

This self-help guide will assist RUGBY EVENT PARTICIPANTS register through Rugby Xplorer.
NOTE: All Rugby Event registrations are *primary* registrations, no conversion discounts apply, see [Registration Regulations](#) section 6.8 for additional information.

STEP 1 – TEAM REGISTRATIONS	
<p>Team Registrations</p> <p>NOTE:</p> <ul style="list-style-type: none"> Teams need to be registered into a Rugby Event so your event organiser can allocate your team into the competition. Event organisers will setup either 'team pays' or 'player pays'. If 'team pays' is selected, the team must be registered and paid to finalise the registration. Users who are club admins can select to register a team on behalf of their club or create a new team which is 'not part of any club'. Once a team has registered the user will automatically receive 'team admin' user permissions, so they can manage their squad and team in the Rugby Match Day app. 	<ol style="list-style-type: none"> My Account <ul style="list-style-type: none"> → Register → Rugby Events > Register a Team Enter Rugby Event name and "search" Click Rugby Event name and "next" Enter Team Name Contact Name, Mobile and Email will appear for the primary account logged in If you are a club admin, Select Club or 'Not part of any Club' Click "next" Registration summary will appear <ol style="list-style-type: none"> Registration Fees can be expanded to show the breakdown of registration (insurance, state and competition fees) Any early bird discounts will appear here 2% transaction fee will appear Agree to Rugby AU T&Cs Click "Pay" Select payment option (if applicable) <ol style="list-style-type: none"> Enter credit/ debit card details Procedure through Zip Pay Click "Make Payment" Confirmation screen will appear, and confirmation email will be sent to the team manager
<p>Successful Registration</p> <ul style="list-style-type: none"> Once the team has been successfully registered, a confirmation email will be sent. 	<p>Team Registration Confirmation</p> <p>Thank you for registering your team to [Rugby Event].</p> <p>Your payment of \$X has been processed.</p> <p>Payment Breakdown:</p> <p>Insurance Fee: \$X AUD State Fee: \$X AUD Competition Fee: \$X AUD</p> <p>Invoice Total: \$X AUD Discount: \$X AUD Transaction Fee: \$X AUD Amount Paid: \$X AUD</p>

*As of 2 September 2020

For more information, visit <https://australia.rugby/participate/rugby-administration/club-administration> or contact Rugby AU Team – runningrugby@rugby.com.au.

	<p>Send this registration link to your players and team officials to register directly into [Team] participating in [Rugby Event] https://myaccount.rugbyxplorer.com.au/mt-choose-registration?name=[teamname]</p> <p>Team admin user permissions have been granted automatically, allowing you to manage your team in the Rugby Match Day app.</p> <p>This registration is subject to the [Rugby Event] terms and conditions.</p> <p>Rugby Xplorer Team Your Rugby Connection</p> <p>For more information on insurance click here.</p>
--	--

**As of 2 September 2020*

For more information, visit <https://australia.rugby/participate/rugby-administration/club-administration> or contact Rugby AU Team – runningrugby@rugby.com.au.