



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

Registration Guide

New Families and Athletes

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Welcome to Little Athletics!!

Welcome to the world of Little Athletics, where our motto is all about Family, Fun & Fitness! 🌞

Every week, kids dive into an exciting mix of running, jumping, and throwing activities. 🏃‍♂️🏃‍♀️ From speedy sprints like the 70m, 100m, and 200m, to longer distances like the 400m, 800m, and 1500m, there's something for everyone.

But wait, there's more! Kids can show off their throwing skills with events like Discus, Shotput, and Javelin and jumping skills with events including High Jump, Long Jump, and Triple Jump. Different events are tailored to different age groups, making sure everyone gets a chance to shine.

Each weekly session lasts between 1 to 3 hours, packed with up to six different activities. Whether you're an Under 6 or Under 17, there's a spot for you. Some centres even have a Tiny Tot program for the little ones aged 3-4! 🧒🧒

Depending on the season and the centre's facilities, the events might change, but the fun never stops! 🌞❄️ Centres also mix in playful training and game-based activities to help young athletes develop their skills while having a blast. Especially for the littlest athletes, games are the perfect introduction to the sport. Some centres even continue these fun games for the Under 7s and Under 8s. 🧒

And that's not all! Many centres offer coaching and skills sessions to help athletes improve and reach new heights in their favourite events.

Come join us at Little Athletics, where every week is an adventure full of excitement, growth, and loads of fun! 🌞

Guide Information

Purpose of this Guide

The purpose of this guide is to provide clear, step-by-step instructions for parents/guardians to register their athlete for the upcoming Little Athletics season using the Sport:80 registration platform.

Who Is the guide for?

- Parents and guardians of new Little Athletics participants
- Athletes registering for the new season
- Volunteers helping families with registration

What You Need Before You Start

- A valid email address
- Internet connection
- Access to a smartphone, tablet, or computer
- A digital copy of any required ID or documents (if needed)
- Credit or debit card (for online payment)

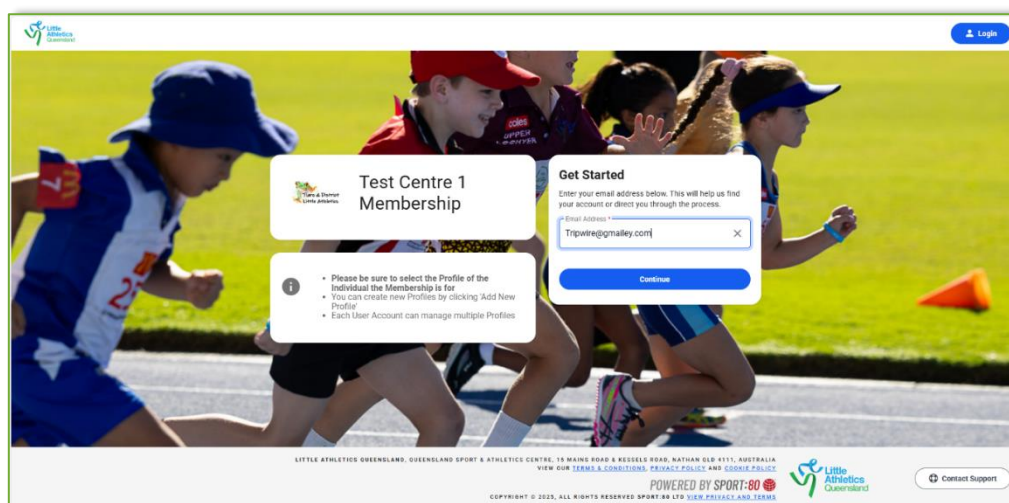
Tools You'll Use

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

Getting Started

1. Click your chosen centres **Registration link** or scan the provided **Registration QR Code**
2. The Centre Registration Home page will be displayed

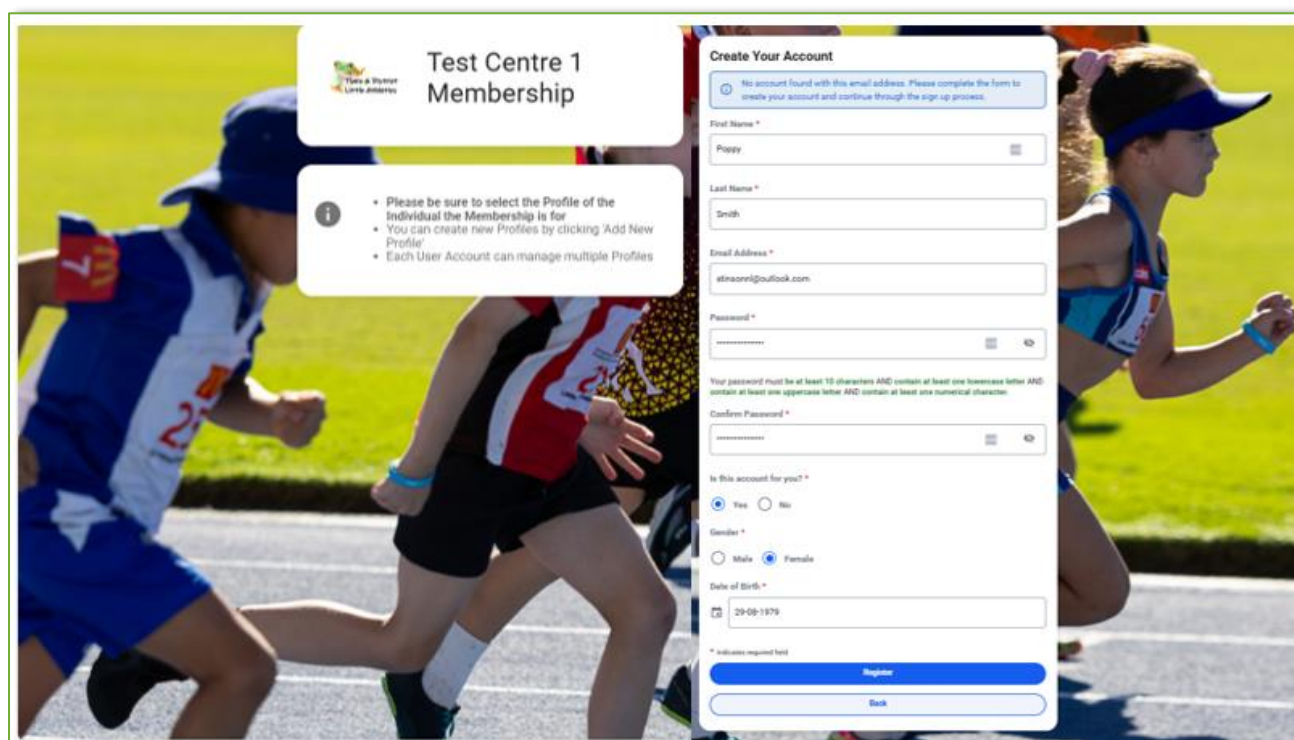
The Registration Home page will display the Name and Logo of Little Athletics Centre, a message from your Centre and the Get Started box.



Creating your Account

The parent or guardian must create an account for themselves and ensure they select **Yes** when asked if the account is for them.

1. Navigate to the **Get Started** box > **Email address** field
2. Enter in your **email address**
3. Complete the following mandatory fields:
 - a. First Name
 - b. Last Name
 - c. Email address
 - d. Password (following password instructions)
 - e. Confirm password
 - f. Select Yes this account is for you
 - g. Gender
 - h. Date of Birth
4. Click **Register**



Test Centre 1 Membership

- Please be sure to select the Profile of the individual the Membership is for
- You can create new Profiles by clicking 'Add New Profile'
- Each User Account can manage multiple Profiles

Create Your Account

No account found with this email address. Please complete the form to create your account and continue through the sign up process.

First Name *
Poppy

Last Name *
Smith

Email Address *
stinaone@outlook.com

Password *
[Masked]

Confirm Password *
[Masked]

Your password must be at least 10 characters AND contain at least one lowercase letter AND contain at least one uppercase letter AND contain at least one numerical character.

Is this account for you? *
☒ Yes ☐ No

Gender *
☐ Male ☒ Female

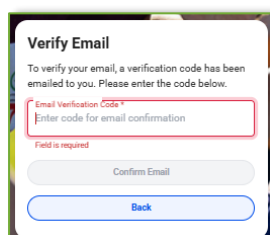
Date of Birth *
29-08-1979

* indicates required field

Register

Back

5. The Verify Email box will appear



Verify Email

To verify your email, a verification code has been emailed to you. Please enter the code below.

Email Verification Code *
Enter code for email confirmation

Field is required

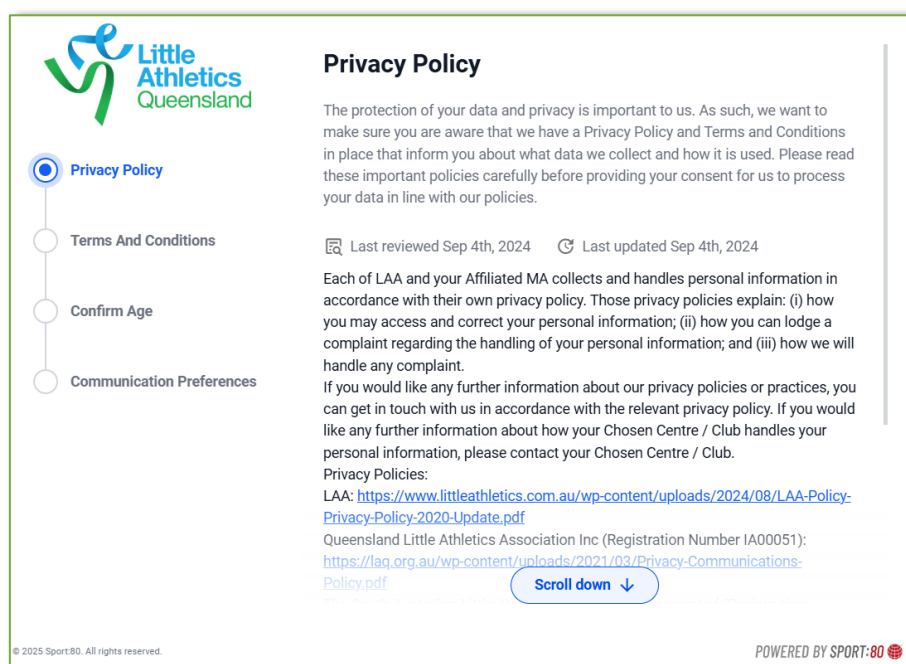
Confirm Email

Back

6. Navigate to your **email inbox** > locate email from **Sport80_Email Verification**
7. Navigate back to **Sport80** > Enter **verification code** from email (6 digits)
8. Click **Confirm Email**

You will now be required to complete the following:

- Privacy Policy
- Terms and Conditions
- Confirm Age
- Communication Preferences



Privacy Policy

The protection of your data and privacy is important to us. As such, we want to make sure you are aware that we have a Privacy Policy and Terms and Conditions in place that inform you about what data we collect and how it is used. Please read these important policies carefully before providing your consent for us to process your data in line with our policies.

Last reviewed Sep 4th, 2024 Last updated Sep 4th, 2024

Each of LAA and your Affiliated MA collects and handles personal information in accordance with their own privacy policy. Those privacy policies explain: (i) how you may access and correct your personal information; (ii) how you can lodge a complaint regarding the handling of your personal information; and (iii) how we will handle any complaint.

If you would like any further information about our privacy policies or practices, you can get in touch with us in accordance with the relevant privacy policy. If you would like any further information about how your Chosen Centre / Club handles your personal information, please contact your Chosen Centre / Club.

Privacy Policies:
 LAA: <https://www.littleathletics.com.au/wp-content/uploads/2024/08/LAA-Policy-Privacy-Policy-2020-Update.pdf>
 Queensland Little Athletics Association Inc (Registration Number IA00051): <https://laq.org.au/wp-content/uploads/2021/03/Privacy-Communications-Policy.pdf>

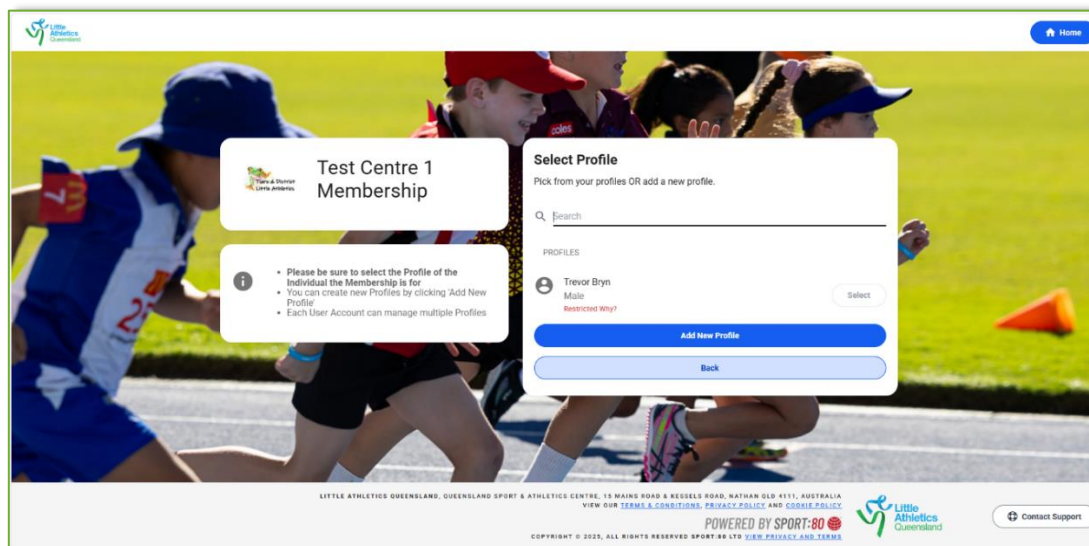
© 2025 Sport80. All rights reserved. POWERED BY SPORT:80

1. Read through **Privacy Policy**
2. Policy Agreement:
 - a. If you do not agree > Select **I decline**
 - b. If you agree > Select **I agree**
3. Read through **Terms and Conditions**
4. Terms and Conditions Agreement:
 - a. If you do not agree > Select **I decline**
 - b. If you agree > Select **I agree**
5. Answer the question > **Are you over the age of 18** > Click **Yes** or **No**
6. Select Communication Preferences > **Yes** or **No**
7. Click **Confirm**

Note: If you select **I decline** to the Privacy Policy or Terms and Conditions, an email notification will be sent through to Little athletics Queensland. They will reach out via email with further information.

