

How to Register



Rugby Canada is using PlayHQ as their new registration platform, which means all new memberships and renewals must be completed through PlayHQ.



Step 1: Where do I register

Your club or province will provide you with a registration link

You'll need a registration link from your club or province. Your Rugby Canada and province membership is automatically included when you register with your club or province through PlayHQ.

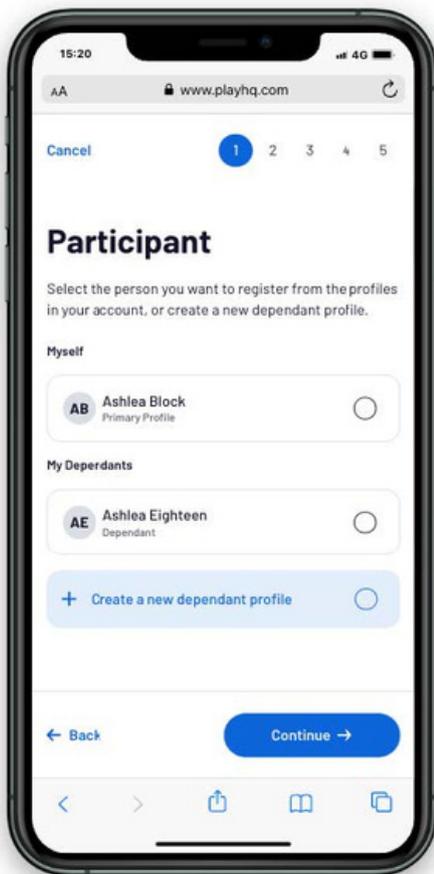


Step 2: Create Your PlayHQ Account

Once you click your club's registration link, you'll be taken to a page showing your club's details and branding. This is where you'll either create a new PlayHQ account or log in to an existing one.

- You'll see your club details on the registration page
- Create a new PlayHQ account or log in if you already have one
- **Important for parents/guardians:** Create the account in your own name as the primary account holder - if the registration is for a dependent you'll add these details in the next step





Step 3: Choose Participant

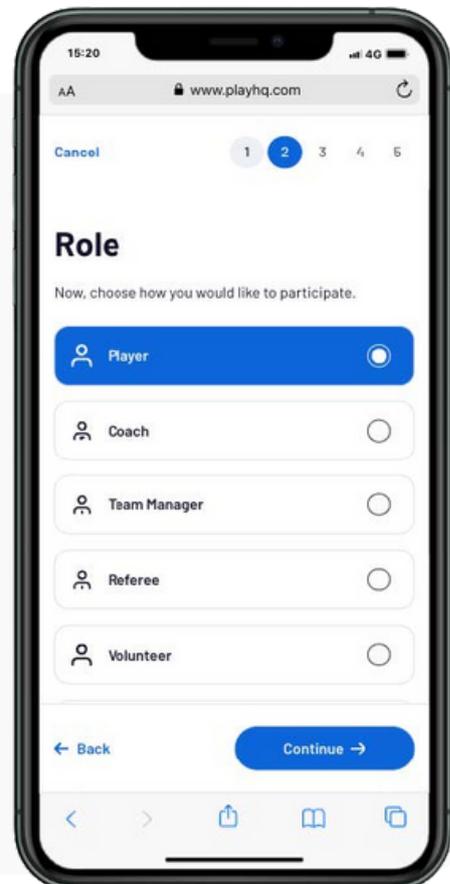
- Select whether you're registering yourself or adding a new participant/dependent
- Enter the participant's details accordingly



Step 4: Select Your Role

Rugby Canada has different membership types for players, coaches, officials, and other roles.

- Choose the appropriate role
- You can only register for one role at a time
- If you hold multiple roles, complete the registration process for each role





Step 5: Complete Participant Details

- Answer all required questions
- Your details will be saved for future registrations



Step 6: Set Profile Visibility

PlayHQ offers public statistics and profile features that can enhance your basketball experience by tracking your games, statistics, and team history. However, you have full control over whether this information is publicly visible or kept private.

- **Public:** Competition statistics, game times, playing history visible on PlayHQ.com and app
- **Private:** Information only visible to your club, province and Rugby Canada
- Your club, province and Rugby Canada will always have access to necessary details

Claiming Existing Profiles

Existing member data has been migrated to PlayHQ. If you've been registered with Rugby Canada before, you may be able to claim your existing profile, which will preserve your membership history and avoid duplicate verification processes.

Profile Migration

- If you've registered with Rugby Canada in previous years, you may be prompted to claim your existing profile
- Matching is done using name, date of birth, and email
- Claim your profile using your existing email
- **Can't access old email?** Contact Rugby Canada for assistance

Payment

Final Step: Review and Pay

The final step in your registration process involves selecting your membership. You'll only see options relevant to your age.

- Review all information entered
- Pay any fees owed to Rugby Canada, your province and club

Please note: If you are registering for multiple roles, a discount will be applied for any membership fees paid to Rugby Canada and your Province.

Club fees will not be discounted for multiple role registrations unless a discount voucher from your club is applied.

