



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

Trialist Upgrade Guide

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Guide Information

Purpose of this Guide

The purpose of this guide is to provide clear, step-by-step instructions for parents/guardians on how to upgrade their athlete from a trial to a full registered member in the upcoming Little Athletics season using the Sport:80 registration platform.



Who Is the guide for?

- Parents and guardians of trial athletes
- Volunteers helping families with upgrading from a trial to full 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

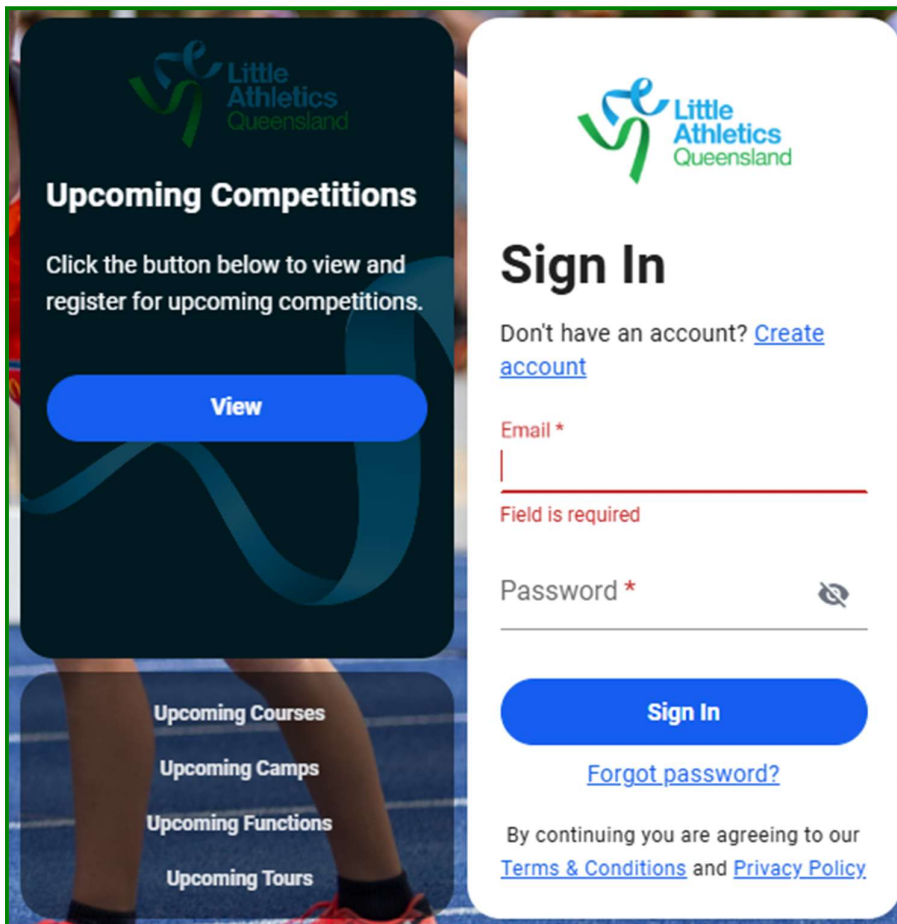
How to upgrade from a Trial to a Full Registered Member

Congratulations on completing your trial with the Centre! You now have the opportunity to upgrade to a full membership and continue your journey with us.

Getting Started

To access your account, please use this link <https://laq.sport80.com/>

1. The **Login** window page will be displayed
2. Enter your **email address** and **password**
3. Click **Sign In**

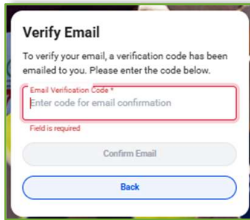


The screenshot displays two side-by-side panels from the Little Athletics Queensland website. The left panel, titled 'Upcoming Competitions', features the organization's logo and a blue 'View' button. Below this, there are links for 'Upcoming Courses', 'Upcoming Camps', 'Upcoming Functions', and 'Upcoming Tours'. The right panel, titled 'Sign In', also features the logo and includes a 'Create account' link. It contains input fields for 'Email *' (with a red 'Field is required' error message) and 'Password *' (with a toggle icon). A blue 'Sign In' button is positioned below the fields, followed by a 'Forgot password?' link. At the bottom of the sign-in panel, there is a statement: 'By continuing you are agreeing to our [Terms & Conditions](#) and [Privacy Policy](#)'.