Adding an Athlete to your account

Now that you've created your account, you'll see an option to "Select Profile" or "Add Profile."

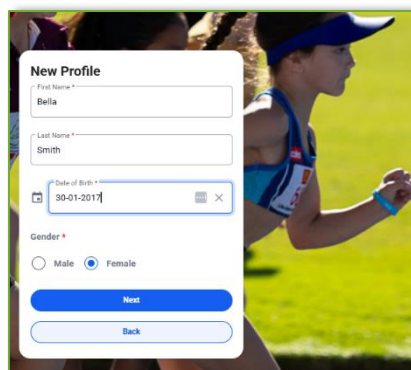


To add an athlete to your account:

1. Click Add **New Profile**
2. A Membership Number pop-up window will appear > Select **No**
3. Complete the **New Profile form** filling in all mandatory fields:
 - a. First Name
 - b. Last Name
 - c. Date of Birth
 - d. Gender

!Note: The athlete's details will need to be completed before you can move to the next page

4. Click **Next**



Are you Registering 1 Athlete > [Navigate to Membership Options \(1 Athlete\) instructions](#)

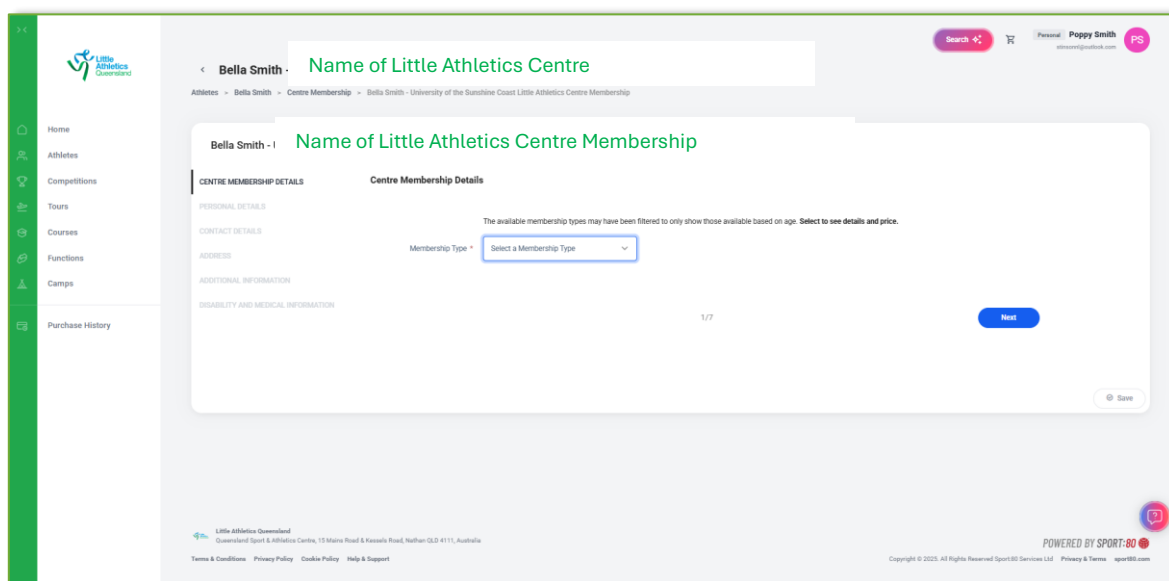
Are you registering multiple Athletes > [Navigate to Family Memberships instructions](#)

Membership Options (Registration of One Athlete)

Now that you've added an athlete, you'll be taken to your Centre Membership Page.

You will need to complete the following:

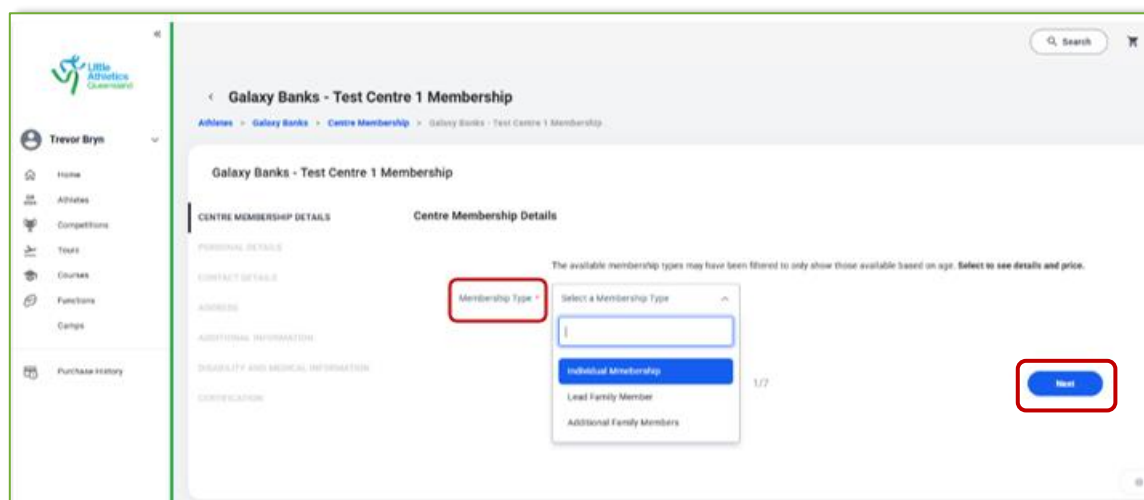
- Centre Membership Details
- Personal Details
- Contact Details
- Address
- Additional Information
- Disability and Medical Information
- Membership Application and Declaration – Terms and Conditions
- PlayOn Voucher



The screenshot shows the 'Centre Membership Details' page for Bella Smith. The page has a green sidebar with navigation links: Home, Athletes, Competitions, Tours, Courses, Functions, Camps, and Purchase History. The main content area is titled 'Bella Smith - Name of Little Athletics Centre' and 'Bella Smith - University of the Sunshine Coast Little Athletics Centre Membership'. The 'CENTRE MEMBERSHIP DETAILS' section is active, showing fields for PERSONAL DETAILS, CONTACT DETAILS, ADDRESS, ADDITIONAL INFORMATION, and DISABILITY AND MEDICAL INFORMATION. The 'Membership Type' dropdown menu is open, showing 'Select a Membership Type'. A 'Next' button is visible at the bottom right of the form. The footer includes 'Little Athletics Queensland', 'Queensland Sport & Athletics Centre, 15 Main Road & Kessels Road, Nathan QLD 4111, Australia', and 'POWERED BY SPORT-80'.

To Complete Centre Membership Details:

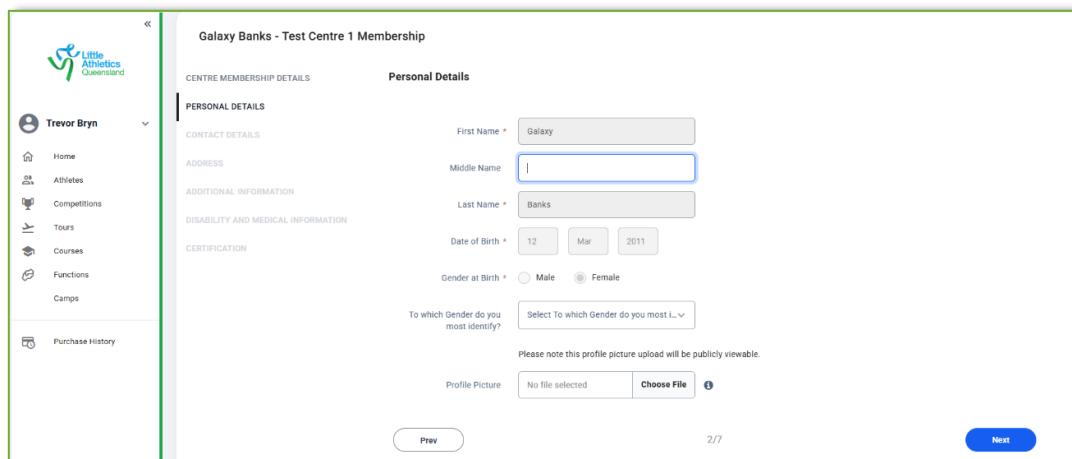
1. Navigate to Membership Type field: Using drop down menu > Select a **Membership Type**
2. Once you have selected your membership option > Select **Next**



The screenshot shows the 'Centre Membership Details' page for Trevor Bryn. The page has a green sidebar with navigation links: Home, Athletes, Competitions, Tours, Courses, Functions, Camps, and Purchase History. The main content area is titled 'Galaxy Banks - Test Centre 1 Membership' and 'Galaxy Banks - Test Centre 1 Membership'. The 'CENTRE MEMBERSHIP DETAILS' section is active, showing fields for PERSONAL DETAILS, CONTACT DETAILS, ADDRESS, ADDITIONAL INFORMATION, and DISABILITY AND MEDICAL INFORMATION. The 'Membership Type' dropdown menu is open, showing 'Select a Membership Type' with options: Individual Membership, Lead Family Member, and Additional Family Members. A 'Next' button is visible at the bottom right of the form. The footer includes 'Little Athletics Queensland', 'Queensland Sport & Athletics Centre, 15 Main Road & Kessels Road, Nathan QLD 4111, Australia', and 'POWERED BY SPORT-80'.

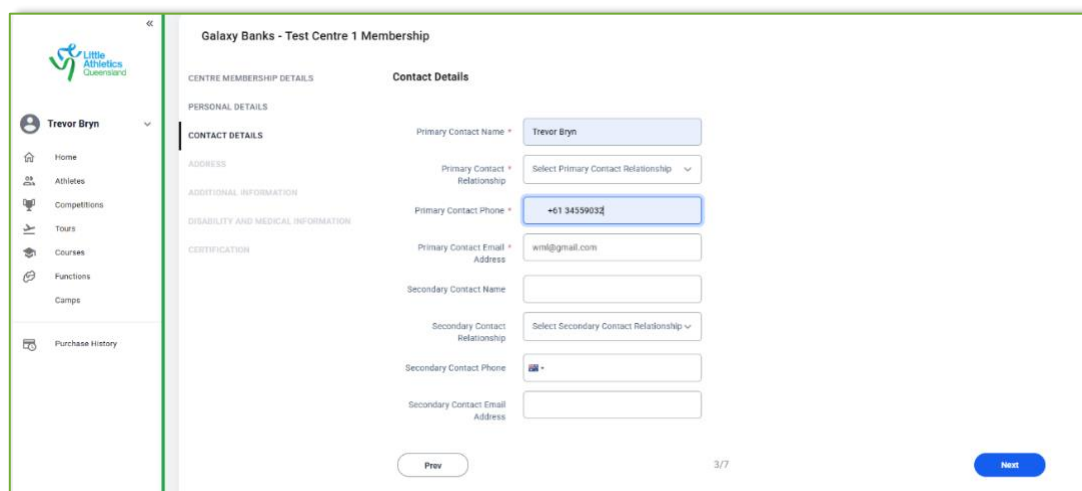
To Complete Personal Details:

1. Follow the on-screen flow completing the following information:
 - a. First Name (if not already defaulted)
 - b. Last Name (if not already defaulted)
 - c. Date of birth (if not already defaulted)
 - d. Gender at Birth (if not already defaulted)
 - e. To which Gender do you most identify (optional)
 - f. Profile picture (optional and publicly viewable)
2. Select **Next**



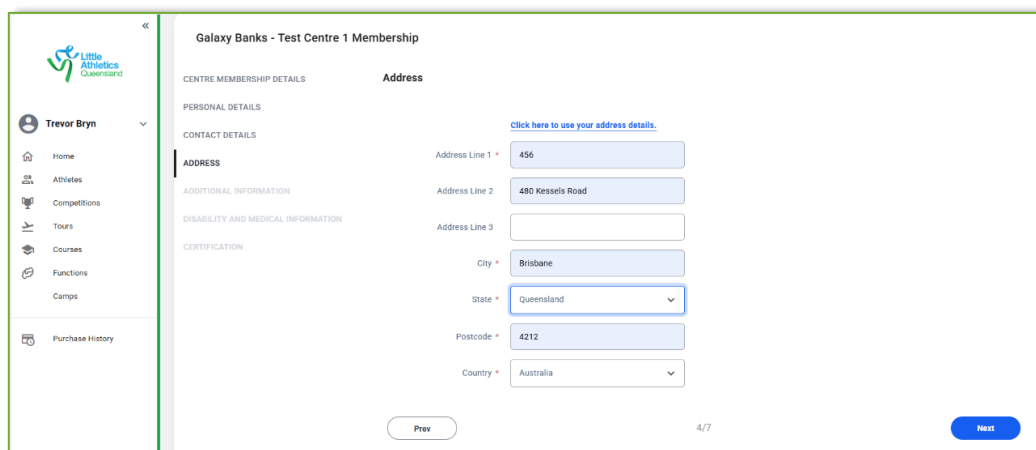
To Complete Contact Details:

1. Follow the on-screen flow completing the following information:
 - a. Primary Contact name
 - b. Primary Contact relationship
 - c. Primary Contact phone
 - d. Primary Contact email address
 - e. Secondary Contact name, relationship, phone and email (optional)
2. Select **Next**



To Complete Address Details:

1. Follow the on-screen flow completing the following information:
 - a. Address Line 1
 - b. City
 - c. State
 - d. Postcode
 - e. Country (if not already defaulted)
2. Select **Next**



Galaxy Banks - Test Centre 1 Membership

CENTRE MEMBERSHIP DETAILS

Address

PERSONAL DETAILS

CONTACT DETAILS

ADDRESS

Address Line 1 * 456

Address Line 2 480 Kessels Road

Address Line 3

City * Brisbane

State * Queensland

Postcode * 4212

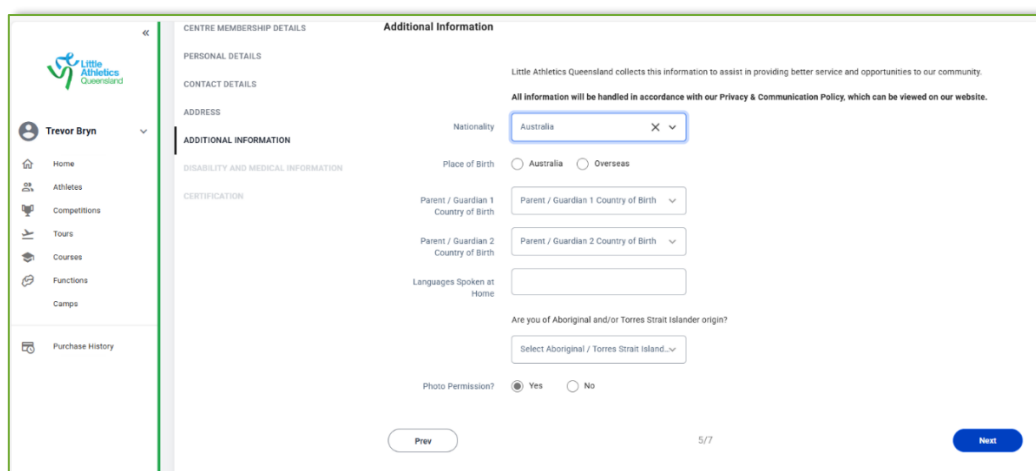
Country * Australia

Click here to use your address details.

Prev 4/7 Next

To Complete Additional Information:

1. Follow the on-screen flow completing the following information:
 - a. Nationality (optional)
 - b. Place of birth (optional)
 - c. Language spoken at home (optional)
 - d. **Photo Permission** (recommended)
 - e. **Allow Registered Person's Name to be Published Online?** (recommended)
 - f. How did you hear about us (mandatory)
2. Select **Next**



Galaxy Banks - Test Centre 1 Membership

CENTRE MEMBERSHIP DETAILS

Additional Information

PERSONAL DETAILS

CONTACT DETAILS

ADDRESS

ADDITIONAL INFORMATION

DISABILITY AND MEDICAL INFORMATION

CERTIFICATION

Little Athletics Queensland collects this information to assist in providing better service and opportunities to our community.

All information will be handled in accordance with our Privacy & Communication Policy, which can be viewed on our website.

Nationality Australia

Place of Birth ☐ Australia ☐ Overseas

Parent / Guardian 1 Country of Birth

Parent / Guardian 2 Country of Birth

Languages Spoken at Home

Are you of Aboriginal and/or Torres Strait Islander origin?

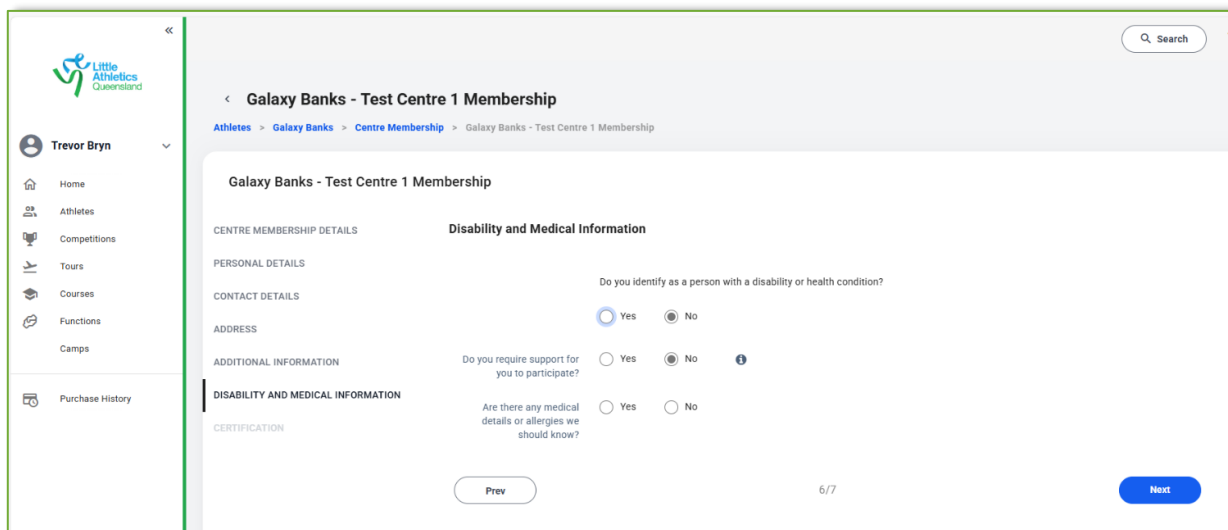
Select Aboriginal / Torres Strait Island...

Photo Permission? ☒ Yes ☐ No

Prev 5/7 Next

To Complete Disability and Medical Information:

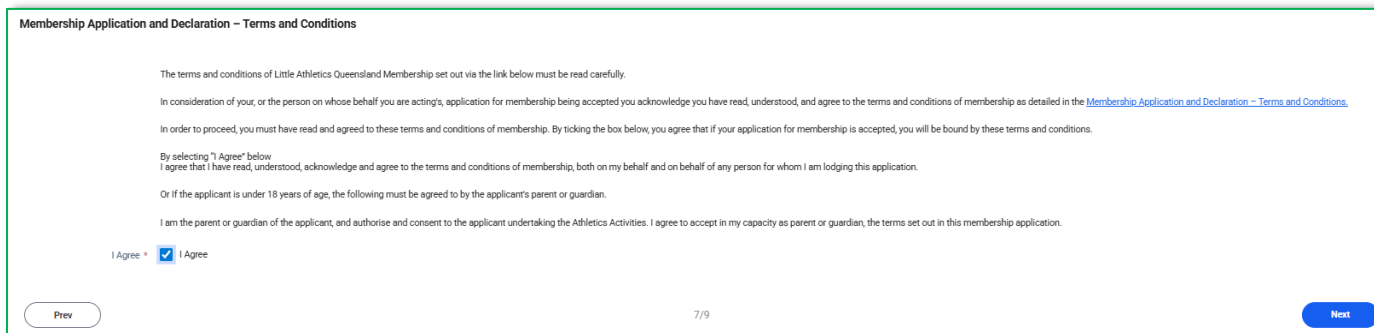
1. Follow the on-screen flow completing the following information:
 - a. Do you identify as a person with a disability or health condition? (Optional)
 - b. Do you require support for you to participate? (Optional)
 - c. Are there any medical details or allergies we should know? (Optional)
 - d. **No** > Go to step 2
 - e. **Yes** > Complete Medical information box > Go to step 2
2. Select **Next**



The screenshot shows a web application interface for 'Galaxy Banks - Test Centre 1 Membership'. The left sidebar contains a user profile for 'Trevor Bryn' and a navigation menu with options: Home, Athletes, Competitions, Tours, Courses, Functions, Camps, and Purchase History. The main content area is titled 'Galaxy Banks - Test Centre 1 Membership' and includes a breadcrumb trail: 'Athletes > Galaxy Banks > Centre Membership > Galaxy Banks - Test Centre 1 Membership'. Below the title, there are sections for 'CENTRE MEMBERSHIP DETAILS', 'PERSONAL DETAILS', 'CONTACT DETAILS', 'ADDRESS', 'ADDITIONAL INFORMATION', 'DISABILITY AND MEDICAL INFORMATION', and 'CERTIFICATION'. The 'DISABILITY AND MEDICAL INFORMATION' section is active and contains three questions with radio button options: 'Do you identify as a person with a disability or health condition?' (Yes/No), 'Do you require support for you to participate?' (Yes/No), and 'Are there any medical details or allergies we should know?' (Yes/No). At the bottom of the form, there are 'Prev' and 'Next' buttons, and a page indicator '6/7'.

To Complete Membership Application and Declaration – Terms and Conditions:

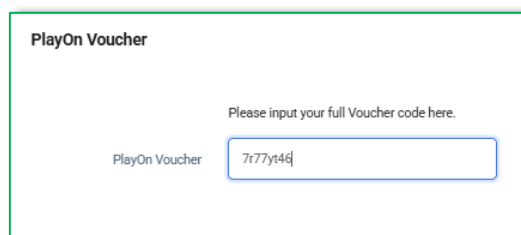
1. Read through the information displayed
2. Select **I Agree**
3. Click **Next**



The screenshot shows a web application interface for 'Membership Application and Declaration – Terms and Conditions'. The main content area contains the following text: 'The terms and conditions of Little Athletics Queensland Membership set out via the link below must be read carefully. In consideration of you, or the person on whose behalf you are acting/s, application for membership being accepted you acknowledge you have read, understood, and agree to the terms and conditions of membership as detailed in the [Membership Application and Declaration – Terms and Conditions](#). In order to proceed, you must have read and agreed to these terms and conditions of membership. By ticking the box below, you agree that if your application for membership is accepted, you will be bound by these terms and conditions. By selecting "I Agree" below I agree that I have read, understood, acknowledged and agree to the terms and conditions of membership, both on my behalf and on behalf of any person for whom I am lodging this application. Or if the applicant is under 18 years of age, the following must be agreed to by the applicant's parent or guardian. I am the parent or guardian of the applicant, and authorise and consent to the applicant undertaking the Athletics Activities. I agree to accept in my capacity as parent or guardian, the terms set out in this membership application.' Below the text, there are two radio buttons: 'I Agree' (selected) and 'I Disagree'. At the bottom of the form, there are 'Prev' and 'Next' buttons, and a page indicator '7/9'.

To Complete PlayOn Voucher:

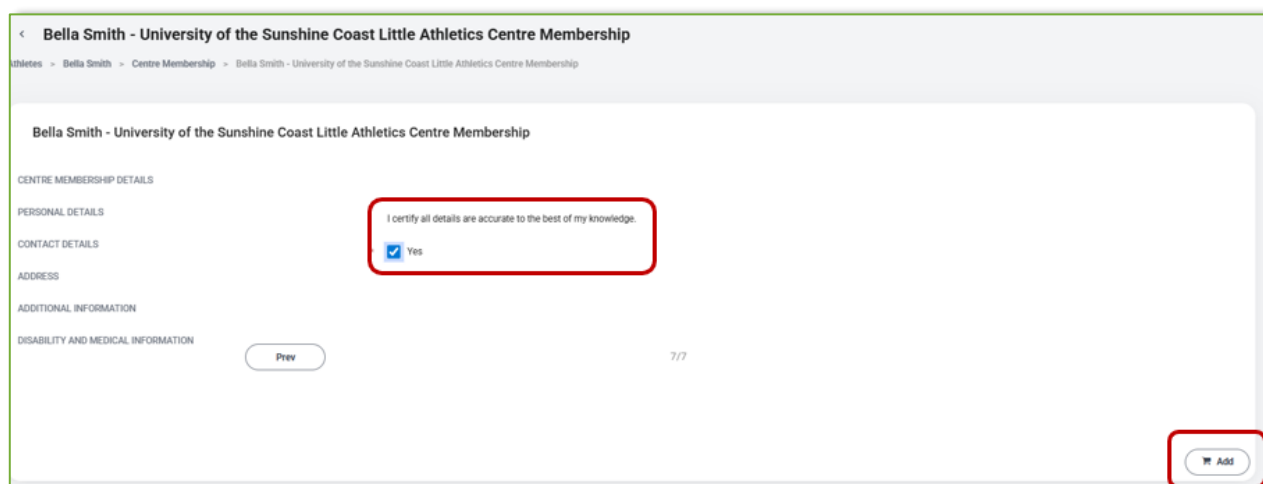
1. Enter play on voucher number into the PlayOn Voucher field
2. Click **Next**



The screenshot shows a form titled "PlayOn Voucher". It contains a text input field with the placeholder text "Please input your full Voucher code here." and the value "7r77yt46". Below the input field, the text "PlayOn Voucher" is displayed.

To Complete Certification:

1. Tick **Yes** to certify all details are accurate to the best of my knowledge
2. Click **Add** button



The screenshot shows a form titled "Bella Smith - University of the Sunshine Coast Little Athletics Centre Membership". It contains a section for "PERSONAL DETAILS" with a checkbox labeled "I certify all details are accurate to the best of my knowledge." and a "Yes" option. Below this, there is a "Prev" button and a "7/7" indicator. At the bottom right, there is an "Add" button.



Are you Adding Verification Documents > [Navigate to Adding Verification Document instruction](#)
Are you ready to Checkout > [Navigate to Paying for your Membership](#)

Family Memberships (Registration of Multiple Athletes)

Registering multiple athletes is a little different from registering just one.

Start by registering one athlete first. They will be known as the **Lead Family Member**. Once you have a Lead Family member, you will be able to register all remaining athletes.

