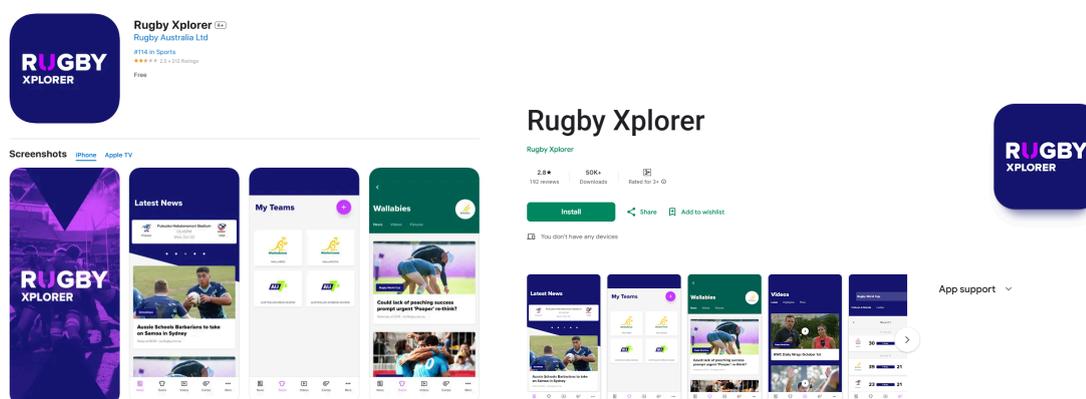


HOW TO SET UP A RUGBY XPLOER ACCOUNT AND HOW TO REGISTER TO A CLUB

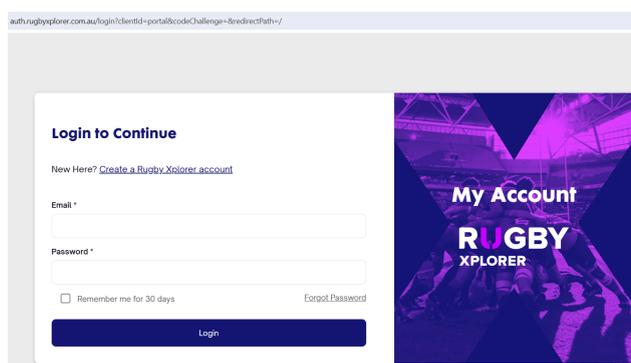
TO REGISTER TO PLAY RUGBY UNION YOU NEED TO HAVE ACCESS TO RUGBY XPLOER AND SET UP A PRIMARY ACCOUNT

Step 1: Access the registration application called Rugby Xplorer from Apple Store or Google Play or the web



or via the following link

<https://auth.rugbyexplorer.com.au/login?clientId=portal&codeChallenge=&redirectPath=/>



The following instructions will cover creating a registration via the web. It is easier to sign up via the web. You can register through the app but may need to navigate to different parts of the application if you use it at the sign up stage.

HANDY TIP!

We strongly recommend using the app on game day to follow games and scores - it is the best way.

Step 2: Creating a new Account

- (a) Click on Create a Rugby Xplorer account

New Here? [Create a Rugby Xplorer account](#)

HANDY TIP!

Stop for a moment and consider whether or not you may have already registered for this under an existing email account. This is important because you and any linked persons to this account are generated a unique MyRugby ID number. This number will follow you or any persons linked to this account through the rugby journey. It will link to any registrations, accreditations, learning centre etc. You can always test this at the previous screen by inputting the potential email address and using the Forgot Password function.

- (b) At the Sign Up page complete the details - Select Rugby Australia from the drop down menu, complete and check the two boxes. Please read the Privacy Policy.

Sign Up

Rugby National *
Rugby Australia

First Name *

Last Name *

Date of birth (DD/MM/YYYY) *

Phone Number *
+619999 999 999

Email Address *
ucjtbuenswmjrbwruh@nbmbb.com

Please note that by signing up to and using Rugby Xplorer you will be providing personal information (including sensitive information) to both Rugby Xplorer and Rugby Australia which will each collect, store and use such information in accordance with the respective privacy policies linked below.

I consent to the personal information I provide in connection with my sign up to and use of Rugby Xplorer to be collected and handled in accordance with the [Rugby Xplorer Privacy Policy](#) which I have read.

I consent to the personal information I provide in connection with my sign up to and use of Rugby Xplorer to be collected and handled in accordance with the [Rugby Australia Privacy Policy](#) which I have read.

- c) The system will generate a verification process - follow the instructions to verify.



d) You will need to set a password.

Set Password

Password *

Re-Enter Password *

Confirm

Password needs to have a minimum of 10 characters with at least 1 uppercase letter, 1 lowercase letter and 1 number and 1 special character

(e) You will need to log in.

