

1. Log in to your account at <https://www.regattacentral.com/ng/login>
2. From the User Dashboard, look for the sidebar and click on the "Invoices" page

The screenshot shows the RegattaCentral user dashboard. The top navigation bar includes the RegattaCentral logo, a search icon, 'Regattas', 'Sign Up', a shopping cart with '22' items, and a user profile icon. The left sidebar contains 'Home', 'Affiliations', 'Regattas', 'Invoices' (highlighted with a purple box), and 'Profile'. The main content area has three sections: 'Affiliations' with a list of clubs (Anytown Rowing Club, Artemis Rowing, Club Regatas La Marina) and a 'View All' button; 'Regattas' with a list of events (Head of the Fort Feb 27) and a 'Register' button; and 'Notifications' with a welcome message. A purple arrow points from the 'Invoices' sidebar item to the 'Affiliations' section.

3. On the Invoices page, look for the specific regatta (Head of the Regatta). You will want to click the Invoice Summary button.

The screenshot shows the 'Invoices' page on RegattaCentral. The top navigation bar is the same as in the previous screenshot. The left sidebar is also the same, but 'Invoices' is now the active page. The main content area features a search filter 'Filter by Regatta or Organization' and a list of regatta events. The first event, 'Head of the Regatta' in Burnaby, BC, has its 'Invoice Summary' button highlighted with a purple box and a purple arrow. Below it are two other events: 'QC Jamie's Head of the Next Generation Payment Test' in Montreal, QC, and 'BC Jamie's Head of the Next Generation Payment Test' in Burnaby, BC, both with 'Invoice Summary' buttons.

4. This will take you to a page of all your invoices for that regatta. You can screenshot or print the information you want.

RegattaCentral  
A BLUE STAR SPORTS COMPANY

Regattas Sign Up

Home  
Affiliations  
Regattas  
Invoices  
Profile

Invoice Number: 405284  
Invoiced Org: Anytown Rowing Club  
Date 05/10/2018

**Account Holder**  
Claire Duesdieker  
97 W Lane  
Columbus OH, 43210  
Email: [claire@regattacentral.com](mailto:claire@regattacentral.com)  
Phone: (614) 360-2922  
Username: claired  
Account #: 338261

**Payee**  
RC  
Email: [Mark@regattacentral.com](mailto:Mark@regattacentral.com)

**ORDER: 1332249**  
The order is awaiting payment.  
An additional order for up to CAD4.00 is pending. Your card will be charged and an additional order will be added to your account if you application is accepted.

**Entries**

ID	Event	Boat	Total
8020	Womens 4x <span>OK</span>	A A. test	CAD4.00

**Transaction Summary**

Description	Date	Total
		Amount Paid: CAD0.00
		Amount Due: CAD4.00

[Forward this to another email](#) [Pay Now](#)

5. If you would like, you can click the “Pay Now” button to pay the invoice. If you have already paid, the button will not be there.

6. If you do click the "Pay Now" button, a pop-up will appear where you can perform the transaction. Once you have input your information, click the "Submit" button. Then your invoice will turn from red to green.

RegattaCentral  
A BLUE STAR SPORTS COMPANY

Regattas Sign Up

Home  
Affiliations  
Regattas  
Invoices  
Profile

Invoice Number: 405284

**Payment for Invoice: 405284**

**Invoiced Organization**  
Anytown Rowing Club  
Anytown, OH (US)

(1) Entries	CAD4.00
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**Subtotal (1 items)** CAD4.00

**Due Now** CAD4.00

Credit Card

Your credit card will be charged at checkout

MasterCard DISCOVER VISA

Card Number

Name on Card

MM / YY CVV

Billing Address (as appears on Cardholder's Statement)

Address

City

Region/State  
Ohio

Zip Code

regattacentral.com

an additional order will be added to your account if

<b>Total</b>	CAD4.00
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est

<b>Total</b>	Amount Paid: CAD0.00 Amount Due: CAD4.00
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Pay Now