



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

Trialist Guide

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Welcome to Little Athletics!!

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

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

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

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

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

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

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

Guide Information

Purpose of this Guide

The purpose of this guide is to provide clear, step-by-step instructions for parents/guardians to register their athlete for a trial 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 registering for a trial

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

Trial Information

Most Little Athletics Centres across Australia offer a “trial” opportunity for children who have not yet joined the sport—typically two trial competition days—before families commit to a full season membership. The trial process is largely uniform across Centres.

Trial Feature	Details
Number of Trials	Typically up to 2 days
Cost per Trial	Free (e.g., Victoria, NSW) or modest fee (\$10–\$30) depending on Centre
Insurance	National Little Athletics coverage applies
Conversion Options	Trials often credited toward full-season fees
Full-season Fees	≈ \$150–\$220 per athlete (varies by Centre)
Refund Policy	Generally non-refundable—trial first to decide

How to Register for a Trial

Before signing up for and attending a trial, please check with your local Centre to confirm how they manage and process trial registrations, as procedures can vary.

If your Centre uses **Sport80** for registrations, you will need to register your child as a **trialist** through the Sport80 system. 📌 **Please follow the step-by-step instructions provided in this guide.**

Registering for a Trial in the Sport80 System

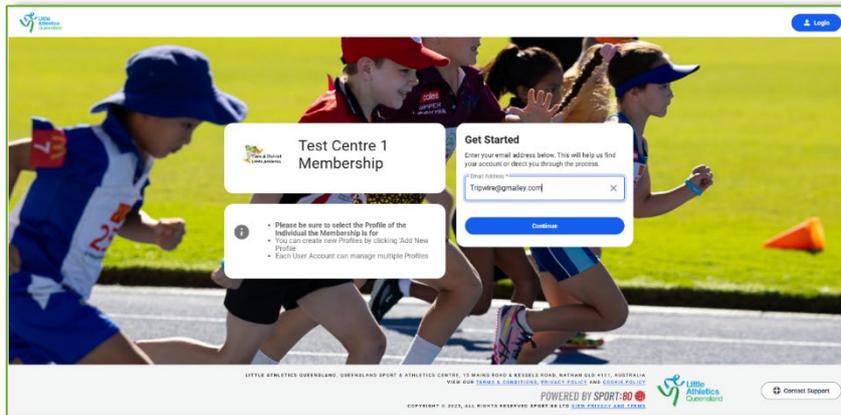
Registering for a trial is quick and easy—but it's important to know that **each child must be registered individually.**

If you're registering **more than one child**, you can complete each child's trial registration **one at a time**, and then **pay for them all together** at the end, rather than making multiple separate payments.

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

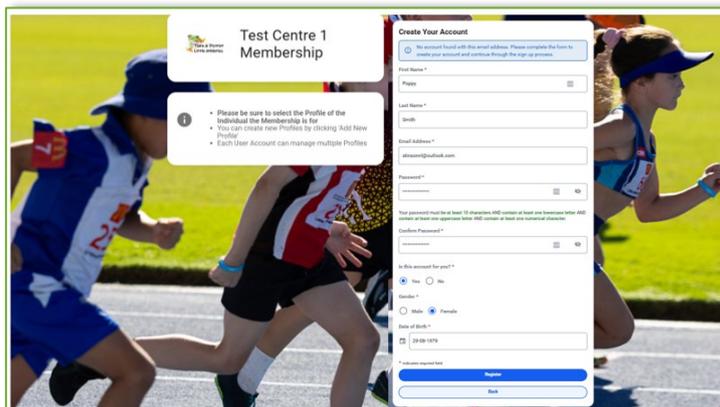
The Registration Home page will display the Name and Logo of Little Athletics Centre, a message from your Centre and the Get Started box.



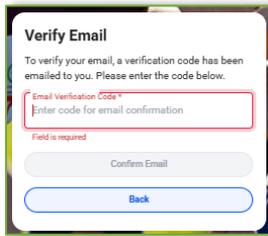
Creating your Account

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 inbox** > locate email from **Sport80_Email Verification**

7. Navigate back to **Sport80** > Enter **verification code** from email (6 digits)

8. Click **Confirm Email**

You will now be required to complete the following:

- Privacy Policy
- Terms and Conditions
- Communication Preferences

9. Read through **Privacy Policy**

10. Policy Agreement:

a. If you do not agree > Select **I decline**

b. If you agree > Select **I agree**

11. Read through **Terms and Conditions**

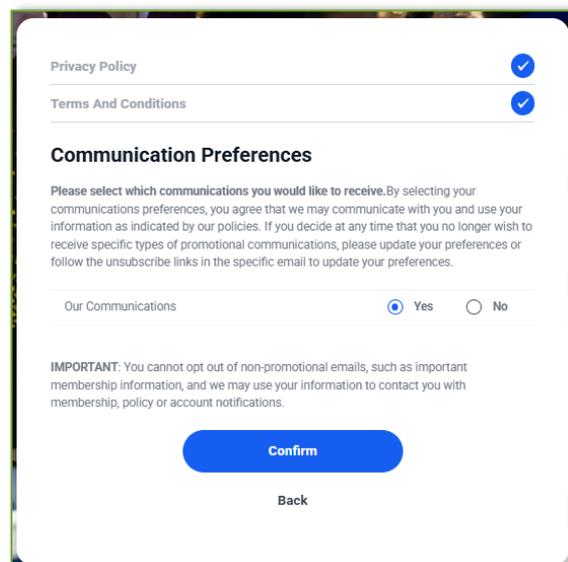
12. Terms and Conditions Agreement:

a. If you do not agree > Select **I decline**

b. If you agree > Select **I agree**

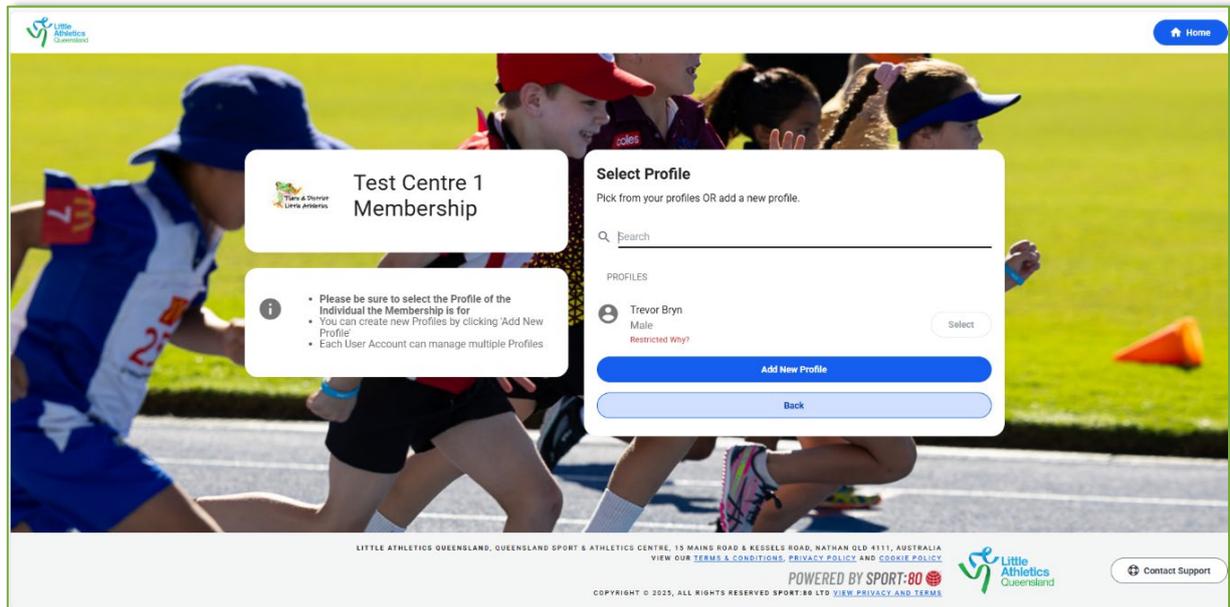
13. Select Communication Preferences > **Yes** or **No**

