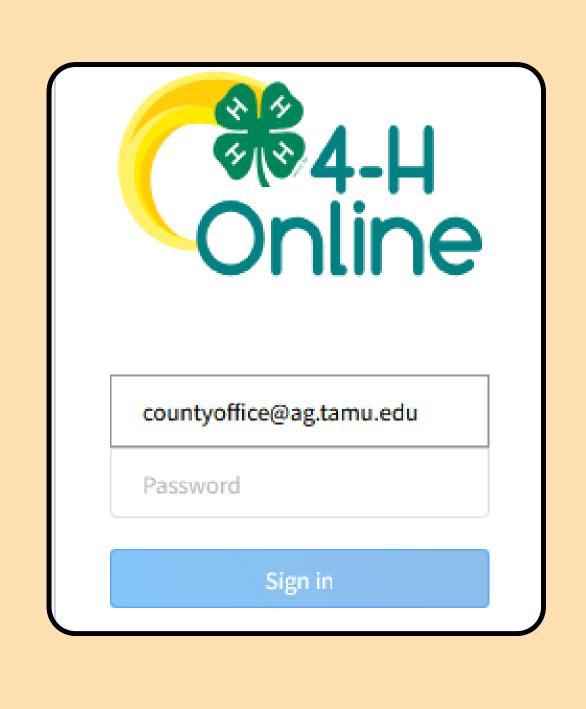


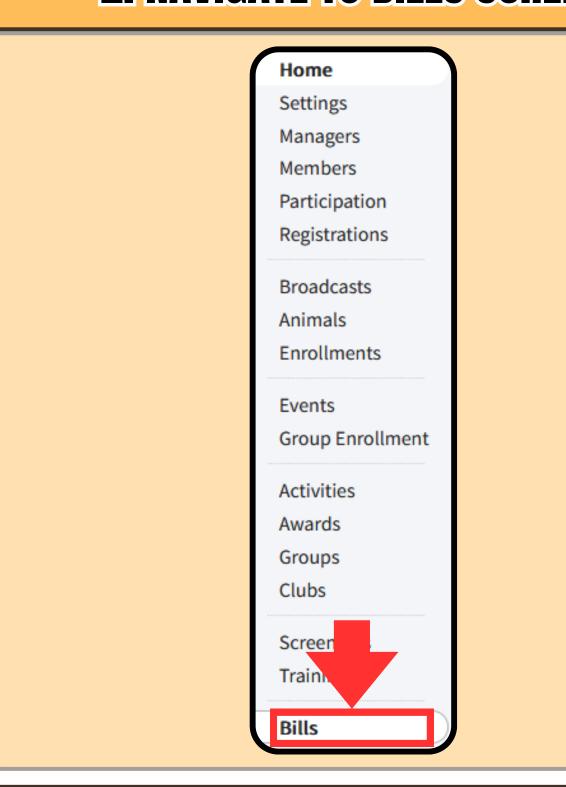
EVENTS WITH INCOMPLETE INVOICING STEPS

The remaining invoicing steps will create the invoice, prepare, print, and mail the county or club check payment.

1. LOGIN TO MANAGER ACCOUNT



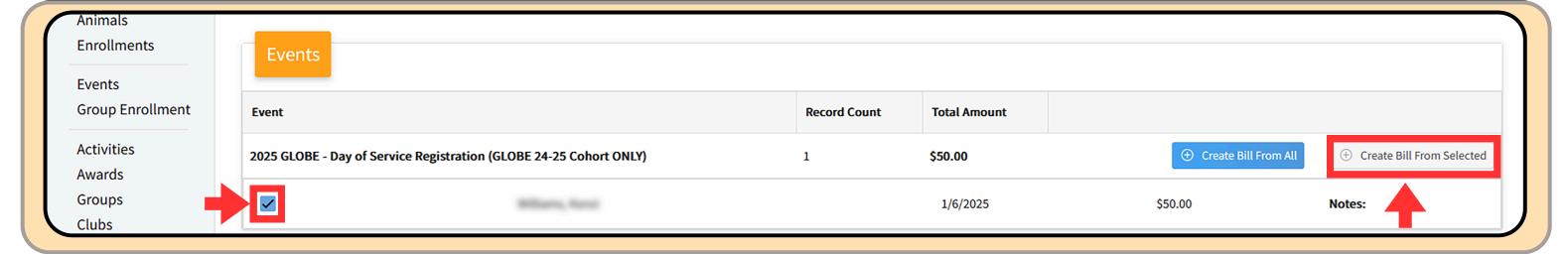
2. NAVIGATE TO BILLS SCREEN



3. CLICK THE BLUE ADD BILL BUTTON



4. UNDER EVENTS - SELECT MEMBERS AND CLICK CREATE BILL FROM SELECTED



5. CLICK INVOICE BUTTON TO DOWNLOAD AND PRINT TO SEND WITH COUNTY CHECK



IMPORTANT

INDIVIDUALS LISTED ARE LOCKED IN AS A CHECK PAYMENT METHOD
THE TOTAL DUE FOR ANYBODY LISTED CANNOT BE ALTERED ONCE IT APPEARS ON THIS SCREEN
ONCE STEP 1 - MARKING PAYMENT RECEIVED - THERE ARE NO EDITS TO THE NOTES