

Xplorer guidance document

HOW TO REGISTER A **TEAM MANAGER**

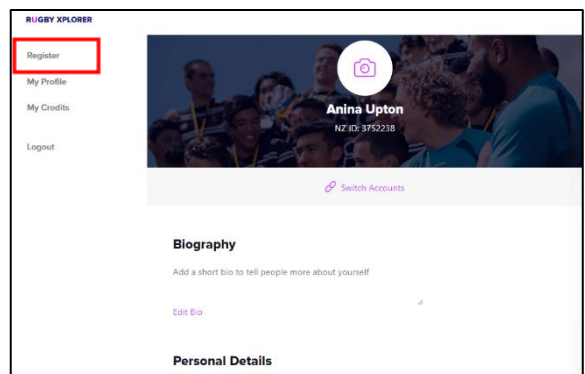
Access Xplorer:

You can access Xplorer in various ways.

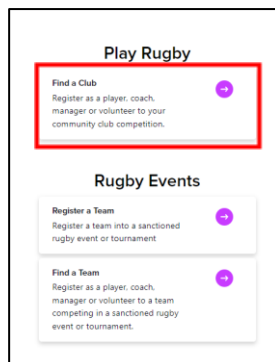
- If you do not already have an existing Xplorer profile account, please see our *“how to create a profile”* guidance document on how to create a profile.
- If you are unsure how-to login, please see our *“how to log into an existing profile”* guidance document.
- If you have created a secondary account as per the *“how to create a secondary account”* guidance document, in order to do complete registrations on your secondary account’s behalf, you need to switch accounts, please see our *“how to switch accounts”* guidance document.

Registration:

1. Log into you Rugby Xplorer profile and click on the **“Register”** option in the left-hand menu.



2. Click on **“Find a Club”**.



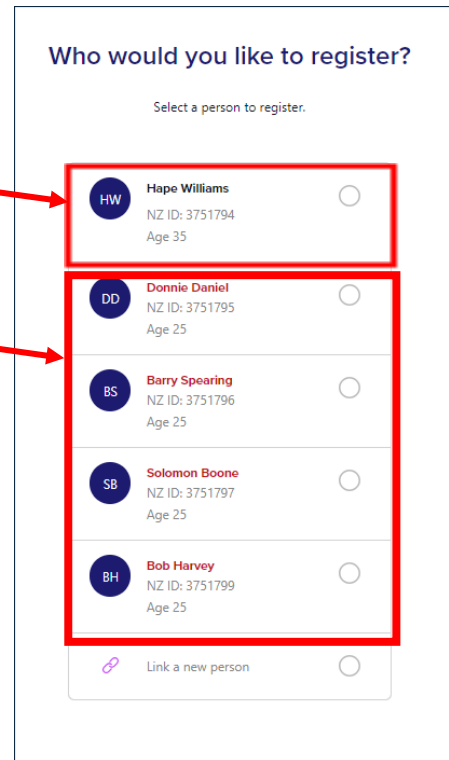
To register yourself as a manager:

3. Select your name.

To register a manager (on a secondary account):


3. Select the person you are registering on behalf.

4. Click **“Next”**



Who would you like to register?

Select a person to register.

HW	Hape Williams NZ ID: 3751794 Age 35	<input type="radio"/>
DD	Donnie Daniel NZ ID: 3751795 Age 25	<input type="radio"/>
BS	Barry Spearing NZ ID: 3751796 Age 25	<input type="radio"/>
SB	Solomon Boone NZ ID: 3751797 Age 25	<input type="radio"/>
BH	Bob Harvey NZ ID: 3751799 Age 25	<input type="radio"/>
	 Link a new person	<input type="radio"/>

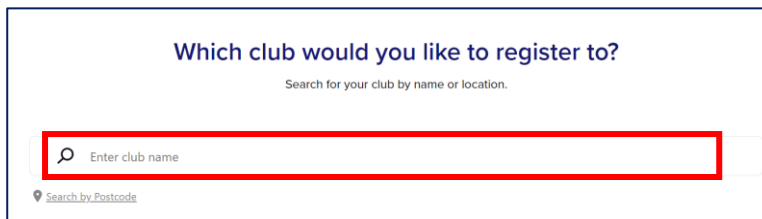
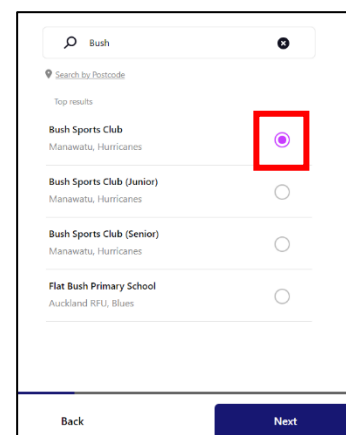
Note: Secondary accounts are for:

- A parent/guardian who is registering their child/children to rugby.
- Where a manager does not have an email address, a primary account can be used to then create a linked account of that player.
- If two 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.

