

This self-help guide will assist RUGBY EVENT PARTICIPANTS register through Rugby Xplorer.
NOTE: All Rugby Event registrations are *primary* registrations, no conversion discounts apply, see [Registration Regulations](#) section 6.8 for additional information.

Rugby Event Organisers have the option of enforcing full payment for team registrations or two payments (deposit and final payment) for team registrations.

STEP 1 – TEAM REGISTRATIONS (FULL PAYMENT)

<p>Team Registrations</p> <p>NOTE:</p> <ul style="list-style-type: none"> Teams need to be registered into a Rugby Event so your event organiser can allocate your team into the competition. Event organisers will setup either 'team pays' or 'player pays'. If 'team pays' is selected, the team must be registered and paid to finalise the registration. Users who are club admins can select to register a team on behalf of their club or create a new team which is 'not part of any club'. Once a team has registered the user will automatically receive 'team admin' user permissions, so they can manage their squad and team in the Rugby Match Day app. 	<ol style="list-style-type: none"> My Account <ul style="list-style-type: none"> → Register → Rugby Events > Register a Team Enter Rugby Event name and "search" Click Rugby Event name and "next" Enter Team Name Contact Name, Mobile and Email will appear for the primary account logged in If you are a club admin, Select Club or 'Not part of any Club' Click "next" Registration summary will appear <ol style="list-style-type: none"> Registration Fees can be expanded to show the breakdown of registration (insurance, state and competition fees) Any early bird discounts will appear here 2% transaction fee will appear Agree to Rugby AU T&Cs Click "Pay" Select payment option (if applicable) <ol style="list-style-type: none"> Enter credit/ debit card details Procedure through Zip Pay Click "Make Payment" Confirmation screen will appear, and confirmation email will be sent to the team manager
<p>Successful Registration</p> <ul style="list-style-type: none"> Once the team has been successfully registered, a confirmation email will be sent. 	<p>Team Registration Confirmation</p> <p>Thank you for registering your team to [Rugby Event].</p> <p>Your payment of \$X has been processed.</p> <p>Payment Breakdown: Insurance Fee: \$X AUD State Fee: \$X AUD Competition Fee: \$X AUD</p> <p>Invoice Total: \$X AUD Discount: \$X AUD</p>

*As of 30 August 2021

For more information, visit <https://australia.rugby/participate/rugby-administration/club-administration> or contact Rugby AU Team – runningrugby@rugby.com.au.

	<p>Transaction Fee: \$X AUD Amount Paid: \$X AUD</p> <p>Send this registration link to your players and team officials to register directly into [Team] participating in [Rugby Event] https://myaccount.rugbyxplorer.com.au/mt-choose-registration?name=[teamname]</p> <p>Team admin user permissions have been granted automatically, allowing you to manage your team in the Rugby Match Day app.</p> <p>This registration is subject to the [Rugby Event] terms and conditions.</p> <p>Rugby Xplorer Team Your Rugby Connection</p> <p>For more information on insurance click here.</p>
--	--

STEP 1 – TEAM REGISTRATIONS (DEPOSIT & FINAL PAYMENT)	
<p>Team Registrations</p> <p>NOTE:</p> <ul style="list-style-type: none"> Rugby Event Organisers may allow two payments for team registrations, i.e. deposit and final payment. Deposit includes insurance and state as a minimum plus any additional amounts the Rugby Event Organiser has added. 	<ol style="list-style-type: none"> My Account <ul style="list-style-type: none"> → Register → Rugby Events > Register a Team Enter Rugby Event name and “search” Click Rugby Event name and “next” Enter Team Name Contact Name, Mobile and Email will appear for the primary account logged in If you are a club admin, Select Club or ‘Not part of any Club’ Click “next” Registration summary will appear, <ol style="list-style-type: none"> Select Payment Option = Full Payment or Split Payment Registration Fees can be expanded to show the breakdown of registration (insurance, state and/or competition fees) Any early bird discounts will appear here 2% transaction fee will appear Agree to Rugby AU T&Cs Click “Pay” Select payment option (if applicable) <ol style="list-style-type: none"> Enter credit/ debit card details Procedure through Zip Pay Click “Make Payment”

**As of 30 August 2021*

For more information, visit <https://australia.rugby/participate/rugby-administration/club-administration> or contact Rugby AU Team – runningrugby@rugby.com.au.

