

VICTORIAN LITTLE ATHLETICS ASSOCIATION

ATHLETE REGISTRATION 2010 / 2011

NEW MEMBERS

Please follow the steps listed below to Register for Little Athletics for the 2010 / 2011 season.

1. Go to website: www.lavic.com.au
2. On the left hand side menu click on the McDonald's Registration Button titled 'Join Up / Register'

At this point you need to determine your registration requirements. If you have only one child registering as an athlete this season you will follow the Individual Registration procedures. If you have more than one child registering you should follow the Family Registration procedures.

3. Individual Registration

- Select 'new member'
- Select Centre, Select Club (if applicable) Click on 'Next'
- Choose the relevant age group registration. Click on 'Next'
- Accept Privacy statement and Parent Declaration. You must enter a Parent / Guardian name. Click on 'Next'
- All details will need to be entered. Click on 'Next'
- To pay by Credit Card online choose 'submit application and pay online'
- If you wish to pay by cash or cheque at the Centre, Click on 'submit'
- The system will then ask you to confirm that you want to submit the application. Click on 'Submit Application'.
- Your registration should now be complete. Click on 'print invoice' if you are paying by cash or cheque. Or print receipt, if you have paid by Credit Card online.
- In order to verify your registration age verification must be shown to the Centre before your member status can become active.

4. Family Registration

- Select 'new registration'
- Select Centre, Select Club. Click on 'Next'
- Scroll down the page until you see Family registration and select the one relevant to you ie. if you have 3 children registering as athletes select 'Family registration for three children'. Click on 'Next'
- Select 'Member 1' (this is your primary member)
- Select relevant age group for this athlete. Click on 'Next'
- Accept Privacy statement and Parent Declaration. You must enter a parent / guardian Name. Click on 'Next'
- Select Member 1 Enter all details
- Select 'Member 2' Follow procedures as per member 1. Repeat for any subsequent family members
- When all member details have been updated / added click 'Next'
- To pay by Credit Card online choose 'submit application and pay online'
- If you wish to pay by cash or cheque at the Centre, Click on 'submit application only'
- The system will then ask you to confirm that you want to submit the application. Click on 'Submit Application'.
- Your registration should now be complete. Click on 'print invoice' if you are paying by cash or cheque or print receipt if you have paid by Credit Card online.
- In order to verify your registration age verification must be shown to the Centre before your member status can become active.