



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

Registration Guide


Returning Families and Athletes

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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

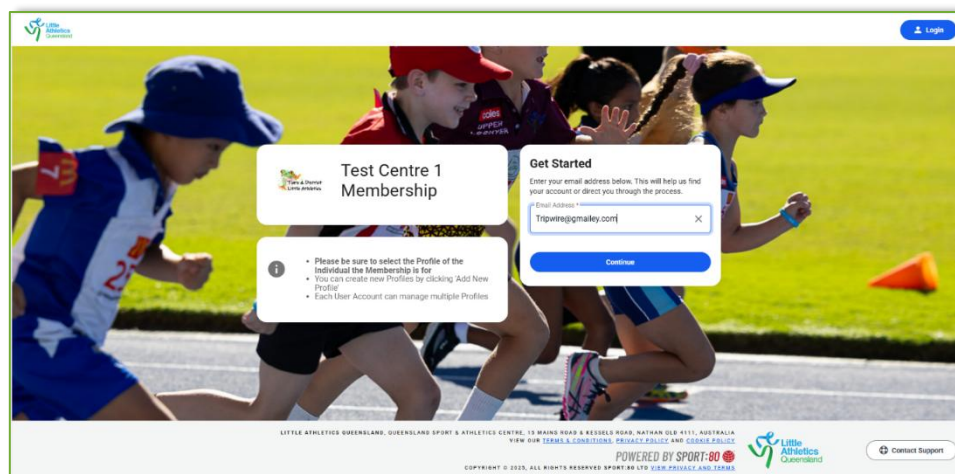
Getting Started

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.

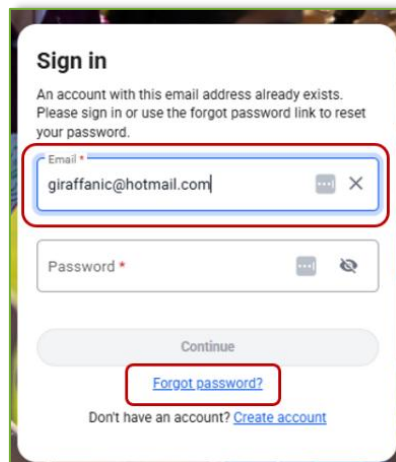


Sign into your account – Reset your Password

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

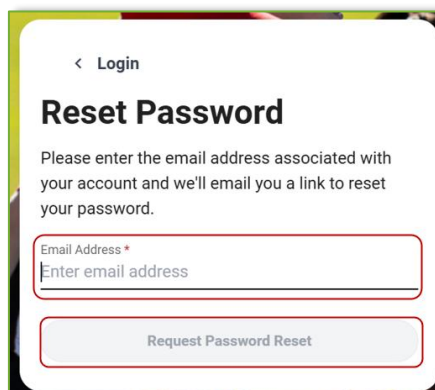
To reset your password:

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, it says 'Please enter the email address associated with your account and we'll email you a link to reset your password.' Below this 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

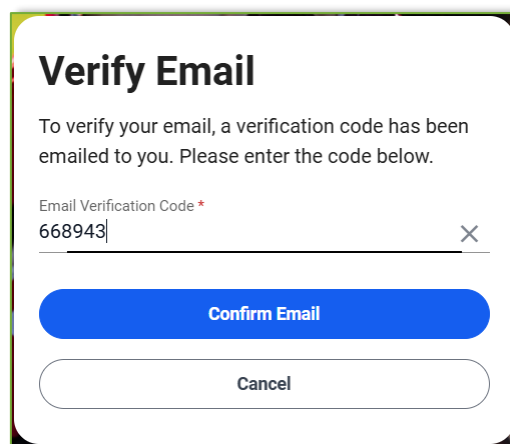
To Log in from your Centre Sport80 login home page

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**

A screenshot of a 'Verify Email' dialog box. The title is 'Verify Email'. Below the title, it says 'To verify your email, a verification code has been emailed to you. Please enter the code below.' There is a text input field labeled 'Email Verification Code *' with the value '668943' entered. To the right of the input field is a close button (X). Below the input field are two buttons: a blue 'Confirm Email' button and a white 'Cancel' button with a grey border.

Verify Email

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

Email Verification Code *

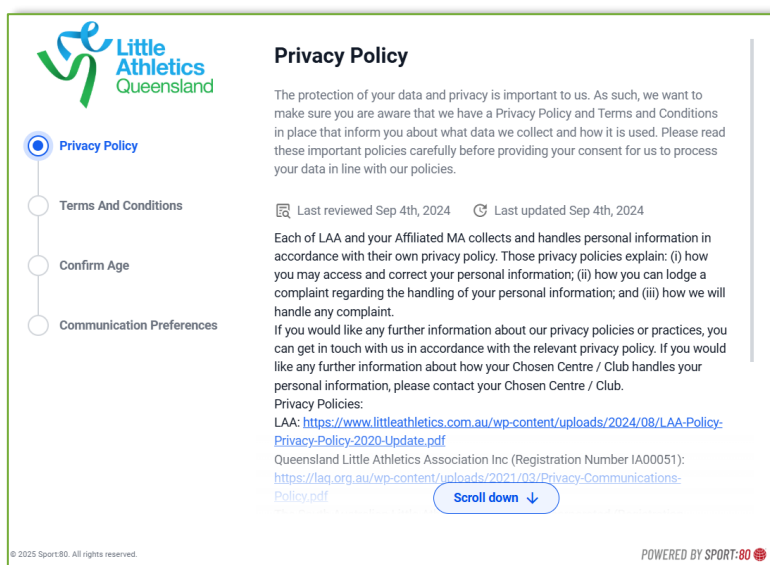
668943

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](#)

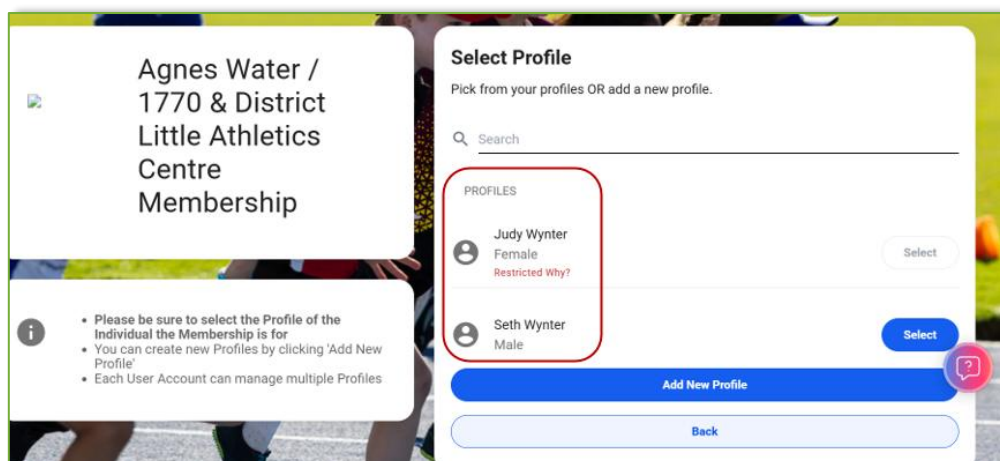
Athlete Selection

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

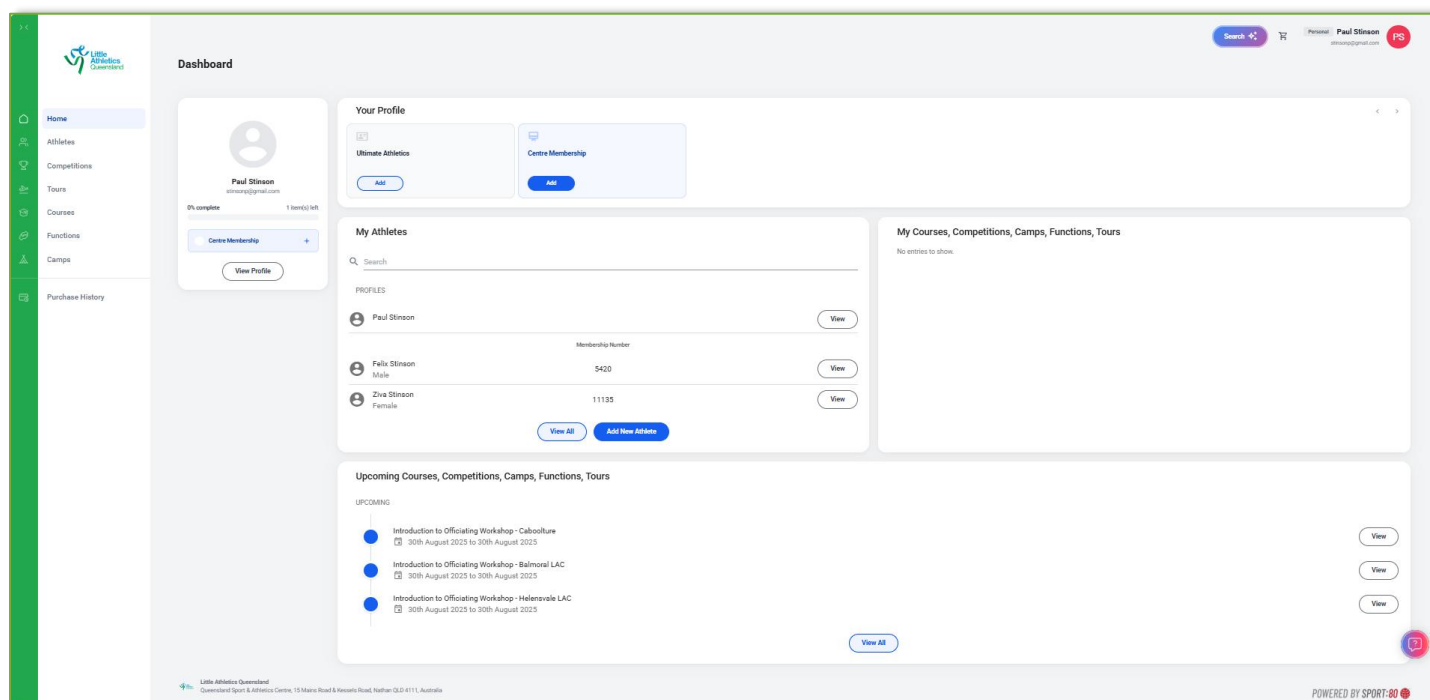
Select your first athlete screen



To select your first athlete:

