

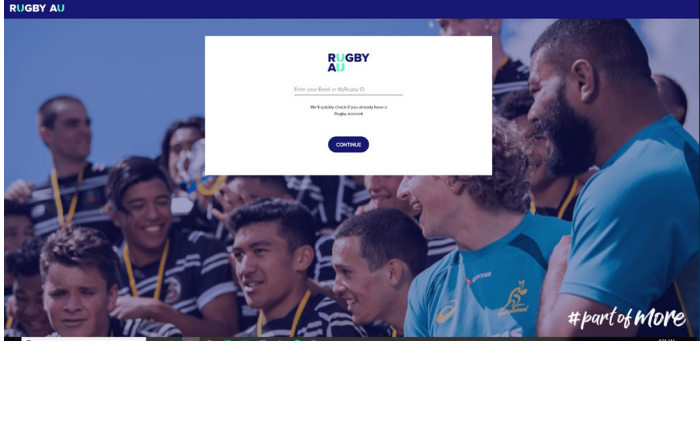
This self-help guide will assist managers register a team for Touch 7s.

**RUGBY ACCOUNT - SIGN IN & SIGN UP**

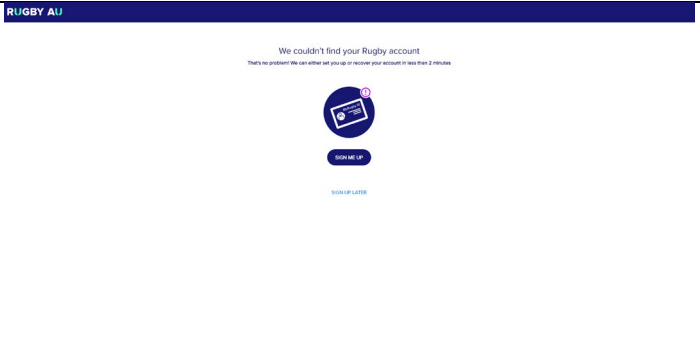
<https://myaccount.rugby.com.au/>

**Enter you email address and click continue**  
 If you haven't registered this with Rugby Xplorer before you will need to create a new registration. Follow the next few steps below

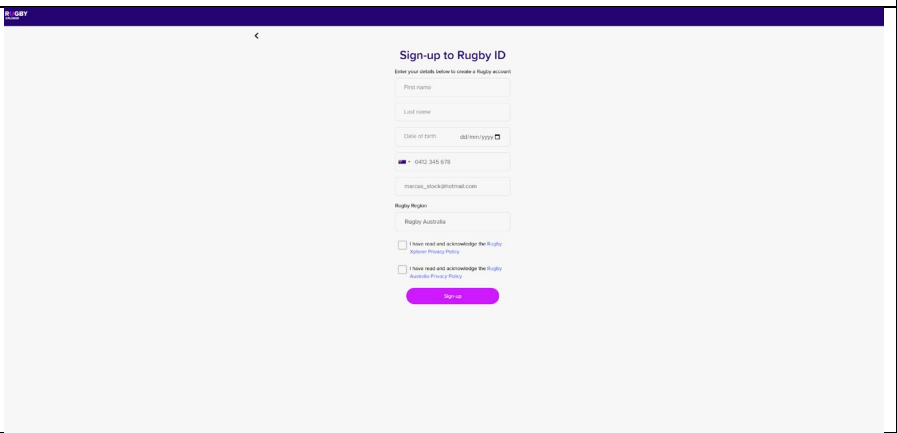
If you are already registered on Xplorer jump to the next page.



