

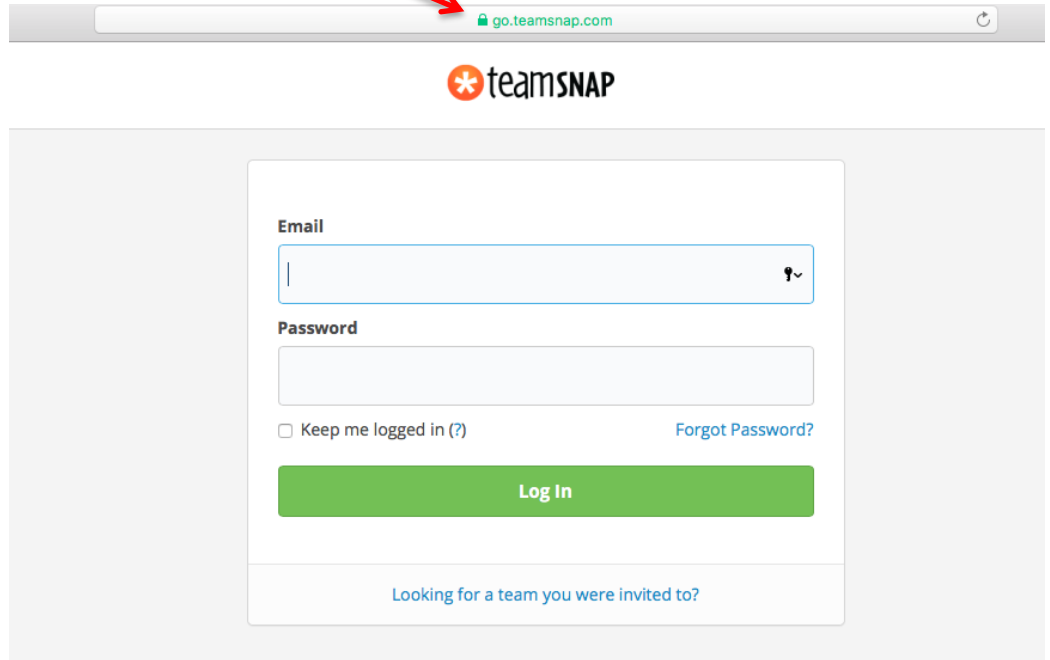
# TEAMSAP - REGISTRATION RECEIPT INSTRUCTIONS

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

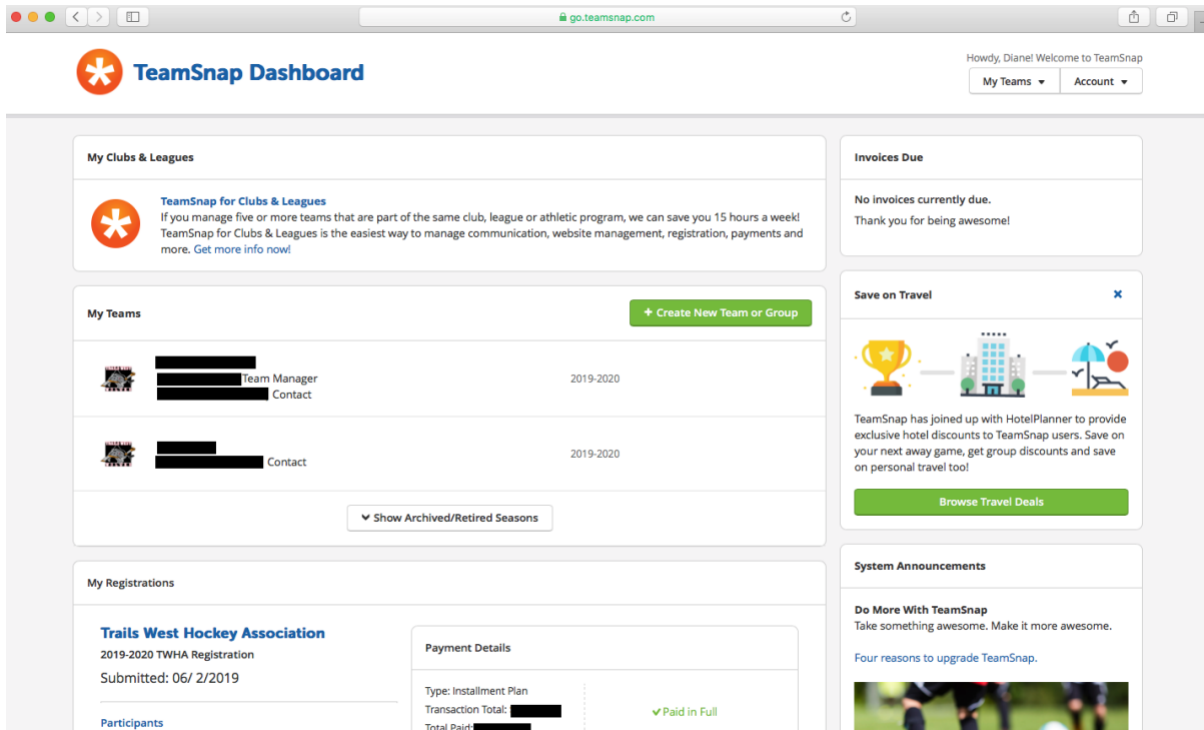
To print a receipt for your Trails West Hockey Association Registration, please follow these simple steps:

**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”:**

The screenshot shows a web interface titled "My Registrations". The main heading is "Trails West Hockey Association" in blue. Below it, it says "2019-2020 TWA Registration" and "Submitted: 06/ 2/2019". There is a "Participants" section with two rows of input fields for "Division" and "Team". To the right, the "Payment Details" section shows "Type: Installment Plan", "Transaction Total: [redacted]", and "Total Paid: [redacted]". A green checkmark and "Paid in Full" are displayed. Below this is a "Paid" section with a green progress bar and a list of payment dates: 06/02/2019, 06/13/2019, 07/01/2019, 08/01/2019, and 09/01/2019, each with a green checkmark and a [redacted] amount. At the bottom, it shows "Remaining Balance" as "\$0.00" and a "View Receipt" button with a receipt icon. Two red arrows point to the association name and the "View Receipt" button.

**STEP 4 = Click on “View Receipt”**

**STEP 5 = The TWA Registration Receipt should appear in a pop-up window:**

Tip: ensure that pop-ups are enabled

The screenshot shows a pop-up window titled "2019-2020 TWA Registration Receipt". It contains a "Registrant:" field with a [redacted] name. Below this are two columns: "Collected By:" and "Address:". The "Collected By:" field contains "Trails West Hockey Association". The "Address:" field contains "c/o Flames Community Arenas", "2390 - 47 Ave SW", and "Calgary AB T2T 5W5". At the bottom, there is a "Participant Fees" section with a [redacted] table.

**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.

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

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