

Little Athletics SA Member's Portal

Member's Guide



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Introduction

The Little Athletics SA Members Portal has been designed with members in mind to create an easy registration process and easy to find and view information.

Little Athletics is not just a little person's sport. We offer Recreational athletics for anyone aged over 17, competition events, clinics and programs and coaching and officiating courses.

Little Athletics prides itself on being a family activity, and as such we need a small amount of your time to help our dedicated committee volunteers in running the Centre. It is here that you can register for these activities and nominate volunteering assistance.

Sign in or create an account

The account you are signing into is the parent / guardian account, and you can register and view your athletes through your account.

Create an account

If you are a new member, please create a new profile by selecting **Create Profile** to the right of the screen. You will be registering the parent / guardian details

Sign in

If you were a member with Little Athletics SA in the 2016/17 season, you will already have an account.

- All **usernames** have now been changed to be your **email address**
- Use the **Forgot Your Password** function if you are unable to sign in

The screenshot shows a login and registration form. On the left, under the heading "Sign in with an account", there is the Little Athletics SA logo, a "Username" input field, a "Password" input field, a "Remember me?" checkbox, a blue "Sign in" button, and a "Forgot Your Password?" button. On the right, under the heading "Don't have a login account?", there is a "Create Profile" button. A note below the "Create Profile" button reads: "If you are NOT an South Australian Little Athletics Association member or do NOT have an existing profile on the SALAA online system, please create a profile."

Profiles

The Profiles page shows all of the athletes that are connected to the parent account.

The top section shows the master account details including name, date of birth, address and medical conditions

ASA Membership

The profile form asks if the adult is a member of Athletics SA and their bib number and club. This is primarily for the Rec Aths Membership, where a discounted fee is available to members who provide valid ASA bib number.

Athletics SA Members

Are you a member of Athletics SA?
 No Yes

Athletics SA Club

Adelaide Harriers AC

Athletics SA Bib Number

123

Volunteering at your Centre

Parent account holders are asked to provide their occupation and preference for volunteering role at their nominated centre. They may also provide an optional secondary volunteering role.

An additional person is able to nominate to volunteer at the centre.

As Little Athletics is a family sport and requires hands on assistance from parents, the Centre may have an alternate volunteering registration process.

Volunteering at your Centre	Nominate a Volunteer
<p>Please select a Centre *</p> <input type="text" value="Adelaide Eagles Little Athletics Centre"/>	<p>Name</p> <input type="text" value="Anne den Dekker"/>
<p>What is your occupation? *</p> <input type="text" value="Accountant"/>	<p>Relationship to Family</p> <input type="text" value="Grandmother"/>
<p>How would you like to help at your Centre? *</p> <input type="text" value="Fundraising"/>	<p>How would this person like to help at your Centre?</p> <input type="text" value="First Aid"/>
<input type="text" value="Age Group Chaperone"/>	

Athlete Memberships

The Master account holder can view the athletes that are connected to their account and update their information.

Athlete Memberships				
Athlete Name ↑	Rego No	Age Group	Gender	Member Type
Meg den Dekker		10	Female	

Membership Registration

The Little Athletics Fee Structure

As with other sports, Little Athletics has two components to their fees; the association fee and the centre fee. The Association fee is always the same across all Centres however, the Centre fee will differ amongst Centres.

Association Fee:

1st Athlete = \$72

2nd Athlete = \$72

3rd Athlete = \$40 (All additional Athletes = No charge)

Season Membership

Season memberships are available via the **Membership Registration** tab.

The first name represents the master account holder and the names following are the connected athletes.

Additional athlete profiles are added from this page.

2017/2018 Season Membership

The screenshot displays the '2017/2018 Season Membership' page. On the left, there is a navigation menu with options: Profiles, Membership Registration (highlighted), Event Qualifiers & Registrations, Clinic & Program Registrations, Education, Financials, Services & News, Security, and Change Password. The main content area shows the user's profile for Devina Portman and a table of athlete memberships. The table has columns for Full Name and DOB, with a 'Register' button next to each row.

Full Name	DOB	
Devina Portman	10/07/1982	Register
Athlete Memberships		
Full Name	DOB	
Daisy Portman	03/04/2010	Register
Frankie Portman	04/03/2007	Register
Waterfall Portman	03/05/2006	Register
Johnny Portman	01/01/2013	Register

[Click here](#) to add another athlete

Complete the registration by selecting the [Register](#) button next to the individual's name.

The memberships available will differ between Centres, please contact your Centre or use the Find A Centre tool to view more information about each Centre.

Recreational Athletics (Rec aths)

Recreational Athletics offers all ages over 17 the ability to participate in athletics at their Centre, as well as access to be part of a team at the State Relay Championships, Cross Country Championships and all Athletics SA competition and events.

Athlete

Athlete Memberships are for under 6 to under 17 age groups.

Tiny Tots

Tiny Tot Memberships are for children aged 5 and under (Tiny Tots may start from age 3, 4 or 5 and some Centres may not cater for Tiny Tots). Tiny Tots may also have a different centre fee from Athletes. The Association treats Tiny Tots as an athlete for pricing.

One Club

One Club Membership is available ASA members registered at One Club Centres (Available at Northern Districts, Mildura, South Coast).

Sports Vouchers

Primary school aged children who reside in SA are eligible for **one** SA government Sports voucher **per child** each year. The sports voucher is available for members of SA centres within the correct age range and is applied at the end of the registration process. Please review the eligibility questions before claiming a sports voucher, as athletes that are deemed ineligible from the Office of Recreation and Sport will be removed from the Centre records unless the shortfall is paid.

