

### **BOX HILL REGISTRATION INSTRUCTIONS HELP**

- (1) First you need to download the RUGBY XPLOER app from the App Store.
- (2) Once you have downloaded the app, refer to the ***Rugby Xplorer Rugby Account Setup*** document to set up your new account on Rugby Xplorer. If you previously had an account on Rugby Link, then all of your details should transfer across to the new system; otherwise you will need to set up a brand new account.
- (3) Please note all players will need their own account - if you are a parent you can establish an account for yourself and then link your children to your account for ease.
- (4) All coaches and managers will need to set up a Rugby Xplorer account.
- (5) Once you have established an account on Rugby Xplorer you will be able to register for club rugby.

### **REGISTERING WITH THE CLUB:**

- (a) Once you have established an account on Rugby Xplorer, open the app and tap on the **“More”** icon (bottom right-hand corner of screen).
- (b) Now tap on the **“Register”** icon.
- (c) Tap on the name of the person you want to register – a tick should appear beside their name. Tap on **“Continue”** (bottom of screen).
- (d) On the next screen you are asked to nominate the club you would like to register with – type **Box Hill JRUFC** and tap on Search.
- (e) Tap on **Box Hill JRUFC Rugby Vic Juniors**. Tap **“Next”**.
- (f) On the **Registration Type** screen there are **three** elements to be completed:

**(1) Role** – there are 2 x choices – **Player** and **Training Only Participant**.

If you are registering for the **full season** choose **Player**.

The **Training Only Participant** is for individuals wanting to only access club training (eg. a schoolboy wanting to complete pre-season training with the club or someone wanting to try rugby before they commit to a full registration). If you choose the Training Only option and decide later to progress to full season registration the cost (\$12) will be deducted from the full season fees.

**(2) Registration Type** - There are 3 options –

***Touch 7's (for Girls wanting to play Under 11 or Under 15 non-contact touch)***

***7's Junior Girls (for Girls wanting to play Under 16 or Under 18 contact 7's)***

***XV's Juniors (for players registering pathways through to 15 a side, from Under 6 through to Under 18; and Training Only Participants)***

**(3) Duration** – one option only – **Season**

- (g) Once these three options have been completed tap on **“Next”**.
- (h) Complete the information required on the following screens until you come to the **Payment** screen.
- (i) You can pay using a **credit card** or using the **Zip payment** option (the Zip option allows you to pay off the registration fee in smaller instalments over an extended period of time).

**PLEASE NOTE THAT AT THIS STAGE THERE ARE NO DISCOUNTS POSSIBLE USING THE RUGBY XPLOER SYSTEM – IF YOU HAVE DIFFICULTY WITH THE PAYMENT OF FULL SUBS, PLEASE CONTACT: Tony Hollamby (0407 659 750)**

**ALL PLAYERS WHO REGISTER FOR TOUCH 7'S, JUNIOR GIRLS 7'S OR XV'S JUNIORS (SEASON) WILL RECEIVE, AS PART OF THEIR SUBSCRIPTION: TRAINING T-SHIRT; BUCKET HAT, SHORTS; SOCKS**

**PLAYERS WHO REGISTER FOR THE TRAINING PARTICIPANT ONLY AND DO NOT UPGRADE TO A FULL REGISTRATION WILL NEED TO PURCHASE CLUB PLAYING/TRAINING/SUPPORTER GEAR INDEPENDENTLY IF DESIRED**

**If you experience any difficulties with the registration process please contact Tony Hollamby, Junior Registrar**

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