

## NEW Registering athletes for the 2017/2018 season:

1. <https://registration.resultshq.com.au> or
2. Joondalup LAC and click on **I don't have an account**

ResultsHQ

Family Members Summary Payment

### Joondalup LAC 2017/18 Registration

Username  
admin@jfac.org.au

Password  
.....

[I've forgotten my password](#)

3. Follow the onscreen instructions and fill out all username (email address), password and confirm password. These will be used when you access your athlete's competition results.

4. Input your family details

ResultsHQ

Family Members Summary Payment

### Edit Family Details

Account Details

Username Password Confirm password

admin@jfac.org.au ..... .....

Parent/Guardian Primary Contact Parent/Guardian Secondary Contact

First name First name

Surname Surname

Contact number Contact number

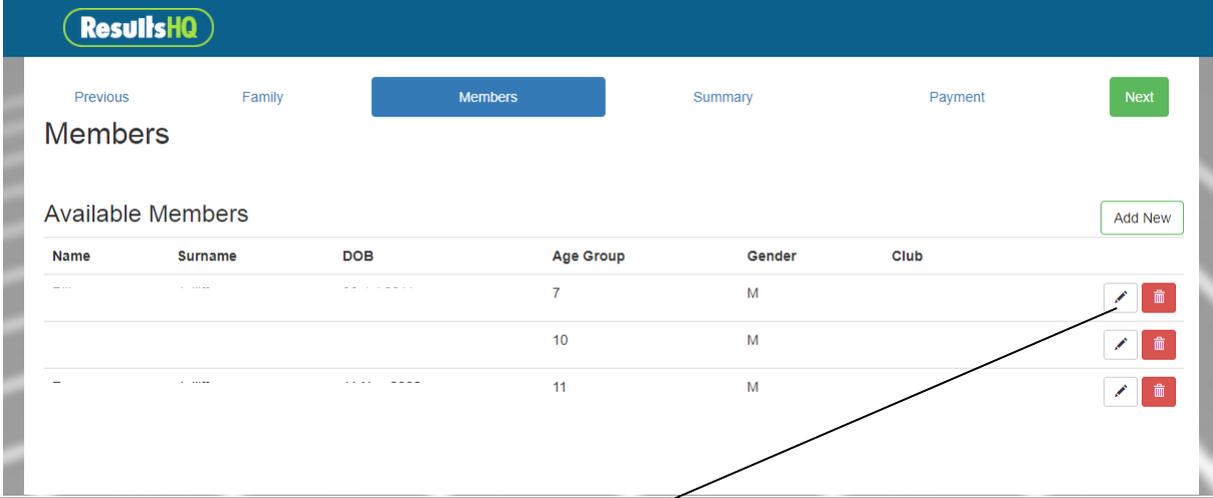
Email address Email address

admin@jfac.org.au admin@jfac.org.au

