

## Adding Yes or No Questions:

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. Go to the **Questions Folder–Questions**; go to click on **Create New Question**
5. Click **NEXT**
6. *Select Answer Style*: select SINGLE CHOICE RADIO BUTTONS, click **NEXT**
7. **Choose where to display question**
8. *What is the Question*: Type in the question that you would like to ask to registrants.
9. *Hint* – you may include helpful text here such as an explanation or leave blank
10. *Is it mandatory to answer this question?* –select **YES or NO - hit NEXT**
11. *Specify Quantity, Would you like to allow your registrants to purchase or order more than one item associated with this question – do not choose anything on this page*  
- - Click NEXT
12. *Answer options* – are Yes and No: type YES in the answer option – hit add, type in NO in the answer option, hit add
13. HIT FINISH