Verify Email

You may be required to Verify your Email.

1. The Verify Email box will appear



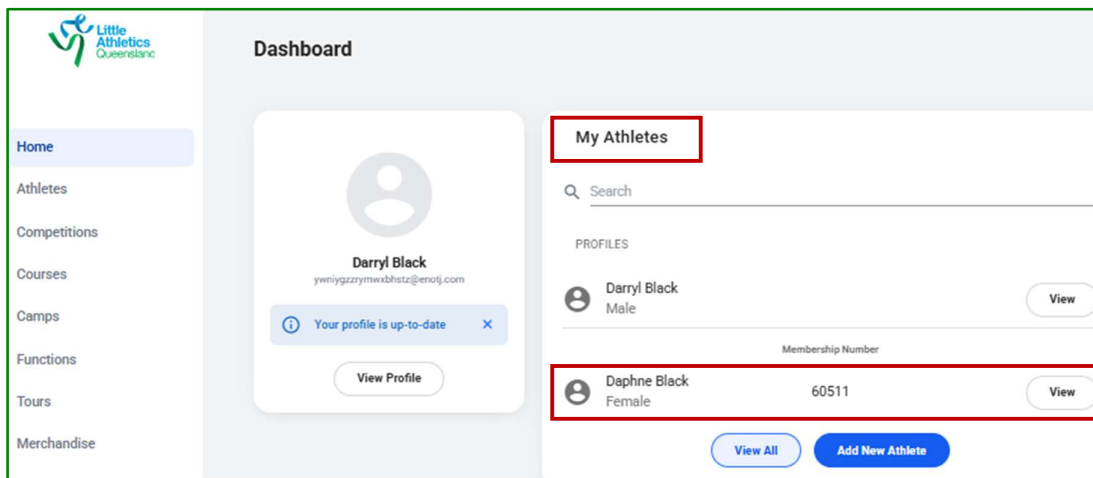
2. Navigate to your **email inbox** > locate email from **Sport80_Email Verification**
3. Navigate back to **Sport80** > Enter **verification code** from email (6 digits)
4. Click **Confirm Email**

Begin the Registration Process

You should now have access to **your** account.

To begin the **upgrade process**:

1. Navigate to the **My Athletes box**
2. Locate the **athlete** you wish to upgrade to a Full Membership > Click **View**