14. Click **Confirm**



Adding an Athlete to your account

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

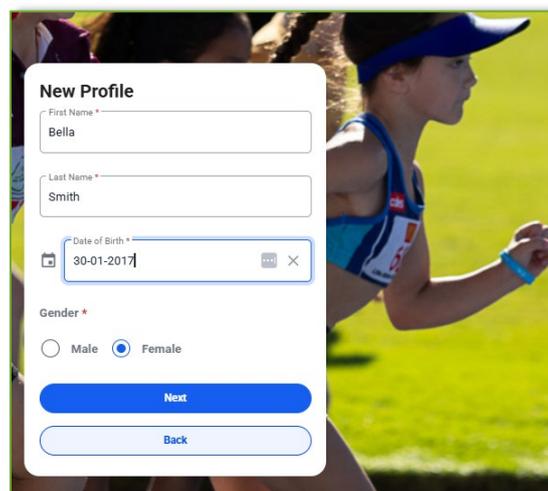


To add an athlete to your account:

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**



The 'New Profile' form is shown over a background image of a young athlete running. The form fields are:

- First Name: Bella
- Last Name: Smith
- Date of Birth: 30-01-2017
- Gender: Female (selected)

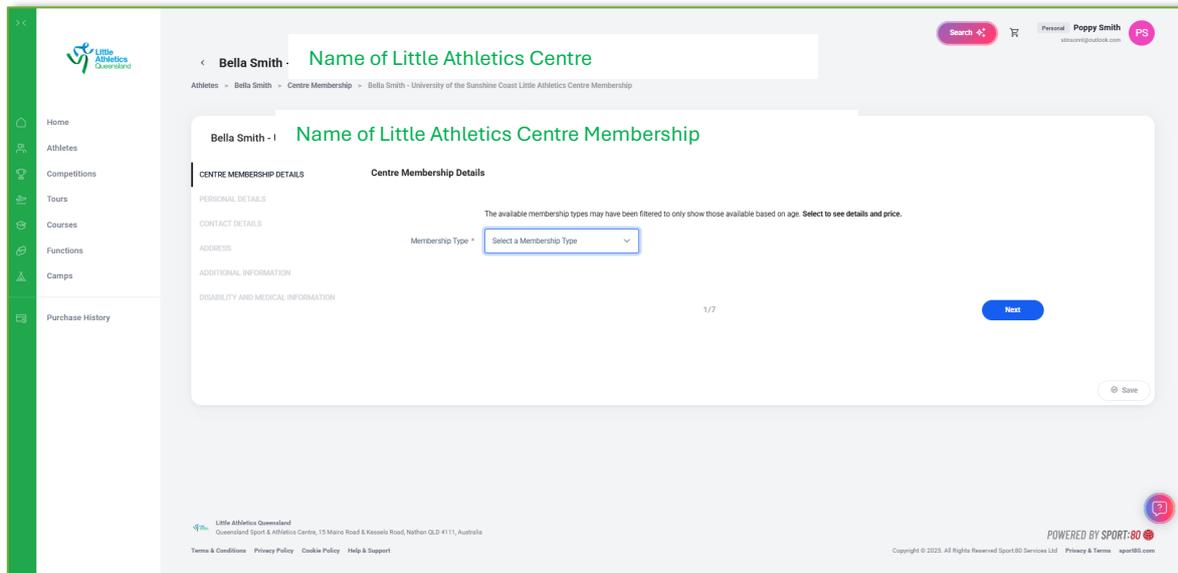
 The form includes 'Next' and 'Back' buttons at the bottom.

Trial Membership

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

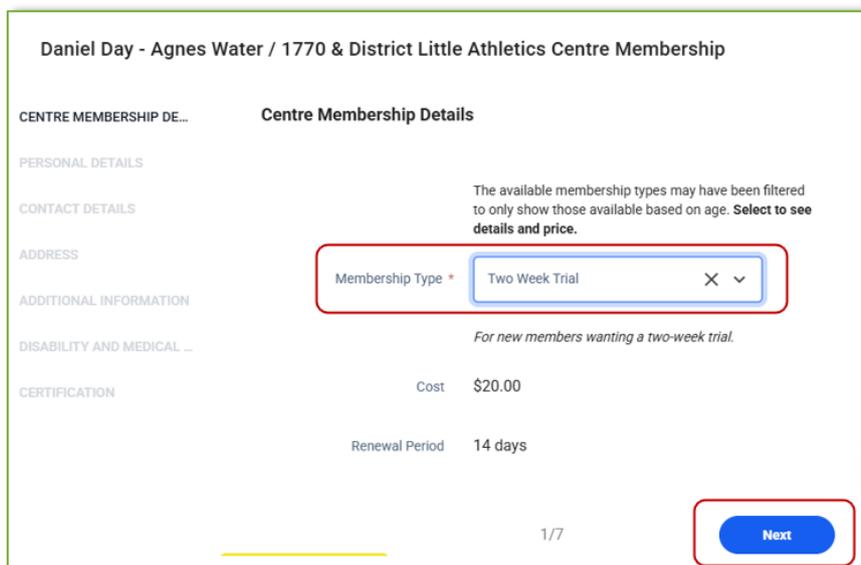
You will need to complete the following:

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



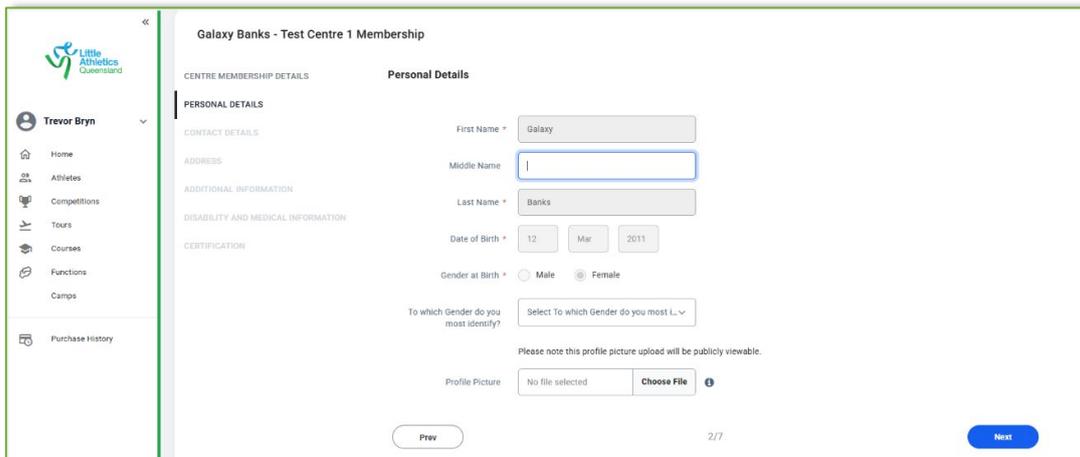
To Complete Centre Membership Details:

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



Galaxy Banks - Test Centre 1 Membership

PERSONAL DETAILS

CONTACT DETAILS

ADDRESS

ADDITIONAL INFORMATION

DISABILITY AND MEDICAL INFORMATION

CERTIFICATION

First Name * Galaxy

Middle Name

Last Name * Banks

Date of Birth * 12 Mar 2011

Gender at Birth * Male Female

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

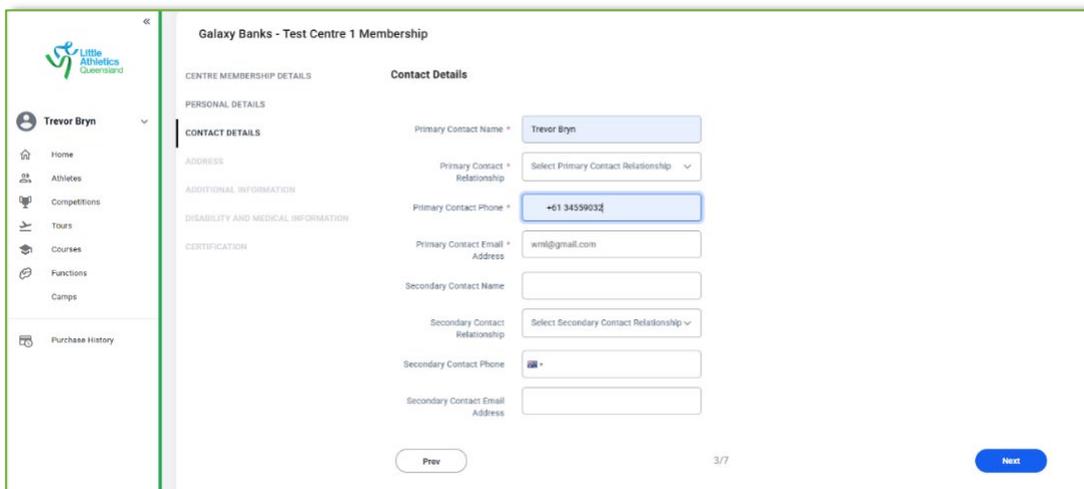
Please note this profile picture upload will be publicly viewable.

