



Little Athletics... it's a Family Thing!

Support Guide

LAQ Member Nomination Guide

Contents

Guide Information.....	3
Getting Started	3
Completing your Nomination	5
Paying for your Nomination	7
Incomplete Nominations	9
Completing an Incomplete Entry	9
Completing an Unpaid Entry.....	10
Deleting an Entry	10
Help and Support.....	10

Guide Information

Purpose of this Guide

The purpose of this guide is to provide clear, step-by-step instructions for parents/guardians to nominate their athlete for Regional Championships in the Sport:80 system.

Who Is the guide for?

- Parents and guardians of Little Athletics Athletes who want to nominate for Regional Championships or Carnivals
- Athletes nominating for Regional Championships or Carnivals

What You Need Before You Start

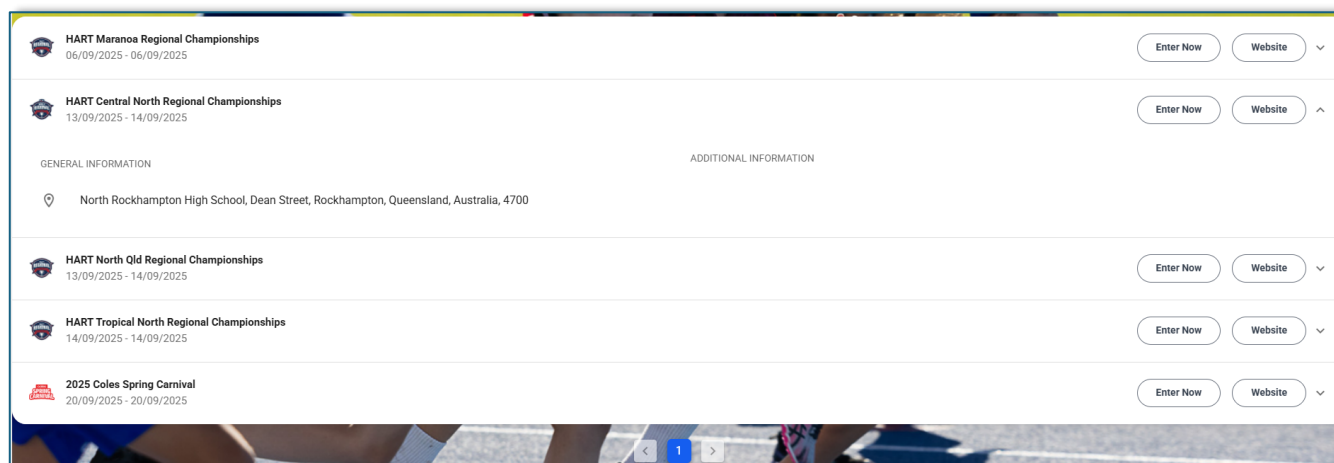
- Your login details for Sport:80
- Internet connection
- Access to a smartphone, tablet, or computer
- A list of events you wish to nominate for
- Credit or debit card (for online payment)
- If nominating for Regionals > check your Centre's Region by clicking [WINTER](#) or [SUMMER](#)
- If nominating for Carnivals > [Click Here](#)