	12. Confirmation screen will appear, and confirmation email will be sent to the team manager
<p>Successful Registration (Deposit)</p> <ul style="list-style-type: none"> Once the team has been successfully registered and deposit paid, a confirmation email will be sent. 	<p>Team Registration Confirmation</p> <p>Thank you for registering your team [Rugby Event].</p> <p>Your payment of \$X is a deposit and has been processed.</p> <p>Fee Breakdown:</p> <p>Insurance Fee \$X State Fee \$X Competition Fee \$X</p> <p>Payment Breakdown:</p> <p>Invoice Total \$X Discount \$X Transaction Fee \$X Amount Paid \$X</p> <p>Your payment of \$X is due on [Date]. To pay your final instalment click here. Note, if the link does not work, click “Pay” under Team Registration Split Payments on ‘My Profile’ page: https://myaccount.rugbyexplorer.com.au/</p> <p>Team admin user permissions have been granted automatically, allowing you to manage your team in the Rugby Match Day app.</p> <p>This registration is subject to the [Rugby Event] terms and conditions.</p> <p>Rugby Xplorer Team Your Rugby Connection</p> <p>For more information on insurance click here.</p>
<p>Payment Reminder</p> <ul style="list-style-type: none"> The day that the second payment is due, a reminder email will be sent to the team manager. 	<p>Team Registration Reminder</p> <p>Thank you for registering your team – [Team] to [Rugby Event].</p> <p>Your payment of \$X is due on [Date]. To pay your final instalment click here.</p> <p>If you have any questions, please contact your Rugby Event organiser.</p>

**As of 30 August 2021*

For more information, visit <https://australia.rugby/participate/rugby-administration/club-administration> or contact Rugby AU Team – runningrugby@rugby.com.au.

	Rugby Xplorer Team Your Rugby Connection
<p>Successful Payment (Final Payment)</p> <ul style="list-style-type: none"> Once the final payment has been processed, a successful payment confirmation email will be sent. 	<p>Team Registration Confirmation</p> <p>Thank you for registering your team to [Rugby Event].</p> <p>Your payment of \$X is your final instalment and has been processed.</p> <p>The full Fee Breakdown, including deposit and final instalment, is below.</p> <p>Fee Breakdown:</p> <p>Insurance Fee \$X State Fee \$X Competition Fee (Deposit) \$X Competition Fee (Final) \$X</p> <p>Payment Breakdown:</p> <p>Invoice Total \$X Discount \$X Transaction Fee \$X Amount Paid \$X</p> <p>Send this registration link to your players and team officials to register directly into [Team] participating in [Rugby Event] https://myaccount.rugbyexplorer.com.au/mt-choose-registration?name=[teamname]</p> <p>Team admin user permissions have been granted automatically, allowing you to manage your team in the Rugby Match Day app.</p> <p>This registration is subject to the [Rugby Event] terms and conditions.</p> <p>Rugby Xplorer Team Your Rugby Connection</p> <p>For more information on insurance click here.</p>

**As of 30 August 2021*

For more information, visit <https://australia.rugby/participate/rugby-administration/club-administration> or contact Rugby AU Team – runningrugby@rugby.com.au.

STEP 2 – PLAYER & NON-PLAYING MEMBER REGISTRATIONS	
<p>Player & Non-Playing Member Registrations</p> <p>NOTE:</p> <ul style="list-style-type: none"> Individual participants (players and non-playing members) will need to register into their individual teams to appear in the squad automatically. Event organisers will setup either 'team pays' or 'player pays'. If 'player pays', individual players will need to register and pay to finalise their registration. 	<ol style="list-style-type: none"> My Account <ul style="list-style-type: none"> → Register → Rugby Events > Find a Team Select who you would like to register, click "continue" Enter Team name and "search" Click Team name and "next" Select Registration Role, click "next" Registrations will display as open or closed. If open, continue through the process Check personal details, click "next" Ability to add a headshot (including a selfie) or click "skip" Update address, gender, country of origin, ethnicity and last registered Ensure 'make my profile private' = No. This will ensure your name appears on team sheets and live results, click "next" Enter emergency contact details, click "next" Registration summary will appear <ol style="list-style-type: none"> Registration Fees can be expanded to show the breakdown of registration (insurance, state and competition fees) Any early bird discounts will appear here 2% transaction fee will appear Agree to Rugby AU T&Cs Click "Pay" Select payment option (if applicable) <ol style="list-style-type: none"> Enter credit/ debit card details Procedure through Zip Pay Click "Make Payment" Confirmation screen will appear, and confirmation email will be sent to the participant
<p>Successful Registration</p> <ul style="list-style-type: none"> Once the player and team officials have been successfully registered, a confirmation email will be sent. 	<p>Registration Confirmation</p> <p>Thank you for registering [participant name] to [team]. Your registration is as a [player/ coach/ manager/ volunteer].</p> <p>Your payment of \$X has been processed.</p> <p>Payment Breakdown: Insurance Fee: \$X AUD State Fee: \$X AUD Competition Fee: \$X AUD</p>

*As of 30 August 2021

For more information, visit <https://australia.rugby/participate/rugby-administration/club-administration> or contact Rugby AU Team – runningrugby@rugby.com.au.

	<p>Invoice Total: \$X AUD Discount: \$X AUD Transaction Fee: \$X AUD Amount Paid: \$X AUD</p> <p>This registration is subject to the [Rugby Event] terms and conditions.</p> <p>Rugby Xplorer Team Your Rugby Connection</p> <p>For more information on insurance click here.</p>
--	---

**As of 30 August 2021*

For more information, visit <https://australia.rugby/participate/rugby-administration/club-administration> or contact Rugby AU Team – runningrugby@rugby.com.au.