

## Adding Additional Answer Options To A Question on the Registration Form

- 1. Go to <u>www.active.com/explorer</u>
- 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

ex.cfm?eventid=1221820	🖆 http://www.active.com - Question Edit Wizard - Microsoft Int 📮 🗖 🔯
🔎 Search 🔹 🧷 Highlight 🛛 👫 Options	Edit Question
RATION CENTER part of the State* • Default	The next few screens will walk you through editing a question from your registration form. You will complete the following steps: <ul> <li>Define the question</li> <li>Select a style for the question</li> <li>Define the answer(s) to the question</li> <li>Define the export values for downloads</li> </ul>
Zip* Country*	Once you have completed a step, click the "Next" button. To edit a previous step, click the "Back" button. A red asterisk (*) indicates required information. If you have any questions, please e-mail listings@active.com.
Custom Ques Create New Form Divider Order Questions and Div Associate with Categories	
Edit Question Export Valu * Indicates required question † Indicates form divider	Cancel < Back Next > Finish
Lair, Leete Not a JCBC Me Edit, Delete Breakfast @ 6. Edit, Delete Order a Blast T Itdit, Delete Would you like	Done     Done

 Continue through the wizard by pushing the "next" button until you get to the 4th page called "Define Answers"

WHAT'S YOUR ACTIVE

- Enter in your new answer option & hit "add" button
- 8. Click next until you finish the wizard by pushing "save" at the end.