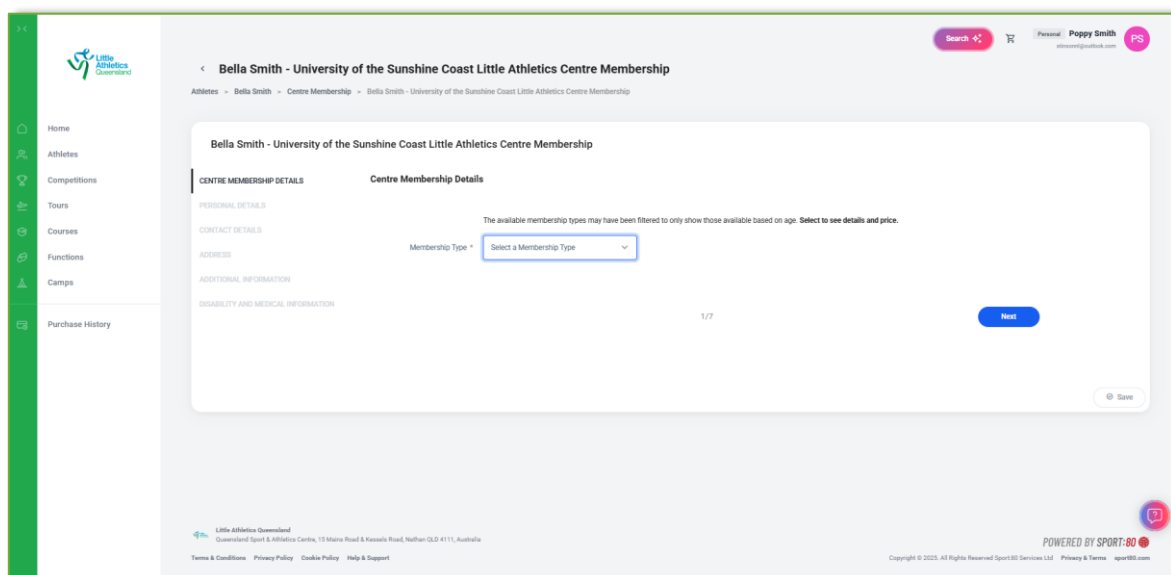
When registering your lead family member, select the **"Family Membership"** option from the drop-down menu under **Membership Type**.

Next Step in the registration process:

Now that you've added an athlete, you'll be taken to your Centre Membership Page.

To Register your Lead Family Member you will need to complete the following:

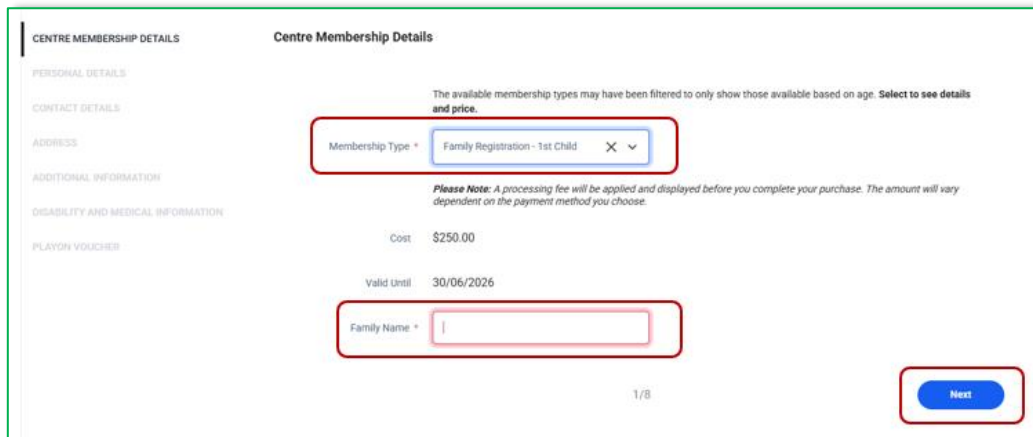
- Centre Membership Details
- Personal Details
- Contact Details
- Address
- Additional Information
- Disability and Medical Information
- Membership Application and Declaration
- PlayOn Voucher



The screenshot shows the 'Centre Membership Details' page for Bella Smith. The page is part of the 'University of the Sunshine Coast Little Athletics Centre Membership' registration process. The left sidebar contains navigation links: Home, Athletes, Competitions, Tours, Courses, Functions, Camps, and Purchase History. The main content area has a breadcrumb trail: Athletes > Bella Smith > Centre Membership > Bella Smith - University of the Sunshine Coast Little Athletics Centre Membership. Below this, the 'CENTRE MEMBERSHIP DETAILS' section is active, showing a 'Membership Type' dropdown menu. A note states: 'The available membership types may have been filtered to only show those available based on age. Select to see details and price.' The page also includes a 'Next' button and a 'Save' button. The footer contains the Little Athletics Queensland logo, contact information, and a 'POWERED BY SPORT-80' logo.

To Complete Centre Membership Details:

1. Navigate to **Membership Type** field: Using drop down menu > Select **Family Membership**
Important: Please check with your centre what they have called their family membership options if different to Family Membership.
2. Once you select the membership type, more fields will appear for you to complete.
3. Navigate to **Family Name** field > Type in Surname
4. Select **Next**



CENTRE MEMBERSHIP DETAILS Centre Membership Details

PERSONAL DETAILS
CONTACT DETAILS
ADDRESS
ADDITIONAL INFORMATION
DISABILITY AND MEDICAL INFORMATION
PLAYON VOUCHER

The available membership types may have been filtered to only show those available based on age. [Select to see details and price.](#)

Membership Type * Family Registration - 1st Child X v

Please Note: A processing fee will be applied and displayed before you complete your purchase. The amount will vary dependent on the payment method you choose.

Cost \$250.00

Valid until 30/06/2026

Family Name *

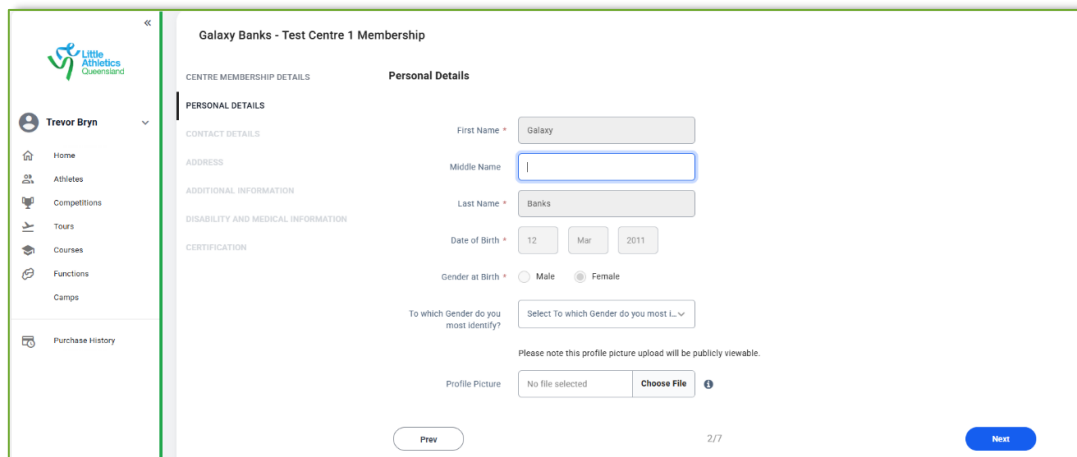
1/8

Next

To Complete Personal Details: (for your first Athlete)

- 1 Follow the on-screen flow completing the following information:
 - a. First Name (if not already defaulted)
 - b. Last Name (if not already defaulted)
 - c. Date of birth (if not already defaulted)
 - d. Gender at Birth (if not already defaulted)
 - e. To which Gender do you most identify (optional)
 - f. Profile picture (optional and publicly viewable)

2 Select **Next**



Galaxy Banks - Test Centre 1 Membership

CENTRE MEMBERSHIP DETAILS

Personal Details

PERSONAL DETAILS
CONTACT DETAILS
ADDRESS
ADDITIONAL INFORMATION
DISABILITY AND MEDICAL INFORMATION
CERTIFICATION

First Name * Galaxy

Middle Name *

Last Name * Banks

Date of Birth * 12 Mar 2011

Gender at Birth * ☐ Male ☒ Female

To which Gender do you most identify? Select To which Gender do you most identify? v

Please note this profile picture upload will be publicly viewable.

Profile Picture No file selected Choose File i

Next

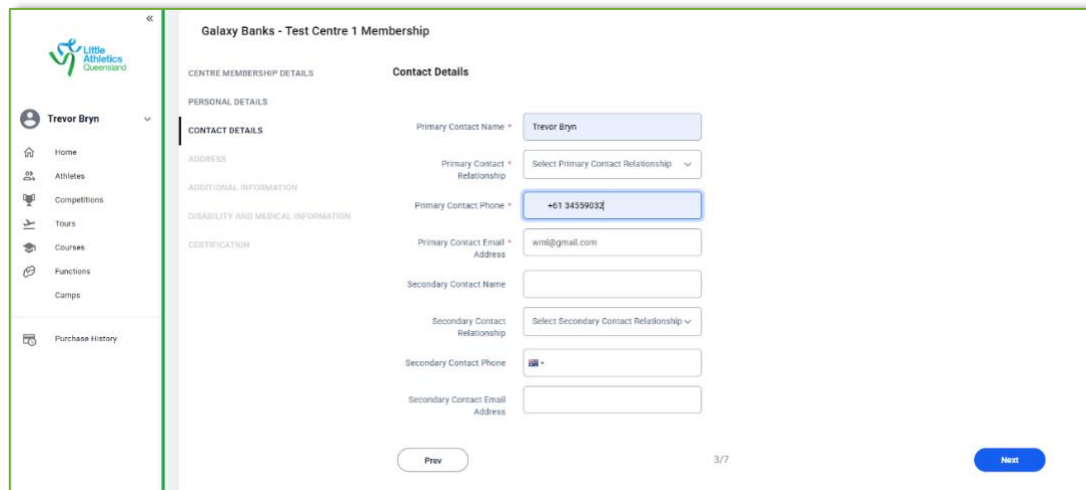
2/7

To Complete Contact Details:

1 Follow the on-screen flow completing the following information:

- Primary Contact name
- Primary Contact relationship
- Primary Contact phone
- Primary Contact email address
- Secondary Contact name, relationship, phone and email (optional)

2 Select **Next**

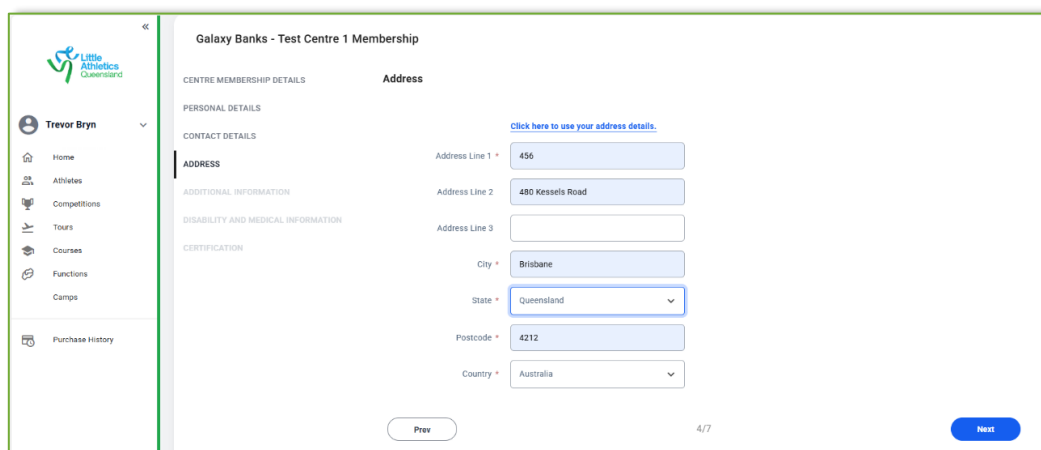


To Complete Address Details:

1 Follow the on-screen flow completing the following information:

- Address Line 1
- City
- State
- Postcode
- Country (if not already defaulted)

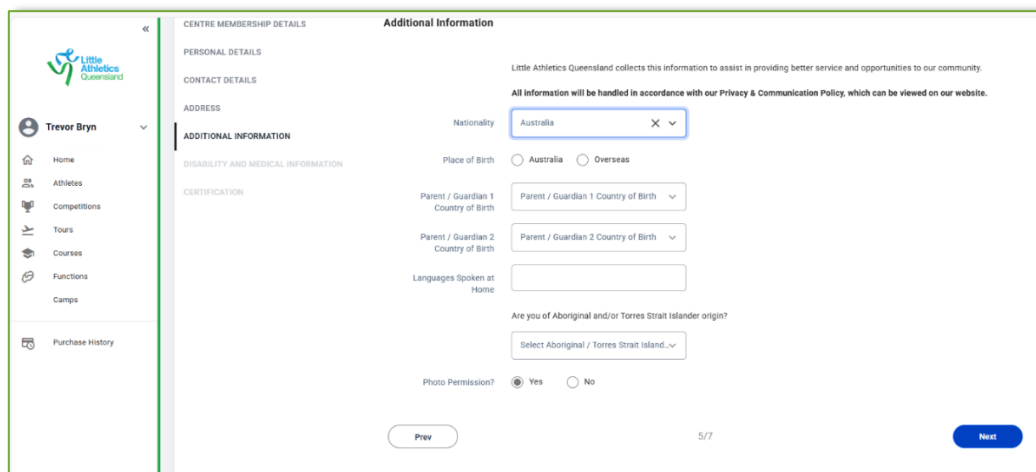
2 Select **Next**



To Complete Additional Information:

1. Follow the on-screen flow completing the following information:
 - a. Nationality (optional)
 - b. Place of birth (optional)
 - c. Language spoken at home (optional)
 - d. **Photo Permission** (recommended)
 - e. **Allow Registered Person's Name to be Published Online?** (recommended)
 - f. How did you hear about us (mandatory)

