



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

Registration Guide

Returning Families and Athletes

Contents

Welcome Back to Little Athletics!!.....	3
Guide Information.....	4
Getting Started	4
Sign into your account – Reset your Password	5
Sign into your account – After your password has been reset.....	6
Verify Email	6
Athlete Selection	8
Begin the Registration Process	9
Membership Options (Registration of One Athlete)	11
Family Memberships (Registration of Multiple Athletes)	16
To add a 2 nd Athlete	21
To add a 3 rd , 4 th and 5 th Athlete	26
Adding Verification Documentation	27
Paying for your Membership (Athlete Registration)	29
Welcome Packs and Bibs	32
Understanding Incomplete Registrations	33
Help and Support.....	35

Welcome Back to Little Athletics!!

Welcome back to another exciting season of Little Athletics!

Get ready to jump back into a fun mix of running, jumping, and throwing events each week.  From quick sprints like the 70m, 100m, and 200m to longer distances like the 400m, 800m, and 1500m — there's always a challenge waiting for you.

You'll continue to develop your throwing skills in events like Discus, Shot Put, and Javelin, and show off your jumping abilities in Long Jump, High Jump, and Triple Jump. Events are still tailored to each age group, so there's always something fresh and age-appropriate to take on.

Each session runs for 1 to 3 hours and includes up to six events per week. Whether you're Under 6 or Under 17, you're part of the action. And for those with younger siblings, some centres run a Tiny Tot programs for 3–4-year-olds! 

Events may vary throughout the season depending on your centre's facilities and the time of year, but the fun never stops.  Many centres also include skill-building games and playful activities—especially for the younger age groups like U7 and U8—to keep things engaging and help you grow as an athlete.

Plus, there are often coaching sessions and extra training opportunities to help you improve and take your favourite events to the next level. 

We're so glad to have you back! Get ready for another season of fun, progress, and great memories at Little Athletics. 

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 returning 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

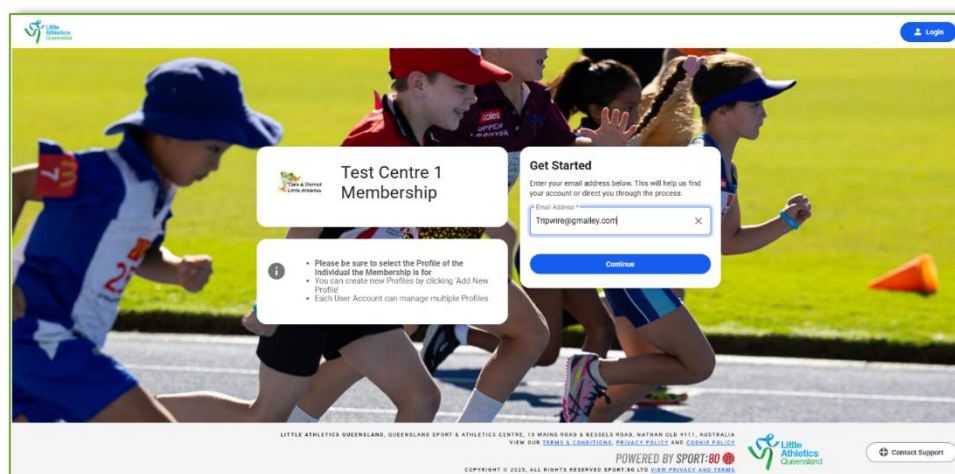
Getting Started

As you were an existing member of our 2024/2025 season, your information has been migrated from Results HQ over to our new Sport80 system.

To access the Registration system: Sport80

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.

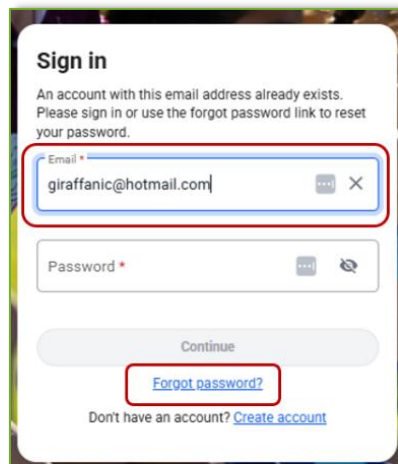


Sign into your account – Reset your Password

You will be required to **reset your password** and **set up a new password** prior to starting the registration process.

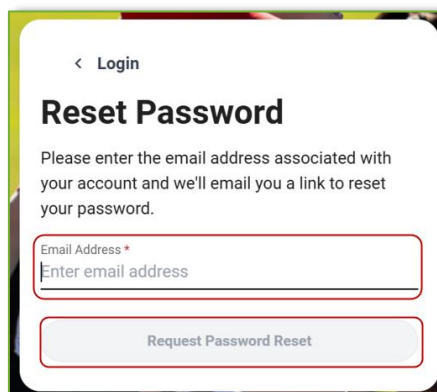
To reset your password:

1. In the **Get Started** box > Enter your **email address** > Click **forgot password**



The screenshot shows a 'Sign in' form. At the top, it says 'Sign in' and 'An account with this email address already exists. Please sign in or use the forgot password link to reset your password.' Below this is an 'Email' input field containing 'giraffanic@hotmail.com'. Below the email field is a 'Password' input field. At the bottom of the form is a 'Continue' button and a 'Forgot password?' link. A red box highlights the 'Forgot password?' link.

2. You will see the **Reset Password** popup box
3. Enter your **email** > Click **Request Password Reset**



The screenshot shows a 'Reset Password' screen. At the top, it says '< Login' and 'Reset Password'. Below this is a message: 'Please enter the email address associated with your account and we'll email you a link to reset your password.' Below the message is an 'Email Address' input field with the placeholder text 'Enter email address'. At the bottom of the form is a 'Request Password Reset' button. A red box highlights the 'Request Password Reset' button.

4. Navigate to your **email client** and locate **Sport80 password reset email**
5. Follow the instructions to reset password

Sign into your account – After your password has been reset

There are 2 ways to sign into your account **for the first time** once your password has been reset.

- Going back and using your Centre registration link
- Logging in from your Centre Sport:80 login screen

To Log in using your Centre Registration Link

1. Navigate to your centres website/facebook
2. Locate **registration link** > Click on link > Navigate to [Verify Email](#) instructions

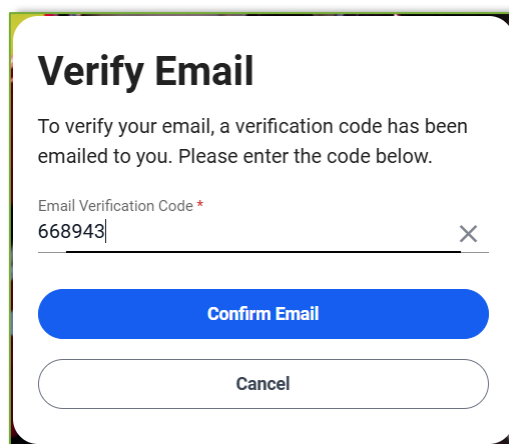
To Log in from your Centre Sport80 login home page

1. Enter **email address** and **new password**
2. Click **Continue**

Verify Email

As this is the first time you are logging into Sport80 using the new password, you will be required to Verify your Email.

1. Navigate to your **email client** and locate **Sport80** Verification Email
2. Locate Code > Enter into **Email Verification Code** field
3. Click **Confirm Email**



Verify Email

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

Email Verification Code *

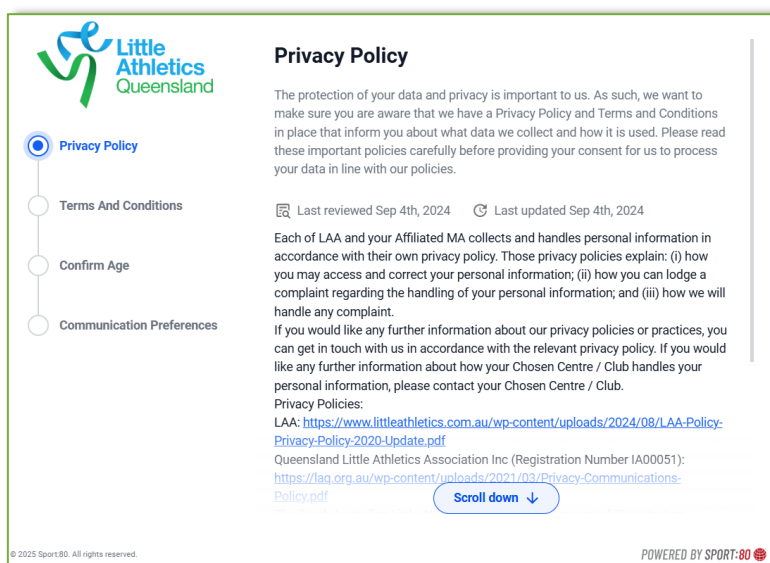
668943

Confirm Email

Cancel

You will now be required to complete the following:

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



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.



If you logged in using your Centres Registration Link: *You should have been taken directly to your Centres Membership Options page*

- Navigate to [Membership Options \(1 Athlete\) instructions](#) or
- Navigate to [Family Memberships instructions](#)

If you logged in from the login home page > Navigate to [Athlete Selection instructions](#)

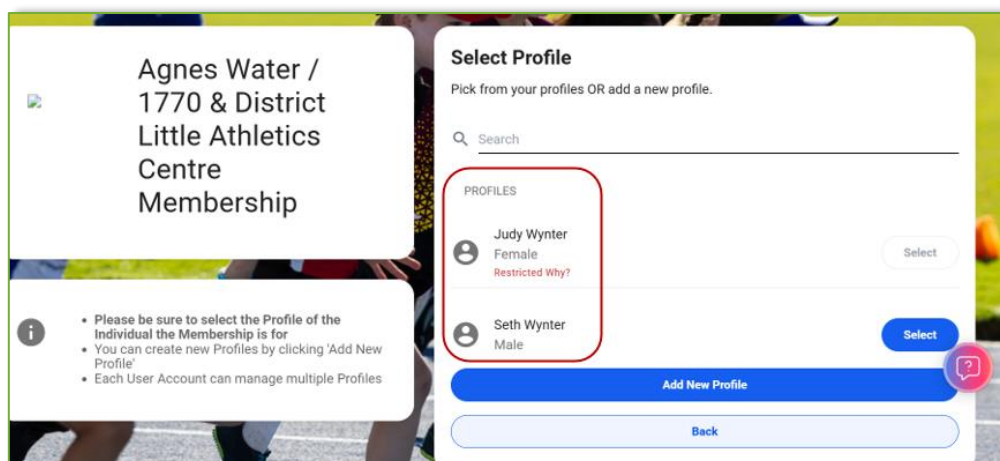
Athlete Selection

If you signed in from the Sport80 login home page: the system may either:

- Ask you to select your first athlete then take you to your profile page; or
- Take you directly into your profile page.

