "Play" button to begin the game 4. Scoring = enter Try, Conversion, Penalty Goal and Penalty Try as applicable 5. Movements = enter Yellow Card, Red Card, Blue Card, Serious Injury and/ or Substitution(s) 6. Feed = shows match events 7. Cards = summary of all cards given and needs to be checked by the referee at the end of the match 8. Click "H/T" to signal half-time, important for reporting purposes 9. Click "Play" for second half to begin 10. Check 'Feed' and 'Cards' with match official citing the app and confirming the match details 11. Click "Stop" to end the match. Once you have submitted the match you will be unable to change any match information.

*As of 11 February 2019

For more information, visit <http://www.rugbyau.com/participate/rugby-administration/club-administration> or contact Rugby AU Team – rugbyexplorer@rugby.com.au.