

Australian Rugby Union

MyRugbyAdmin – Competition Management System (from a Club Manager's perspective)

Revision Number: Version 1.1

Author: MyRugbyAdmin Support (in conjunction with Interfuse's

Online Help)

Revision History

Revision Number	Sections Revised	Revision Description	Date	Ву	Comment
Draft 1a	N/A	Document Creation	14/3/2008	K McFadden	
Version 1.0	Entire Document		25/3/2008	K McFadden	
Version 1.1	3, 8		25/2/2009	K McFadden	

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1. Access

To access the Competition Management System log in to MRA and click on *Competition/Results Manager* in the left hand navigation. This will open the window shown below.



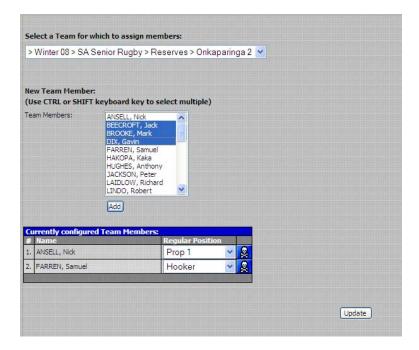
2. Team Members

Use this area to select a default team to appear when entering result sheets online.

- Click on Team Members and select the appropriate team to assign members.
- Select your team members (you can add multiple players at once) and click Add.
- Assign a Regular Position to each team member you have added and click Update.
- Your team members will appear in a list as shown on the next page.

Note: Only players registered in MRA will be available for selection in teams.

If you can't see the Competition/Results Manager link go to Current Admins > Your Name and tick the 'edit' option next to Competition/Results Administrator

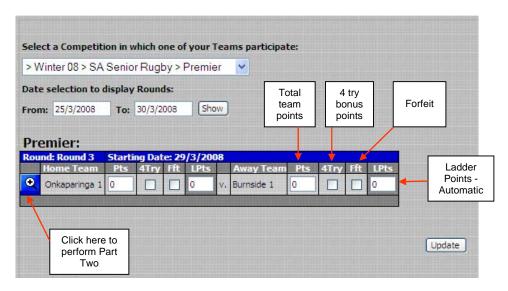


3. Team Results

Use this area to submit match scores and online results sheets – this is a two part process.

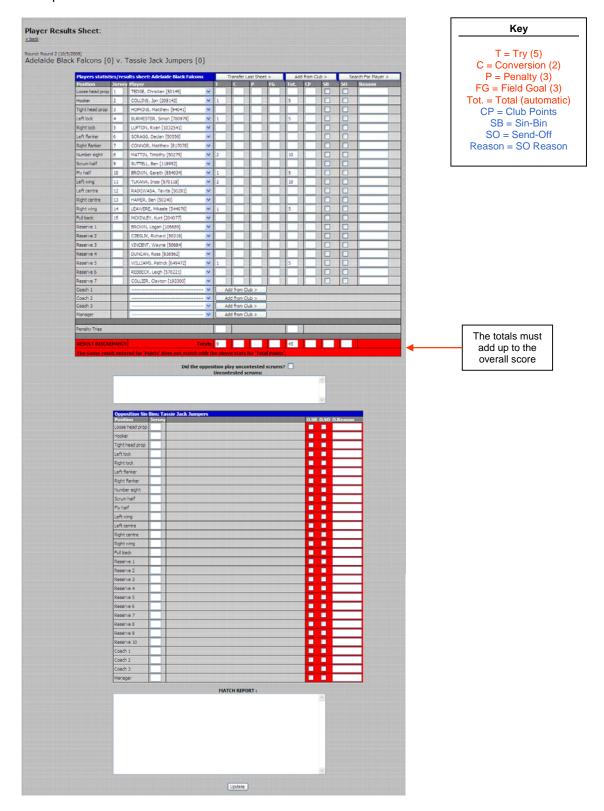
Part One - Overall Results Entry

- Click on Team Results
- Select the competition you wish to enter results in from the drop down menu
- Select the date or date range of the match or matches you wish to enter
- Click Show and the section to enter the match scores appears
- Enter the scores for each team in the respective Pts field
- Check the 4Try box if either team scored four tries or more
- Note the LPts field automatically populates when you enter each team's score
- Tick the relevant Fft box if one team forfeits if the Pts field automatically populates your
 Competition Manager has set forfeits to be recorded using a fixed score eg 28-0
- Click Update



