

# Xplorer guidance document

## HOW TO LOG INTO AN EXISTING PROFILE

### Access Xplorer:

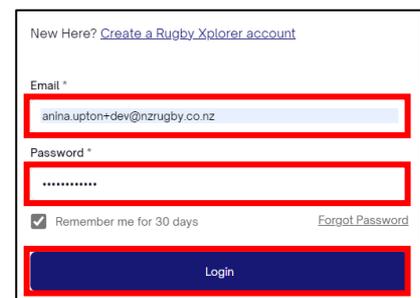
You can access Xplorer in various ways. To access via direct link, click on:

<https://myaccount.rugbyxplorer.com.au>

If you do not already have an existing Xplorer profile account, please see our *"how to create a profile"* guidance document on how to create a profile.

### Log in:

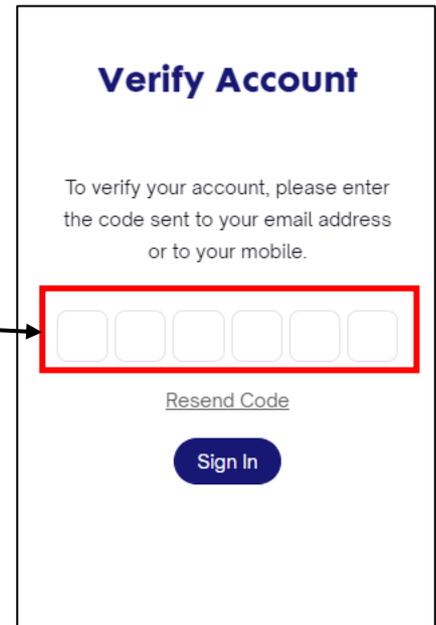
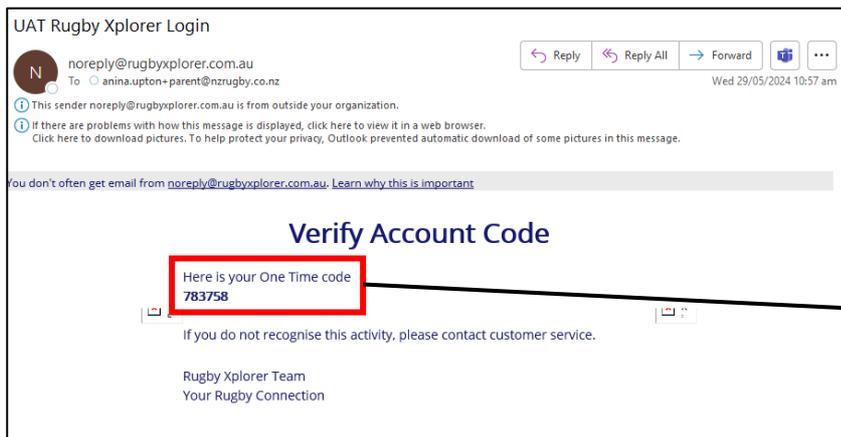
1. On the login screen:
  - a. Add the email address you used to create your profile under **"Email"**.
  - b. Add the password you set when you created your profile under **"Password"**.
  - c. Click one the **"Login"** button.



The screenshot shows the login interface for Xplorer. At the top, there is a link: "New Here? [Create a Rugby Xplorer account](#)". Below this are two input fields: "Email \*" containing the text "anina.upton+dev@nzrugby.co.nz" and "Password \*" containing a series of dots. To the right of the password field is a link: "Forgot Password". Below the input fields is a checkbox labeled "Remember me for 30 days". At the bottom of the form is a blue button labeled "Login". Red boxes highlight the email and password fields, the "Remember me" checkbox, and the "Login" button.

**Note:** If you tick the "Remember me for 30 days" button your email address and password will be remembered

2. A **"Verify Account"** pop up will appear. The system will also send you an email with the verification code.
  - a. Go to your email inbox.
  - b. Open the verification email.
  - c. Add the code into the boxes on the **"Verify Account"** screen.



3. You will then automatically be taken into your profile. Each time you log in, you will always land on your **“My Profile”** page.