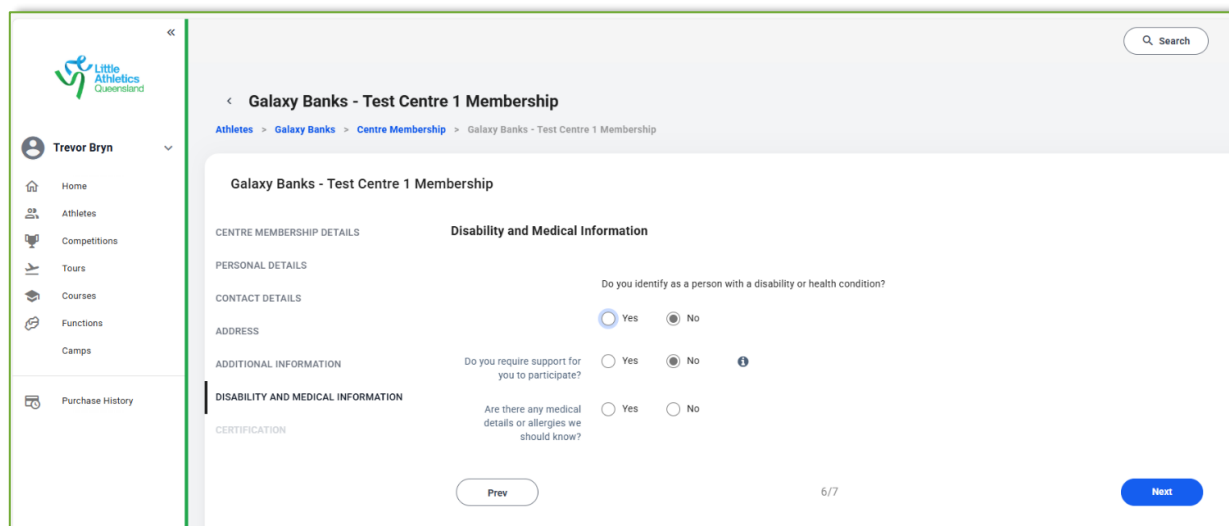
2 Select **Next**



To Complete Disability and Medical Information:

- 1 Follow the on-screen flow completing the following information:
 - a. Do you identify as a person with a disability or health condition? (Optional)
 - b. Do you require support for you to participate? (Optional)
 - c. Are there any medical details or allergies we should know? (Optional)
 - d. **No** > Go to step 2
 - e. **Yes** > Complete Medical information box > Go to step 2

2 Select **Next**



To Complete Membership Application and Declaration – Terms and Conditions:

1. Read through the information displayed
2. Select **I Agree**
3. Click **Next**

Membership Application and Declaration – Terms and Conditions

The terms and conditions of Little Athletics Queensland Membership set out via the link below must be read carefully.

In consideration of you, or the person on whose behalf you are acting's, application for membership being accepted you acknowledge you have read, understood, and agree to the terms and conditions of membership as detailed in the [Membership Application and Declaration – Terms and Conditions](#).

In order to proceed, you must have read and agreed to these terms and conditions of membership. By ticking the box below, you agree that if your application for membership is accepted, you will be bound by these terms and conditions.

By selecting "I Agree" below
I agree that I have read, understood, acknowledge and agree to the terms and conditions of membership, both on my behalf and on behalf of any person for whom I am lodging this application.

Or if the applicant is under 18 years of age, the following must be agreed to by the applicant's parent or guardian.

I am the parent or guardian of the applicant, and authorise and consent to the applicant undertaking the Athletics Activities. I agree to accept in my capacity as parent or guardian, the terms set out in this membership application.

I Agree ☒ I Agree

[Prev](#) 7/9 [Next](#)

To Complete Playon Voucher:

1. Enter play on voucher number into the PlayOn Voucher field
2. Click **Next**

PlayOn Voucher

Please input your full Voucher code here.

PlayOn Voucher

Important: Please check to make sure that the PlayOn Voucher code has been entered correctly.

To Complete Certification:

3. Tick **Yes** to certify all details are accurate to the best of my knowledge
4. Click **Add** button

Bella Smith - University of the Sunshine Coast Little Athletics Centre Membership

athletes > Bella Smith > Centre Membership > Bella Smith - University of the Sunshine Coast Little Athletics Centre Membership

Bella Smith - University of the Sunshine Coast Little Athletics Centre Membership

CENTRE MEMBERSHIP DETAILS

PERSONAL DETAILS

CONTACT DETAILS

ADDRESS

ADDITIONAL INFORMATION

DISABILITY AND MEDICAL INFORMATION

I certify all details are accurate to the best of my knowledge.

☒ Yes

[Prev](#) 7/7 [Add](#)

To add a 2nd Athlete

1. Click **Add Family Member**

When completing additional registrations please select the Additional Family Registration membership type and refer to the information below as it will be needed for additional registrations:

- Centre Member ID Number: 1014
- Family Name: Carter

Would you like to?

Add Athlete Verification

Or

Add Family Member

Or

Checkout

NOT NOW



IMPORTANT – Please write down your Centre Membership ID Number, you will need this further on in the registration process

2. Select **continue**

Byron Bay Membership

Get Started

You are currently signed in as:

otyakaqyjd1fraqysx@fxavaj.com

Would you like to continue as this user, or sign in as a different user?

Continue

Change User

Info:

- Please be sure to select the Profile of the Individual the Membership is for
- You can create new Profiles by clicking 'Add New Profile'
- Each User Account can manage multiple Profiles

3. Add **Additional Athlete** to the Membership Option

- If adding an **existing member** > Click **Select** Next to Name and navigate to: *To Complete Centre Membership Details instructions*
- If adding **new member** > Select **Add New Profile**

Byron Bay Membership

Select Profile

Pick from your profiles OR add a new profile.

Search

PROFILES

Phi Carter
Female
Restricted Why? Select

Keely Carter
Female Select

Add New Profile

Back

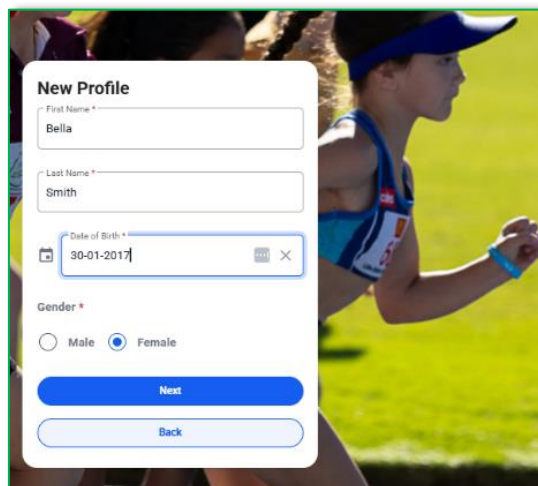
A Membership Number pop-up window will appear > Select **No**

1. Complete the **New Profile form** filling in all mandatory fields:

- First Name
- Last Name
- Date of Birth
- Gender

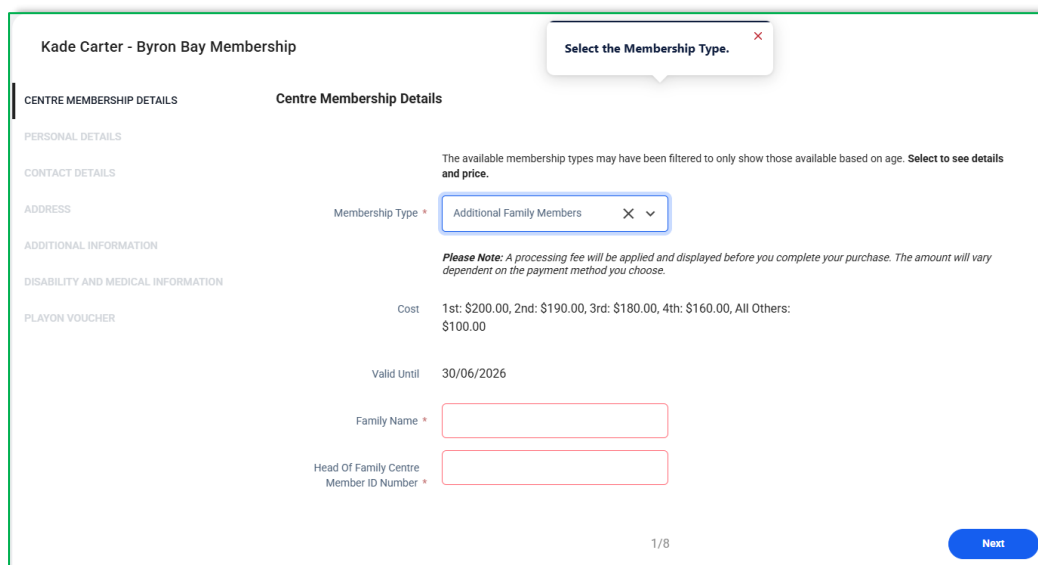
!Note: *The athlete's details will need to be completed before you can move to the next page*

2. Click **Next**



To Complete Centre Membership Details:

- Navigate to **Membership Type** field: Using drop down menu > Select a **Membership Type**
- Once membership option selected > more fields will appear for you to complete
- In **Family Name** field > Type Surname
- In **Head Of Family Centre Member ID Number** field > Type in Centre Membership ID number you noted down in a previous step
- Click **Next**

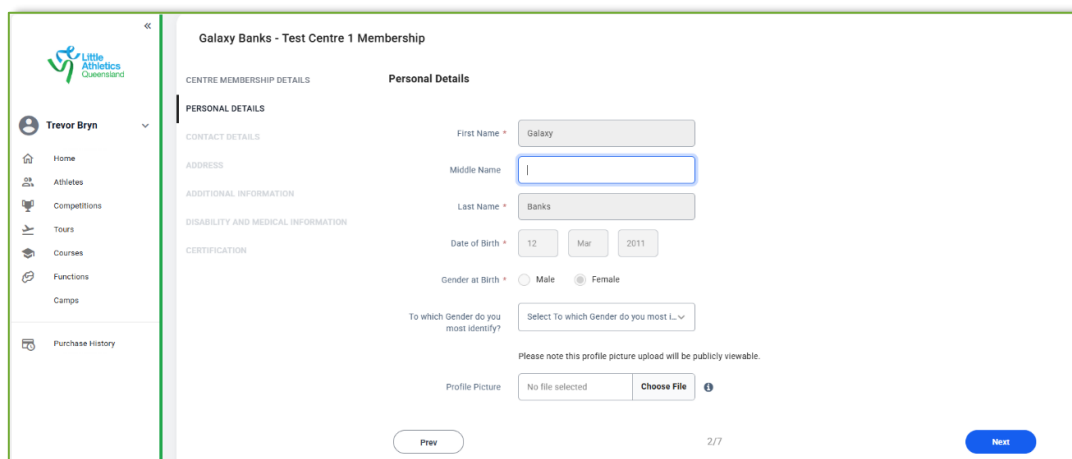


To Complete Personal Details: (for your first Athlete)

3. Follow the on-screen flow completing the following information:

- First Name (if not already defaulted)
- Last Name (if not already defaulted)
- Date of birth (if not already defaulted)
- Gender at Birth (if not already defaulted)
- To which Gender do you most identify (optional)
- Profile picture (optional and publicly viewable)

4. Select **Next**



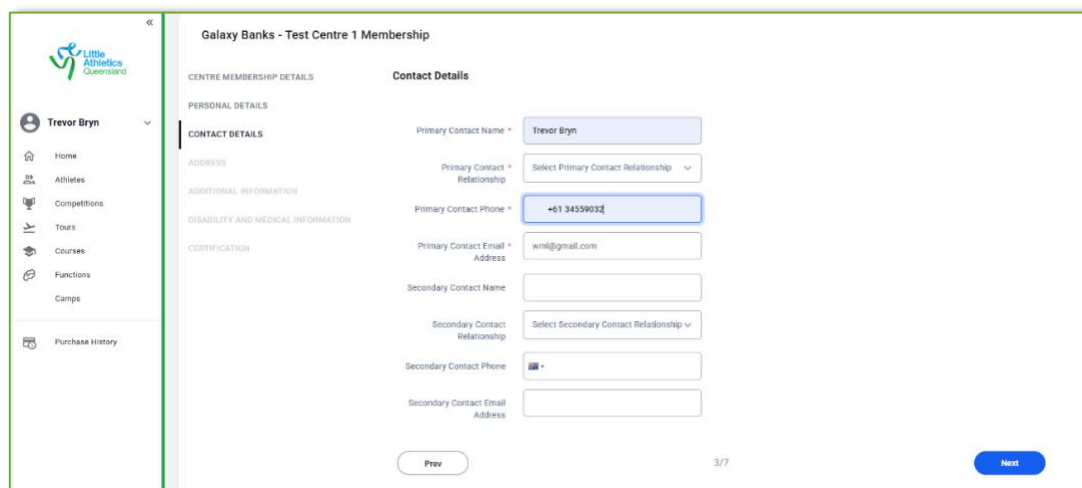
The screenshot shows the 'Personal Details' form for 'Galaxy Banks - Test Centre 1 Membership'. The form is divided into sections: CONTACT DETAILS, ADDRESS, ADDITIONAL INFORMATION, DISABILITY AND MEDICAL INFORMATION, and CERTIFICATION. The 'CONTACT DETAILS' section is active, showing fields for First Name (Galaxy), Middle Name (empty), Last Name (Banks), Date of Birth (12 Mar 2011), Gender at Birth (Female), and a dropdown for 'To which Gender do you most identify?'. There is a note about profile picture upload being publicly viewable and a 'Choose File' button. The 'Prev' and 'Next' buttons are at the bottom.

