# Change the Name of Listing

**To Change the Times in the Where & When Section:**

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. 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 *General Listing* folder

5. Click on the *General Information* folder & update your listing name

6. Click "save" in the bottom right-hand corner when you are done