Little Athletics Queensland

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

Registration Guide

New Families and Athletes

Contents

Welcome to Little Athletics!! 3

Guide Information 4

Getting Started 4

Creating your Account 5

Adding an Athlete to your account 7

Membership Options (Registration of One Athlete) 8

Family Memberships (Registration of Multiple Athletes) 13

Paying for your Membership (Athlete Registration) 24

Welcome Packs and Bibs 27

Understanding Incomplete Registrations 28

Help and Support 30

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)

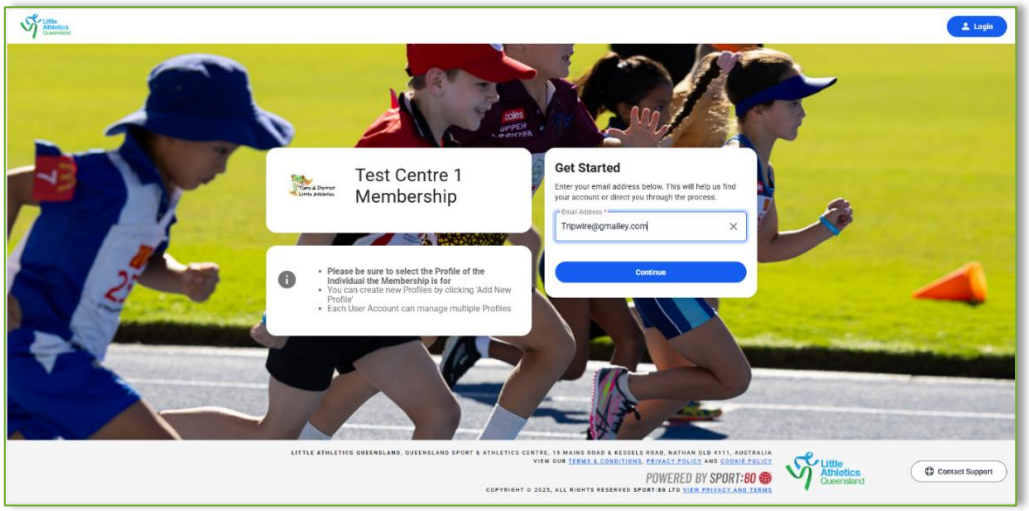
Tools You'll Use

- 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

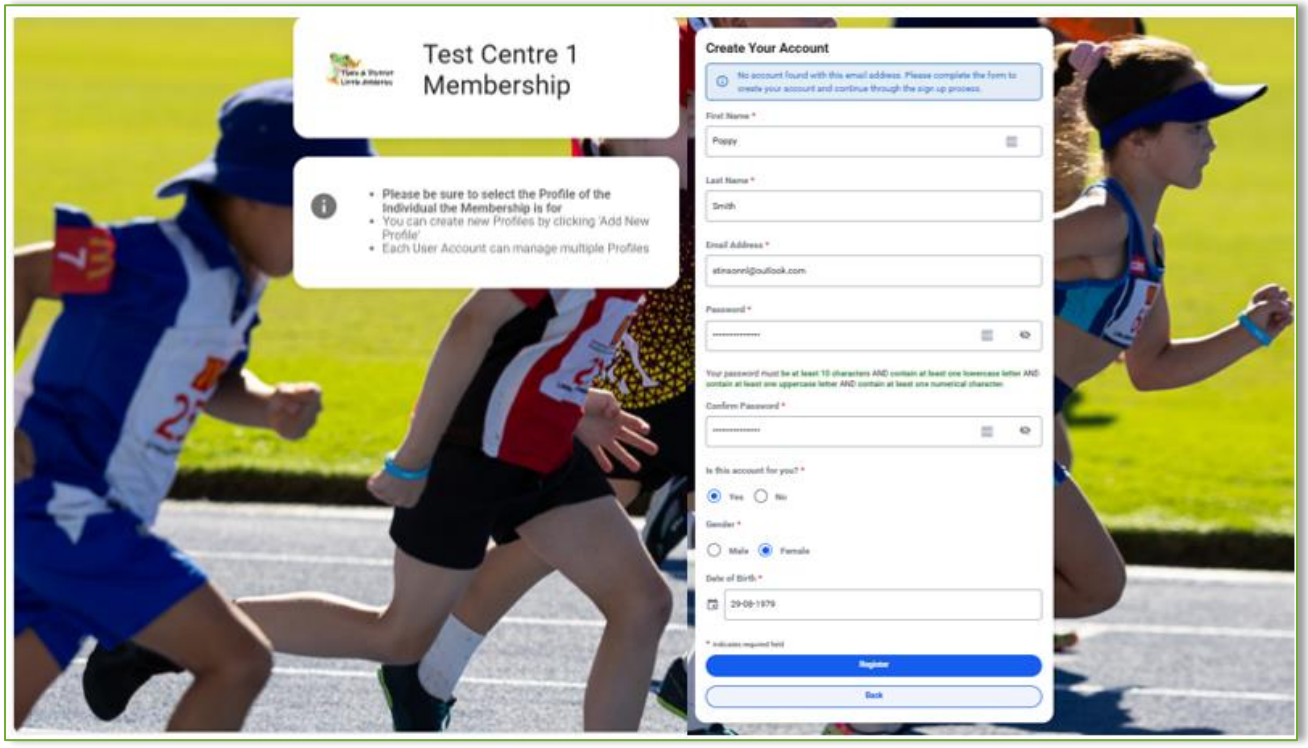
The Registration Home page will display the Name and Logo of Little Athletics Centre, a message from your Centre and the Get Started box.



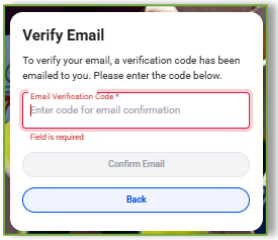
Creating your Account

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**



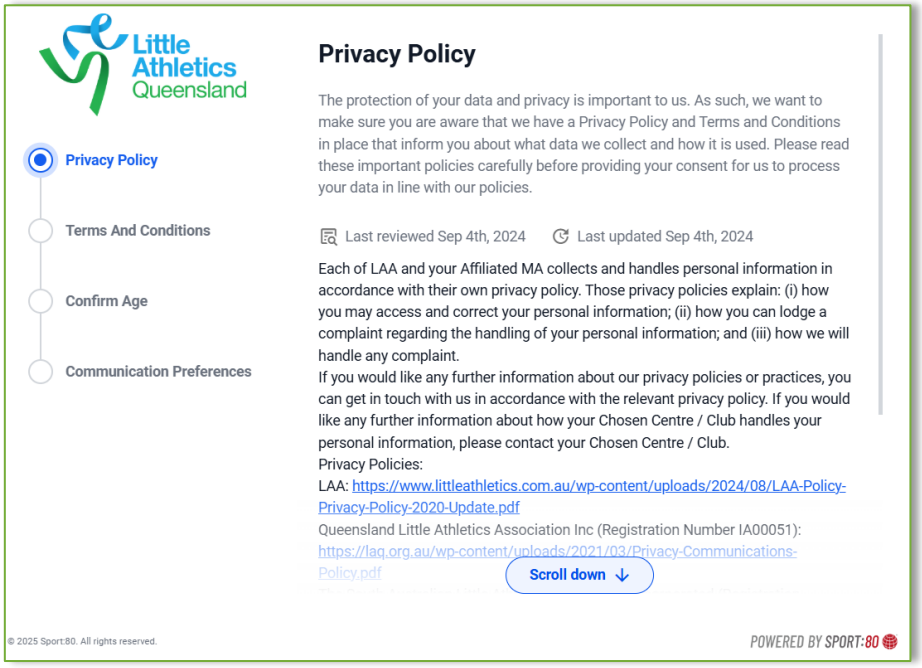
5. The Verify Email box will appear



6. Navigate to your **email inox** > 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

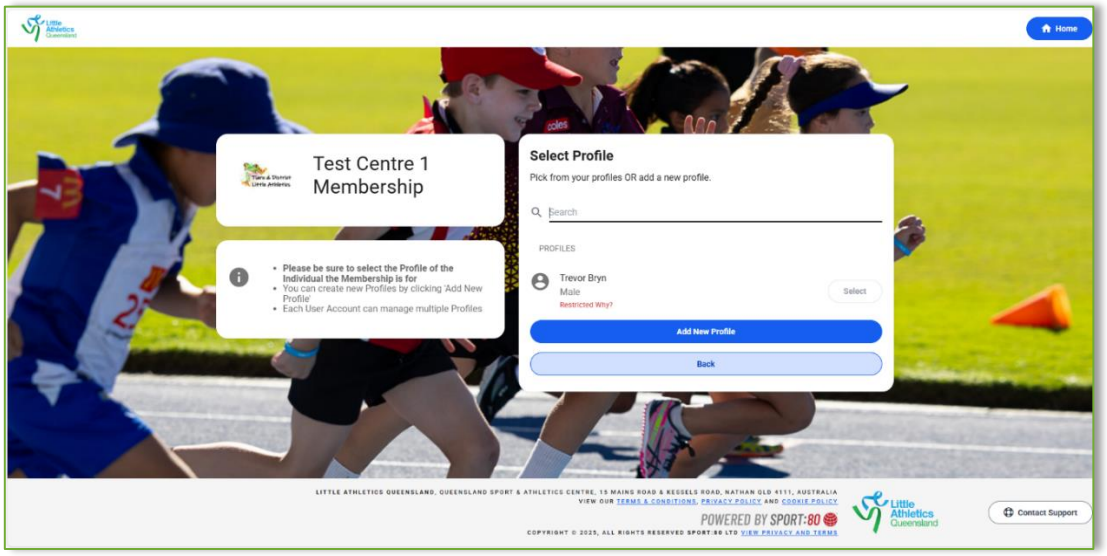


1. Read through **Privacy Policy**
2. Policy Agreement:
    a. If you do not agree > Select **I decline**
    b. If you agree > Select **I agree**
3. Read through **Terms and Conditions**
4. Terms and Conditions Agreement:
    a. If you do not agree > Select **I decline**
    b. If you agree **>** Select **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

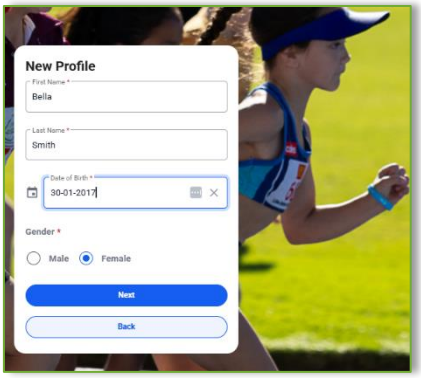
Now that you've created your account, you'll see an option to "Select Profile" or "Add Profile."



