



HELP SHEET - Registration 2021 – Rugby Xplorer

NB: If you are going to use your Service NSW Active Kids Voucher to register, please apply before proceeding with the Registration process as you will need the Active Kids Voucher number before payment.

The Service NSW Active Kids Voucher can be found at

<https://www.service.nsw.gov.au/transaction/apply-active-kids-voucher>

Now to Register..

- 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.

Rugby Xplorer

Existing participant / Email address found

- Enter email address used for 2020 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 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 2021 season - Players

- Once all linked accounts are showing / have been added you are now able to register for the 2021 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 (Mini’s & Junior Rugby)** or **7’s Juniors (this is for the Girls Sizzling 7’s Comp)**
 - 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.

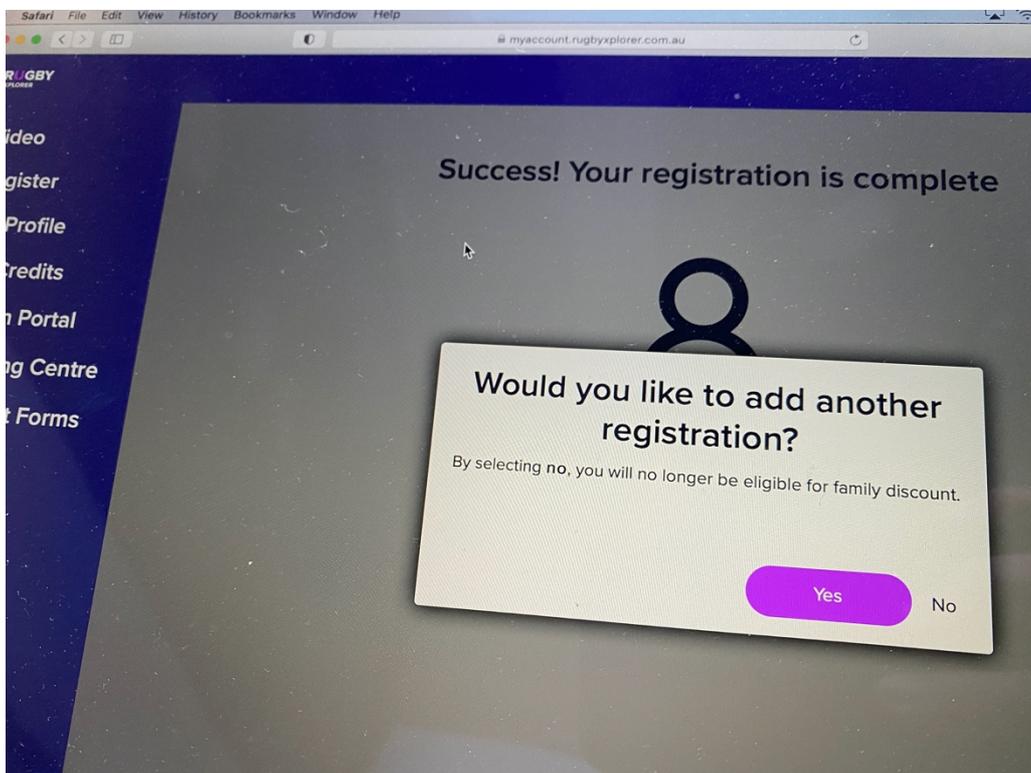
- Additional Details – please complete / amend as necessary and click “Next”
- Emergency Contact Details – please complete / amend as necessary and click “Next”
- Additional questions - please complete / amend as necessary and click “Next”
- Registration summary – a summary of the fees for the season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

IMPORTANT: If you are registering more than one child at a time you are eligible for discount on your 2nd, 3rd, 4th child.

PLEASE ensure you press finish and then wait for the prompt to come up to register another child – if you miss this, you will miss out on the discount.



Registration complete – Bring on the 2021 Season!!!

VOLUNTEERS / COACHES / MANAGERS

Registering for the 2021 season – Volunteers / Coaches / Managers

- 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

- 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 is COMPULSORY and needs to be obtained for all Volunteers / Coaches / Managers / Age Coordinators.**

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.



Having Problems Registering...?? Please don't hesitate to contact:

Club Registrar

Helen Tunks on registrar@wahroongarugby.com.au or 0423 692 654

Or

Club Secretary

Murray Ashby on secretary@wahroongarugby.com.au or 0414 566 968