

GUIDANCE DOCUMENT: How to register/book into a face-to-face or webinar event.

To access online learning, you will login via the Rugby Xplorer platform.

If you do not already have a Rugby Xplorer account, **watch this video** to see how to sign up: [RX – How to sign up](#).

If you have not accessed the **LINEBREAK** learning management system before, follow these steps: www.nzrugby.co.nz/assets/1.0-Learner-GD_How-to-log-in.pdf

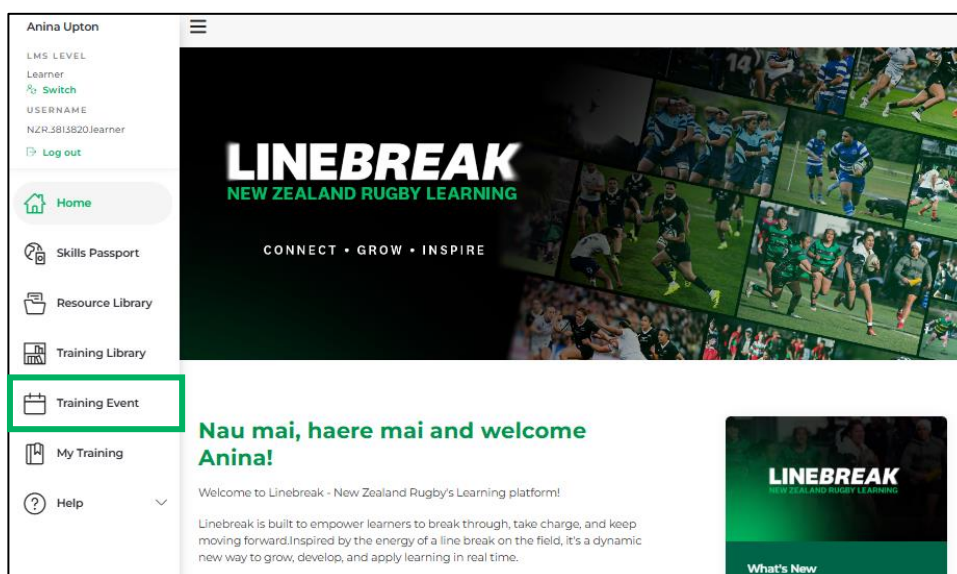
If you have any questions, problems or feedback please contact us on educationhelp@nzrugby.co.nz.

Some courses may require an additional 'In-person practical' assessment, 'face-to-face' training/workshop or an online webinar session. To register for these, you must book into an event.

