

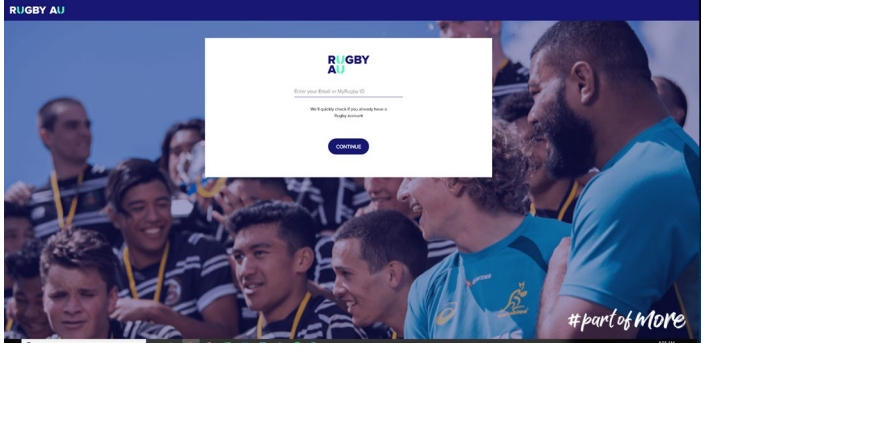
This self-help guide will assist managers register a team for Touch 7s.

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

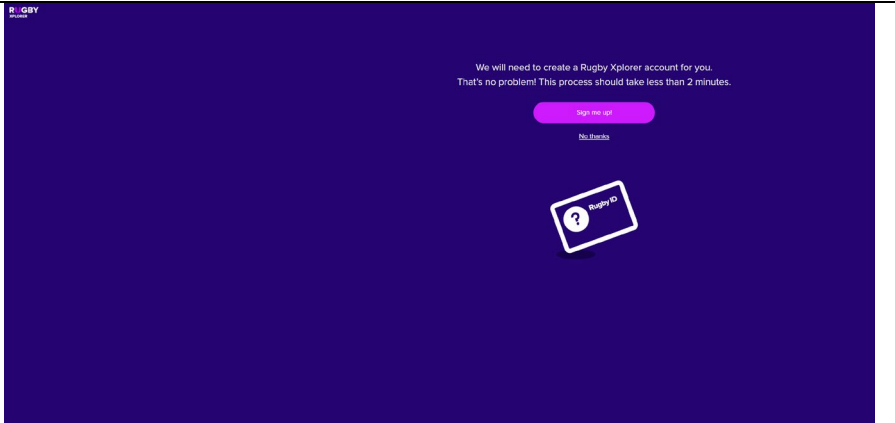
<https://myaccount.rugby.com.au/>

**Enter your 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

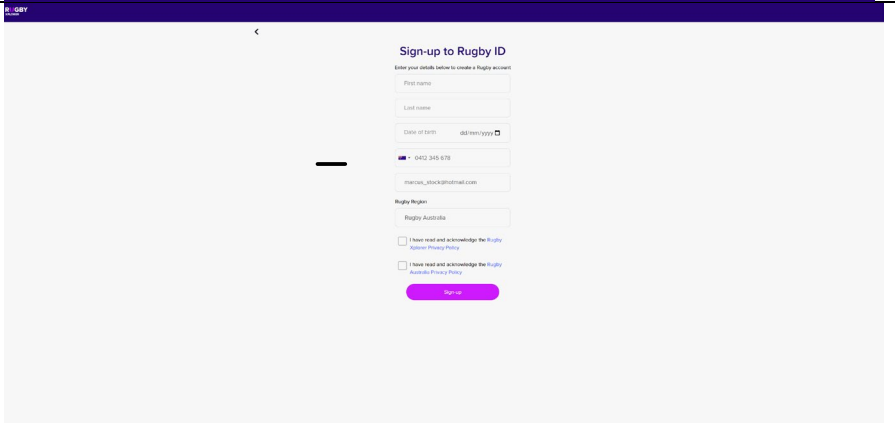
If you are already registered on Xplorer jump to the next page.



