



HELP SHEET - Registration 2020 – Rugby Xplorer

- Go to link <https://myaccount.rugby.com.au> , please check your email address at this link before creating any new log in's / accounts etc.

Existing participant / Email address found

- Enter email address used for 2019 registrations or if known your MyRugby ID and click continue
 - If found, click on “email me a magic link”
 - Open email and click on the link within this
 - Enter new password
 - Click “confirm”
 - Enter your email
 - Click “sign in manually” – Email address will pre-populate and enter your password
 - Click “sign in:
 - You will then be directed to the participant portal and can edit any of your details in the “My Dashboard” as required.
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- If you are an existing participant and know you password you may also choose to “sign in manually”
 - Click the “sign in manually” button and enter your password
 - You will then be directed to the participant portal and can edit any of your details in the “My Dashboard” as required.

New players / Email address not found

- If your entered email address is not found, click “sign me up”
- Enter your details to create a Rugby account
- A “magic link” will be sent to your email address
- Open email and click on the link within this
- Enter new password
- Click “confirm”
- Enter your email
- Click “sign in manually” – Email address will pre-populate and enter your password
- Click “sign in:
- You will then be directed to the participant portal and can edit any of your details in the “My Dashboard” as required.

Linked accounts

- If there are no linked accounts of the participant you are trying to register, click “Register” on the right hand tool bar and select “Create a Rugby Linked account”
- Complete all details and click “Sign Up”
- A new linked account record will be created and will now appear when clicking on the icon above.
- Please note that this created record will be have the same email address as the primary account holder creating it.

Registering for the 2020 season - Players

- Once all linked accounts are showing / have been added you are now able to register for the 2020 season.
- On the right hand side tool bar click “Register”
- Select the participant you would like to register (a white tick in a blue circle should appear beside this participant) and click “Continue”
- In the field “Enter Club Name” – type Wahroonga and click “search”

I would advise against using “search by postcode” as this does not always pick up the required clubs

- Two options should appear, select “Wahroonga” and click “Next”
- Complete the Registration Type information as follows:
 - o Role – Player
 - o Registration Type – **XVs Juniors** or 7’s Junior Girls
 - o Duration – Season
- Click “Next”
- Details of the participant you are trying to register will now appear, click “Next”

- Headshot – you may skip this, however if you are registering players in any Junior competition i.e U10’s or above please do not skip this field and upload a photo now. This will save a lot of hassle as the season progresses.

Once uploaded click “Next” – it does not appear to be any photo size restrictions.

- Additional Details – please complete / amend as necessary and click “Next”
- Emergency Contact Details – please complete / amend as necessary and click “Next”
- Additional questions - please complete / amend as necessary and click “Next”
- Registration summary – a summary of the fees for the season will appear.

Please enter your Active Kids Voucher here.

- Click the “Terms and Conditions” and “Continue to payment” to finalise your registration
- Enter credit card details and select “Make payment”
- Registration is now complete. Thank you...
- You should receive email conformation of this transaction.

Registering for the 2020 season - Volunteers

- On the right hand side tool bar click “Register”
- Select the participant you would like to register (a white tick in a blue circle should appear beside this participant) and click “Continue”
- In the field “Enter Club Name” – type Wahroonga and click “search”

I would advise against using “search by postcode” as this does not always pick up the required clubs

- Two options should appear, select “Wahroongra JRU” and click “Next”
- Complete the Registration Type information as follows:
 - o Role – Volunteer
 - o Registration Type – XVs Juniors or 7’s Junior Girls
 - o Duration – Season
- Click “Next”
- Details of the participant you are trying to register will now appear, click “Next”
- Headshot – you may skip this or upload a photo. If uploading a photo once this has been completed click “Next” – it does not appear to be any photo size restrictions.
- Additional Details – please complete / amend as necessary and click “Next”
- Emergency Contact Details – please complete / amend as necessary and click “Next”

- Working with children check – this needs to be obtained for all volunteers. This may be obtained at <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>
- Registration summary – a summary of the fees for the season will appear. For all volunteers this should show as \$0
- Click the “Terms and Conditions” and “Continue to payment” to finalise your registration
- Registration is now complete. Thank you...
- You should receive email confirmation of this transaction.

If you have any queries, please do not hesitate to contact Helen Tunks on registrar@wahroongarugby.com.au / 0423 692 654 or Murray Ashby on secretary@wahroongarugby.com.au / 0414 566 968