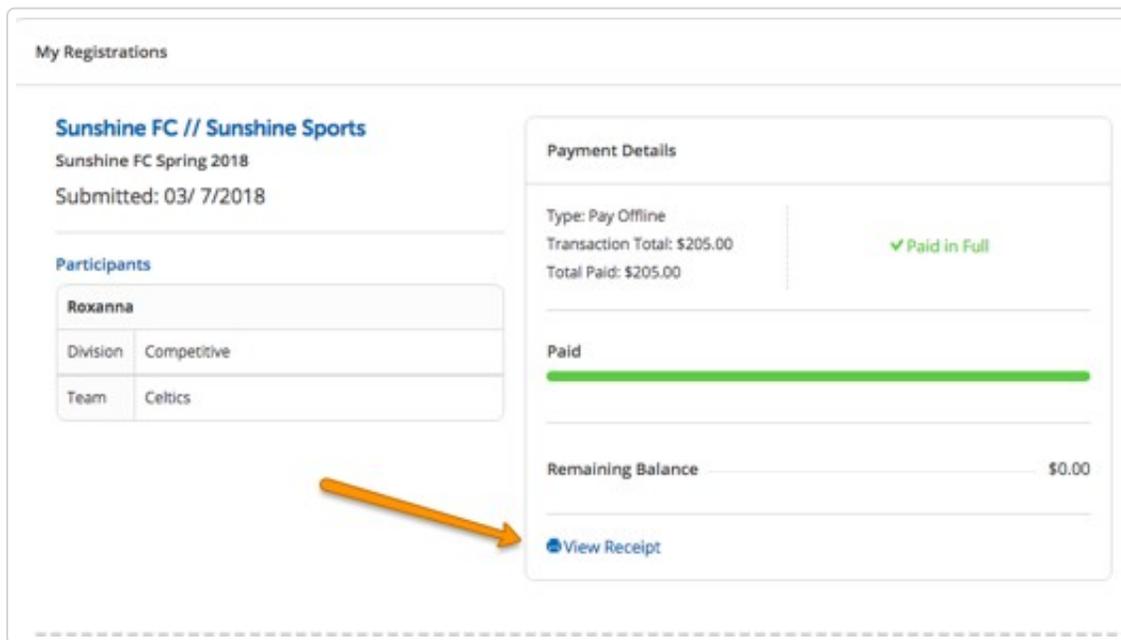# Print a Registration Receipt

Registrants have the ability to print receipts from the [My Registrations](#) section of the My Clubs & Leagues Dashboard.

To print a receipt for a TeamSnap Registration follow these steps:

1. Login to TeamSnap from a web browser with the account that was used to submit the registration

2. On the My Clubs & Leagues Dashboard go to My Registrations

3. Click the **View Receipt** link for the registration

4. Click the Print Receipt button

Sunshine FC Spring 2018 Receipt

Registrant: Roxanna Sears

Collected By:	Address:
Sunshine FC // Sunshine Sports	2040 14th Street Boulder, CO 80302

Participant Fees

	Learn To Play 101	$100.00
Roxanna	X-Large	$35.00
	Winer Clinic - Week 2	$50.00

Registration Fees

Gold Donation - $20	$20.00
No	$0.00
Fundraiser 2018	$0.00

Payment Totals

Transaction Total	$205.00
Total Paid	$205.00
Remaining Balance	$0.00

✖ close   🖶 Print Receipt

Note: Completed registrations will remain on under My Registrations for one year after completion. Registrations cannot be removed from My Registrations prior to one year and registrations cannot be brought back to the Dashboard after the one year expiration. For this reason, it is advised to print receipts prior to the registration dropping off of the dashboard.