To Complete Contact Details:

3. Follow the on-screen flow completing the following information:

- Primary Contact name
- Primary Contact relationship
- Primary Contact phone
- Primary Contact email address
- Secondary Contact name, relationship, phone and email (optional)

4. Select **Next**



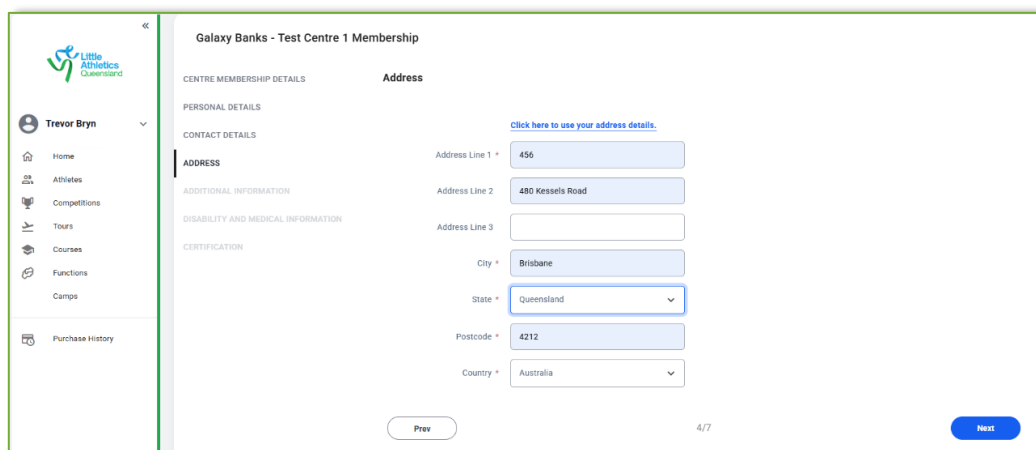
The screenshot shows the 'Contact Details' form for 'Galaxy Banks - Test Centre 1 Membership'. The form is divided into sections: CONTACT DETAILS, ADDRESS, ADDITIONAL INFORMATION, DISABILITY AND MEDICAL INFORMATION, and CERTIFICATION. The 'CONTACT DETAILS' section is active, showing fields for Primary Contact Name (Trevor Bryn), Primary Contact Relationship (Select Primary Contact Relationship), Primary Contact Phone (+61 34599032), Primary Contact Email Address (wm@gmail.com), Secondary Contact Name, Secondary Contact Relationship (Select Secondary Contact Relationship), Secondary Contact Phone, and Secondary Contact Email Address. The 'Prev' and 'Next' buttons are at the bottom.

To Complete Address Details:

3. Follow the on-screen flow completing the following information:

- Address Line 1
- City
- State
- Postcode
- Country (if not already defaulted)

4. Select **Next**



Galaxy Banks - Test Centre 1 Membership

CENTRE MEMBERSHIP DETAILS

PERSONAL DETAILS

CONTACT DETAILS

ADDRESS

Address Line 1 * 456

Address Line 2 480 Kessels Road

Address Line 3

City * Brisbane

State * Queensland

Postcode * 4212

Country * Australia

Click here to use your address details.

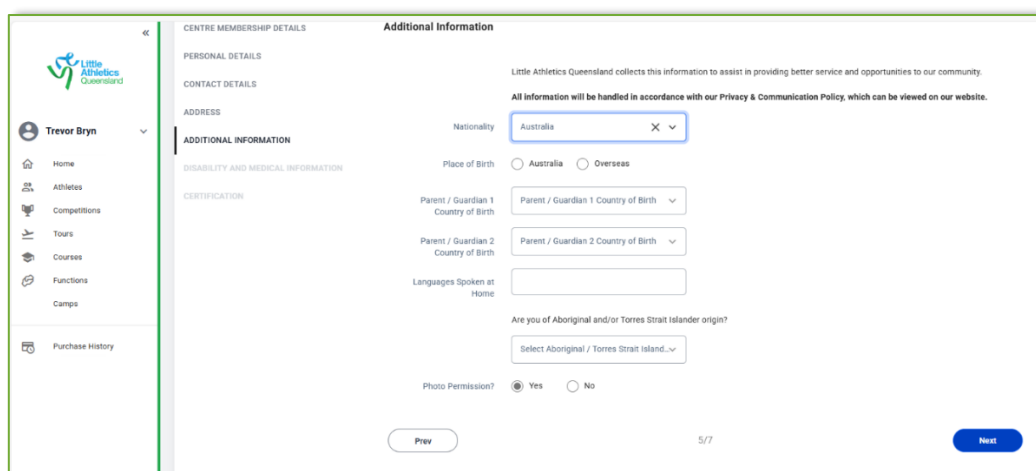
Prev 4/7 Next

To Complete Additional Information:

3. Follow the on-screen flow completing the following information:

- Nationality (optional)
- Place of birth (optional)
- Language spoken at home (optional)
- Photo Permission** (recommended)
- Allow Registered Person's Name to be Published Online?** (recommended)
- How did you hear about us (mandatory)

4. Select **Next**



Galaxy Banks - Test Centre 1 Membership

CENTRE MEMBERSHIP DETAILS

PERSONAL DETAILS

CONTACT DETAILS

ADDRESS

ADDITIONAL INFORMATION

DISABILITY AND MEDICAL INFORMATION

CERTIFICATION

Little Athletics Queensland collects this information to assist in providing better service and opportunities to our community.

All information will be handled in accordance with our Privacy & Communication Policy, which can be viewed on our website.

Nationality Australia

Place of Birth ☐ Australia ☐ Overseas

Parent / Guardian 1 Country of Birth

Parent / Guardian 2 Country of Birth

Languages Spoken at Home

Are you of Aboriginal and/or Torres Strait Islander origin?

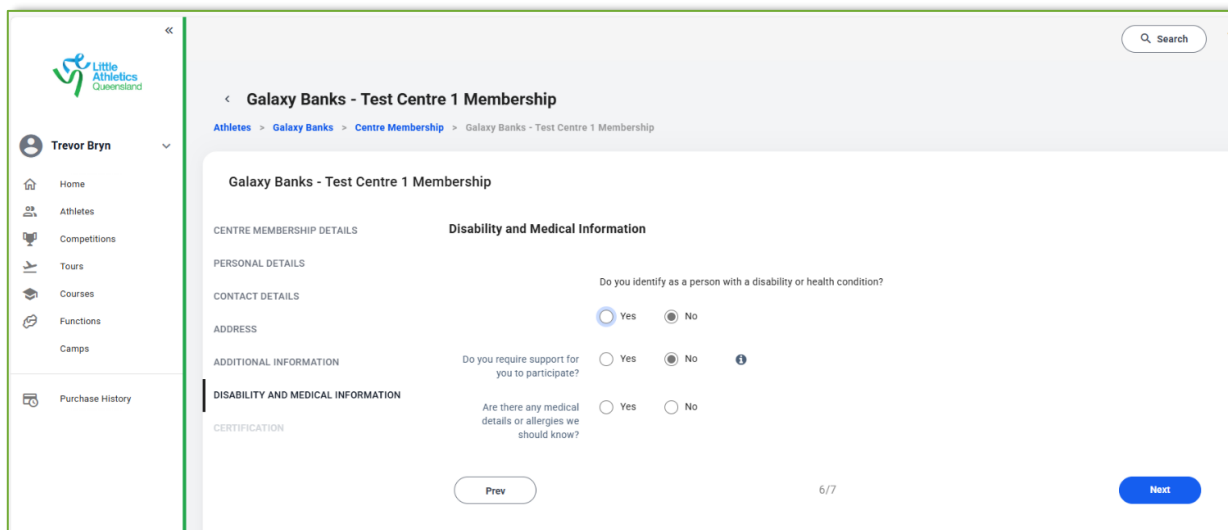
Select Aboriginal / Torres Strait Island...

Photo Permission? ☒ Yes ☐ No

Prev 5/7 Next

To Complete Disability and Medical Information:

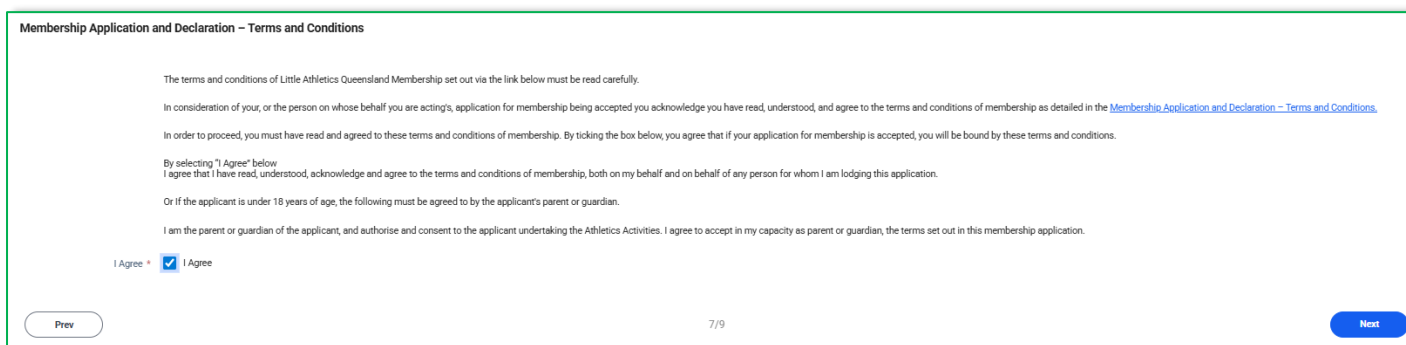
3. Follow the on-screen flow completing the following information:
 - a. Do you identify as a person with a disability or health condition? (Optional)
 - b. Do you require support for you to participate? (Optional)
 - c. Are there any medical details or allergies we should know? (Optional)
 - d. **No** > Go to step 2
 - e. **Yes** > Complete Medical information box > Go to step 2
4. Select **Next**



The screenshot shows the 'Galaxy Banks - Test Centre 1 Membership' form. The left sidebar lists navigation options: Home, Athletes, Competitions, Tours, Courses, Functions, Camps, and Purchase History. The main content area is titled 'Galaxy Banks - Test Centre 1 Membership' and includes a breadcrumb trail: Athletes > Galaxy Banks > Centre Membership > Galaxy Banks - Test Centre 1 Membership. The form sections are: CENTRE MEMBERSHIP DETAILS, PERSONAL DETAILS, CONTACT DETAILS, ADDRESS, ADDITIONAL INFORMATION, DISABILITY AND MEDICAL INFORMATION (active), and CERTIFICATION. The 'DISABILITY AND MEDICAL INFORMATION' section contains three questions with radio button options: 'Do you identify as a person with a disability or health condition?' (Yes selected), 'Do you require support for you to participate?' (No selected), and 'Are there any medical details or allergies we should know?' (No selected). At the bottom, there are 'Prev' and 'Next' buttons, and a progress indicator '6/7'.

To Complete Membership Application and Declaration – Terms and Conditions:

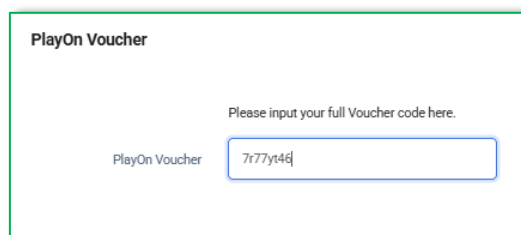
1. Read through the information displayed
2. Select **I Agree**
3. Click **Next**



The screenshot shows the 'Membership Application and Declaration – Terms and Conditions' page. It contains the following text: 'The terms and conditions of Little Athletics Queensland Membership set out via the link below must be read carefully.' followed by a link to 'Membership Application and Declaration – Terms and Conditions'. Below this, it states: 'In consideration of your, or the person on whose behalf you are acting's, application for membership being accepted you acknowledge you have read, understood, and agree to the terms and conditions of membership as detailed in the Membership Application and Declaration – Terms and Conditions.' and 'In order to proceed, you must have read and agreed to these terms and conditions of membership. By ticking the box below, you agree that if your application for membership is accepted, you will be bound by these terms and conditions.' The next section says: 'By selecting "I Agree" below I agree that I have read, understood, acknowledge and agree to the terms and conditions of membership, both on my behalf and on behalf of any person for whom I am lodging this application.' and 'Or if the applicant is under 18 years of age, the following must be agreed to by the applicant's parent or guardian. I am the parent or guardian of the applicant, and authorise and consent to the applicant undertaking the Athletics Activities. I agree to accept in my capacity as parent or guardian, the terms set out in this membership application.' At the bottom, there is a checkbox labeled 'I Agree' which is checked, and 'Prev' and 'Next' buttons, with a progress indicator '7/9'.

To Complete Playon Voucher:

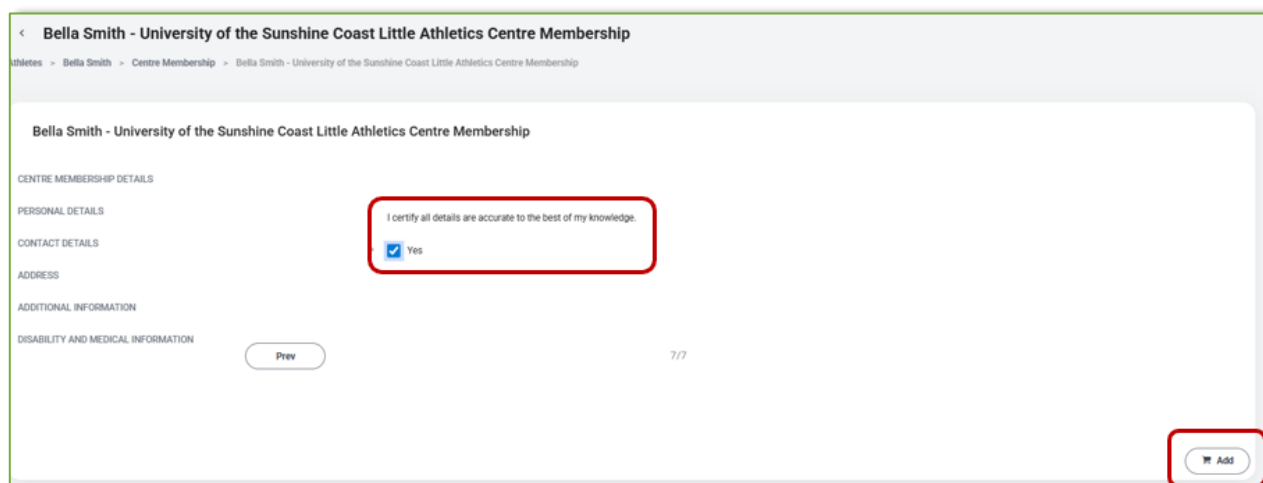
1. Enter play on voucher number into the PlayOn Voucher field
2. Click **Next**



Important: Please check to make sure that the PlayOn Voucher code has been entered correctly.