Profile Picture No file selected Choose File

Prev 2/7 Next

To Complete Contact Details:

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



Galaxy Banks - Test Centre 1 Membership

CONTACT DETAILS

PERSONAL DETAILS

ADDRESS

ADDITIONAL INFORMATION

DISABILITY AND MEDICAL INFORMATION

CERTIFICATION

Primary Contact Name * Trevor Bryn

Primary Contact * Relationship Select Primary Contact Relationship v

Primary Contact Phone * +61 34599032

Primary Contact Email * Address wml@gmail.com

Secondary Contact Name

Secondary Contact Relationship Select Secondary Contact Relationship v

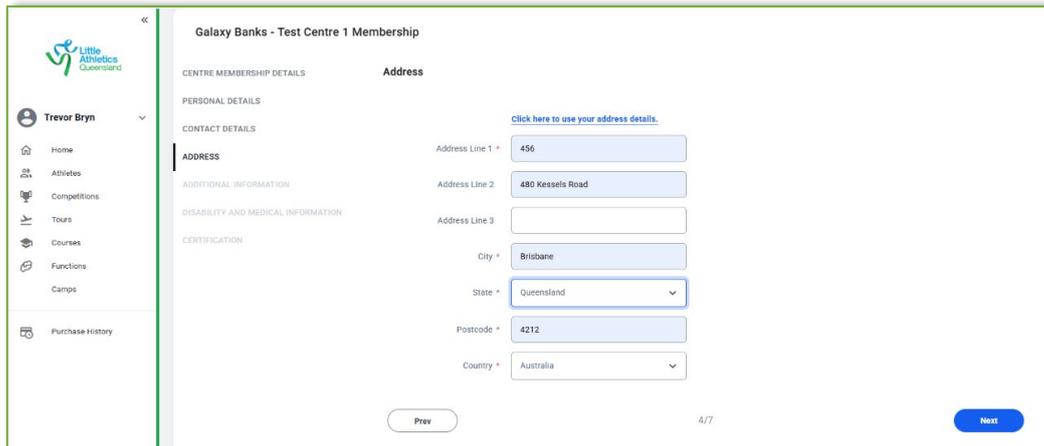
Secondary Contact Phone

Secondary Contact Email Address

Prev 3/7 Next

To Complete Address Details:

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

ADDITIONAL INFORMATION

DISABILITY AND MEDICAL INFORMATION

CERTIFICATION

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

Address Line 1 * 456

Address Line 2 480 Kessels Road

Address Line 3

City * Brisbane

State * Queensland

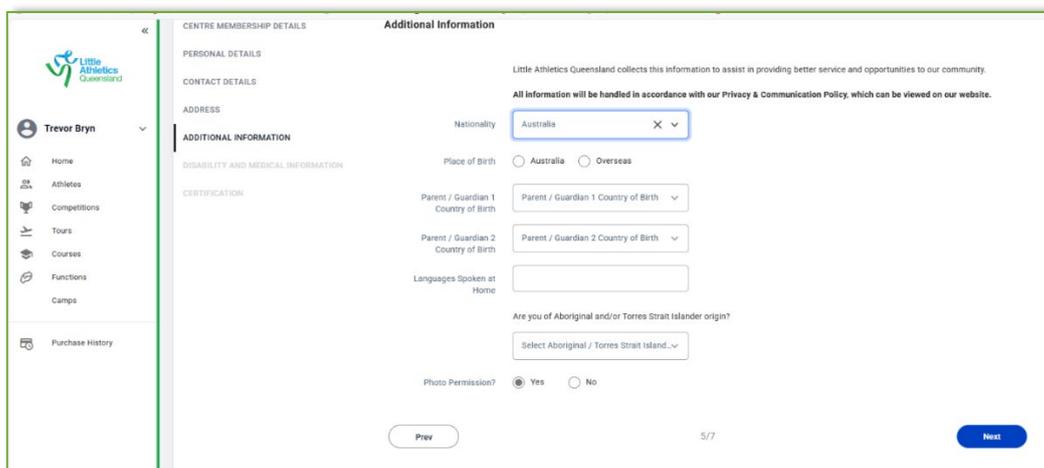
Postcode * 4212

Country * Australia

Prev 4/7 Next

To Complete Additional Information:

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



Galaxy Banks - Test Centre 1 Membership

CENTRE MEMBERSHIP DETAILS **Additional Information**

PERSONAL DETAILS

CONTACT DETAILS

ADDRESS

ADDITIONAL INFORMATION

DISABILITY AND MEDICAL INFORMATION

CERTIFICATION

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

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

Nationality Australia

Place of Birth Australia Overseas

Parent / Guardian 1 Country of Birth Parent / Guardian 1 Country of Birth

Parent / Guardian 2 Country of Birth Parent / Guardian 2 Country of Birth

Languages Spoken at Home

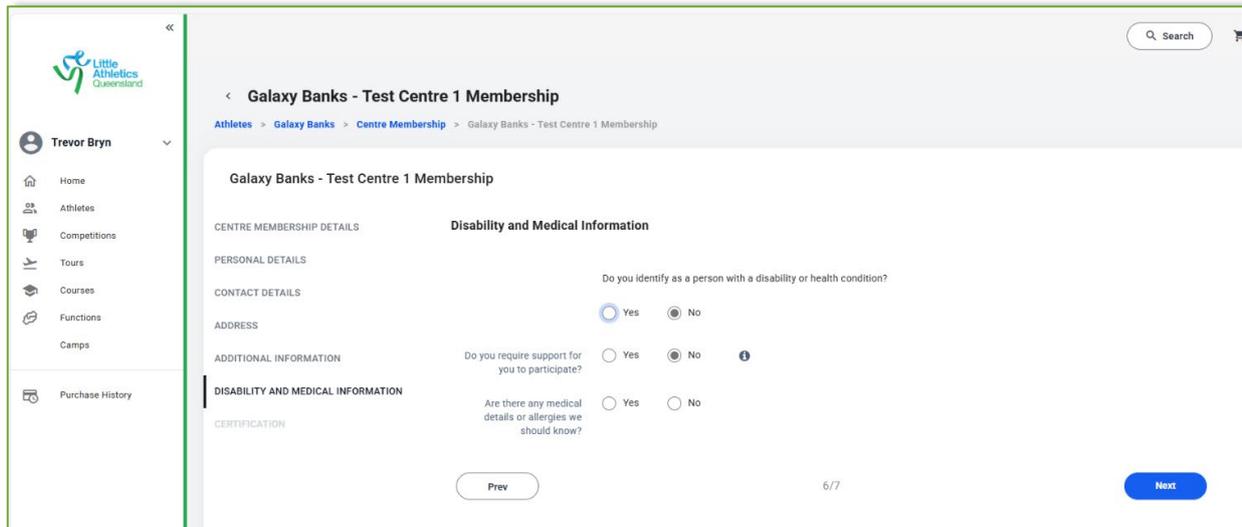
Are you of Aboriginal and/or Torres Strait Islander origin? Select Aboriginal / Torres Strait Islander...

