



## RUGBY LINK FOR SYDNEY JUNIOR RUGBY UNION CLUBS

### Uploading Photos

**By Parent** – they can access their child’s record and select the PUBLIC PROFILE tab. Then select the file to be uploaded. Hit Update.

**By Registrar/Club:** Go to *Registration Manager*:

Association: SJRU

Registration Type: Any type

Find the player and Tick, then click *EDIT*. Go to *PUBLIC PROFILE* tab and upload as above

### Non-Transferables

Can be loaded by Kerry/Susan or the Club Registrar/President.

Click on *PEOPLE* tab; then select *PLAYER POINTS ADJUSTMENT*

Search for the player by name, Select the correct player and then alter the points to 1 if NT in the top team; 2 if NT in the 2<sup>nd</sup> team and so on

Clubs will also be required to submit lists showing their Non Transferable players.

## Teams and Squads

Pre-loading of the draw - Go to *TASKS*

Team Nominations/Lodge Team

In *TEAM NOMINATION*, Select Friday or Sunday comp; then go to *TEAM ENTRY* tab

There is a **BLUE** edit button which you select and then you can set your age parameters so that your eligible players list is created. Click the **GREEN cross** to put players into the Squad.

The Squad is then used to select your team once the draw has been entered.

Once the draw is entered you can select your team, which then flow to your *Team list* (photo sheet) and *Match list* (sign-on sheet)

To **select team**, go to *TASKS*

*Team/Squad Setup (Season)*. This allows you to set up your team – the team name should appear once the competition you have been placed in has been confirmed. Again, set your age parameters.

To produce your Match list, go to *TASKS*, Select *Team* – Drag the available players into your team. You can disable jersey numbers by un-ticking the box. From round 3, you must also select a coach so ensure that all of your coaches have registered as non-playing members on Rugbylink.

**Now you can produce your Match List** – *TOOLS, Match List*. All of the players you have selected in your team should be on your Match list.

To print **Match List**, select the round and then Search matches. (This can only be done once the draw is in!)

Click on the relevant game, then go up to *BULK ACTIONS* and select *Print Scorecard*. **Print 2 scorecards, one for your team, and one to give to your opposition on Game Day.**

To print your **Photo Sheet**, go to *TOOLS, Team Lists*. Choose the Round and the Grade and then the format of your photo sheets.

Print your photo sheet and take it along on Game Day.

## Entering Scores/Incidents/Injuries

Once the match has been played, the home team has 24 hours to enter results.

Go to *TASKS*, Enter Match Results. Enter the score and *UPDATE*.

The opposition team then verifies the result by either confirming it, or disputing it – using *TASKS*, *Confirm Match Results*.

**Each** team then updates player stats, Incidents for both teams (Red/Yellow cards) and then injuries for their players only – by going to *TASKS*, Enter *Player Statistics*. The update of player statistics and incidents must be done by Midday Monday. This enables us to organise judiciary if required and deal with any incidents in a timely manner.