Please Note: If you logged in

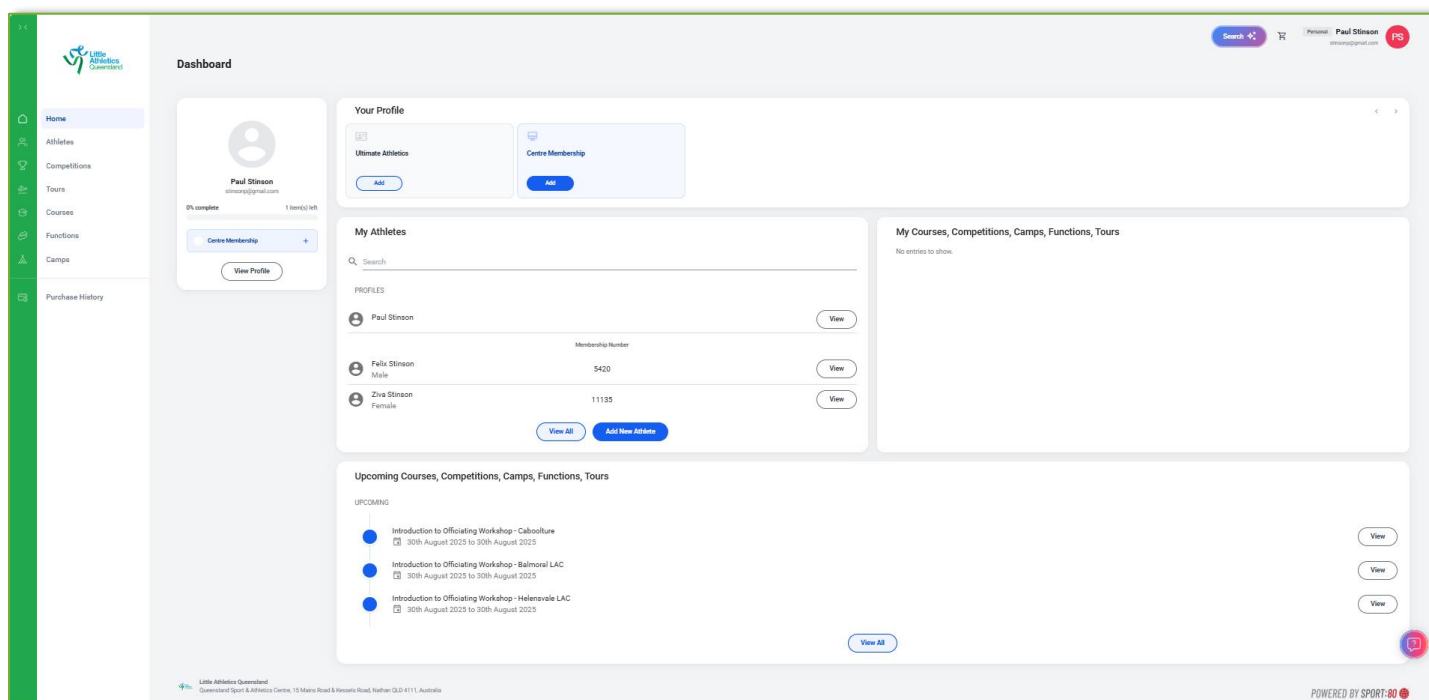
Select your first athlete screen



To select your first athlete:

1. In **Profile List** > Locate first (or only) athlete
2. Click **Select**

Your profile screen

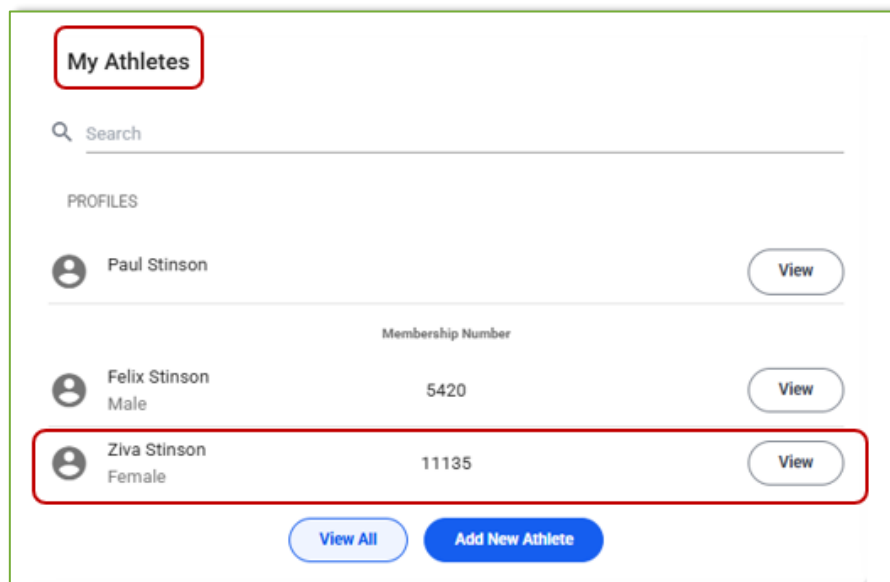


Begin the Registration Process

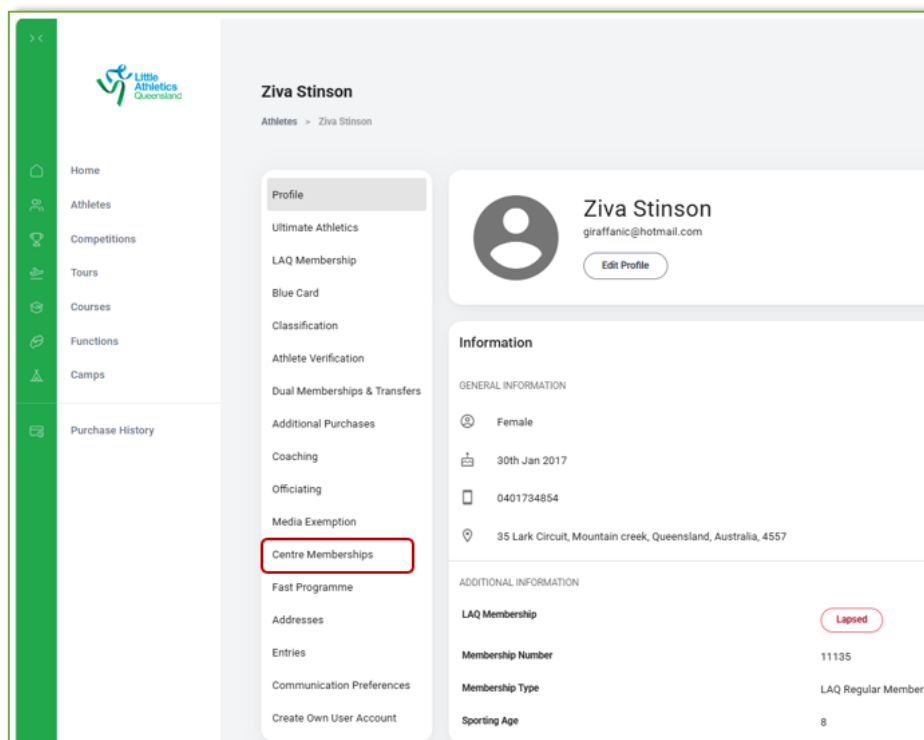
You should now be on **your** profile page.

To begin the registration process:

1. Navigate to the **My Athletes box**
2. Locate the first (or only) **athlete** you wish to register for the new season > Click **View**



3. You will be taken to your **athletes profile page**
4. Using the **Centre Menu** > Click **Centre Memberships**



5. Click +Add Centre Membership
6. Locate Centre you wish to register at (list is in Alphabetical Order) > Click Add

 Mount Gravatt Little Athletics (MGLA) Registration	+ Add
 Nambour Little Athletics Centre Membership	+ Add
 Noosa Little Athletics Centre Membership	+ Add

Note: You now should be on your Centres Membership Options page

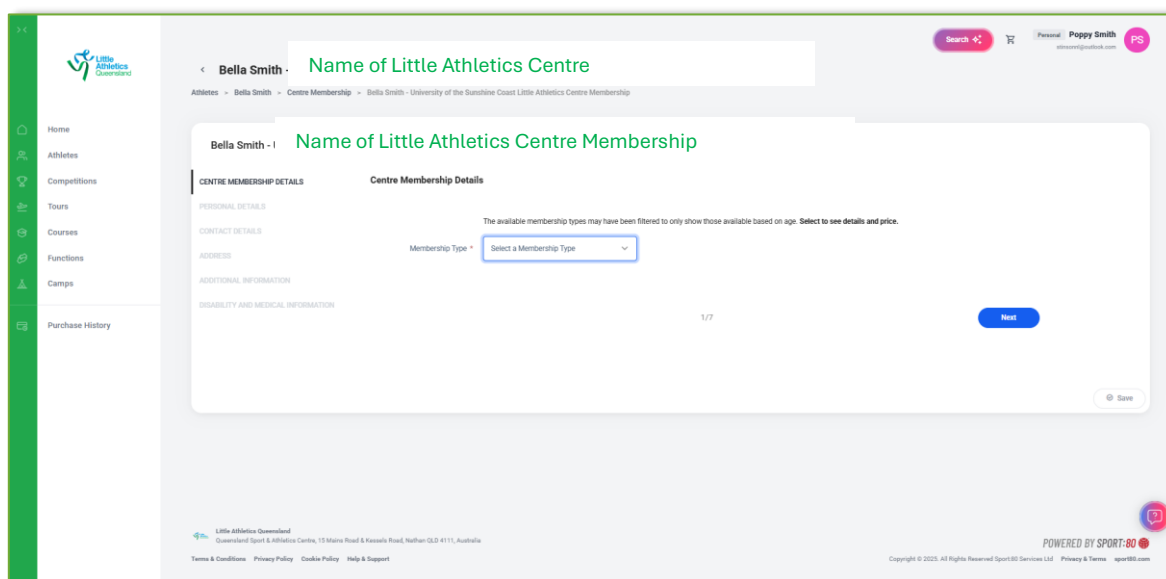


Are you Registering 1 Athlete > [Navigate to Membership Options \(1 Athlete\) instructions](#)
Are you registering multiple Athletes > [Navigate to Family Memberships instructions](#)

Membership Options (Registration of One Athlete)

To start the registration process, you will need to complete the following:

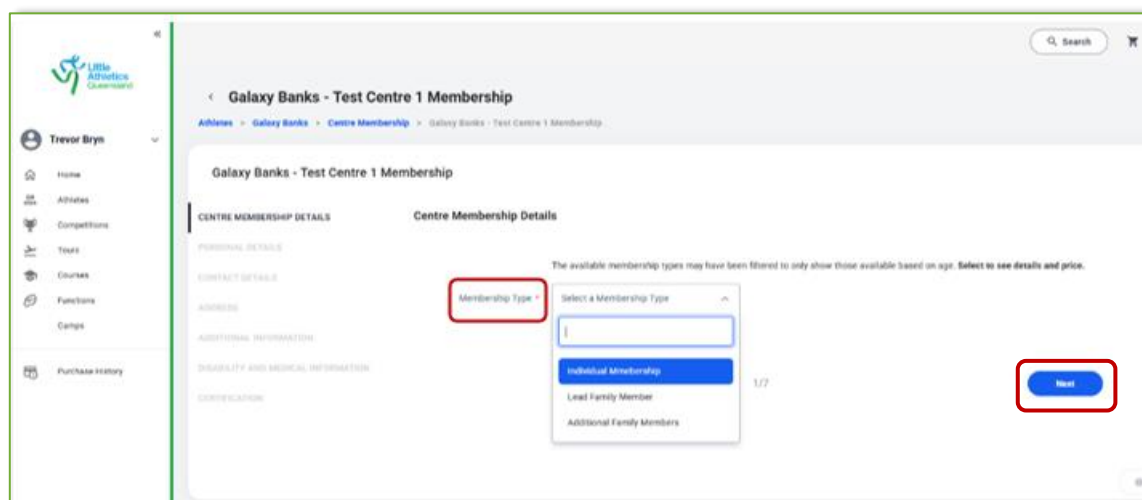
- Centre Membership Details
- Personal Details
- Contact Details
- Address
- Additional Information
- Disability and Medical Information
- Membership Application and Declaration – Terms and Conditions
- PlayOn Voucher



The screenshot shows the 'Centre Membership Details' form for Bella Smith. The form is titled 'Name of Little Athletics Centre Membership'. The 'Membership Type' dropdown menu is highlighted with a red box. The form includes fields for Personal Details, Contact Details, Address, Additional Information, and Disability and Medical Information. The 'Next' button is visible at the bottom right of the form.

