

Shutting Off Online Registration or Canceling Your Listing

To Turn Off Online Registration Using the OFF button:

(This is the easiest way to quickly shut down your listing and stop online registration. If you close down your listing this way your personalized registration message will not be displayed; only a generic closed message will be display)

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 middle page to the “Statue of Your Listing” section, under this is a toggle button that says “This listing has Online Registration turned” On/Off – select OFF
 - Once you turn this off you are done. Your listing has been turned off and no one can register.

Note: If you turn off your listing this way your personalized registration close message will not be displayed. It will just display a generic closed message that says: **Sorry:** Online registration is no longer available for this event!

To Close the Listing By Backdating the Category date:

(This way may take a few more minutes but if you close down your listing this way your personalized registration close message will be displayed)

1. Go to www.active.com/explorer
2. Type in your username and password, click log in
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
3. Once you have selected a listing you will see a set of yellow folders on the left hand side of the page; all of your registration categories will be listed under the *Registration Categories* folder.
 - Go to that specific registration category and click on *Price/Close Dates*
4. Change the last registration date/time to a past date and click the “save” button on the bottom right
 - Once you have backdated all registration categories you are done. Your listing has been turned off and no one can register.

Note: If you have more than one registration category you must backdate all of the registration category dates - if you do not do this your event will remain open.