Tools You'll Use

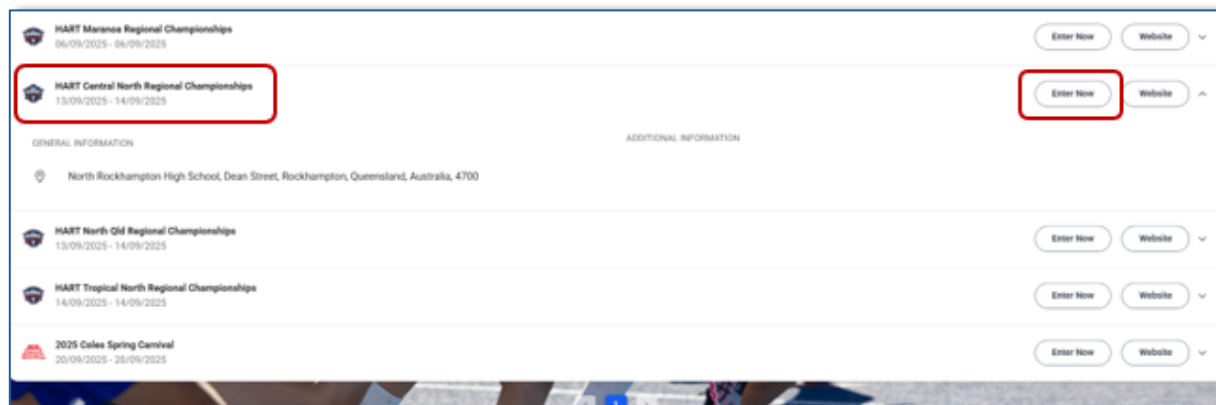
- Sport:80 Platform (via browser or app)
-  Mobile-friendly |  Desktop-friendly

Getting Started

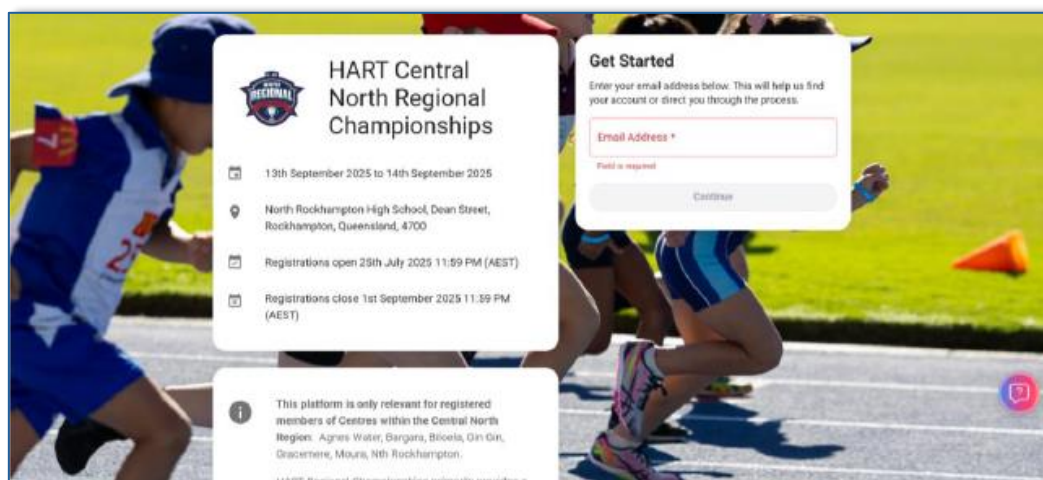
1. Click the Relevant Regional Championships or Carnival Link
2. You will be presented with the following screen



3. Locate the Relevant **Regional Championship or Carnival** > Click **Enter Now**



The Regional Championships or Carnival Home page will display the Name and Logo of the Championship/Carnival, details of the Regional Championship/Carnival, a message from LAQ and the Get Started box.



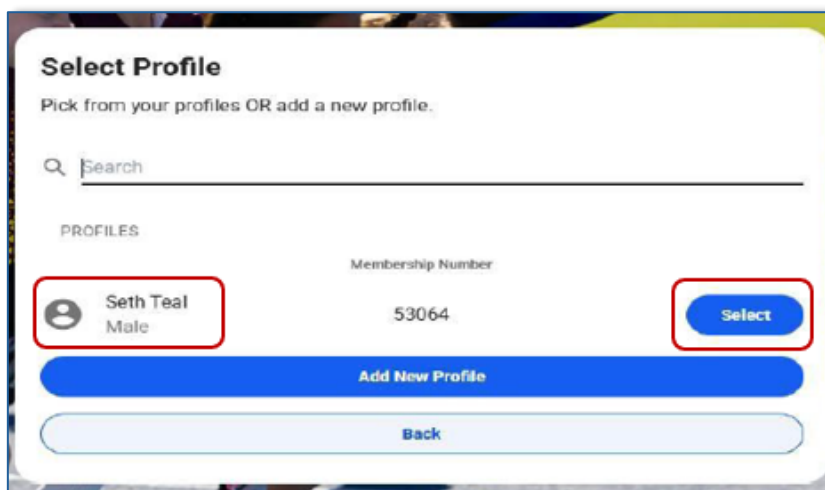
4. Navigate to the **Get Started** box > **Email Address** field
5. Enter in your **email address**
6. Click **Continue**
7. If requested > Enter your **password**
8. Click **Continue**