Part Two - Team List and Individual Results Entry

- Click on the magnifying glass on the left next to the results you just entered
- The online results sheet will appear, with any members already entered if you set them up in the *Team Members* section.[†]



[†] If you need to add other players (other than those you setup in Team Members earlier) click on the *Add From Club* or *Search For Player* buttons in the top right corner

- Complete the result sheet by selecting the players in their respective positions from the drop down menus and recording results against individual players
- From 2009 season onwards you can also select up to three coaches and one manager per team; click on the Add from Club button to the right of these positions to assign the relevant people
- Check the *Uncontested Scrums* box if required
- For any opposition sin bins or send offs, enter the player's jersey number and tick the relevant boxes (and provide a reason if need be)
- Complete a Match Report if desired
- Click *Update* to save your changes

Note: If you receive a Result Discrepancy check your individual statistics (which are totalled down the bottom after you click 'Update') add up to the overall result – remember if you have checked the 4Try box in Part One you must also have four tries or more assigned here; also check you have not accidentally entered the same player twice

Note: Use the **Transfer Last Sheet** button at the top to bring in the players and coaches/manager from your previous round's team sheet (this button is viewable from Round 2 onwards); this saves you re-entering data

Complete Part One and Part Two for every team your club fields.

4. Email Team

You can use this section to email your team members. Simply select your Team, fill in the *Subject* and *Message* and click *Send*.



5. Print Games

Your Competition Manager may print team sheets prior to each game each week. However if you want a print out of your team list prior to each game you can use this section to produce these.

- Click on *Print Games*. Select your competition, the venue (if you're not sure just leave *Any/all venues* selected), the date of the round and click *Create Printable File*.[‡]
- Once the file has been created follow the instructions to save it in PDF format to your computer so you can print it.

Note: Check the box next to **Print opposition's team sheet(s)** if for example you are a junior club hosting the weekend's games and you would like to provide all clubs with their team sheets for the day

[‡] If you want to print a team list that shows only team members' names (and not position names and numbers) *uncheck* the box next to *Show Positions*



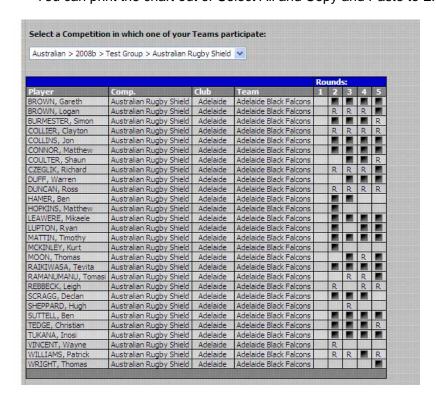
6. Player Statistics

A number of reports are available to you which show your club's try scorers, total points by player etc. Click on the + next to *Player Reports* and then click on *Player Statistics* to select the report you want to view.

7. Player History

One of the main benefits of submitting results sheets online! You can see a history of all players in your club, including the competition they played in and whether they started or were a reserve.

- Click on Player History. Select the relevant Season and Competition (you can choose to select All Comps but this will take longer).
- A report will appear similar to the one shown below.
- Starting players are indicated with a box. Reserve players are indicated with an 'R'.
- You can print the chart out or Select All and Copy and Paste to Excel.



Note: The **Games Played** report (in the left navigation under **Player History**) displays the same data as above (just in a different format)

8. Contact List

Use this option to print a contact list for each of your teams.

- Select the relevant team.
- Choose whether to Show Address on Report.
- Click Show Report.
- The Contact List generated brings in the players' details from MyRugbyAdmin.