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**



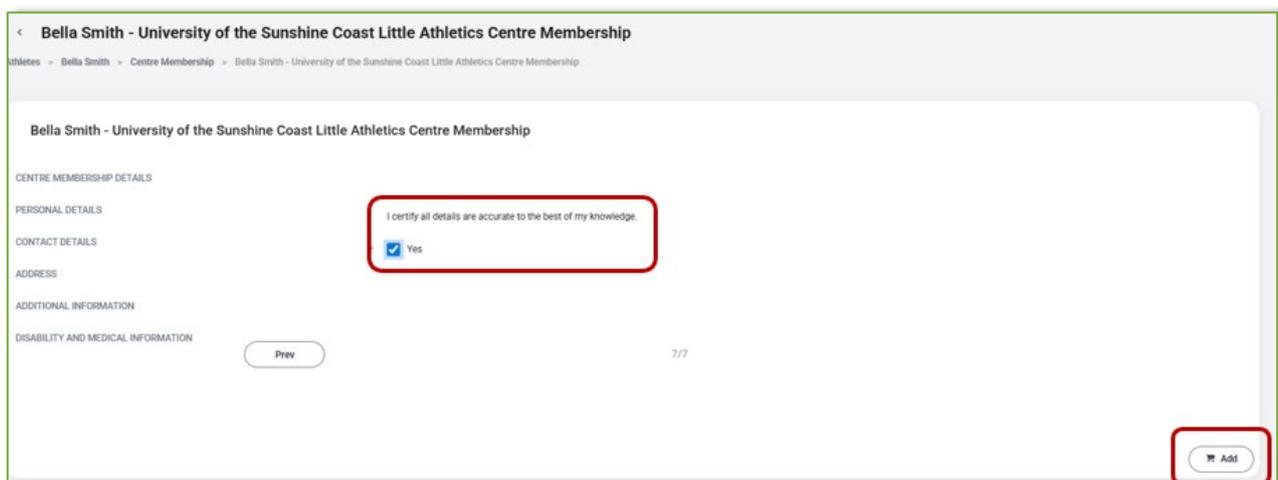
The screenshot shows a mobile application interface for 'Galaxy Banks - Test Centre 1 Membership'. The left sidebar contains a navigation menu with options like Home, Athletes, Competitions, Tours, Courses, Functions, Camps, and Purchase History. The main content area is titled 'Galaxy Banks - Test Centre 1 Membership' and includes a breadcrumb trail: Athletes > Galaxy Banks > Centre Membership > Galaxy Banks - Test Centre 1 Membership. Below the title, there are sections for 'CENTRE MEMBERSHIP DETAILS', 'PERSONAL DETAILS', 'CONTACT DETAILS', 'ADDRESS', 'ADDITIONAL INFORMATION', 'DISABILITY AND MEDICAL INFORMATION', and 'CERTIFICATION'. The 'DISABILITY AND MEDICAL INFORMATION' section contains three questions with radio button options:

- Do you identify as a person with a disability or health condition? (Yes is selected)
- Do you require support for you to participate? (No is selected)
- Are there any medical details or allergies we should know? (No is selected)

 At the bottom of the form, there are 'Prev' and 'Next' buttons, and a progress indicator showing '6/7'.

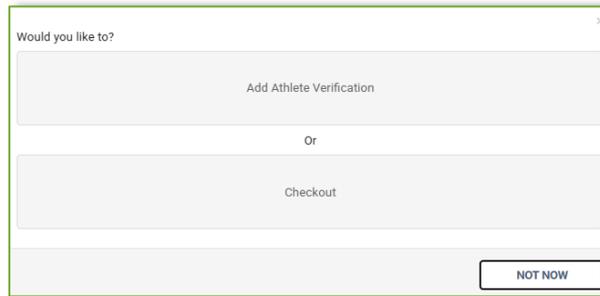
To Complete Certification:

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



The screenshot shows a mobile application interface for 'Bella Smith - University of the Sunshine Coast Little Athletics Centre Membership'. The left sidebar contains a navigation menu with options like 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. Below the title, there are sections for 'CENTRE MEMBERSHIP DETAILS', 'PERSONAL DETAILS', 'CONTACT DETAILS', 'ADDRESS', 'ADDITIONAL INFORMATION', 'DISABILITY AND MEDICAL INFORMATION', and 'CERTIFICATION'. The 'CERTIFICATION' section contains a text box with the text 'I certify all details are accurate to the best of my knowledge.' and a radio button for 'Yes' which is checked. At the bottom of the form, there are 'Prev' and 'Add' buttons, and a progress indicator showing '7/7'. The 'Add' button is highlighted with a red box.

3. The following box will now appear



4. Click **Checkout** to continue with registering your trial.

How many Athletes are you Registering for a Trial?

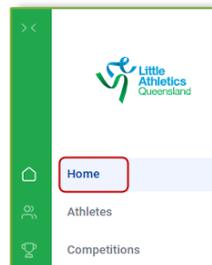
Registering **1 Athlete only** for a trial > [Navigate to Paying for your Trial](#)

Registering **multiple Athletes** for a trial [Navigate to Registering Multiple Athletes for a trial](#)

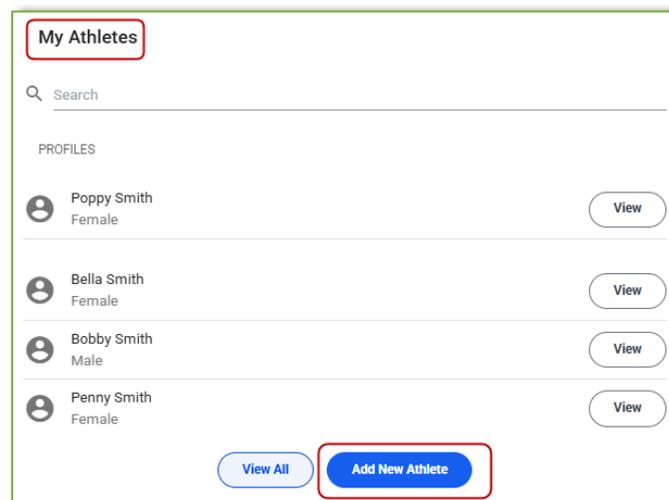
Registering Multiple Athletes for a trial

To Register another athlete for a trial:

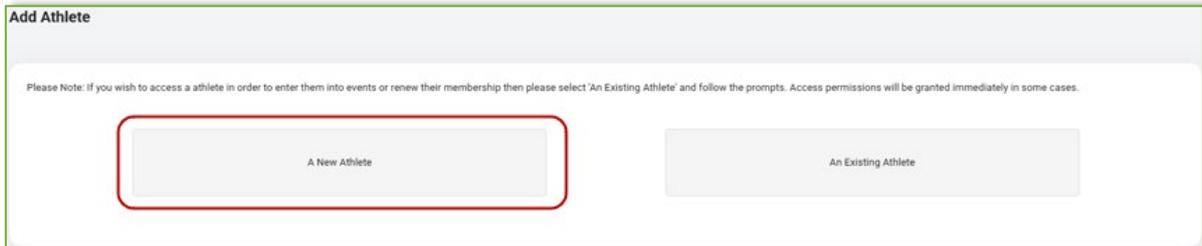
1. Navigate to the left hand menu > Click **Home**



2. In **My Athletes** box > Click **Add New athlete**



3. The **Add Athlete** screen will be displayed > Select **A New athlete**



You will need to complete the following: Personal Details, Contact Details and Email Information

