

Changing the Registration Fee and/or Add A Late Fee

You have the ability to adjust the registration price and the dates of the late fees at any time.

Adjusting the Registration Fee:

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; your registration categories will be listed under the *Registration Categories* folder.
 - Go to that specific registration category and click on *Price/Close Dates*
5. Update your registration price and click the “save” button on the bottom right

Adding Late Fees:

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; your registration categories will be listed under the *Registration Categories* folder.
 - Go to that specific registration category and click on *Price/Close Dates*
5. Click on the “add price” button
 - A new price section will appear (ie: Price 2): type in your late fee price & the date you want this late fee to end
 - a. Make sure the last late fee price has the date you want registration to close
6. When done click the “save” button at the bottom right