

VICTORIAN LITTLE ATHLETICS ASSOCIATION

ATHLETE REGISTRATION 2010 / 2011

RE-REGISTERED MEMBERS

Please follow the steps listed below to Re-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 Logo 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 Membership procedures.

3. Individual Registration

- Click on the Existing Member Logo.
- Enter Username and Password. (supplied by your Centre)
- Click on Login
- Select 'Registration Renewal' on the Left.
- 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'
- Your personal details should now appear on screen. Check and make any necessary changes. 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 application only'
- The system will then ask you to confirm that you want to submit the registration
- 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.

4. Family Membership

- Select 'Family Membership'
- 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'
- 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'

- For existing members click 'Log in'. (For new registrations enter all details)
- Enter Username and Password. (supplied by your Centre). Click 'Log in' Your personal details should now appear on screen. Check and make any necessary changes. Click on 'Update'
- 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.