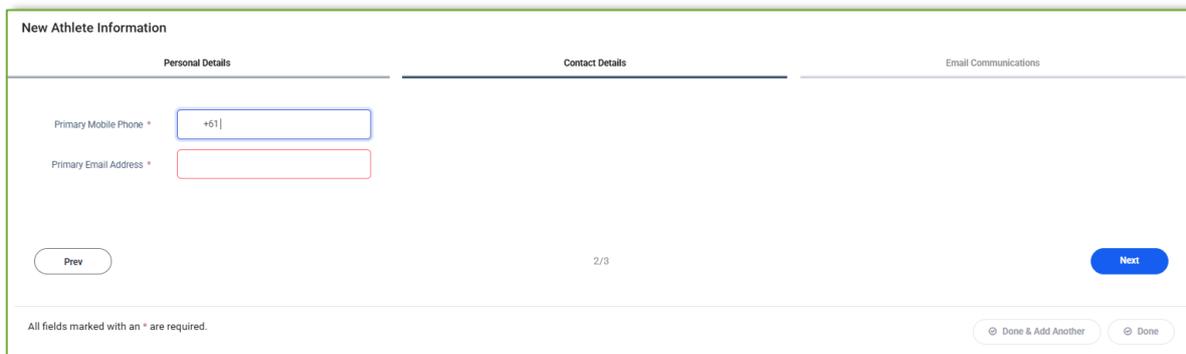
To complete Personal Details:

4. Follow the on-screen flow completing the following information:
 - a. First Name
 - b. Last Name
 - c. Date of Birth
 - d. Gender at birth
5. Click **Next**



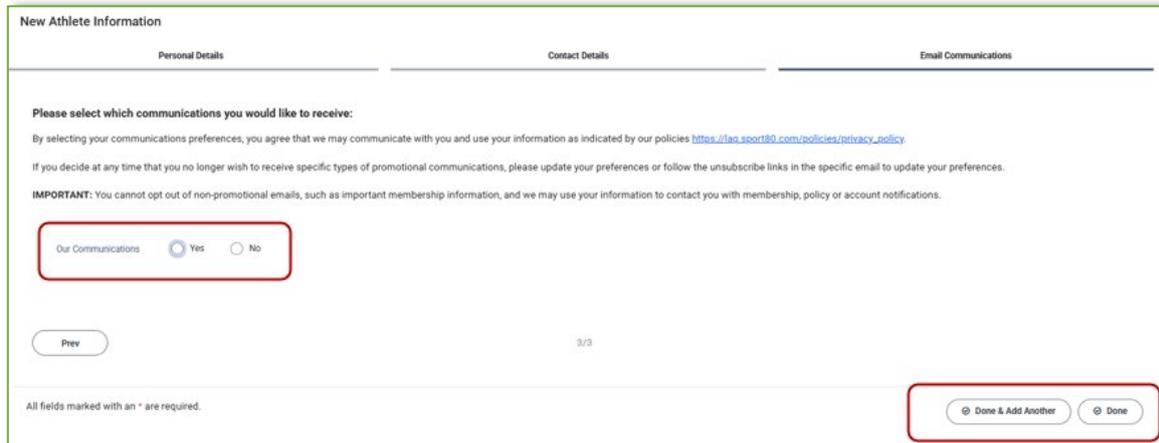
To complete Contact Details:

6. Follow the on-screen flow completing the following information:
 - e. Primary Mobile Phone
 - f. Primary Email Address
7. Click **Next**



To complete Communication Details:

8. Read information and select yes or no
9. Click **Next**



New Athlete Information

Personal Details | Contact Details | **Email Communications**

Please select which communications you would like to receive:

By selecting your communications preferences, you agree that we may communicate with you and use your information as indicated by our policies https://lan.sport180.com/policies/privacy_policy.

If you decide at any time that you no longer wish to receive specific types of promotional communications, please update your preferences or follow the unsubscribe links in the specific email to update your preferences.

IMPORTANT: You cannot opt out of non-promotional emails, such as important membership information, and we may use your information to contact you with membership, policy or account notifications.

Our Communications Yes No

Prev 3/3

All fields marked with an * are required.

Done & Add Another Done

10. Next Step:

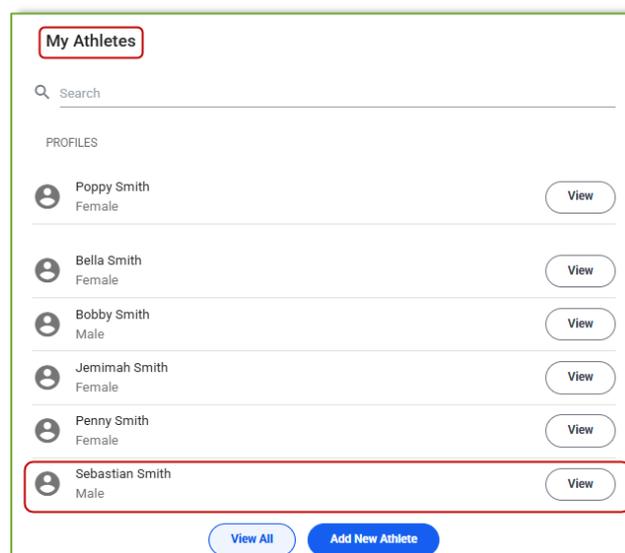
- If there area **no more athletes** to add > Click **Done** > [Navigate to Paying for your Trial](#)
- If you have **more athletes** to register for a trial > Click **Done & Add Another**

Repeat **steps 3 – 9** until all athletes that you want to register are added> Click **Done**

You will now be sitting on an athlete screen. The next step is to register all of the added athletes for their trial and you will need to do this individually.

To register more athletes for the trial

1. From the left hand menu > Click **Home**
2. Navigate to **My Athletes** box and click **view** next to the athlete you are registering next



My Athletes

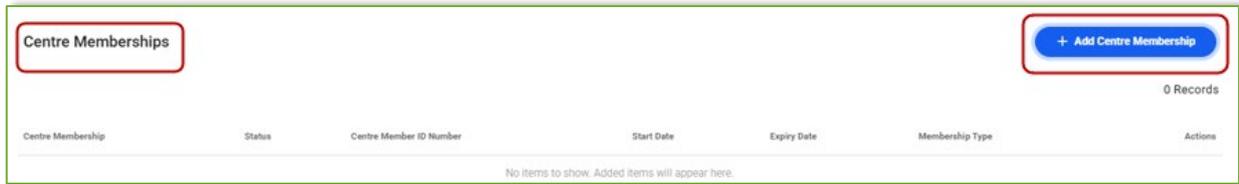
Search

PROFILES

 Poppy Smith Female	View
 Bella Smith Female	View
 Bobby Smith Male	View
 Jemimah Smith Female	View
 Penny Smith Female	View
 Sebastian Smith Male	View

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

3. Using the **Centre menu** > Click on **Centre Memberships**
4. In the **Centre Membership box** > Click **Add Centre Membership**

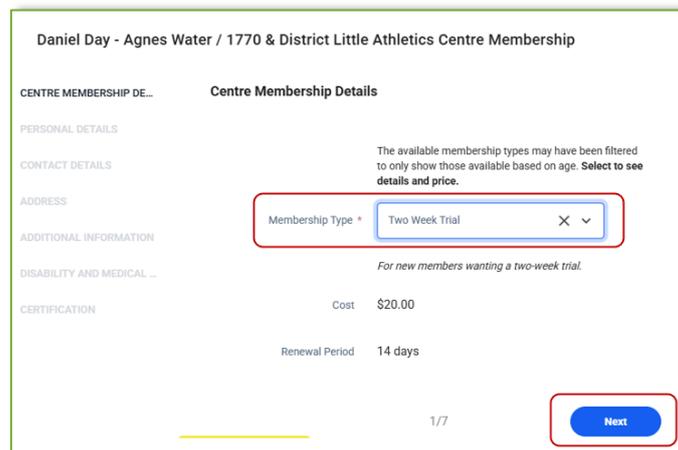


5. Locate the centre you wish to do a trial at > Click **Add**



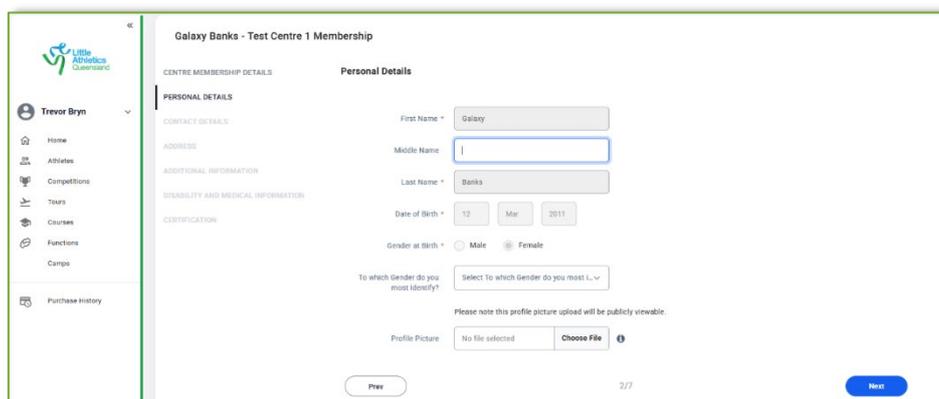
To Complete Centre Membership Details:

6. Navigate to Membership Type field: Using drop down menu > Select **Trial**
7. Select **Next**



To Complete Personal Details:

8. 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)
9. Select **Next**

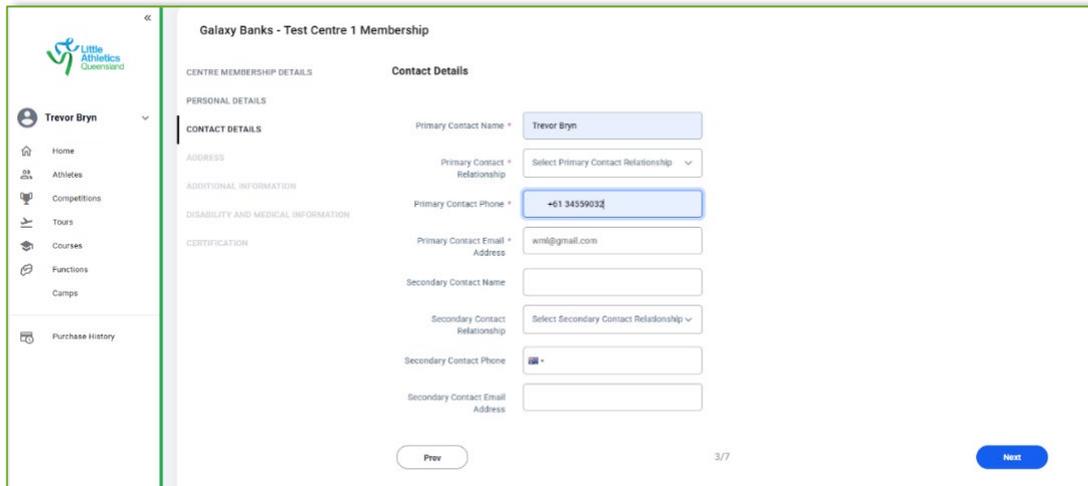


To Complete Contact Details:

10. 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)

11. Select **Next**

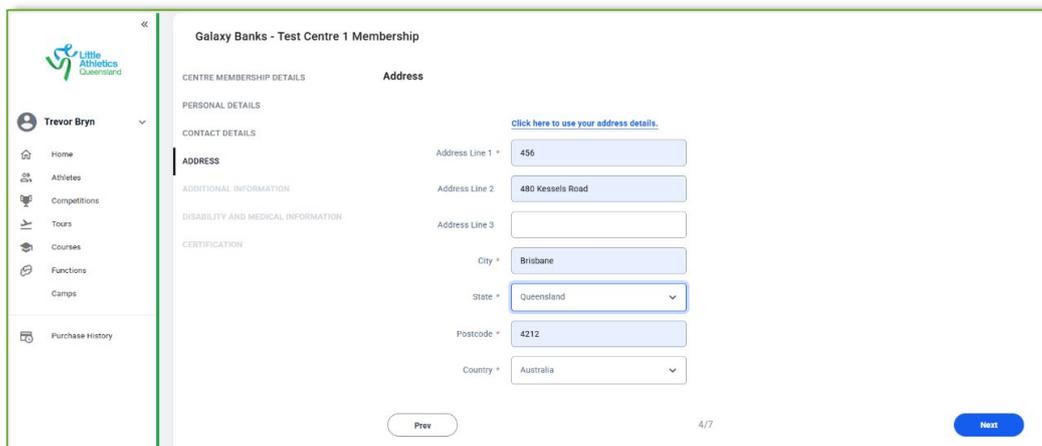


To Complete Address Details:

12. 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)

13. Select **Next**

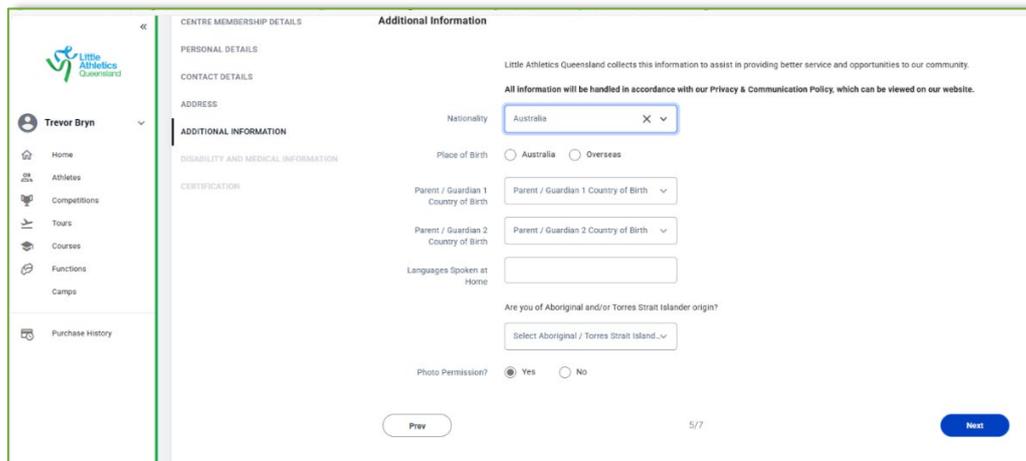


To Complete Additional Information:

14. 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** (optional)
- e. **Allow Registered Person's Name to be Published Online?** (optional)
- f. How did you hear about us (mandatory)

15. Select **Next**

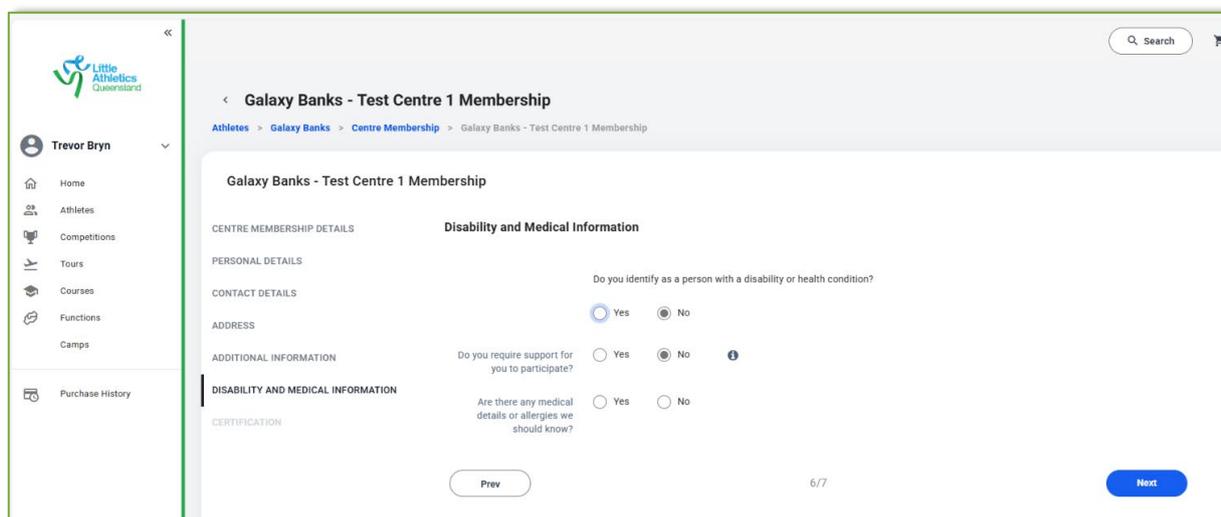


To Complete Disability and Medical Information:

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

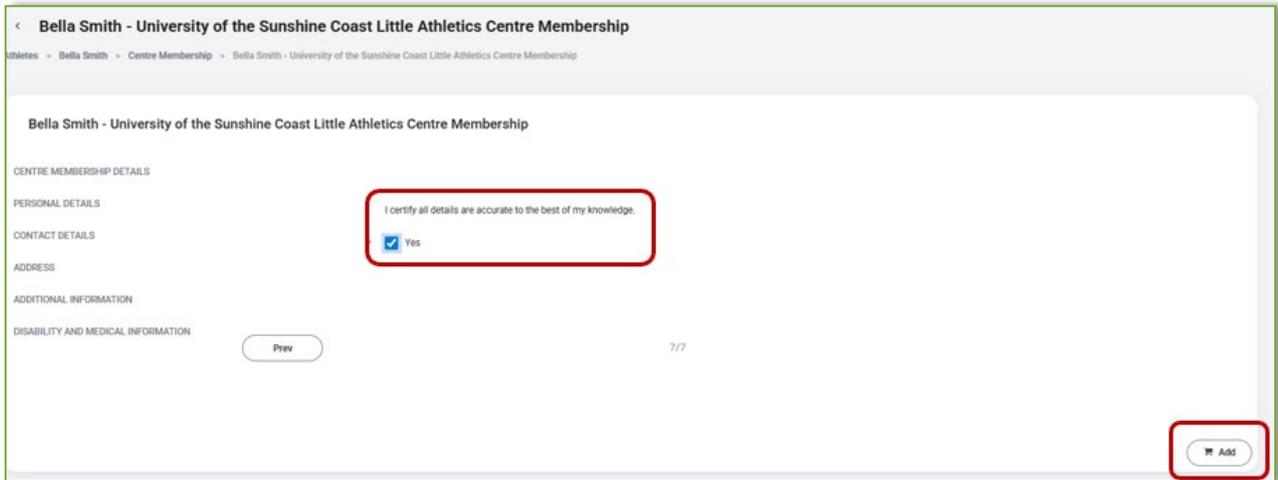
- a. Do you identify as a person with a disability or health condition? (Optional)
- b. Do you require support for you to participate? (Optional)
- c. Are there any medical details or allergies we should know? (Optional)
- d. **No** > Go to step 2
- e. **Yes** > Complete Medical information box > Go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

17. Select **Next**

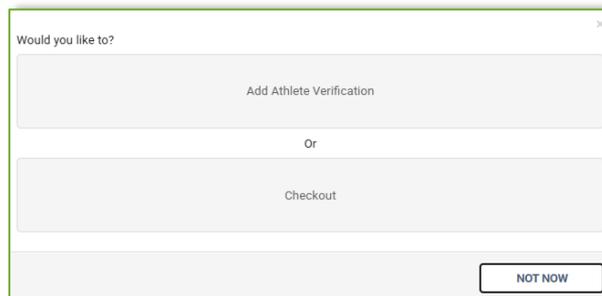


To Complete Certification:

- 18. Tick **Yes** to certify all details are accurate to the best of my knowledge
- 19. Click **Add** button



20. The following box will now appear



- 21. Click **Checkout** to continue with registering your trial.
- 22. Repeat Steps 1 – 21 for all athletes you wish to register for a trial

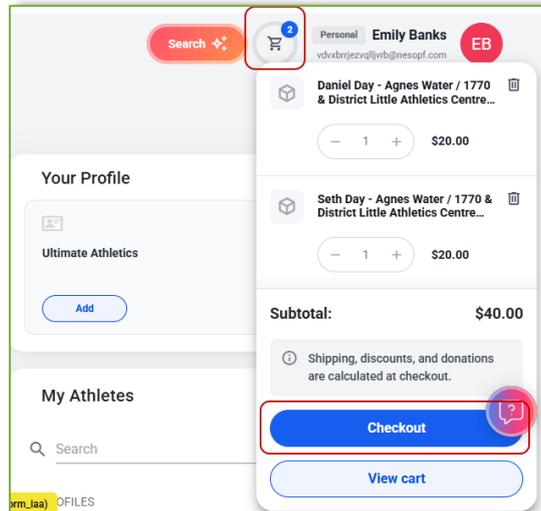
Once you have gone through the registration process for all the athletes you added, you are ready to finalise your payment.

Paying for your Trial

You are now ready to finalise your payment.

To start the process of finalising your payment:

1. Click on your **shopping cart** located in the top right hand side
2. Click **Checkout**

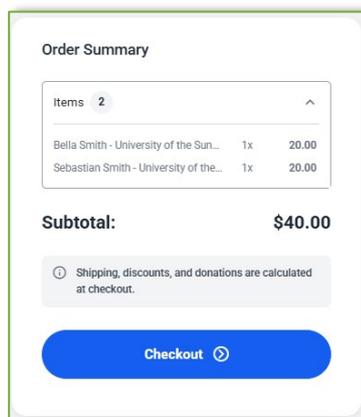


To make payment you will need to complete the following:

- **Additional Item screen** – This is where you will 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 Screen > Preparing for payment:

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



Checkout Screen > Preparing for payment:

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

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
1234 1234 1234 1234   

Expiration date Security code
MM / YY CVC 

Country
France

Order Summary

Items: 2

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

[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

Issues with your order? [Contact us](#)

Invoice
[Download invoice](#)

How was your ordering experience?

Order Summary Items: 3

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

Recommended items

[Add](#) [Links](#) [Camps](#) [Functions](#) [Courses](#)

[Tours](#) [Competitions](#)

Book A Hotel

 [Buy](#)

Enter A Camp

 [Enter](#)

Enter A Function

 [Enter](#)

Enter A Course

 [Enter](#)

Congratulations 🎉

You've successfully registered your trial the new Sport80 system.

Finding Your Trial Bib Number

Each trial athlete has been assigned a **lifetime bib number**.

To locate bib number > Navigate back to the **Home** screen in Sport80 > Look in the **"My Athletes"** box > Your child's **bib number** will appear next to their name.

📌 **Please make a note of this number** and provide it to your Centre when attending your trial nights.

Understanding Incomplete Registrations for Trials

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

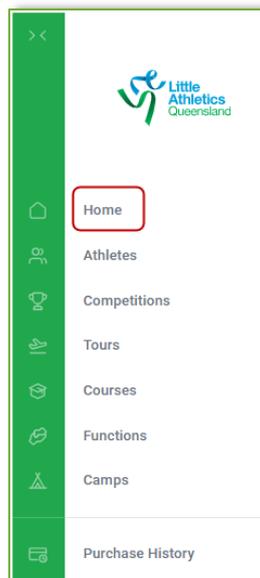
- **Invalid** – This means you haven't finished all the steps in the registration process. Please go back and complete any missing information.
- **Unpaid** – This means you've completed all the steps, but your registration isn't final until payment is made. Please proceed with payment to finish your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

