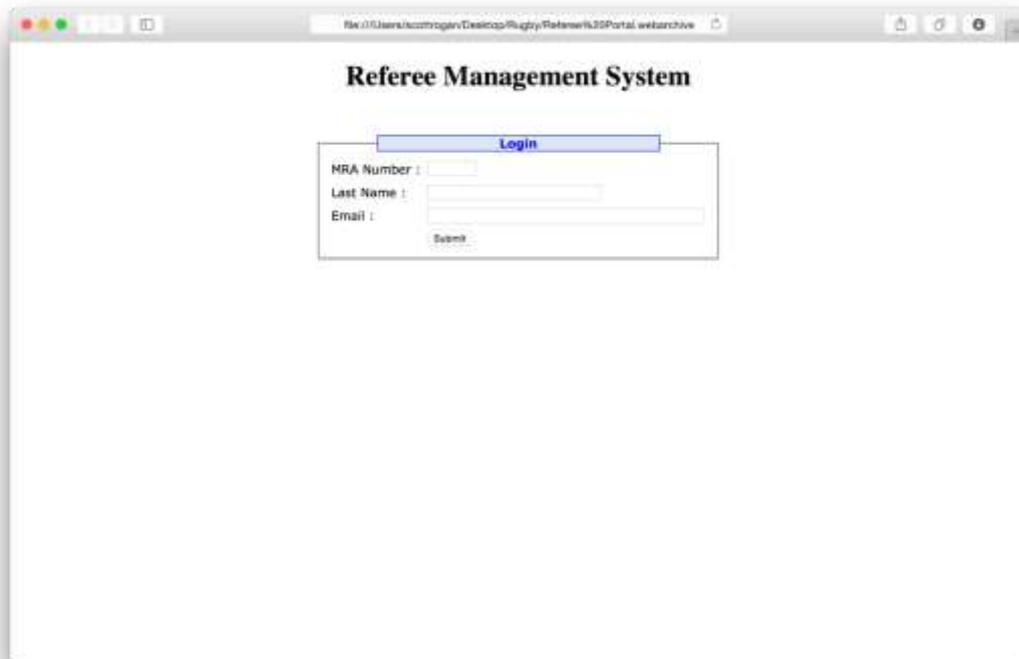


Public Portal

www.public.rugbyreferee.com.au

The referees can use this portal to update your unavailable dates, club and team associations.

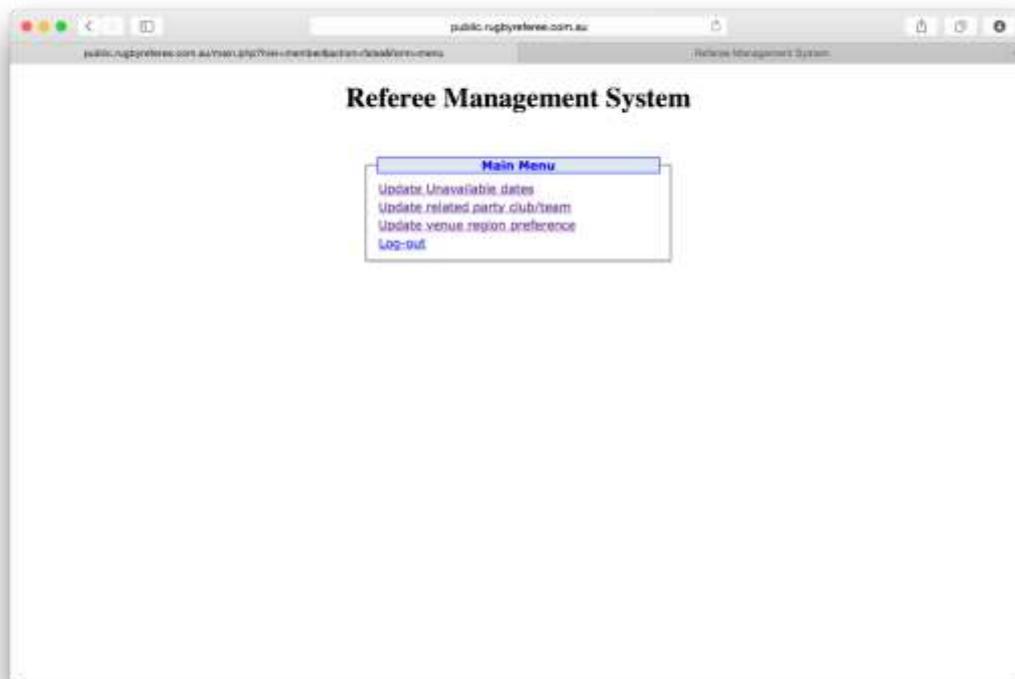
Once you click onto the link you will get a log on screen:



The image shows a screenshot of a web browser window displaying the 'Referee Management System' login page. The browser's address bar shows the file path: 'file:///Users/accstroger/Desktop/Rugby/Referee%20Portal%20webarchive'. The page title is 'Referee Management System'. Below the title is a blue 'Login' button. Underneath the button is a form with three input fields: 'MRA Number :', 'Last Name :', and 'Email :'. A 'Submit' button is located at the bottom of the form.