Club administrators should not link nor register any managers. All managers must self-register.

Complete the registration – Which club would you like to register to?

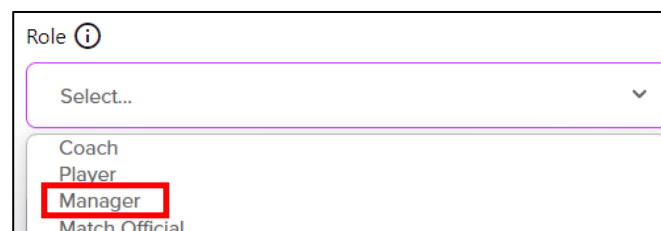
3. In the search field, start typing the club or school? the player is registering to.

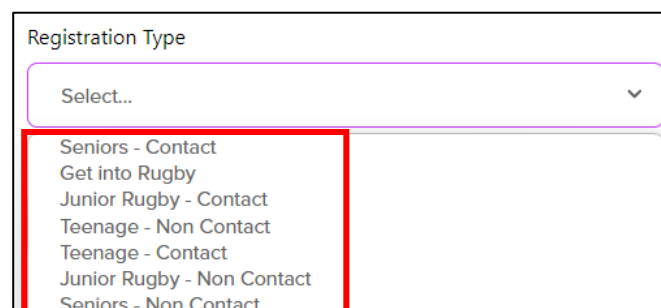
4. All related option will show, select the correct club/school and click **“Next”**.

Complete the registration – Registration type:

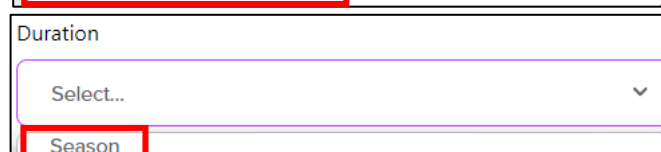
5. Select **“Manager”** (from the dropdown menu) as the **“Role”** you are registering for.



6. Choose the **“Type”** of rugby you are wishing to coach.



7. Choose **“Season”** as the duration. (Season is the only option available).



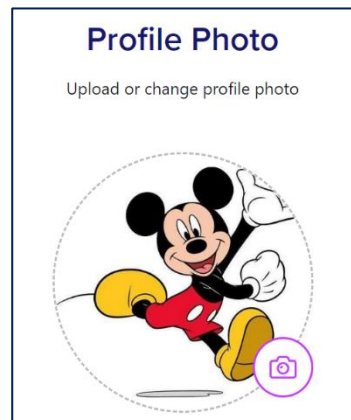
8. Click **“Next”**.

Complete the registration – Personal details:

- 9. A summary screen will display all your personal details. Please check these are correct.
- 10. Click **“Next”**.

Complete the registration – Profile photo:

- 11. Click on the camera icon
- 12. Upload a photo of yourself.
- 13. Click **“Next”**.



Complete the registration – Additional

details:

- 14. Complete the fields:

Additional details

Gender ▼

Country of origin ⓘ ▼

Primary Heritage ⓘ ▼

Secondary Heritage ⓘ ▼

Address ▼

Enter address manually ⓘ

Gender

Country of origin

Primary Heritage

Secondary Heritage

Start typing your address here and select the correct version from the list that will display.

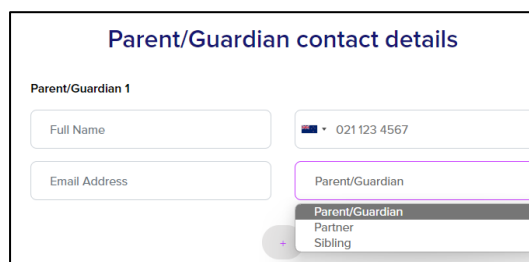
Note: The blue boxes above are a NZR requirement to be completed.

- 15. Click **“Next”**.

Complete the registration – Additional contact details:

Depending on the manager being registered, you may see one of the following next:

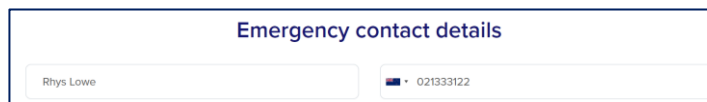
16. **If a manager is under 18 years old**, it will ask you to populate the “**Parent/guardian contact details**”.
- Add the full name.
 - Add their contact details.
 - Add their email address.
 - Select the “relationship” with the manager.



The screenshot shows a form titled "Parent/Guardian contact details" for "Parent/Guardian 1". It includes input fields for "Full Name" and "Email Address". A phone number field contains "021 123 4567". A dropdown menu for "Relationship" is open, showing options: "Parent/Guardian", "Partner", and "Sibling". A plus icon is visible at the bottom left of the form.