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

Your profile screen

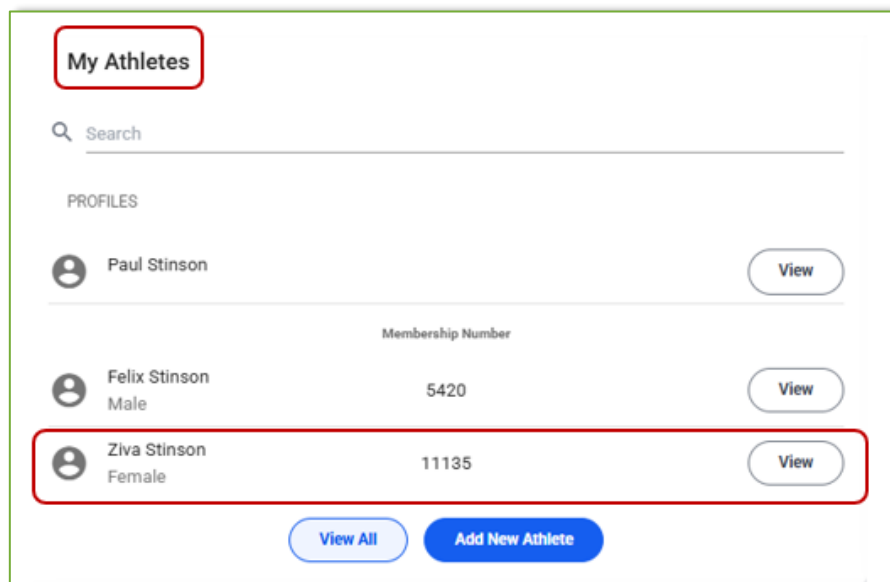


Begin the Registration Process

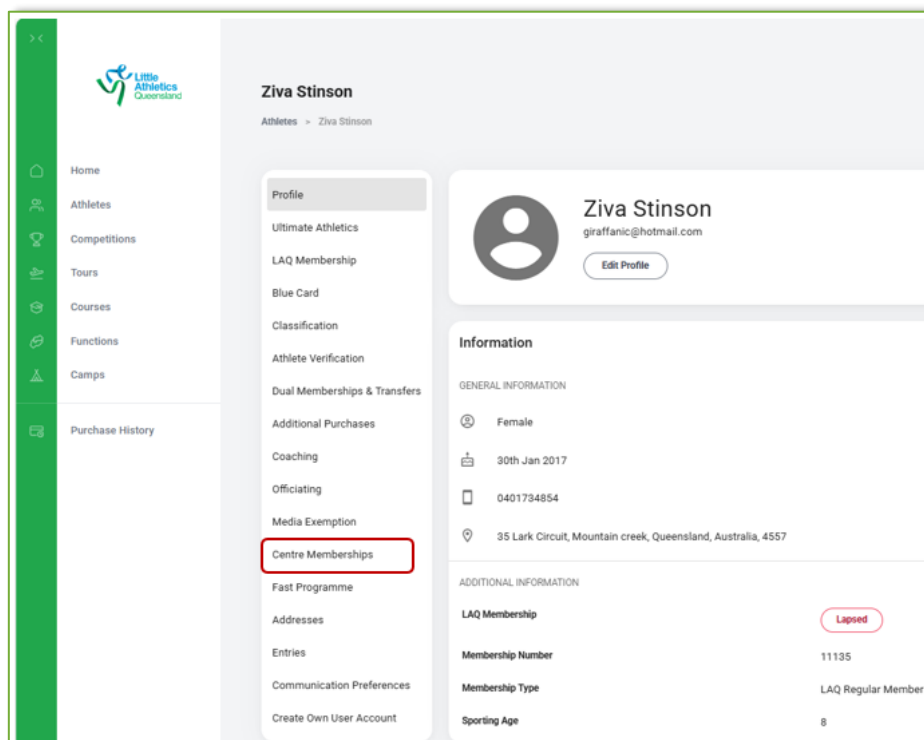
You should now be on **your** profile page.

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

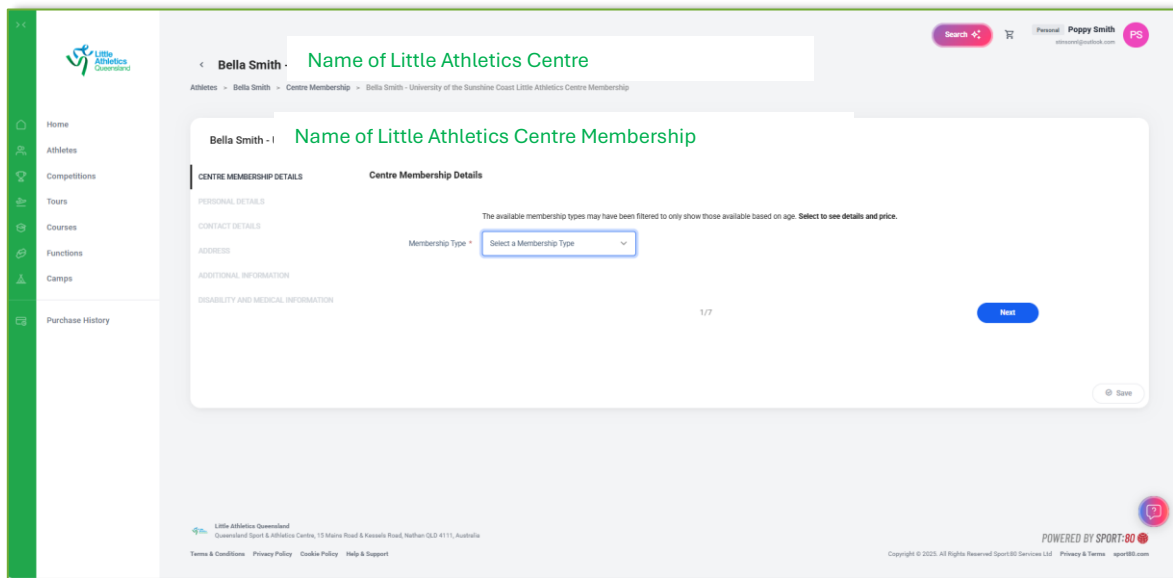


Are you Registering 1 Athlete > [Navigate to Membership Options \(1 Athlete\) instructions](#)
Are you registering multiple Athletes > [Navigate to Family Memberships instructions](#)

Membership Options (Registration of One Athlete)

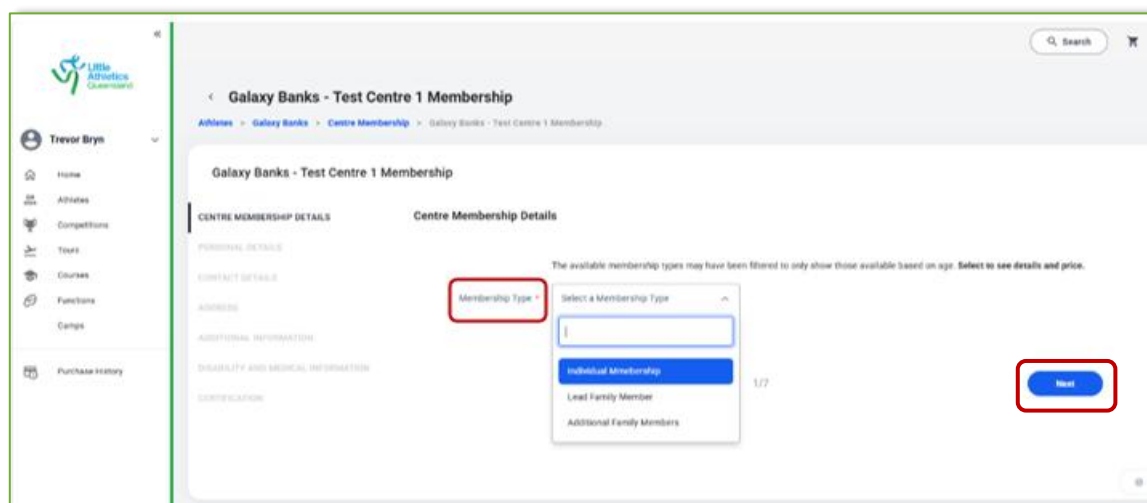
To start the registration process, you will need to complete the following:

- Centre Membership Details
- Personal Details
- Contact Details
- Address
- Additional Information
- Disability and Medical Information



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**

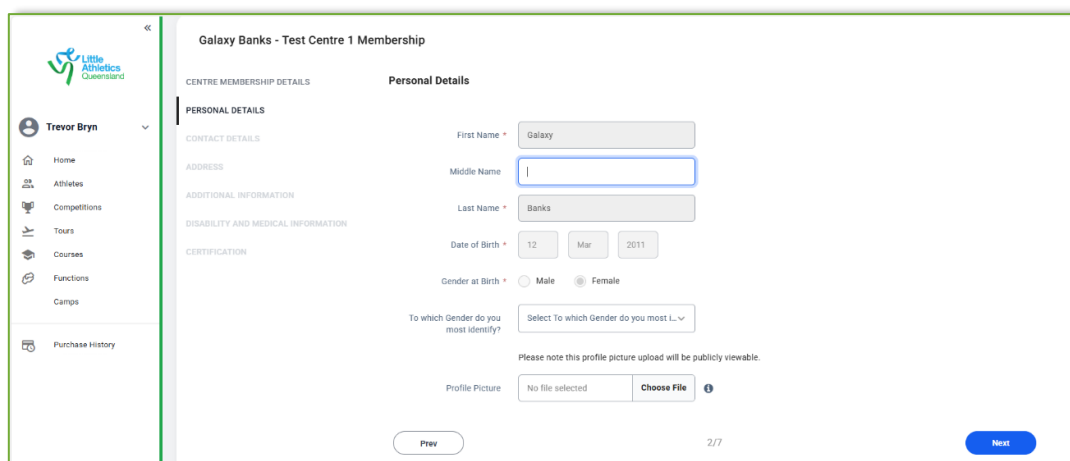


To Complete Personal Details:

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

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

8. Select **Next**



Galaxy Banks - Test Centre 1 Membership

CENTRE MEMBERSHIP DETAILS

Personal Details

PERSONAL DETAILS

CONTACT DETAILS

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? ▾

Please note this profile picture upload will be publicly viewable.

