

# Xplorer guidance document

## HOW TO UPDATE YOUR PROFILE

### Access Xplorer:

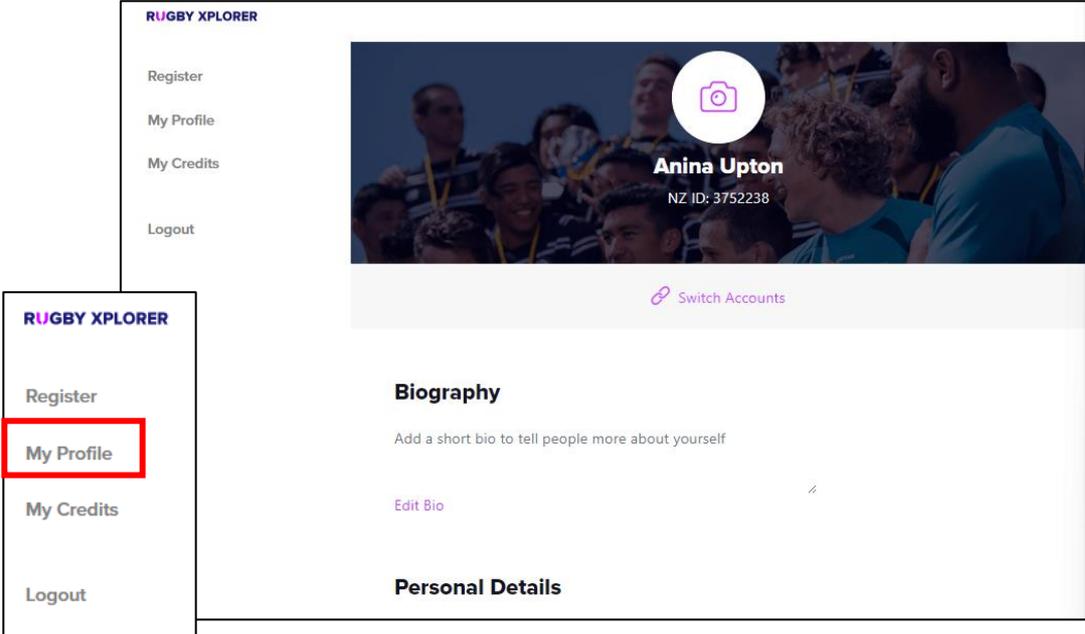
You can access Xplorer in various ways. To access via direct link, click on:

<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.
- If you are unsure how-to login, please see our *“how to log into an existing profile”* guidance document.

### Updating personal details in your Rugby Xplorer profile:

You can update your personal details at anytime in your Rugby Xplorer **“My Profile”**. When you update your details here, it will be reflected in other NZR systems (such as the National Rugby Database – NRD) as well.



**RUGBY XPLORER**

Register  
My Profile  
My Credits  
Logout

**RUGBY XPLORER**

Register  
**My Profile**  
My Credits  
Logout

**RUGBY XPLORER**

Register  
My Profile  
My Credits  
Logout

Anina Upton  
NZ ID: 3752238

Switch Accounts

**Biography**

Add a short bio to tell people more about yourself

Edit Bio

**Personal Details**

## Update your image:

### What is my image?

*This is an image you can load to your profile. It can be a photo or an avatar.*

1. Click on the camera icon above your name.



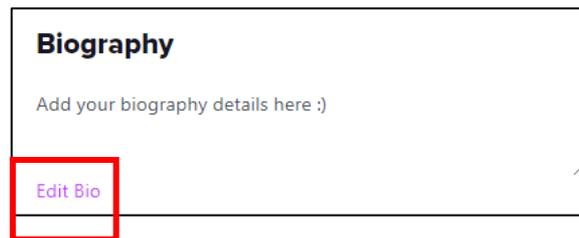
2. Browse your computer/ device for an appropriate image and click **“Open”**.
3. Wait for it to upload.

## Update your “Biography”:

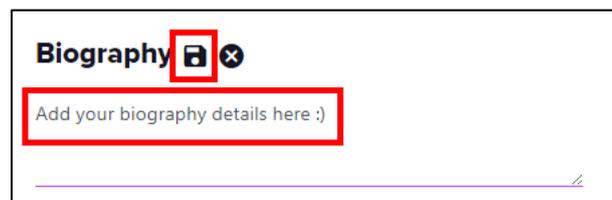
### What is my “Biography”?

