# Change the Date and Time 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 *Where & When* folder & update your times

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

**Note: There is a place in the *Standard Details* folder that has a spot allocated for "Times" (if any information is placed here will be displayed instead of the time in the When & Where folder)**

**To Change the Times in Standard Details:**

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. Go to *Standard Details* and scroll down to the "times:" slot – make your change

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

WHAT'S YOUR *ACTIVE?*