HANDY TIP!

We recommend checking the 'remember me for 30 days' box. This app is constantly evolving with updates and this will ensure you can get onto it seamlessly for a longer period.

Login to Continue

New Here? [Create a Rugby Xplorer account](#)

Email *

ucjtbuenswmjrbwruh@nbmbb.com

Password *

Remember me for 30 days [Forgot Password](#)

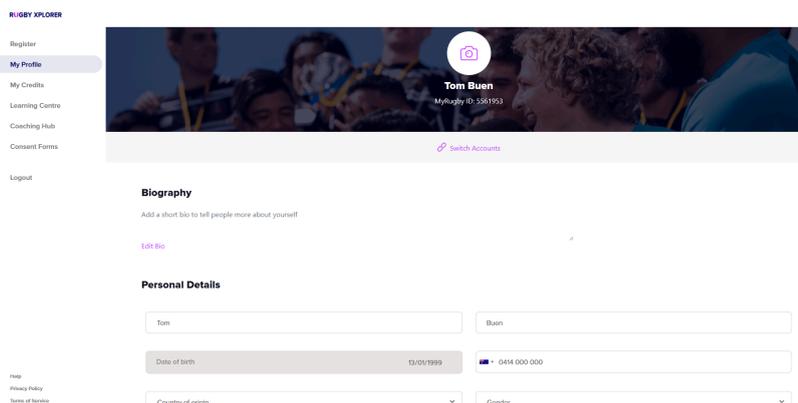
Login

My Account
RUGBY
XPLORER

Step 3: Creation of the MyRugby ID number

RX will generate a MyRugbyID Number.

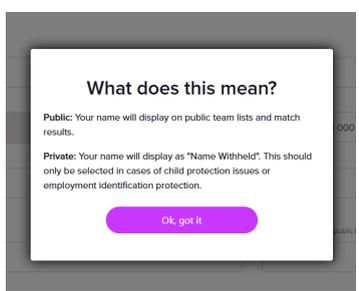
(a) Time to complete your profile - Click My Profile on the left hand side if the screen does not automatically come up.



(b) You will be required at this point to indicate whether or not this Profile is Public or Private.

We recommend, unless you have a child protection matter or have job de-identification requirements that you choose Public. This will mean you or your child's name will appear on public team lists in RX and will also be recorded in the statistics eg tries and conversions. It is your choice.

If you select Private - the profile will be recorded as "Name Withheld". You can come back here and change it any time if your circumstances change. Whilst the SJRU will be able to see who is in the team from their end, noone else will. At finals players will be required to verify themselves to the officials and other teams being played so your child's information will need to be shared at that time.



Personal Details

Tom Buen

Date of birth

Country of origin Gender

Heritage My privacy setting for public team sheets and results:

Update Address

Enter address manually

c) You will be asked about your Working with Children status.

It is important in key roles at the Club that you have a WWC check - category - volunteer. These are obtained through ServiceNSW.

If you want to participate in coaching you will need a WWC.

We support and encourage all roles that deal with children, whether a manager, assistant referee or ground marshall to have a WWC. It can be applied for online with an in person visit with documents, and it lasts for 5 years.

If you select No, this will not prevent you setting up an account.

Additional Details

Do you have a valid working with children check?

Update

Account Details

Update

Change Password

Security

Multi-Factor Authentication method

Get an Email

Get a Text Message

Switch off Multi-Factor Authentication

d) Security choices are up to you.

(e) The Profile section will store all your registrations through your rugby career and your accreditations eg Ground Marshall, Smart Rugby.

Emergency Contact

Update

Registration History

Clearance/Transfer?

| Season | Entity Type | Entity Name | Registration Details | Status |
|------------------|-------------|-------------|----------------------|--------|
| No Registrations | | | | |

Legacy Registrations

| Season | Entity Name | Registration Details | Status |
|------------------|-------------|----------------------|--------|
| No Registrations | | | |

Accreditations ▾

Current Accreditations

| Name | Course ID | Completed | Expires | Status |
|------|-----------|-----------|---------|--------|
|------|-----------|-----------|---------|--------|

No Active Accreditations

Inactive Accreditations

- 🕒 Expired
- 🕒 Suspended
- 🕒 Lapsed
- 🕒 Pending/Rejected/Declined

(f) There are other sections down the left you can peruse.

If you need to do courses to perform roles you will be able to access them from the [Learning Centre](#). Your training outcome will also be recorded here.

If you need to access Coaching material that can be found in the [Coaching Hub](#).

