



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 Glenlake Minor Hockey Club, 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.

The screenshot shows a web browser window with the address bar containing 'go.teamsnap.com'. Below the browser is the TeamSnap logo. The main content area is a login form with the following elements:

- Email:** A text input field with a cursor and a small icon on the right.
- Password:** A text input field.
- Keep me logged in (?)
- [Forgot Password?](#)
- Log In** (green button)
- [Looking for a team you were invited to?](#)

STEP 2 = Dashboard to My Registrations and look for “Glenlake Minor Hockey Club” and click on “View Receipt”:

My Registrations

Glenlake Minor Hockey Club

Participants

Division	Glenlake Minor Hockey Club
Team	Unassigned

Payment Details

Type: No Fees
Transaction Total: \$0.00
Total Paid: \$0.00

✓ Paid in Full

Completed

Remaining Balance \$0.00

[View Receipt](#)

Click here

STEP 3 = The 2019-2020 Glenlake Registration Receipt should appear in a pop-up window: Tip: ensure that pop-ups are enabled

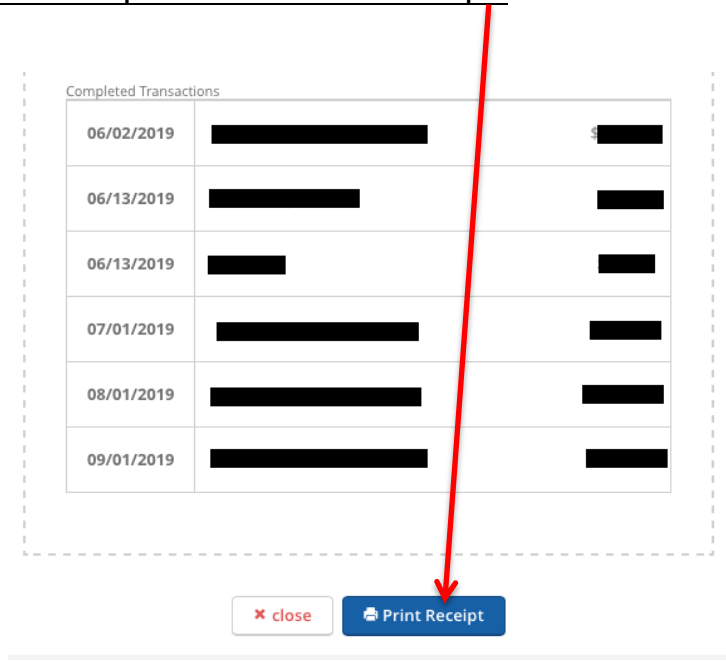
2019-2020 Glenlake Registration Receipt

Registrant: [Redacted]

Collected By:	Address:
Glenlake Minor Hockey Club	Glenlake Minor Hockey Club c/o Flames Community Arenas (FCA) 2390 47 Avenue SW Calgary, AB T2T 5W5

Participant Email

STEP 4 = Scroll to the bottom of the receipt screen and click "Print Receipt":



STEP 5 = 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.

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(22Jan20)