Events

Qualifiers & Registrations

You can view which events the athlete has qualified for in the **Event Qualifiers & Registrations** tab

It will display the competition, specific event, if the athlete has qualified, and after they have registered, the status will change to “entered”.

Click on the **Results HQ icon** to login to view the individual results for each event

Clinic & Program Registrations

You can view which clinics & programs an athlete has registered for in the **Clinic & Programs Registrations** tab

This will display the clinic / program name, athlete name, and details of the date, time & venue.

How to register for Competitions, Clinics and Programs

To register athletes connected to your account for Competitions, Clinics and Programs.

Where a competition has eligibility criteria, only the events that the athlete has qualified for will be available to select.

- Select **Event Registration** from the top menu
- You can also view the Events Calendar from this screen

- Select a course name to select from the courses available
- Select the dropdown arrow to the right on the ‘Register As’ box > Select family

Competition Name	Competition Venue	Competition Date	
Holiday Clinic	SA Athletics Stadium	02/10/2017 7:30AM	Register As... ▾
State Multi Event Championships	SA Athletics Stadium	14/10/2017 8:30AM	Register As... ▾
State Individuals 2017	SA Athletics Stadium	09/11/2017 7:30AM	Register As... ▾

- The list of family members linked to your account will appear
- **Select the name** of the athlete that is registering
- A list of events will appear that the athlete is eligible to register for
- **Select the age group** and **Register** button
- **Select Cart** and follow screen to process payment


Education Registration


Little Athletics SA hold a number of education courses and workshops through the year.


Coaching Courses

- Each participant must have their own account to register. If the registration is for another adult than the primary person, or an athlete aged over 16, they will need to create their own account.
- From the top menu **select Education**
- **Click** on a course name to select from the courses available
- **Select** a course name to select from the courses available

Upcoming Past

 **Introduction to Coaching Course (ITCC) - SA Athletics Stadium**
9/9/2017 10:00 AM – 4:00 PM

 **Introduction to Coaching Course (ITCC) - Eyre Peninsula (Port Augusta)**
14/10/2017 9:00 AM – 3:00 PM

 **Introduction to Coaching Course (ITCC) - Mt Gambier**
28/10/2017 9:00 AM – 3:00 PM

- Click on **Register as Individual**

Introduction to Coaching Course (ITCC) - SA Athletics Stadium



COST: \$65 per person

This course includes a comprehensive coaching manual

Venue

Name SA Athletics Stadium
Address 145 Railway Terrace
City Mile End State SA
Postcode 5031

Registration

[Register as Individual](#)

- **Complete** the registration questions

Which of the following are you representing? *

Would you like to purchase a coaching manual on the day for \$30?

How did you hear about the Introduction to Coaching Course?

- Select **Submit**
- **Follow** the checkout process

View Education registrations

- You can view a list of your upcoming and completed courses the by clicking on **Education Registrations** on the left hand menu

My Education Registration Details

My Courses Detail View

My Upcoming Courses

Attendee ↑	Education Level	Start Date	Location
Stephanie Zmegac		22/7/2017	

My Accrediation

Name ↑	Education Level	Category	Competence	Date Taken
Stephanie Zmegac - Introduction to Coaching Course (ITCC)	Introduction to Coaching		Not Yet Competent	




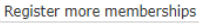


Little Athletic SA Registration Quick Guide

Sign in	OR	Create an account
<p>If you were a member with Little Athletics SA in the 2016/17 season, you will already have an account.</p> <ul style="list-style-type: none"> All usernames have now been changed to be your email address Use the Forgot Your Password function if you are unable to sign in 		<p>If you are a new member, please create a new profile by selecting Create Profile to the right of the screen. You will be registering the parent / guardian details</p>

Profiles



- ✓ Check the parent profile details
- ✓ Volunteering opportunities – our dedicated committee volunteers value even just 30 minutes a week to help out with a BBQ
- ✓ ASA Membership details (ASA members receive discounted Rec Aths)
- ✓ View the athletes currently on the account

Membership Registration

- ✓ Season memberships are available via the **Membership Registration** tab.
- ✓ Add more athletes by clicking on **Add another athlete** from under your current list of athletes
- ✓ Adults can register for Rec Aths too!
- ✓ Complete the registration by selecting the  button next to the individual's name.
- ✓ Select your Centre
- ✓ Select the  button next to the membership type
- ✓ Choose to either  or 
- ✓ All done? Click the  button from top left screen
- ✓ In the shopping Cart the system will work out the best deal based on your memberships!
- ✓ Select the  button from the bottom right of the screen
- ✓ A 2% merchant transaction fee is added to the purchase
- ✓ Apply your Sports Voucher by first selecting the child; but don't forget!!:

Primary school aged children who reside in SA are eligible for **one** SA government Sports voucher **per child** each year.

Please **review the eligibility questions** before claiming a sports voucher, as athletes that are **deemed ineligible from the Office of Recreation and Sport** will be removed from the Centre records unless the shortfall is paid.

- ✓ Select  from the bottom left hand of the page
- ✓ **Read and agree** to the Terms and conditions then select 
- ✓ Your Centre will be in contact to collect your Rego and Age patches and to attend the first meet of the season
- ✓ Welcome to the Little Athletics Community of *Family, Fun & Fitness!*

Regards,

Little Athletics Centre