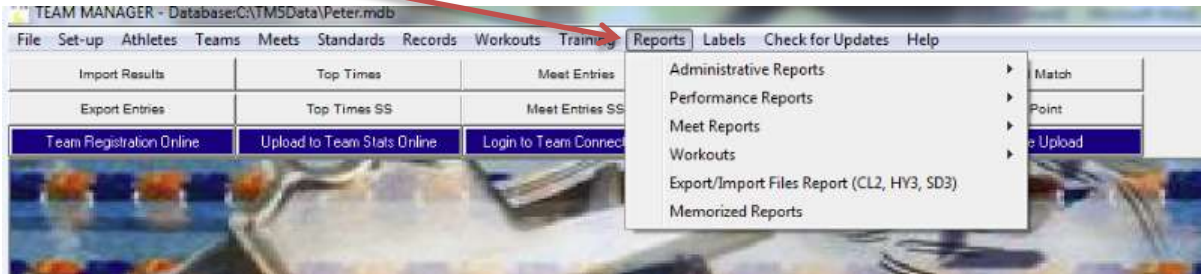


Instructions for TM Fees Report

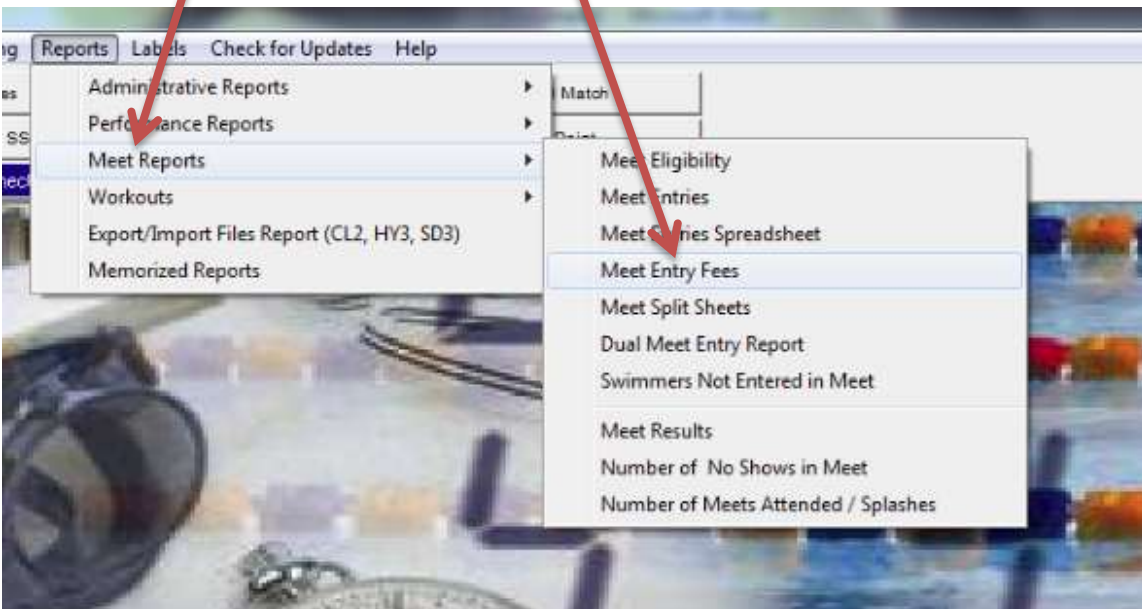
Below are the instructions on how to create the TM Fees Report

