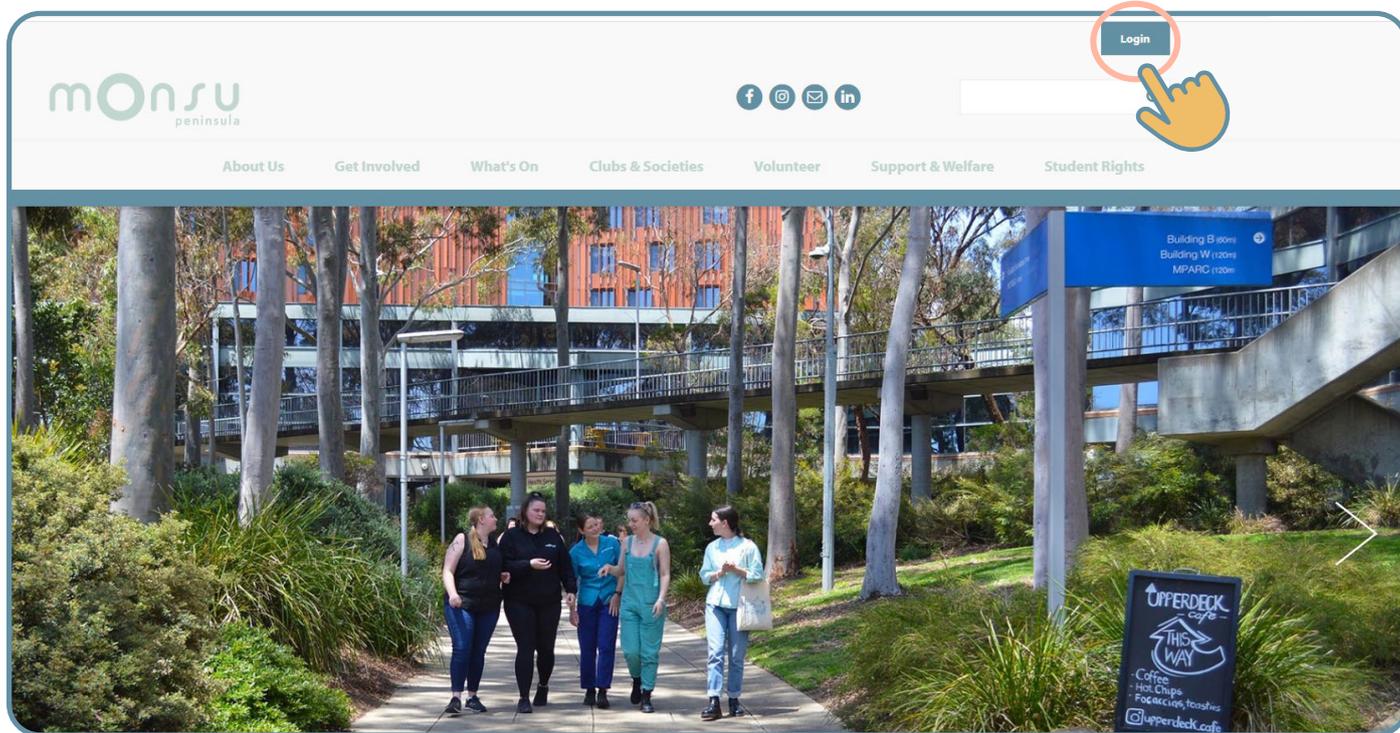
