Wakehurst Touch 7s
Team Registration

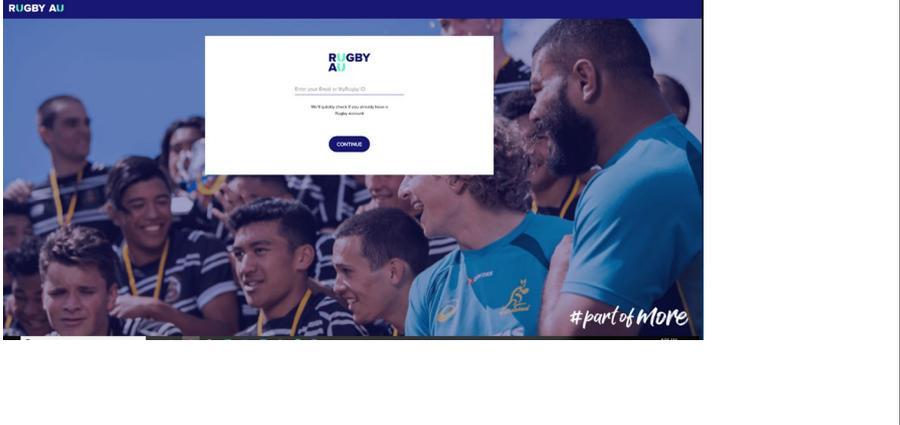|	
This self-help guide will assist managers register a team for Touch 7s.	