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

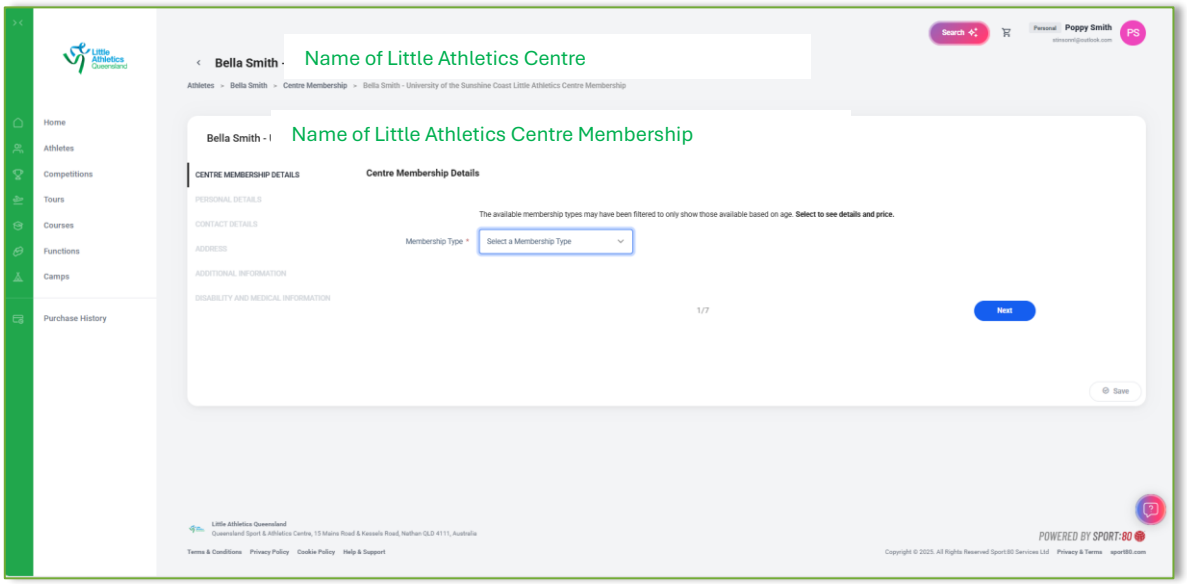
Are you registering multiple Athletes > Navigate to Family Memberships instructions

Membership Options (Registration of One Athlete)

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

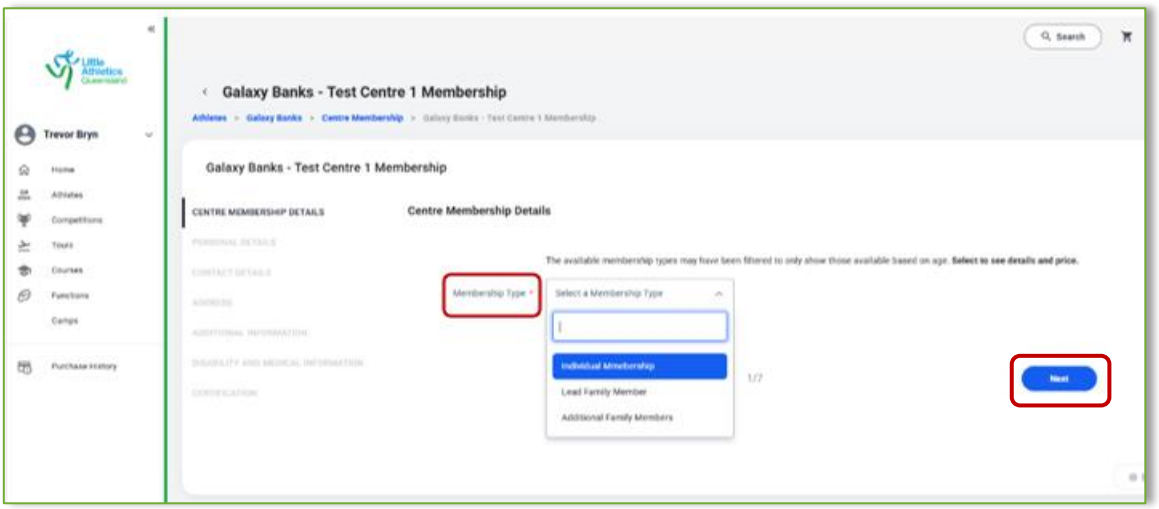
You will need to complete the following:

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



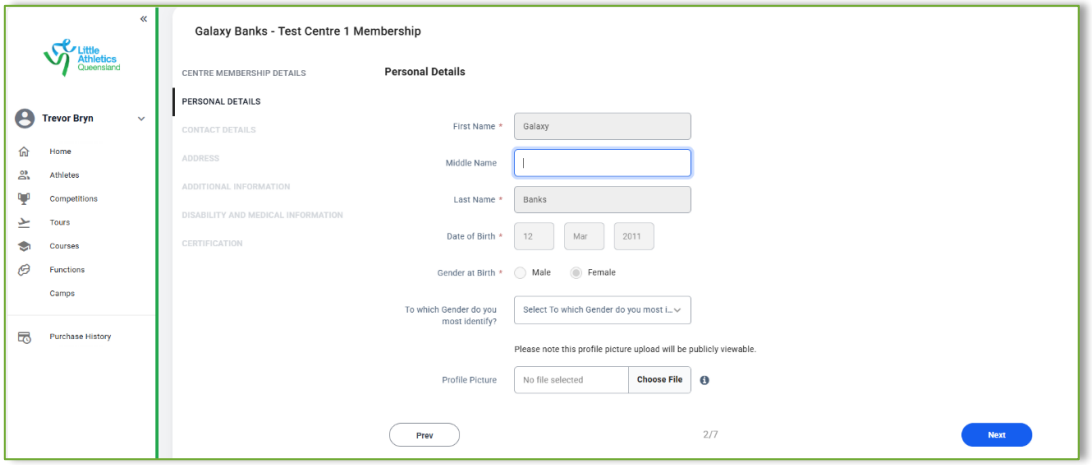
To Complete Centre Membership Details:

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



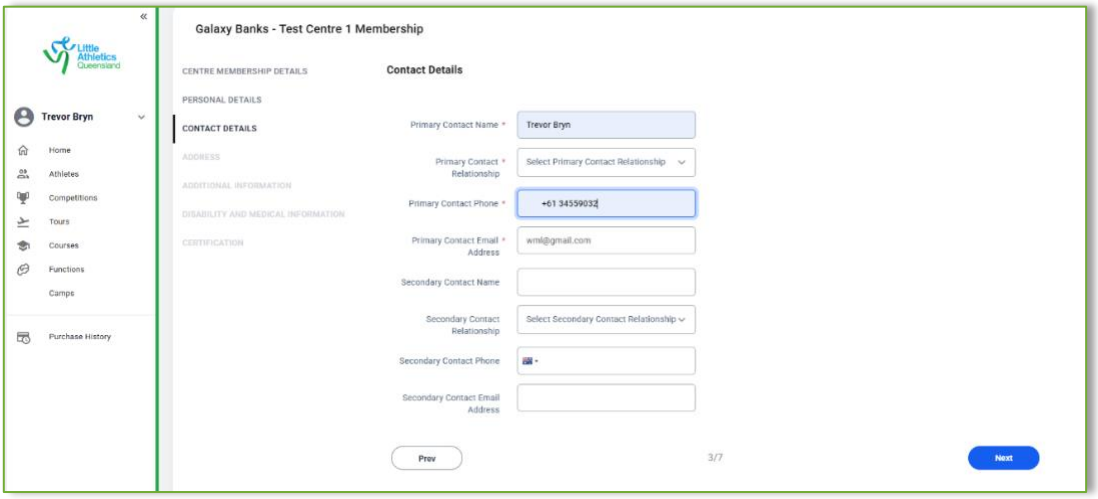
To Complete Personal Details:

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**



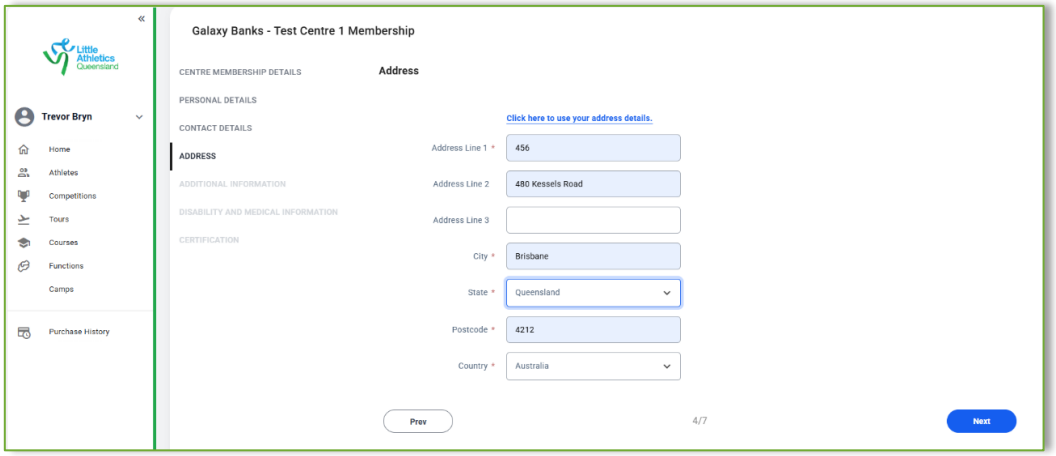
To Complete Contact Details:

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**



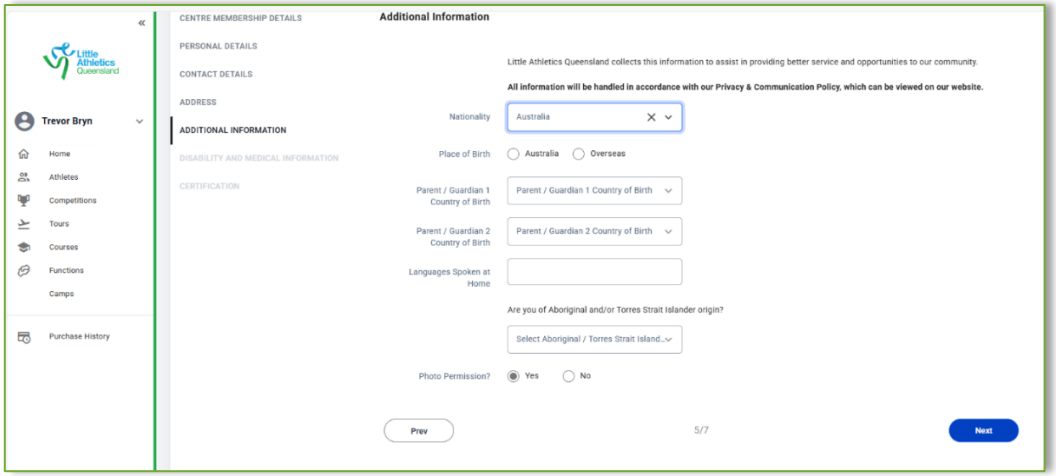
To Complete Address Details:

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**



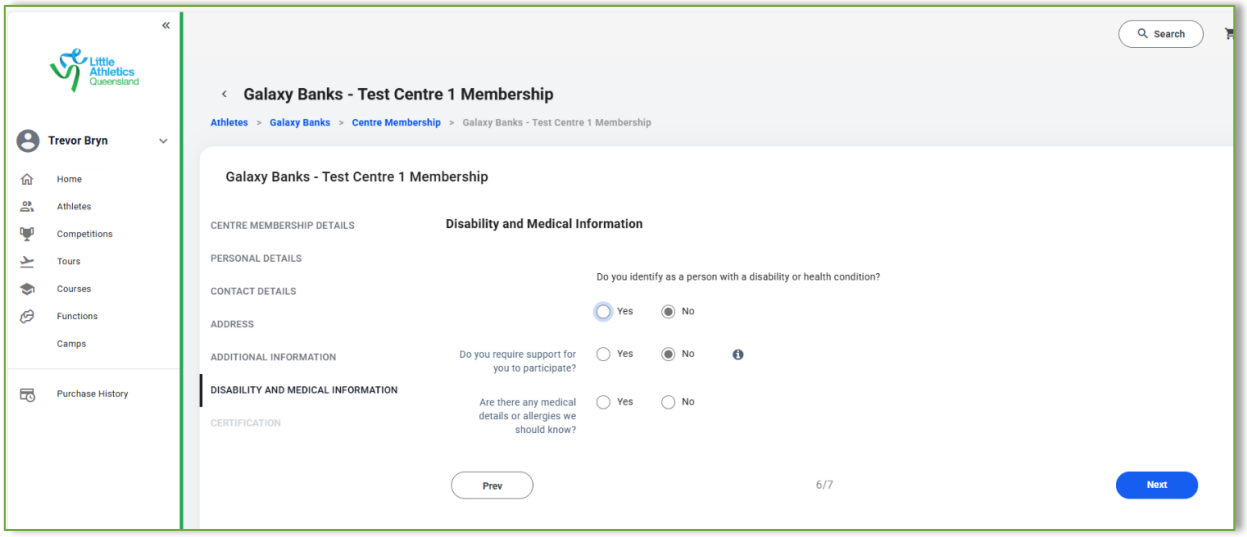
To Complete Additional Information:

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**



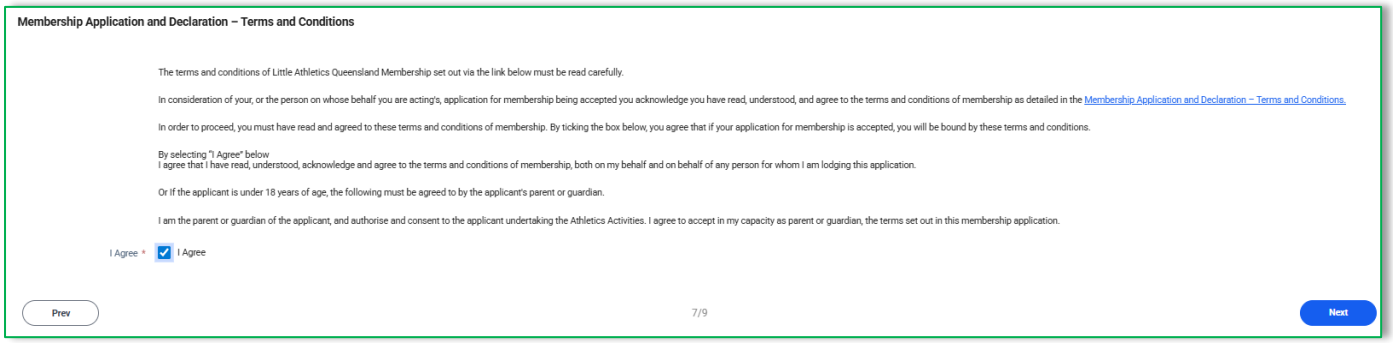
To Complete Disability and Medical Information:

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**



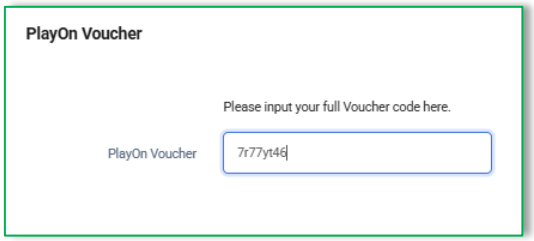
To Complete Membership Application and Declaration – Terms and Conditions:

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



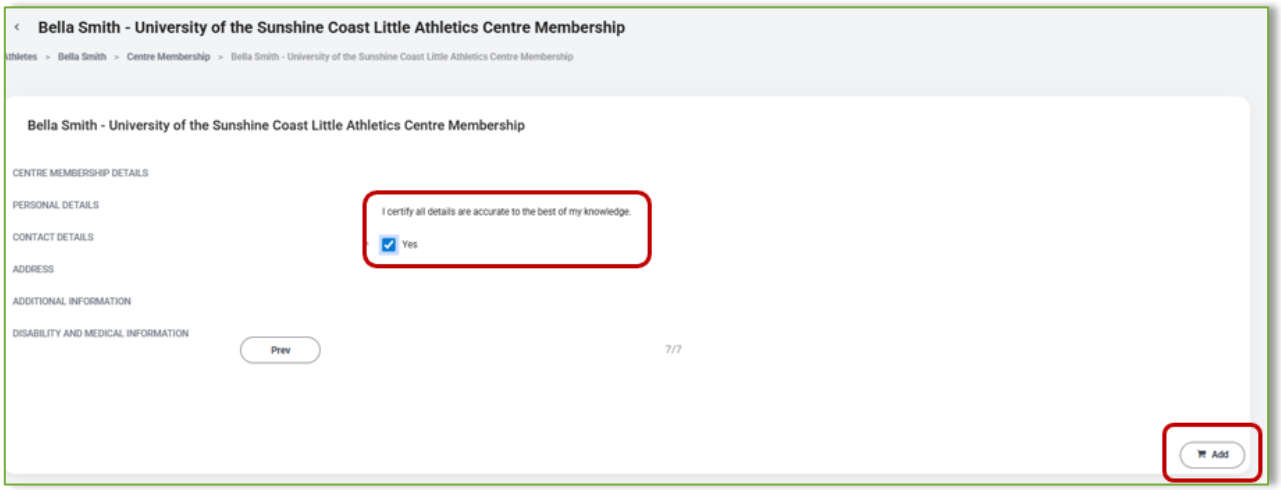
To Complete PlayOn Voucher:

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



To Complete Certification:

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



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.

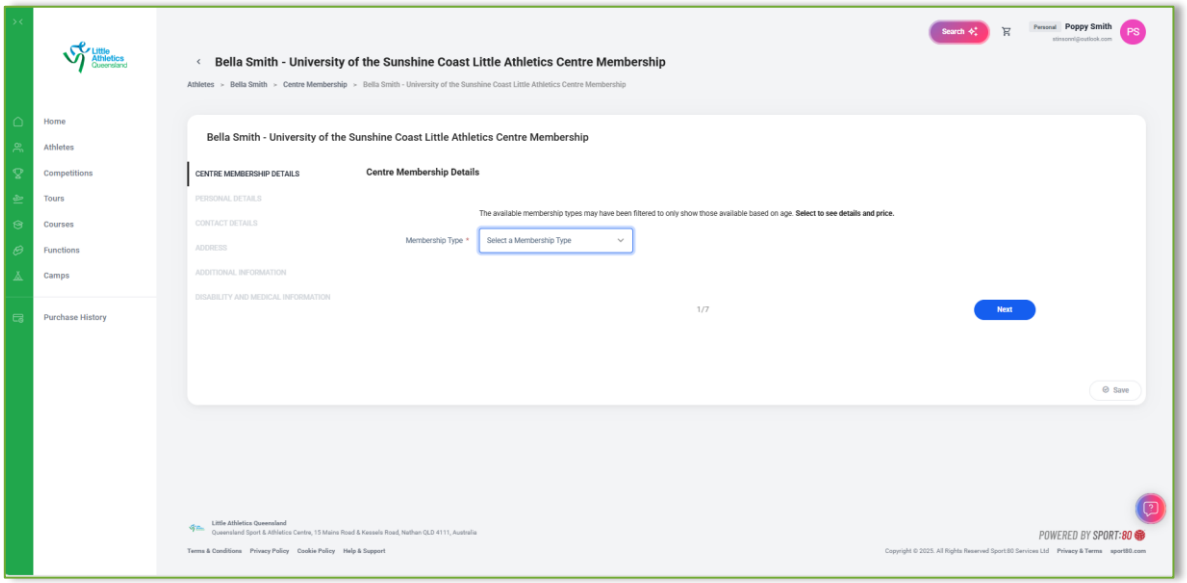
Start by registering the oldeset athlete first. They will be known as the **Lead Family Member**. Once you have a Lead Family member, you will be able to register all remaining athletes.

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.