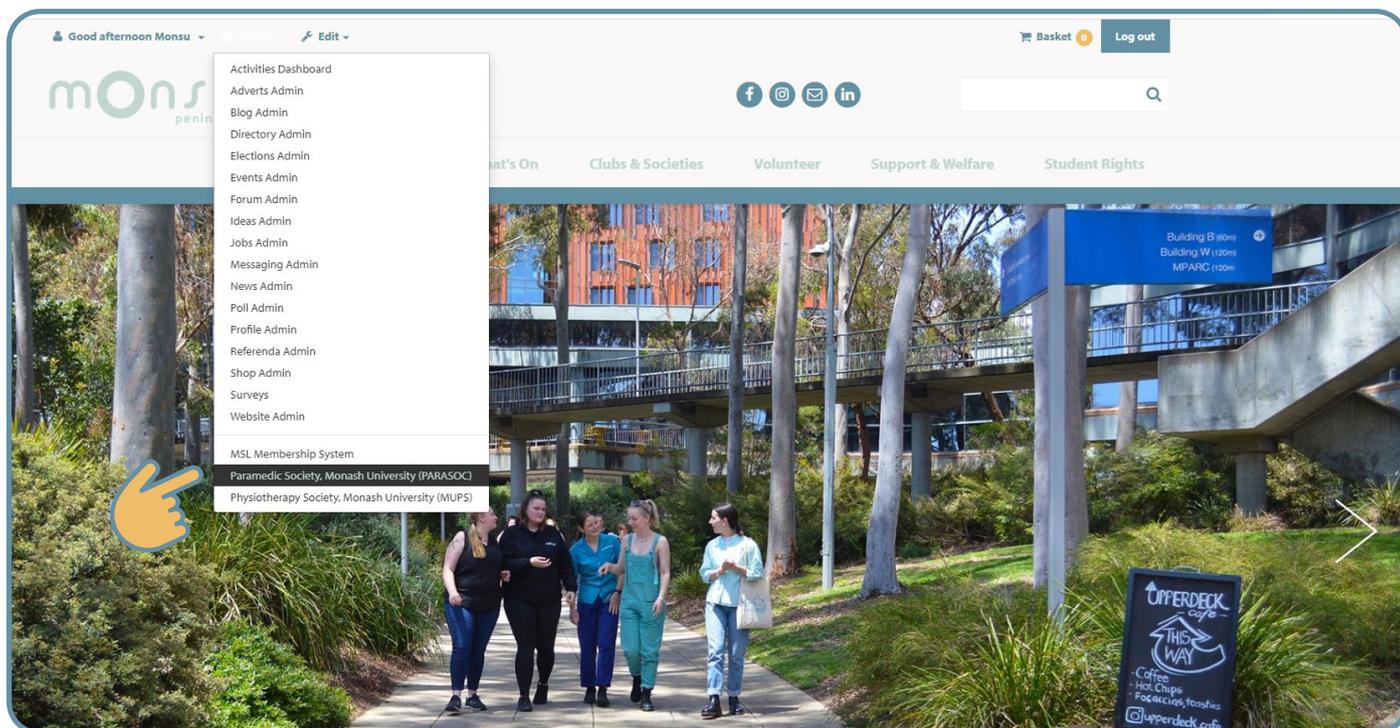


