

Registrations

The Centre Registrar is the person responsible for the receipt and recording of all registrations within the Centre. To perform this duty efficiently requires careful preparation prior to the online registration portal opening on 1 August each year.

Prior to Online Registrations Opening

Shortly before the start of each season, LANSW will supply each Centre with the following:

Registration numbers

Age patches

McDonald's Achievement Awards

Work with Children Check Declaration form

Sponsor patch (when applicable)

Online Registrations

Every child who wishes to compete at Centre level or at a LANSW Championship must complete an online registration. This is necessary for insurance purposes. The online portal can be accessed via the LANSW website from 1 August each season.

Proof of Age

Centre Officials must sight a satisfactory proof of age document and note it within the online registration for each athlete. No registration can be accepted without this being done. Acceptable forms of proof of age are:

- Current passport
- Birth certificate, full or extract
- Baptism certificate
- Hospital blue book
- A statutory declaration may be made as an absolute last report. If so, this must be sent to the LANSW office.

Determining the Age Group

Any boy or girl at least three (3) years of age and under sixteen (15) years of age as midnight on December 31 may be registered with LANSW for the period of twelve months following that date.

Registration Numbers and Age Patches

Allocate a registration number to the athlete and enter the number into the online registration system (SportsTG).

Age patches must also be allocated once the proof of age has been sighted and the correct age group determined.

Parents/guardians should be advised as to LANSW requirements for the positioning of registration numbers and age patches. From time to time, there will also be a sponsor patch required to be positioned on the centre uniform.

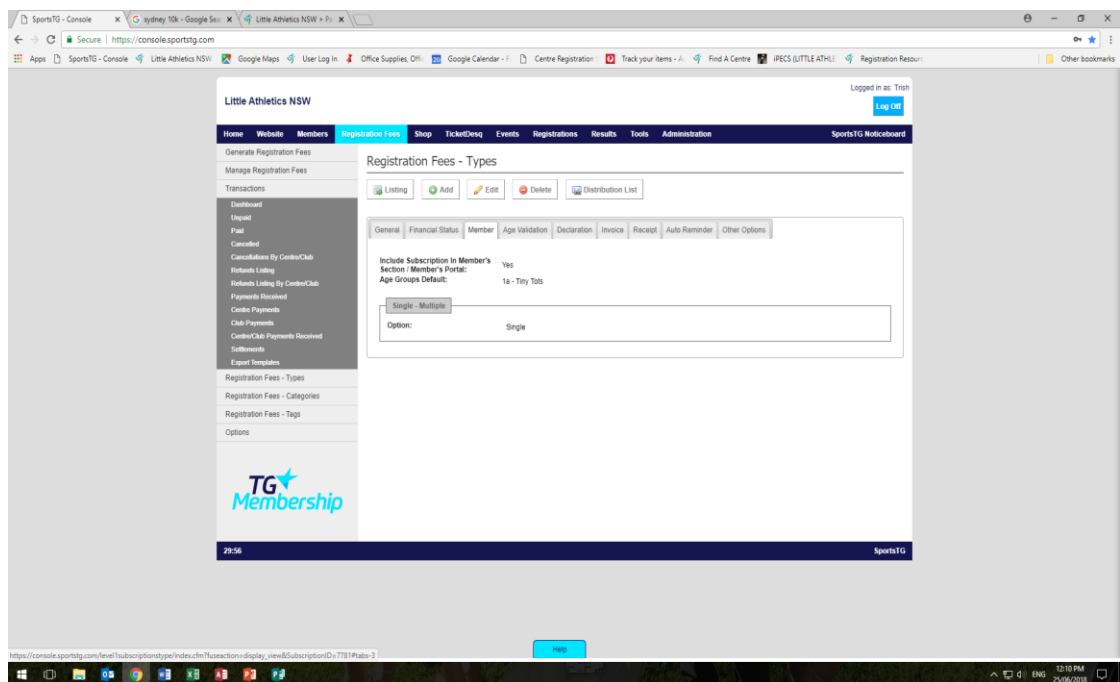
At the Season's End

At the end of each season an audit will take place on the registration numbers issued to the Centre against the number of children registered. All unused numbers will have to be returned to the LANSW office.