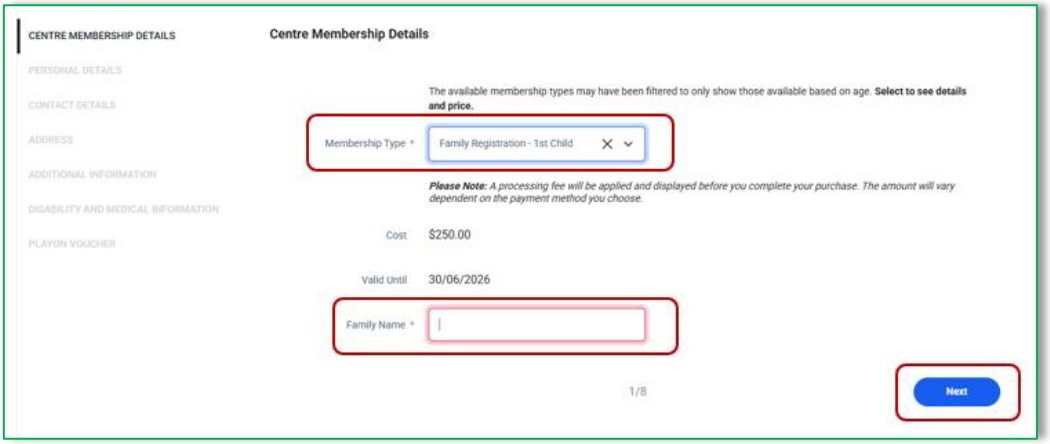
To Register your Lead Family Member you will need to complete the following:

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



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**

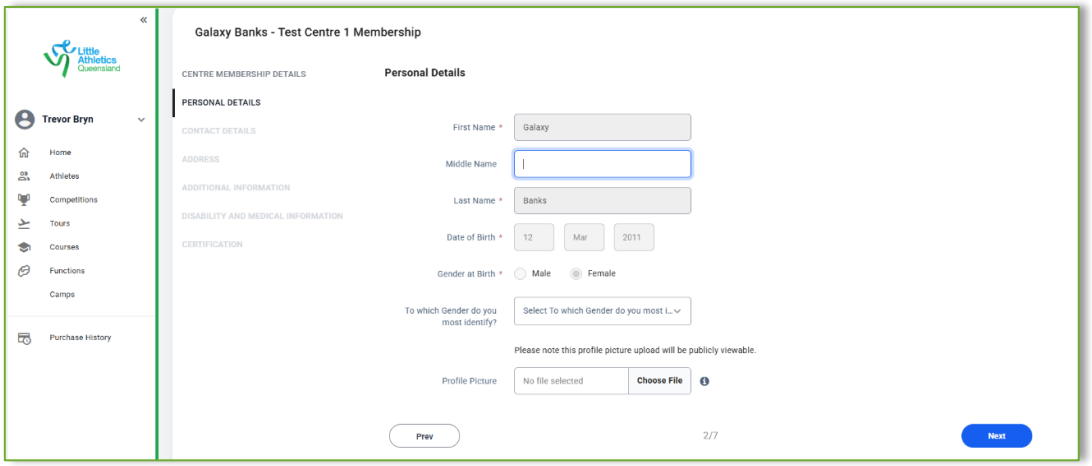


To Complete Personal Details: (for your first Athlete)

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**

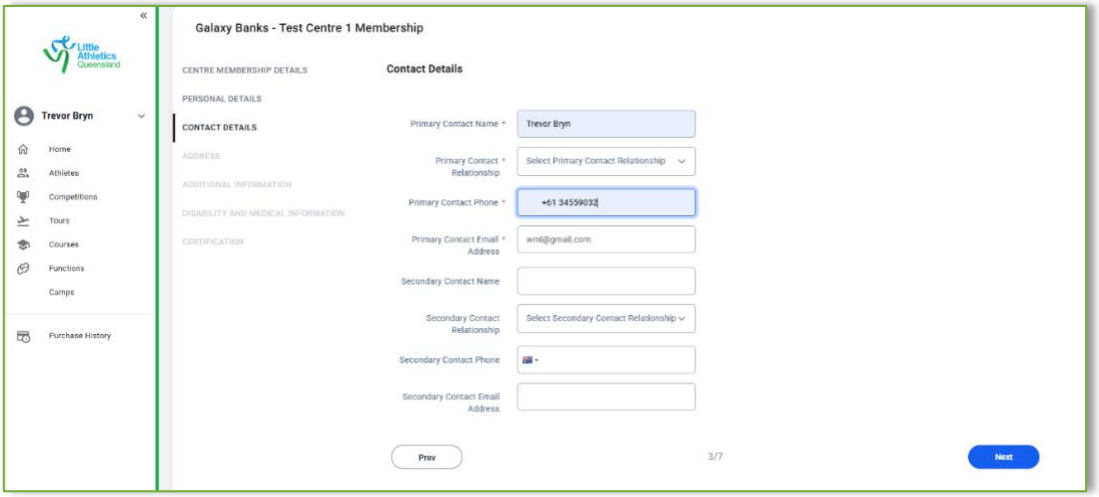


To Complete Contact Details:

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**

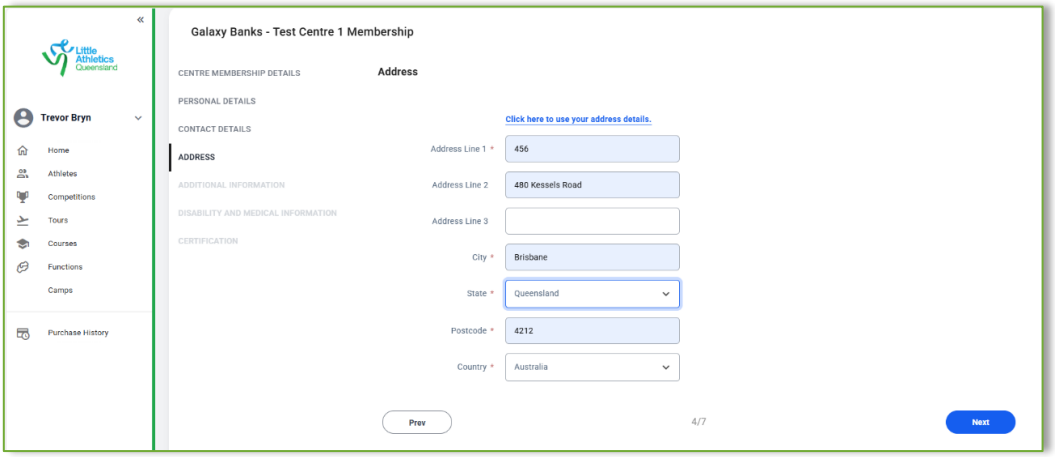


To Complete Address Details:

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)

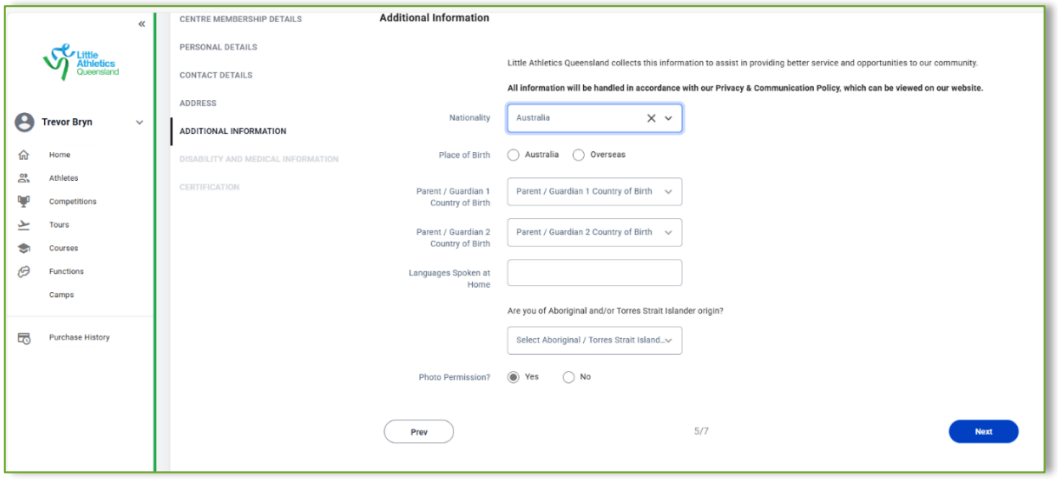
2 Select **Next**



To Complete Additional Information:

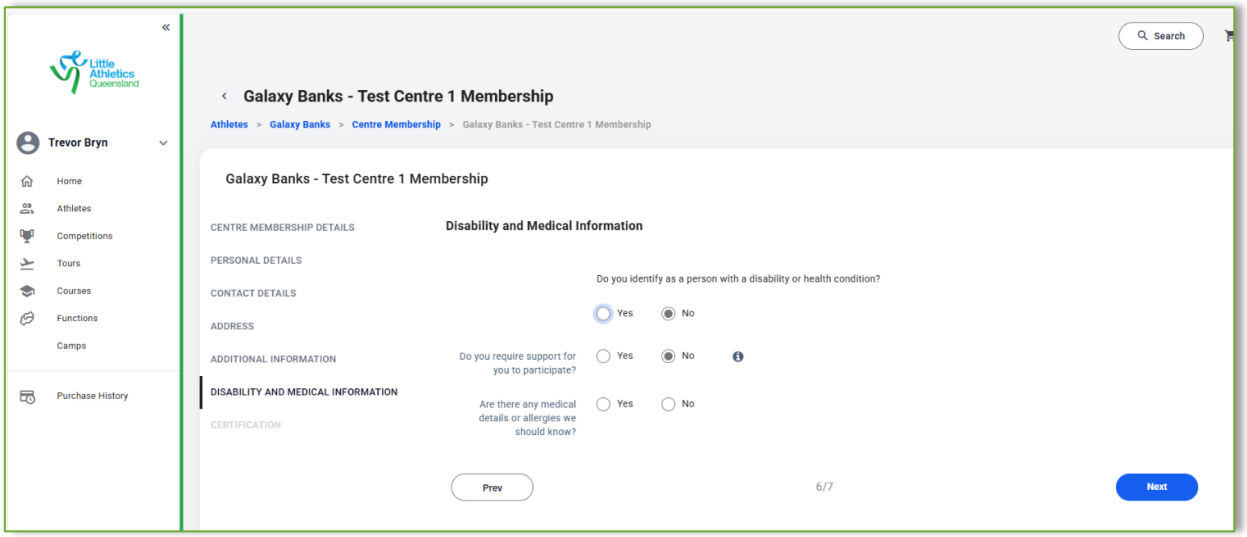
1. Follow the on-screen flow completing the following information:
    a. Nationality (optional)
    b. Place of birth (optional)
    c. Language spoken at home (optional)
    d. Photo Permission (recommended)
    e. Allow Registered Person's Name to be Published Online? (recommended)
    f. How did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