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

Ruby English
Athletes > Ruby English

Profile

Centre Memberships

Ultimate Athletics

Fast Programme

Athlete Verification

Classification

Additional Purchases


Blue Card

Addresses

Entries

Communication Preferences

Create Own User Account



Ruby English
aeqmnmbattfjvlp@poplk.com

ⓘ Your profile is up-to-date ✕

Edit Profile

Your Profile

Information

GENERAL INFORMATION

♀ Female

📅 16th May 2010

📞 +61 0400900100

📍 136 Tree St, brisbane, Queensland, Australia, 4415

ADDITIONAL INFORMATION



Primary Contact Name Neal English

Primary Contact Phone +61 0400900100

Primary Contact Email Address aeqmnmbattfjvlp@poplk.com

5. Click **anywhere** on the line-item to start the registration process.

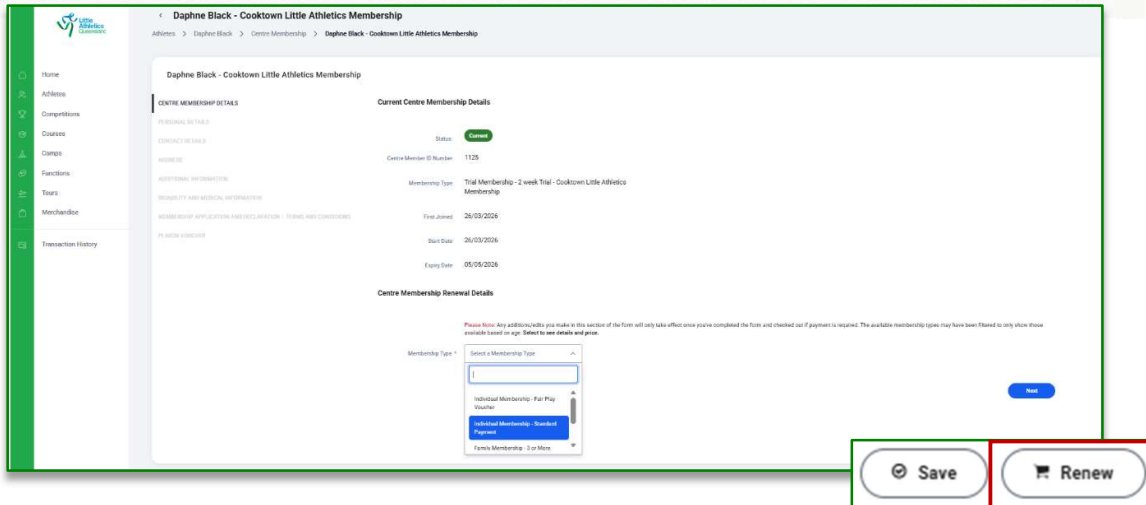
Centre Memberships + Add Centre Membership 1 Record

Centre Membership	Status	Centre Member ID Number	Start Date	Expiry Date	Membership Type	Actions
Cooktown Little Athletics Membership	Current	1125 	26/03/2026	05/05/2026	Trial Membership - 2 week Trial	

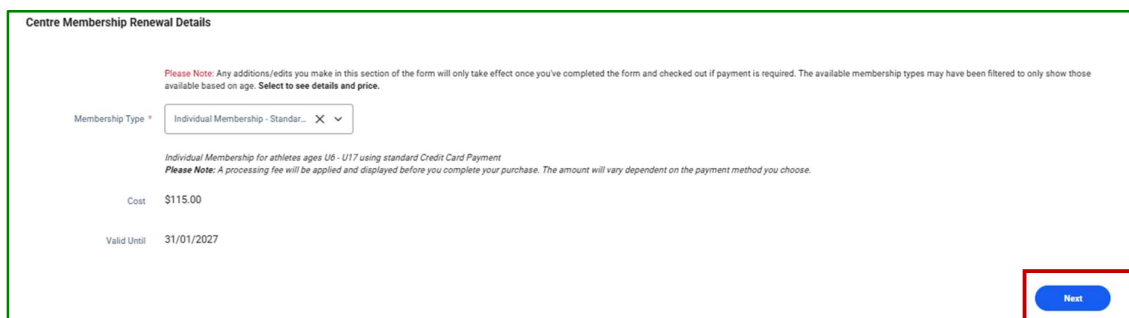
Membership Options (Registration of One Athlete)

If you are registering **one athlete**, then select an Individual Membership Option.

1. Navigate to Membership Type field: Using drop down menu > Select a **Membership Type**
2. Once you have selected your membership option > Select **Renew** if you are not using a Play On! Voucher.



3. If a Play On Voucher is being used for the registration > Select **Next**.



4. Navigate to page 7 and enter the Play On voucher code.

5. Continue to the **payment basket**.

Family Membership (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**.







To begin the upgrade to a **Family Membership Option**:

1. Navigate to the **My Athletes box**
2. Select the **athlete** you wish to register first for the new season > Click **View**

My Athletes

Search

PROFILES

 Ngaire Hollands Female		View
Membership Number		
 Ella Hollands Female	60512	View
 Elliot Holland Male		View
 Janine Hollands Female	60513	View
 Ruby English Female	60514	View
 Seb Hollands Male		View

[View All](#) [Add New Athlete](#)

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

Profile

[Centre Memberships](#)

Ultimate Athletics

Fast Programme

Athlete Verification

Classification

Additional Purchases

Blue Card

Addresses

Entries

Communication Preferences

Create Own User Account

5. Click **anywhere** on the line-item to start the registration process.

Centre Memberships							+ Add Centre Membership
Centre Membership	Status	Centre Member ID Number	Start Date	Expiry Date	Membership Type	Actions	
Cooktown Little Athletics Membership	Current	1125	26/03/2026	05/05/2026	Trial Membership - 2 week Trial	⋮	

6. Navigate to **Membership Type** field: Using drop down menu > **Select Family Membership**

7. **Important:** Please check with your centre what they have called their family membership options if different to Family Membership.