*This is a space for you to share details about yourself. Any previous rugby achievements or representative achievements*

1. Click on “Edit Bio”



2. Type in your biography and click on the “save”  icon.



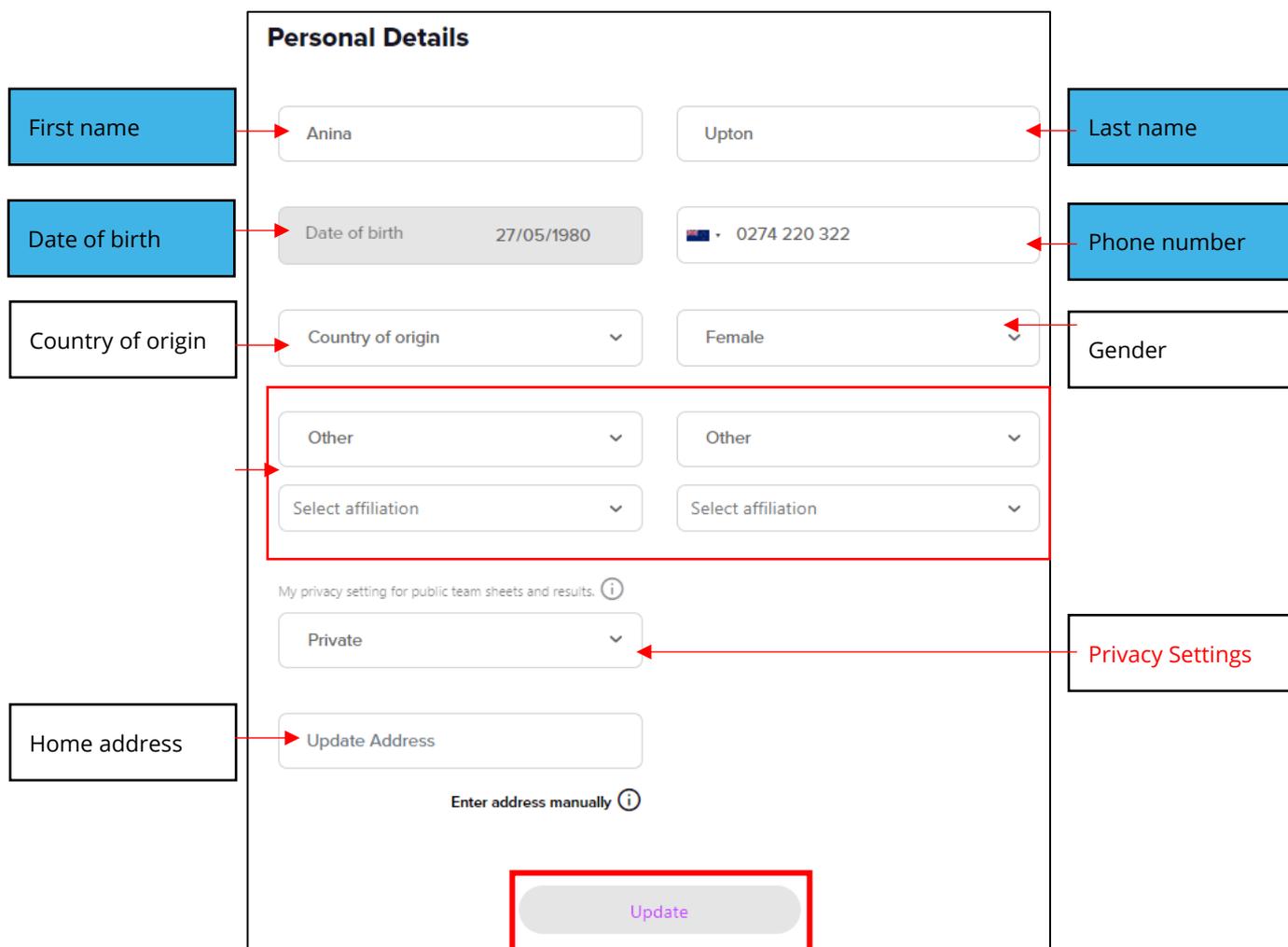
## Update your personal details:

### What is my "Personal details"?

Here you can update personal information such as: First name, Last name, Date of birth, Phone number, Country of origin, Gender etc.

