

In the event a member misplaces a payment receipt, one can be reissued to the member by following these simple steps:

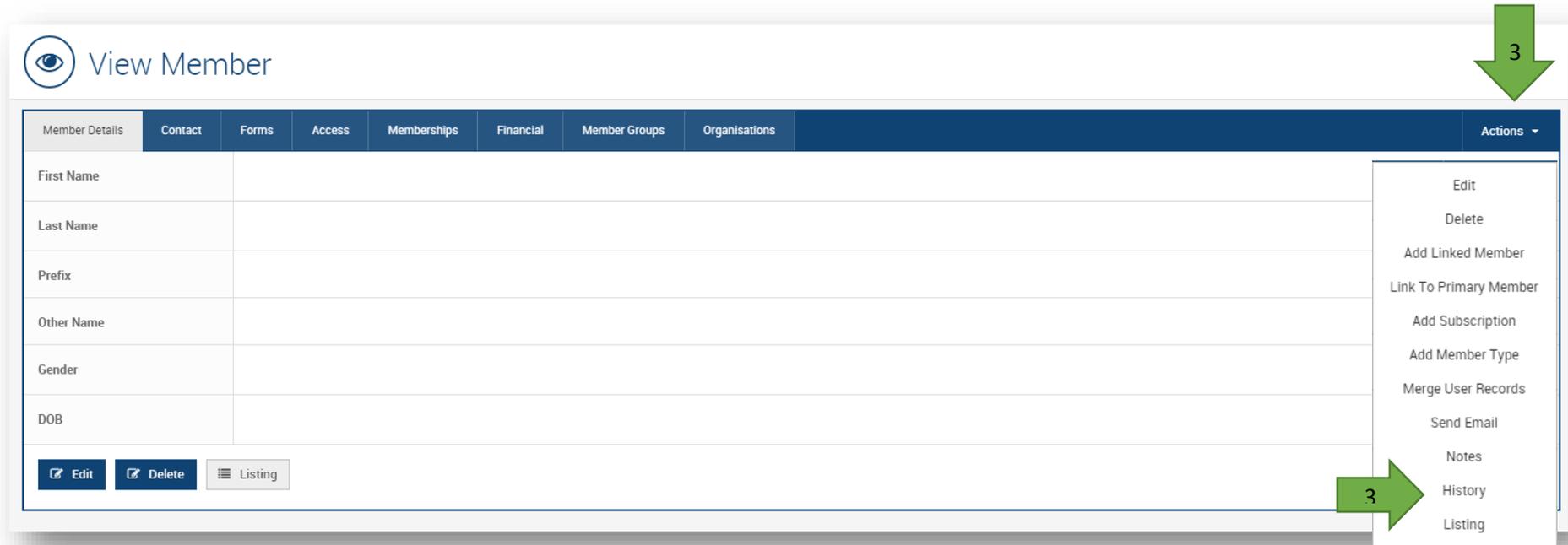
**Step 1:** Login to your administration console and click on **MemberDesq** and then **Members** on the sidebar menu.

**Step 2:** Search for the member that requires a payment receipt by keying in their specific details then click **Actions > View** adjacent to their name within the Member Listing.

The screenshot shows the NE SPORT TECHNOLOGY MemberDesq interface. The top navigation bar includes icons for MemberDesq, ShopDesq, Utilities, Administration, and Support. The user is logged in as Matt Crawford, Essendon Hockey Club, with a session timer showing 19:40 remaining. The sidebar menu is open, showing 'Members' selected. The main content area displays the 'Member Listing' page with a search bar and a table of members. A green arrow labeled '1' points to the 'Members' menu item, and another green arrow labeled '2' points to the search bar and the 'Actions' dropdown menu for a member in the table.

| Last Name | First Name | Email | Status   | Financial Status | Actions |
|-----------|------------|-------|----------|------------------|---------|
| 1 Results | Essendon   |       | Inactive | No               | Actions |
|           |            |       | Inactive | No               | Actions |
|           |            |       | Inactive | No               | Actions |
|           |            |       | Active   | No               | Actions |
|           |            |       | Active   | Yes              | Actions |
|           |            |       | Active   | Yes              | Actions |
|           |            |       | Inactive | No               | Actions |
|           |            |       | Inactive | No               | Actions |
|           |            |       | Active   | No               | Actions |
|           |            |       | Active   | No               | Actions |
|           |            |       | Inactive | No               | Actions |
|           |            |       | Active   | No               | Actions |

**Step 3:** Once the individual member record is displayed, click on the **Actions** dropdown located on the right hand side of the screen and select **History** from the resulting list.

