



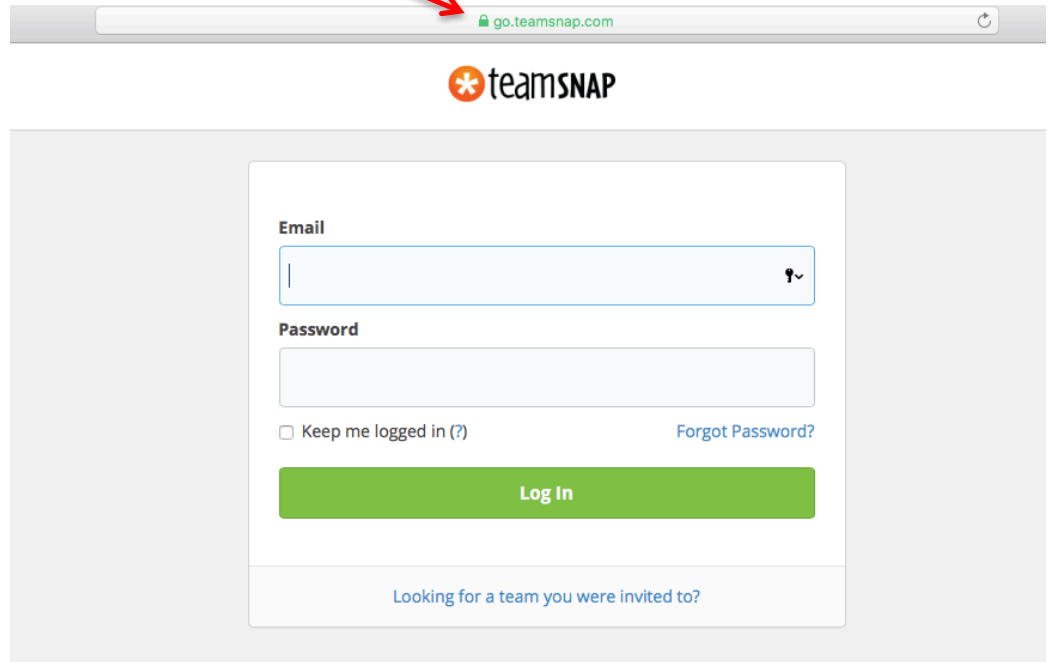
TEAMSAP - REGISTRATION RECEIPT INSTRUCTIONS

Receipts are only available for ONE year from the date registration was completed

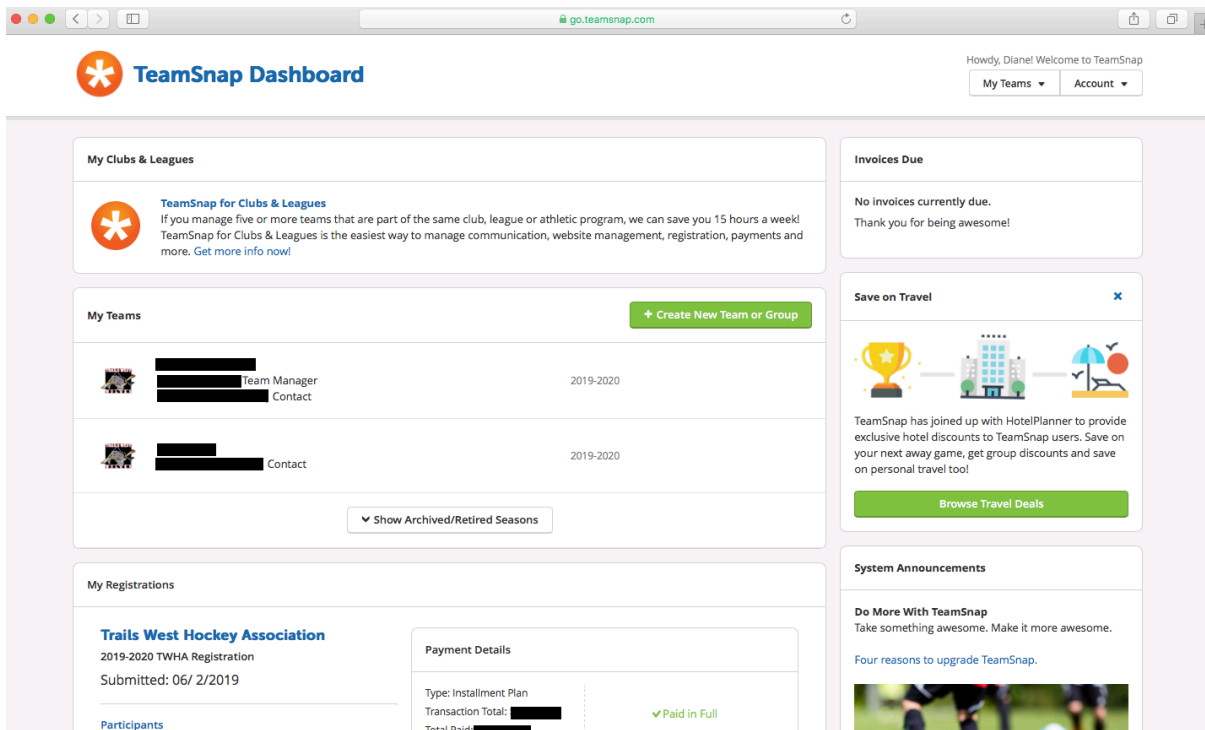
To print a receipt for your 2019-2020 Trails West Hockey Association Registration, please follow these simple steps:

STEP 1 = Login to your TeamSnap Account on the **DESKTOP (web) version of TeamSnap (not mobile app):**

IMPORTANT: This must be the person who registered the player.



STEP 2 = Your TeamSnap Dashboard will appear:



STEP 3 = Scroll down the Dashboard to My Registrations and look for “Trails West Hockey Association”:

My Registrations

Trails West Hockey Association

2019-2020 TWHA Registration
Submitted: 06/ 2/2019

Participants

Division	██████████
Team	██████████
Division	██████████
Team	██████████

Payment Details

Type: Installment Plan
Transaction Total: ██████████ ✔ Paid in Full
Total Paid: ██████████

Paid

✔ 06/02/2019	██████████
✔ 06/13/2019	██████████
✔ 07/01/2019	██████████
✔ 08/01/2019	██████████
✔ 09/01/2019	██████████

Remaining Balance \$0.00

[View Receipt](#)

STEP 4 = Click on “View Receipt”

STEP 5 = The 2019-2020 TWHA Registration Receipt should appear in a pop-up window:

Tip: ensure that pop-ups are enabled

2019-2020 TWHA Registration Receipt

Registrant: ██████████

Collected By:	Address:
Trails West Hockey Association	c/o Flames Community Arenas 2390 - 47 Ave SW Calgary AB T2T 5W5

Participant Fees

STEP 6 = Scroll to the bottom of the receipt screen and click "Print Receipt":



STEP 7 = Print the receipt using your printer dialogue menu

Note: It can take a few minutes for the print preview to populate so be patient.

If you are still experiencing issues with accessing/printing your registration receipt, please do not hesitate to contact me.

Diane Moffatt
Administrator, TWA Association
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(22Jan20)