A nickname

1. Scroll down to the **"Personal Details"** section.
2. Update any of your details and click the "Update" button.



The screenshot shows the 'Personal Details' form with the following fields and callouts:

- First name:** Anina
- Last name:** Upton
- Date of birth:** 27/05/1980
- Phone number:** 0274 220 322
- Country of origin:** (Dropdown menu)
- Gender:** Female
- Other:** (Dropdown menu)
- Other:** (Dropdown menu)
- Select affiliation:** (Dropdown menu)
- Select affiliation:** (Dropdown menu)
- Privacy Settings:** My privacy setting for public team sheets and results. Private
- Home address:** Update Address
- Update:** (Button)

**Note:** The blue boxes above are a NZR requirement to be completed.

## Update additional details:

### What is my "Additional details"?

1. Scroll down to the **"Additional Details"** section.

#### Additional Details

<p>Height (cm)</p> <input style="width: 90%; padding: 5px;" type="text" value="Height (cm)"/>	<p>Weight (kg)</p> <input style="width: 90%; padding: 5px;" type="text" value="Weight (kg)"/>
<p>School</p> <div style="background-color: #ccc; height: 20px; width: 100%;"></div>	
<input style="width: 100%; padding: 5px;" type="text" value="Search for a school"/>	
<a href="#" style="color: #0070C0; text-decoration: none; font-size: small;">Not applicable?</a>	
<input style="background-color: #ccc; color: #0070C0; padding: 10px 20px; border: none;" type="button" value="Update"/>	

#### Parent/Guardian Contact

Parent/Guardian 1

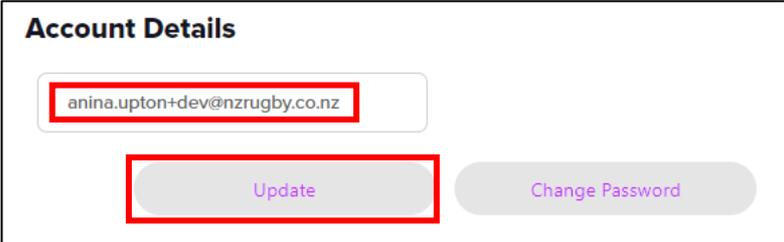
<input style="width: 95%; padding: 5px;" type="text" value="Full Name"/>	<input style="width: 95%; padding: 5px;" type="text" value="🇳🇿 021 123 4567"/>
<input style="width: 95%; padding: 5px;" type="text" value="Email Address"/>	<input style="width: 95%; padding: 5px;" type="text" value="Parent/Guardian"/>

## Update account details:

## What is my "Account Details"?

*This is where you can update your email and password.*

1. Scroll down to the **"Account details"** section.
2. To change your password, [please see our "how to change your password" guidance document.](#)
3. To change your email:
  - a. Type in your new email into the box where your current email is displayed.
  - b. Click **"Update"**.



**Account Details**

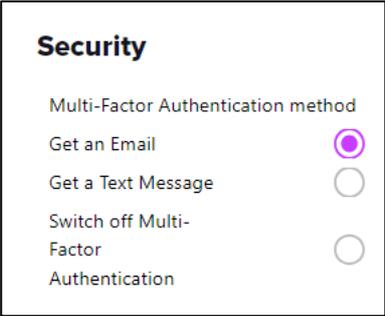
anina.upton+dev@nzrugby.co.nz

Update Change Password

## Update Security:

### What is the "Security" options for?

1. Scroll down to the **"Security"** section.



**Security**

Multi-Factor Authentication method

Get an Email

Get a Text Message

Switch off Multi-Factor Authentication

## Update your emergency contact:

## What is my "Emergency contact" ?

1. Scroll down to the **"Emergency Contact"** section.
2. Add the name and phone number of your emergency contact.
3. Click **"Update"**.

**Emergency Contact**

Please provide a valid mobile number.

Update

**Notes:**

- At the bottom of your profile, you will also be able to view the following

**Registration History** ▾ Clearance/Transfer?

**Legacy Registrations** ▾

**Accreditations** ▾