Rugby Xplorer – Rugby Account

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	1. https://myaccount.rugby.com.au 2. Enter your email or MyRugby ID • NOTE: Enter the email you registered with in 2018 and/or the one that is linked to your Rugby Portal (accreditations). 3. **IF FOUND**, click "email me a magic link" 4. Open your email and click magic link 5. Enter new password 6. Click "confirm" 7. Enter your email 8. Click "sign in manually" 9. Email address will pre-populate, enter password 10. Click "sign in" 11. You will be directed to the participant portal and can edit any details in 'My Dashboard' as required
Sign up (new participant, email NOT FOUND)	1. **IF NOT FOUND**, click "sign me up" 2. Enter your details to create a Rugby account 3. Open your email and click magic link 4. Enter new password 5. Click "confirm" 6. Enter your email 7. Click "sign in manually" 8. Email address will pre-populate, enter password 9. Click "sign in" 10. You will be directed to the participant portal and can edit any details 'My Dashboard' as required
Sign in (returning participant)	1. **IF KNOWN**, click "sign in manually" 2. Email address will pre-populate, enter password 3. Click "sign in" 4. You will be directed to the participant portal and can edit any details 'My Dashboard' as required
Reset Password	1. https://myaccount.rugby.com.au 2. Enter your email or MyRugby ID 3. Click "Sign in Manually" 4. Click "Reset Password"

*As of 11 January 2019

For more information, visit http://www.rugbyau.com/participate/rugby-administration/club-administration or contact Rugby AU Team – rugbyxplorer@rugby.com.au.

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RUGBY ACCOUNT – LINKING ACCOUNTS	
Existing Linked Accounts	• 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. • The person who has logged in will become the primary account holder. Both participants can be registered individually. • You can view linked accounts by clicking the person icon (top right) of your My Profile page.
Create New Linked Accounts	1. https://myaccount.rugby.com.au 2. Click "Register" 3. Click "Create a Rugby Linked account" 4. Click "Continue" 5. Enter First Name, Last Name, DOB and mobile. 6. Click "Sign up" NOTE: • This record will be linked and have the same email address as the primary account holder. • 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.

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

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