8. Once you select the membership type, more fields will appear for you to complete.

9. Navigate to **Family Name** field > Type in **Surname**

10. Select **Renew**

Ella Hollands - Cooktown Little Athletics Membership

CENTRE MEMBERSHIP DETAILS

PERSONAL DETAILS

CONTACT DETAILS

ADDRESS

ADDITIONAL INFORMATION

DISABILITY AND MEDICAL INFORMATION

MEMBERSHIP APPLICATION AND DECLARATION - TERMS AND CONDITIONS

PLAYER VOUCHERS

Current Centre Membership Details

Status: Current

Centre Member ID Number: 1125

Membership Type: Trial Membership - 2 week Trial - Cooktown Little Athletics Membership

First Joined: 26/03/2026

Start Date: 26/03/2026

Expiry Date: 05/05/2026

Centre Membership Renewal Details

Please Note: Any additions/edits you make in this section of the form will only take effect once you've completed the form and checked out if payment is required. The available membership types may have been filtered to only show those available based on age. **Select to see details and price.**

Membership Type *

Discounted Membership for 3 or more Athletes from the same household.
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: \$100.00

Valid Until: 31/01/2027

Family Name *

Save
Renew

To add an additional Athlete to the Family Membership

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: 1126
- Family Name: Hollands

Edit Ella Hollands

Government Voucher: No Government Voucher Applied

Edit

or


Add Family Member

Select this to add a new family membership

Add

Skip and Proceed to Checkout

If you have a Play On voucher, you will just need to select 'Edit' to add the Play On voucher code.




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

ⓘ 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: 1126
- Family Name: Hollands

2. Select continue



Byron Bay Membership

Get Started

You are currently signed in as:

otyakaqyjdifraqysx@fxavaj.com

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

Continue

Change User

i

- 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. Select the next athlete to be added to the Family Membership.







Ngairé Hollands

Select Profile

Pick from your profiles OR add a new profile.

Search

PROFILES

 Ngairé Hollands Female Restricted Why?	<input type="button" value="Select"/>
 Ella Hollands Female Membership Number: 60512	<input type="button" value="Select"/>
 Elliot Holland Male	<input type="button" value="Select"/>
 Janine Hollands Female Membership Number: 60513	<input style="border: 2px solid red;" type="button" value="Select"/>
 Ruby English Female Membership Number: 60514	<input type="button" value="Select"/>
 Seb Hollands Male	<input type="button" value="Select"/>

Add New Profile

Back

4. Navigate to **Membership Type** field: Using drop down menu > Select an **Additional Membership Type**
5. Once membership option is selected > more fields will appear for you to complete
6. In **Family Name** field > Type **Surname**
7. In **Head Of Family Centre Member ID Number** field > Type in Centre Membership ID number you noted down in a previous step
8. Click **Renew**

Centre Membership Renewal Details

Please Note: Any additions/edits you make in this section of the form will only take effect once you've completed the form and checked out if payment is required. The available membership types may have been filtered to only show those available based on age. **Select to see details and price.**

Membership Type *

Discounted 3 or More Family Membership
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 1st Additional: \$100.00, 2nd Additional: \$100.00, 3rd Additional: \$100.00, 4th Additional: \$100.00, All Other: \$100.00

Valid Until 31/01/2027

Family Name *

Head Of Family Centre Member ID Number *

9. In this section:
 - a. If you have a Play On voucher to add, please select 'Edit' to proceed with adding the Play On voucher code to the athlete's profile.
 - b. If there are additional athletes to add to the Family Membership continuing adding them > Click **Add Family Member**
10. If you have completed adding athletes, please proceed to the checkout.

