

Xplorer guidance document

HOW TO CREATE & EDIT A TEAM

Access Xplorer:

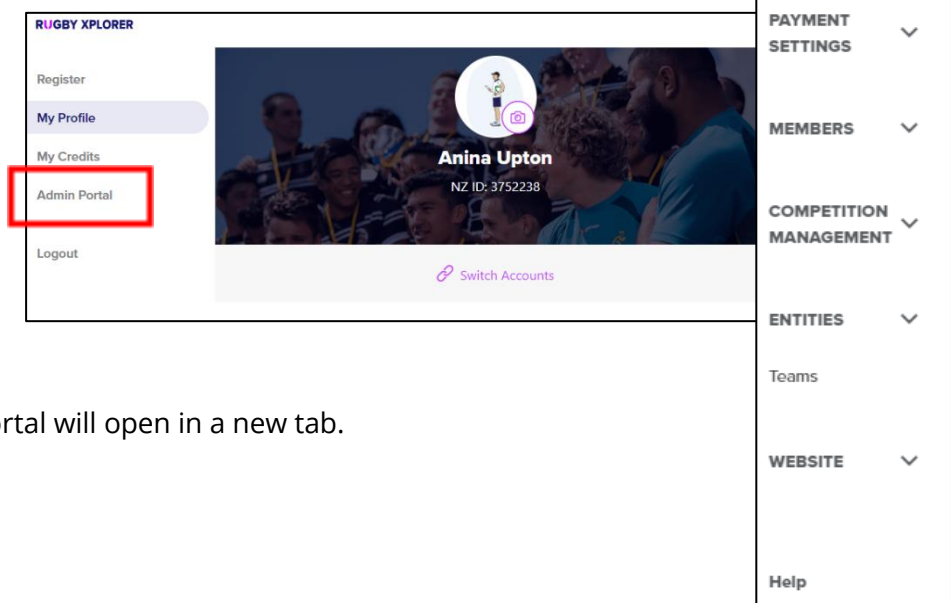
You can access Xplorer in various ways. To access via direct link, click on: [Add link here](#).

- If you do not already have an existing Xplorer profile account, please see our [“how to create a profile”](#) guidance document on how to create a profile.
- If you are unsure how-to login, please see our [“how to log into an existing profile”](#) guidance document.

NOTE: The following steps can only be completed by users set up with **administrative access**. If you do not see the below “admin” access and believe you should have access, please contact [xxx](#).

Access Admin area:

1. Log into your Rugby Xplorer profile and click on the **“Admin Portal”** option in the left-hand menu.



The screenshot displays the Rugby Xplorer user interface. On the left, a navigation menu lists options: Register, My Profile, My Credits, Admin Portal (highlighted with a red box), and Logout. The main content area features a user profile for 'Anina Upton' with the NZ ID: 3752238 and a 'Switch Accounts' link. On the right, a vertical navigation menu is visible with the following items: DASHBOARD, ADMINISTRATION (with a dropdown arrow), PAYMENT SETTINGS (with a dropdown arrow), MEMBERS (with a dropdown arrow), COMPETITION MANAGEMENT (with a dropdown arrow), ENTITIES (with a dropdown arrow), Teams, WEBSITE (with a dropdown arrow), and Help.

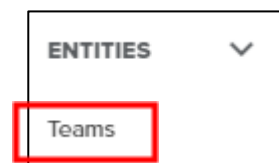
2. The Admin Portal will open in a new tab.

To create a team for my club:

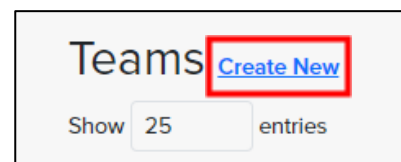
When creating Teams for your competition, you should **include your Club name (or abbreviation of Club name) in the team setup**. This assists Competition Managers assigning your team to a competition and participants wanting to follow your team(s) in the Rugby Xplorer app.

You need to create a team for every age group and/ or grade that your Club is participating in.