Click **Sign me UP**



Enter your details and click **Sign Up**

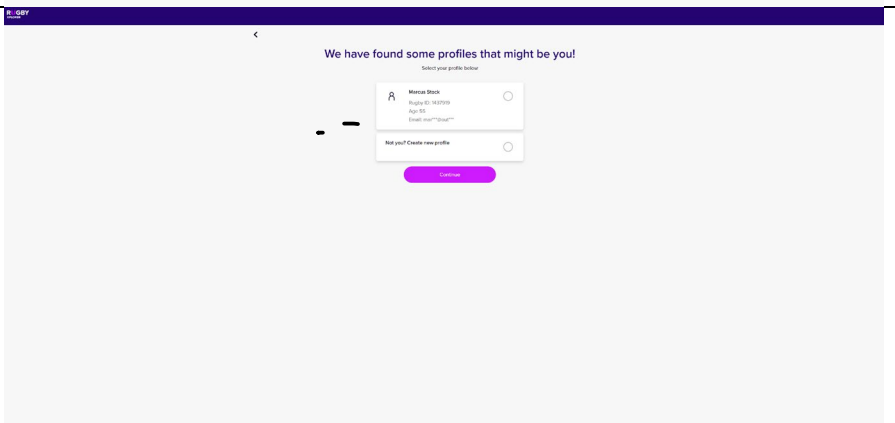


If the system find a previous record for you it will show you profiles that might be yours.

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

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

And click

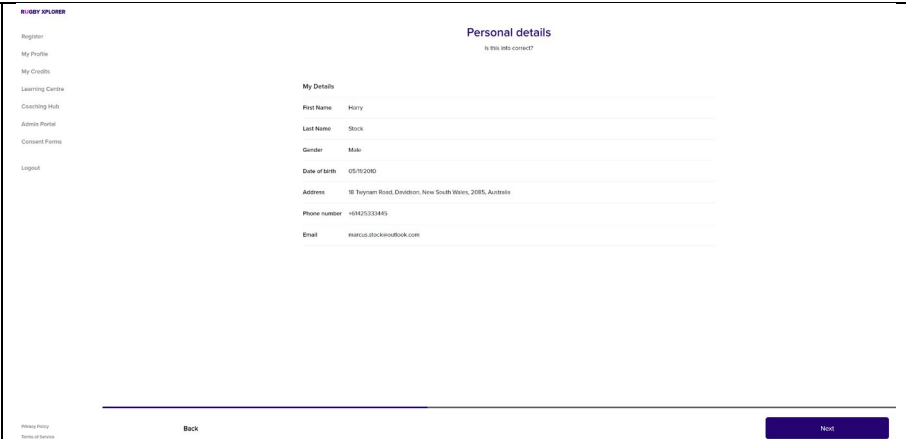


<p><b>Continue</b></p> <p>The system will now send you an email to you.</p> <p>Wait a couple of minutes and check your email</p> <p>Open your email</p>	
<p>Your email should look like this</p> <p>Click the <b>Verify email</b></p>	
<p>A new Browser window will open and prompt you to enter your <b>NEW 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>	
<p style="text-align: center;"><b>Registration</b></p> <p style="text-align: center;">You must have completed sign in/ sign up procedure first via Rugby Xplorer app.</p>	

<p>Open Rugby Xplorer app/ Rugby Portal Click <b>“Register”</b></p> <p>If you have been sent a link to a team then click to open it</p> <p>Login and then select the player you want to register for the Touch 7s Team</p> <p>Click <b>Next</b></p>	<p>The screenshot shows the 'Who would you like to register?' screen in the Rugby Xplorer app. On the left is a navigation menu with options: Register, My Profile, My Credits, Learning Centre, Coaching Hub, Admin Portal, Consent Forms, and Logout. The main content area has a search bar and a list of players with their names, Rugby IDs, and ages. The players listed are: Marcus Stock (ID: 143799, Age 55), Harry Stock (ID: 413045, Age 12), Harsh Stock (ID: 417045, Age 10), Julie Bell (ID: 490445, Age 49), and Terry Test (ID: 502232, Age 4). There is a 'Link a new person' option at the bottom. 'Back' and 'Next' buttons are at the bottom of the screen.</p>
<p>You will be asked to confirm which team you want to register to</p> <p>Please click the select box on the right hand side</p> <p>Click <b>Next</b></p>	<p>The screenshot shows the 'Which team would you like to register to?' screen. It features a search bar with a magnifying glass icon and a dropdown arrow. Below the search bar, under 'Top results', there is one team listed: 'Formetiles (EQ) U12' with 'Wakehurst Touch 7s' underneath. A purple selection icon is visible to the right of the team name. 'Back' and 'Next' buttons are at the bottom.</p>
<p>Which Rugby Event would you like to register to?</p> <p>Please click the dropdown box and select <b>PLAYER</b> click <b>Next</b></p>	<p>The screenshot shows the 'Registration type' screen. It has a dropdown menu currently set to 'Player'. Below the dropdown, there is a small note: 'If the registration type you are after isn't available please contact your team for more information.' 'Back' and 'Next' buttons are at the bottom.</p>

You will see a screen flash up saying great news registrations are open and then it will go to **personal details**