**Click Sign me UP**



**Enter your details and click Sign Up**

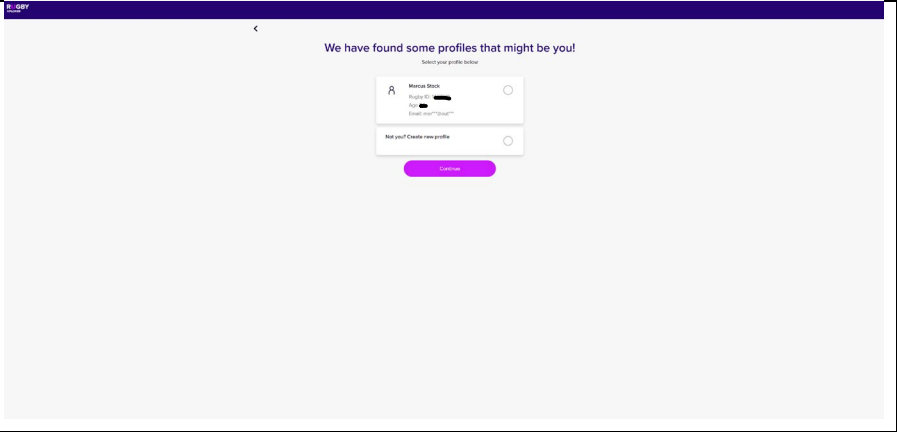


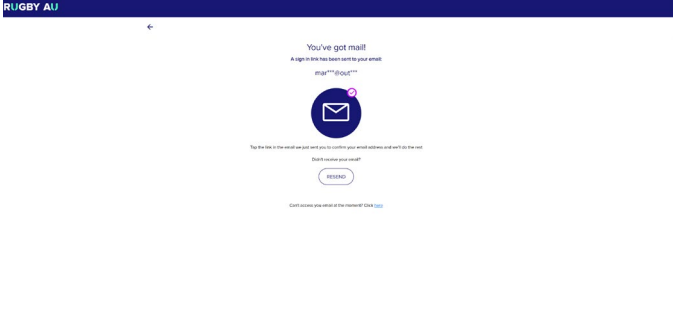

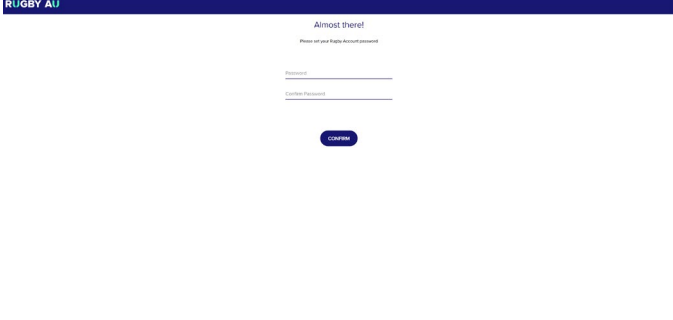
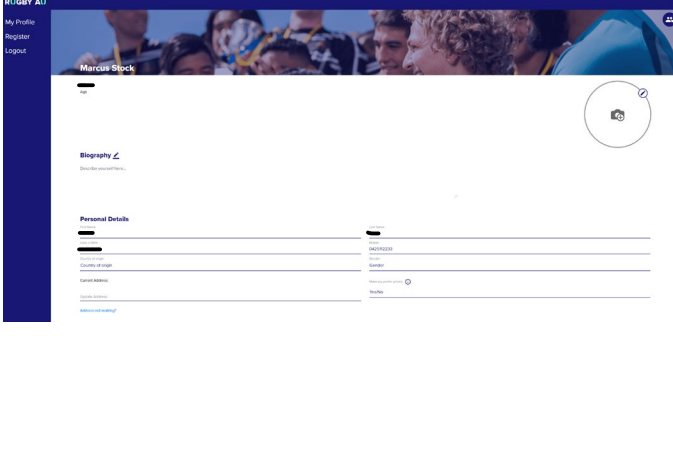
If the system find a previous record for you it will show you profiles that might be yours.

If you have registered in the past **select your profile**

If not the click **Not you ! Create new profile**

And click **Continue**



<p>The system will now send you an email to you.</p> <p>Wait a couple of minutes and check your email</p> <p>Open your email</p>	
<p>Your email should look like this</p> <p>Click the <b>Verify email</b></p>	
<p>A new Browser window will open and prompt you to enter your <b>NEW password</b> and enter your <b>NEW password again</b> and then click <b>CONFIRM</b></p>	
<p>Please fill in your details and upload a photograph of yourself</p> <p>PLEASE make sure your profile is marked as <b>Make my profile private NO</b></p> <p><b>The only people who will see your profile will be the Wakehurst Touch 7s admin team!</b></p> <p>Please click <b>update</b> in each section as you complete it</p>	

### Registration

You must have completed sign in/ sign up procedure first via Rugby Xplorer app.