Profile Picture

No file selected **Choose File** ⓘ

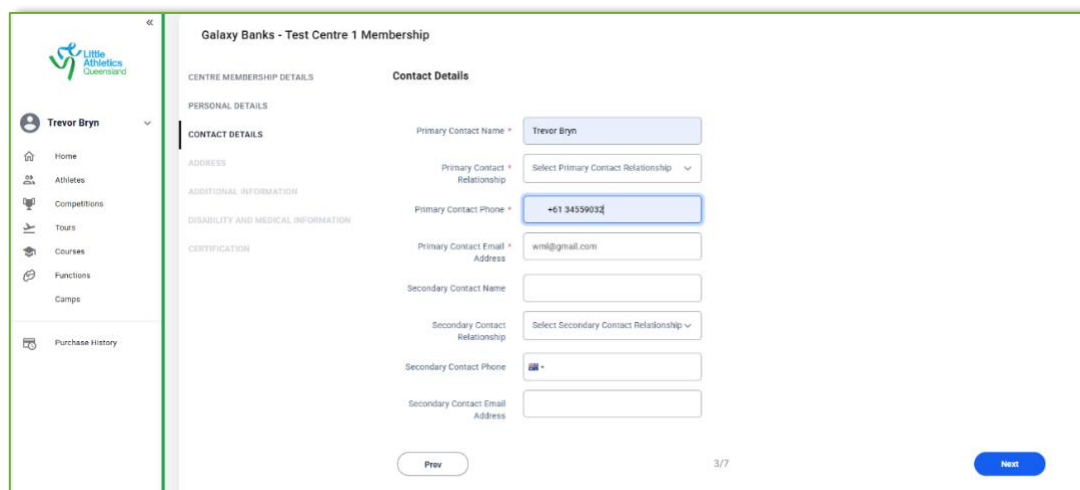
Prev 2/7 Next

To Complete Contact Details:

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

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

2. Select **Next**



Galaxy Banks - Test Centre 1 Membership

CENTRE MEMBERSHIP DETAILS

Contact Details

PERSONAL DETAILS

CONTACT DETAILS

Primary Contact Name * Trevor Bryn

Primary Contact * Relationship

Select Primary Contact Relationship ▾

Primary Contact Phone * +61 34599032

Primary Contact Email * Address win@gmail.com

Secondary Contact Name

Secondary Contact Relationship

Select Secondary Contact Relationship ▾

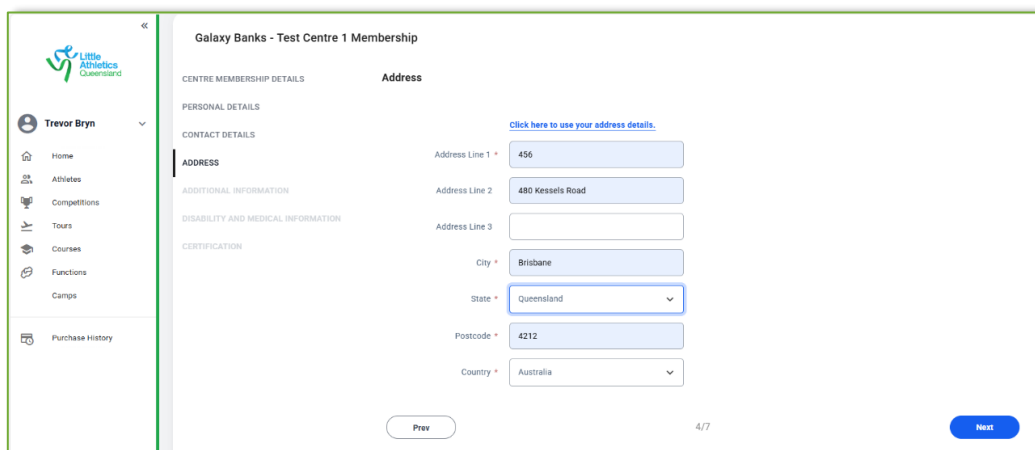
Secondary Contact Phone

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

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

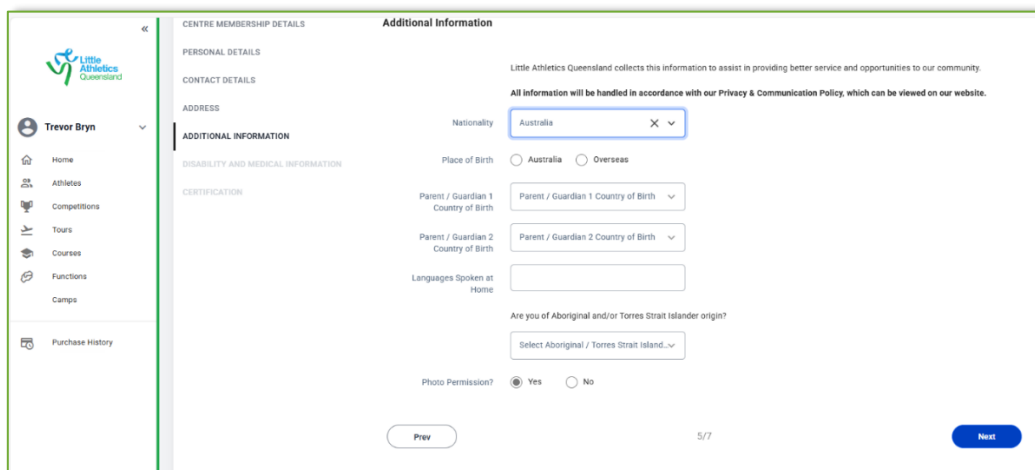
Country * Australia

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

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?

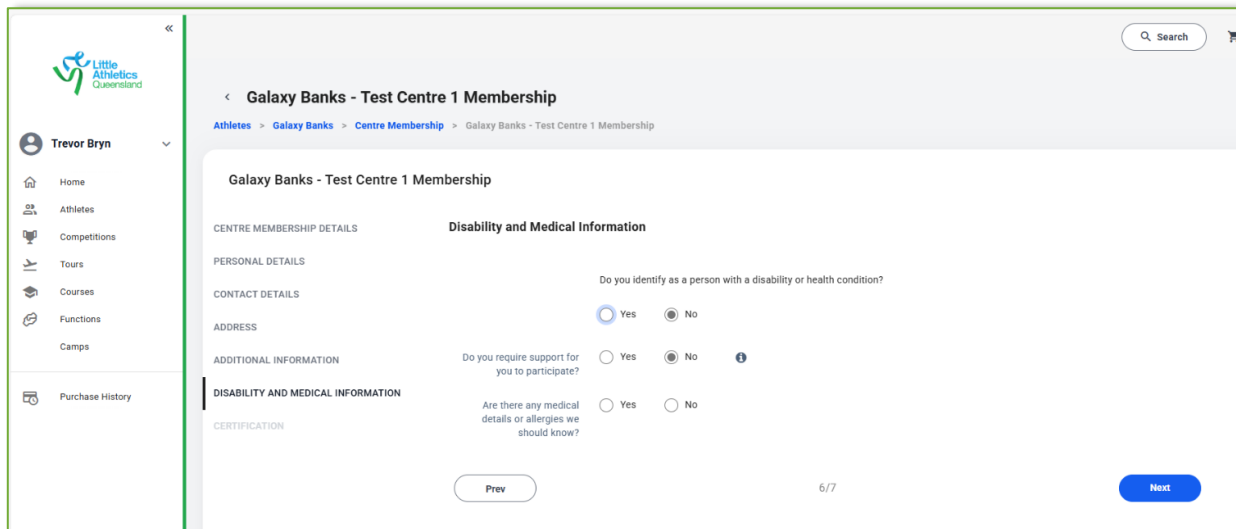
Select Aboriginal / Torres Strait Islander...