2 Select **Next**



To Complete Disability and Medical Information:

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**

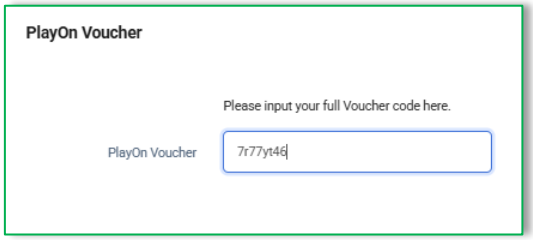


To Complete Membership Application and Declaration – Terms and Conditions:

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

To Complete Playon Voucher:

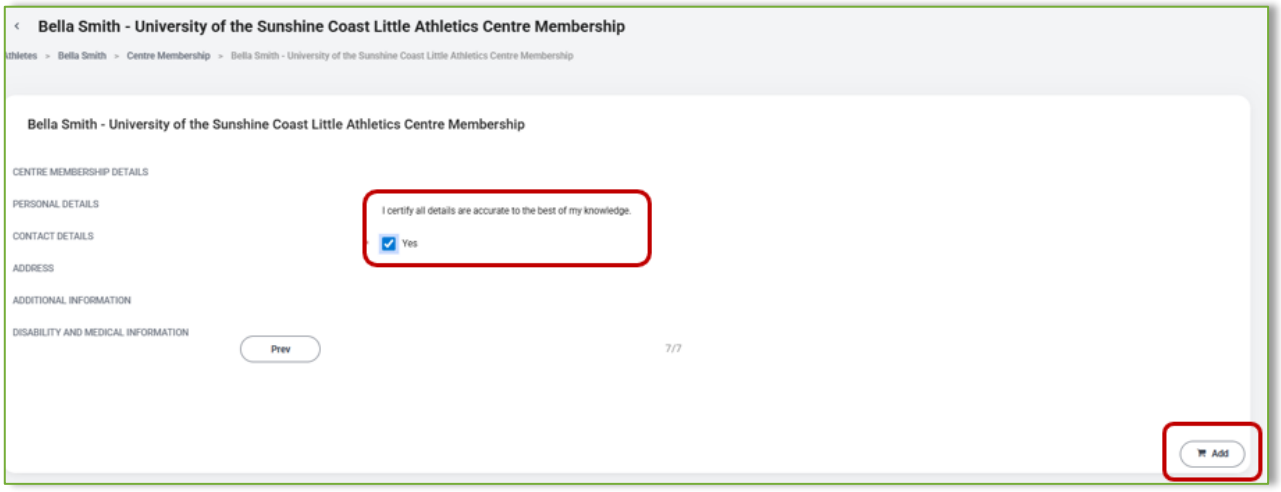
1. Enter play on voucher number into the PlayOn Voucher field
2. Click **Next**



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

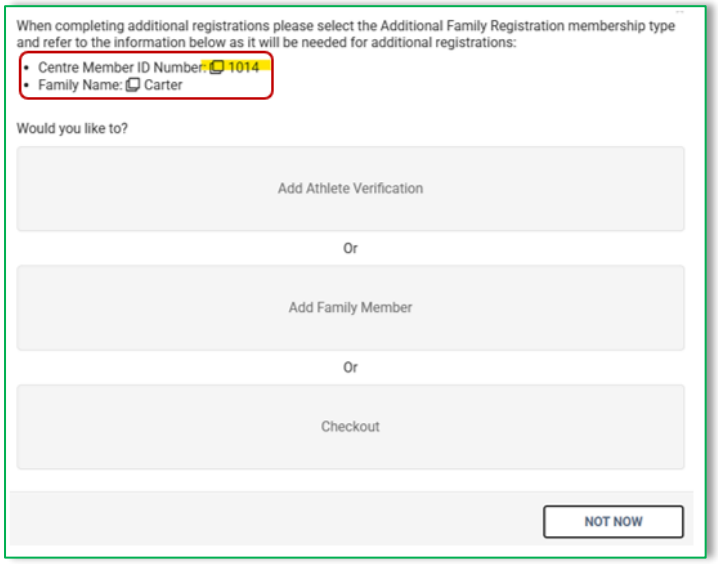
To Complete Certification:

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



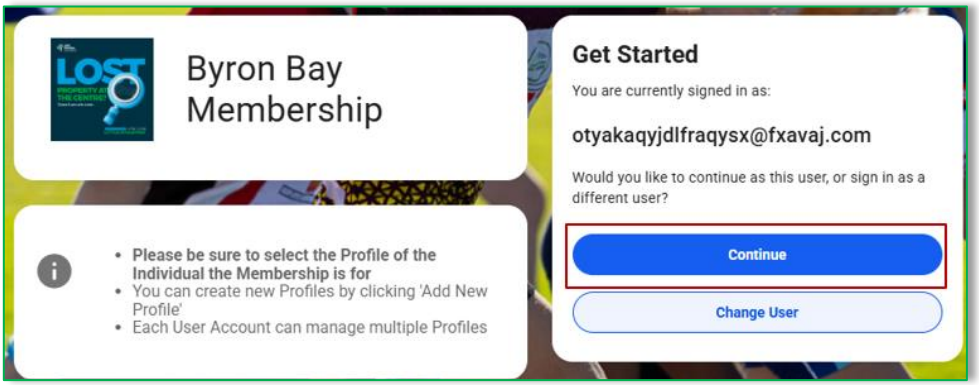
To add a 2nd Athlete

1. Click **Add Family Member**

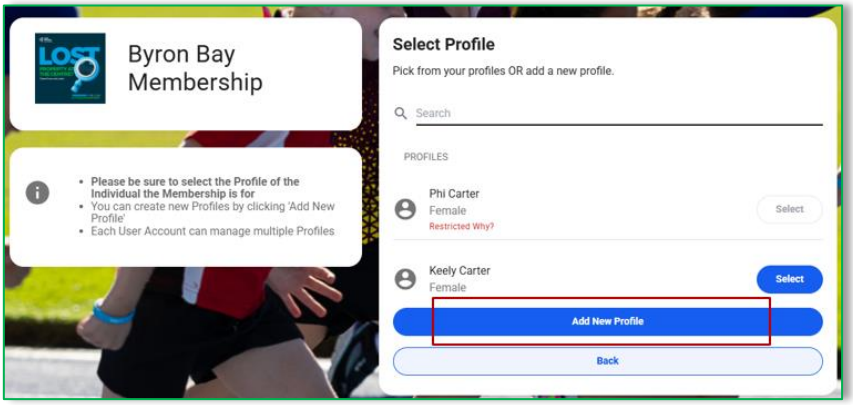


IMPORTANT – Please write down your Centre Membership ID Number, you will need this further on in the registration process

2. Select **continue**



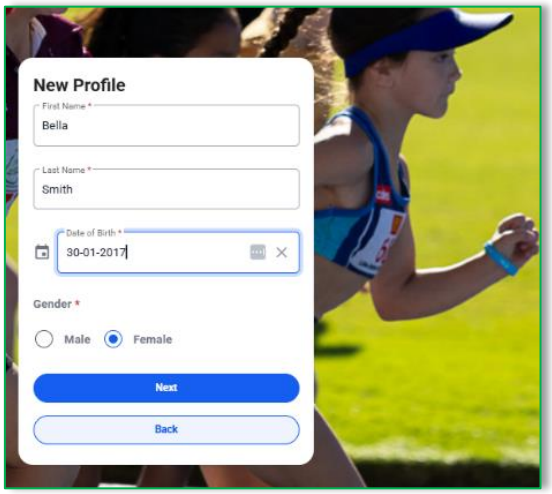
3. Add **Additional Athlete** to the Membership Option
   a. If adding an existing member > Click **Select** Next to Name and navigate to: *To Complete Centre Membership Details instructions*
   b. If adding new member > Select **Add New Profile**



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

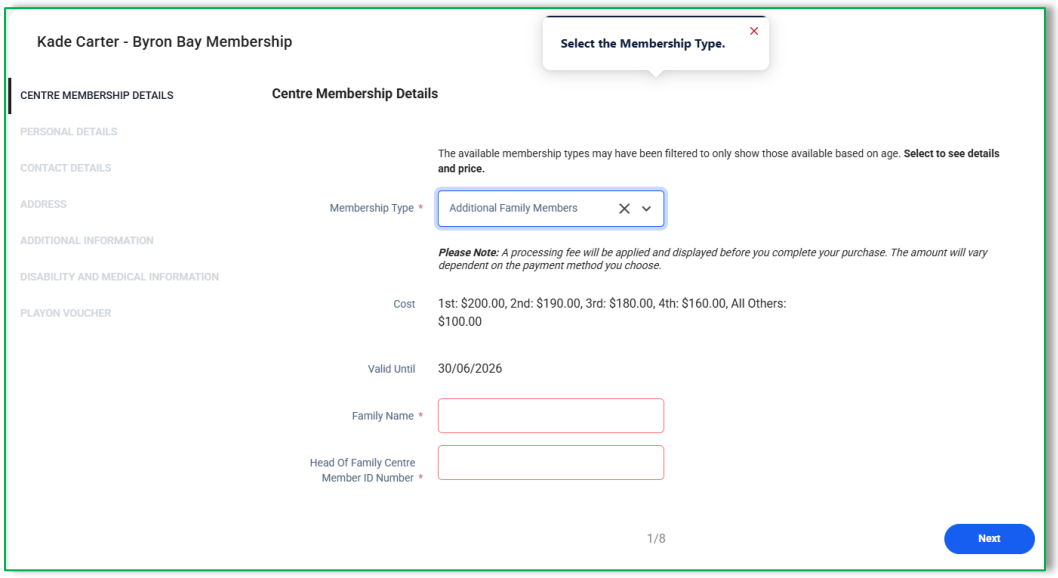
1. Complete the **New Profile form** filling in all mandatory fields:
    a. First Name
    b. Last Name
    c. Date of Birth
    d. Gender

