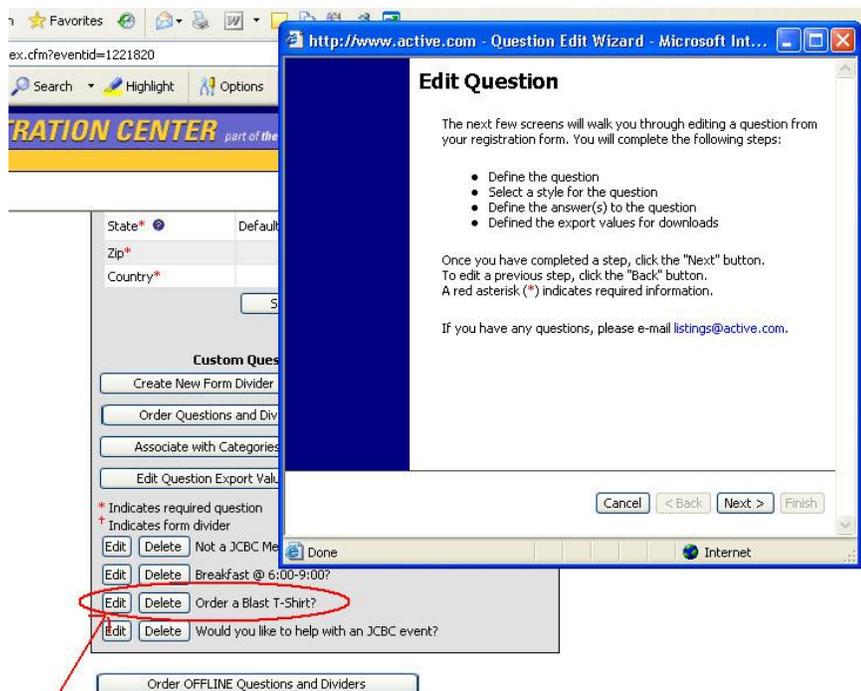


Adding Additional Answer Options To A Question on the Registration Form

1. Go to www.active.com/explorer
2. Type in your username and password, click log in
3. When the page refreshes go to the “Select Listing ->” drop down bar located in the top left – pull the bar down to select which listing you would like to access
4. Once you have selected a listing you will see a set of yellow folders on the left hand side of the page; go to the yellow *Customization* folder
5. Select *Questions*
6. Your customized questions will be listed at the bottom of the page; go to that specific question and push the “edit” button



7. Continue through the wizard by pushing the “next” button until you get to the 4th page called “Define Answers”
 - Enter in your new answer option & hit “add” button
8. Click next until you finish the wizard by pushing “save” at the end.