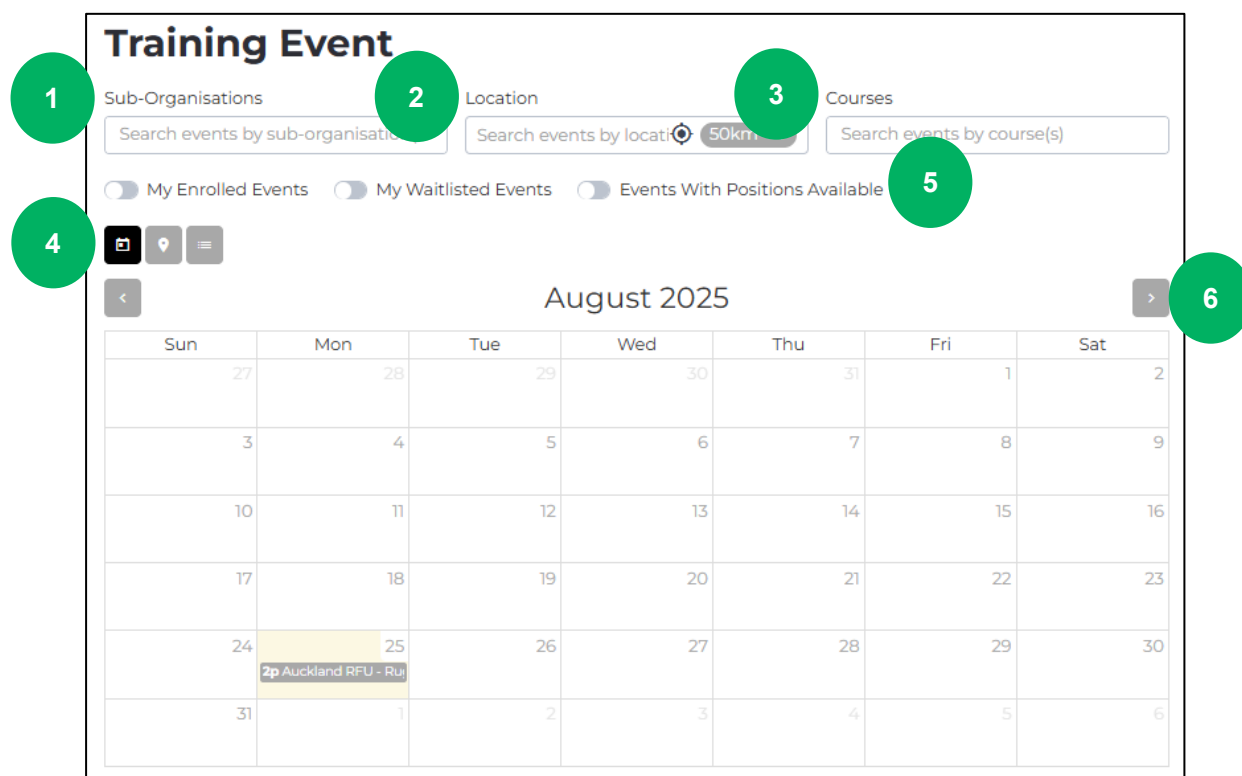
Note: Not all NZR courses are conducted online (*we currently have some online and are planning to add more in the future*). These instructions are **ONLY** for events which do have an aspect that will be signed off online. On 20 October 2025, when this goes live, the **ONLY** course that these instructions apply to is RUGBYSMART 2026.

Where to book into events

Click on the "Training Event" tab on the left-hand side.



Once you have opened the event calendar, you will see the following sections:



Training Event

1 Sub-Organisations 2 Location 3 Courses

Search events by sub-organisati... Search events by locati... 50km Search events by course(s)

4 ☐ My Enrolled Events ☐ My Waitlisted Events ☐ Events With Positions Available 5

Calendar icons:   

August 2025 6

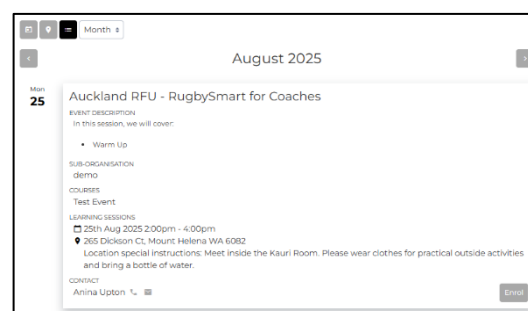
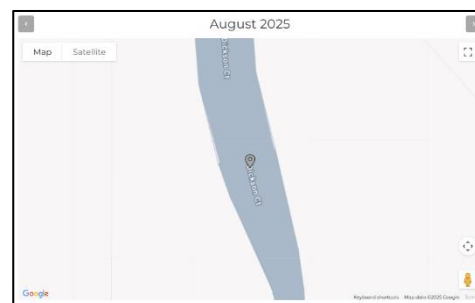
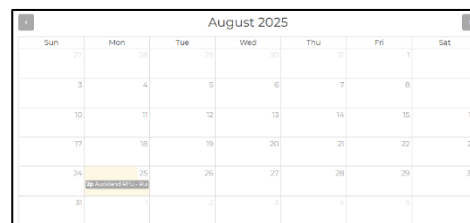
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

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1. **Sub organisation:** This will default to your **Provincial Union (PU)**, but you can type in another PU to help filter events.
2. **Location:** The Location field is powered by Google Maps. Filter events you want to see within 10, 25, 50, 100 or 200 km.
3. **Courses:** You can type the name of the course to help filter events.
4. **Views:** You can choose the view you prefer: Calendar, Map or List.
 - a. **Calendar Icon:** This changes the view to a calendar view.
 - b. **Location Icon:** This changes the view to the Google maps where you can view events for the month selected by the map.
 - c. **List Icon:** This changes the calendar view to list.
5. **Toggles:**
 - a. **My Enrolled Events:** You can click this toggle to show the events related to courses you have already enrolled in.
 - b. **My Waitlisted Events:** You can click this toggle to show any courses you tried to enrol into but was full. You will receive a notification via email once a spot has been made available.
 - c. **Events with Positions Available:** You can click this toggle to show only events that have not been filled up yet.
6. **Arrow Icons:** These arrows help you navigate across each month of the year.