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



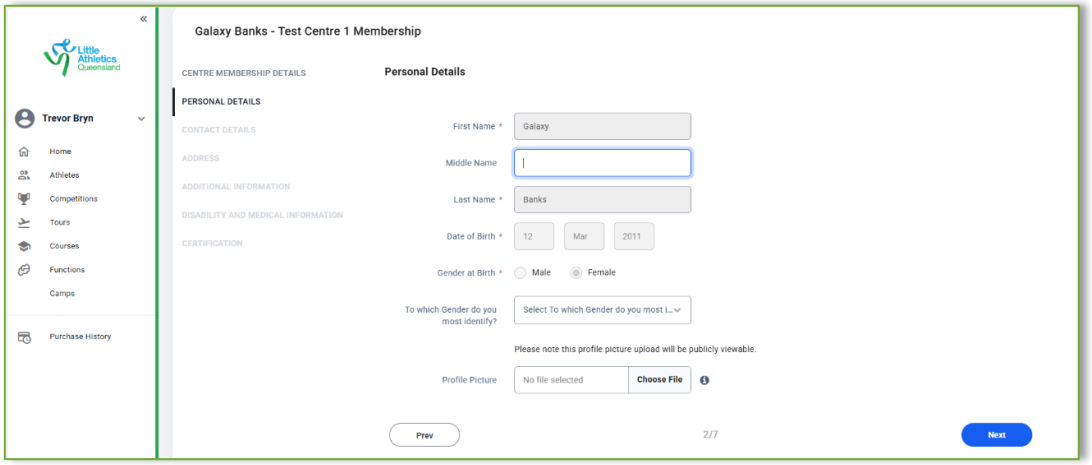
To Complete Centre Membership Details:

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



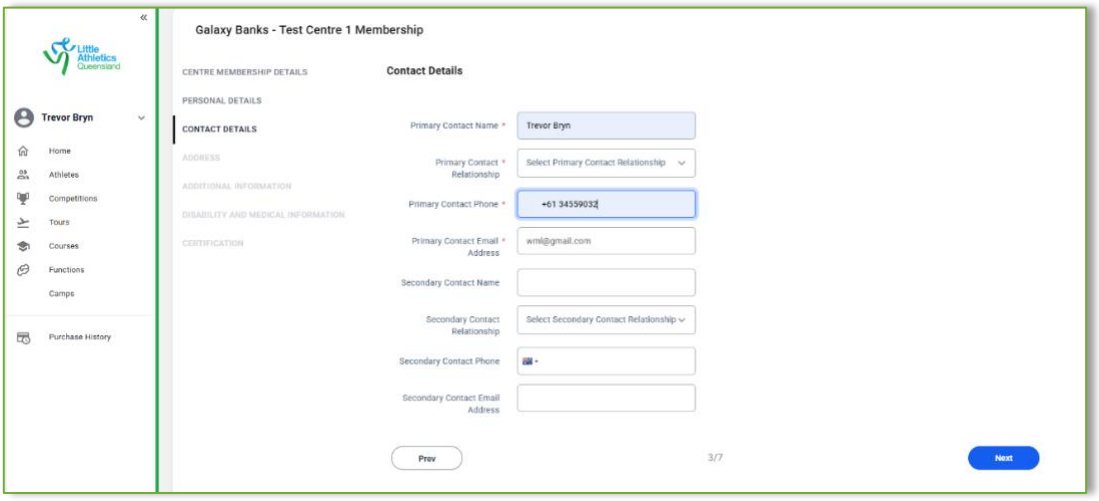
To Complete Personal Details: (for your first Athlete)

3. 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)
4. Select **Next**



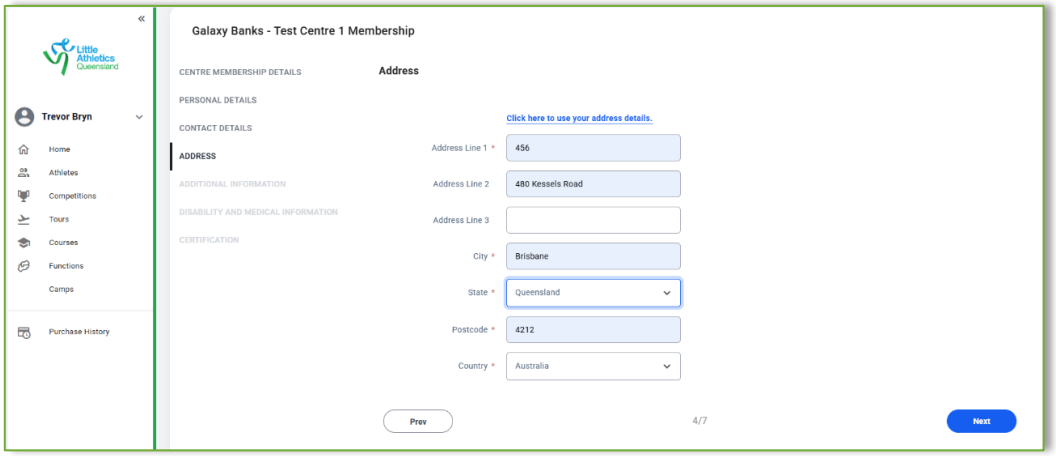
To Complete Contact Details:

3. 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)
4. Select **Next**



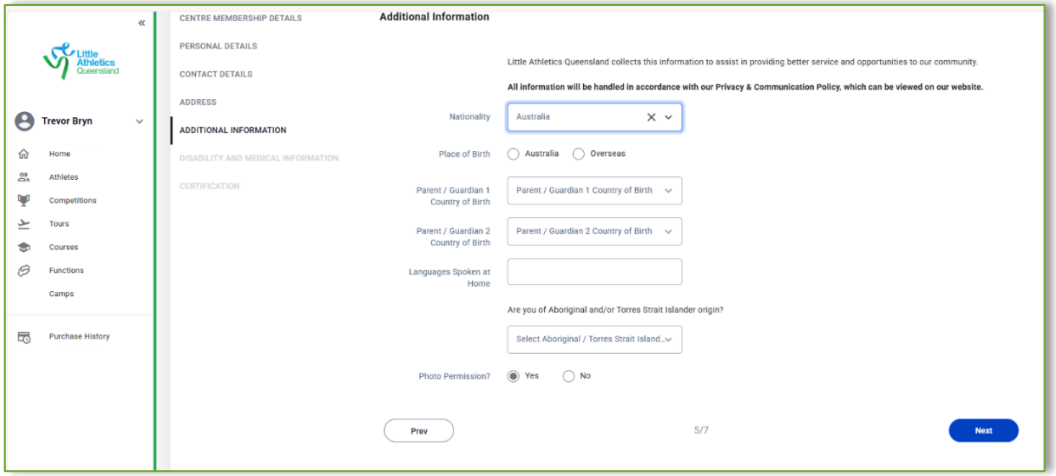
To Complete Address Details:

3. 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)
4. Select **Next**



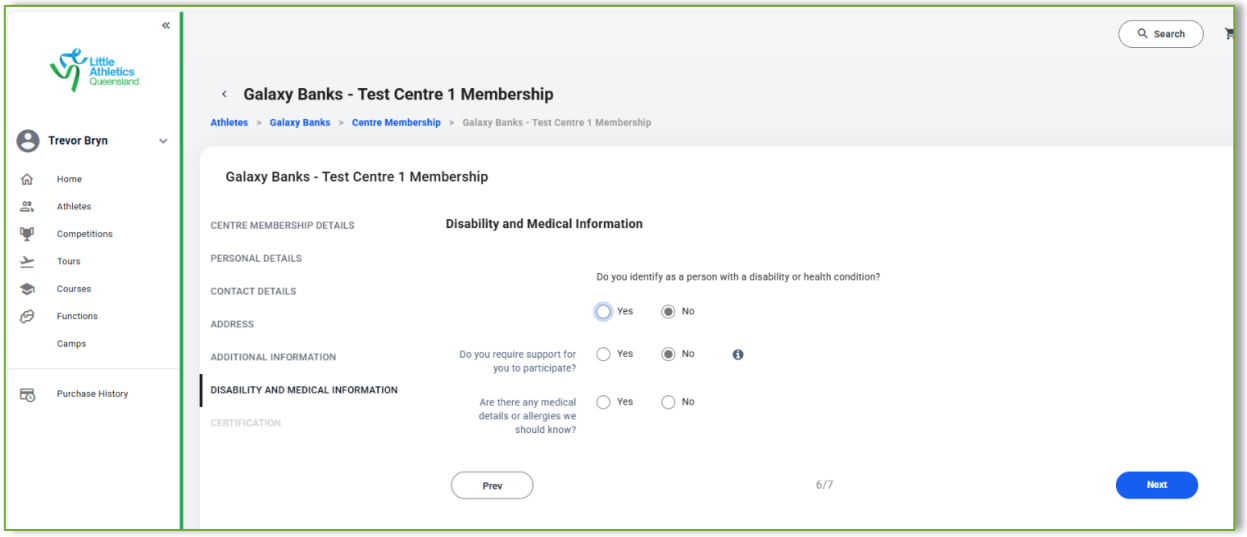
To Complete Additional Information:

3. 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)
4. Select **Next**



To Complete Disability and Medical Information:

5. 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
6. Select **Next**

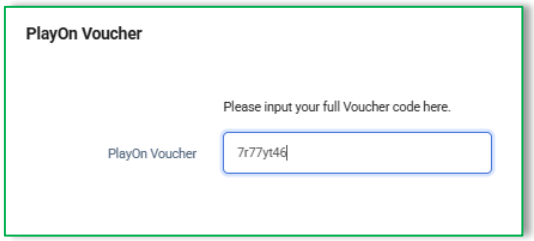


To Complete Membership Application and Declaration – Terms and Conditions:

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

To Complete Playon Voucher:

