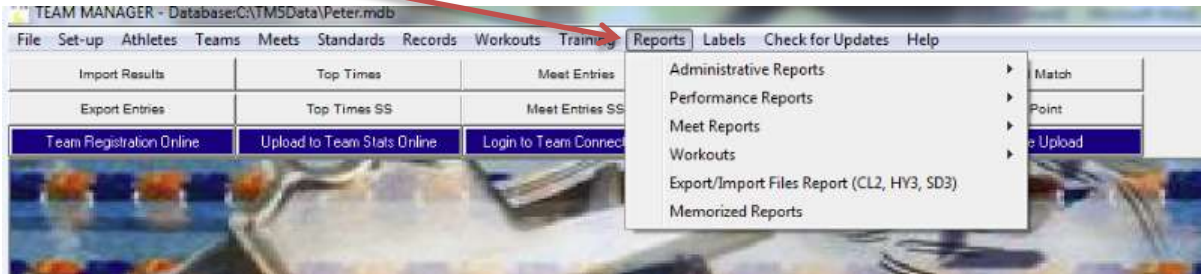# Instructions for TM Fees Report
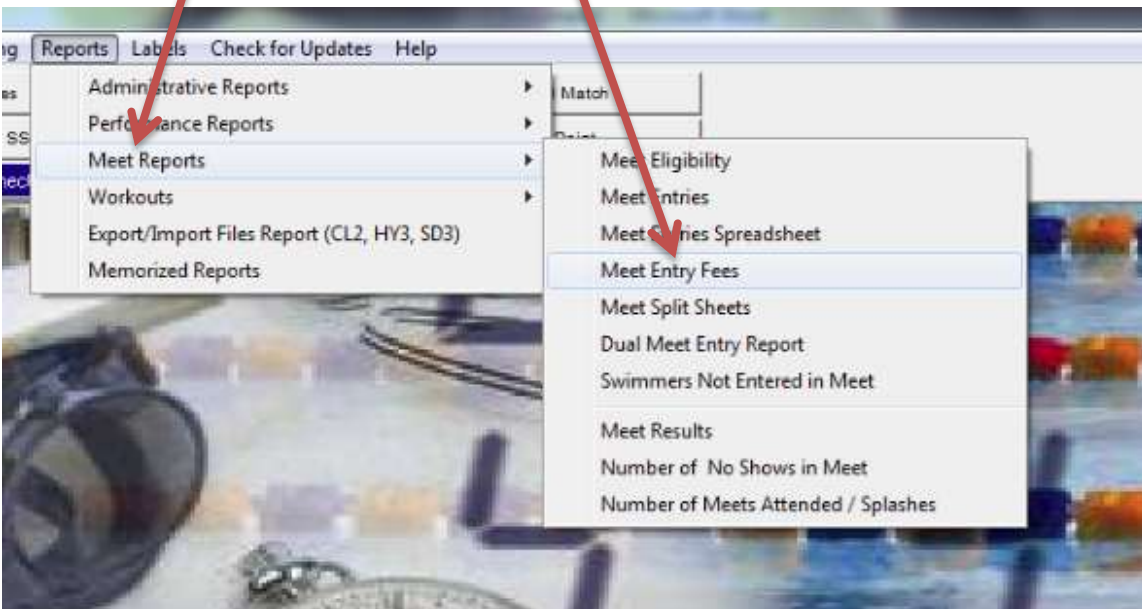
Below are the instructions on how to create the TM Fees Report