To Complete Centre Membership Details:

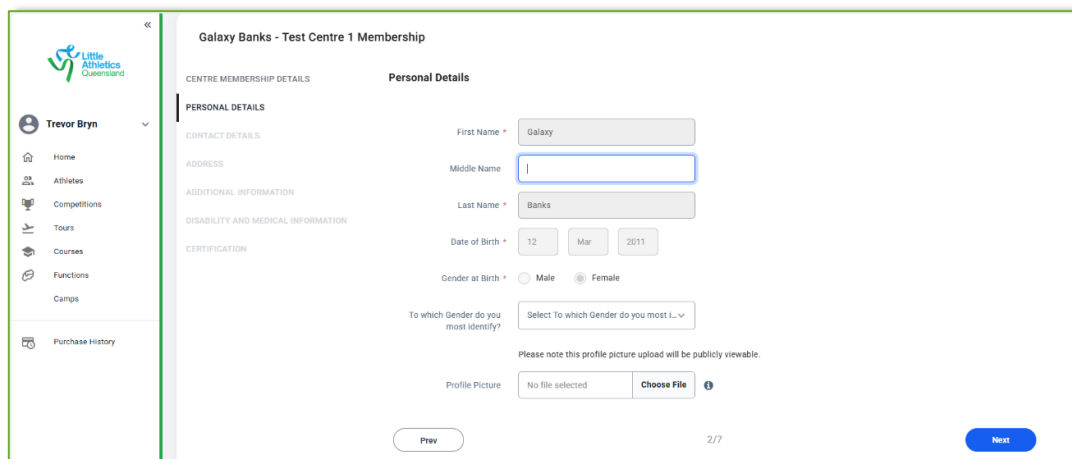
1. Navigate to Membership Type field: Using drop down menu > Select a **Membership Type**
2. Once you have selected your membership option > Select **Next**



The screenshot shows the 'Galaxy Banks - Test Centre 1 Membership' form. The 'Membership Type' dropdown menu is highlighted with a red box, and the 'Next' button is also highlighted with a red box. The form includes fields for Personal Details, Contact Details, Address, Additional Information, and Disability and Medical Information. The 'Next' button is visible at the bottom right of the form.

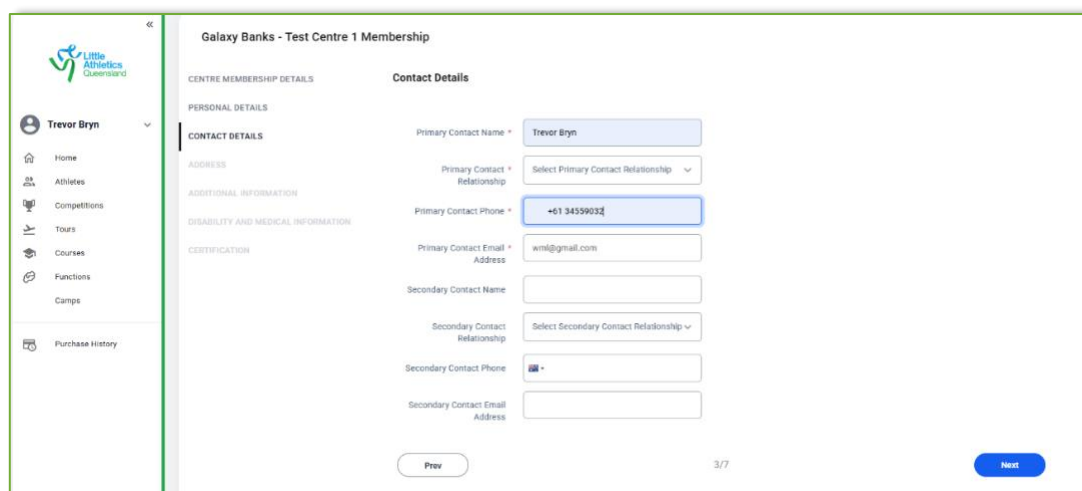
To Complete Personal Details:

7. 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)
8. Select **Next**



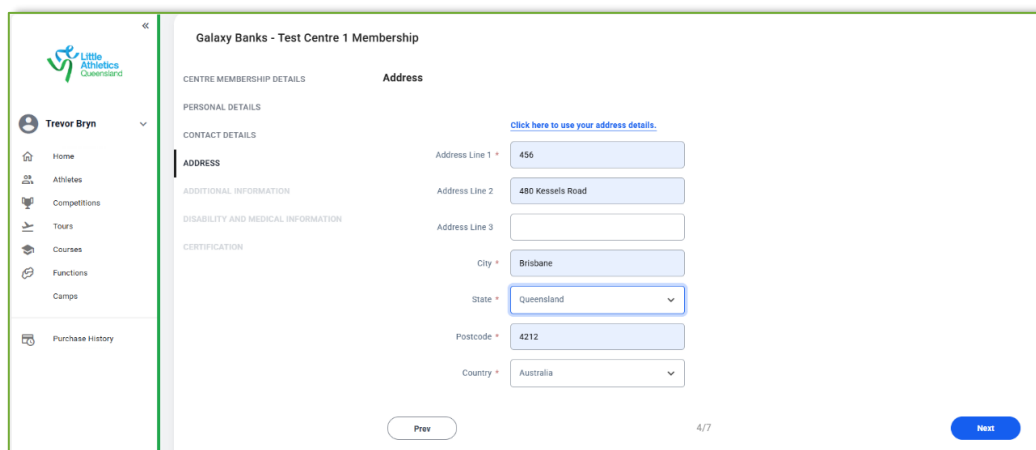
To Complete Contact Details:

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

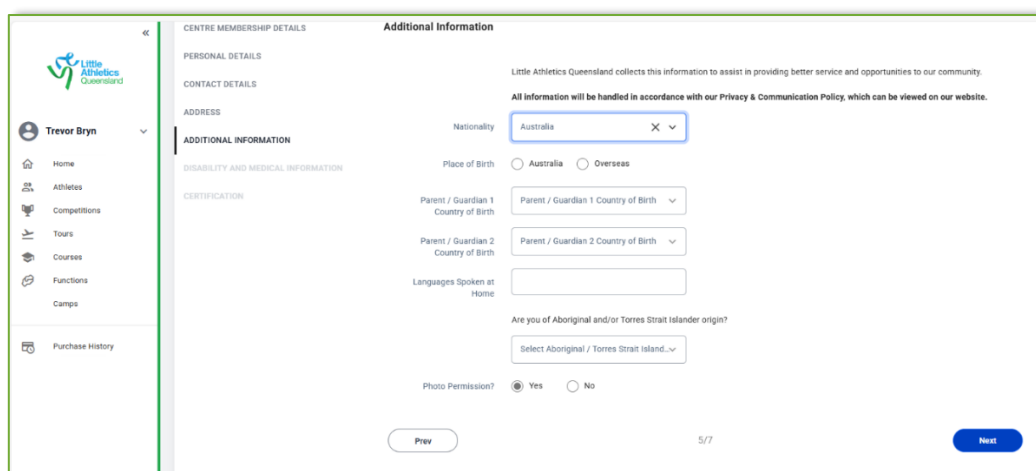
Country * Australia

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?

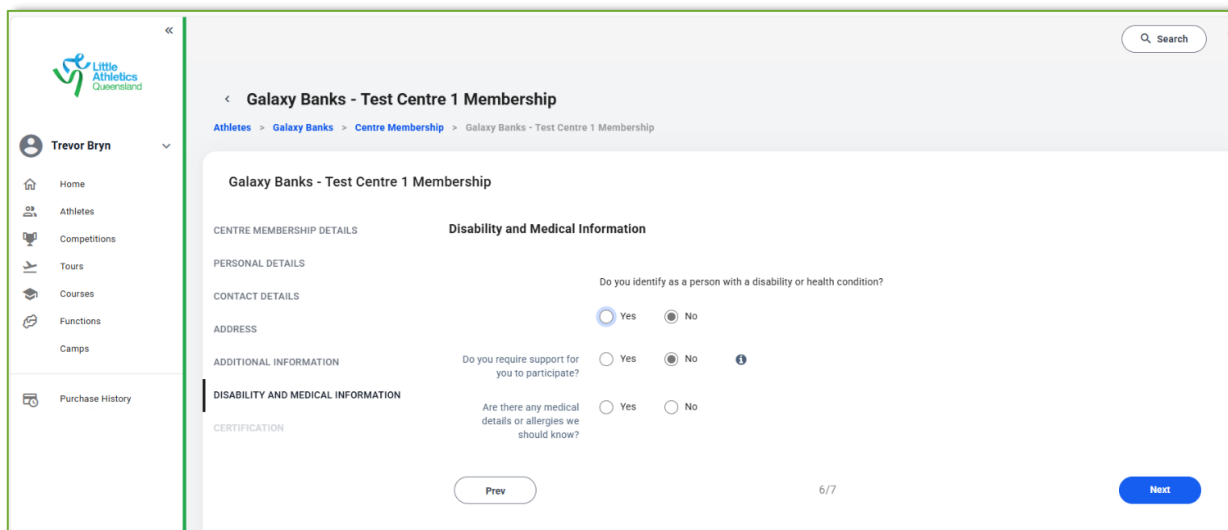
Select Aboriginal / Torres Strait Island...

Photo Permission? ☒ Yes ☐ No

Prev 5/7 Next

To Complete Disability and Medical Information:

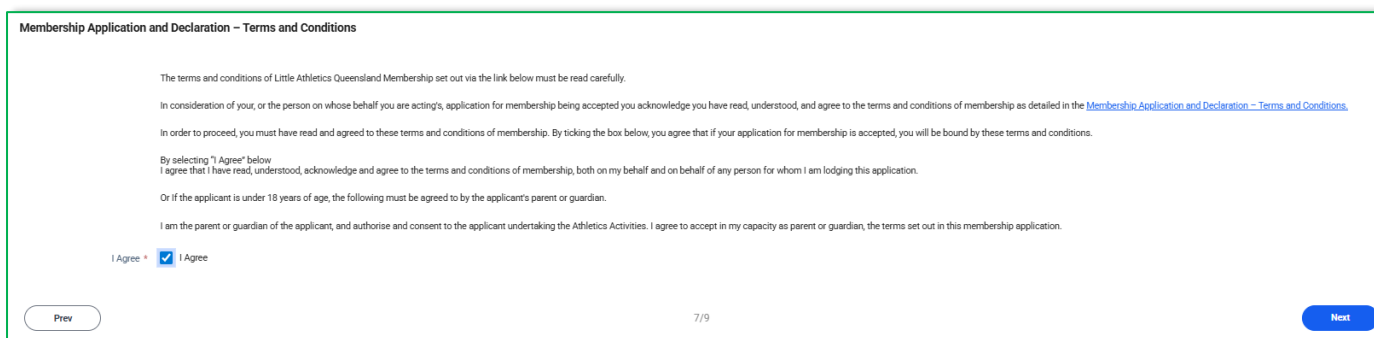
1. Follow the on-screen flow completing the following information:
 - a. Do you identify as a person with a disability or health condition? (Optional)
 - b. Do you require support for you to participate? (Optional)
 - c. Are there any medical details or allergies we should know? (Optional)
 - d. **No**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



The screenshot shows 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/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, there are 'Prev' and 'Next' buttons, and a progress indicator '6/7'.

To Complete Membership Application and Declaration – Terms and Conditions:

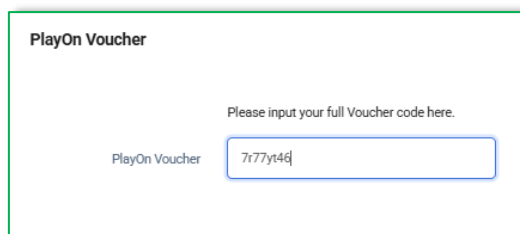
1. Read through the information displayed
2. Select **I Agree**
3. Click **Next**



The screenshot shows the 'Membership Application and Declaration – Terms and Conditions' page. It contains several paragraphs of text explaining the terms and conditions of membership. At the bottom, there is a section for agreement: 'I Agree' followed by a checked checkbox and the text 'I Agree'. Below this, there are 'Prev' and 'Next' buttons, and a progress indicator '7/9'.