Edit Ella Hollands

Government Voucher: No Government Voucher Applied

Edit Janine Hollands

Government Voucher: No Government Voucher Applied

Add Family Member

Select this to add a new family membership

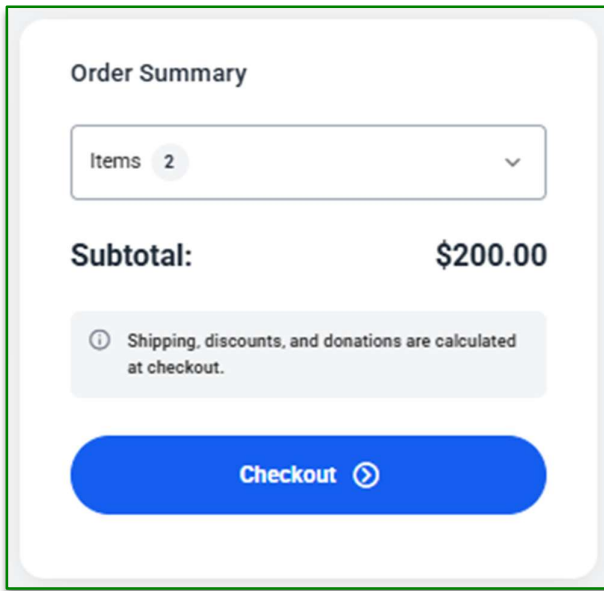
or

Paying for your Membership

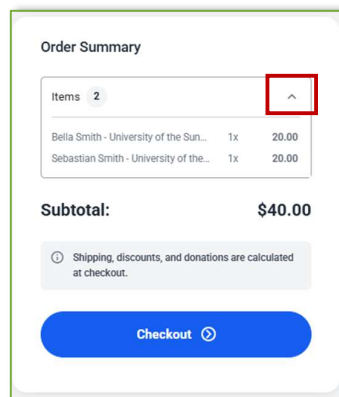
You are now ready to finalise your payment.

To start the process of finalising your payment:

1. Click on **Checkout**



If you want to check all items in your card are correct > Click on the arrow button



Checkout Screen > Preparing for payment:

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 *

Email *

Country *

Address Line 1 *

Address Line 2 *

Address Line 3 *

Town/City *

State *

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
Dobby Smith - University of the Ga...	1x	160.00

Discount Code

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


To finalise 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. Add in your **payment details**
2. Select **Pay now**

Payment

Payment Details

 Credit or Debit Card

Card number

Expiration date

Security code

Country

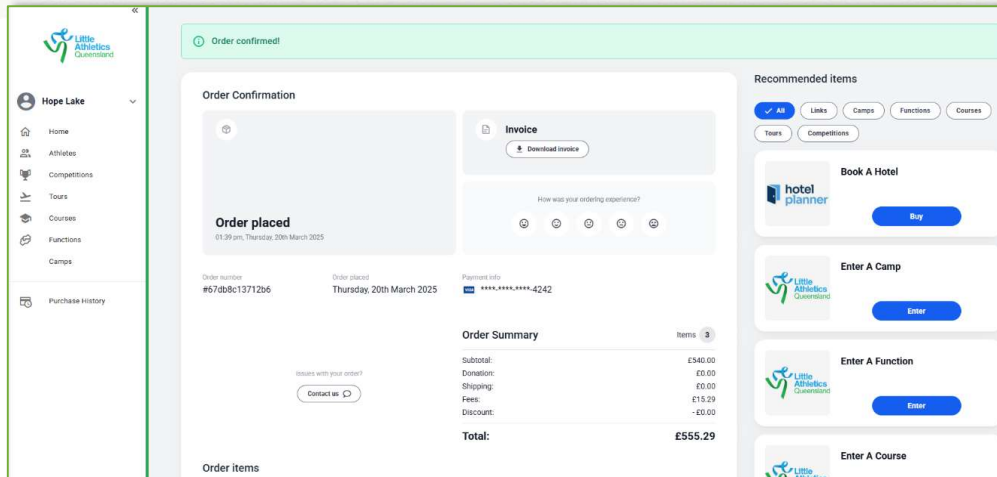
Order Summary

Items: 2

Subtotal: \$40.00
Processing Fee: \$1.41
Total: **\$41.41**

Payment Confirmation

Once payment has been processed you will receive a confirmation.



Congratulations 🎉
You've successfully upgraded your athlete's membership.

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

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