If you need SJRU forms for Dispensation you can locate these in [Consent Forms](#)

RUGBY XPLORER

- Register
- My Profile
- My Credits
- Learning Centre
- Coaching Hub
- Consent Forms**
- Logout

Consent Forms

Please select dispensation you want to complete or view status

- Size for Age Dispensation →
- Senior Rugby Dispensation →
- Age Grade Dispensation →
- Front Row (Schedule B) Dispensation →

REGISTERING AT WAHROONGA JUNIOR RUGBY CLUB FOR A SEASON

Once you have done the PRIMARY ACCOUNT you will need to link other persons and register them - eg your children. This section of the guide shows you how to do that.

To do this - you also need to have their WEIGHT (kg) and HEIGHT (cm) handy.

The most common registration you will need to do is to register at Wahoonga Rugby Club for the season you or your child is playing. This is usually the MAIN WINTER SEASON which runs from around April to September.

During the year there may be other events and teams you may need to register to - these may have a different pathway to register, that is you may need to select an option under Rugby Events. This will not be the case for the main season you register at WRC. The organisers or managers of those events and teams will give you the pathway at that time.

HANDY TIP!

We recommend you register using the app and not the web. The app is easy to use. You can also register online. The navigation may be slightly different to get to the first step but you are looking for the link on the left hand side of the page 'Register' or in the app it may be under the three dots More button - Click Register

Click Register!

Step 1: Choose Play Rugby

Click on Play Rugby - Find a Club

Play Rugby

Find a Club

Register as a player, coach, manager or volunteer to your community club competition.



Rugby Events

Register a Team

Register a team into a sanctioned rugby event or tournament



Find a Team

Register as a player, coach, manager or volunteer to a team competing in a sanctioned rugby event or tournament.



Step 2: Choose a person to register

If you want to register yourself click on you.

If you have linked persons in your account - their names will also come up for selection. Select the player you want to register.

If you have no linked persons in your account - you will need to follow the prompt 'Link a new person' and add persons - eg the children in your family.

HANDY TIP!

Have their weight (kg) and height (cm) handy!

We recommend that all parents register (PRIMARY ACCOUNT) and then link their children to their account. RX will not allow an individual under 13 years to have a primary account. Children who are over 13 and under 18 may not necessarily understand the requirements and emails they may receive from RX in relation to their registration and any clearances they may need. This may delay them getting onto the field and playing with us!

Who would you like to register?

Select a person to register.

| | | |
|---|--|-----------------------|
|  | Tom Buen MyRugby ID: 5561953 Age 25 | <input type="radio"/> |
|  | Link a new person | <input type="radio"/> |

You will need to link a new person to add a child/player. You will need to add their weight and height, school and other details. Follow the instructions and press Next to get through the pages.

Link a new person

Enter the details below to create a new linked Rugby account

I accept the national terms and conditions on behalf of this participant and will comply with the national registration regulations.

First Name

Last Name

Date of birth dd/mm/yyyy

 0412 345 678

Once you have selected the person press Next.

Once you have linked your child/children, their names will appear in this list and you can click into the button icon to select them.

You will then need to toggle through the accounts in your registration as you register you, or your child/children for the year! Each child will need to be registered separately. Follow the pages and click Next at the bottom of each page.

Who would you like to register?

Select a person to register.

| | |
|--|----------------------------------|
|  Tom Buen MyRugby ID: 5561953 Age 25 | <input checked="" type="radio"/> |
|  Link a new person | <input type="radio"/> |

Next

Step 3: Choose the Club

Start typing in the search, we recommend you type at least the first word, Wahroonga.

Select Wahroonga JRUC. Then press Next.

Which club would you like to register to?

Search for your club by name or location.



 [Search by PostCode](#)

Top results

Wahroonga JRUC

Sydney Junior Rugby Union, New South Wales Rugby Union

Next

Step 4: Registration Type

You will need to put details into all three sections, Role, Registration Type, Duration.

5:28

Registration type

Select the role that applies to you,
choose the registration type and how
long you want to register for ⓘ

Role ⓘ

Select...

Registration Type

Select...

Duration

Select...

If the registration type you are after isn't available
please contact your club for more information.

Back Next

News Teams Videos Comps More

(a) Select Role

There will be a few options here that will be triggered depending on the age of the person selected.