# Viewing the club sales report

Step 1: Open the MONSU Website and make sure you are LOGGED IN

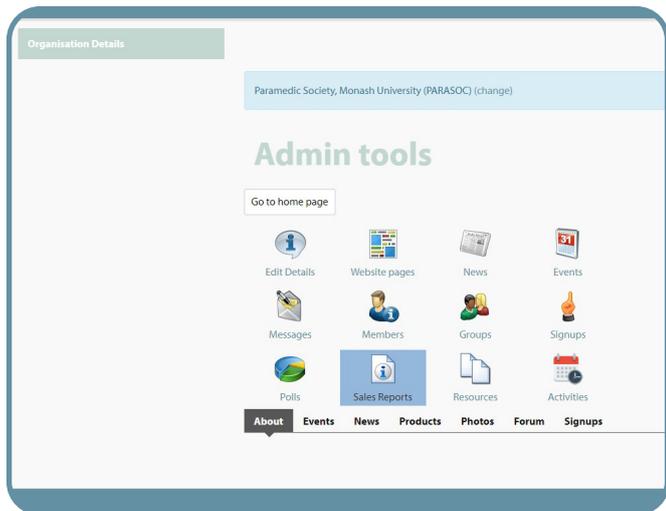


Step 2: Click on "ADMIN" up the top and select your club name from the selection

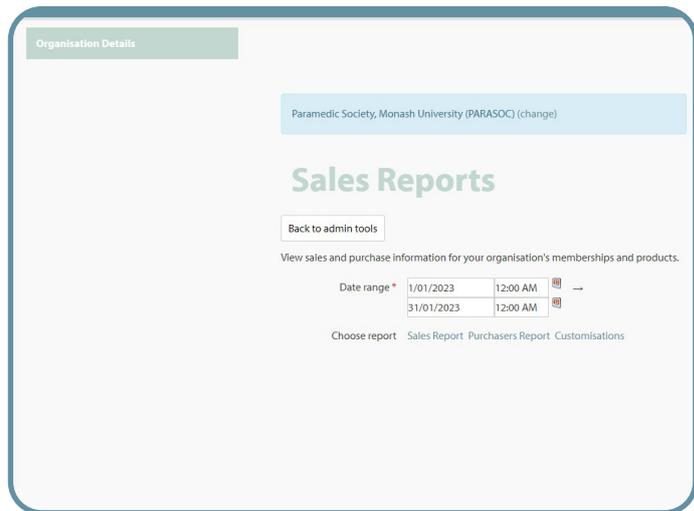


# Viewing the club sales report.....

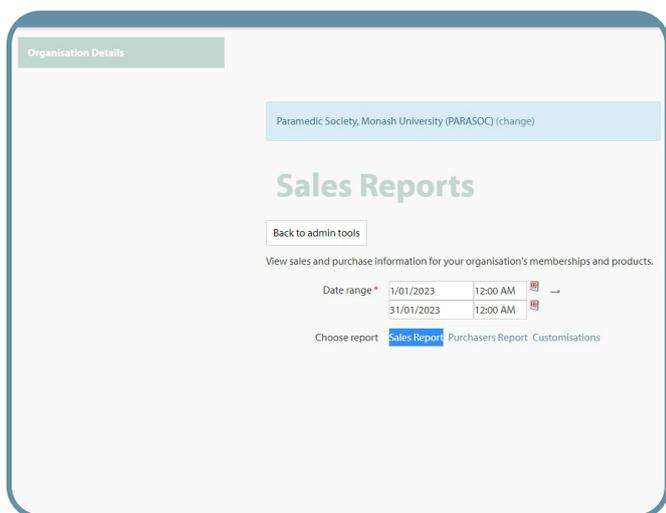
## Step 3: Click on the sales report icon



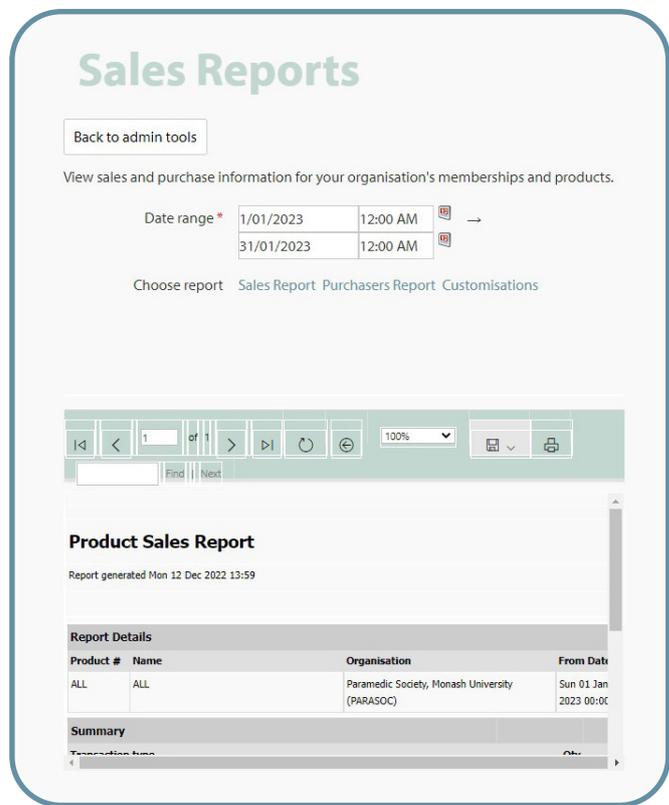
## Step 4: Enter the date range (dd)/(mm)/(yyyy)



## Step 5: Click on 'Sales report'



## Step 6: You can view your ticket sales like this or save for easier viewing by clicking on the save button



## Step 7: We suggest you save as an excel file