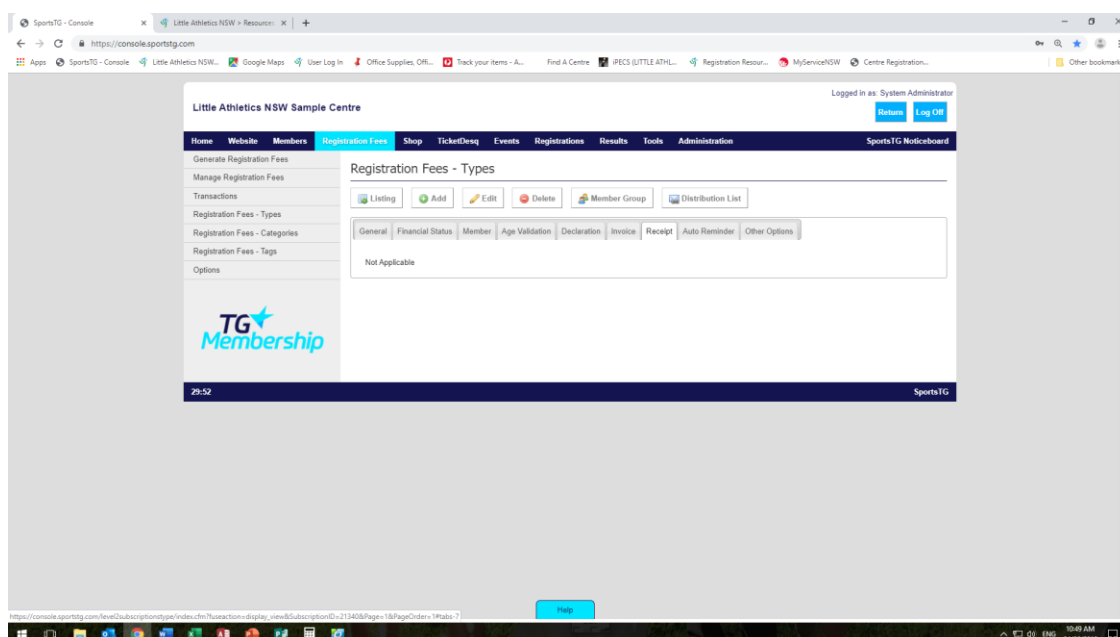
Updating Your Online Registration Portal (SportsTG) Each Season

Update Registration Fees.

- Centre's will need to update the total and Centre fee if your fees change from season to season.
- The total must equal the Centre and LANSW fee.
- Example: LANSW fee is \$68, the Centre fee is \$32, the total will be \$100.
- When you have updated the fee, you will need to make sure the member tab is marked to **yes** (See photo below)



Updating the Receipt (See photo below)



Below is a sample of writing a receipt which members will receive once an online registration has been submitted, paid and completed.

Welcome to Harris Park Little Athletics Club

We trust you will enjoy your time with us and we actively encourage all our athletes to do their best. Our goal is to provide a friendly and safe environment that will ensure our athletes and families enjoy the participation and friendships that Little Athletics can provide. Without parents there is no Little Athletics. The help of all parents is not only greatly appreciated it is a requirement. By registering your child as a member of this Club, you are committing yourself to assist the Club in whatever way you can to ensure the efficient running of the program.

What to do next:

Please bring this receipt, along with proof of age for new registrations e.g. Birth Certificate, Passport or Health Book to one of the below pack collection days to receive your child's registration number.

REGISTRATION PACK COLLECTION DAYS

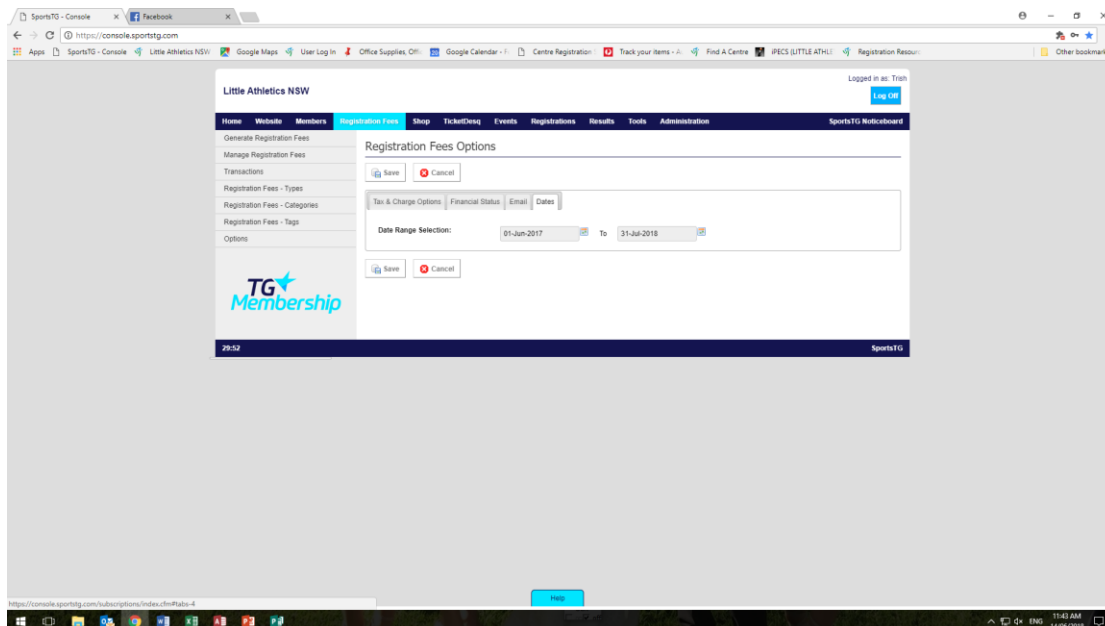
The Goodard Oval, Fairview St, Harris Park 2150
 Friday 13 September 5pm – 6:30pm
 Sunday 22 September 12pm – 2:30pm