To Complete Certification:

5. Tick **Yes** to certify all details are accurate to the best of my knowledge
6. Click **Add** button



To add a 3rd, 4th and 5th Athlete

1. Repeat all steps of [To add a 2nd Athlete](#) until all required athletes added
2. Once all athletes added > Move to your next step

Are you Adding Verification Documents > [Navigate to Adding Verification Document instruction](#)
Are you ready to Checkout > [Navigate to Paying for your Membership](#)

Adding Verification Documentation

Now that you've completed the membership option step, you have the option to upload your athlete's verification documents.

You will be asked to upload a copy of the verification document so before you begin, make sure you have a copy of one of the following for your athlete:

- Birth Certificate, or
- Passport (can be expired, but not more than 2 years old)

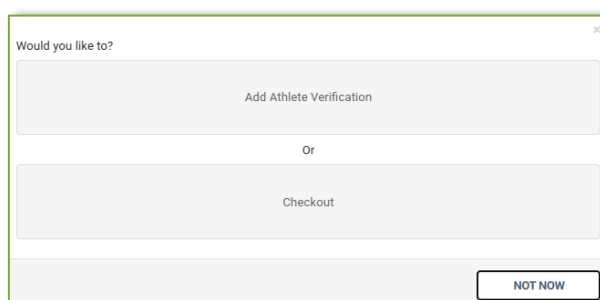
You may choose to upload the verification documents at a later stage. However, we recommend checking with your Centre, as some may require these documents to be uploaded during registration. Please note that for certain centres, providing this documentation is mandatory in order to complete the registration process.

To Add Athlete Verification later:

1. Click Checkout > Navigate to [Paying for your Membership \(Athlete Registration\)](#) instruction

To Add Athlete Verification:

1. Click Add Athlete Verification

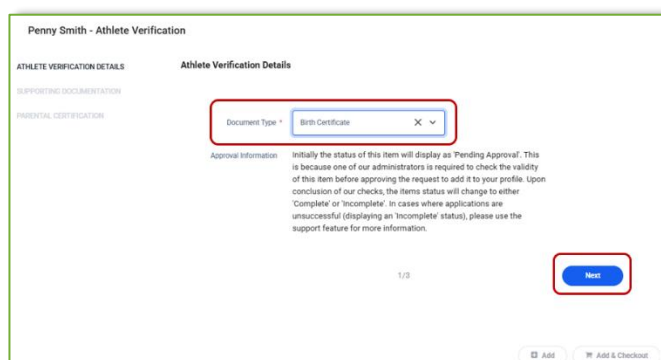


You will need to complete the following:

- Athlete Verification Details
- Supporting Documentation
- Parental Certification

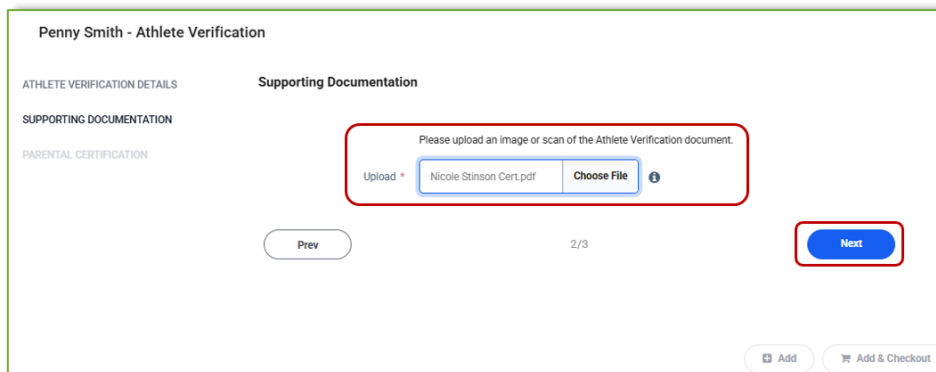
To Complete Athlete Verification Details:

1. Follow the on-screen flow completing the following information:
 - a. **Document Type:** Birth Certificate or Passport
 - b. Click **Next**



To Complete Supporting Document Details:

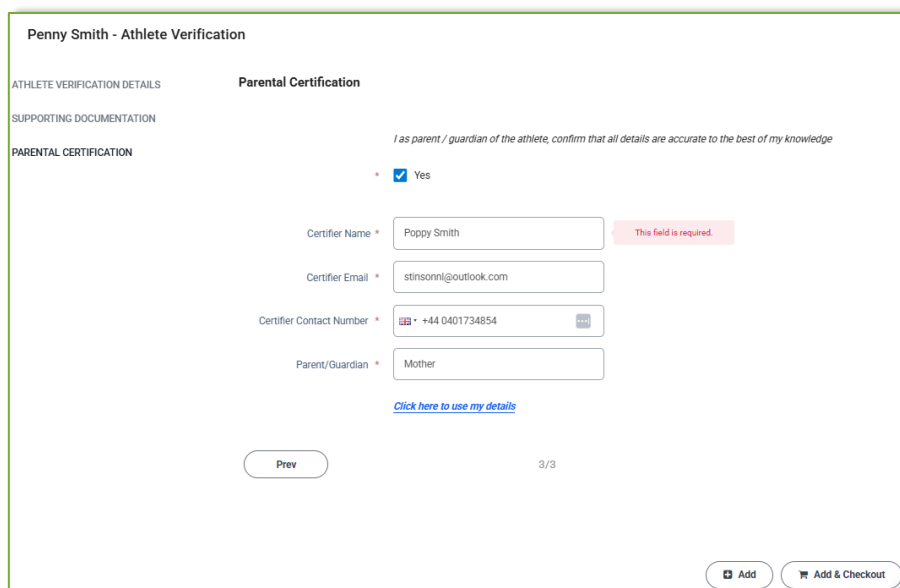
1. Follow the on-screen flow completing the following information:
 - a. Navigate to Upload field > Click **Choose File** (Birth Certificate or Passport)
 - b. Click **Next**



To Complete Parental Certification:

You as the parent/guardian in this instance are known as the certifier.

1. Follow the on-screen flow completing the following information:
 - a. **Certifier name:** Name of Parent/Guardian
 - b. **Certifier email:** Parent/Guardian email address
 - c. **Certifier Contact Number:** Parent/Guardian phone number
 - d. **Parent/Guardian:** Relationship to athlete



Paying for your Membership (Athlete Registration)

Once you have added all required athletes, you are now ready to add any additional required fees to the cart and finalise your payment and registration.

To make payment you will need to complete the following:

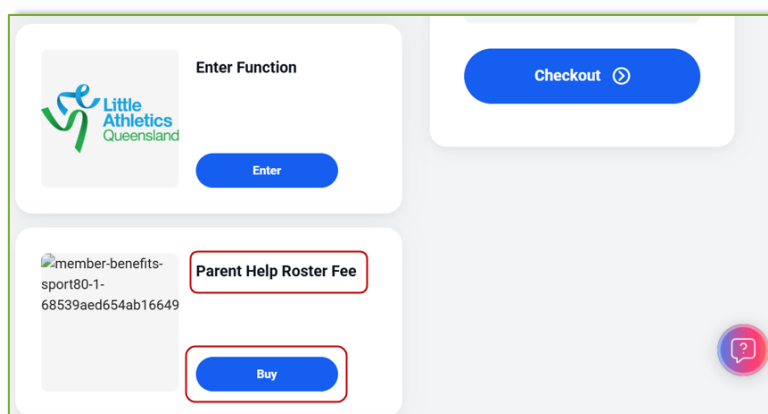
- **Additional Item screen** – This is where you will add on any parent helper levies (where applicable) and check all items in your cart are correct
- **Checkout screen** – This is where you will complete all of the billing information
- **Payment screen** – This is where you will enter your payment details and make payment

Additional Items Screen

Some Little Athletics centres may require a parent levy to be added to your cart before checking out. Not all centres have this requirement, so please check with your centre to confirm whether the parent levy needs to be added as part of your registration. If required, make sure to include it before completing your checkout.

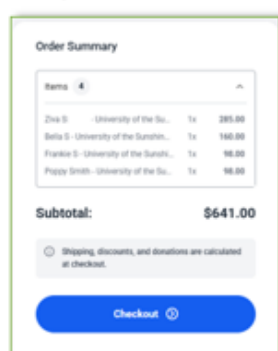
To Add Parent Levy:

1. Locate the tile titled **Parent Help Roster Fee** > Click **Buy**

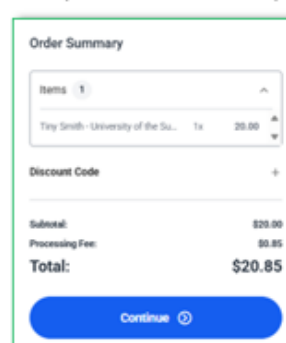


2. Using the **Order Summary** > Check all items in your cart are correct
3. Click **Checkout**

Example without voucher applied



Example with voucher/s applied

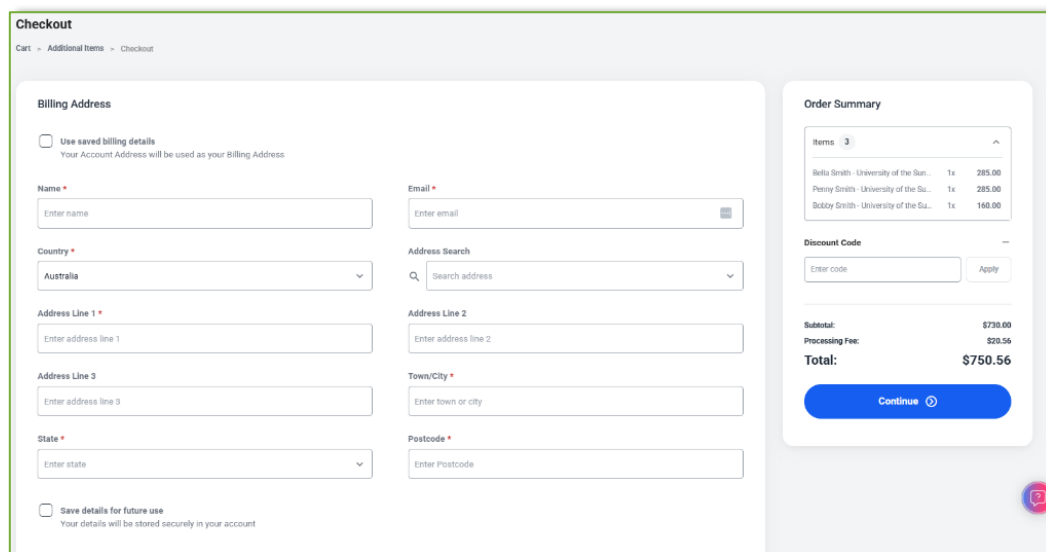


Checkout Screen > Preparing for payment:

Please Note: A payment processing fee is payable and has been applied and your Total has been updated to reflect the new amount

1. Complete the billing address information
2. Click **Continue**

Example Checkout Screen



Checkout
Cart > Additional Items > Checkout

Billing Address

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

Name *
Enter name

Email *
Enter email

Country *
Australia

Address Search
Search address

Address Line 1 *
Enter address line 1

Address Line 2
Enter address line 2

Address Line 3
Enter address line 3

Town/City *
Enter town or city

State *
Enter state

Postcode *
Enter Postcode

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

Order Summary

Items: 3

Bella Smith - University of the Sun...	1x	285.00
Penny Smith - University of the Su...	1x	285.00
Bobby Smith - University of the Su...	1x	160.00

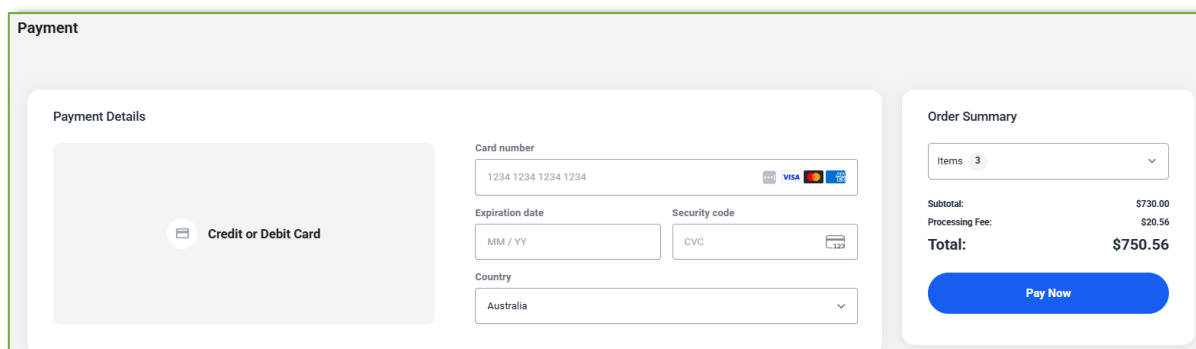
Discount Code
Enter code Apply

Subtotal: \$730.00
Processing Fee: \$20.56
Total: \$750.56

Continue

To finalise payment:

1. Add in your **payment details**
2. Select **Pay now**



Payment

Payment Details

☐ Credit or Debit Card

Card number
1234 1234 1234 1234

Expiration date
MM / YY

Security code
CVC

Country
Australia

Order Summary

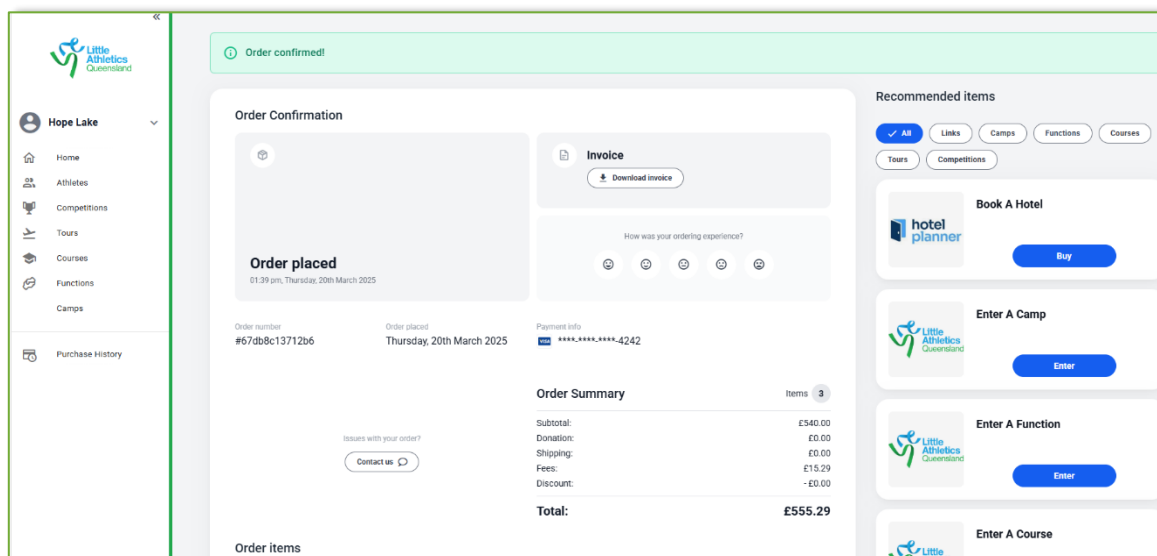
Items: 3

Subtotal: \$730.00
Processing Fee: \$20.56
Total: \$750.56

Pay Now

Payment Confirmation

Once payment has been processed you will receive a confirmation.



Congratulations 🎉

You've successfully registered your athlete(s) in the new Sport80 system — welcome to the upcoming Little Athletics season!

We're excited to have you on board and look forward to another great year of fun, fitness, and personal growth for your athletes. If you have any questions or need help along the way, your local centre is always here to support you.

Thank you for being part of the Little Athletics community —let's make it a fantastic season!

Welcome Packs and Bibs

So now that you are registered..... what next?

✓ Watch Your Mailbox

- Your **registration bib**, featuring a new **lifetime number**, will be mailed directly to your home.
- Please allow approximately **3 weeks** from your registration date for delivery.
- Once received, **attach it to your uniform** following the examples in your **Registration Bib Letter**.



✓ Collect Your Welcome Pack

- Packed with everything you need to **hit the ground running!**
- Contact your centre or visit their website to discover how, when and where to collect your welcome pack

✓ Visit Your Centre Website

For full season information, visit your Centre Website

Understanding Incomplete Registrations

When checking your registration status, you might see the following:

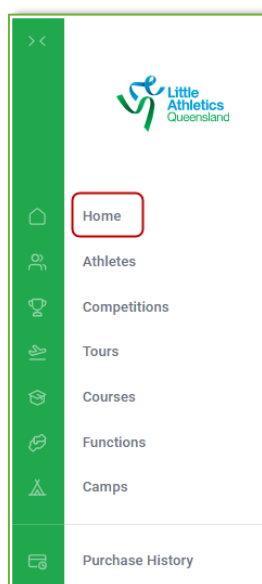
- **Invalid** – This means you haven't finished all the steps in the registration process. Please go back and complete any missing information.
- **Unpaid** – This means you've completed all the steps, but your registration isn't final until payment is made. Please proceed with payment to finish your registration.

Centre Memberships						
						+ Add Centre Membership
1 Record						
Centre Membership	Status	Centre Member ID Number	Start Date	Expiry Date	Membership Type	Actions
University of the Sunshine Coast Little Athletics Centre Membership	Invalid	-	-	-	-	⋮

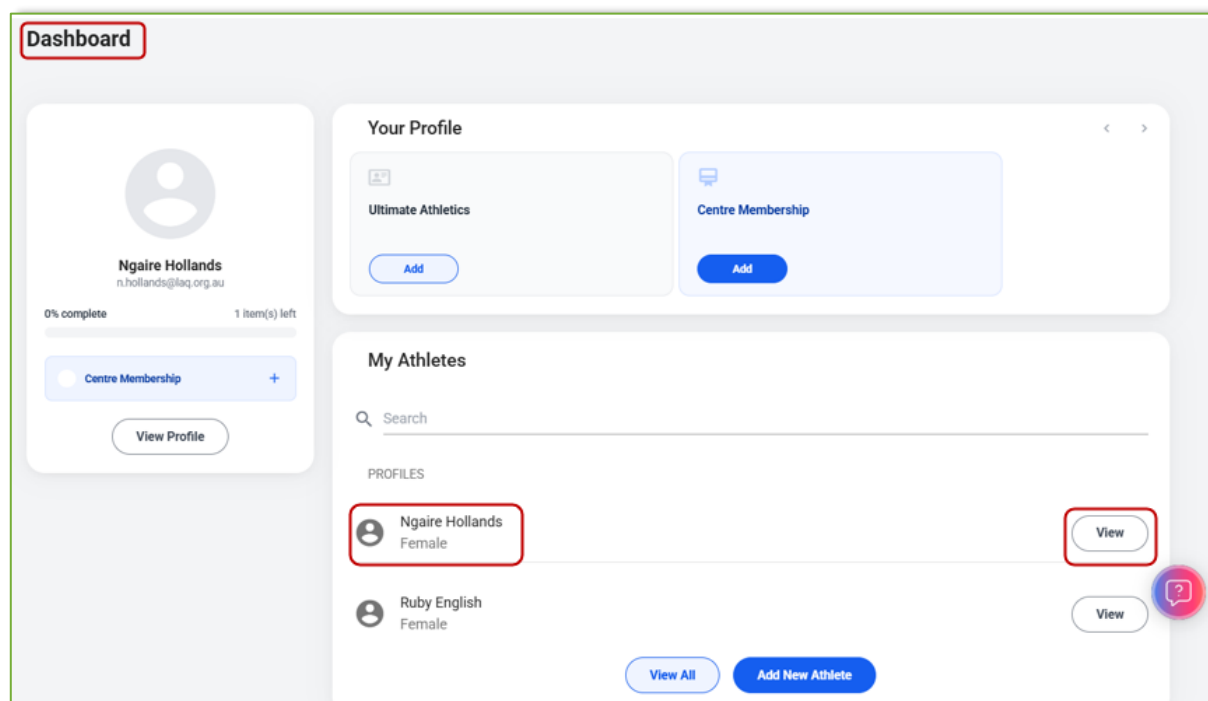
Centre Memberships						
						+ Add Centre Membership
1 Record						
Centre Membership	Status	Centre Member ID Number	Start Date	Expiry Date	Membership Type	Actions
University of the Sunshine Coast Little Athletics Centre Membership	Unpaid	-	-	-	-	⋮

To complete your registration:

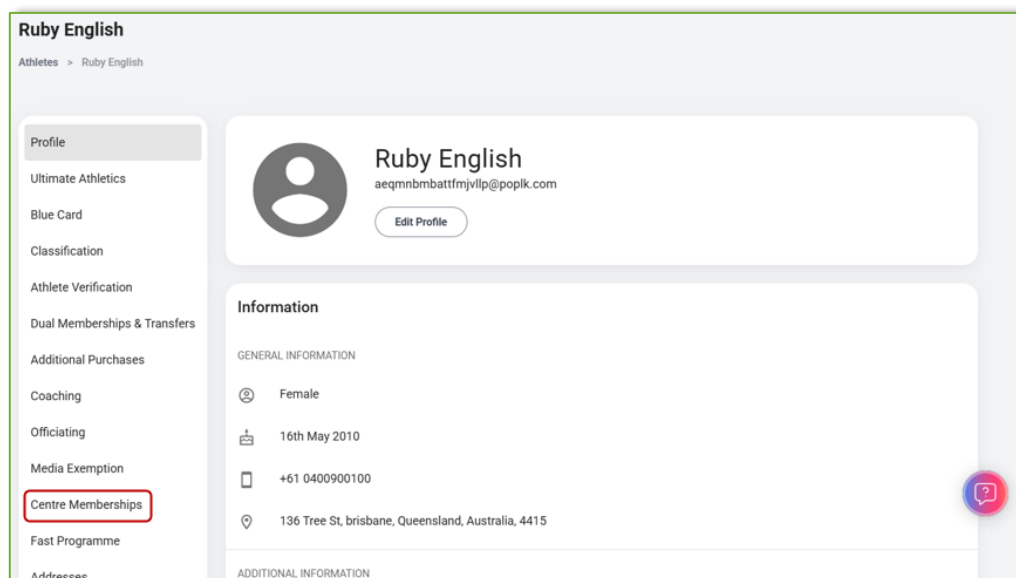
1. Using left hand side menu > Click on **Home**



2. Navigate to the **Dashboard** > Locate Athlete with incomplete registration
3. Click **View**



1. The Athlete Profile will now be displayed
2. Using the **Centre Menu** > Click **Centre Memberships**

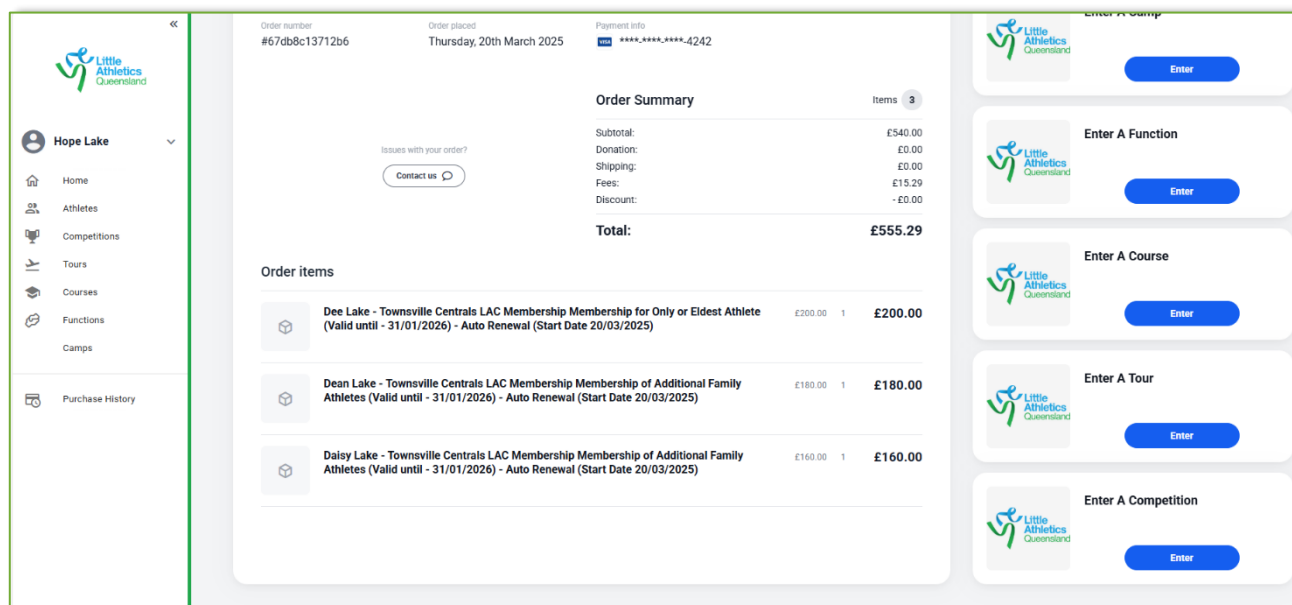


3. The incomplete registration will be displayed
4. Using the Ellipses (3 dots) on the right hand side > **Right Click** > **Edit**
5. Complete Registration process following on screen prompts and instruction guide

Help and Support

If you experience any issues accessing your account or completing the sign-up 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



The screenshot displays the member portal interface for Little Athletics Queensland. On the left is a navigation sidebar with the user's name 'Hope Lake' and a dropdown menu containing links to Home, Athletes, Competitions, Tours, Courses, Functions, Camps, and Purchase History. The main content area shows order details for order number #67db8c13712b6, placed on Thursday, 20th March 2025. It includes a payment info section with a masked card number and an order summary table. Below the summary is a table of order items, including three LAC membership memberships for different lakes (Dee Lake, Dean Lake, and Daisy Lake) with their respective prices and renewal dates. On the right side of the portal, there are five quick-action buttons labeled 'Enter A Camp', 'Enter A Function', 'Enter A Course', 'Enter A Tour', and 'Enter A Competition', each with an 'Enter' button.

Item	Price
Subtotal:	£540.00
Donation:	£0.00
Shipping:	£0.00
Fees:	£15.29
Discount:	- £0.00
Total:	£555.29

Item	Price	Quantity	Total
Dee Lake - Townsville Centrals LAC Membership Membership for Only or Eldest Athlete (Valid until - 31/01/2026) - Auto Renewal (Start Date 20/03/2025)	£200.00	1	£200.00
Dean Lake - Townsville Centrals LAC Membership Membership of Additional Family Athletes (Valid until - 31/01/2026) - Auto Renewal (Start Date 20/03/2025)	£180.00	1	£180.00
Daisy Lake - Townsville Centrals LAC Membership Membership of Additional Family Athletes (Valid until - 31/01/2026) - Auto Renewal (Start Date 20/03/2025)	£160.00	1	£160.00