If you are **registering to play** you select:

Player

If you are **registering to volunteer** at the club you select:

Volunteer

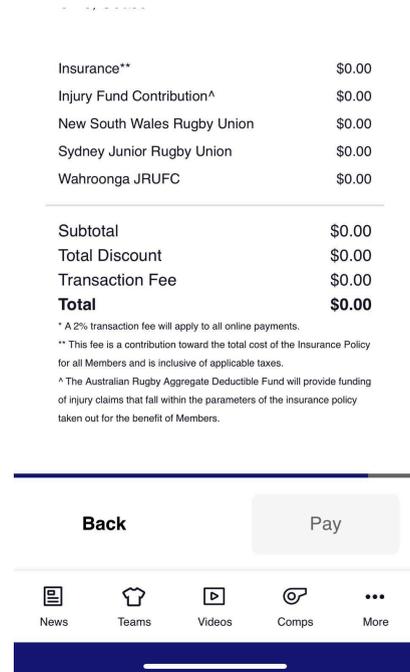
If you are **registering to train** only you select:

Training Participant only

There are also Coach, Manager and Match Official Roles. If you intend to participate with the club as a Coach, Manager or Assistant Referee you will need to register to these roles as well.

HANDY TIP!

If you intend to perform any volunteer role at Wahroonga you will need to register as a VOLUNTEER at Wahroonga Rugby Club. **There are also Coach, Manager and Match Official Roles. If you intend to participate with the club as a Coach, Manager or Assistant Referee you will need to register to these roles as well.** All of these roles will cost you ZERO and this should be reflected in the payment page.



Then click Pay to move past.

b) Select Registration Type

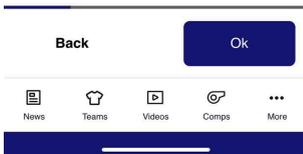
Depending on what time of the year you are registering there are usually only a few options. Registration needs to be open for the club for it to be in there. If you cannot find the season you want to register contact us.

If you choose the a registration and it is not open the next page will tell you it isn't open when you click next.



Registration Unavailable

This registration combination is not available at this time. Please go back and try another combination or contact your club for more information.



2025 WINTER SEASON

For the 2025 main WINTER RUGBY SEASON please follow the instructions for your age group and competition your player intends to play in:

Please note when you choose your *Registration Type* please select as follows:

- u6/7 Minis - Select **"Get Into Rugby - Try Time"**
- u8/9 Minis - Select **"XVs Juniors"** - your minis registration fee - not the full juniors fee - will be charged at the final page
- u10 to u12 Juniors (Mixed Team) - **Select "XVs Juniors"** - girls wanting to play mixed and who are u12 can register in a mixed team
- u13 to u18 Juniors - Boys only - Select **"XVs Juniors"**
- u13 to u18 - Girls only - Select **"XVs Girls"** - please note any girl who is 13 and above in 2025 MUST register in this type. If you are u12 and want to play girls only rugby - [visit our page to see what is on offer! and who to contact](#)

There are a number of competitions throughout the year which may require you to register again, eg Spring Sevens which also requires another registration fee. This registration will open up later in the year.

c) Duration

This will always be Season - Select Season

HANDY TIP!

If you are registering and your child has played rugby at another club last season, you need to register via Rugby Xplorer to push the requirement for the club you have come from and the SJRU to consider your transfer. You need to follow the registration steps at Wahroonga but when you come to this page, RX will tell you - you need to trigger the transfer option by clicking the transfer button. If you do this in RX a notification will go to your old club and the SJRU for consideration as to whether they will

grant the transfer. Wahroonga cannot trigger this for you but we always recommend you ask us prior to joining Wahroonga if you have any questions about the transfer rules!

Step 5: Payment and other terms screen

Once you have put in all the details required to register, eg emergency contact etc you will move to the payment page.

This will include a breakdown of the amounts payable and it will may include any terms and condition buttons you need to press to move to payment.

Your payment screen will include the following categories but will contain fees against each item

Please note the first four items are set by the NSWJRU and the SJRU.

The Wahroonga JRUFC fee is called the club fee and is set each year by the Club.

| | |
|-----------------------------|---------------|
| Insurance** | \$0.00 |
| Injury Fund Contribution^ | \$0.00 |
| New South Wales Rugby Union | \$0.00 |
| Sydney Junior Rugby Union | \$0.00 |
| Wahroonga JRUFC | \$0.00 |
| <hr/> | |
| Subtotal | \$0.00 |
| Total Discount | \$0.00 |
| Transaction Fee | \$0.00 |
| Total | \$0.00 |

* A 2% transaction fee will apply to all online payments.

** This fee is a contribution toward the total cost of the Insurance Policy for all Members and is inclusive of applicable taxes.

^ The Australian Rugby Aggregate Deductible Fund will provide funding of injury claims that fall within the parameters of the insurance policy taken out for the benefit of Members.

Back Pay

News Teams Videos Comps More

You will need to press Pay to move forward where you will be asked to include a payment card. Please note these are limited to certain card types.

Once paid you will receive confirmation of payment on screen and via an email.

WELCOME TO WAHROONGA JUNIOR RUGBY CLUB!!