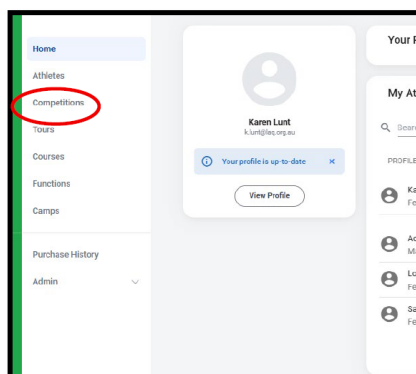


Quick Reference Guide: Modifying Existing Competition Nominations

Step 1. Access Competition

- From **Parent Profile** → Click **Competitions**



- Find the competition → Click **Manage Entries**



Step 2. Select Athlete

- Find athlete → On right side under Actions, click **3 dots**
- Select **Edit Entry**

Name	Mem. No.	DOB	Gender	Entered By	Eligibility	Entry Form	Actions
Louise Lunt 	-	02/02/2017	Female	Karen Lunt	Eligible	Complete	
Sally Lunt 	-	03/03/2009	Female	Karen Lunt	Eligible	Complete	

Step 3. Edit Events

Choose one of the following:

- Additions** → Add new events (See Add Events)
- Removals** → Remove existing events
- Additions & Removals** → Do both

Edit Entry

Additions
Removals

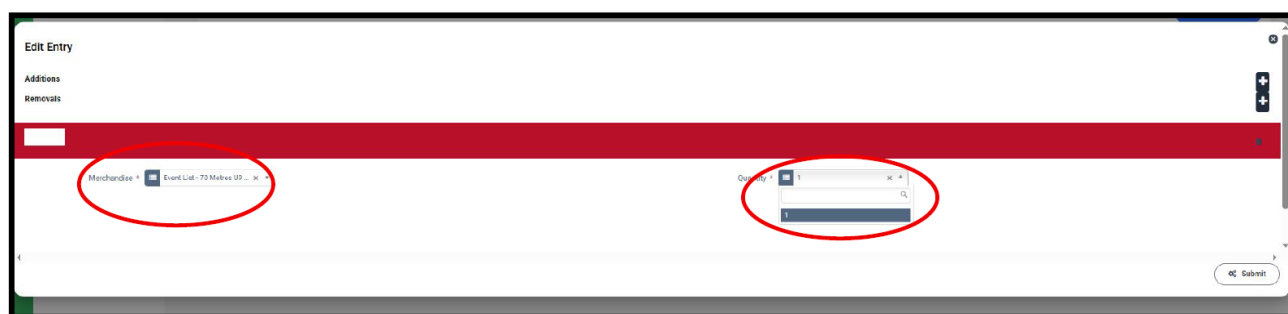
Optional Step: Add Events (Additions)

- From **Merchandise dropdown**, select event
- If adding multiple events → click + for each additional event
- In **Quantity**, select “1” per event
- Click **Submit**



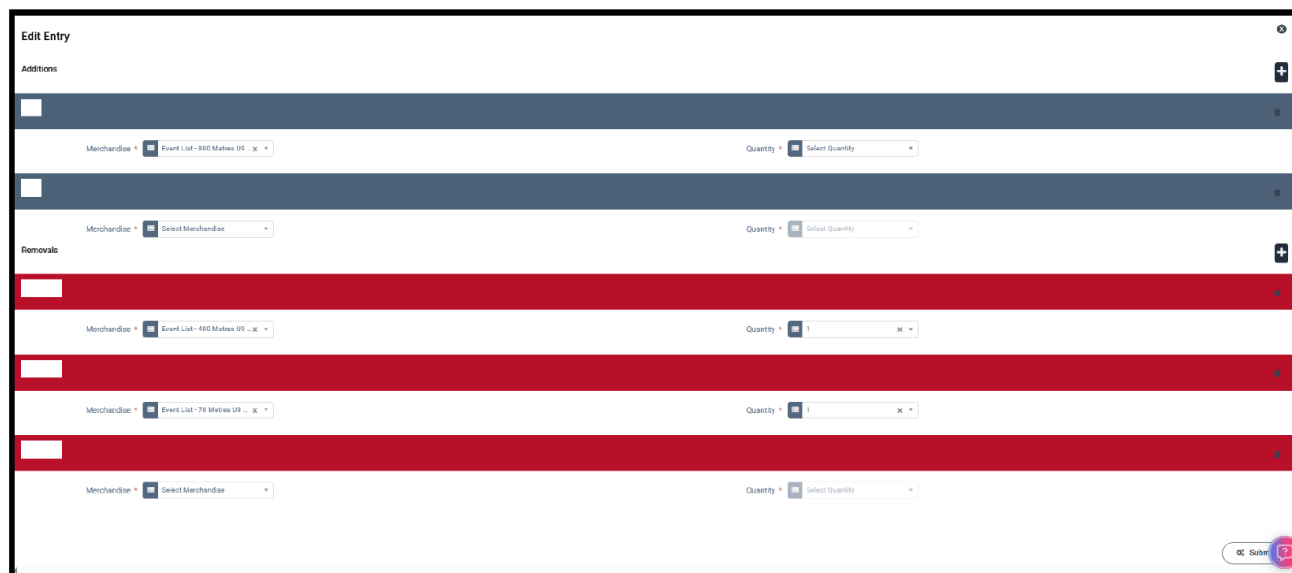
Optional Step: Remove Events (Removals)

- From **Merchandise dropdown**, select event to remove
- If removing multiple → click + for each additional event
- In **Quantity**, select “1” per event
- Click **Submit**



Optional Step: Add and Remove Together

- Use **Additions and Removals** option
- Follow steps from both Additions and Removals
- Click **Submit** to save



Congratulations you have now successfully modified an Existing Competition Nomination

Need Help?

- Click **Contact Support** in Sport:80
- Or email: support@littleathleticsqueensland.zendesk.com