To Complete PlayOn Voucher:

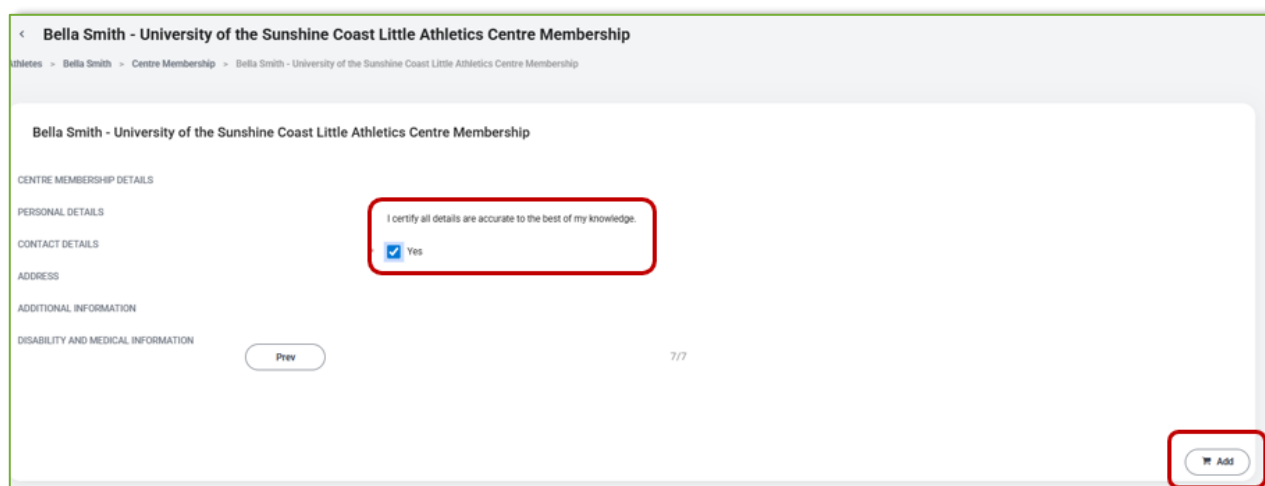
1. Enter play on voucher number into the PlayOn Voucher field
2. Click **Next**



The screenshot shows a form titled "PlayOn Voucher". Below the title, it says "Please input your full Voucher code here." There is a text input field labeled "PlayOn Voucher" containing the text "7r77yt4d".

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". The form has several sections: "CENTRE MEMBERSHIP DETAILS", "PERSONAL DETAILS", "CONTACT DETAILS", "ADDRESS", "ADDITIONAL INFORMATION", and "DISABILITY AND MEDICAL INFORMATION". In the "CONTACT DETAILS" section, there is a checkbox labeled "Yes" which is checked. Below the form, there is a "Prev" button and a "7/7" indicator. In the bottom right corner, 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.

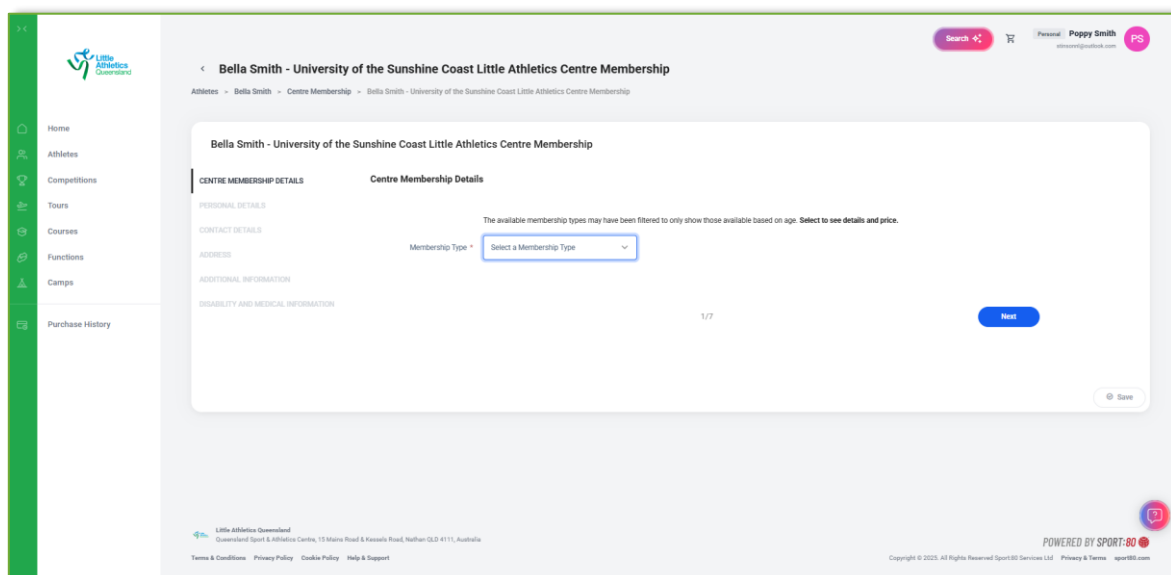
When registering your lead family member, select the **"Family Membership"** option from the drop-down menu under **Membership Type**.

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:

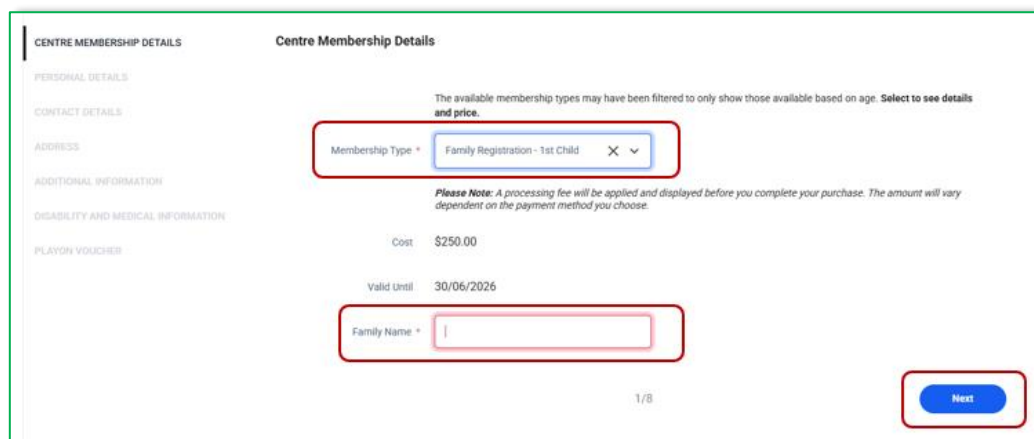
- Centre Membership Details
- Personal Details
- Contact Details
- Address
- Additional Information
- Disability and Medical Information
- Membership Application and Declaration
- PlayOn Voucher



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

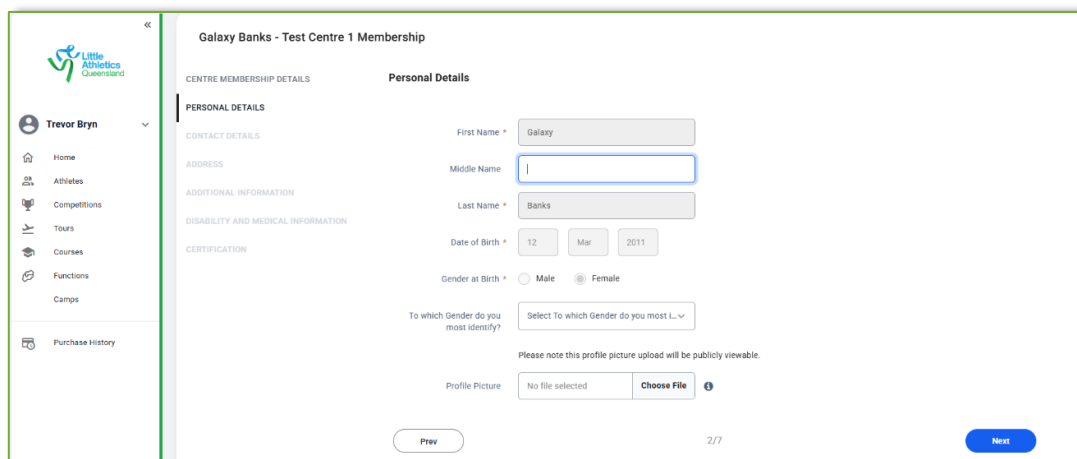
Family Name *

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? L v

Please note this profile picture upload will be publicly viewable.

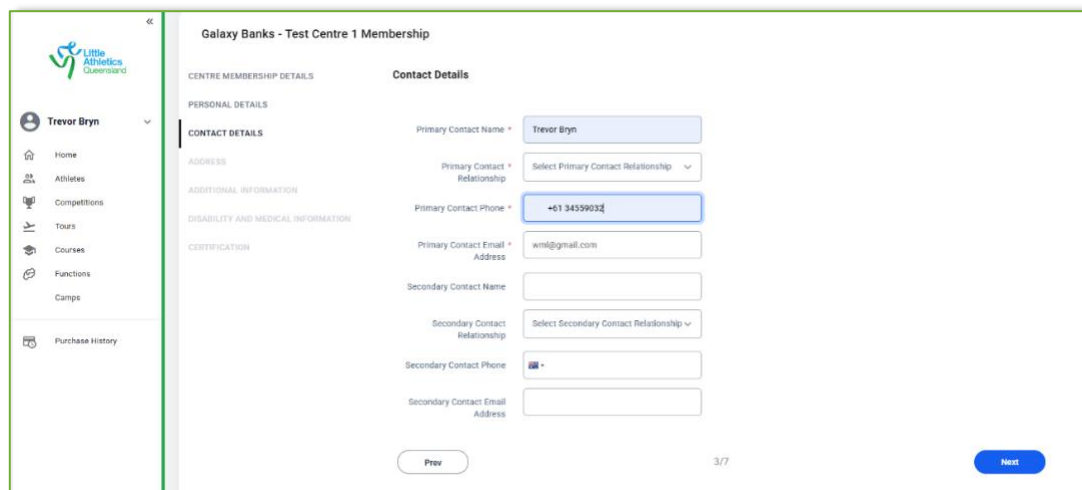
Profile Picture No file selected Choose File i

Next

2/7

To Complete Contact Details:

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



Galaxy Banks - Test Centre 1 Membership

CONTACT DETAILS

Primary Contact Name * Trevor Bryn

Primary Contact Relationship * Select Primary Contact Relationship

Primary Contact Phone * +61 3459032

Primary Contact Email Address * wml@gmail.com

Secondary Contact Name

Secondary Contact Relationship * Select Secondary Contact Relationship

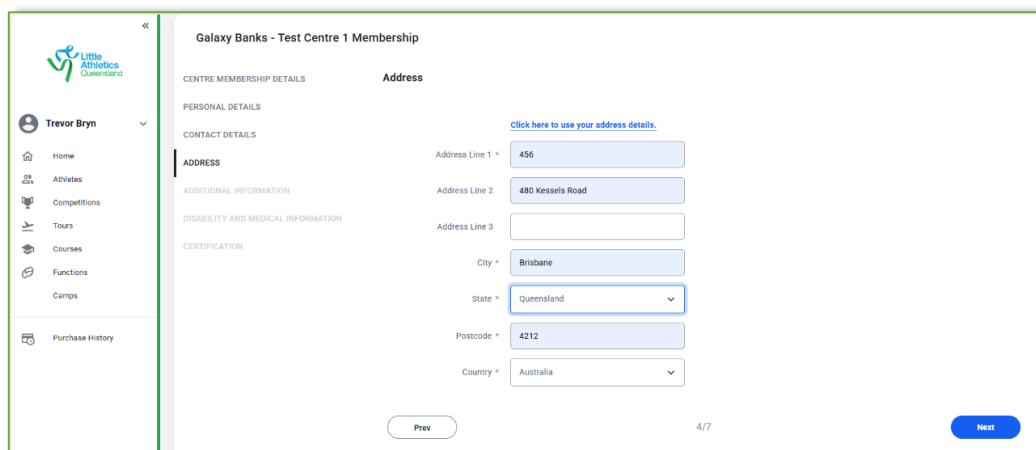
Secondary Contact Phone

Secondary Contact Email Address

[Prev](#) 3/7 [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

Address

[Click here to use your address details.](#)

