



## Registration How-To

1. Go to <https://myaccount.rugbyexplorer.com.au/register>
2. Enter your email or MyRugby ID
3. From here you will use one of four options:
  - a. If it recognises your email and you know your password, click “sign in manually” and go through to your home page.
  - b. If it recognises your email but you don’t know your password, click “Reset Password” and follow the prompts from there until you get through to your home page.
  - c. If it doesn’t recognise your email address, think of another address it may recognise e.g. a previous address or parent’s.
  - d. Last resort – enter your email address and click “Sign me up” to go through to your home page.
4. Once you are on your home page, the menu should have the following tabs:
  - a. My Profile
  - b. Register
  - c. Log Out
5. Click Register
6. Click “Find a Club” under Play Rugby
7. Select your profile and click “next”:
8. Enter “UQ Rugby Club” and select the Queensland Premier Rugby Team, then click “Next”
9. Registration Type:
  - a. Click “Role” and select “Player”, “Coach”, “Manager”, “Volunteer” or “Training Only Participant”
  - b. Click “Registration Type” and select “XV’s Men” or “XV’s Women”
  - c. Click “Duration” and select “Season”
10. From there you can fill out your details and go through to the payment
11. You can either pay for the whole amount or select Zip Pay if you wish to pay it off over time. **If you choose to use Zip Pay, please read the Terms and Conditions** to make sure that you don’t experience any unwanted fees or penalties.
12. You are now registered with the Red Heavies for 2021!

A screenshot of a registration form. It features a person icon on the left and a purple circle on the right. Below the person icon, there are two fields: "RugbyID:" followed by a blacked-out box, and "Age" followed by a blacked-out box.