



## How do I access my tax receipt from Paradise Minor Baseball?

Tax receipts are available in your SportsEngine account. Follow these steps to view/print your receipts:

1. Go to our web page <https://www.paradiseminorbaseball.ca/>
2. Log into SportsEngine by selecting the **Sign In** link at the top right corner. Log in with the email address you used to register your child(ren).

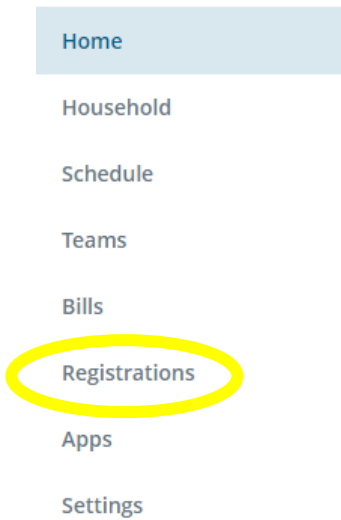
The screenshot shows the SportsEngine website for Paradise Minor Baseball. The 'Sign In' button in the top right corner is circled in yellow. Below the navigation bar, there is a search bar and a list of menu items: Home, About, Information, Divisions, Phantoms, Pride, Events, and Assets. The main content area displays a 'FIELD STATUS' table with the following data:

FIELD STATUS		UPDATED: OCT 28, 2021 @ 12:45 PM
Peter Barry Duff - Large Field	Closed	Closed for 2021 Season
Peter Barry Duff - Small Field	Closed	Closed for 2021 Season
Milton Road Field	Closed	Closed for 2021 Season
Paradise Park Fields	Closed	Closed for 2021 Season

3. Now navigate to your SportsEngine profile by selecting your avatar/icon in the top right corner of the page and then select the **My SportsEngine** link

The screenshot shows the SportsEngine website with the user profile dropdown menu open. The 'FZ' avatar icon in the top right corner is circled in yellow. The dropdown menu shows the user's name 'Fred Zillman' and the 'My SportsEngine' link, which is also circled in yellow. Other links in the menu include 'Connect to Site', 'Account Settings', 'Help Center', and 'Sign Out'. The 'FIELD STATUS' table from the previous screenshot is visible in the background.

4. Select **Registrations** from the left navigation dashboard



5. For each of the Registrations you have completed, you'll be able to view receipts by selecting **Order Details** on the right side of the page.
6. From the Order Receipt page, you can select **PRINT ORDER RECEIPT** in the top right corner.