Address Line 1 * 456

Address Line 2 * 480 Kessels Road

Address Line 3

City * Brisbane

State * Queensland

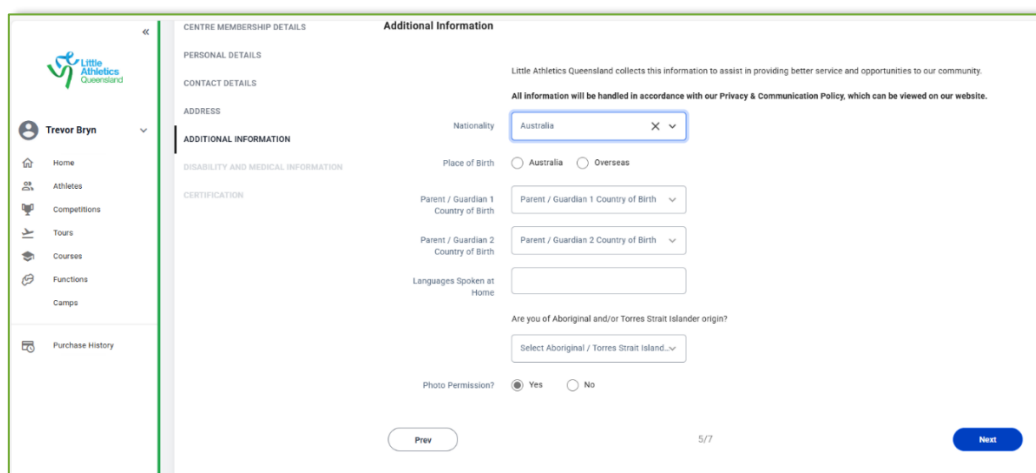
Postcode * 4212

Country * Australia

[Prev](#) 4/7 [Next](#)

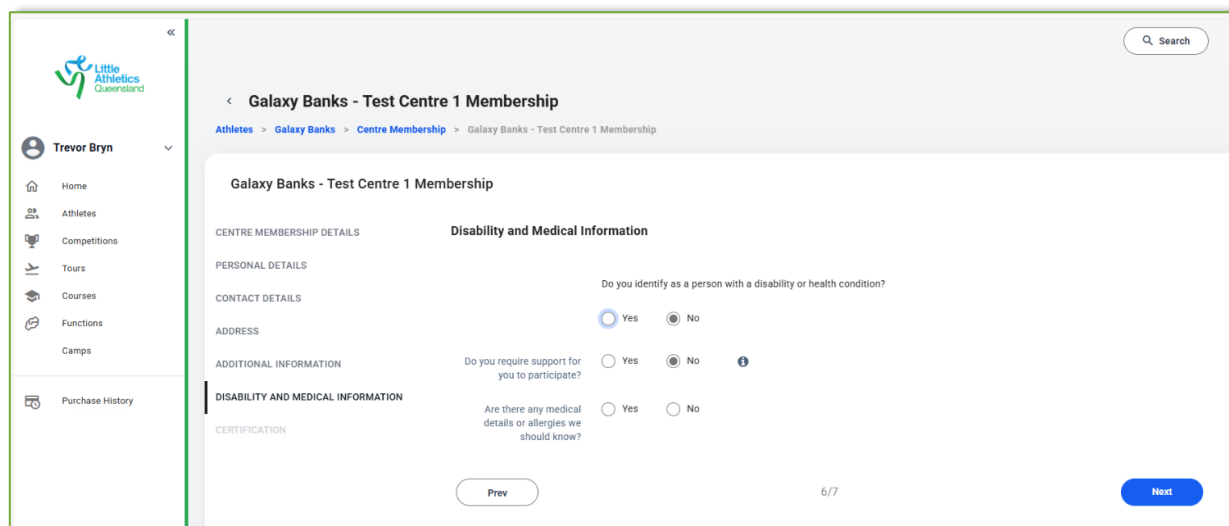
To Complete Additional Information:

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**



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:

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

- 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

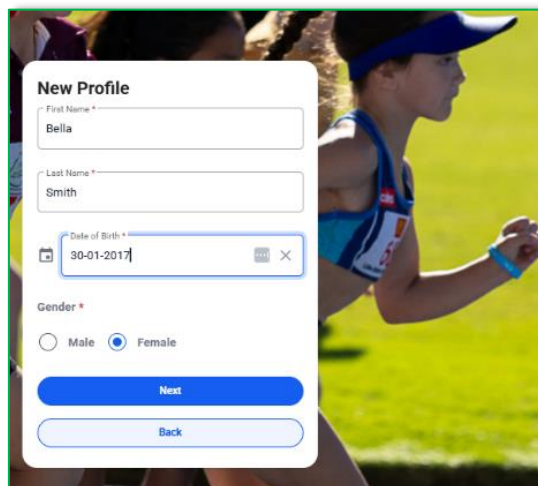
A Membership Number pop-up window will appear > Select **No**

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

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

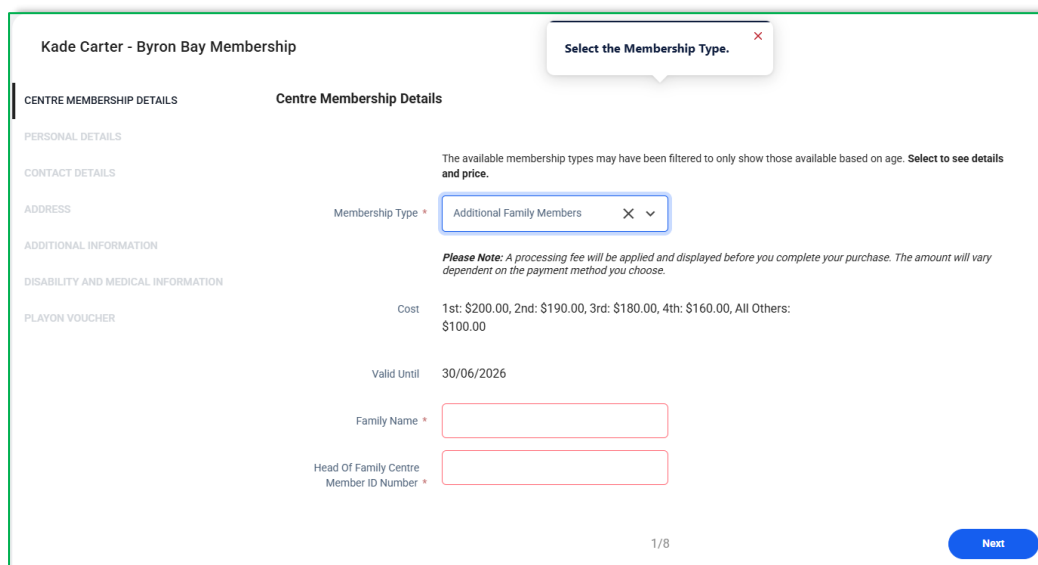
!Note: *The athlete's details will need to be completed before you can move to the next page*

2. Click **Next**



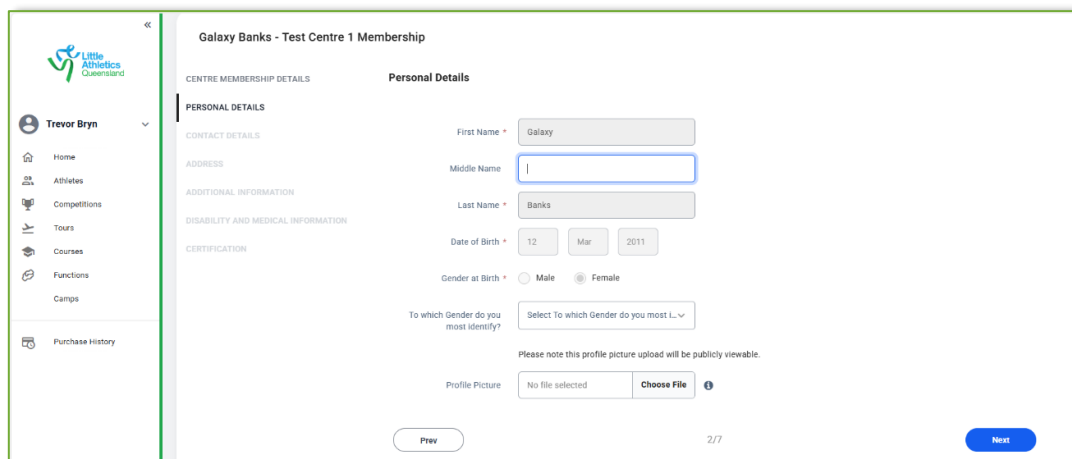
To Complete Centre Membership Details:

- 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)

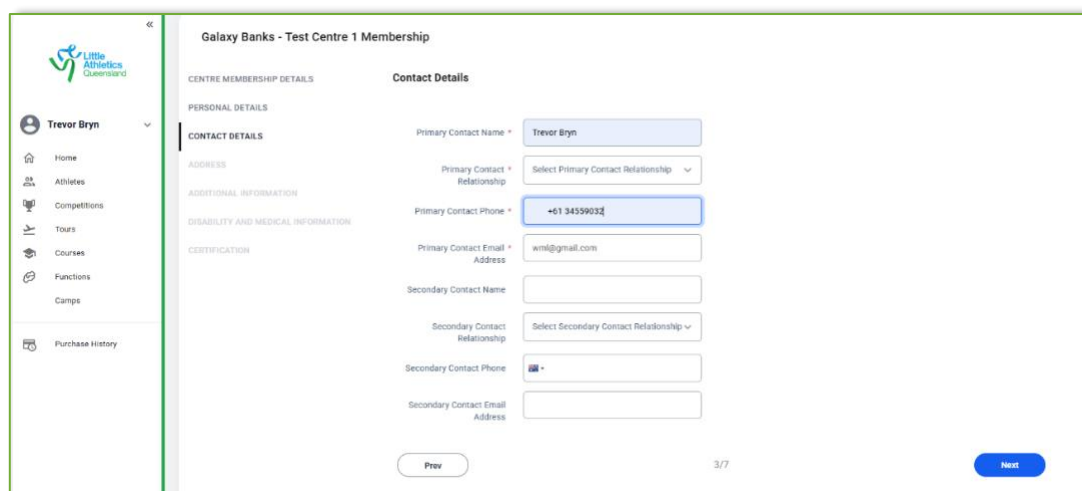
1. Follow the on-screen flow completing the following information:
 - a. First Name (if not already defaulted)
 - b. Last Name (if not already defaulted)
 - c. Date of birth (if not already defaulted)
 - d. Gender at Birth (if not already defaulted)
 - e. To which Gender do you most identify (optional)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



The screenshot shows the 'Personal Details' form for 'Trevor Bryn'. The form is part of the 'Galaxy Banks - Test Centre 1 Membership' system. The left sidebar shows the user's profile and navigation options. The main content area is divided into sections: 'CENTRE MEMBERSHIP DETAILS', 'PERSONAL DETAILS', 'CONTACT DETAILS', 'ADDRESS', 'ADDITIONAL INFORMATION', 'DISABILITY AND MEDICAL INFORMATION', and 'CERTIFICATION'. The 'PERSONAL DETAILS' section is currently active, showing fields for First Name (Galaxy), Middle Name (empty), Last Name (Banks), Date of Birth (12 Mar 2011), Gender at Birth (Male/Female), and a dropdown for 'To which Gender do you most identify?'. There is also a 'Profile Picture' section with a 'Choose File' button. At the bottom, there are 'Prev' and 'Next' buttons, and a progress indicator '2/7'.