You need to know your MRA number (on your accreditation card)

Once you log on you will get this screen:



[Update Unavailable Dates](#)



Add New Date(s)

The screenshot shows a web browser window with the URL 'public.rugbyreferee.com.au'. The page title is 'Referee Management System' and the sub-header is 'Add Unavailable Dates'. The form includes fields for 'Start Date' (29 October 2014) and 'End Date' (29 October 2014), and 'Start Time' (8:15) and 'End Time' (20:15). Below these are instructions: 'Create across range shown, or during the same stage a recurring event every:'. There are radio buttons for 'Friday', 'Saturday', and 'Sunday' on the left, and 'Monday', 'Tuesday', 'Wednesday', and 'Thursday' on the right. A section for 'Select Appointing Board(s) to make unavailable' contains a dropdown menu with 'NSW Rugby Referee System' and 'NSW Rugby Referee Association' selected. At the bottom of the form is an 'Add new date(s)' button.

The screen is exactly the same as adding unavailable dates within RMS. The date range can be between dates or the same date for one day.

Part day can be put in using the time function.

A series of days such as every Saturday between a series of dates can be selected by using the dates and the day of the week underneath.

The Appointing Board must also be selected and the button:

Add New Date(s)

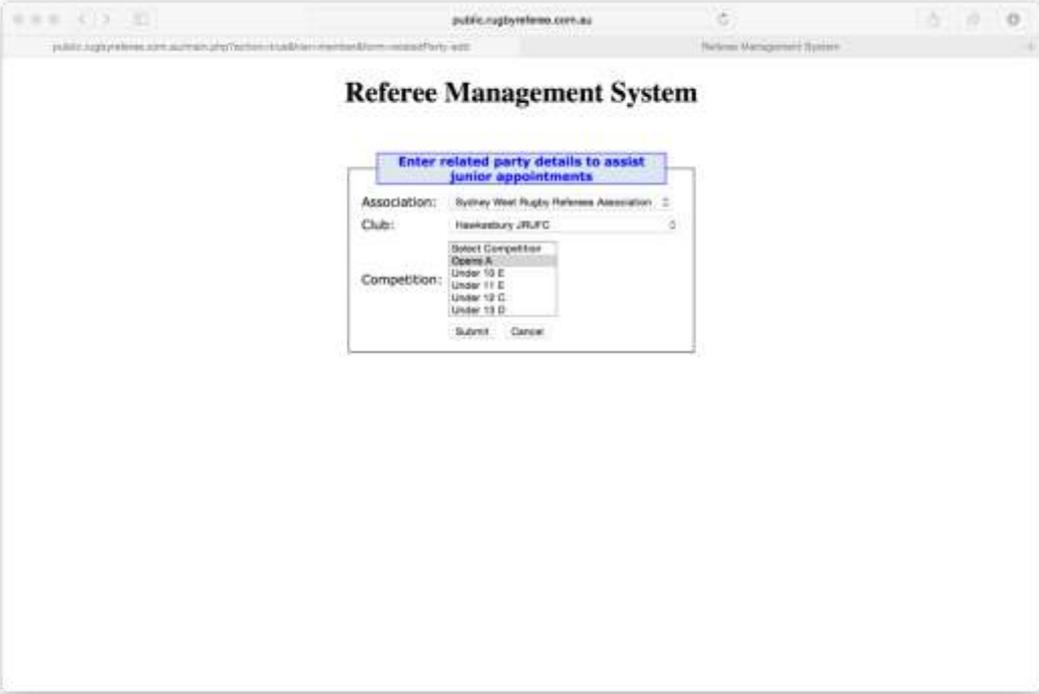
Each individual date if they are not in a recurring pattern or consecutive dates must be added one by one.

The system will not allow the referee to add a day within 2 weeks of the date. That allows for forward planning. The referee needs to send you an email within that fortnight if they are unavailable.

The referee will not appear on your list of referees for those dates.

[Update related party/team](#)

After selecting this option, you will be asked to select your Appointing Board. It will take you to this screen:

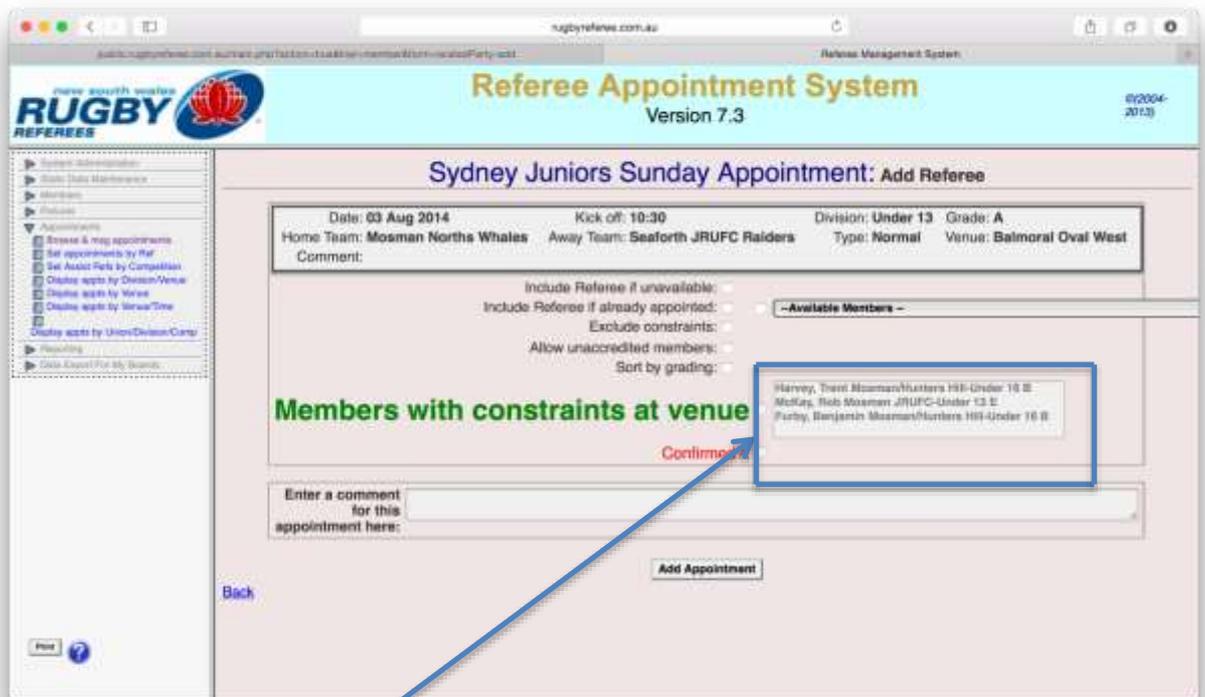


The screenshot shows a web browser window with the URL `public.rugbyreferee.com.au/membership/confirmclubAndCompetitionFromRelatedParty.asp`. The page title is "Referee Management System". A blue box highlights the heading "Enter related party details to assist junior appointments". Below this, there are three dropdown menus: "Association" (selected: Sydney West Rugby Referees Association), "Club" (selected: Harekimbury JRFRC), and "Competition" (selected: Under 13 D). A "Submit" button and a "Cancel" button are at the bottom of the form.

The dropdown club tab will access the RMS database. Once a club has been selected (only one), the system will identify which teams that club has in this database.

Do not to select every team within a club, unless they have children in every team, or else their name will be blocked for every side within that club.

It will also show the referees name at the ground where the team linked to him appears as:



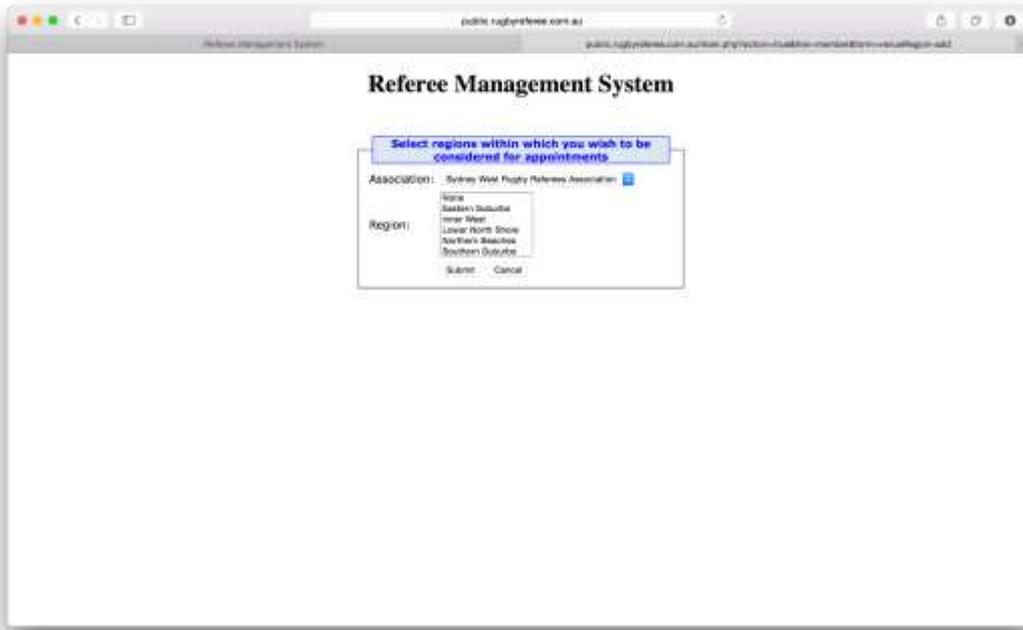
Members with constraints at venue

It shows the members and the teams they are linked to. By selecting one of them, they will appear on the referee tab. You can add that appointment if you are happy with the appointment.

If the referee has selected more than one team, they will appear at multiple grounds. Contact with referee to determine where they are going to be advised.

[Update venue region preference](#)

After selecting the option the referee will be asked to select his Association, and then get taken to this screen:



The referee can select one or more regions.