Photo Permission? ☒ Yes ☐ No

Prev 5/7 Next

To Complete Disability and Medical Information:

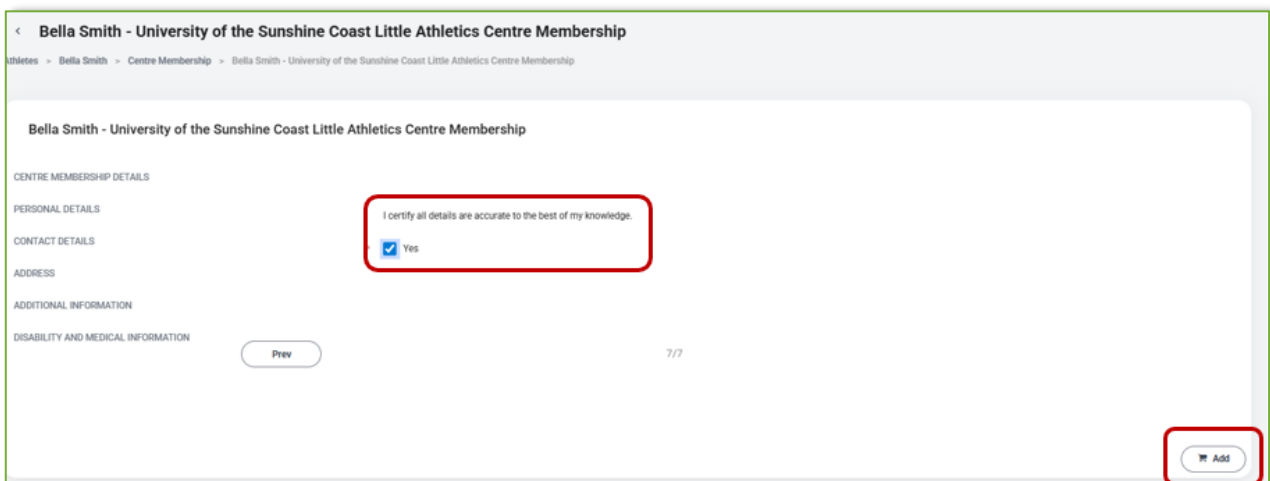
1. Follow the on-screen flow completing the following information:
 - a. Do you identify as a person with a disability or health condition? (Optional)
 - b. Do you require support for you to participate? (Optional)
 - c. Are there any medical details or allergies we should know? (Optional)
 - d. **No** > 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 is divided into sections: CENTRE MEMBERSHIP DETAILS, PERSONAL DETAILS, CONTACT DETAILS, ADDRESS, ADDITIONAL INFORMATION, and DISABILITY AND MEDICAL INFORMATION. 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). The 'No' option for the first question is selected. At the bottom, there are 'Prev' and 'Next' buttons, and a progress indicator '6/7'.

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 the 'Bella Smith - University of the Sunshine Coast Little Athletics Centre Membership' form. The left sidebar lists navigation options: Home, Athletes, Competitions, Tours, Courses, Functions, Camps, and Purchase History. The main content area is titled 'Bella Smith - University of the Sunshine Coast Little Athletics Centre Membership' and includes a breadcrumb trail: Athletes > Bella Smith > Centre Membership > Bella Smith - University of the Sunshine Coast Little Athletics Centre Membership. The form is divided into sections: CENTRE MEMBERSHIP DETAILS, PERSONAL DETAILS, CONTACT DETAILS, ADDRESS, ADDITIONAL INFORMATION, and DISABILITY AND MEDICAL INFORMATION. The 'DISABILITY AND MEDICAL INFORMATION' section contains a certification statement: 'I certify all details are accurate to the best of my knowledge.' with a 'Yes' radio button selected. At the bottom, there are 'Prev' and 'Add' buttons, and a progress indicator '7/7'.

IMPORTANT - For your next step please navigate to the [Adding Verification Document](#) instruction.

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.

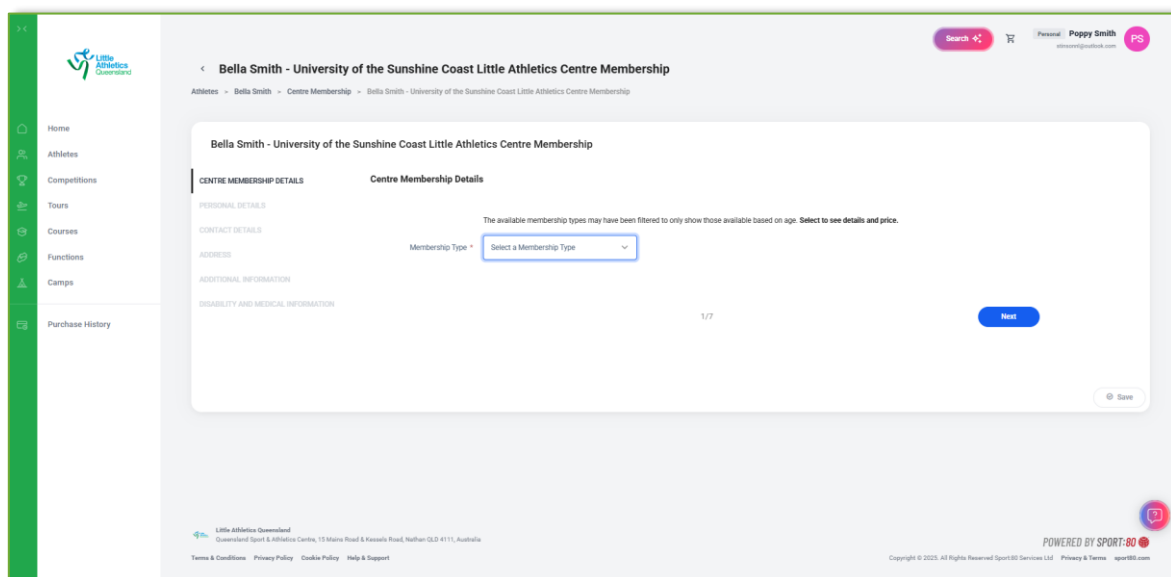
When registering your lead family member, select the **"Family Membership"** option from the drop-down menu under **Membership Type**.

Next Step in the registration process:

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

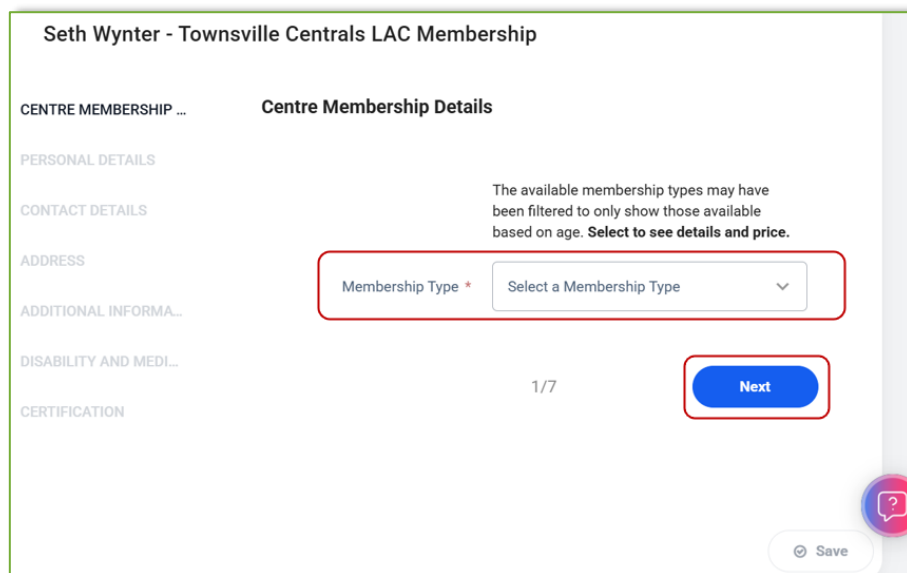
To Register your Lead Family Member you will need to complete the following:

- Centre Membership Details
- Personal Details
- Contact Details
- Address
- Additional Information
- Disability and Medical Information



To Complete Centre Membership Details:

1. Navigate to **Membership Type** field: Using drop down menu > Select **Family Membership**
2. Select **Next**



Seth Wynter - Townsville Centrals LAC Membership

CENTRE MEMBERSHIP ... Centre Membership Details

PERSONAL DETAILS

CONTACT DETAILS

ADDRESS

ADDITIONAL INFORMATION

DISABILITY AND MEDICAL

CERTIFICATION

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

Membership Type * Select a Membership Type

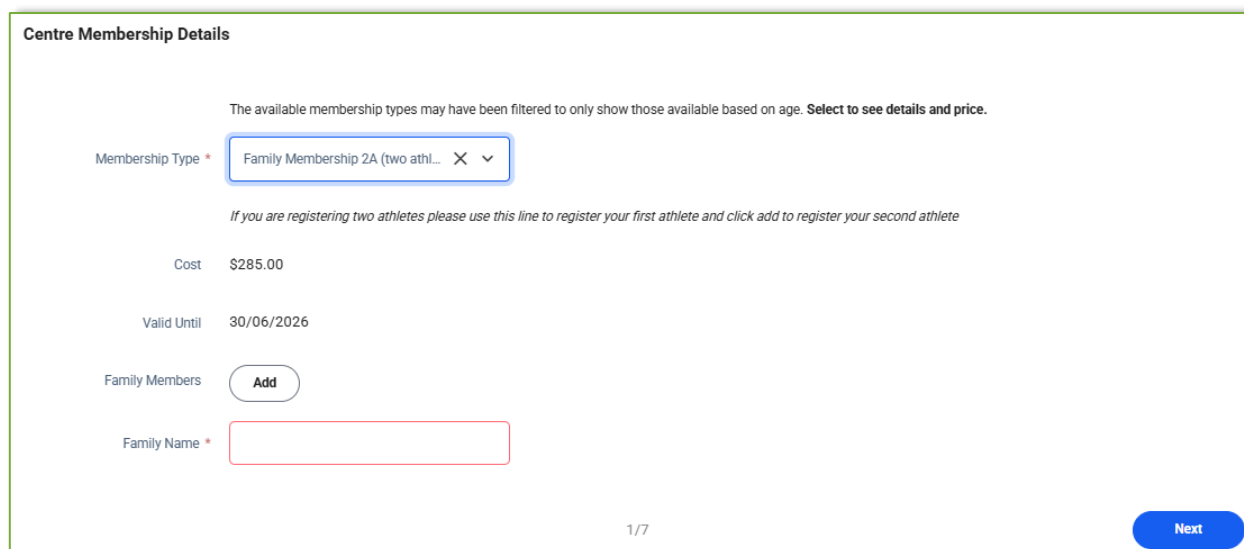
1/7

Next

Save

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

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



Centre Membership Details

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 Membership 2A (two athletes) X

If you are registering two athletes please use this line to register your first athlete and click add to register your second athlete

