HOW TO REGISTER FOR PETERSHAM JUNIORS RUGBY CLUB

1. If you do not already have a Rugby ID number on Rugby Xplorer then first create an account in your name. You the parent or guardian that is. Just go to this link https://myaccount.rugbyxplorer.com.au/

2. Enter your email address and follow the steps to open an account. Keep a record of the password you used and your Rugby ID that has been allocated.

3. If you do have a Rugby ID number then just log in to your account on that same link.

4. After having logged in you will see over on the left hand side at the top is a tab for "Register". Click on that.

5. On the next screen under "Play Rugby" click on "Find a Club".

6. The next screen says "Who would you like to register". Here you have two things to consider. If it is you that is registering in your own name to be a Volunteer, a Coach, a Manager or some other role go to step 22. If it is your child being registered to play go step 7.

7. To register your child on the "Who would you like to register" screen if your child is not already there click on "Link a new person".

8. Complete the "Link a new person" screen putting your mobile number in as the contact.

9. When that new person has been created you will be taken back to the "Who would you like to register" screen. If you have more than one child to register link the other children here first before going ahead.

10. Click in the circle next to the name of the player you are registering. Note that to avail yourself of the multi-child discount all children must be registered in the one session.

11. You will then get the "Which Club would you like to register to" screen.

12. Where it says club name simply enter "Petersham" and you will be presented with a drop down list. Click in the circle next to "Petersham JRC".

13. On the next screen which is "Registration Type" complete each section:

    Role: Player

    Registration type: XVs Juniors

    Duration: Season

14. You will then get a screen that says "Personal Details". That screen will be missing gender and address.

15. Next screen you can upload a picture of the player – or “Skip” if you wish at this point. Best to put a picture if you have a good one.

16. You will then get a screen “Additional Details”. Here you will complete all the missing details.

17. Next screen is “Parent/Guardian contact details”. Fill that in.

18. Then you will have “Additional Questions”. Just fill in the height and weight and search for the right school and click on that.

19. The next screen is “Saleable Items”. These items (unless marked otherwise) are optional. You assist the club by buying them. The Wests Ashfield memberships are inexpensive and Wests have been a long term supporter of the club.

20. The next screen is the “Registration Summary”. It is in here that you click on Active Kids Voucher before proceeding further. Here you may also choose to donate to your club if you so wish.

21. The next screen is the payment screen. Thereafter it is straightforward.

22. If you are a parent or guardian you will also go to “Register”.

23. You will be taken to the “Who would you like to register” screen.

24. Click in the circle next to your name.

25. You will then get the “Which Club would you like to register to” screen.

26. Where it says club name simply enter “Petersham” and you will be presented with a drop down list. Click in the circle next to “Petersham JRC”.

27. On the next screen which is “Registration Type” complete each section:

    Role: Volunteer

    Registration type: XVs Juniors

    Duration: Season

28. You will then get a screen that says “Personal Details”. That screen may be missing gender and address. If it is, you will correct that on the screen which follows the screen giving the option to upload a photo of yourself.

29. Next screen you can upload a picture of yourself – or “Skip” if you wish at this point.

30. You will then get a screen “Additional Details”. Here you will complete all the missing details.

31. Next screen is “Emergency contact details”. Fill that in if it is missing.

32. The next screen asks if you have a working with children check. Answer no if no and yes if yes. If yes you will be asked for the number.

33. The next screen is “Saleable Items”. These items (unless marked otherwise) are optional. You assist the club by buying them. The Wests Ashfield memberships are inexpensive and Wests have been a long term supporter of the club.

34. The next screen is the “Registration Summary”. It should read zero except for any Saleable Items you have elected to buy. Here you may also choose to donate to your club if you so wish.

35. The next screen is the payment screen. Thereafter it is straightforward.