First day of competition is Friday 27 September.

For further information please contact our Centre Registrar on 0400 000 000

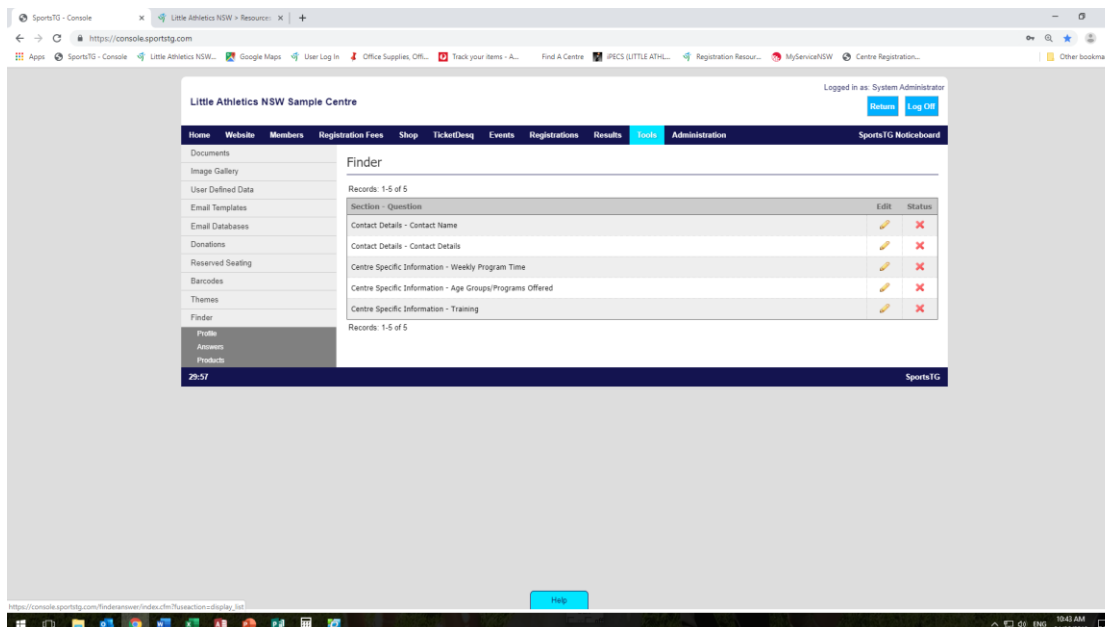
Update the Options (See photo below)

- Click on registrations fees – options
- Click on edit and change the date range selection from 1 July 20.. to 31 July 20..
- This will enable you to only see those who have paid for the current season.