RUGBY ACCOUNT - SIGN IN & SIGN UP

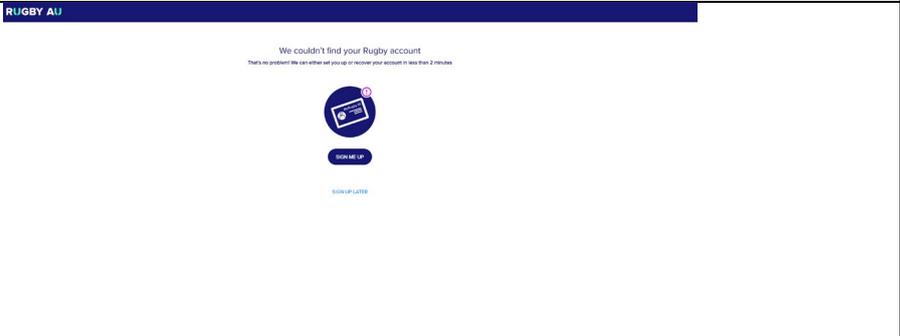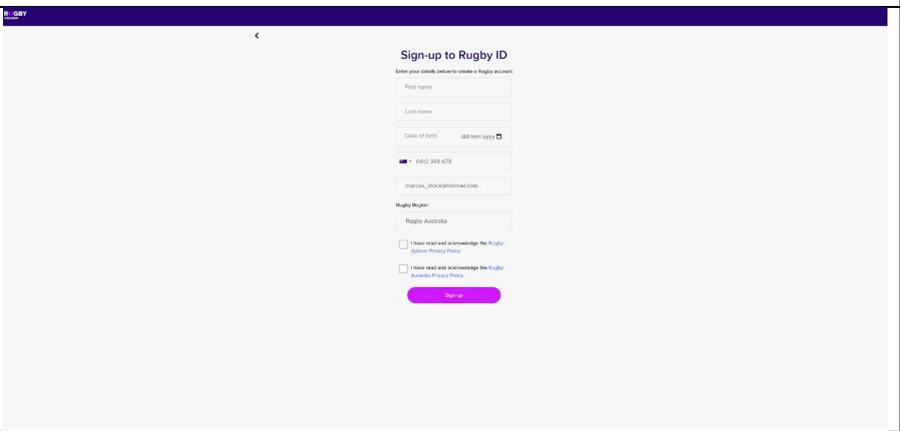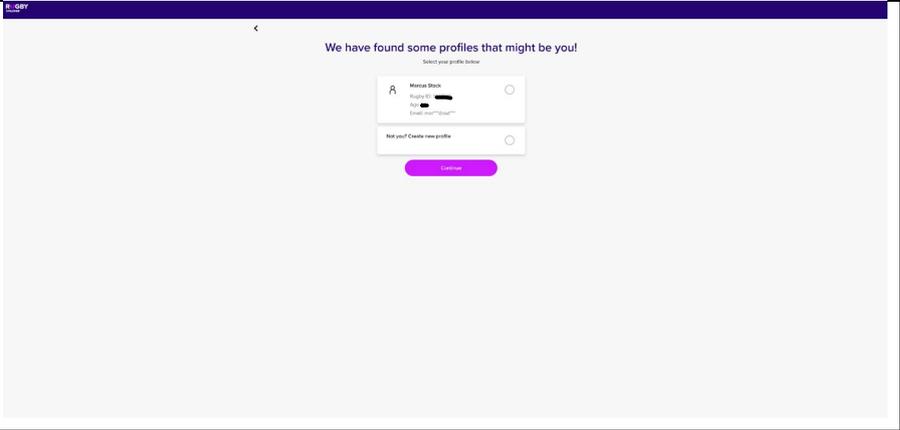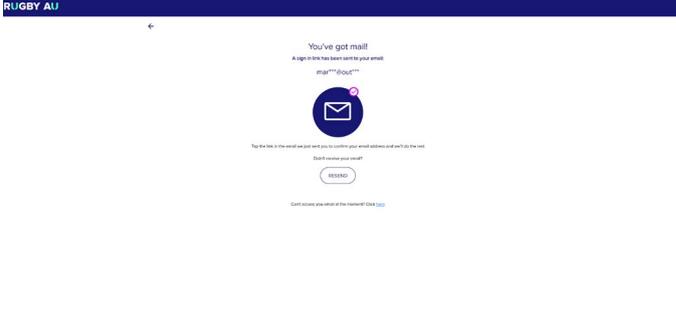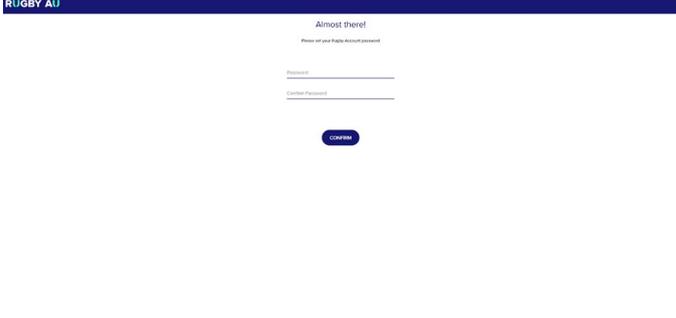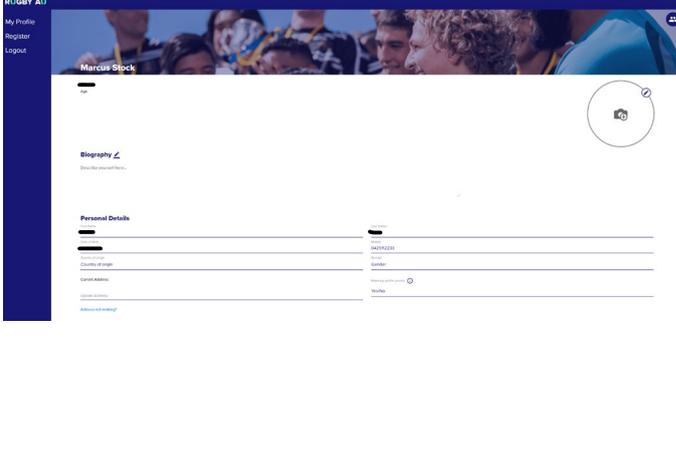|	
https://myaccount.rugby.com.au/ **Enter you email address and click continue** If you haven't registered this with Rugby Xplorer before you will need to create a new registration. Follow the next few steps below If you are already registered on Xplorer jump to the next page.	
Click **Sign me UP**	
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**	

