# Questions – Changing Fees

1. Go to www.active.com/explorer

2. Type in your username and password, click login

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. When the page changes, go to the drop down arrow located on the top left (*Select listing*) and select which event you would like to access.

5. Go to the ***Questions Folder***

6. Scroll down to the bottom of the page, go to the question you would like to edit and click the EDIT button on the question you would like to edit.

7.Click **NEXT** on the following 3 pages until you reach the **Define Answers Page**.

8. **DEFINE ANSWERS PAGE** – go to the **Answer Options** box and click on one of the options-

9. Now look to your left and go to the **Answer Price** field – type in your new price – Click **UPDATE**

10. Continue steps 8 & 9 until you have changed all races – **Click NEXT**

11. Now you are on the **EXPORT VALUES** page – Click **Next** – Click **FINISH**