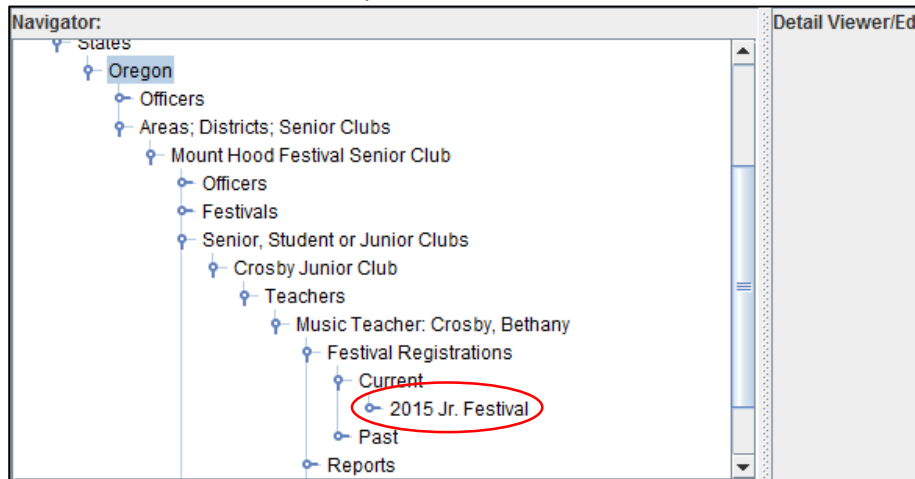


How to Print Your Invoice for Payment

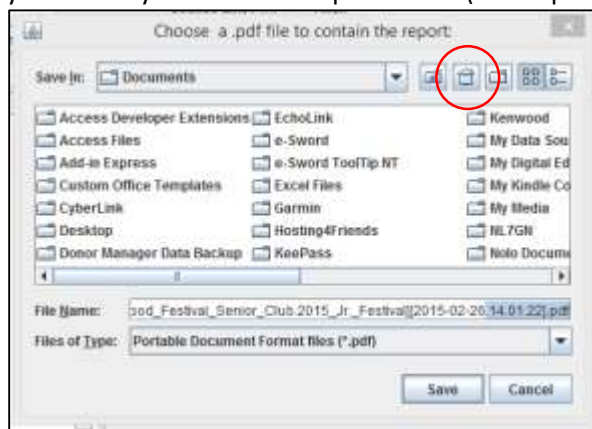
Once you have registered all your students for Festivals, print the invoice from the program and send it with payment to the Club treasurer.

1. In the left-hand menu tree, expand down to the current Festival event:



2. Right-click on the current Festival name and choose “Report...” and then “Festival Invoice (by Teacher)”

It may take it a while to compile the invoice, but it will eventually open this window (below) asking you where you'd like the report saved (it is in pdf format).



For ease of location after it has been saved to your computer, we recommend you click the icon that looks like a house (circled above) to save it on your Desktop. Although it is not necessary, you might also consider renaming the file since it will default to a long filename.

3. Once saved to your computer, open it up and check it over. Then print a copy and submit it with your payment to the Club treasurer, whose name and address is on the invoice.