The Select Profile box will appear.

9. Locate the athlete you wish to enter a nomination for

10. Next to the **Athlete name** > Click **Select**

Important: Only this season registered athletes are eligible to nominate



Completing your Nomination

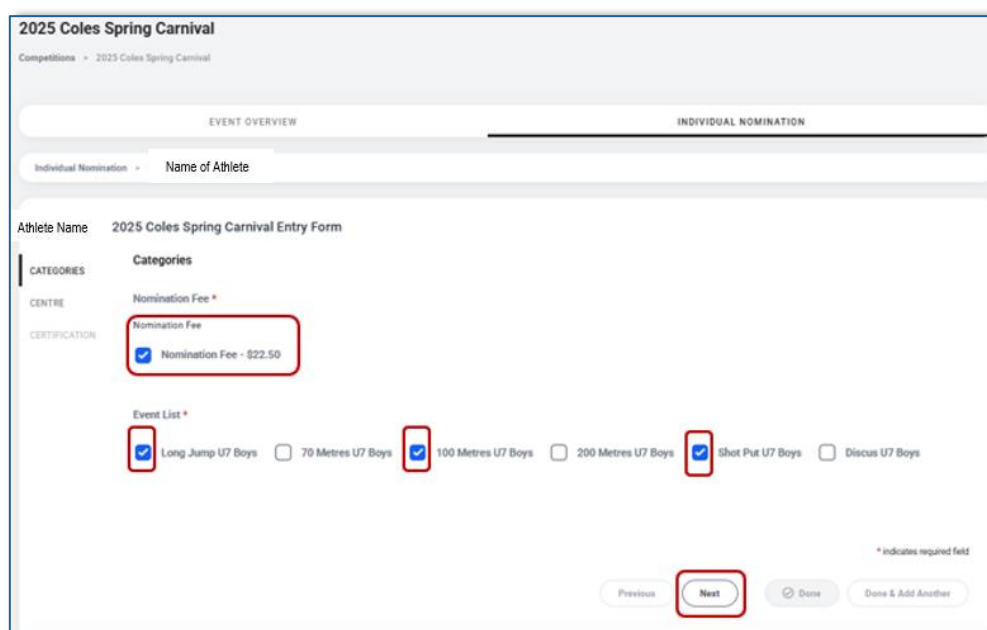
The Categories screen will now be displayed.

To Complete Categories information:

11. In the **Nomination Fee** Box > **Select** to tick

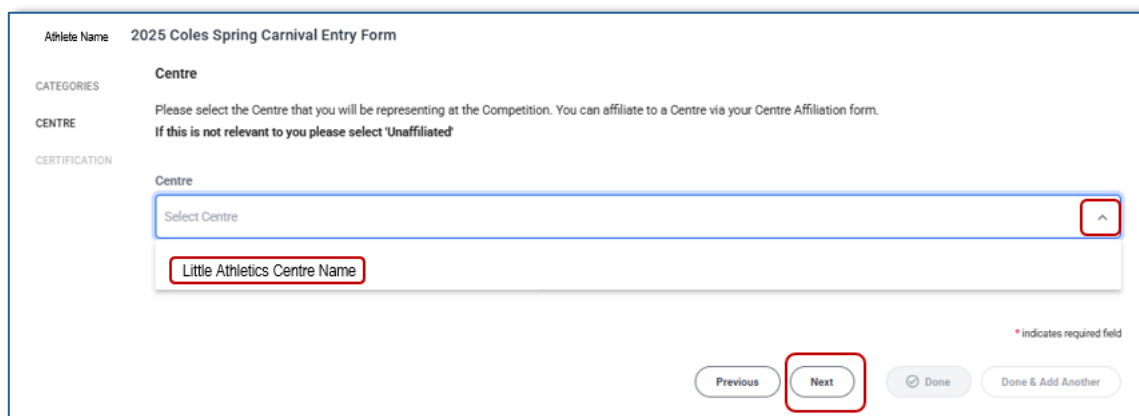
12. **Select each event** the athlete is nominating for

13. Once you have selected all the required events > Click **Next**



To Complete Centre information:

14. Using the **drop down** > Select the **Centre** you will be representing at the Competition
15. Click **Next**



Athlete Name: 2025 Coles Spring Carnival Entry Form

CATEGORIES: Centre

CENTRE: Please select the Centre that you will be representing at the Competition. You can affiliate to a Centre via your Centre Affiliation form. If this is not relevant to you please select 'Unaffiliated'

CERTIFICATION: Centre

Select Centre

Little Athletics Centre Name

* indicates required field

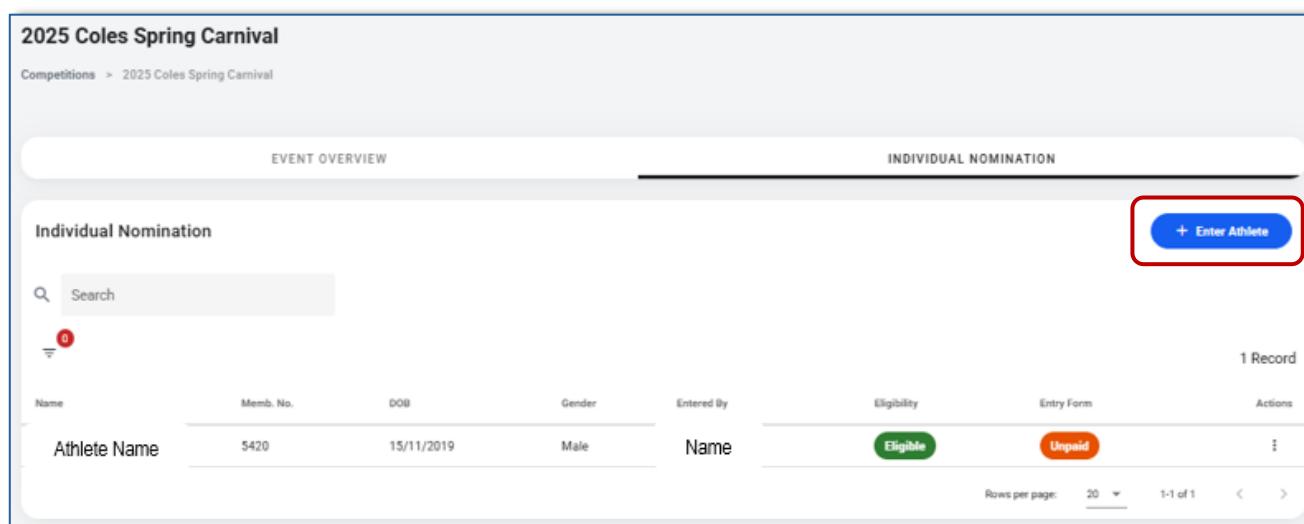
Previous Next Done Done & Add Another

To Complete Certification information:

16. Read the Certification Message
17. In the **Yes** Box > **Select** to tick
 - If you are nominating one (1) athlete > Click **Done** and go to Complete Nomination instructions
 - If you are nominating another athlete > Select **Done and Add Another** button