<p>Open Rugby Xplorer app/ Rugby Portal Click "Register"</p>	
<p>At this point you will see options</p> <p><b>Click on Register a Team</b></p>	
<p>Which Rugby Event would you like to register to?</p> <p>Start typing <b>WAKE</b></p> <p>You will then see a popup showing <b>Wakehurst Touch 7s</b></p> <p><b>Please click the select box on the right hand side</b> click <b>Next</b></p>	
<p>You will be asked to enter your</p> <p><b>Team Name PLEASE add the Age group in brackets</b></p> <p>Such as <b>Scary Bananas ( U12)</b></p> <p>Be creative and please age the Age group U6, U9, U11, Opens etc</p> <p>Also Select <b>"Wakehurst Rugby Club ( Juniors &amp; touch7s)</b></p>	

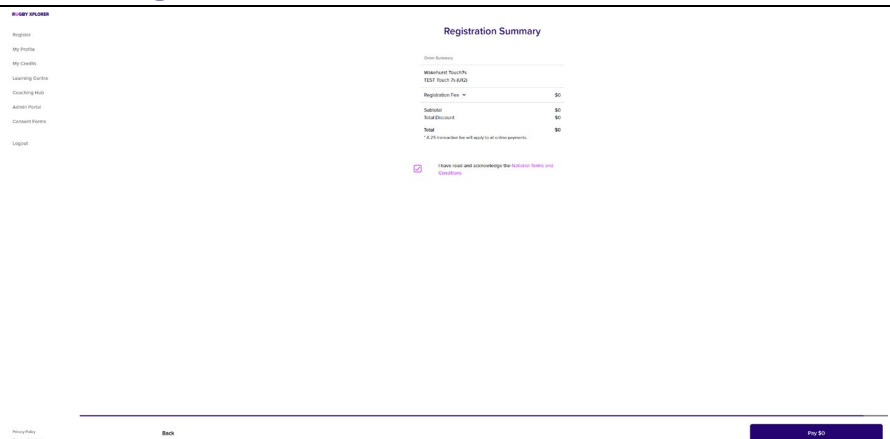
You are now ready to register your team

You should read the National teams and conditions

Once you happy

**Click the *I have read and agree to the National Terms and Conditions***

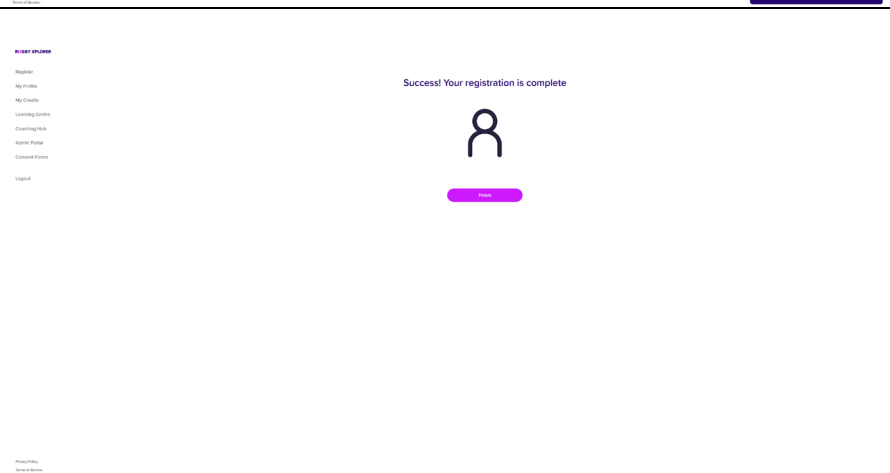
Then click **PAY**



You should now get the screen saying

**Success! Your registration is complete**

Confirm your personal details click **next**



Now go to your email and you will see an email from **noreply@rugbyexplorer.com.au**

You will see a link in the email you can now send to your players, Send this registration link to your players and team officials to register directly into **Your Team Name (Uxx)** participating in Wakehurst Touch 7s

**[https://myaccount.rugbyexplorer.com.au/mt-choose-registration?name='Your Team Name \(Uxx\)'](https://myaccount.rugbyexplorer.com.au/mt-choose-registration?name='Your Team Name (Uxx)')**

Team admin user permissions have been granted automatically, allowing you to manage your team in the Rugby Match Day app.

