



## REGISTRATION INFORMATION FOR KILLARA WEST PYMBLE JUNIOR RUGBY CLUB 2017

Dear Parent/Guardian,

Thank you for choosing to register with **Killara West Pymble Junior Rugby Union** for 2017. We are using a new registration system this year and have prepared the following to help make the process as smooth as possible.

**Before** you sit down to register on line please ensure that you have the following handy:

- 📄 Your child's height (cm) and weight (kg)
- 📄 A credit or debit card: On line payment requires a credit or debit card (VISA or MASTERCARD) - All registrations must be completed online in 2017.
- 📄 Knowledge of your child's birth date and proof of age
- 📄 Patience!!!

Prices for 2017 Season Includes registration, all insurances and playing fees, shorts, socks and a training shirt:

Age Group	Price
U6 & U7	\$175
U8 & U9	\$265
U10 to U18	\$285

You may have received this information in an email from Rugby Link (if you had played in 2015) or you have been sent a link on a website/email message. Regardless of how you have reached this stage the process is similar.

## REGISTRATION PROCESS

### STEP 1

Click on the [Registration Link](#)

Click Get Started (at bottom of page)

An example screenshot is below:

Registration Process

Navigation in Rugby Link: Club's unique Registration URL send via email, social media or located on Rugby Club website

- Click on your Club's unique registration URL
- Click "Get Started"

**Registration**

U6 PLAYER REGISTRATION (Phone Fee \$167)
• Family Group Includes: 14x1500, 24x1500, 24x1500
U8 & U9 PLAYER REGISTRATION (Phone Fee \$265)
• Family Group Includes: 14x1500, 24x1500, 24x1500
U10 & U18 PLAYER REGISTRATION (Phone Fee \$285)
• Family Group Includes: 14x1500, 24x1500, 24x1500
U10 & U18 PLAYER REGISTRATION (Phone Fee \$285)
• Family Group Includes: 14x1500, 24x1500, 24x1500

**Payments**

A range of payment options are available as indicated including secure online credit card payments and other third party options.

[Get started](#)

### STEP 2

Many players/parents may find that the child's details are already in the system as information was transferred to Rugby Link in 2015. (If the child was new to SJRU in 2016 there will likely be no information in the system). The system endeavours to avoid duplication of records and applies fuzzy logic to search for your child.

You will have 2 options when you elect to register:

1. As a returning registration
2. As a new participant

**NOTE: THAT YOU REGISTER THE CHILD NOT THE PARENT!!! USE THE CHILDS NAME IN EACH INSTANCE**

- **Do not worry** if you have forgotten or don't know the login...it is your email address and you have the option: **"Forgotten Login"**. Even if you choose **"Create a new account"** the system may still find the players details as here you can enter name, email address and DOB to locate the player.
- If the system identifies your child but you still cannot log in call 8005 5600 or [rugbylink@rugby.com.au](mailto:rugbylink@rugby.com.au)
- Those who are new or who are not found in the system choose **"Create a New Account"**.

### STEP 3

You will then be given a screen showing the Registration Products:

- You can only choose 1 "product" per child (i.e 1 age group) - there are certain fields on the Registration Form which are mandatory...e.g. Name, Date of Birth, Height (cm), Weight (kg) etc. Unless these fields are completed you will not be able to proceed with the registration.
- The next screen after you choose **"Continue"** will either be **blank** (new registrant) or **pre populated** if your child's details were in the system.

### STEP 4

- You now can review your "order" and the next step is to accept the Terms and Conditions.
- If you do not accept then you cannot proceed.

### STEP 5

- You then proceed to the payment details screen for this registration. You must pay individually for each child if you are registering multiple children. We are offering at 10% discount for siblings once the oldest child is registered. The transaction fee is 1.88%.
- A confirmation email and invoice is sent to the email address supplied.

### STEP 6 (If required for more children)

- To register another child choose: **"Purchase product for another participant"**
- You will be taken back to the participant selection page and can select a child who is listed or **"Register a new Family Member"**.
- You then repeat the process of payment for this child
- **NB Each child must be processed as a separate transaction – there is no way to combine this in the system at this time so please be prepared for this.**

Once these steps are complete your child will be registered!

If you are a coach or manager, we require you to register separately for yourself in these roles – follow the link [Non-Player Registration form](#) and the steps to register will be the same.

If you have any problems or concerns please do not hesitate to contact Erin Goodsell, KWP Registrar, at [registrar@kwprugby.com](mailto:registrar@kwprugby.com) or 0404864075