



COMPETITION MANAGEMENT TEAM CHECKLIST

When initially logging in...

1. Received username and password from local competition manager _____
2. Logged in to usarugbystats.com to test that username and password work correctly _____
3. Updated user account information, including password change & e-mail address submission _____
4. Checked team roster(s) for missing players (players registered within 24 hours may be manually synced) _____
5. Updated Club information ('Edit Club'), including media URLs and team location _____

Before every match...

6. Logged in to usarugbystats.com and submitted roster electronically* _____
7. Clicked 'Print' after submitting your roster, which creates all necessary copies of your rosters _____
8. Printed 2-4 copies of the running score form & 1-2 copies of the player movement/sub form _____

After every match...*

9. Had match official(s) and opposition sign the rosters, running score, & player sub forms _____
10. Logged in to usarugbystats.com and verified final rosters are correct** _____
11. Clicked 'Edit' in the 'Game Stream' section to enter match data** _____
12. Entered scoring, substitution, and disciplinary information for the match** _____
13. Verified that match data is complete and added match signature** _____
14. If both team signatures are present, marked match as 'Completed'*** _____

* Checklist items 10-14 may be completed during a match if one or both teams has designated a fourth official or Match Tracker to enter data live. Step 9 is still a recommended step, however, to have a referee and the teams physically sign off on designated paperwork.

** Be sure to verify with your local competition manager the deadlines by which your team is required to complete these items. Generally, most competitions require rosters to be submitted no later than 24 hours before a match and match data to be entered no later than 24-48 hours after a match has concluded.

Pro Tip: If you need to change incorrectly entered data after your competition manager has locked the match, please e-mail that person with a verifiable explanation for why they should unlock the match and/or make corrections for you.