

This Rugby Xplorer self-help guide will assist RUGBY PARTICIPANTS (players, non-playing members, club admins and Rugby fans) REGISTER for the 2020 Rugby season.

REGISTRATION

Registration

*Participant must have completed sign in/ sign up procedure first via Rugby Xplorer app.

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 the team selection. You will need to re-register to player again.
- Monthly and weekly duration registrations, either as the first (primary registration) or second (secondary) will not facilitate secondary conversion discounts.

TOUCH 7s and GET INTO RUGBY

- A saleable item, 'program equipment', will be hard coded into the registration form. This cannot be removed and will automatically be added to the registration fees for individual participants.

'Registration Unavailable' will appear when:

- Club has payment settings setup, but they are 'Closed' and/or
- Club has no bank account set up.

PRIVACY NOTE: 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, the ability to change personal details is the responsibility of the individual.

1. Open Rugby Xplorer app/ Rugby Portal
2. Click "Register"
3. Select who you would like to register (ensure tick next to their record), 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, and ethnicity, click "next"
11. Ensure 'make my profile private' = No. This will ensure your name appears on team sheets and live results, click "next"
12. Enter emergency contact details, click "next"
13. Additional information
 - a. If U18 enter school, height and weight
 - b. If non-playing members, enter WWC details
14. Saleable items your Club is offering will appear, click "next"
 - a. Touch 7s and Get into Rugby will have a 'program equipment' saleable item automatically added.
15. Registration summary will appear
16. If applicable, enter NSW Active Kids voucher
17. If applicable, enter Club Discount Code
18. Agree to Rugby AU T&Cs
19. Click "continue to payment"
20. Select payment option
 - a. Enter credit/ debit card details
 - b. Procedure through Zip Pay
21. Click "Make Payment"
22. Confirmation screen will appear, and confirmation email will be sent to the participant

*As of 27 September 2019

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

CLEARANCES	
Players registering for multiple Clubs	
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.	<ol style="list-style-type: none">1. Player registers to their primary club first (follows process above)2. Player tries to re-register with secondary club but is stopped and needs to submit a clearance request3. Clearance notifications are sent to player, Club and Association admins4. Clearance needs to be approved by club and association admin in Rugby Xplorer admin portal5. Once clearance has been approved by both club and association admin player receives email for approved clearance6. Player then needs to continue re-registering online with the new club. This time they will be able to proceed through the registration process

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