

## How can I put more detail about category prices?

- 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. Go to the General Listing Information folder
- 5. Go to Standard Details > Scroll Down to the Fees field (see below) >Enter your additional information



## Standard Details

Customize the information posted on your Active.com details page. Upload your logo, customize event fees and times to be displayed on your details page. If your registration closes based on number of participants (not on a set date), select not to display the close date. Select "Save" after your changes have been made.

Logo: [click here to add/update your logo]	
Details Table	
Date:	Monday, December 1, 2008 11:59 PM
Location:	Dallas City Hall
Address:	Marilla and Young Streets
City:	Dallas
State:	TX
Country:	USA
Fees:	5K: \$25 10K \$30
Fees: 🔞	5K: \$25 10K \$30
Times:	

