

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

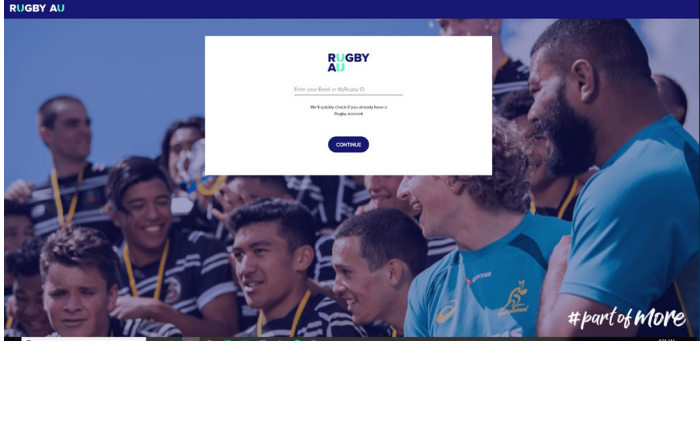
RUGBY ACCOUNT - SIGN IN & SIGN UP

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

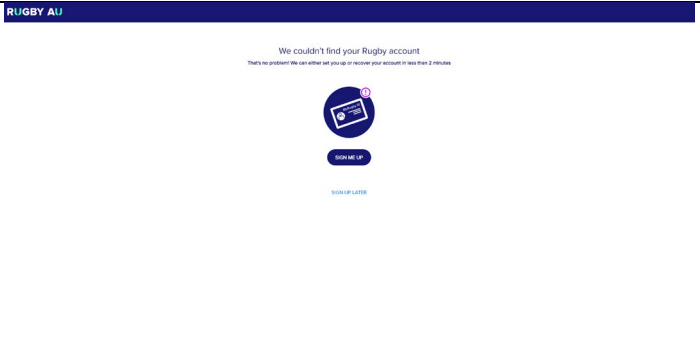
Enter you email address and click continue

If you haven't registered this with Rugby Xplorer before you will need to create a new registration. Follow the next few steps below

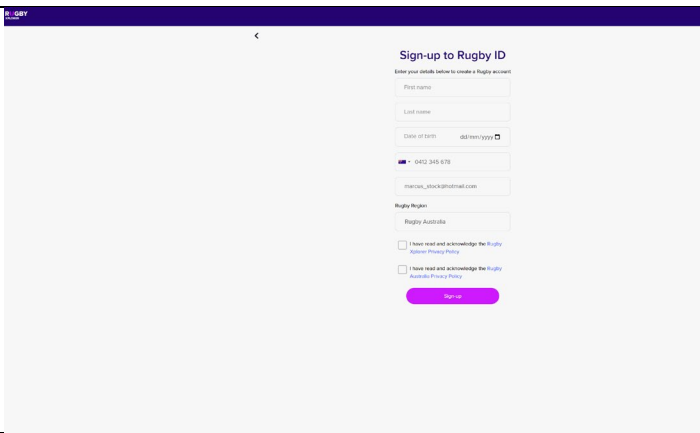
If you are already registered on Xplorer jump to the next page.



Click Sign me UP



Enter your details and click Sign Up

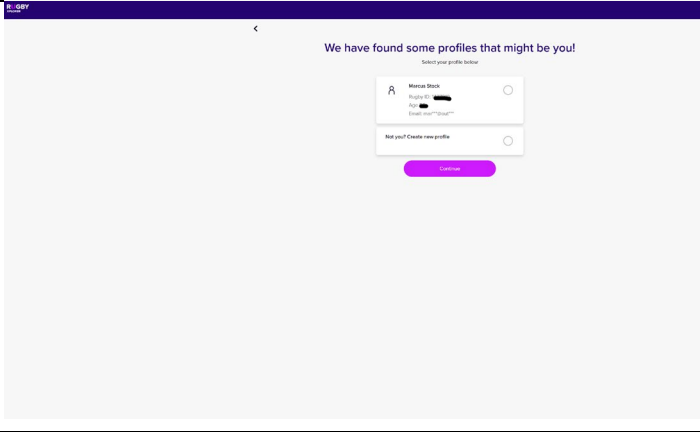


If the system find a previous record for you it will show you profiles that might be yours.

