

## **Adding a Free T-Shirt Question (or Other Free Question Options):**

1. Go to [www.active.com/explorer](http://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; click on the yellow *Customization* folder
5. Go to the *Questions* Folder
6. Click the “Create a Question” button & proceed through the question wizard
  - Step 1: Select your answer style:
    - Select the “Single Choice Pull down Menu” - Click “Next” button
  - Step 2:
    - *What is the Question* – name this field: T-shirt Size
    - *Hint* – you may include helpful text here such as a description (100% cotton, long-sleeve) or leave blank
    - *Is it mandatory to answer this question?* –Yes or No
    - Click “Next” button
  - Step 3:
    - *Do you want to restrict how people can answer this question?*–No
    - *Specify quantity* – Click “Next” button
  - Step 4:
    - *Answer options* –
      - Type in Small – hit “add” button
      - Type in Medium – hit “add” button, etc
      - When you are finished with all of your options - Click “Next” button
  - Step 5: this page will show you what information will appear in your download – leave as is
    - Click “Next” button
  - Step 6: this last step will let you select which categories you want this question to appear in –check box the categories you want.
    - Click “Finish” button

You are done - your question has been created!

### Adding Options with Quantities and Fees:

1. Go to [www.active.com/explorer](http://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; click on the yellow *Customization* folder
5. Go to the *Questions* Folder
6. Click the “Create a Question” button & proceed through the question wizard
  - Step 1: Select your answer style:
    - o Select the “Single Choice Radio Buttons” or “Multiple Choice Checkboxes” - Click “Next” button
  - Step 2:
    - o *What is the Question* – name this field: T-shirt Size
    - o *Hint* – you may include helpful text here such as a description (100% cotton, long-sleeve) or leave blank
    - o *Is it mandatory to answer this question?* – **CLICK NO** – or you will force the registrant to pay for something they do not want.
    - o Click “Next” button
  - Step 3:
    - o *Do you want to restrict how people can answer this question?* – No
    - o *Specify quantity* – Put a check in this box, Click “Next” button
  - Step 4:
    - o *Answer options*: type in Small, for *Answer price*: type in fee (\$ amount)
      - click “add” button
    - o (Repeat Step 4 until you are finished with all of your options)
  - Step 5: this page will show you what information will appear in your download – leave as is
    - o Click “Next” button
  - Step 6: this last step will let you select which categories you want this question to appear in – check box the categories you want.
    - o Click “Finish” button

You are done - your question has been created!