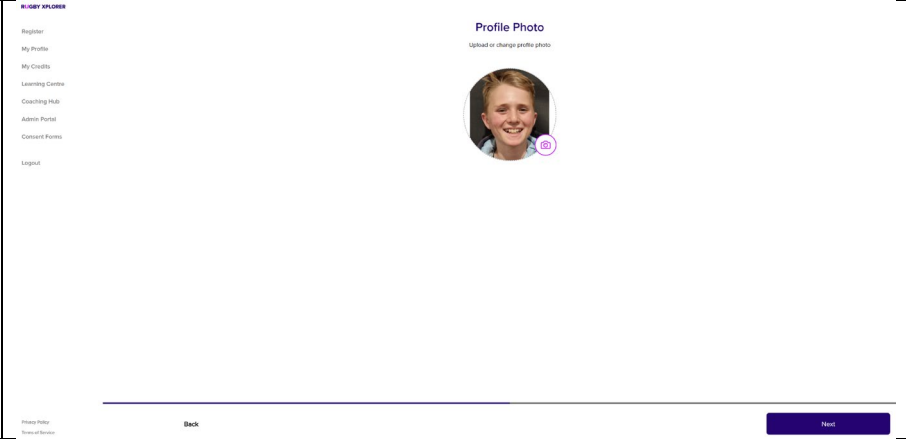
Click **Next**



Now ready check the profile picture of the player

You can upload a new one by clicking the Camera Icon

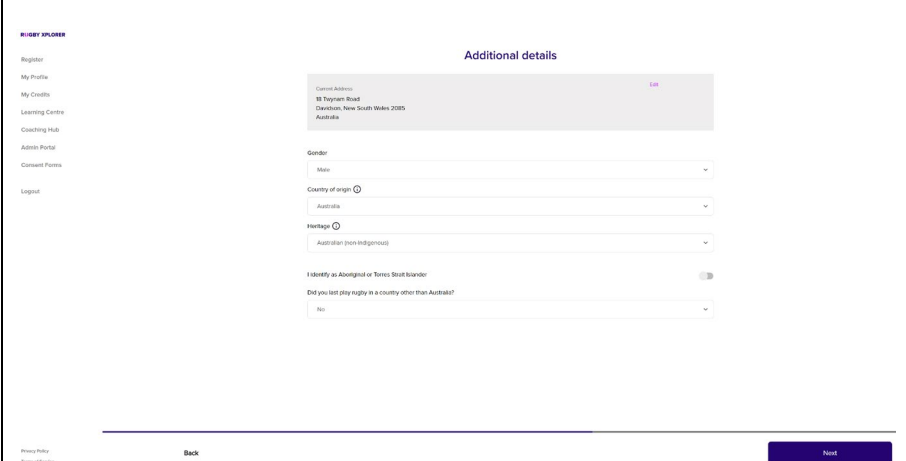
Then click **NEXT**



Now ready check the additional details of the player

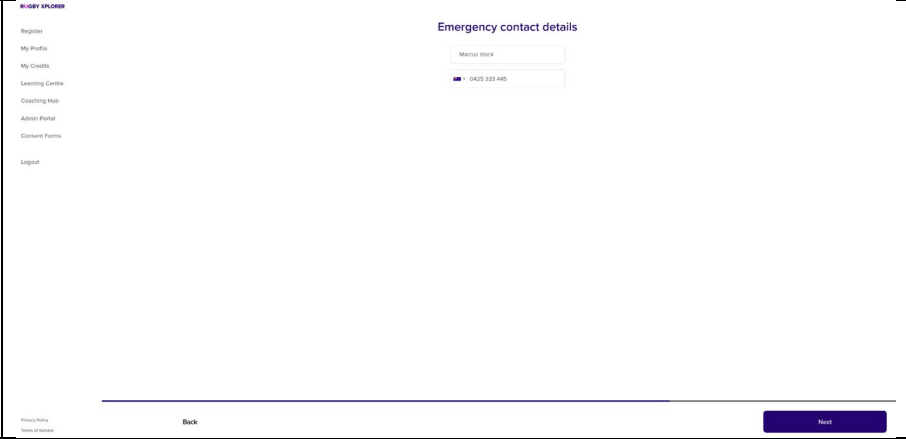
You can change the options by clicking the drop downs

Then click **NEXT**



Now ready check the emergency contact details of the player

Then click **NEXT**



<p>Select the school for the player</p>	
<p>Please add qty 1 to Touch 7s development fee –</p> <p>And Select your shirt Size Please note we will provide the following sizes</p> <p><b>8,10,12,14,16,S,M,L,XI,XXL</b></p> <p><b>Universal fit mens and womens</b></p>	
<p>You will see then fees and then click</p> <p>I have read and agree to the <a href="#">National Terms and Conditions</a></p> <p>Click <b>Pay</b></p>	
<p>Enter your payment details</p> <p>And click <b>Make payment</b></p>	

Your player is now registered

See you at Touch

**RUGBY XPLORER**

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

Success! Your registration is complete



Home

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