Marketing list Mailing list Marketing list Mailing list

Next

5. Include details of each athlete you register - All family athletes can be included in the same registration

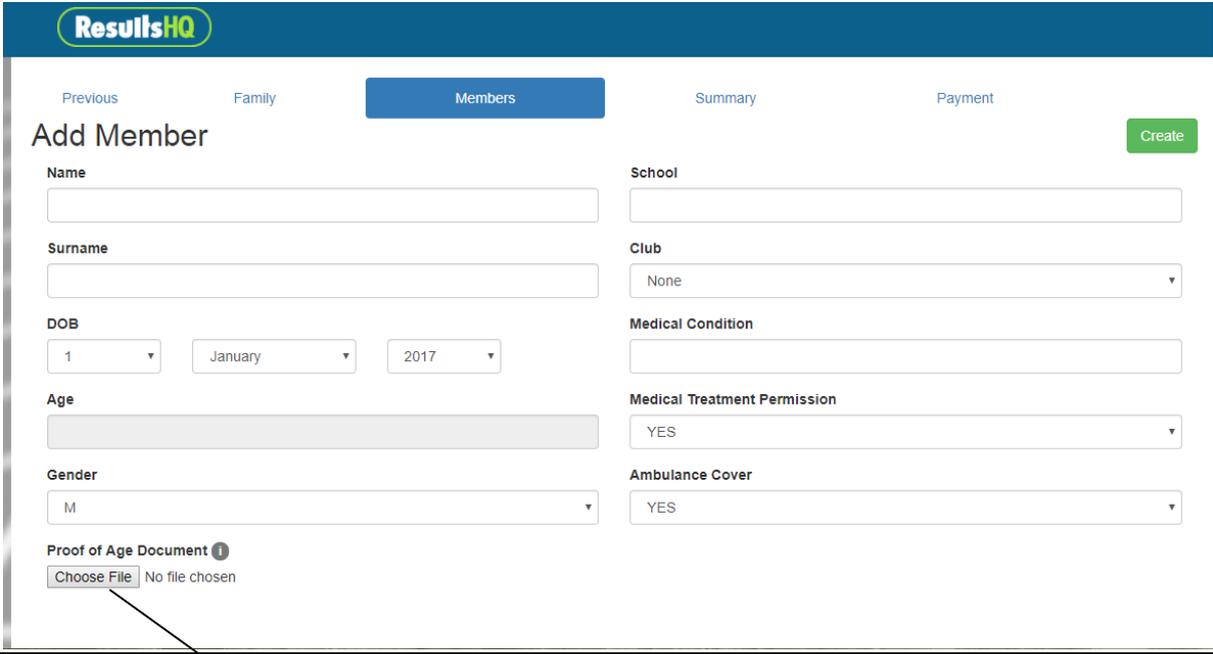


The screenshot shows the 'Members' page in the ResultsHQ system. At the top, there are navigation tabs: 'Previous', 'Family', 'Members' (selected), 'Summary', 'Payment', and a green 'Next' button. Below the tabs is the title 'Members'. Underneath, there is a section 'Available Members' with an 'Add New' button. A table lists three members with columns for Name, Surname, DOB, Age Group, Gender, and Club. Each row has edit and delete icons. An arrow points from the table to the next step.

Name	Surname	DOB	Age Group	Gender	Club
-----	-----	-----	7	M	
-----	-----	-----	10	M	
-----	-----	-----	11	M	

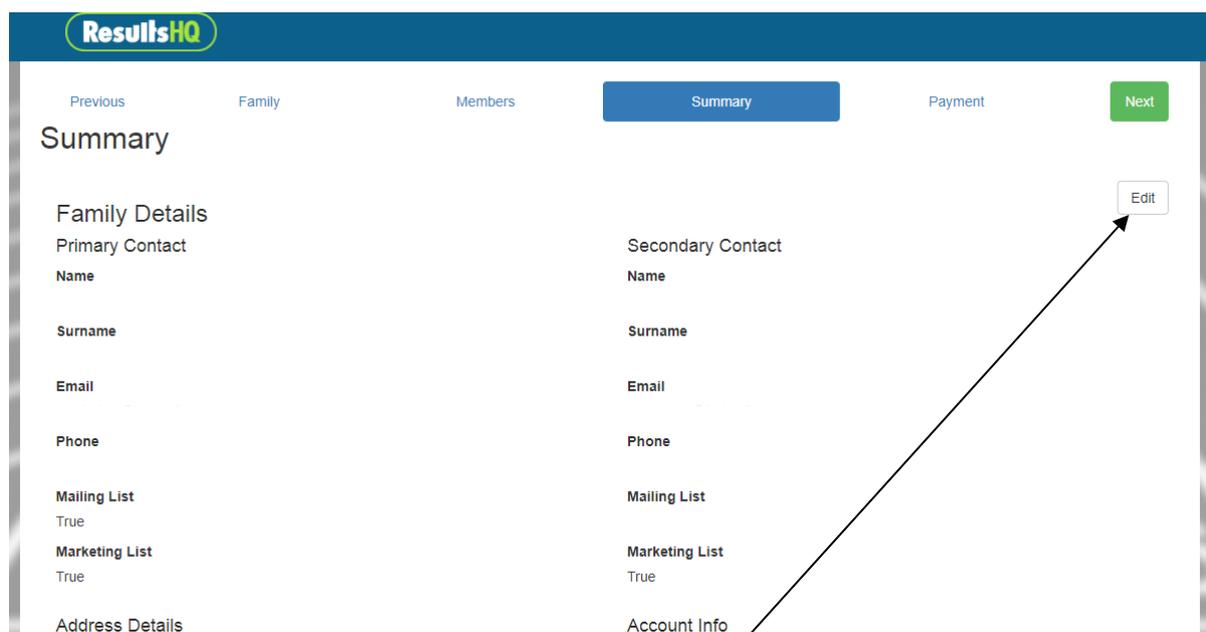
6. Ensure you add Joondalup as the club for each athlete.

