

## Season 2017 – Club Checklist

ACTIONS	
<b>GENERAL ADMIN</b>	
<input type="checkbox"/>	Are your Rugby Link users correct for 2017? Add/ edit/ delete Rugby Link Administrators
<input type="checkbox"/>	Check your organisation details are correct
<input type="checkbox"/>	Add/ edit Club Office Bearers
<input type="checkbox"/>	Check Notification Subscribers List <i>*Note: there are additional notifications administrators can subscribe to in 2017</i>
<input type="checkbox"/>	Check/ edit sibling/ family relationships if your Club is going to offer family discounts when registering
<input type="checkbox"/>	Check your Coaches/ Team Manager accreditations using the Accreditation Manager Report
<b>REGISTRATIONS</b>	
<input type="checkbox"/>	Review Player Registration Scenarios: <ul style="list-style-type: none"> <li>• Online payments need your Club bank account details setup in the ARU Payment Gateway               <ul style="list-style-type: none"> <li>○ If they are not set up or have they changed, please complete the Club Financial Details <a href="#">JotForm</a></li> </ul> </li> <li>• Will you be allowing scheduled player payments?</li> <li>• Will you be allowing offline payment?</li> </ul> <i>*Note: online registration is mandatory in 2017. Scheduled payments will be released early in 2017</i>
<input type="checkbox"/>	Create/update online registration products for PLAYERS and NON-PLAYING MEMBERS <i>*Note: juniors will be required to setup a product for each age. Select the relevant role and sub-role for your non-playing members</i>
<input type="checkbox"/>	Add your 2017 registration products to your NEW online registration sign-up form <i>*Note: all Clubs must create a NEW online registration sign-up form to include new features (e.g. parent/ guardian workflow)</i>
<input type="checkbox"/>	Check your players and non-playing members all have their Participants Logins
<b>COMPETITION MANAGEMENT</b>	
<input type="checkbox"/>	Submit your Team Nominations for your competition via Rugby Link <i>*Note: check with your Competition Manager first</i>
<input type="checkbox"/>	Assign players to their squad list <i>*Note: this will assist with team selection prior to matches</i>
<input type="checkbox"/>	Publicise Competition Information
<input type="checkbox"/>	Match Day Tasks: <ul style="list-style-type: none"> <li>• Select team</li> <li>• Results entry</li> <li>• Player statistics, player incidents and player injury entry</li> </ul> <i>*Note: your Competition Managers will determine timelines of when these tasks must be completed by</i>
<input type="checkbox"/>	Does your Club have a Best & Fairest player award? Player Votes in Rugby Link can track this for you, tying votes to a fixture

**NOTE:** Rugby Link self-help guides can be found on the Rugby Link Resource Library [webpage](#)

\*As of 30 November 2016

For more information, visit [www.aru.com.au/runningrugby/rugbylink](http://www.aru.com.au/runningrugby/rugbylink)  
or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).