

You must have a Rugby Xplorer account to register. Registrations can be completed via the app or website: <https://myaccount.rugbyexplorer.com.au/>

You Club may send you a unique link to register directly into your club. If you haven't received this, please contact your Club Admin or search for the club in the registration process.

1. Open Rugby Xplorer app/ Rugby Portal and sign in by entering email address and password
2. Click "Register"
3. Click 'Find a Club'
4. Select who you would like to register, click "continue"
5. Enter Club name and "search" Club name will appear in bold, with its parent organisations below in grey.
6. Click Club name and "next"
7. Select Registration Role, Registration Type and Duration from dropdowns, click "next"
8. Registrations will display as open or closed. If open, continue through the process. If closed, contact your club or check our troubleshooting guide
9. Personal details will appear for the individual that you are registering, click "next"
10. Ability to add a Profile Photo (including a selfie) or click "skip"
11. Additional details will appear depending on your Rugby Region, complete the required details and click "next"
 - a. Rugby Australia requires address, gender, country of origin, heritage, Aboriginal and Torres Strait Islander and last registered.
 - b. USA Rugby requires address, gender, country of origin and ethnicity.
12. Enter emergency contact details, click "next"
13. Additional information
 - If U18 enter school, height and weight and school.
 - In Australia, non-playing members are also required to enter their WWC details.
15. Any custom questions added by your club, and/or parent organisations will appear on a new page.
 - In Australia, saleable items your Club is offering will appear, click "next". Note, Touch 7's and Get into Rugby will have a 'Touch 7's/Get into Rugby Development Fee' saleable item automatically added.
16. Registration summary will appear

- Registration Fees expand to show the breakdown of registration fees.
- Any early bird discounts and/or Rugby Xplorer Credits will appear here
- The transaction fee will appear

17. If applicable, enter NSW Active Kids voucher

18. If applicable, enter Club Discount Code

- 'Club Discount Applied' will appear for successful discounts.
- 'Incorrect Club Discount Code' will appear for discounts that have already been redeemed or wrong code has been entered.

18. Optional 'Donate to my Club' in Australia.

19. Agree to Rugby's Registration Terms and Conditions

20. Click "Pay"

21. Select payment option

- Enter credit/ debit card details; or
- Proceed through Zip Pay options (Australia only)

22. Click "Make Payment"

23. Confirmation screen will appear with "Finish" and confirmation email will be sent to the registered participant

24. Would you like to add another registration?

- Selecting 'Yes', will enable family discounts in a registration loop (if offered by your club).
- By selecting no, you will no longer be eligible for a family discount (if offered)