

Xplorer guidance document

HOW TO REGISTER A MATCH OFFICIAL

Access Xplorer:

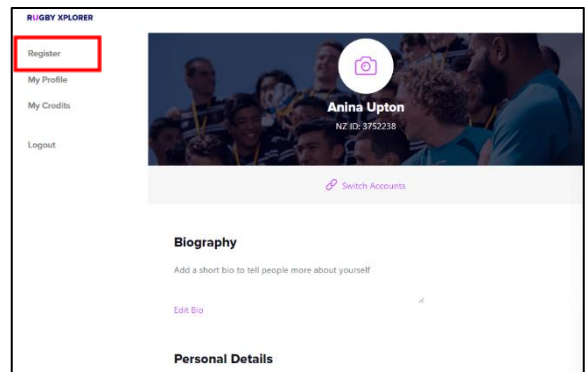
You can access Xplorer in various ways.

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.

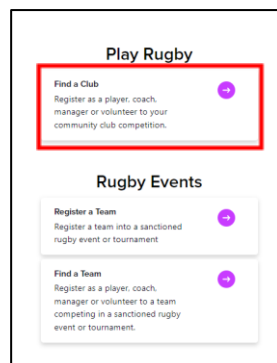
- If you are unsure how-to login, please see our *“how to log into an existing profile”* guidance document.
- If you have created a secondary account as per the *“how to create a secondary account”* guidance document, in order to do complete registrations on your secondary account’s behalf, you need 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 match official:

3. Select your name.

To register a match official (on a secondary account):

3. Select the person you are registering on behalf.
4. Click **“Next”**

Note: Secondary accounts are for:

- A parent/guardian who is registering their child/children to rugby.
- Where a match official 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 match officials. All match officials must self-register.

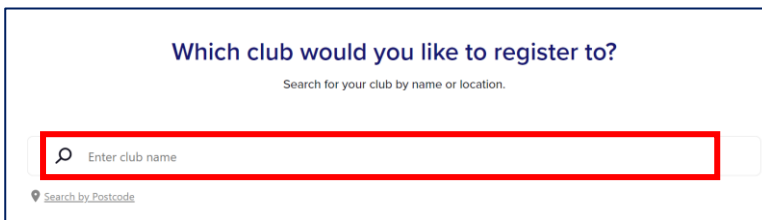
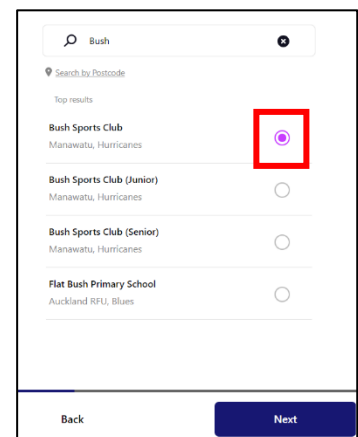
Who would you like to register?

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"/>

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

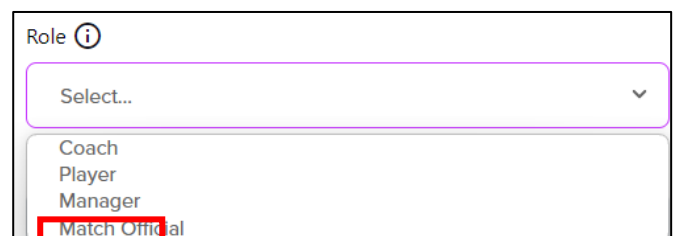
3. In the search field, start typing the club **or school?** the player is registering to.
 - a.

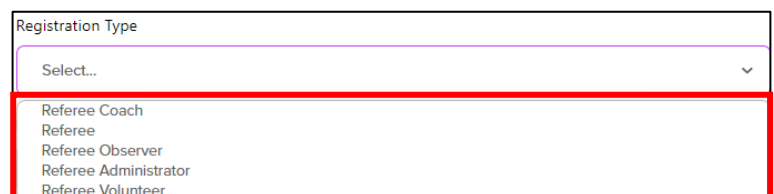
4. All related option will show, select the correct club/school and click **“Next”**.

Complete the registration – Registration type:

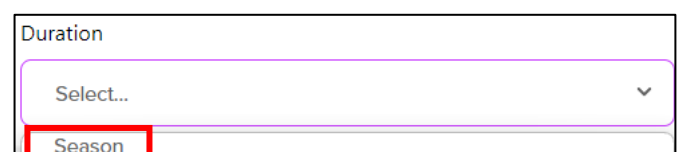
5. Select **“Match Official”** (from the dropdown menu) as the **“Role”** you are registering for.



6. Choose the **“Type”** of match official you are wishing to register as.



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



8. Click **“Next”**.

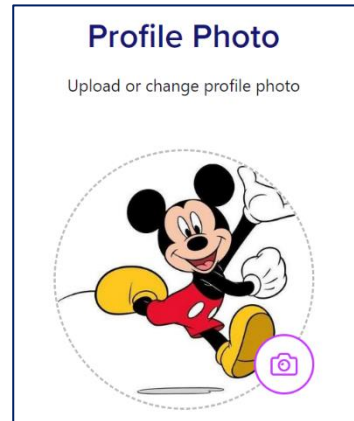
Complete the registration – Personal details:

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

details.

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: Male

Country of origin: New Zealand

Primary Heritage: Maori
Ngāi Tahu / Kāi Tahu Ngāpuhi

Secondary Heritage: Select...

Address: 125 The Strand, Parnell, Auckland, New Zealand

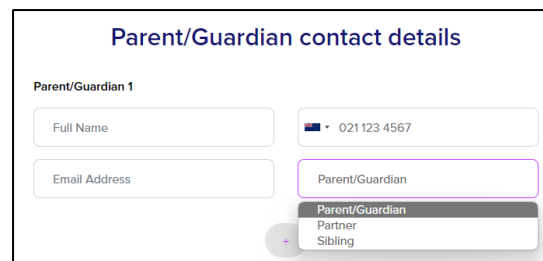
Enter address manually ⓘ

- 15. Click **“Next”**.

Complete the registration – Additional contact details:

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

16. **If a match official 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 match official.



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

17. **If a match official 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.




Complete the registration – Police Vetting:

18. You’ll notice, police vetting is **automatically set as “yes”** for all match officials.
- Click on the **i** icon and you’ll see why.



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

Notes:

- If you are under 18 yourself:
- If you do not have a driver's license:
- If you have already been police vetted?
- If you have already created another registration for this participant before and have already completed the police vetting questions?

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 **Club 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

Order Summary

Old Boys Marist (Senior)	\$0
Hape Williams: Player, Seniors - Contact, Season	
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”**.

Success! Your registration is complete



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