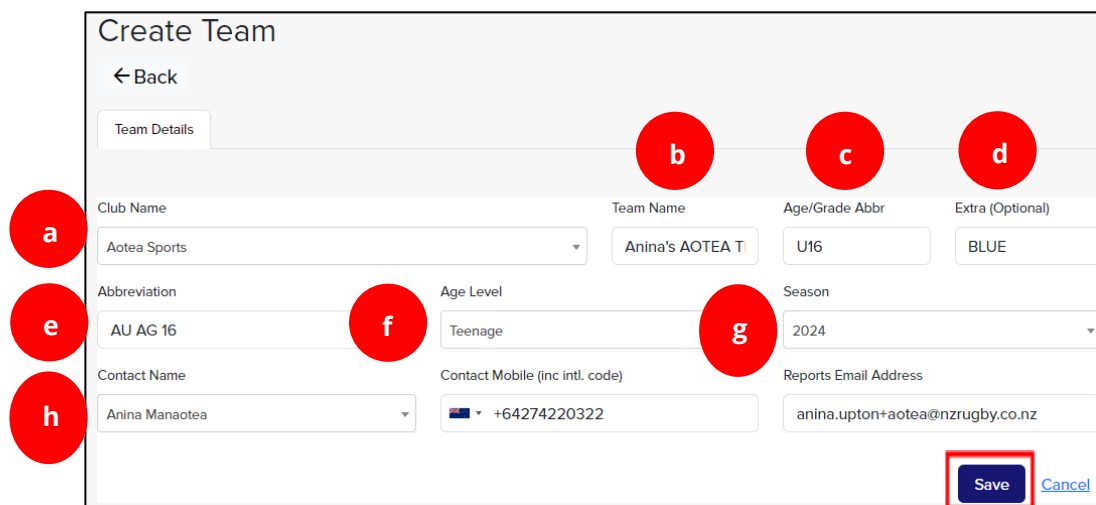
- Click on the arrow next to **"Entities"** in the left-hand menu and select **"Teams"**.



- Click on the **"Create New"** link at the top of the screen.



- Complete the **"Create a team"** screen.
 - "Club name"** will default to your Club.
 - Enter **"Team Name"**. We recommended to **add your Club Name** (or abbreviation of Club name) in the team's name to assist Competition Managers.
 - Add **"Grade/ Age abbreviation"**.
 - Add **"Extra"** (Optional), which is for xxx.
 - Add an **"Abbreviation"** for team.
 - Select the team's **"Age Level"**.
 - Select **"Season"**.
 - Select **"Contact name"** from list of registered managers. Mobile and email address will default based on the manager selected.



The 'Create Team' form contains the following fields:

- a**: Club Name (Aotea Sports)
- b**: Team Name (Anina's AOTEA T)
- c**: Age/Grade Abbr (U16)
- d**: Extra (Optional) (BLUE)
- e**: Abbreviation (AU AG 16)
- f**: Age Level (Teenage)
- g**: Season (2024)
- h**: Contact Name (Anina Manaotea)
- Contact Mobile (inc intl. code): +64274220322
- Reports Email Address: anina.upton+aotea@nzrugby.co.nz

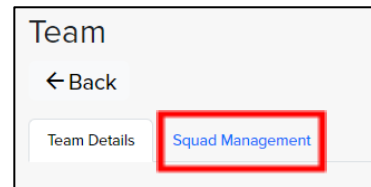
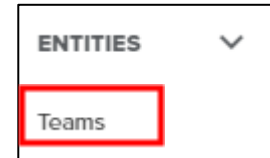
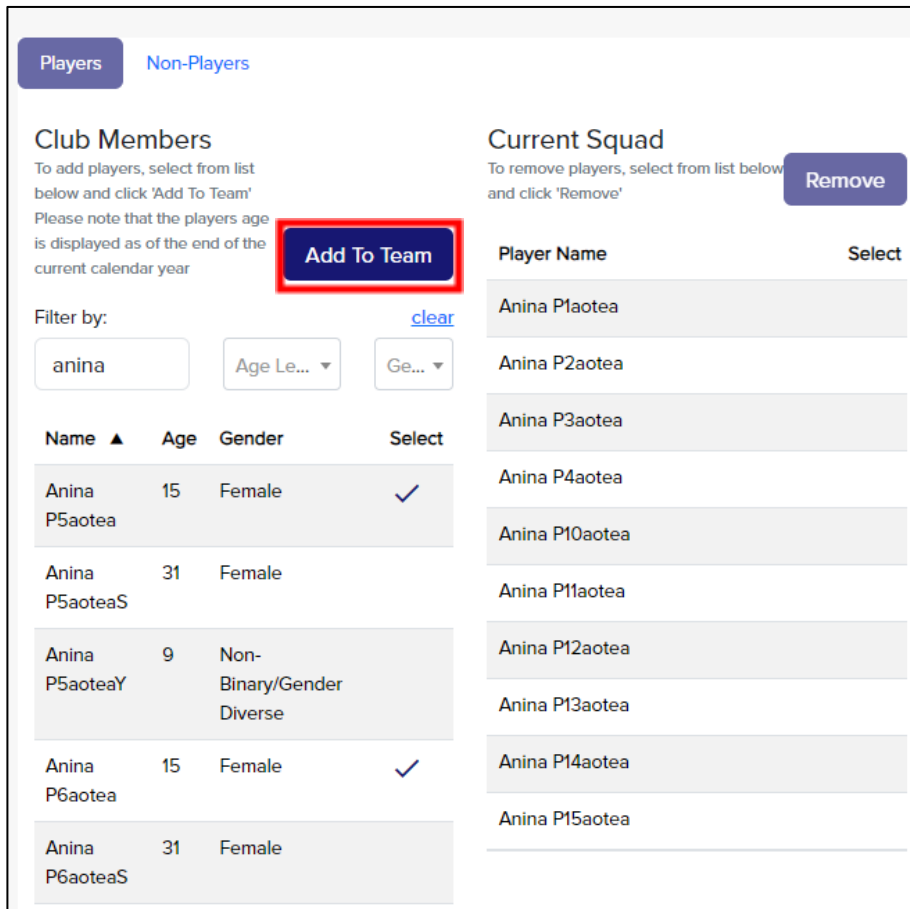
Buttons: Save (highlighted in red), Cancel