To Complete Contact Details:

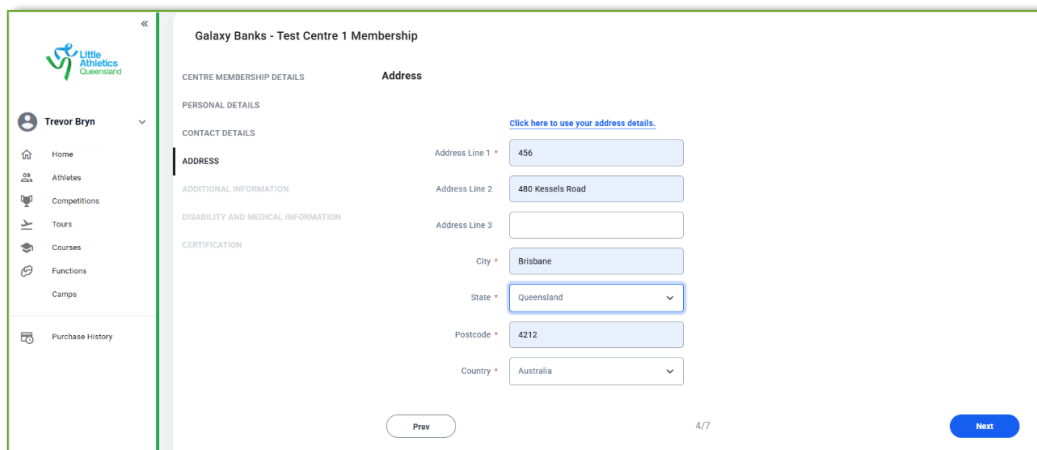
1. Follow the on-screen flow completing the following information:
 - a. Primary Contact name
 - b. Primary Contact relationship
 - c. Primary Contact phone
 - d. Primary Contact email address
 - e. Secondary Contact name, relationship, phone and email (optional)
2. Select **Next**



The screenshot shows the 'Contact Details' form for 'Trevor Bryn'. The form is part of the 'Galaxy Banks - Test Centre 1 Membership' system. The left sidebar shows the user's profile and navigation options. The main content area is divided into sections: 'CENTRE MEMBERSHIP DETAILS', 'PERSONAL DETAILS', 'CONTACT DETAILS', 'ADDRESS', 'ADDITIONAL INFORMATION', 'DISABILITY AND MEDICAL INFORMATION', and 'CERTIFICATION'. The 'CONTACT DETAILS' section is currently active, showing fields for Primary Contact Name (Trevor Bryn), Primary Contact Relationship (dropdown), Primary Contact Phone (+61 34599032), Primary Contact Email Address (wnl@gmail.com), Secondary Contact Name, Secondary Contact Relationship (dropdown), Secondary Contact Phone, and Secondary Contact Email Address. At the bottom, there are 'Prev' and 'Next' buttons, and a progress indicator '3/7'.

To Complete Address Details:

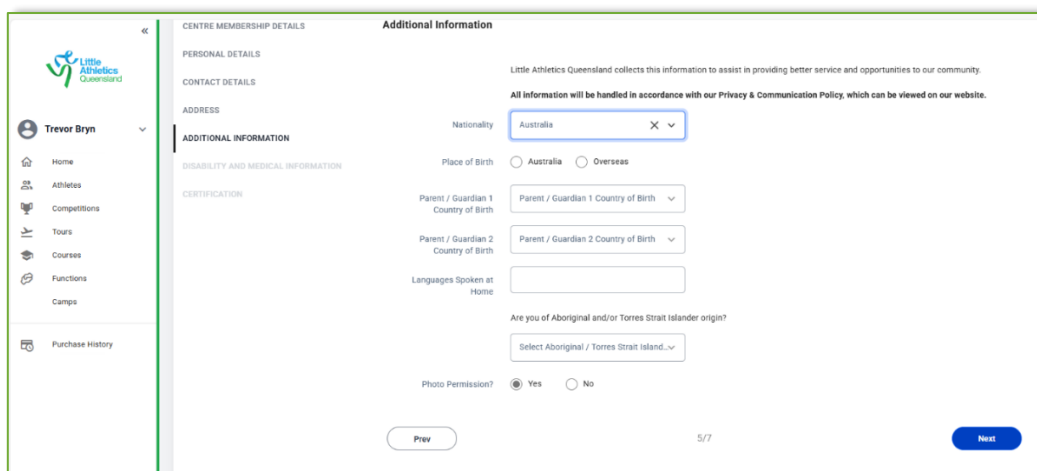
1. Follow the on-screen flow completing the following information:
 - a. Address Line 1
 - b. City
 - c. State
 - d. Postcode
 - e. Country (if not already defaulted)
2. Select **Next**



The screenshot shows the 'Address' section of the 'Galaxy Banks - Test Centre 1 Membership' form. The form is titled 'CENTRE MEMBERSHIP DETAILS' and 'Address'. It includes a sidebar with the user's name 'Trevor Bryn' and a list of menu items: Home, Athletics, Competitions, Tours, Courses, Functions, Camps, and Purchase History. The main content area has tabs for 'PERSONAL DETAILS', 'CONTACT DETAILS', 'ADDRESS', 'ADDITIONAL INFORMATION', 'DISABILITY AND MEDICAL INFORMATION', and 'CERTIFICATION'. The 'ADDRESS' tab is active, showing fields for Address Line 1 (456), Address Line 2 (480 Kessels Road), Address Line 3, City (Brisbane), State (Queensland), Postcode (4212), and Country (Australia). A 'Click here to use your address details.' link is present. At the bottom, there are 'Prev' and 'Next' buttons, and a progress indicator '4/7'.

To Complete Additional Information:

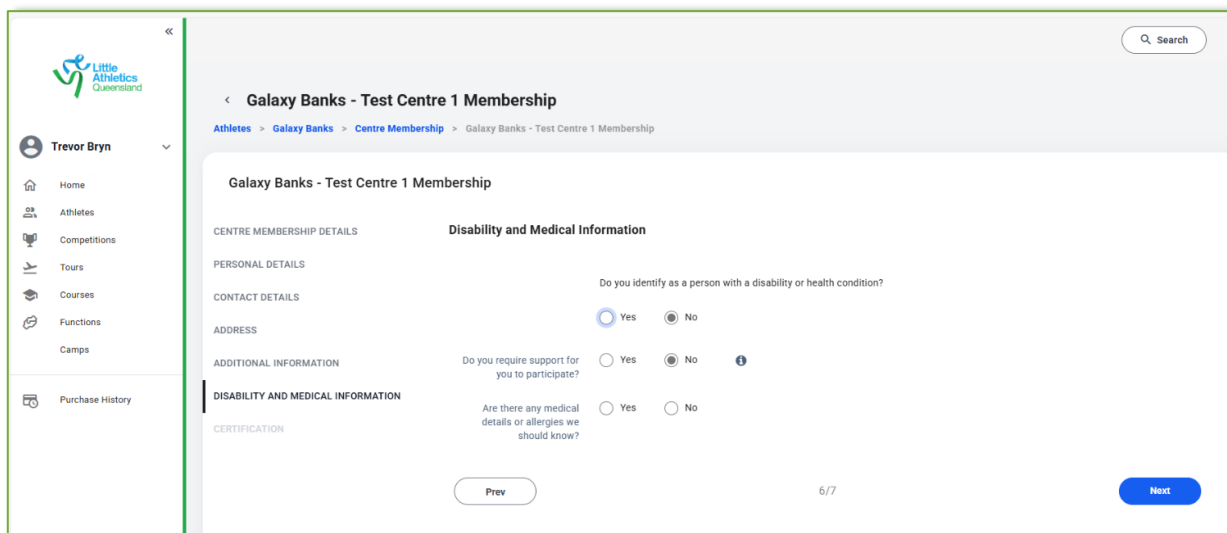
1. Follow the on-screen flow completing the following information:
 - a. Nationality (optional)
 - b. Place of birth (optional)
 - c. Language spoken at home (optional)
 - d. **Photo Permission** (recommended)
 - e. **Allow Registered Person's Name to be Published Online?** (recommended)
 - f. How did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



The screenshot shows the 'Additional Information' section of the 'Galaxy Banks - Test Centre 1 Membership' form. The form is titled 'CENTRE MEMBERSHIP DETAILS' and 'Additional Information'. It includes the same sidebar as the previous screenshot. The main content area has tabs for 'PERSONAL DETAILS', 'CONTACT DETAILS', 'ADDRESS', 'ADDITIONAL INFORMATION', 'DISABILITY AND MEDICAL INFORMATION', and 'CERTIFICATION'. The 'ADDITIONAL INFORMATION' tab is active, showing fields for 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...), and Photo Permission? (Yes/No). A disclaimer states: '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.' At the bottom, there are 'Prev' and 'Next' buttons, and a progress indicator '5/7'.

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 interface for 'Galaxy Banks - Test Centre 1 Membership'. 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 contains a form with the following sections:

- CENTRE MEMBERSHIP DETAILS**
- PERSONAL DETAILS**
- CONTACT DETAILS**
- ADDRESS**
- ADDITIONAL INFORMATION**
- DISABILITY AND MEDICAL INFORMATION** (Currently active)
- CERTIFICATION**

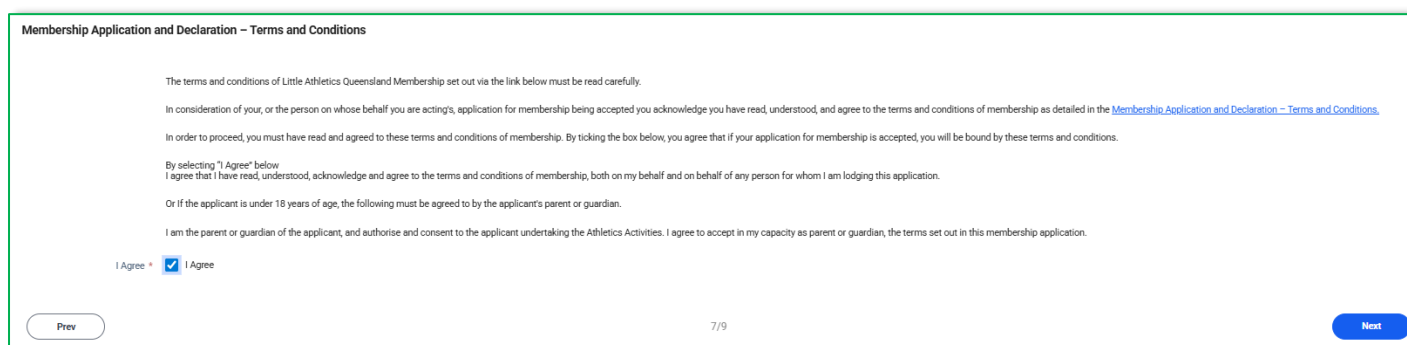
The 'DISABILITY AND MEDICAL INFORMATION' section contains three questions with radio button options:

- Do you identify as a person with a disability or health condition? (Yes, No)
- Do you require support for you to participate? (Yes, No)
- 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 progress indicator showing '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 page titled 'Membership Application and Declaration – Terms and Conditions'. The page 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 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](#).

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.

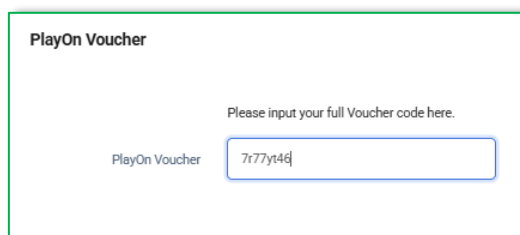
Or If the applicant is under 18 years of age, the following must be agreed to by the applicant's parent or guardian.

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.

At the bottom, there are two checkboxes: 'I Agree' (unchecked) and 'I Agree' (checked). Below the checkboxes are 'Prev' and 'Next' buttons, and a progress indicator showing '7/9'.