Cost \$285.00

Valid Until 30/06/2026

Family Members Add

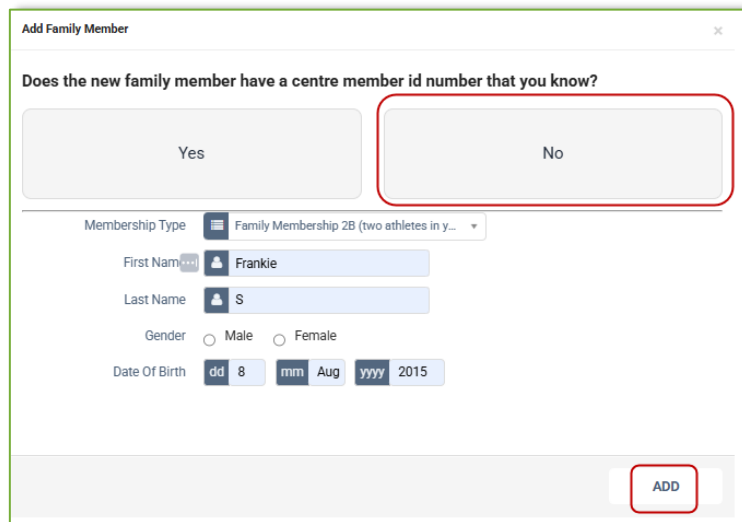
Family Name *

1/7

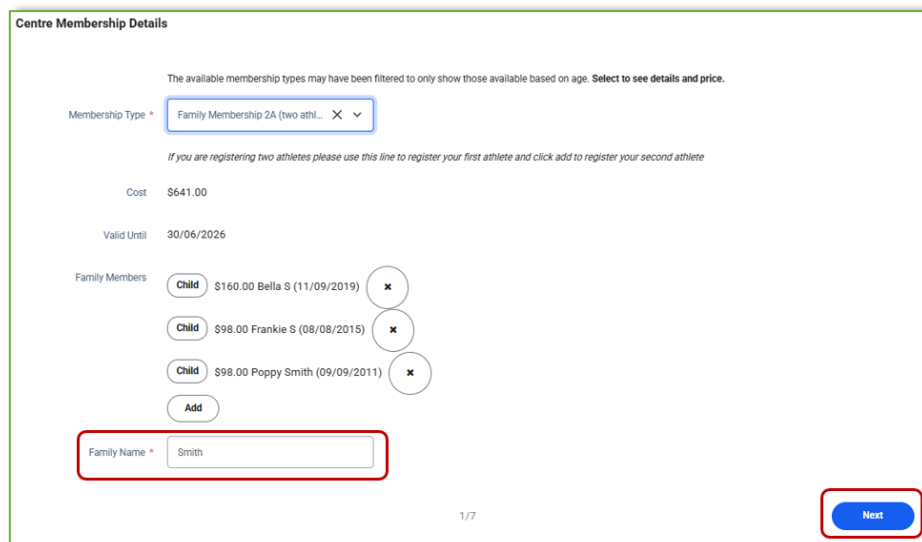
Next

To add a 2nd Athlete:

1. Click **Add**
2. The Add Family Member pop up box will appear
3. Select **No** to the question: Does the new family member have a centre member number that you know?
4. Follow the on-screen flow completing the following information:
 - a. Membership Type: Select Family Membership of Additional Family Member
 - b. First Name (of the athlete)
 - c. Last Name (of the athlete)
 - d. Gender
 - e. Date of Birth
5. Click **Add**



6. **Repeat Steps 1-5** to add your 3rd, 4th and 5th Athlete (as required)
7. In **Family Name** field > Type **Surname**
8. Click **Next**

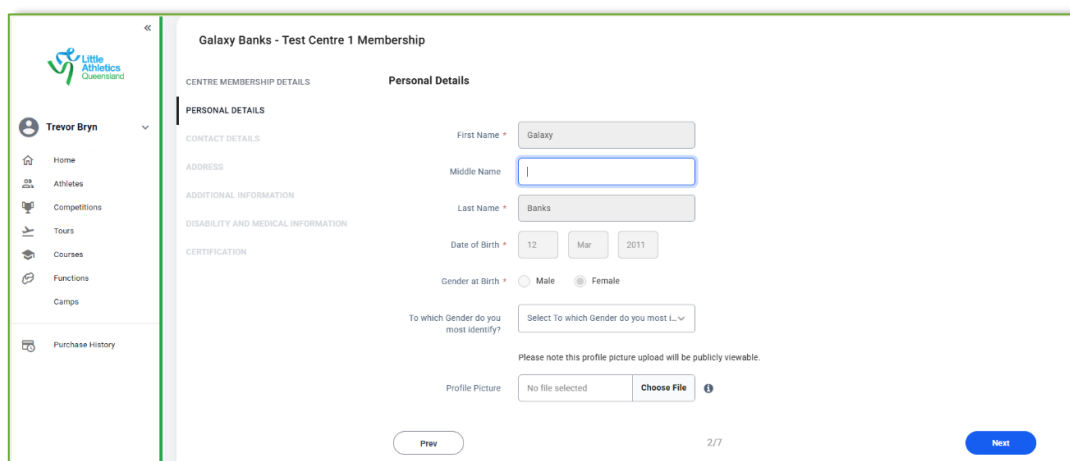


To Complete Personal Details: (for your first Athlete)

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

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

10. Select **Next**



Galaxy Banks - Test Centre 1 Membership

CENTRE MEMBERSHIP DETAILS

Personal Details

PERSONAL DETAILS

CONTACT DETAILS

First Name *

Galaxy

Middle Name

ADDRESS

ADDITIONAL INFORMATION

DISABILITY AND MEDICAL INFORMATION

CERTIFICATION

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 L. v

Please note this profile picture upload will be publicly viewable.

Profile Picture

No file selected Choose File

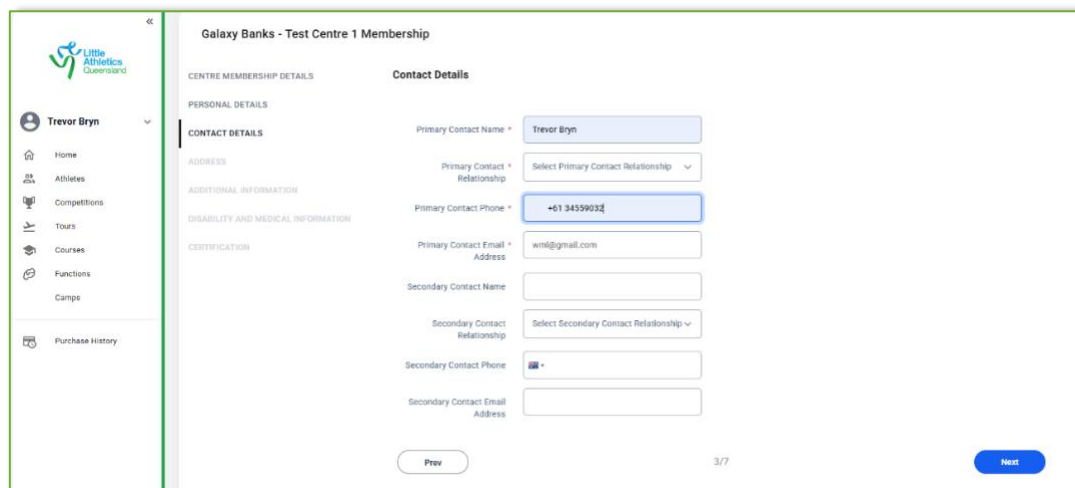
Prev 2/7 Next

To Complete Contact Details:

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

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

4. Select **Next**



Galaxy Banks - Test Centre 1 Membership

CENTRE MEMBERSHIP DETAILS

Contact Details

PERSONAL DETAILS

CONTACT DETAILS

Primary Contact Name *

Trevor Bryn

Primary Contact * Relationship

Select Primary Contact Relationship v

ADDITIONAL INFORMATION

DISABILITY AND MEDICAL INFORMATION

CERTIFICATION

Primary Contact Phone *

+61 3459903

Primary Contact Email * Address

win@gmail.com

Secondary Contact Name

Secondary Contact Relationship

Select Secondary Contact Relationship v

Secondary Contact Phone

Secondary Contact Email Address

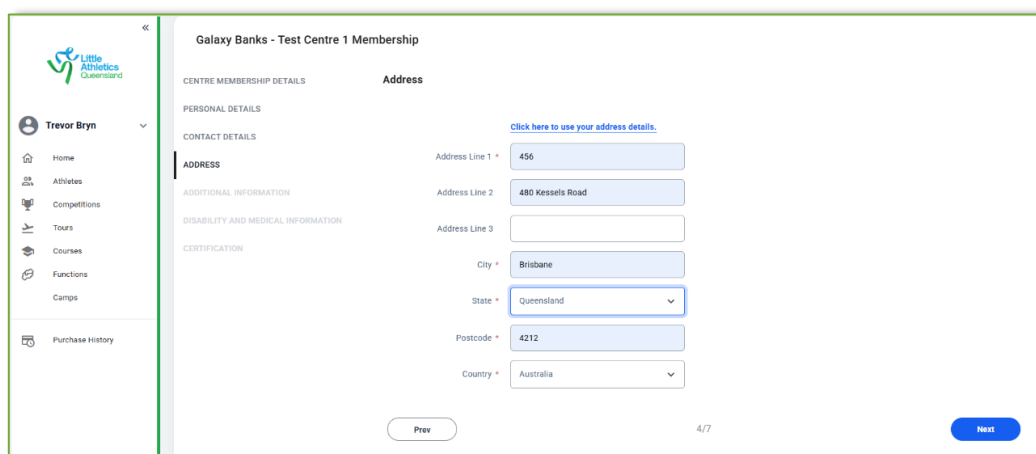
Prev 3/7 Next

To Complete Address Details:

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

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

4. Select **Next**



Galaxy Banks - Test Centre 1 Membership

CENTRE MEMBERSHIP DETAILS

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.