- Click **"Save"**

You can now assign players and officials to your teams via Squad Management

To assign players:

7. Click on the arrow next to **“Entities”** in the left-hand menu and select **“Teams”**.
8. Click on the ROW of the team you created.
9. Select the **“Squad Management”** tab at the top.
10. Select the players you wish to add to the team and click **“Add to Team”**. They will then show on the right-hand side of the screen.

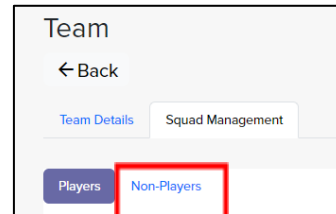
The screenshot shows the Squad Management interface. On the left, under 'Club Members', there is a table of players with columns for Name, Age, Gender, and Select. An 'Add To Team' button is highlighted with a red box. On the right, under 'Current Squad', there is a list of player names and a 'Remove' button.

Name	Age	Gender	Select
Anina P5aotea	15	Female	✓
Anina P5aoteaS	31	Female	
Anina P5aoteaY	9	Non-Binary/Gender Diverse	
Anina P6aotea	15	Female	✓
Anina P6aoteaS	31	Female	

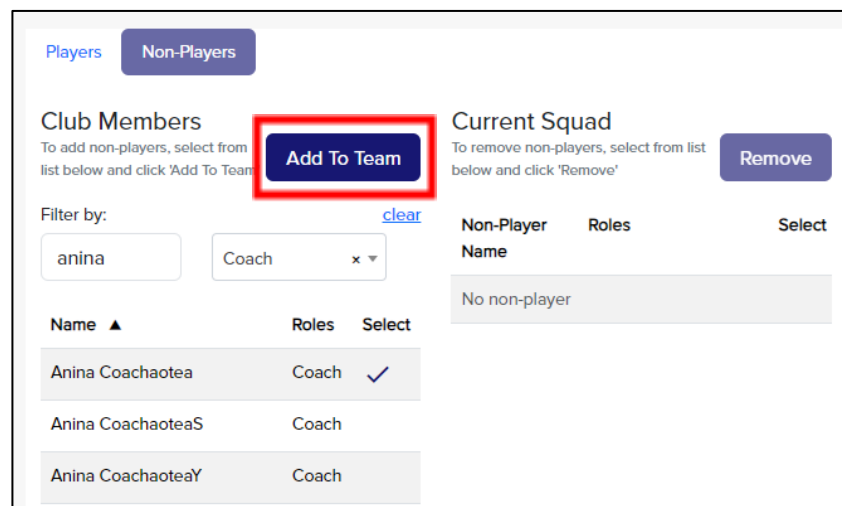
Note: If you try and add a player not within the age range selected, you will not be able to add them to the team.

To add non-players to the team:

11. Click on the **“Non-Players”** link.



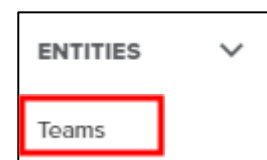
12. Select the coach, manager, referee or other non-player role you wish to add to the team and click **“Add to Team”**. They will then show on the right-hand side of the screen.



To edit a team:

Club and/or competition managers can edit team names and team details.

13. Click on the arrow next to **“Entities”** in the left-hand menu and select **“Teams”**.



14. Click on the ROW of the team you created; you need to edit.

15. Make any changes as required.

16. Complete the following checks:
 a. Ensure Team Name and 'Age/Grade Abbrev' are entered

17. Click "**Save**".

Team

← Back

Team Details
Squad Management

Club Name <input style="width: 90%;" type="text" value="Aotea Sports"/>	Team Name <input style="width: 90%;" type="text" value="Anina's A"/>	Age/Grade Abbr <input style="width: 90%;" type="text" value="U16"/>	Extra (Optional) <input style="width: 90%;" type="text" value="BLUE"/>
Abbreviation <input style="width: 90%;" type="text" value="AU AG 16"/>	Age Level <input style="width: 90%;" type="text" value="Teenage"/>	Season <input style="width: 90%;" type="text" value="2024"/>	
Contact Name <input style="width: 90%;" type="text" value="Anina Manaotea"/>	Contact Mobile (inc intl. code) <input style="width: 90%;" type="text" value="NZ 0274 220 322"/>	Reports Email Address <input style="width: 90%;" type="text" value="anina.upton+aotea@nzru:"/>	

Delete
Save
Cancel