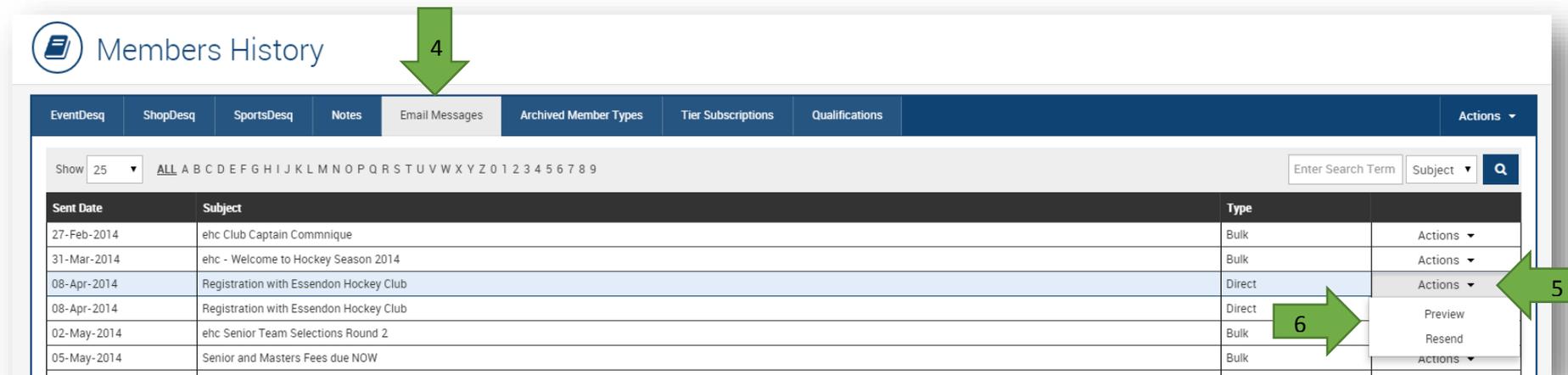


The screenshot shows the 'View Member' page with a navigation bar containing tabs for Member Details, Contact, Forms, Access, Memberships, Financial, Member Groups, Organisations, and Actions. The 'Actions' dropdown menu is open, displaying options: Edit, Delete, Add Linked Member, Link To Primary Member, Add Subscription, Add Member Type, Merge User Records, Send Email, Notes, History, and Listing. A green arrow labeled '3' points to the 'Actions' dropdown, and another green arrow labeled '3' points to the 'History' option in the dropdown menu.

**Step 4:** Navigate to **Email Messages**

**Step 5:** Click the **Action** dropdown menu against the relevant receipt you wish to resend.

**Step 6:** You can select to either **Preview** or **Resend** the receipt.



**Members History**

EventDesq | ShopDesq | SportsDesq | Notes | **Email Messages** | Archived Member Types | Tier Subscriptions | Qualifications | Actions ▾

Show 25 ▾ ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9

Enter Search Term | Subject ▾ | 🔍

| Sent Date   | Subject                                | Type   | Actions                        |
|-------------|--|--------|--------------------------------|
| 27-Feb-2014 | ehc Club Captain Commniqu              | Bulk   | Actions ▾                      |
| 31-Mar-2014 | ehc - Welcome to Hockey Season 2014    | Bulk   | Actions ▾                      |
| 08-Apr-2014 | Registration with Essendon Hockey Club | Direct | Actions ▾                      |
| 08-Apr-2014 | Registration with Essendon Hockey Club | Direct | Preview<br>Resend<br>Actions ▾ |
| 02-May-2014 | ehc Senior Team Selections Round 2     | Bulk   |                                |
| 05-May-2014 | Senior and Masters Fees due NOW        | Bulk   | Actions ▾                      |