Note: You can add additional guardians/parents by clicking the “plus” icon.

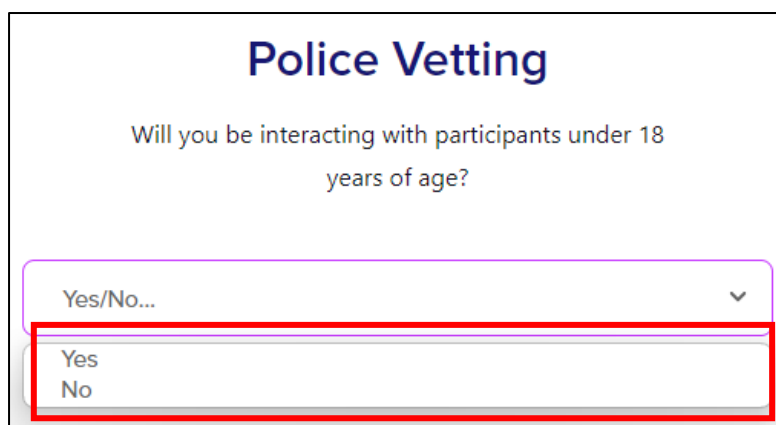
17. **If a manager is 18 or over**, it will ask you to populate the “**Emergency contact details**”.
- Add the person’s full name.
 - Add the person’s contact phone number.



The screenshot shows a form titled "Emergency contact details". It has two input fields: one for the full name containing "Rhys Lowe" and one for the phone number containing "021333122".

Complete the registration – Police Vetting:


18. If you are:
- Managing participants under the age of 18:
 - Select “Yes”.
 - Not managing participants under the age of 18:
 - Select “No”.



The screenshot shows a form titled "Police Vetting" with the question: "Will you be interacting with participants under 18 years of age?". Below the question is a dropdown menu with "Yes/No..." and a downward arrow. The dropdown is open, showing "Yes" and "No" as options. A red box highlights the "Yes" and "No" options.

19. If yes is chosen:
- Consent to a police check by changing the toggle.

b. Type in your driver's license number.

Do you consent for your information to be sent through to New Zealand Police vetting system? 

Licence Number:

AB123456

Complete the registration – Additional questions:

Depending on the role (*player; coach; manager etc.*) and registration type (*junior, senior, teenage, contact, non-contact etc.*) chosen previously, additional questions will be asked:

- 20. Complete the questions.
- 21. Click **"Next"**.

Questions you may see:

Are you interesting in receiving information about Deaf rugby?



Complete the registration – Additional national, PU, club or school questions:

Depending on the role (*player; coach; manager etc.*) and registration type (*junior, senior, teenage, contact, non-contact etc.*) chosen previously, additional questions will be asked:

- 22. Complete the **National level** questions.
- 23. Complete the **PU level** questions.
- 24. Complete the **Club/School level** questions.
- 25. Click **“Next”**.

Complete the registration – Registration summary:

- 26. Check your registration details (if changes are needed, use the **“Back”** button).
- 27. Click on **“National Terms and Conditions”** (this will open in a new tab). Read through this. (You can then close this tab if you want).
- 28. Go back to the **“Registration Summary”** screen on the other tab.
- 29. Tick the **“Terms and Conditions”** box.
- 30. Click on the **“Pay \$0”** button.

Registration Summary	
<small>Order Summary</small>	
Old Boys Marist (Senior)	\$0
<small>Hape Williams: Player, Seniors - Contact, Season</small>	
National	\$0
Hurricanes	\$0
Manawatu	\$0
Old Boys Marist (Senior)	\$0
Subtotal	\$0
Total Discount	\$0
Total	\$0

I have read and acknowledge the [National Terms and Conditions](#)

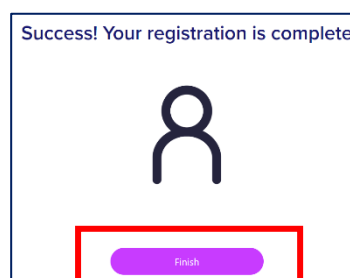
I have read and acknowledge the [National Terms and Conditions](#)

Back

Pay \$0

Complete the registration –

- 31. Click **“Finish”**.



Finish:

32. It will ask you:

- a. If you would like to complete another registration?
 - i. Click **"Yes"**.
 - ii. You'll be taken to the registration screen again to select a different person.
- b. If you do not need to complete another registration?
 - i. Click **"No"**.
 - ii. You'll be taken back to your profile page.

Would you like to add another registration?

By selecting no, you will no longer be eligible for a family discount (if offered by your club).

Yes

No