How to book into an event

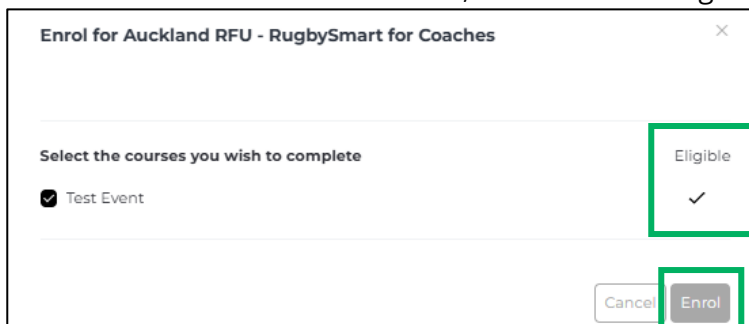
1. Choose a view you prefer:
 - a. For the **Calendar View**: View the calendar and click “see all events” if there is more than one event scheduled for that day.
 - b. For the **Location View**: Click on the Pin and then click on “see more info”.
 - c. For the **List view**: Scroll down the list to find the event.



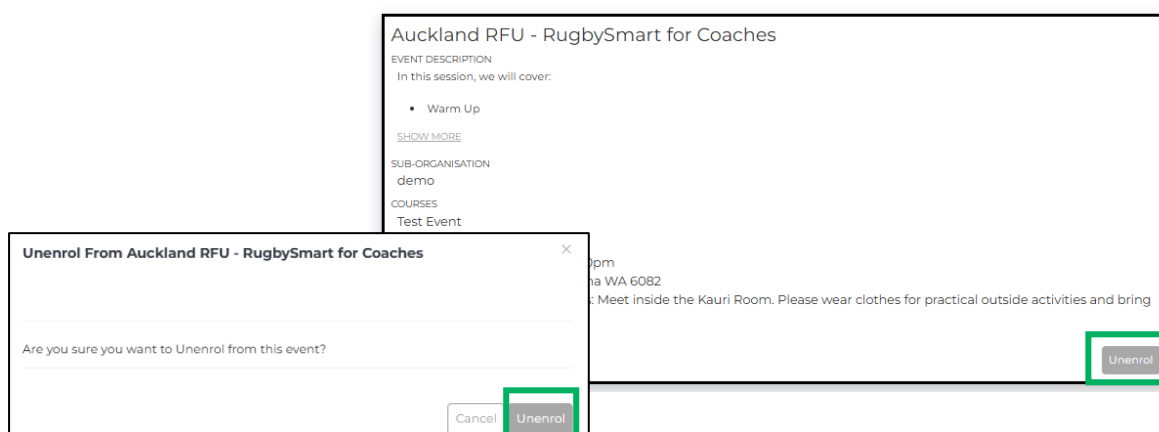
2. Select your preferred event and click on the “Enrol” button.



- a. A confirmation will appear on the screen. To enrol, click on **"Enrol"**. You will NOT be able to enrol if you do not meet the eligibility/pre-requisite requirements. Eligibility is confirmed as a tick on the screen, as the below image shows.



- b. You will receive an email confirmation of your enrolment.
- c. If you need to cancel your enrolment into this event, simply come back to this screen and click **"Unenrol"**.
- i. A confirmation will appear on the screen. Click on **"Unenrol"**.



Note: If you do not meet pre-requisites, you will not be able to enrol; red text will show with the pre-requisites you are missing listed. Contact educationhelp@nzrugby.co.nz for help.