

# Re-sending Receipt

*Last Modified on 22/08/2016 10:10 am AEST*

**Quick Steps: Go to Events > Event Console > Entrants > Invoice**

1. Within the Management Console, select **Events** from the top menu, then **Event Console** next to the required event
2. Select **Entrants** from the expanded left menu, this will bring you to a list of your Accepted Entrants
3. Find the entrant that you wish to resend the receipt to
4. Click **Invoice** next to the entrant's name
5. Click **Email Invoice** in the pop-up confirmation screen

## **Additional Information**

The Entrants Listing defaults to display Accepted Entrants, but administrators can view Pending, Unpaid or Withdrawn entrants by choosing the appropriate Status above the list of entrants.

## **Related Articles**

[template("related")]

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