Nominating for Another Athlete

18. On the Individual Nomination screen
19. Click **Enter Athlete** Button



2025 Coles Spring Carnival

Competitions > 2025 Coles Spring Carnival

EVENT OVERVIEW INDIVIDUAL NOMINATION

Individual Nomination

Search

1 Record

Name	Memb. No.	DOB	Gender	Entered By	Eligibility	Entry Form	Actions
Athlete Name	5420	15/11/2019	Male	Name	Eligible	Unpaid	

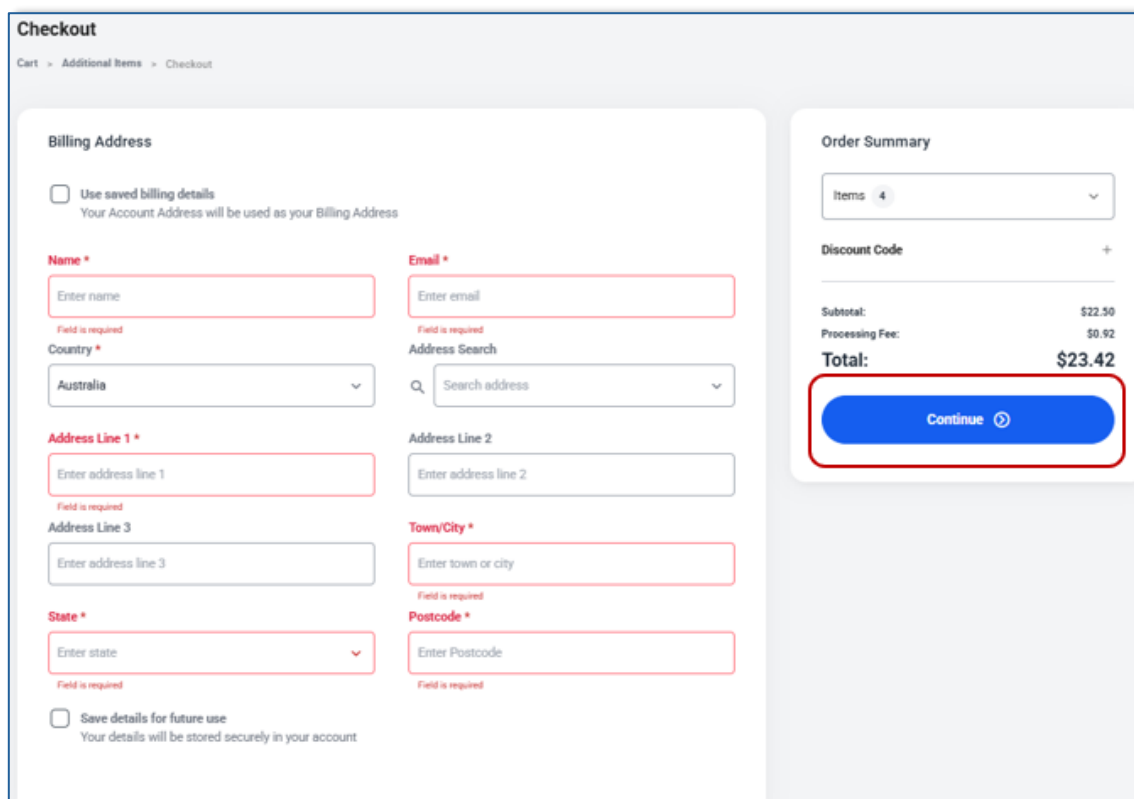
Rows per page: 20 1-1 of 1

+ Enter Athlete

27. The Additional Items screen will appear > Click **Checkout**

28. The **Checkout screen** will appear

29. Complete all required fields > Click **Continue**



Checkout

Cart > Additional Items > Checkout

Billing Address

☐ Use saved billing details
Your Account Address will be used as your Billing Address

