



## Rugby Xplorer

### Volunteer Registration Instructions

(For all Volunteers in their child's XVs Competition)

[Rugby Xplorer](#) is a system that has been created by Rugby Australia and is compulsory for all clubs nationally to use.

We require all Committee members, Managers, Coaches, Ground Marshalls, Assistant Referees and any other Volunteers who graciously give their time to assist us, to register themselves in Rugby Xplorer. There is **no fee** for this.

**When you are ready to register ensure you have the following before you start:**

- ✓ Working With Children Check number and expiry date  
(You can skip this step – but note you must get a WWC number to comply with Club & SJRU Policy. You can add it into your profile later. To do this visit the [Services NSW website here.](#))

#### Step by Step Process:

Download the Rugby Explorer app to your phone and login to begin registration.

(You will need your previously used email/Rugby ID# to login – send yourself a 'Magic Link' and you're in!)

You can register online on a desktop (or if you're having issues with the app please try this also) at [myaccount.rugbyexplorer.com.au](http://myaccount.rugbyexplorer.com.au). The same principles below apply.

Register by clicking on the **More** button in the bottom right corner.

1. Select **Register**;
2. Select the top option "**Play Rugby**" - Find a club
3. Click on your name, then click **CONTINUE**.
4. **Which Club would you like to register to?**  
Enter "**Mosman Junior**" - click Search - select 'Mosman Junior Rugby Club', then click **NEXT**



---

**5. Registration type**

- Role – select 'Volunteer' (coaching volunteers are to select 'Coach')
  - Registration Type – select 'XV Juniors'
  - Duration – select 'Season'
- Then click **NEXT**

**6. Personal details**

Check these are all correct. If not changes have to be made back in your own profile page - then click **NEXT**

**7. Profile Photo**

Upload a recent photo of yourself (or skip) – click **NEXT**.

**8. Additional details**

- make any changes to Address, Gender, Country
  - Make my profile private: **must be No**. PLEASE NOTE: the profile must be public, so select No. This is for the team sheet etc as Ground Marshalls and ARs need to be added to the team sheets (*if there is a concern or any reason you would need to remain private within the forum of our rugby competition please email the registrar with your concern*)
- Then click **NEXT**

**9. Emergency contact details**

Complete details - then click **NEXT**

**10. Working with Children Check**

- Yes/No – select yes if you have your number
  - Enter the WWC number
  - Enter your WWC expiry date
- (You can always select No - and update these details in your Xplorer Profile later)
- Then click **NEXT**

**11. Add a saleable item**

Do not select anything here - should be a total of \$0.



---

## 12. Registration Summary

- Registration will show as \$0
- Tick the box to agree to the National Terms and Conditions

Then click **Pay**

## 13. Success! Your registration is complete

Select **FINISH**

You will receive an email confirmation directly from Rugby Xplorer.

From all of us at Mosman Junior Rugby Club:

**THANK YOU**

**for getting involved!**

