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## DATA TO BE COLLECTED

### UNITS:
- **TKL**: Tackle
- **RCK**: Ruck
- **SCM**: Scrum
- **MAL**: Maul
- **LIN**: Lineouts
- **GEN**: General Kicks & Offsides
- **CTL**: Communication & Control
- **ADV**: Advantage

<table>
<thead>
<tr>
<th>Data to be collected</th>
<th>Section or Unit/s</th>
<th>Total Number</th>
<th>Team Penalized</th>
<th>Time</th>
<th>Field Position</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Penalty Kicks</td>
<td>All units</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>2. Free Kicks</td>
<td>All units</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>3. Non-compliances</td>
<td>All units</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>4. Unplayables</td>
<td>Tackle, Ruck &amp; Maul</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>5. Number of original scrums, Resets, ScrumWheel Turnovers, Lift/Pop, Collapses</td>
<td>All units</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Advantage Attempts, Gained, Penalty Kick Gained</td>
<td>Advantage</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Number of lineouts</td>
<td>Stoppages</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Number of injuries</td>
<td>Stoppages</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Yellow Cards and Red Cards</td>
<td>Cards</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2. STARTING A NEW REPORT

1. Log in to the system with the Username and Password provided.
2. Select the **New Report** link or **Calibration** link.
3. A **NEW REPORT / CALIBRATION** is generated.
4. Select the **DATE** from the drop menu.
5. Select the **MATCH LEVEL** from the drop menu.
6. Select the **REFEREE** from the drop menu.
7. Enter the **TEAMS**. The system will use these names in the report.
8. Add the **AR’S**, if applicable.
9. Add the scoring and time of scoring:
   A - Use running totals, i.e. 3, 10, 15, 18, etc.
   B - Add “D” after the score for a Drop Goal, i.e. 3D, 10, 13D, etc.
   C - Add “P” after the score for a Penalty Try, i.e. 7P, 10, 13D, 20P, etc.
   D - Add the time as running time. For 1st half injury time, add an “i”, after the time. 2nd half begins at 40:01. Time after 80:00 is 2nd half injury time - no need to add an “i” for 2nd half injury time. Do not add anything additional to the number for 2nd half injury time. The system automatically adds the colon into the time. Thus, enter 1 to 4 numbers. 1 = 01:00, 12 = 12:00, 123 = 01:23, 3344 = 33:44. 1st half text is BLACK, 2nd half text is automatically in BLUE.

3. ADDITIONAL MANUAL DATA ENTRIES

1. Add **UNPLAYABLES** in TACKLE, RUCK and MAUL units.
2. In the **SCRUM** unit, add Number of Scrums, Resets and Wheel Turnovers.
4. Add **YELLOW** and **RED CARDS** under **CARDS**.
5. Add number of lineouts and Injuries under **SUPPORTING DOCUMENTATION**.
4. ENTERING DATA: CHRONOLOGY OF OBSERVATIONS

1. Scroll down to the bottom of the report, to the CHRONOLOGY OF EVENTS. Select **ADD NEW ENTRY**.
2. A lightbox will appear.
3. All PENALTY KICKS, FREE KICKS, NON-COMPLIANCES and ISSUES that are material, should be added. Additional data can be added at the Performance Reviewer’s discretion, i.e. Penalty Kick Advantage, Unplayables, etc. but are not necessary.
4. When entering each part, one can tab from field to field.
5. Add the time as running time. For 1st half injury time, add an “i”, after the time. 2nd half begins at 40:01. Time after 80:00 is 2nd half injury time. Do not add anything additional to the number for 2nd half injury time. The system automatically adds the colon into the time.
   Thus, enter 1 to 4 numbers. 1 = 01:00, 12 = 12:00, 123 = 01:23, 3344 = 33:44. 1st half text is BLACK, 2nd half text is automatically in BLUE.
6. Select the unit from the drop menu:
   - TKL : Tackle
   - RCK : Ruck
   - SCM : Scrum
   - MAL : Maul
   - LIN : Lineouts
   - GEN : General Kicks & Offsides
   - CTL : Communication & Control
   - ADV : Advantage
7. Select PENALTY KICKS or FREE KICKS, if required, by selecting the team (from the drop menu) that was penalized.
8. Enter the field position from the goal line and the team’s name whose goal line was nearest, i.e. 45ABC = 45m from ABC’s goal line, 10XYZ = 10m from XYZ’s goal line, 50 = the half way line.
9. Check the NON-COMPLIANCE box if the entry is a referee non-compliance. The SPACE BAR checks the NON-COMPLIANCE box, or it can be checked manually.
10. Enter a description, i.e. “Side entry by ABC 3, Offside by XYZ 10.
11. Once the entry is completed, select either the **SAVE** button, or **SAVE + ADD NEW ENTRY** button.
12. All entries can then be edited by selecting the **EDIT** button next to each entry, or be deleted by selecting the **X** button.
13. All entries are automatically generated within in each unit, and in Stoppages and Non-Compliances.

5. SCORING

1. The system automatically calculates the score per unit, except in Advantage and Communication & Control.
2. The system will automatically calculate the overall score and whether the performance was above grade, at grade or below grade.
3. If you feel the grade given is not accurate, please select the OUT OF MATRIX GRADE. This selection should be backed with your reasoning under the Referee’s Overall Performance information.
SAVING, EDITING & PUBLISHING

4. The report is saved every time a data entry is entered and the **SAVE** or **SAVE AND ADD ENTRY** is selected in the Chronology of Observations.

5. When completing other parts of the report, intermittently save the report using the **SAVE** button at the top of the report.

6. If the report is only partially completed, **SAVE** the report. The report can be continued by visiting My Page and selecting **EDIT**.

7. Once the report is completed, select **PUBLISH**, and the report will be PUBLISHED for all members to view, and the data distributed throughout the system.

8. **CALIBRATIONS** can only be viewed by the PERFORMANCE REVIEWER that did the CALIBRATION and MANAGEMENT. No other members can view them and the data is not included anywhere but the PERFORMANCE REVIEWER’S page.