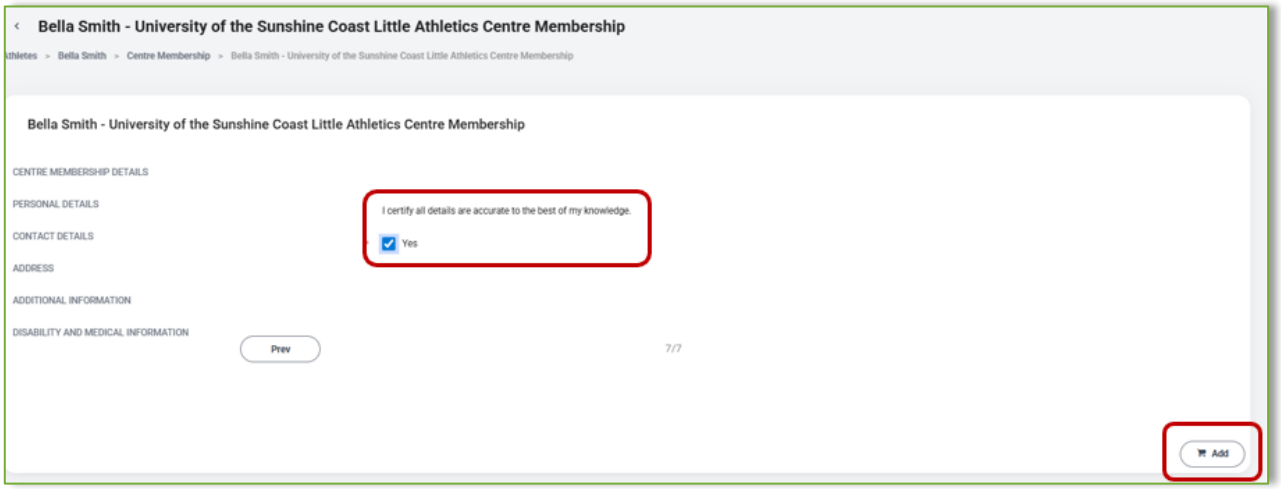
1. Enter play on voucher number into the PlayOn Voucher field
2. Click **Next**



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

To Complete Certification:

7. Tick **Yes** to certify all details are accurate to the best of my knowledge
8. 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

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:

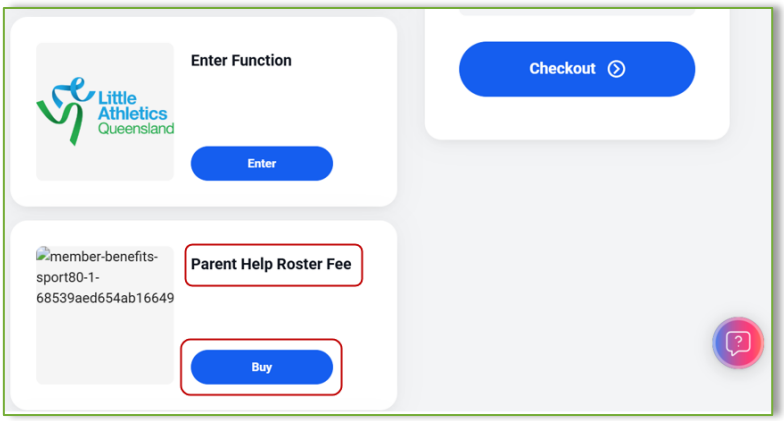
- **Additional Item screen** – This is where you will add on any parent helper levies (where applicable) and check all items in your cart are correct
- **Checkout screen** – This is where you will complete all of the billing information
- **Payment screen** – This is where you will enter your payment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

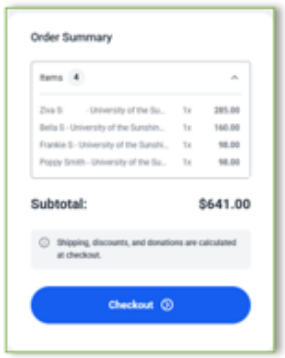
To Add Parent Levy:

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

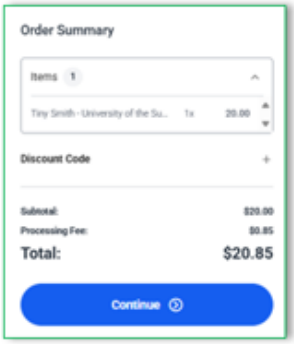


2. Using the **Order Summary** > Check all items in your cart are correct
3. Click **Checkout**

Example without voucher applied



Example with voucher/s applied

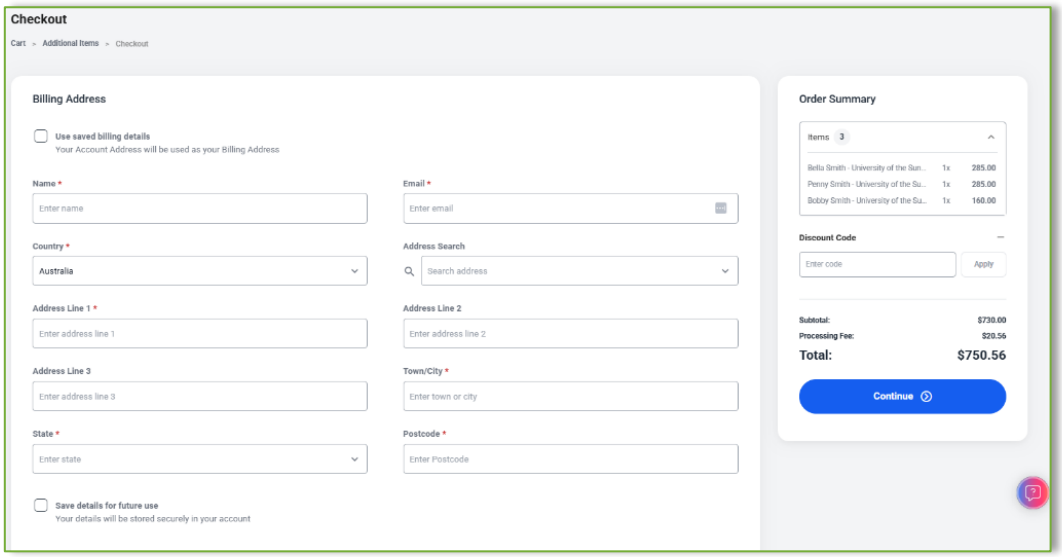


Checkout Screen > Preparing for payment:

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

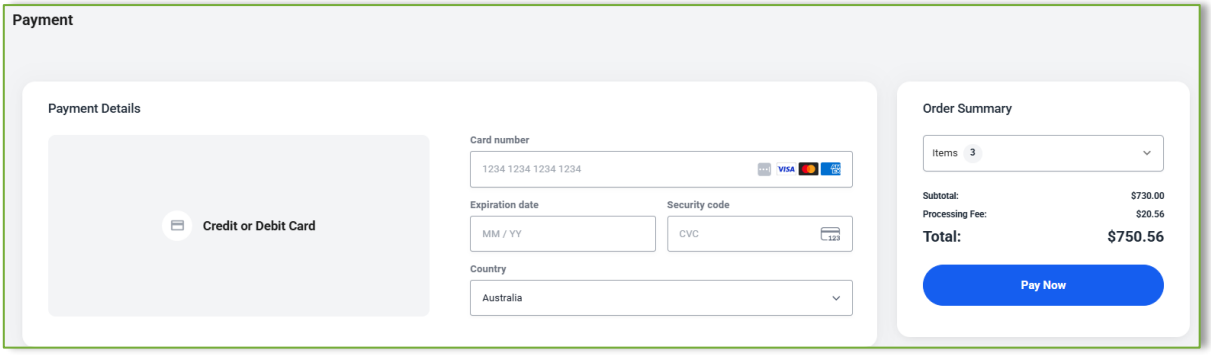
1. Complete the billing address information
2. Click **Continue**

Example Checkout Screen



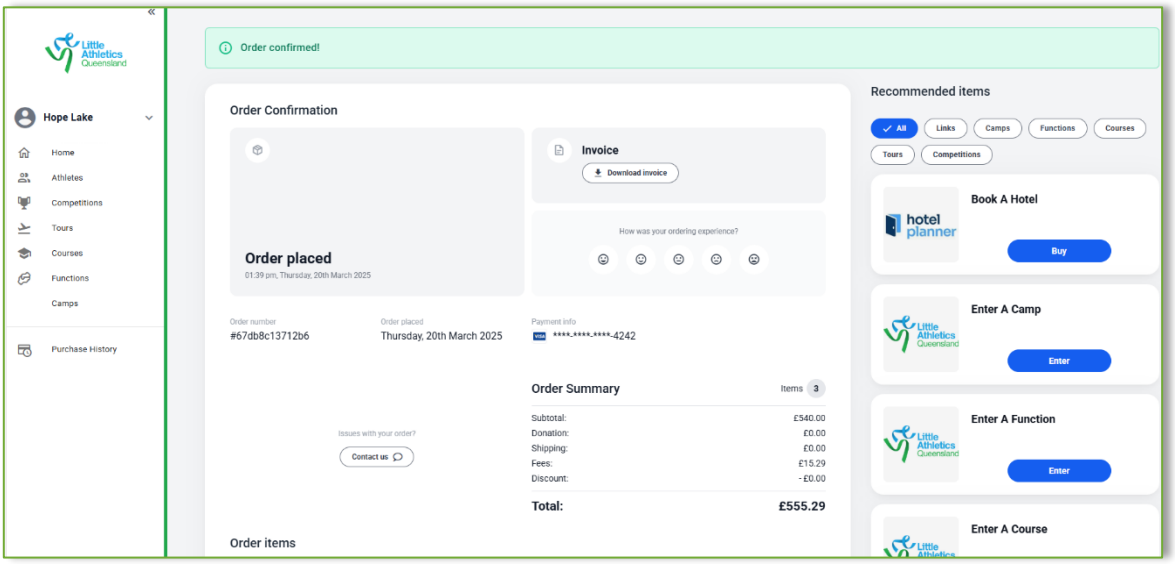
To finalise payment:

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



Payment Confirmation

Once payment has been processed you will receive a confirmation.



