

Xplorer guidance document

HOW TO CREATE A SECONDARY ACCOUNT

Access Xplorer:

You can access Xplorer in various ways.

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.](#)

- If you are unsure how-to login, please see our [“how to log into an existing profile” guidance document.](#)

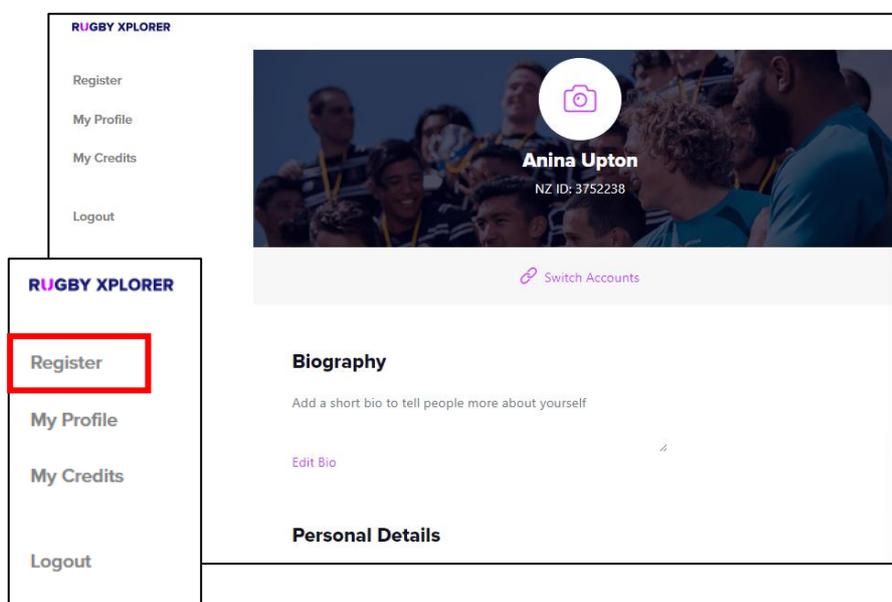
Create a secondary account:

Secondary accounts are for:

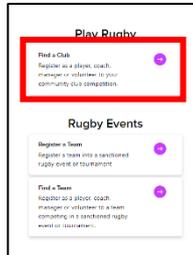
- A parent/guardian who is registering their child/children to rugby.
- Where a player does not have an email address, a primary account can be used to then create a linked account of that player.
- If two participants share the same email address and have an existing family relationship in the system, all records will be brought across to Rugby Xplorer as linked accounts.

Note: Club administrators **should not** link nor register any player. All players must self-register.

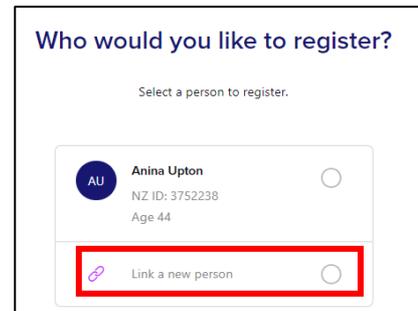
1. Log into you Rugby Xplorer profile and click on the **“Register”** option in the left-hand menu.



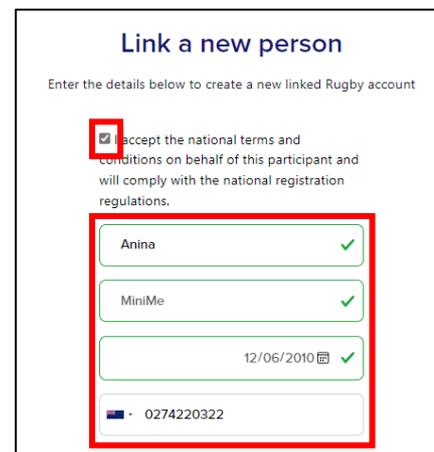
2. Click on **“Find a Club”**.



3. To create a secondary account linked to your own account, click on **“Link a new person”**.



4. The **“Link a new person”** page will display.
- Tick the *“I accept the national terms and conditions on behalf of this participant and will comply with the national registration regulations”* condition.
 - Add the first name of the new user.
 - Add the second name of the new user.
 - Add their date of birth.
 - Add a contact number for them.



5. Click the **“Sign Up”** button  at the bottom of the screen.

Note: If you click on **“Register”** > **“Find a Club”** again, you will see all your **“linked accounts”** here.

