# Rugby Xplorer – Registration

This Rugby Xplorer self-help guide will assist RUGBY PARTICIPANTS (players, non-playing members, club admins and Rugby fans) REGISTER for the 2022 Rugby season.

## REGISTRATION

Registration
*Participant must have completed sign in/ sign up procedure first via Rugby Xplorer app or Rugby Portal (https://myaccount.rugbyxplorer.com.au/).

ROLE
- There is an info icon to explain some of the non-playing member roles.
- Match Official is the role for Referees, Assistant Referee and/or Referee Coach.
- Coach and Manager are team officials with defined roles on team sheets.
- Volunteer is used for club volunteers of other roles, e.g. Ground Marshal and Medical staff.

DURATION is the time you are registered for:
- Season = the full season
- Monthly = can only play for the month you have paid for
- Weekly = can only play for the week you have paid for

NOTE:
- Monthly and weekly begin the day you register, and the system will automatically pick up when this expires (date range has passed) and remove you from team squad and team selection. You will need to re-register to play again.
- Monthly and weekly duration registrations, either as the first (primary registration) or second (primary registration also) will not facilitate secondary conversion discounts.

TOUCH 7s and GET INTO RUGBY
- A saleable item, 'Touch 7s/ Get into Rugby Development Fee', will be hard coded into the registration form. This cannot be removed and will automatically be added to the registration fees for individual participants.

1. Open Rugby Xplorer app/ Rugby Portal
2. Click "Register"
3. Select who you would like to register, click "continue"
4. Enter Club name and "search"
5. Click Club name and "next"
6. Select Registration Role, Registration Type and Duration from dropdowns, click "next"
7. Registrations will display as open or closed. If open, continue through the process
8. Check personal details, click "next"
9. Ability to add a headshot (including a selfie) or click "skip"
10. Update address, gender, country of origin, heritage, ethnicity and last registered, click "next"
11. Enter emergency contact details, click "next"
12. Additional information
    a. If U18 enter school, height and weight
    b. If non-playing members, enter WWC details
13. Any custom questions added by your club, association, state and/or national will appear on a new page
14. Saleable items your Club is offering will appear, click "next"
    a. Touch 7s and Get into Rugby will have a 'Touch 7s/ Get into Rugby Development Fee' saleable item automatically added.
15. Registration summary will appear
    a. Registration Fees can be expanded to show the breakdown of registration (insurance, state, association and club fees)
    b. Any early bird discounts and/or Rugby Xplorer Credits will appear here
    c. 2% transaction fee will appear
16. If applicable, enter NSW Active Kids voucher

*As of 28 February 2022*

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

# Rugby Xplorer – Registration

| | |
|---|---|
| 'Registration Unavailable' will appear when:<br>• Club has payment settings setup, but they are 'Closed' and/or<br>• Club has no bank account set up.<br><br>PRIVACY NOTE:<br>• By choosing for your profile to be public your full profile will remain hidden. Only individuals with admin user permissions for your team, club and/or association can see your record. This is now updated in your Portal, not during the registration process.<br>• The ability to change personal details is the responsibility of the individual.<br>• 'No' means only your name will display on team sheets and player statistics. Your full profile will remain hidden.<br>• Having your profile private as 'Yes' should only be used in the cases of child protection issues or employment identification protection.<br><br>RUGBY XPLORER CREDITS<br>• If you have Rugby Xplorer credits available on your account, these will automatically be deducted from your registration fees for each level, i.e. insurance credit, state credit, association credit and/or club credit. | 17. If applicable, enter Club Discount Code<br>a. 'Club Discount Applied' will appear for successful discounts.<br>b. 'Incorrect Club Discount Code' will appear for discounts that have already been redeemed or wrong code has been entered.<br>18. Optional 'Donate to my Club'<br>a. Select $5, $10, $25 or Other<br>b. Accept ASF's T&Cs<br>c. Click "Add"<br>19. Agree to Rugby AU T&Cs<br>20. Click "Pay"<br>21. Select payment option<br>a. Enter credit/ debit card details<br>b. Proceed through Zip Pay options<br>22. Click "Make Payment'<br>23. Confirmation screen will appear with "Finish" and confirmation email will be sent to the registered participant<br>24. Would you like to add another registration?<br>a. Yes, will enable family discounts in a registration loop<br>b. By selecting no, you will no longer be eligible for a family discount. |

| CLEARANCES | |
|---|---|
| Players registering for multiple Clubs<br><br>NOTE:<br>• Players who have registered for one club and want to register to another (moving from one club to another permanently OR combined teams) will need to seek a clearance via the online self-registration process.<br>• Clearances are only applicable for ACTIVE (currently registered season) players. | 1. Player registers to their primary club first (follows registration process)<br>2. Player tries to re-register with secondary club but is stopped and needs to submit a clearance request with reason<br>3. Clearance notifications are sent to player, To and From Clubs and To and From Association admins<br>4. Clearance needs to be approved by club and association admin in Rugby Xplorer admin portal<br>5. Once clearance has been approved by both club and association admin player receives email for approved clearance<br>6. Player then needs to continue re-registering online with the new club. This time they will be able to proceed through the registration process |

**As of 28 February 2022*

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