Congratulations 🎉

You've successfully registered your athlete(s) — 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

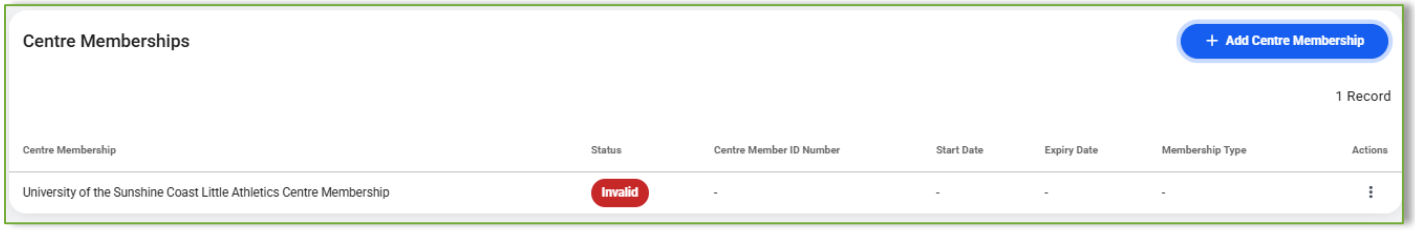
✅ Visit Your Centre Website

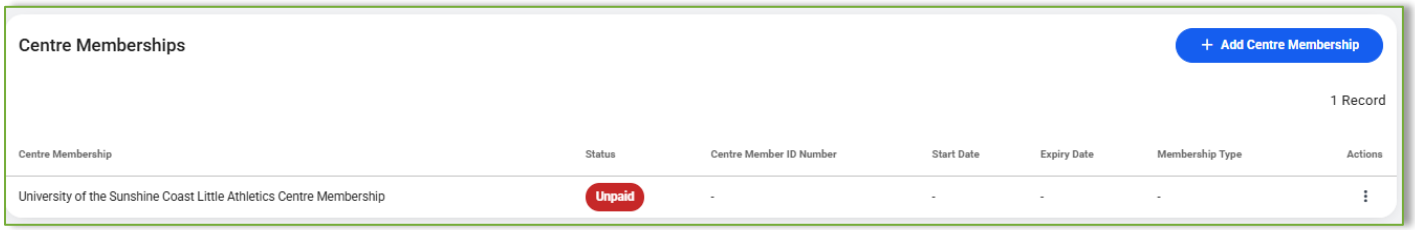
For full season information, visit your Centre Website

Understanding Incomplete Registrations

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

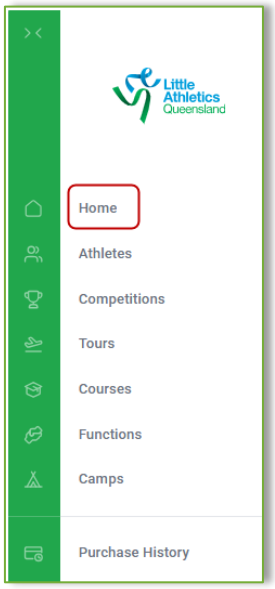
- **Invalid** – This means you haven't finished all the steps in the registration process. Please go back and complete any missing information.
- **Unpaid** – This means you've completed all the steps, but your registration isn't final until payment is made. Please proceed with payment to finish your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



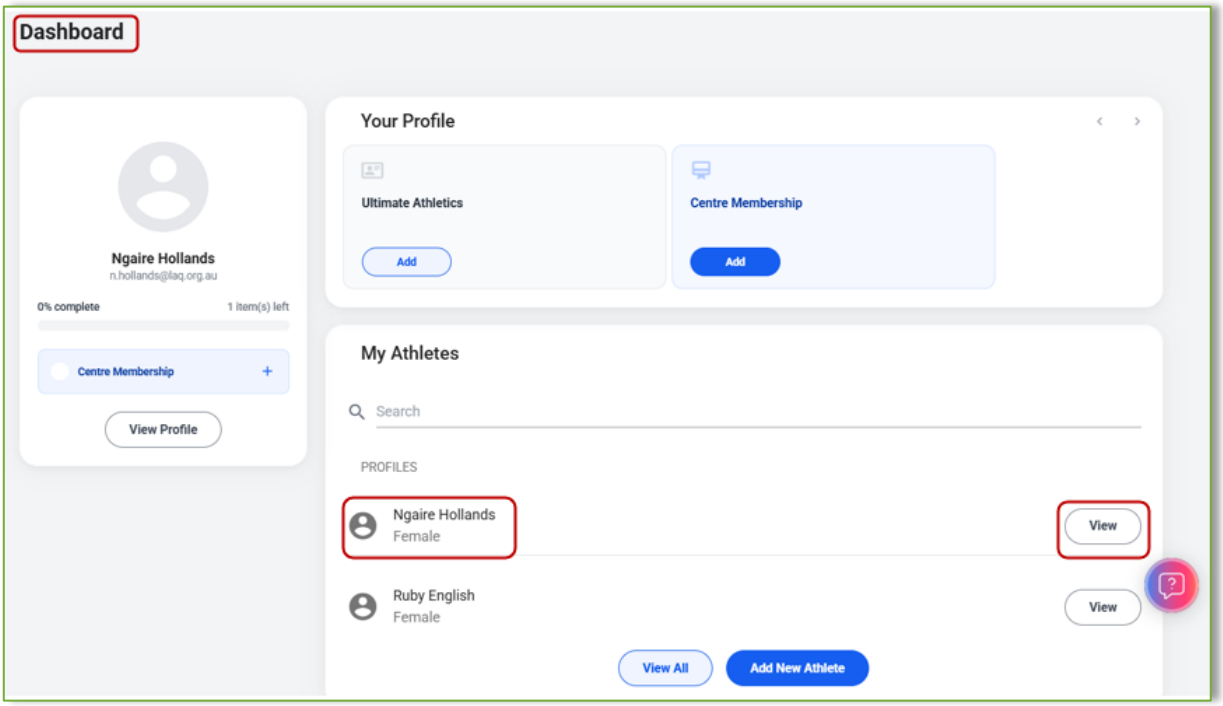


To complete your registration:

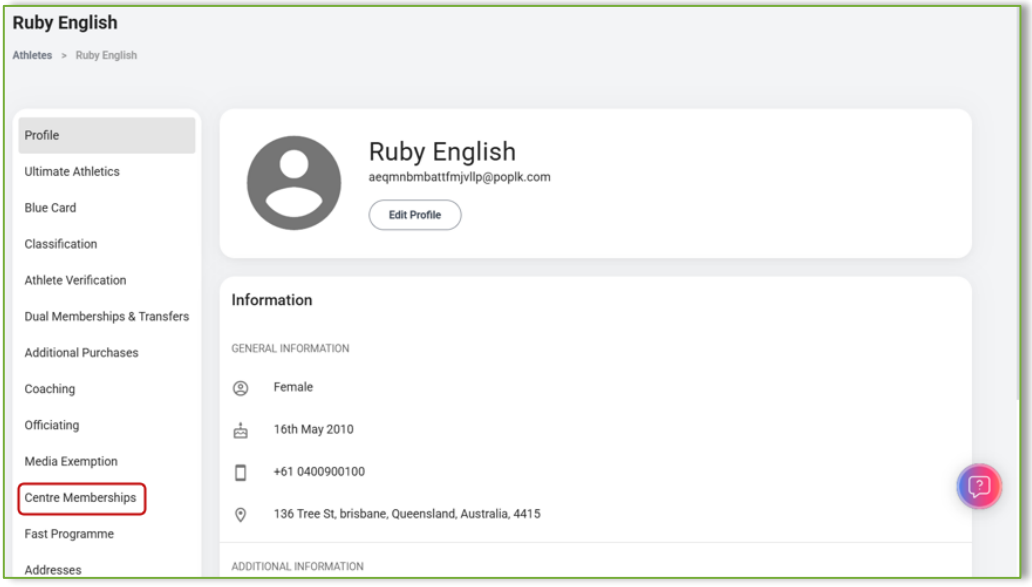
1. Using left hand side menu > Click on **Home**



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

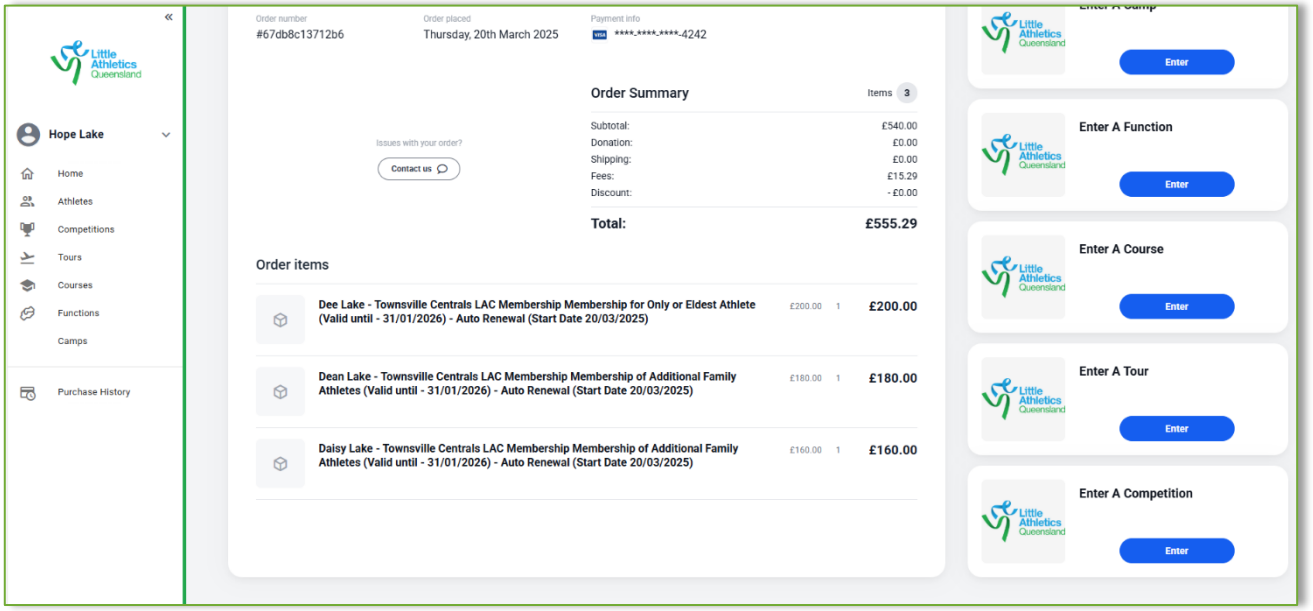


1. The Athlete Profile will now be displayed
2. Using the **Centre Menu >** Click **Centre Memberships**



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