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

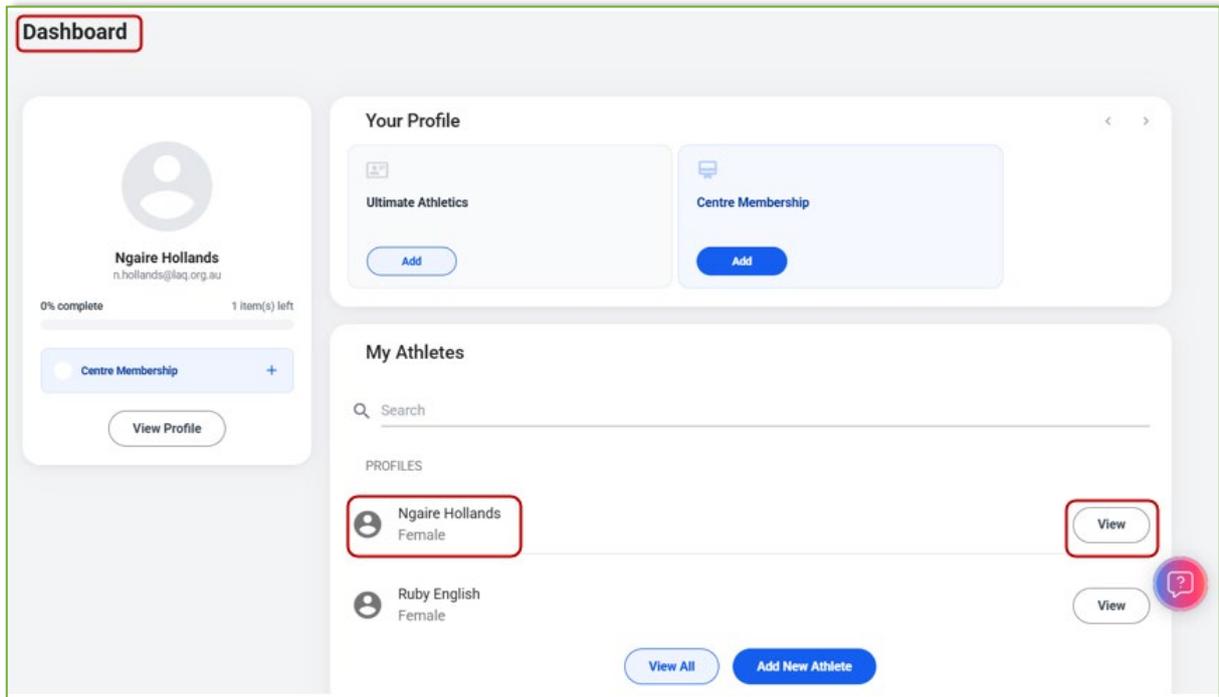
Centre Memberships							+ Add Centre Membership
Centre Membership	Status	Centre Member ID Number	Start Date	Expiry Date	Membership Type	Actions	1 Record
University of the Sunshine Coast Little Athletics Centre Membership	Unpaid	-	-	-	-	⋮	

To complete your registration for a trial:

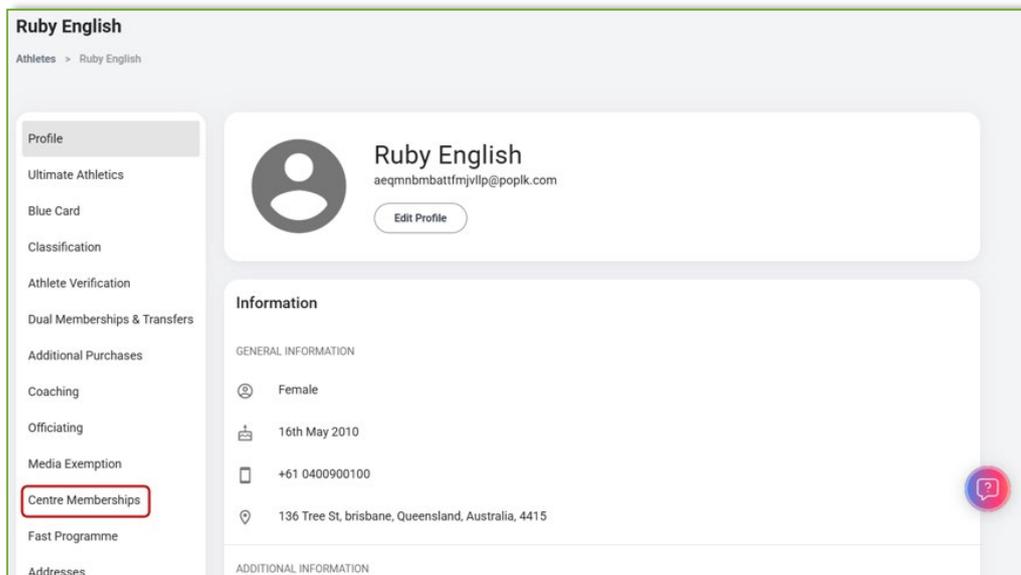
1. Using left hand side menu > Click on **Home**



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**

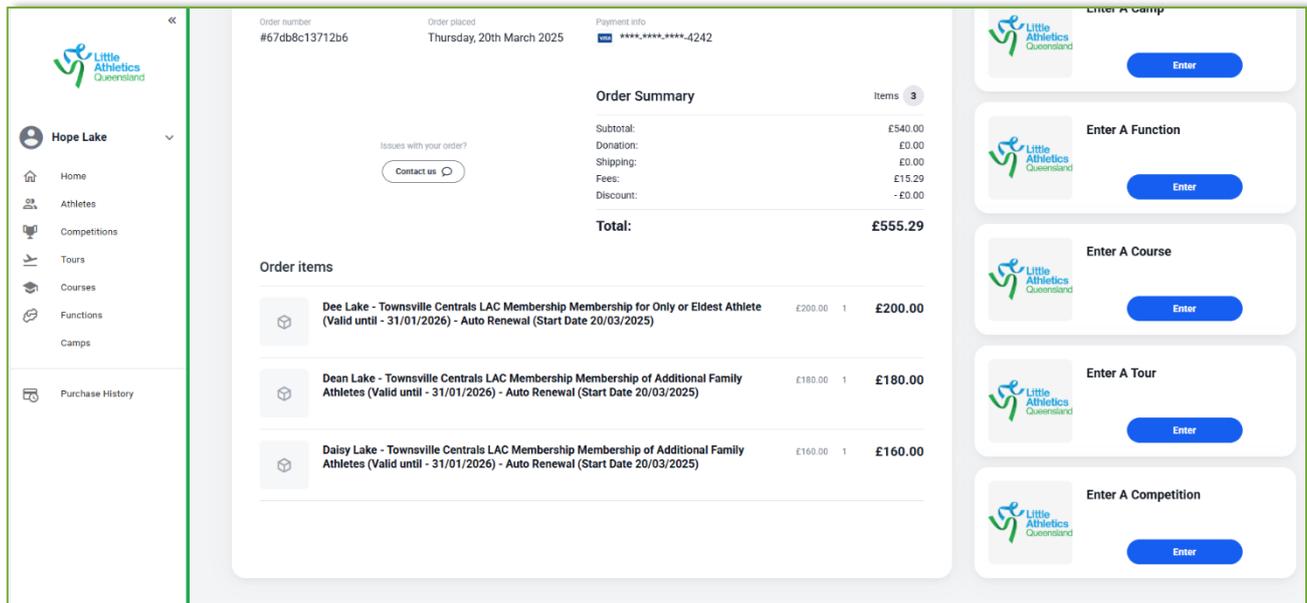


3. The incomplete registration will be displayed
4. Using the Ellipses (3 dots) on the right hand side > **Right Click** > **Edit**
5. Complete Registration process following on screen prompts and instruction guide

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 user interface for a customer named Hope Lake. The page is divided into several sections:

- Header:** Includes the Little Athletics Queensland logo and navigation icons for Home, Athletes, Competitions, Tours, Courses, Functions, Camps, and Purchase History.
- Order Information:**
 - 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**
- Order items:**

Item Description	Price	Quantity	Total
Dee Lake - Townsville Centrals LAC Membership Membership for Only or Eldest Athlete (Valid until - 31/01/2026) - Auto Renewal (Start Date 20/03/2025)	£200.00	1	£200.00
Dean Lake - Townsville Centrals LAC Membership Membership of Additional Family Athletes (Valid until - 31/01/2026) - Auto Renewal (Start Date 20/03/2025)	£180.00	1	£180.00
Daisy Lake - Townsville Centrals LAC Membership Membership of Additional Family Athletes (Valid until - 31/01/2026) - Auto Renewal (Start Date 20/03/2025)	£160.00	1	£160.00
- Right Sidebar:** Contains five buttons for entering details: Enter A Camp, Enter A Function, Enter A Course, Enter A Tour, and Enter A Competition.