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

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

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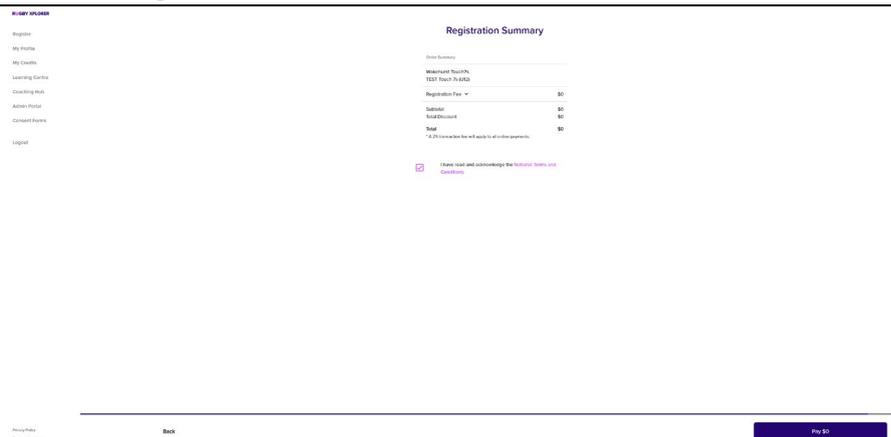|	
Open Rugby Xplorer app/ Rugby Portal Click "**Register**"	
At this point you will see options **Click on** **Register a Team**	
Which Rugby Event would you like to register to? Start typing **WAKE** You will then see a popup showing **Wakehurst Touch 7s** **Please click the select box on the right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

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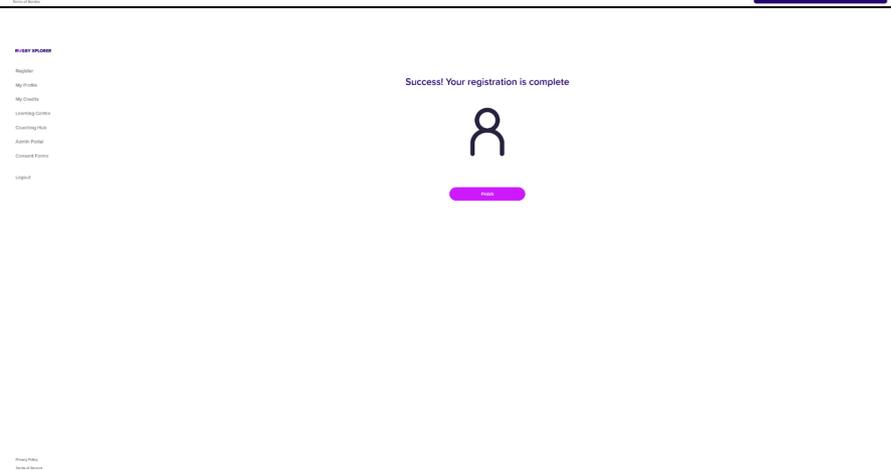|	
You are now ready to register your team You should read the National teams and conditions Once you happy **Click** the ***I have read and agree to the National Terms and Conditions*** Then click **PAY**	
You should now get the screen saying **Success! Your registration is complete** Confirm your personal details click **next**	
Now go to your email and you will see an email from **noreply@rugbyxplorer.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 <mark>Your Team Name (Uxx)</mark> participating in Wakehurst Touch 7s <mark>https://myaccount.rugbyxplorer.com.au/ mt-choose-registration?name="Your Team Name (Uxx)"</mark> Team admin user permissions have been granted automatically, allowing you to manage your team in the Rugby Match Day app.	

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