Name *
Enter name
Field is required

Email *
Enter email
Field is required

Country *
Australia

Address Line 1 *
Enter address line 1
Field is required

Address Line 2
Enter address line 2

Address Line 3
Enter address line 3

State *
Enter state
Field is required

Town/City *
Enter town or city
Field is required

Postcode *
Enter Postcode
Field is required

☐ Save details for future use
Your details will be stored securely in your account

Order Summary

Items 4

Discount Code +

Subtotal: \$22.50
Processing Fee: \$0.92
Total: \$23.42

Continue

To Complete Payment:

30. Select **Credit or Debit Card** or use saved information from when you registered (if you selected to save your information)

31. Complete all required fields

32. Click **Pay Now**

Congratulations you have now successfully nominated for Regionals or a Carnival.

Incomplete Nominations

If you saved your nomination to complete at a later time, or you were interrupted whilst placing your nomination you will be able to go back into the nominations to either delete if created in error, complete (using instructions above) or make final payment (using instructions above).

To Locate incomplete Competition Nomination

1. From your **Home** Screen > Navigate to left hand menu
2. Locate and click on **Competitions**
3. Locate **Competition** you wish to complete nomination for
4. Click **Manage Entries**

	HART Maranoa Regional Championships 6th September 2025 - Chinchilla, Queensland	Website	View	Enter Now
	HART Central North Regional Championships 13th September 2025 - 14th September 2025 - Rockhampton, Queensland	Website	View	Enter Now
	HART North Qld Regional Championships 13th September 2025 - 14th September 2025 - Townsville, Queensland	Website	View	Enter Now
	HART Tropical North Regional Championships 14th September 2025 - Tolga, Queensland	Website	View	Enter Now
	2025 Coles Spring Carnival 20th September 2025 - Bundaberg, Queensland	Website	View	Manage Entries

You will now be on the Individual Nomination Screen where you can see the status of the nomination to the right under the column heading **Entry Form**

Individual Nomination							+ Enter Athlete
Search							
							2 Records
Name	Mem. No.	DOB	Gender	Entered By	Eligibility	Entry Form	Actions
Athlete Name	11135	30/01/2017	Female	Name	Eligible	Incomplete	
Athlete Name	5420	15/11/2019	Male	Name	Eligible	Unpaid	
Rows per page: 20							1-2 of 2

Completing an Incomplete Entry

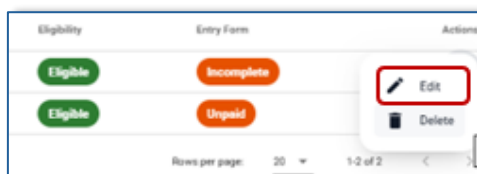
1. Use the 3 dots > **Edit**

Eligibility	Entry Form	Actions
Eligible	Incomplete	 Edit
Eligible	Unpaid	 Delete
Rows per page: 20		1-2 of 2

2. Complete the nomination using instructions above
3. **Checkout** and complete all steps using instructions above

Completing an Unpaid Entry

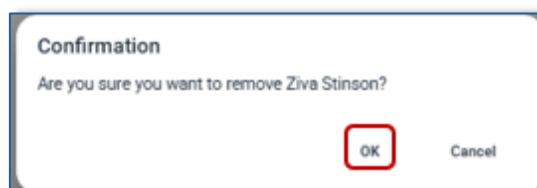
1. Use the 3 dots > **Edit**



2. Click through all screens (information will be saved from original entry)
3. **Checkout** and complete all steps using instructions above

Deleting an Entry

1. Locate name of Athlete you wish to Delete entry for
2. Use the 3 dots > **Delete**
3. You will be presented with a Confirmation message
4. Click **Ok**



Help and Support

If you experience any issues accessing your account or completing the nomination process, please don't hesitate to reach out for assistance.

You can do this by clicking 'Contact Support' at the bottom of the screen or alternatively you can email: support@littleathleticsqueensland.zendesk.com

