Rugby Xplorer – Registration

This Rugby Xplorer self-help guide will assist RUGBY PARTICIPANTS (players, non-playing members, club admins and Rugby fans) REGISTER for the 2019 Rugby season.

RUGBY ACCOUNT - SIGN IN & SIGN UP

Registration
*Participant must have completed sign in/ sign up procedure first via Rugby Xplorer app.

DURATION is the time you are registered for:
- Season = the full season
- Monthly = can only play for the month you have paid for
- Weekly = can only play for the week you have paid for

NOTE: monthly and weekly begin the day you register, and the system will automatically pick up when this expires (date range has passed) and remove you from the team selection.

TOUCH 7s and GET INTO RUGBY
- A saleable item, 'program equipment', will be hard coded into the registration form. This cannot be removed and will automatically be added to the registration fees for individual participants.

1. Open Rugby Xplorer app/ Rugby Portal
2. Click "Register"
3. Select who you would like to register (ensure tick next to their record), click "continue"
4. Enter Club name and "search"
5. Click Club name and "next"
6. Select Registration Role, Registration Type and Duration from dropdowns, click "next"
7. Registrations will display as open or closed. If open, continue through the process
8. Check personal details, click "next"
9. Ability to add a headshot (including a selfie) or click "skip"
10. Update address, gender and country of origin, click "next"
11. Enter emergency contact details, click "next"
12. Additional information
    a. If U18 enter school, height and weight
    b. If non-playing members, enter WWC details
13. Saleable items your Club is offering will appear, click "next"
    a. Touch 7s and Get into Rugby will have a 'program equipment' saleable item automatically added.
14. Registration summary will appear
15. If applicable, Enter NSW Active Kids voucher
16. Agree to Rugby AU T&Cs
17. Click "continue to payment"
18. Select payment option
    a. Enter credit/ debit card details
19. Click "Make Payment'
20. Confirmation screen will appear, and confirmation email will be sent to the participant