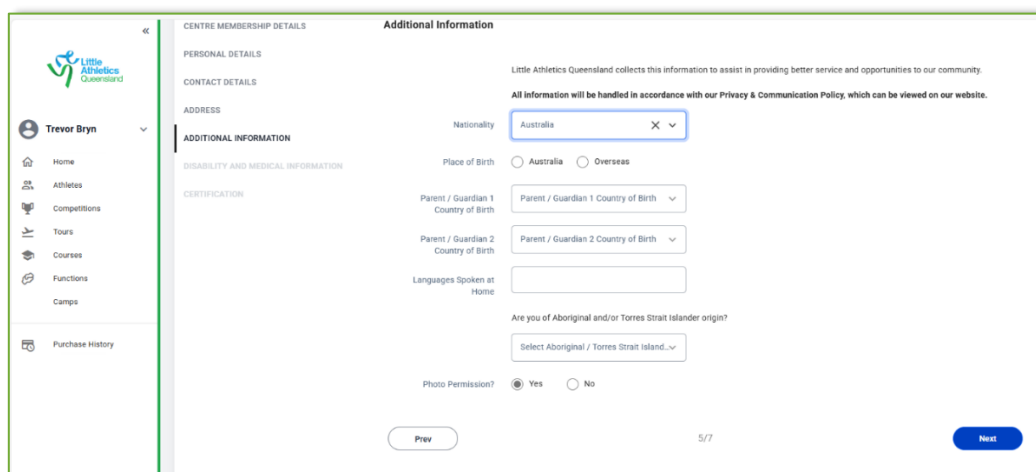
Prev 4/7 Next

To Complete Additional Information:

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

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

4. Select **Next**



Galaxy Banks - Test Centre 1 Membership

CENTRE MEMBERSHIP DETAILS

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?

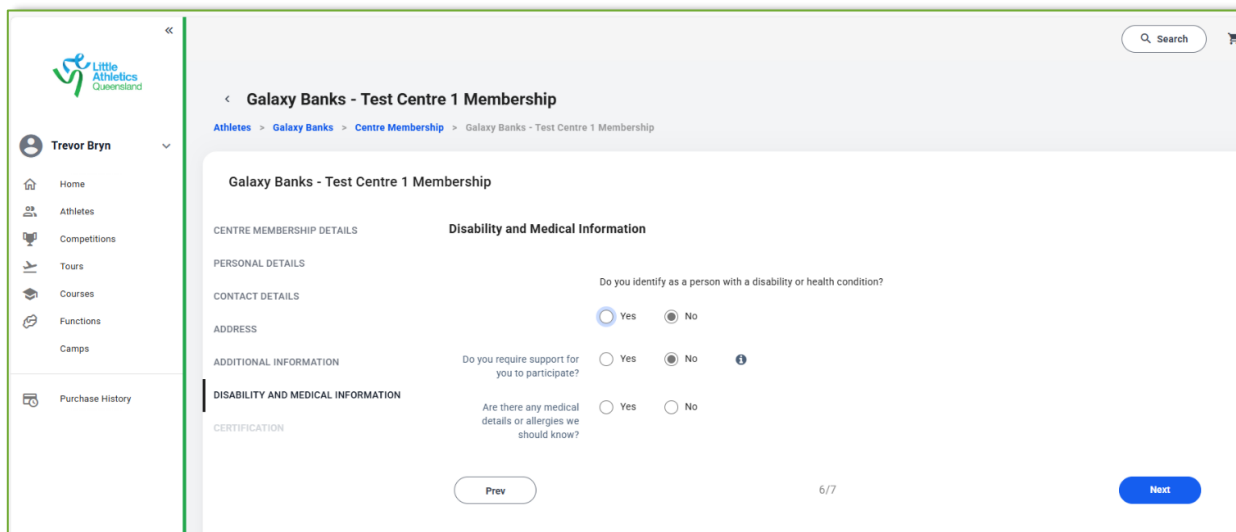
Select Aboriginal / Torres Strait Islander...

Photo Permission? ☒ Yes ☐ No

Prev 5/7 Next

To Complete Disability and Medical Information:

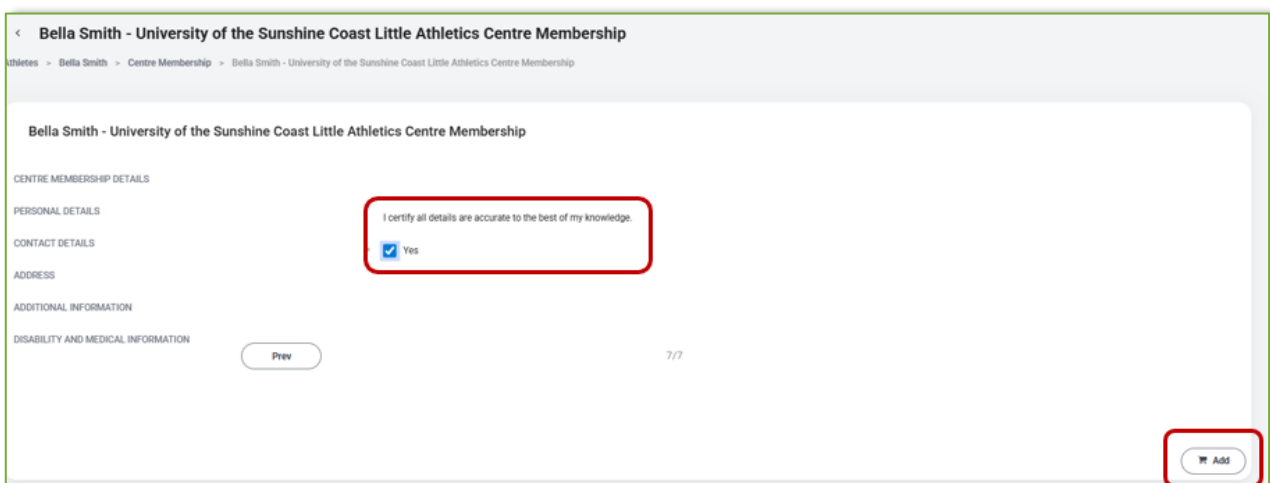
3. Follow the on-screen flow completing the following information:
 - a. Do you identify as a person with a disability or health condition? (Optional)
 - b. Do you require support for you to participate? (Optional)
 - c. Are there any medical details or allergies we should know? (Optional)
 - d. **No**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



The screenshot shows a web form for 'Galaxy Banks - Test Centre 1 Membership'. The left sidebar contains a user profile for 'Trevor Bryn' and a navigation menu with options: Home, Athletes, Competitions, Tours, Courses, Functions, Camps, and Purchase History. The main content area is titled 'Galaxy Banks - Test Centre 1 Membership' and includes a breadcrumb trail: Athletes > Galaxy Banks > Centre Membership > Galaxy Banks - Test Centre 1 Membership. The form is divided into sections: CENTRE MEMBERSHIP DETAILS, PERSONAL DETAILS, CONTACT DETAILS, ADDRESS, ADDITIONAL INFORMATION, and DISABILITY AND MEDICAL INFORMATION. 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). The 'No' option for the first question is selected. At the bottom of the form, there are 'Prev' and 'Next' buttons, and a progress indicator showing '6/7'.

To Complete Certification:

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



The screenshot shows a web form for 'Bella Smith - University of the Sunshine Coast Little Athletics Centre Membership'. The left sidebar contains a user profile for 'Bella Smith' and a navigation menu with options: Home, Athletes, Competitions, Tours, Courses, Functions, Camps, and Purchase History. The main content area is titled 'Bella Smith - University of the Sunshine Coast Little Athletics Centre Membership' and includes a breadcrumb trail: Athletes > Bella Smith > Centre Membership > Bella Smith - University of the Sunshine Coast Little Athletics Centre Membership. The form is divided into sections: CENTRE MEMBERSHIP DETAILS, PERSONAL DETAILS, CONTACT DETAILS, ADDRESS, ADDITIONAL INFORMATION, and DISABILITY AND MEDICAL INFORMATION. The 'DISABILITY AND MEDICAL INFORMATION' section contains a certification statement: 'I certify all details are accurate to the best of my knowledge.' with a 'Yes' radio button selected. At the bottom of the form, there are 'Prev' and 'Add' buttons, and a progress indicator showing '7/7'.