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 Verify email</p>	
<p>A new Browser window will open and prompt you to enter your NEW password and enter your NEW password again and then click CONFIRM</p>	
<p>Please fill in your details and upload a photograph of yourself</p> <p>PLEASE make sure your profile is marked as Make my profile private NO</p> <p>The only people who will see your profile will be the Wakehurst Touch 7s admin team!</p> <p>Please click update 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>Click on Register a Team</p>	
<p>Which Rugby Event would you like to register to?</p> <p>Start typing WAKE</p> <p>You will then see a popup showing Wakehurst Touch 7s</p> <p>Please click the select box on the right hand side click Next</p>	
<p>You will be asked to enter your</p> <p>Team Name PLEASE add the Age group in brackets</p> <p>Such as Scary Bananas (U12)</p> <p>Be creative and please age the Age group U6, U9, U11, Opens etc</p> <p>Also Select “Wakehurst Rugby Club (Juniors & touch7s)</p>	

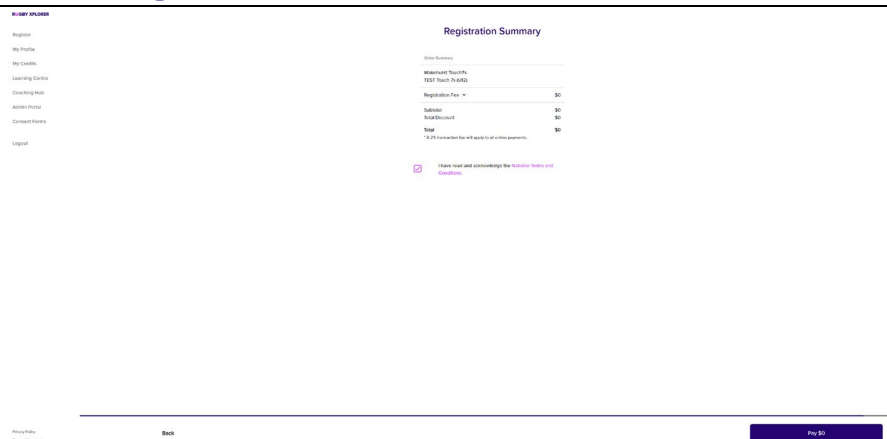
You are now ready to register your team

You should read the National teams and conditions

Once you happy

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

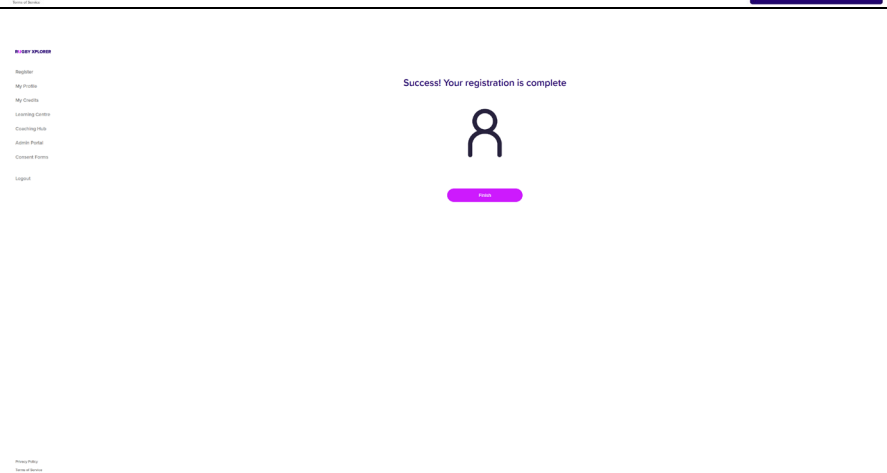
Then click **PAY**



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.