1. Return to the TM home screen

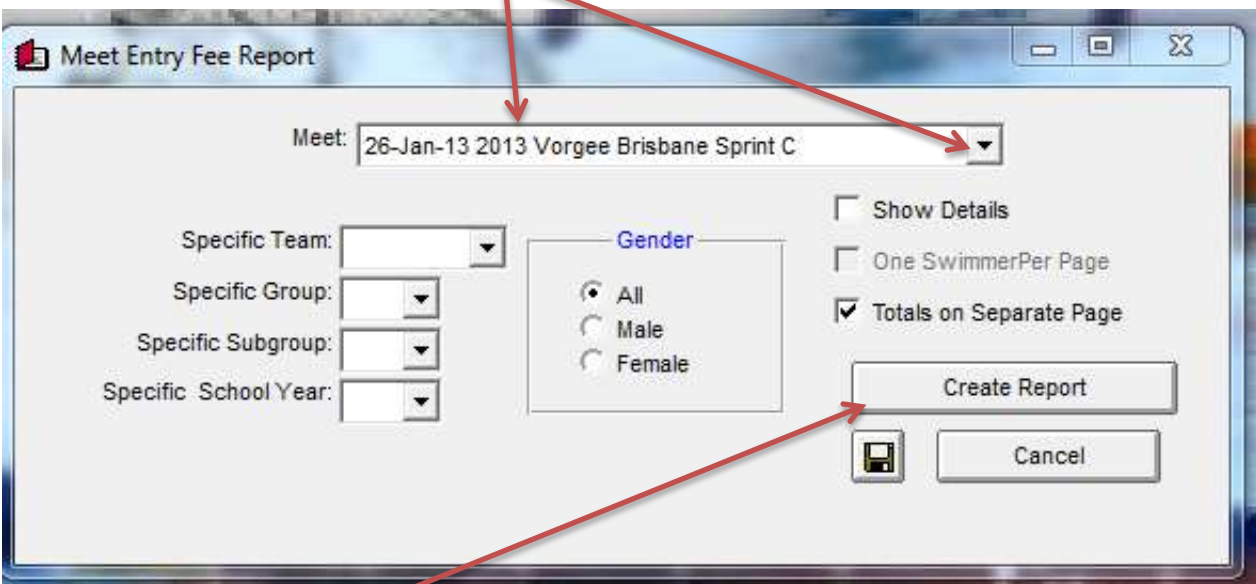
2. Select Reports from the top Tool Bar



3. Select Meet Reports and then Entry Fee

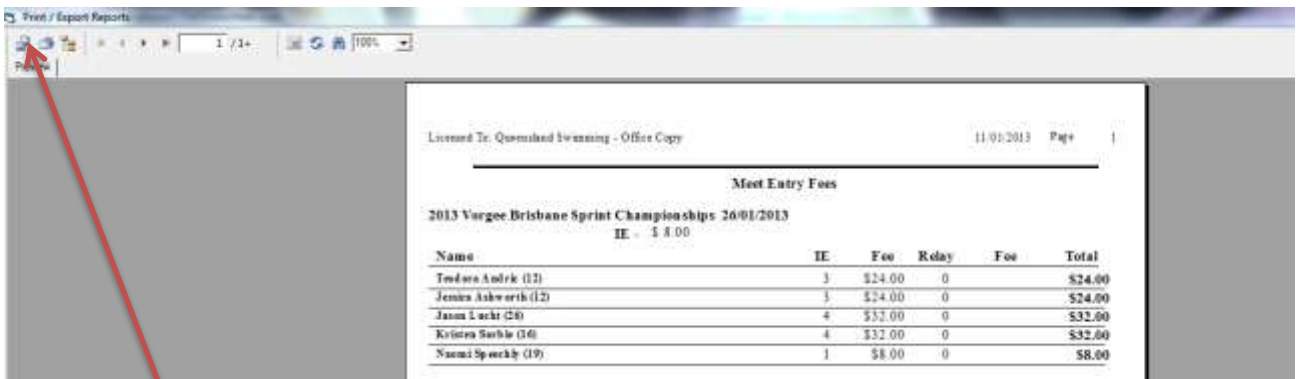


4. This Screen will appear. Select Meet



5. Click Create Report

6. This Report will appear



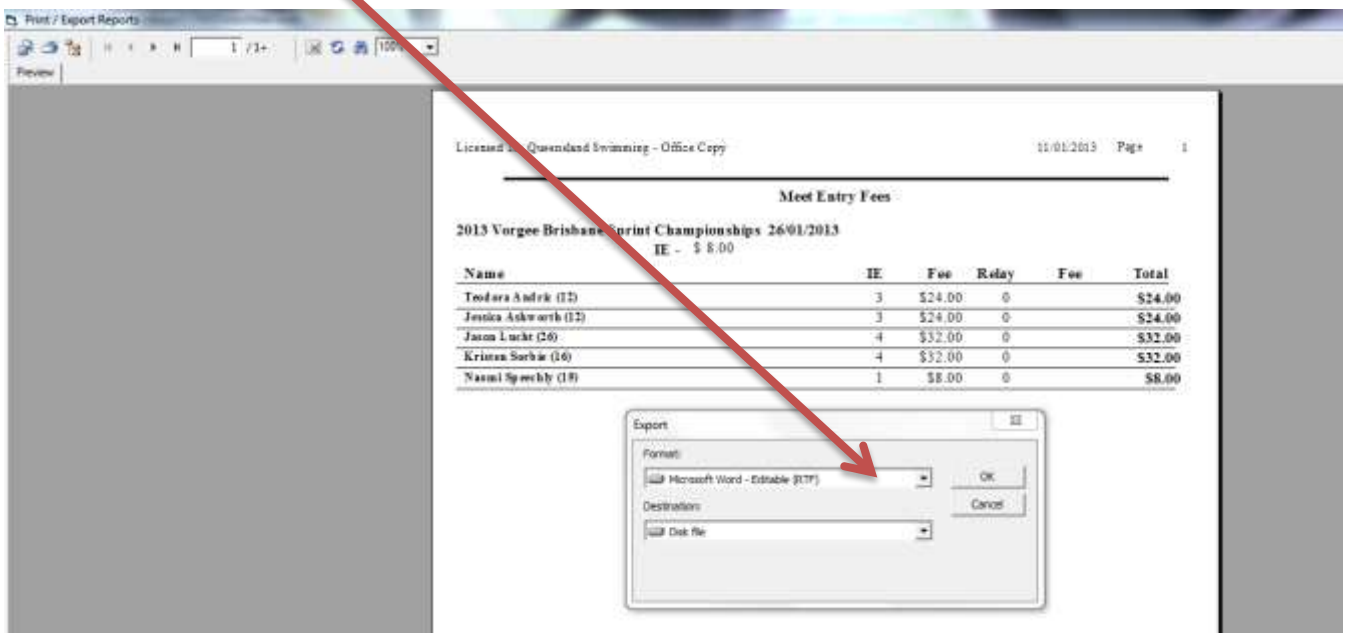
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Meet Entry Fees

2013 Vorgee Brisbane Sprint Championships 26/01/2013
IE - \$ 8.00

Name	IE	Fee	Relay	Fee	Total
Toofara Andrik (12)	3	\$24.00	0		\$24.00
Jessica Askworth (12)	3	\$24.00	0		\$24.00
Jason Lucht (26)	4	\$32.00	0		\$32.00
Kristen Sorbie (16)	4	\$32.00	0		\$32.00
Nazmi Speechy (19)	1	\$8.00	0		\$8.00

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



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Export

Format: Microsoft Word - Editable (RTF)

Destination: Disk File

OK Cancel

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