

This Rugby Xplorer self-help guide will assist RUGBY PARTICIPANTS (players, non-playing members, club admins and Rugby fans) to activate their Rugby Account, which will enable them to favourite a Club or Competition plus remain signed in for when your Club registrations open.

RUGBY ACCOUNT - SIGN IN & SIGN UP	
Sign in (new participant, email FOUND) *EVERYONE will be new to start with	<ol style="list-style-type: none"> <li>1. <a href="https://myaccount.rugby.com.au">https://myaccount.rugby.com.au</a></li> <li>2. Enter your email or MyRugby ID                             <ul style="list-style-type: none"> <li>• NOTE: Enter the email you registered with in 2018 and/or the one that is linked to your Rugby Portal (accreditations).</li> </ul> </li> <li>3. <b>IF FOUND</b>, click “email me a magic link”</li> <li>4. Open your email and click magic link</li> <li>5. Enter new password</li> <li>6. Click “confirm”</li> <li>7. Enter your email</li> <li>8. Click “sign in manually”</li> <li>9. Email address will pre-populate, enter password</li> <li>10. Click “sign in”</li> <li>11. You will be directed to the participant portal and can edit any details in ‘My Dashboard’ as required</li> </ol>
Sign up (new participant, email NOT FOUND)	<ol style="list-style-type: none"> <li>1. <b>IF NOT FOUND</b>, click “sign me up”</li> <li>2. Enter your details to create a Rugby account</li> <li>3. Open your email and click magic link</li> <li>4. Enter new password</li> <li>5. Click “confirm”</li> <li>6. Enter your email</li> <li>7. Click “sign in manually”</li> <li>8. Email address will pre-populate, enter password</li> <li>9. Click “sign in”</li> <li>10. You will be directed to the participant portal and can edit any details ‘My Dashboard’ as required</li> </ol>
Sign in (returning participant)	<ol style="list-style-type: none"> <li>1. <b>IF KNOWN</b>, click “sign in manually”</li> <li>2. Email address will pre-populate, enter password</li> <li>3. Click “sign in”</li> <li>4. You will be directed to the participant portal and can edit any details ‘My Dashboard’ as required</li> </ol>
Reset Password	<ol style="list-style-type: none"> <li>1. <a href="https://myaccount.rugby.com.au">https://myaccount.rugby.com.au</a></li> <li>2. Enter your email or MyRugby ID</li> <li>3. Click “Sign in Manually”</li> <li>4. Click “Reset Password”</li> </ol>

*\*As of 11 January 2019*

For more information, visit <http://www.rugbyau.com/participate/rugby-administration/club-administration> or contact Rugby AU Team – [rugbyexplorer@rugby.com.au](mailto:rugbyexplorer@rugby.com.au).

RUGBY ACCOUNT – LINKING ACCOUNTS	
Existing Linked Accounts	<ul style="list-style-type: none"> <li>• If you and other participants share the same email address and have an existing family relationship in the system, all records will be brought across to Rugby Xplorer as linked accounts.</li> <li>• The person who has logged in will become the primary account holder. Both participants can be registered individually.</li> <li>• You can view linked accounts by clicking the person icon (top right) of your My Profile page.</li> </ul>
Create New Linked Accounts	<ol style="list-style-type: none"> <li>1. <a href="https://myaccount.rugby.com.au">https://myaccount.rugby.com.au</a></li> <li>2. Click “Register”</li> <li>3. Click “Create a Rugby Linked account”</li> <li>4. Click “Continue”</li> <li>5. Enter First Name, Last Name, DOB and mobile.</li> <li>6. Click “Sign up”</li> </ol> <p>NOTE:</p> <ul style="list-style-type: none"> <li>• This record will be linked and have the same email address as the primary account holder.</li> <li>• The ability to add and edit an email address for a linked account will be available in late Jan. This will enable linked accounts to login themselves.</li> </ul>

RUGBY XPLORER APP	
<p>Download Rugby Xplorer App</p> <p>NOTE: When update is available (early Dec) most phones should update automatically</p>	<p>Apple Store: <a href="https://itunes.apple.com/ca/app/rugby-xplorer/id1348617362">https://itunes.apple.com/ca/app/rugby-xplorer/id1348617362</a></p> <p>Google Play: <a href="https://play.google.com/store/apps/details?id=xyz.statedge.xplorer.app">https://play.google.com/store/apps/details?id=xyz.statedge.xplorer.app</a></p>

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