Next



The screenshot shows the 'Add Member' form in the ResultsHQ system. At the top, there are navigation tabs: 'Previous', 'Family', 'Members' (selected), 'Summary', 'Payment', and a green 'Create' button. Below the tabs is the title 'Add Member'. The form has several fields: Name, Surname, School, Club (dropdown menu), DOB (date picker), Medical Condition, Age, Medical Treatment Permission, Gender, Ambulance Cover, and Proof of Age Document (file upload). An arrow points from the 'Choose File' button to the next step.

7. Proof of age needs to be sighted for every new athlete. Upload a scan / picture of the athlete's birth certificate or passport here. New athletes will not be able to compete until their proof of age has been checked.



8. Details can be changed in the process by clicking on edit

Next

9. Please carefully read our policies . It is a condition of registration that these policies are read, accepted and adhered to.

### Centre Policy

Please be advised of the following Rules and Policies as published on the Joondalup Little Athletics WebPage <http://jlac.org.au/>

By registering with JLAC, you are accepting the following Rule and Policies:

<http://jlac.org.au/rules-and-policies/>

Individual Policies can be downloaded via the following links:

PARENT INFORMATION:

<http://jlac.org.au/assets/Policies/Joondalup-Little-Athletics-Centre-Parent-Information-2016-2017.pdf>

CODE OF CONDUCT:

<http://jlac.org.au/assets/Policies/Joondalup-Little-Athletics-Centre-Code-of-conduct-2016-2017.pdf>

REFUND POLICY:

<http://jlac.org.au/assets/Policies/Joondalup-Little-Athletics-Centre-Refund-Policy-2016-2017.pdf>

ROSTER POLICY:

<http://jlac.org.au/assets/Policies/Joondalup-Little-Athletics-Centre-Roster-Policy-2016-2017.pdf>

LITTLE ATHLETICS WA - MEMBER PROTECTION POLICY:

<http://jlac.org.au/assets/Policies/2016-LAWA-Member-Protection-Policy.pdf>

Next

Item	Price
Member Fee - I	\$210.00
Member Fee - .	\$230.00
Member Fee - I	\$230.00
Processing Fee	\$0.30
<b>Total:</b>	<b>\$670.30</b>

Discount Code

10. Discount codes are not applicable

11. You will be able to pay online by EFT/ PayPal or Credit Card.

12. Cash option is not the preferred option as it delays registration.

13. Please only select cash if you have an approved KidSport voucher for Joondalup Little Athletics. Then email [admin@jlac.org.au](mailto:admin@jlac.org.au) with your unique voucher code.

or

13a. If you wish to pay via EFT, you can use the cash option, our bank details are: Joondalup Little Athletics Centre, A/C: 452 893 , BSB: 036 231. Please use your unique 'TD' number you receive when you finish your registration as reference for the EFT transfer.

14. Please note that there is a small processing fee of \$0.30c for every registering family . This will be added at the time of payment.

15. Payment must be made at the time of registration. You must complete the whole payment process otherwise registration will not be complete - unless you select cash and pay via EFT (step 13a above).

16. Please keep your registration receipt for proof of payment.

17. You will then receive a welcome email to the address you have registered with.