1. Return to the TM home screen
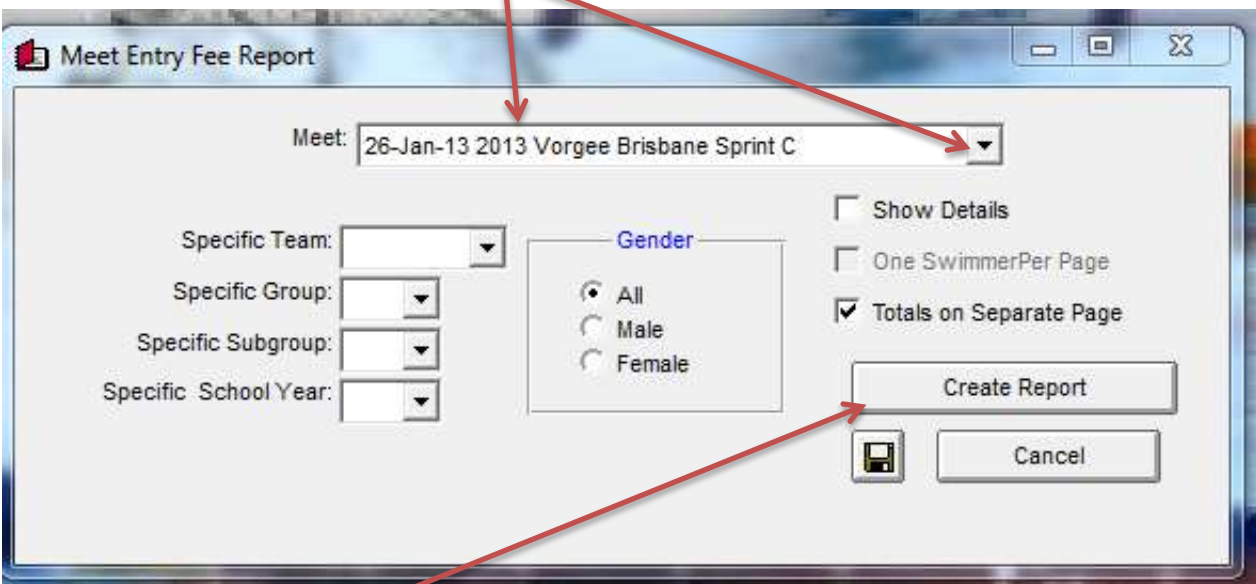
2. Select Reports from the top Tool Bar
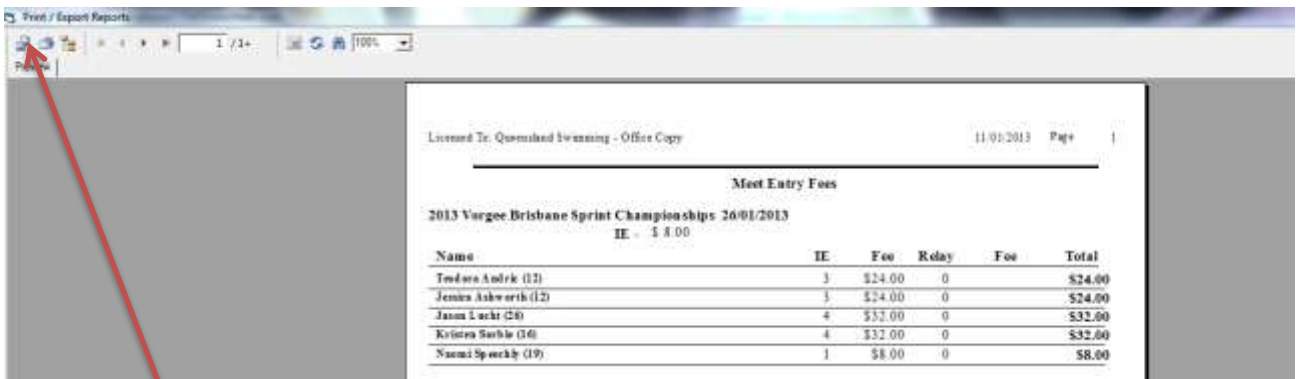

3. Select Meet Reports and then Entry Fee

4. This Screen will appear. Select Meet
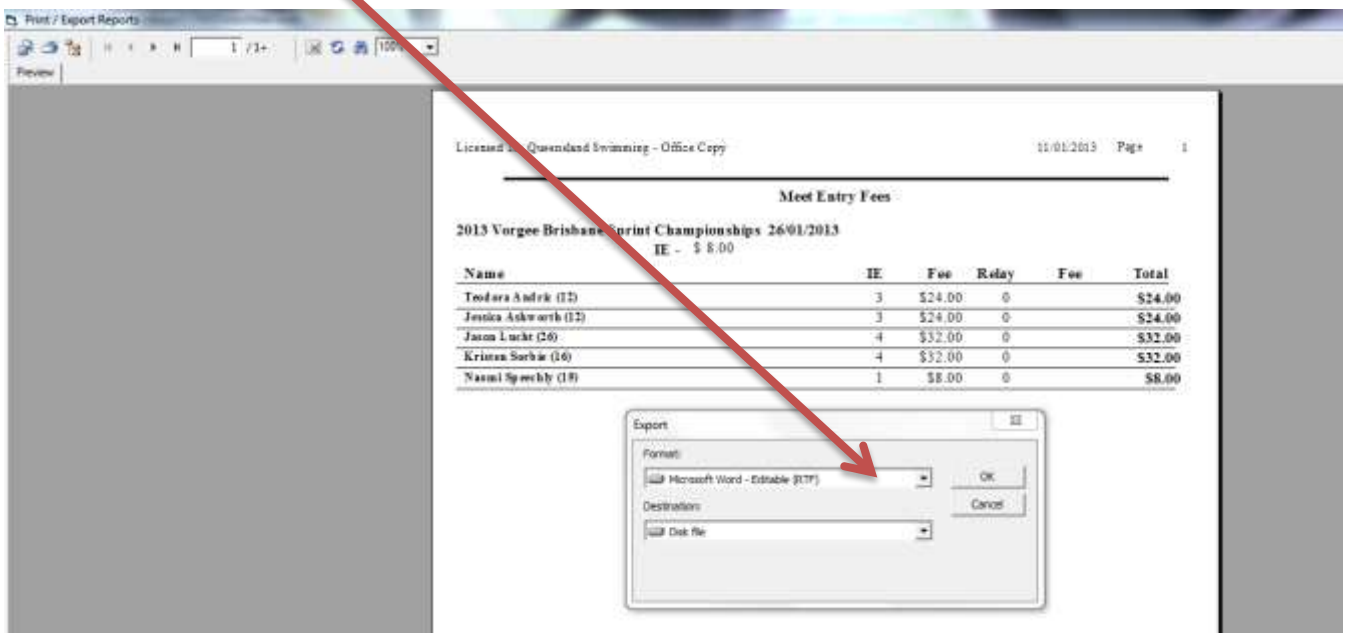

5. Click Create Report

6. This Report will appear

7. Select Save (from the top left corner) and export the report in Microsoft Word – Editable (RTF) Format

8. Save the Meet Entry Fees Report file and attach to email along with other reports.