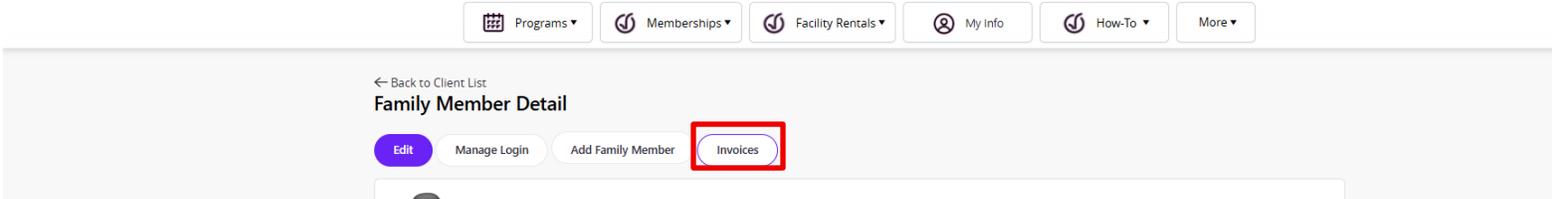


## Customer Portal: How to Generate Program Receipts

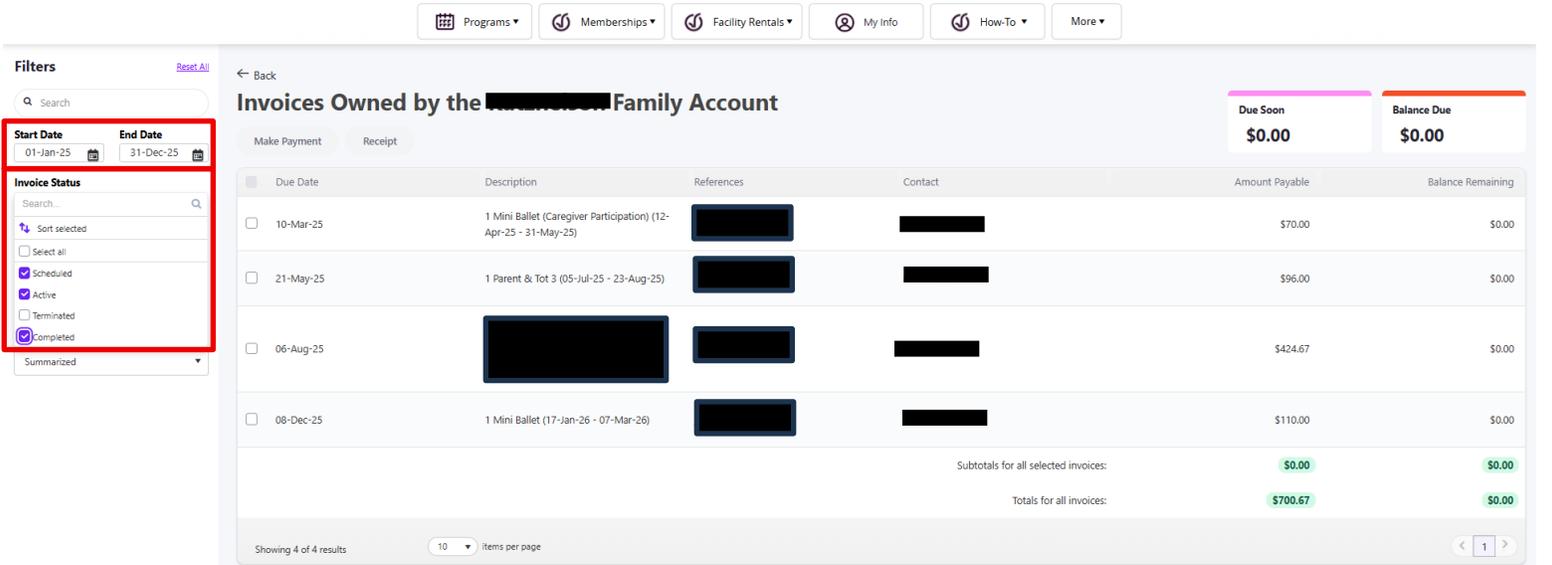
1. Log into your Xplor Recreation Account.
2. Click on the name of a parent/guardian/primary account holder.
3. Click on "Invoices".

Township of King  
905-833-5321



4. Set the filter settings on the left-hand panel.
  - a. Select the date range for the program receipts you would like to generate.
  - b. Select 'Completed' under 'Invoice Status'.
  - c. You can also filter down by 'Item Type' if you have a lot of activity on your account.
    - i. Activities: Program or Event registration
    - ii. Facility Contract: Facility rentals
    - iii. Membership: Memberships purchased

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- Click off the box beside the program you want to generate the receipt for. Click on "Receipt".

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Programs Memberships Facility Rentals My info How-To More

Filters [Reset All](#)

Start Date: 01-Jan-25 End Date: 31-Dec-25

Invoice Status: Status (Scheduled, Active, Completed)

Item Type: All

Amount of Detail: Summarized

### Invoices Owned by the ██████████ Family Account

Due Soon: \$0.00 Balance Due: \$0.00

Make Payment **Receipt**

Due Date	Description	References	Contact	Amount Payable	Balance Remaining
<input checked="" type="checkbox"/> 10-Mar-25	1 Mini Ballet (Caregiver Participation) (12-Apr-25 - 31-May-25)	██████████	██████████	\$70.00	\$0.00
<input type="checkbox"/> 21-May-25	1 Parent & Tot 3 (05-Jul-25 - 23-Aug-25)	██████████	██████████	\$96.00	\$0.00
<input type="checkbox"/> 06-Aug-25	██████████	██████████	██████████	\$424.67	\$0.00
<input type="checkbox"/> 08-Dec-25	1 Mini Ballet (17-Jan-26 - 07-Mar-26)	██████████	██████████	\$110.00	\$0.00
Subtotals for all selected invoices:				\$70.00	\$0.00
Totals for all invoices:				\$700.67	\$0.00

Showing 4 of 4 results 10 items per page

- The receipt will popup in a new screen. From this screen the receipt may be printed or emailed.

Print

**KING**

Township of King  
2585 King Road  
King City  
Ontario  
Canada L7B 1A1  
Tel: 905-833-5321

Transaction# ██████████  
Transaction Date 10-Mar-25 10:11:12

1 QTY Mini Ballet \$70.00  
(Caregiver Participation)  
(12-Apr-25 - 31-May-25)  
Event ID: 00025337  
Attendee(s) ██████████

Customers email:

**Print Receipt** **Email Receipt**

- Repeat steps 5 and 6 for all the program receipts you would like to print/email.