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)

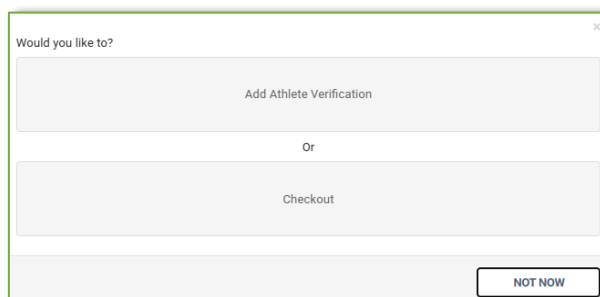
You may choose to upload the verification documents at a later stage. However, we recommend checking with your Centre, as some may require these documents to be uploaded during registration. Please note that for certain centres, providing this documentation is mandatory in order to complete the registration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

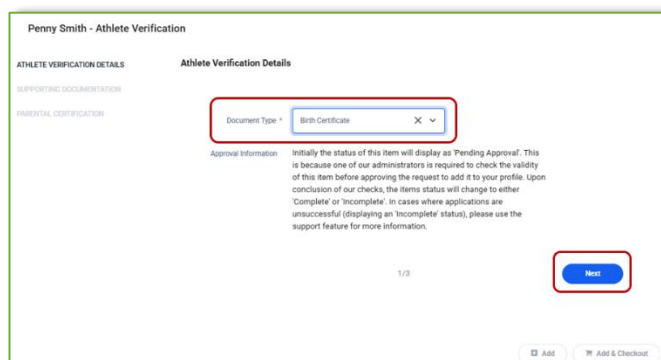


You will need to complete the following:

- Athlete Verification Details
- Supporting Documentation
- Parental Certification

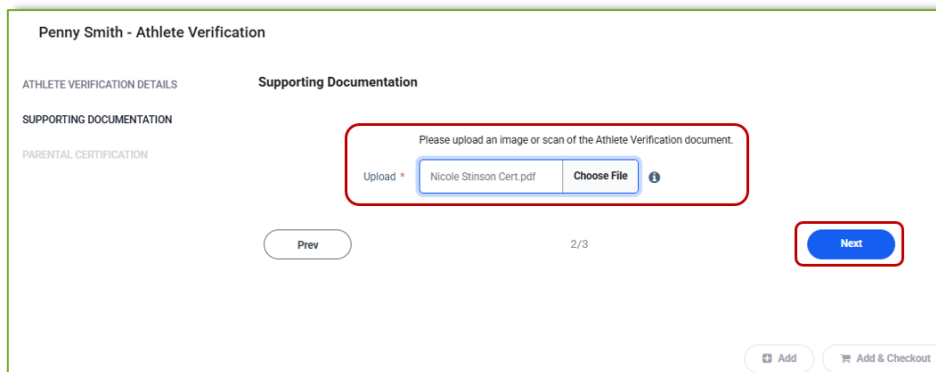
To Complete Athlete Verification Details:

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**

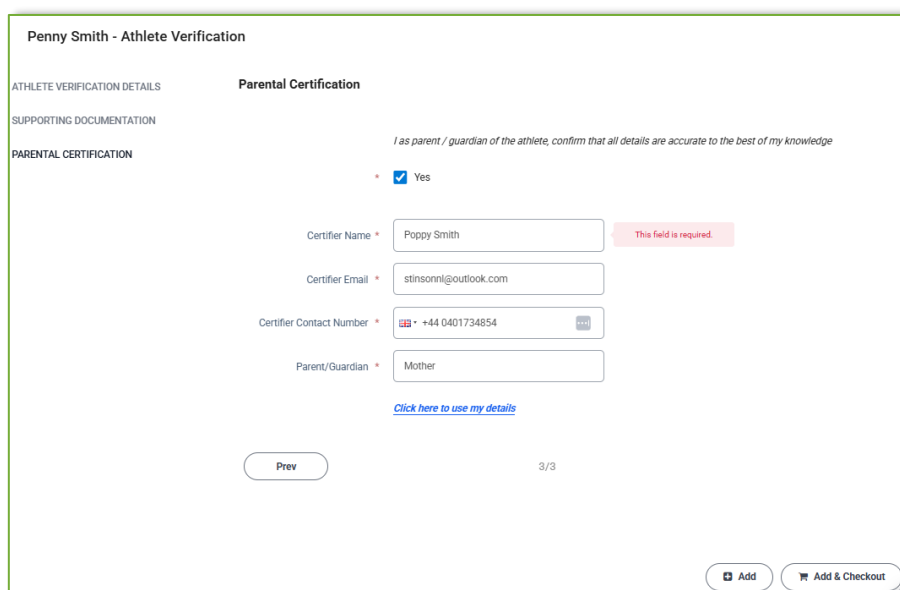


The screenshot shows the 'Supporting Documentation' step of the 'Penny Smith - Athlete Verification' process. On the left, there are three tabs: 'ATHLETE VERIFICATION DETAILS', 'SUPPORTING DOCUMENTATION' (which is active), and 'PARENTAL CERTIFICATION'. The main area contains a red-bordered box with the text 'Please upload an image or scan of the Athlete Verification document.' Below this text is an 'Upload' button with a small asterisk and a file name 'Nicole Stinson Cert.pdf'. To the right of the file name is a 'Choose File' button with an information icon. Below the red box, there is a 'Prev' button, a progress indicator '2/3', and a 'Next' button. At the bottom right, there are two buttons: 'Add' and 'Add & Checkout'.

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



The screenshot shows the 'Parental Certification' step of the 'Penny Smith - Athlete Verification' process. On the left, there are three tabs: 'ATHLETE VERIFICATION DETAILS', 'SUPPORTING DOCUMENTATION', and 'PARENTAL CERTIFICATION' (which is active). The main area contains a statement: 'I as parent / guardian of the athlete, confirm that all details are accurate to the best of my knowledge'. Below this is a checkbox labeled 'Yes' which is checked. There are four input fields, each with an asterisk indicating it is required: 'Certifier Name' (filled with 'Poppy Smith'), 'Certifier Email' (filled with 'stinsonn@outlook.com'), 'Certifier Contact Number' (filled with '+44 0401734854'), and 'Parent/Guardian' (filled with 'Mother'). A red error message 'This field is required.' is visible next to the 'Certifier Name' field. Below the input fields is a link that says 'Click here to use my details'. At the bottom, there is a 'Prev' button, a progress indicator '3/3', and two buttons: 'Add' and 'Add & Checkout'.

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:

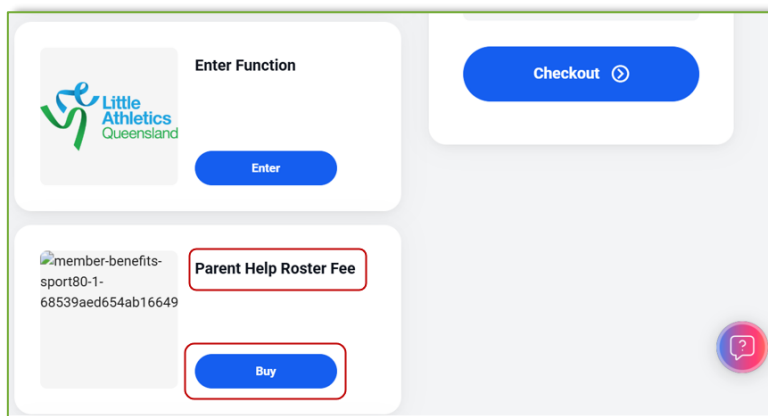
- **Additional Item screen** – This is where you will add on any parent helper levies (where applicable) and check all items in your cart are correct
- **Checkout screen** – This is where you will complete all of the billing information
- **Payment screen** – This is where you will enter your payment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

Additional Items Screen

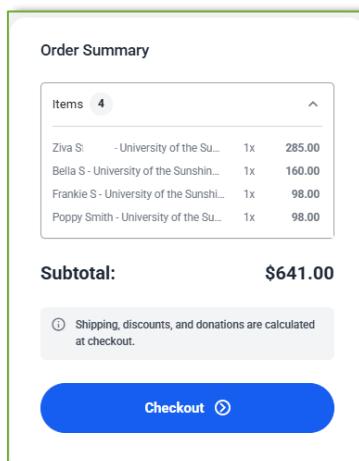
Some Little Athletics centres may require a parent levy to be added to your cart before checking out. Not all centres have this requirement, so please check with your centre to confirm whether the parent levy needs to be added as part of your registration. If required, make sure to include it before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

To Add Parent Levy:

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



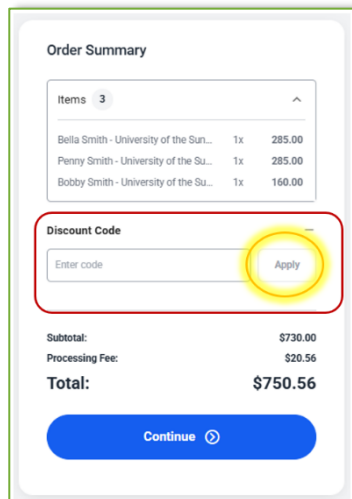
2. Using the **Order Summary** > Check all items in your cart are correct
3. Click **Checkout**



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. If using a PlayOn voucher > Navigate to **Discount Code** field
3. Click on the **+** to display Discount Code box
4. Enter the 8-digit code from your voucher
5. Select **Apply**
6. Click **Continue**



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

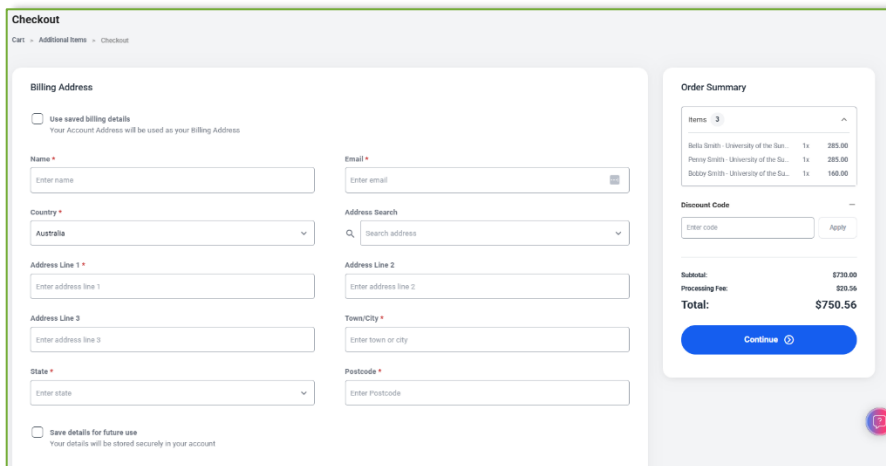
Discount Code

Enter code Apply

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

Continue

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 Line 1 *
Enter address line 1

Address Line 2 *
Enter address line 2

Address Line 3 *
Enter address line 3

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



Expiration date

Security code



Country

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.




Hope Lake

Home
Athletes
Competitions
Tours
Courses
Functions
Camps
Purchase History

Order confirmed!

Order Confirmation



Order placed

01:39 pm, Thursday, 20th March 2025

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

Order Summary

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

Invoice

Download invoice


How was your ordering experience?