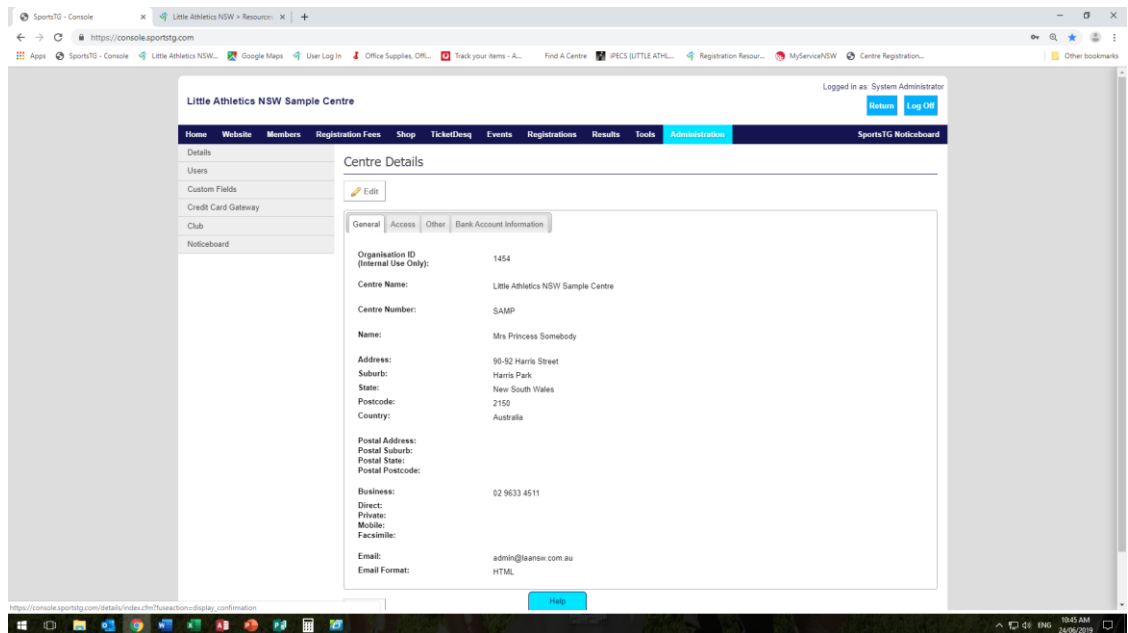
Update Centre Details on Find-a-Centre (see photo below)

- Click on tools tab, then on the LHS click on finder.
- Below is the section for changing the contact details which will appear on the website.
- Also ensure you check the profile has the correct website and email address.

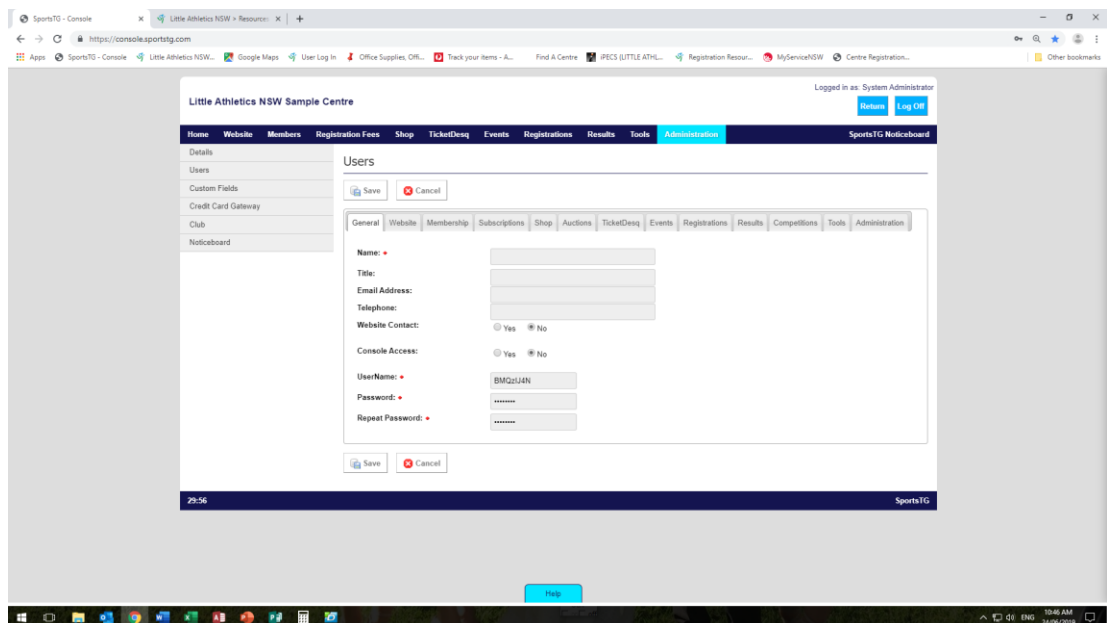


Update Administration Details (See photo below)

- Click on administration
- Details should be changed if needed to current registrar.



Update the users details to only those who would be required to have access.



- Delete any old committee members.
- Users you can control what they see. Recommended that the registrar is the only person who can add and edit details. Other committee members would be only able to export details.

FOR FURTHER INFORMATION AND/OR ASSISTANCE, PLEASE CONTACT OUR OFFICE ON 9633 4511