Rugby Xplorer – Rugby Events Registrations

> 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.

STEP 1 – TEAM REGISTRATIONS	

Team Registrations
 	
NOTE:
 	
• 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.
	1. My Account
	 → Register
	 → Rugby Events > Register a Team
	2. Enter Rugby Event name and "search"
	3. Click Rugby Event name and "next"
	4. Enter Team Name
	5. Contact Name, Mobile and Email will appear for the primary account logged in
	6. If you are a club admin, Select Club or 'Not part of any Club'
	7. Click "next"
	8. Registration summary will appear
	   a. Registration Fees can be expanded to show the breakdown of registration (insurance, state and competition fees)
	   b. Any early bird discounts will appear here
	   c. 2% transaction fee will appear
	9. Agree to Rugby AU T&Cs
	10. Click "Pay"
	11. Select payment option (if applicable)
	   a. Enter credit/ debit card details
	   b. Procedure through Zip Pay
	   c. Click "Make Payment'
	12. Confirmation screen will appear, and confirmation email will be sent to the team manager

Successful Registration • Once the team has been successfully registered, a confirmation email will be sent.	**Team Registration Confirmation** Thank you for registering your team to [Rugby Event]. Your payment of $X has been processed. Payment Breakdown: Insurance Fee: $X AUD State Fee: $X AUD Competition Fee: $X AUD Invoice Total: $X AUD Discount: $X AUD Transaction Fee: $X AUD Amount Paid: $X AUD

As of 2 September 2020

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

Rugby Xplorer – Rugby Events Registrations

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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]

Team admin user permissions have been granted automatically, allowing you to manage your team in the Rugby Match Day app.

This registration is subject to the [Rugby Event] terms and conditions.

Rugby Xplorer Team
Your Rugby Connection

For more information on insurance click here.

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STEP 2 – PLAYER & NON-PLAYING MEMBER REGISTRATIONS	

Player & Non-Playing Member Registrations
 	
NOTE:
• 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.
	1. My Account
	→ Register
	→ Rugby Events > Find a Team
	2. Select who you would like to register, click "continue"
	3. Enter Team name and "search"
	4. Click Team name and "next"
	5. Select Registration Role, click "next"
	6. Registrations will display as open or closed. If open, continue through the process
	7. Check personal details, click "next"
	8. Ability to add a headshot (including a selfie) or click "skip"
	9. Update address, gender, country of origin, ethnicity and last registered
	10. Ensure 'make my profile private' = No. This will ensure your name appears on team sheets and live results, click "next"
	11. Enter emergency contact details, click "next"
	12. Registration summary will appear
	   a. Registration Fees can be expanded to show the breakdown of registration (insurance, state and competition fees)
	   b. Any early bird discounts will appear here
	   c. 2% transaction fee will appear
	13. Agree to Rugby AU T&Cs
	14. Click "Pay"
	15. Select payment option (if applicable)
	   a. Enter credit/ debit card details
	   b. Procedure through Zip Pay
	   c. Click "Make Payment'
	16. Confirmation screen will appear, and confirmation email will be sent to the participant

Successful Registration • Once the player and team officials have been successfully registered, a confirmation email will be sent.	Registration Confirmation Thank you for registering [participant name] to [team]. Your registration is as a [player/ coach/ manager/ volunteer]. Your payment of $X has been processed. Payment Breakdown: Insurance Fee: $X AUD State Fee: $X AUD Competition Fee: $X AUD

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

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