

# Customising Transaction Receipts

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## Quick Steps: Subscriptions > Subscription Types > Edit > Receipt

Customised Receipts allow you to add your organisation's branding and information into the receipts that your members receive upon payment. This allows you to add custom colours, images and text to ensure that your members receive all the information that you need them to upon registration.

1. Within the Management Console, select **Subscriptions** from the top menu, then **Subscription Types** from the left menu.
2. Select **Edit** next to the Subscription Type that you wish to customise the receipt for.
3. Select the **Receipt** tab and click **No** if you would like to customise your receipt.
4. Use the WYSIWYG editor to add text and images.

## Subscriptions - Types

Save Cancel

General Financial Status Member Age Validation Declaration Invoice Receipt Auto Reminder Other Options

Receipt Only:  No  Yes

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Thank you for registering with the Sample System Club.

**Membership Number:** MEMBERMEMBERNUMBER

We look forward to a great season ahead.

Save Cancel

5. Once completed, click **Save**.

**Note:** Customised Receipts give you an additional space to increase branding, show sponsor information and reiterate important information to your members, use this space effectively to promote your branding. SportsTG provides a standard receipt sent to all members upon registration. This receipt includes the Date receipt is issued, Billing Address, Date of Transaction, Payment Reference Number, Subscription Type, Subscription Details and the Amount.

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