☐ ☐ ☐ ☐ ☐


Recommended items

☒ All ☐ Links ☐ Camps ☐ Functions ☐ Courses


☐ Tours ☐ Competitions


Book A Hotel


Buy


Enter A Camp

Enter


Enter A Function

Enter


Enter A Course

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:

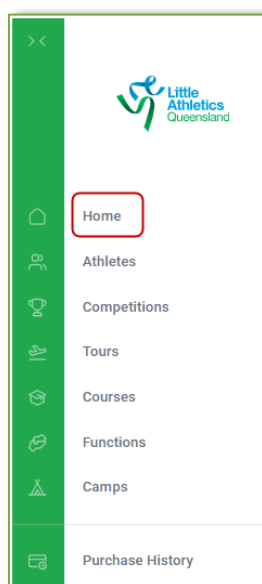
- **Invalid** – This means you haven't finished all the steps in the registration process. Please go back and complete any missing information.
- **Unpaid** – This means you've completed all the steps, but your registration isn't final until payment is made. Please proceed with payment to finish your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

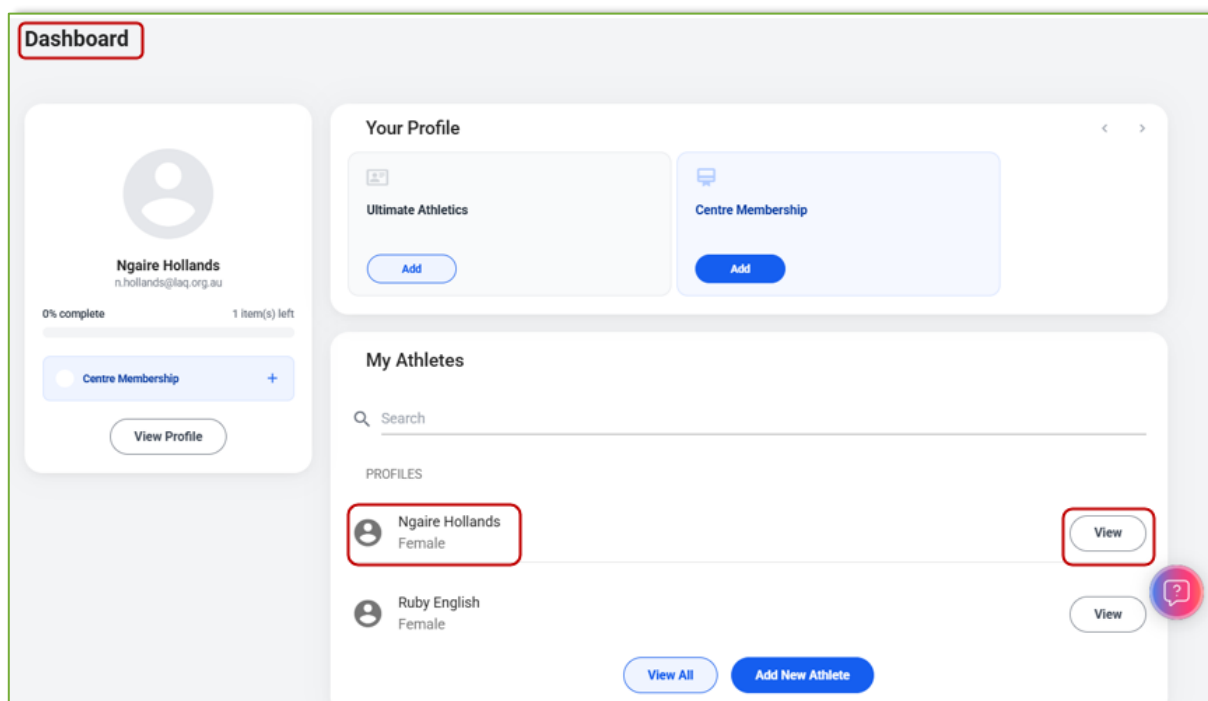
Centre Memberships						
						+ Add Centre Membership
1 Record						
Centre Membership	Status	Centre Member ID Number	Start Date	Expiry Date	Membership Type	Actions
University of the Sunshine Coast Little Athletics Centre Membership	Unpaid	-	-	-	-	⋮

To complete your registration:

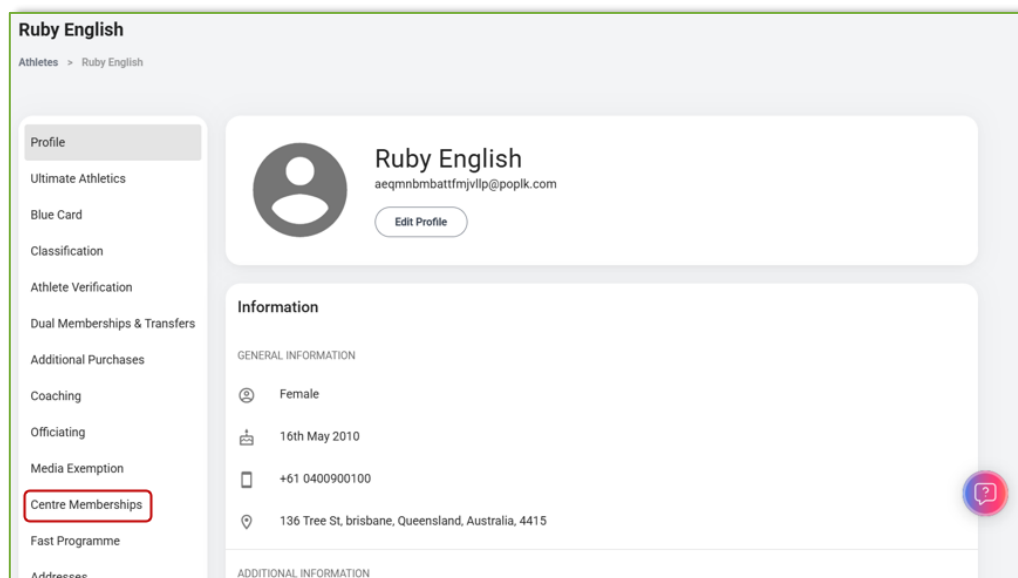
1. Using left hand side menu > Click on **Home**



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**

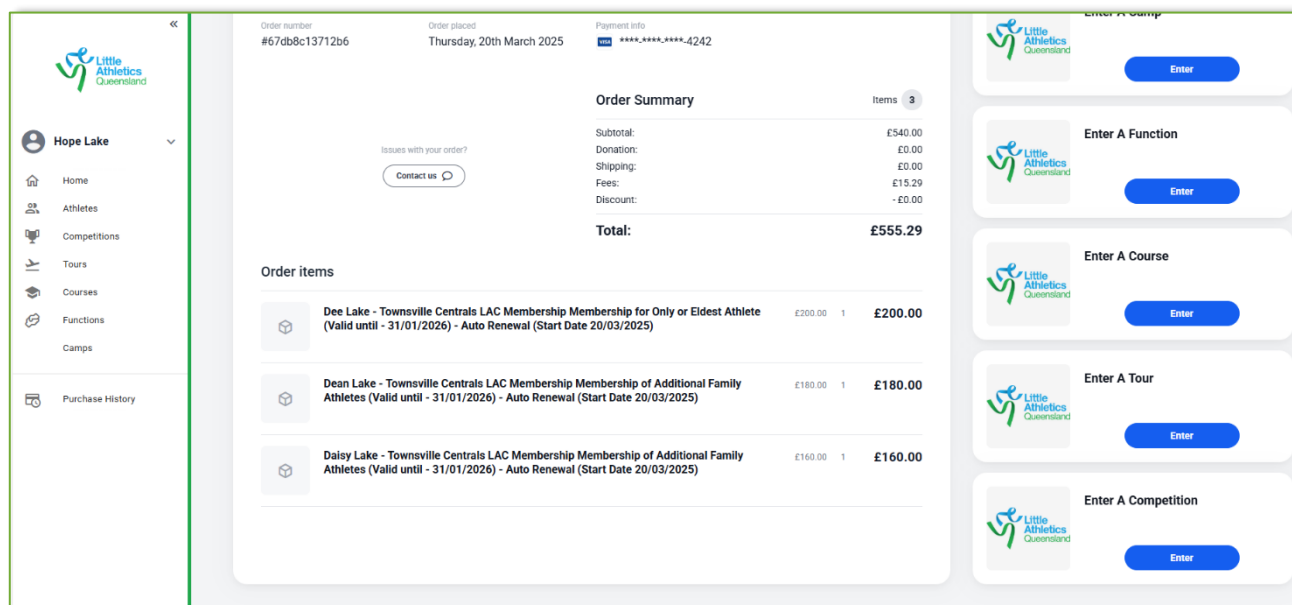


3. The incomplete registration will be displayed
4. Using the Ellipses (3 dots) on the right hand side > **Right Click** > **Edit**
5. Complete Registration process following on screen prompts and instruction guide

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 Little Athletics Queensland user interface. On the left is a navigation menu with the following items: Home, Athletes, Competitions, Tours, Courses, Functions, Camps, and Purchase History. The main content area shows an order summary for order number #67db8c13712b6, placed on Thursday, 20th March 2025. The payment info shows a card ending in 4242. The order summary table lists three items: Dee Lake - Townsville Centrals LAC Membership Membership for Only or Eldest Athlete (£200.00), Dean Lake - Townsville Centrals LAC Membership Membership of Additional Family Athletes (£180.00), and Daisy Lake - Townsville Centrals LAC Membership Membership of Additional Family Athletes (£160.00). The total is £555.29. On the right side, there are five buttons labeled 'Enter A Camp', 'Enter A Function', 'Enter A Course', 'Enter A Tour', and 'Enter A Competition', each with an 'Enter' button below it.

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

Order Summary		Items
Subtotal:	£540.00	
Donation:	£0.00	
Shipping:	£0.00	
Fees:	£15.29	
Discount:	- £0.00	
Total:	£555.29	

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