

## Changing the Registration Close Date/Time

1. Go to [www.active.com/explorer](http://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. The **last date** listed is your close date (when online registration will close) for that category – change the date/time and click save.

**Note: If you have more than one registration category you must edit all of the registration category dates to match - if you do not do this the system will only close this specific registration category at this time**

### Categories Administration

**Note:** all dates and times are Pacific Standard Time

\* Indicates required information.

Category Name:

**Price 1:**  until  /  /   :   [\[delete\]](#)

**Price 2:**  until  /  /   :   [\[delete\]](#)

**Last date adjusts the close date**