To Complete Playon Voucher:

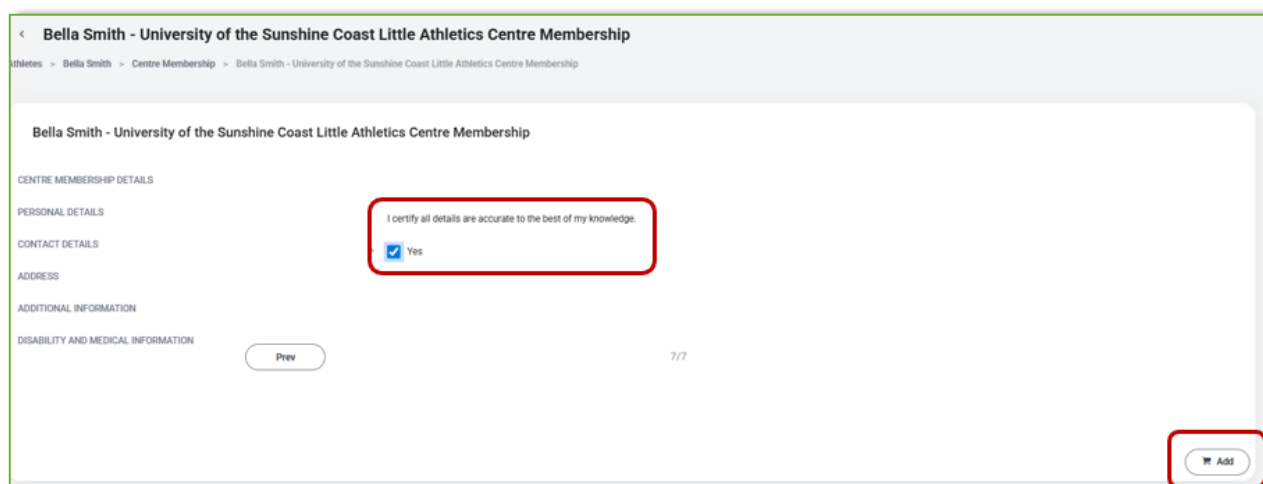
1. Enter play on voucher number into the PlayOn Voucher field
2. Click **Next**



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

To Complete Certification:

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

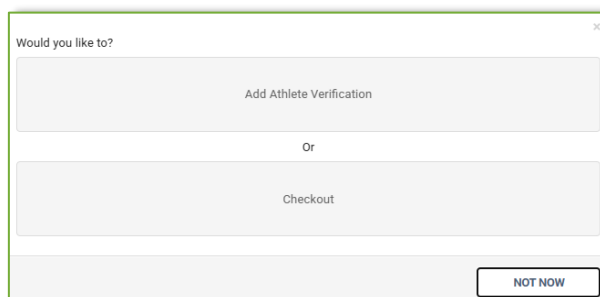
You may choose to upload the verification documents at a later stage. However, we recommend checking with your Centre, as some may require these documents to be uploaded during registration. Please note that for certain centres, providing this documentation is mandatory in order to complete the registration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

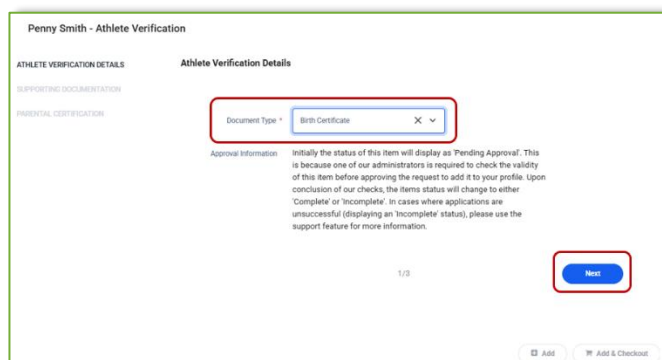


You will need to complete the following:

- Athlete Verification Details
- Supporting Documentation
- Parental Certification

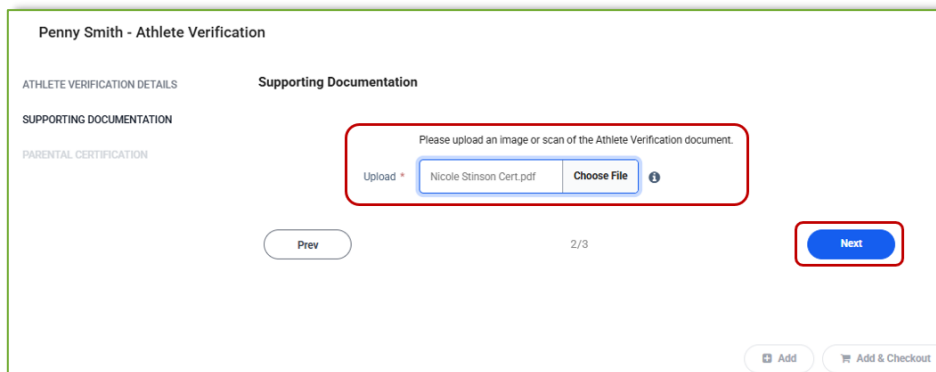
To Complete Athlete Verification Details:

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:

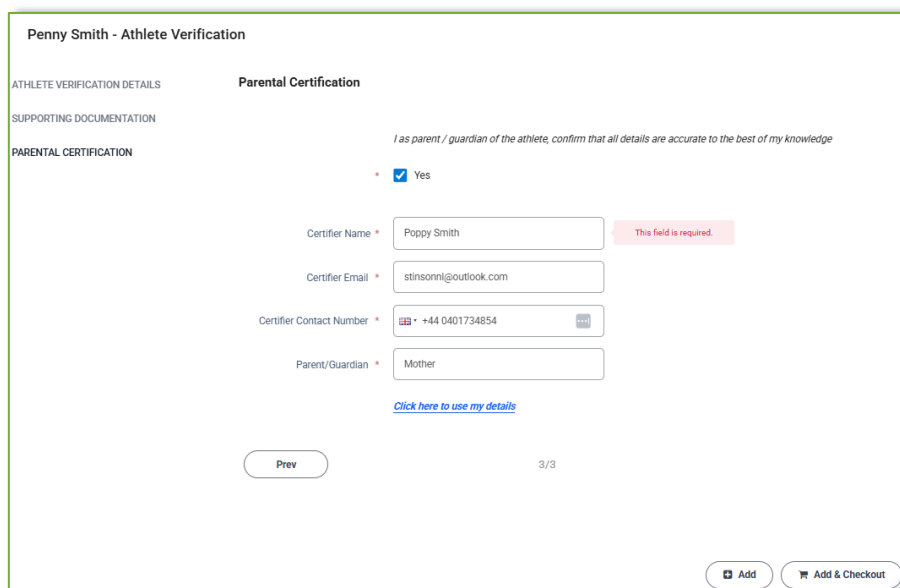
1. Follow the on-screen flow completing the following information:
 - a. Navigate to Upload field > Click **Choose File** (Birth Certificate or Passport)
 - b. Click **Next**



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:

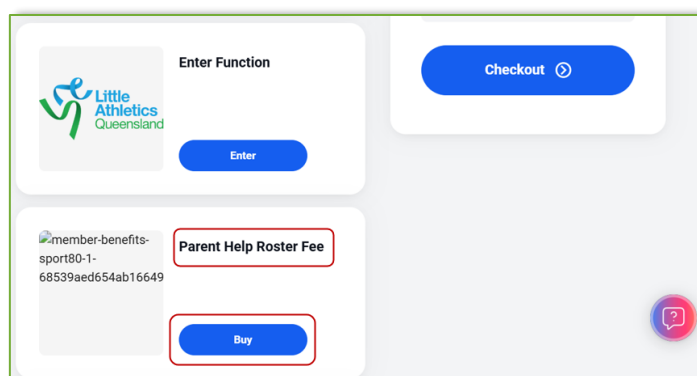
- **Additional Item screen** – This is where you will add on any parent helper levies (where applicable) and check all items in your cart are correct
- **Checkout screen** – This is where you will complete all of the billing information
- **Payment screen** – This is where you will enter your payment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

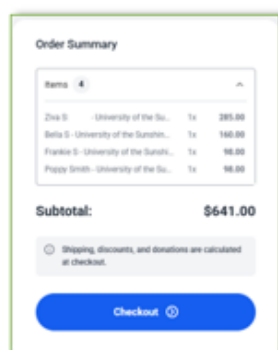
To Add Parent Levy:

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

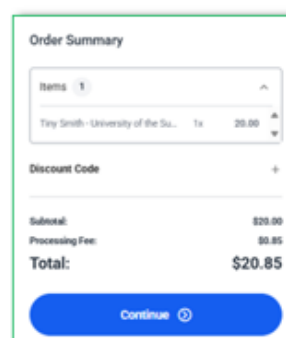


2. Using the **Order Summary** > Check all items in your cart are correct
3. Click **Checkout**

Example without voucher applied



Example with voucher/s applied

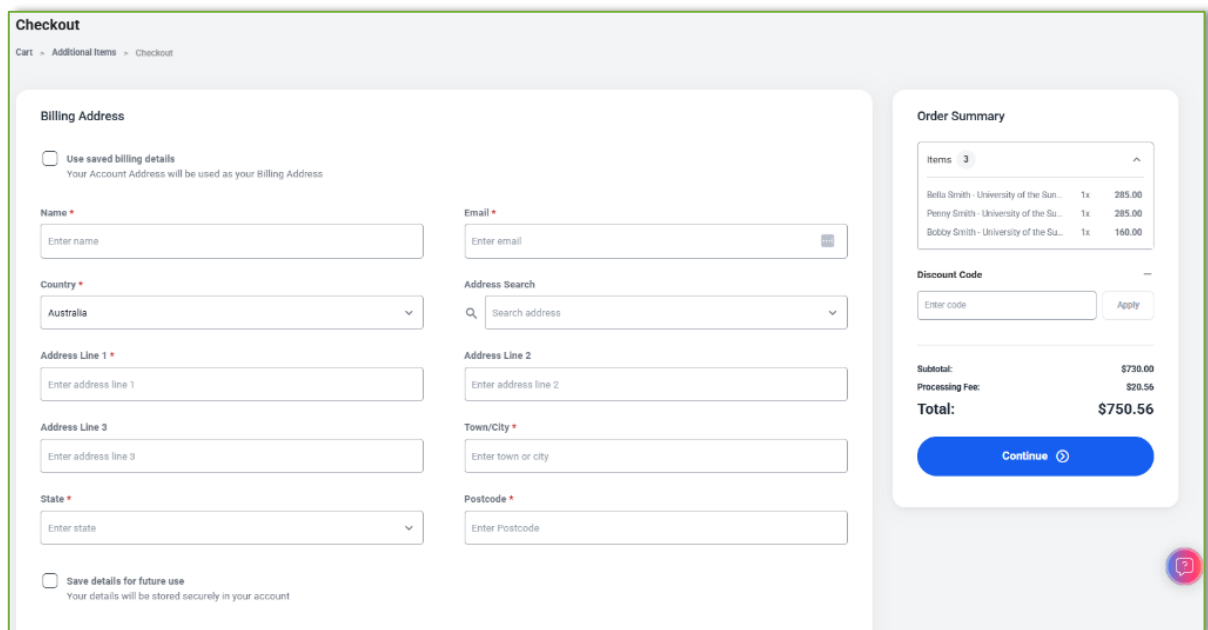


Checkout Screen > Preparing for payment:

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

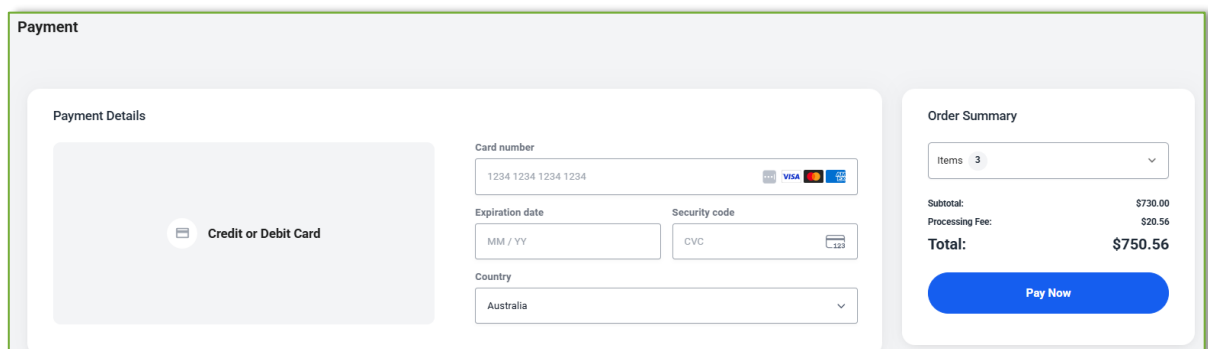
Discount Code
Enter code Apply

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

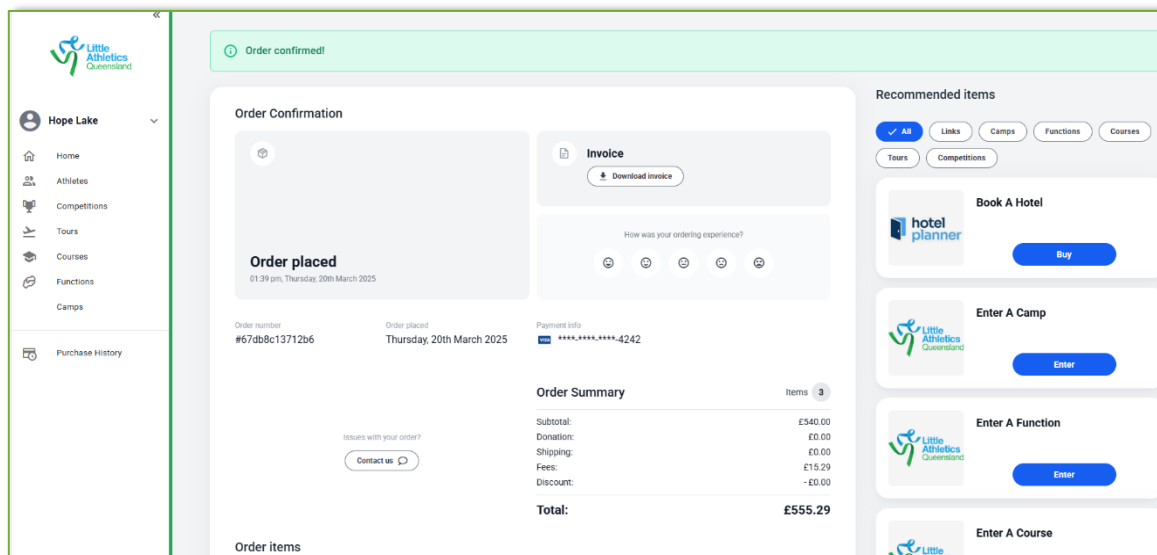
Items: 3

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:

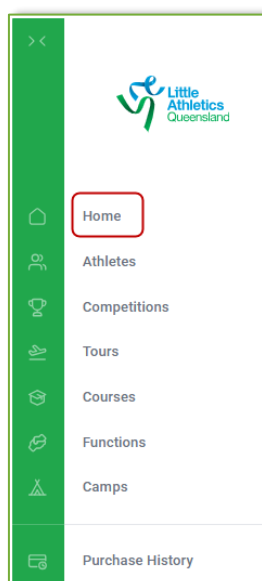
- **Invalid** – This means you haven't finished all the steps in the registration process. Please go back and complete any missing information.
- **Unpaid** – This means you've completed all the steps, but your registration isn't final until payment is made. Please proceed with payment to finish your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

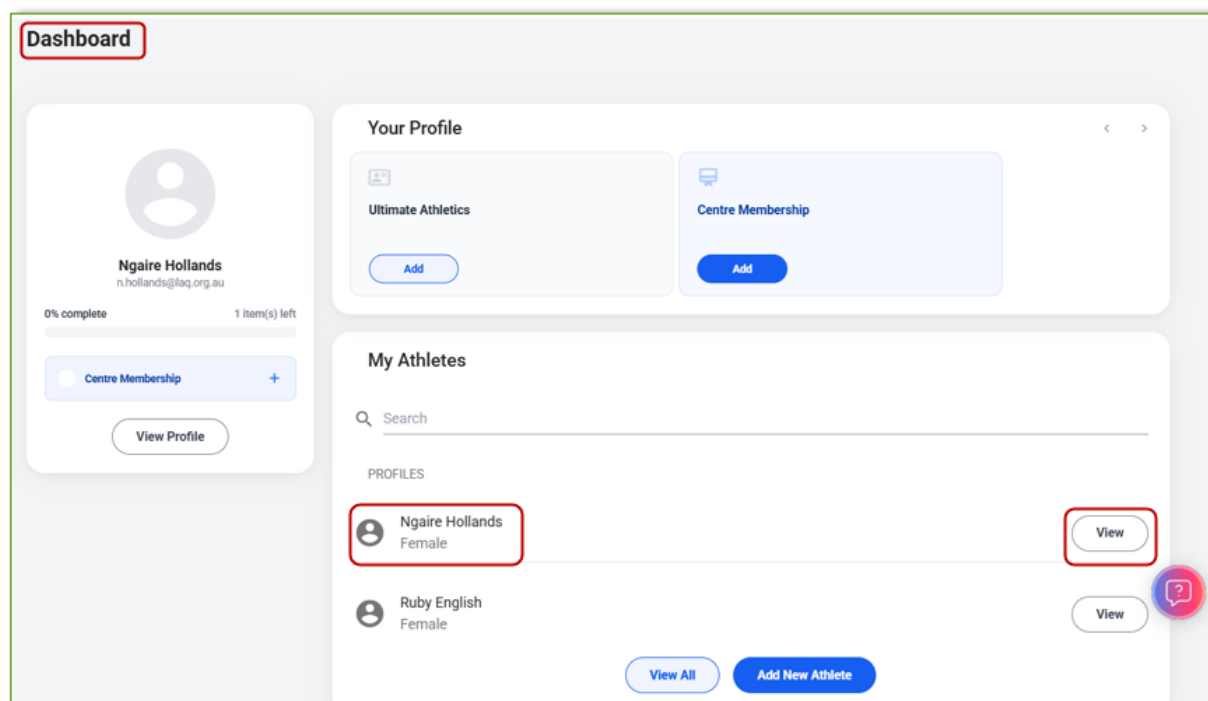
Centre Memberships						
						+ Add Centre Membership
1 Record						
Centre Membership	Status	Centre Member ID Number	Start Date	Expiry Date	Membership Type	Actions
University of the Sunshine Coast Little Athletics Centre Membership	Unpaid	-	-	-	-	⋮

To complete your registration:

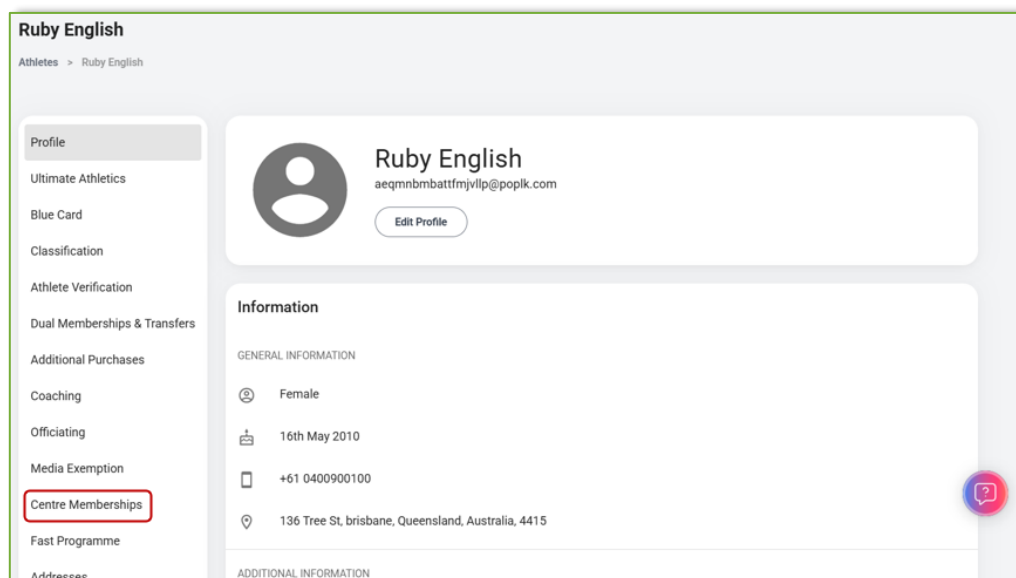
1. Using left hand side menu > Click on **Home**



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**

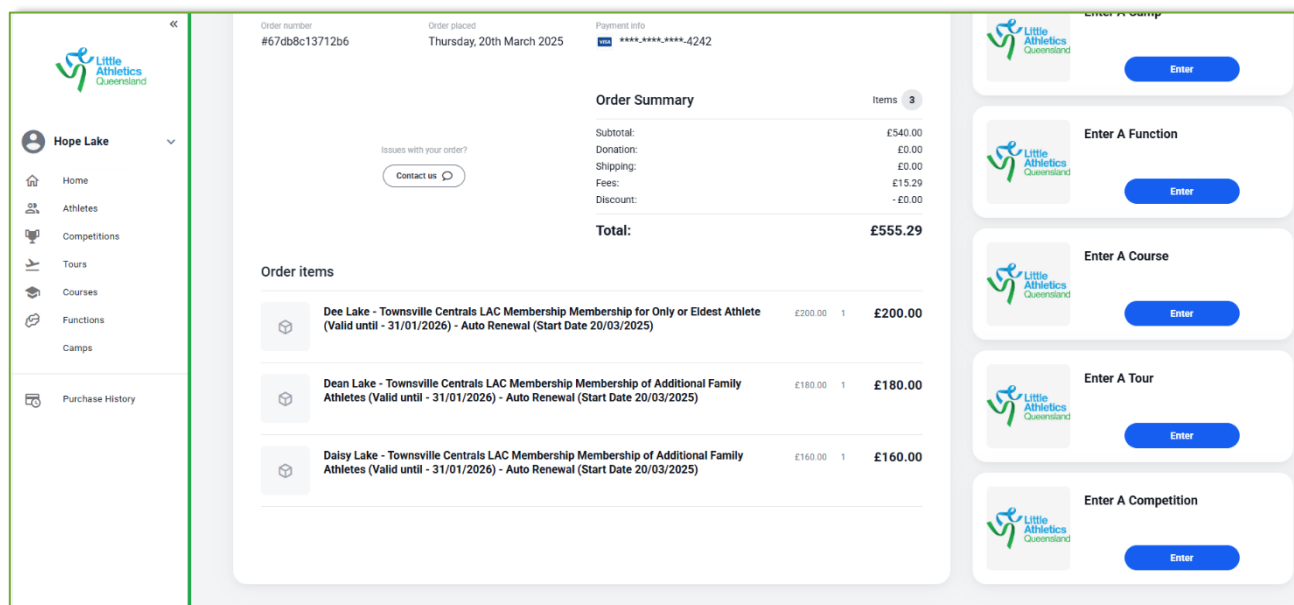


3. The incomplete registration will be displayed
4. Using the Ellipses (3 dots) on the right hand side > **Right Click** > **Edit**
5. Complete Registration process following on screen prompts and instruction guide

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 is divided into three sections: order details, an order summary, and a list of order items.

Order Details:

- Order number: #67db8c13712b6
- Order placed: Thursday, 20th March 2025
- Payment info: **** * 4242

Order Summary:

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

Order items:

Item	Price
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
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
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

On the right side of the portal, there are five buttons with the Little Athletics Queensland logo, each labeled 'Enter A...' followed by a specific activity: Camp, Function, Course, Tour, and Competition. Each button has an 'Enter' label below it.