



## HELP SHEET - Registration for Tiger Touch 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.
- If you are an existing participant and know your 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” – **DO NOT REGISTER AS A TEAM**
- Select Find a Club
- Tick 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
- Select “Wahroonga” and click “Next”
- Complete the Registration Type information as follows:
  - o Role – Player
  - o Registration Type – **TOUCH 7’s Summer**
  - o Duration – Season
- Click “Next”
- Details of the participant you are trying to register will now appear, click “Next”
- Headshot – you may skip this.

- Additional Details – please complete / amend as necessary and click “Next”
- Emergency Contact Details – please complete / amend as necessary and click “Next”
- Add saleable item – If you require a Touch Top (Vest), please add your size here. The Vests are \$20pp. You will need to collect from the Gear Room on day one.
- There is also a program equipment \$10 in there – this is part of the registration which everyone will pay.
- 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.

If u have any queries, please do not hesitate to contact our Registrar, Helen Tunks on [registrar@wahroongarugby.com.au](mailto:registrar@wahroongarugby.com.au) or 0423 692 654