Instructions to Download Registrations

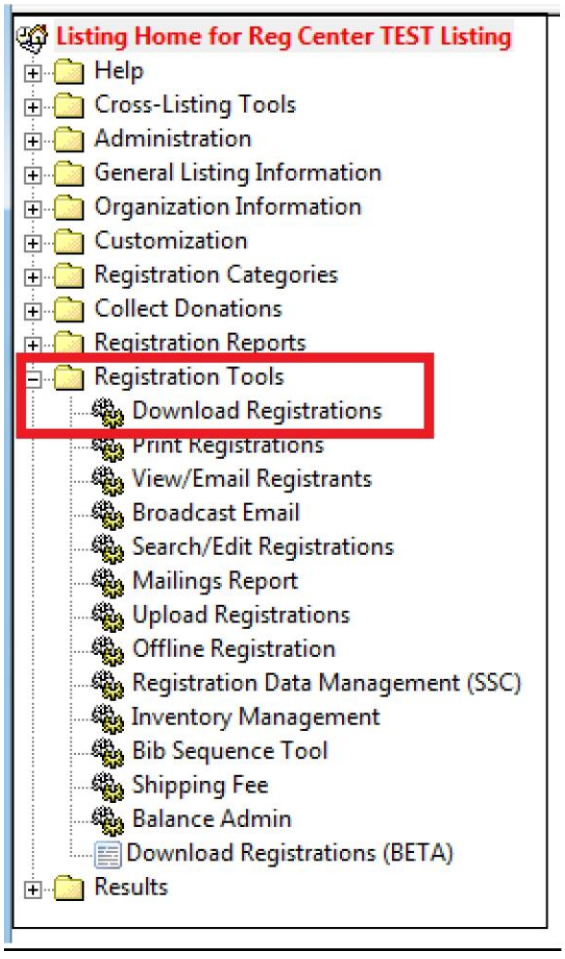
NOTE: This tool is not compatible with Google Chrome

1. Go to www.active.com/explorer

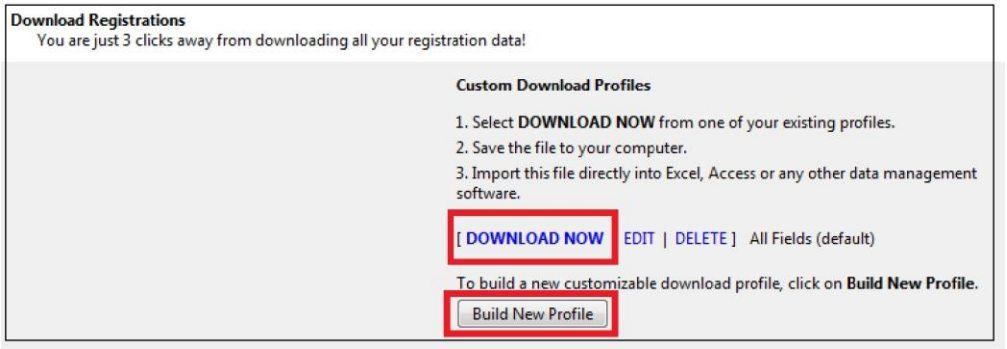
2. Type in your username and password, click log in

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. From the folders on the left, select "Registration Tools > Download Registrations"

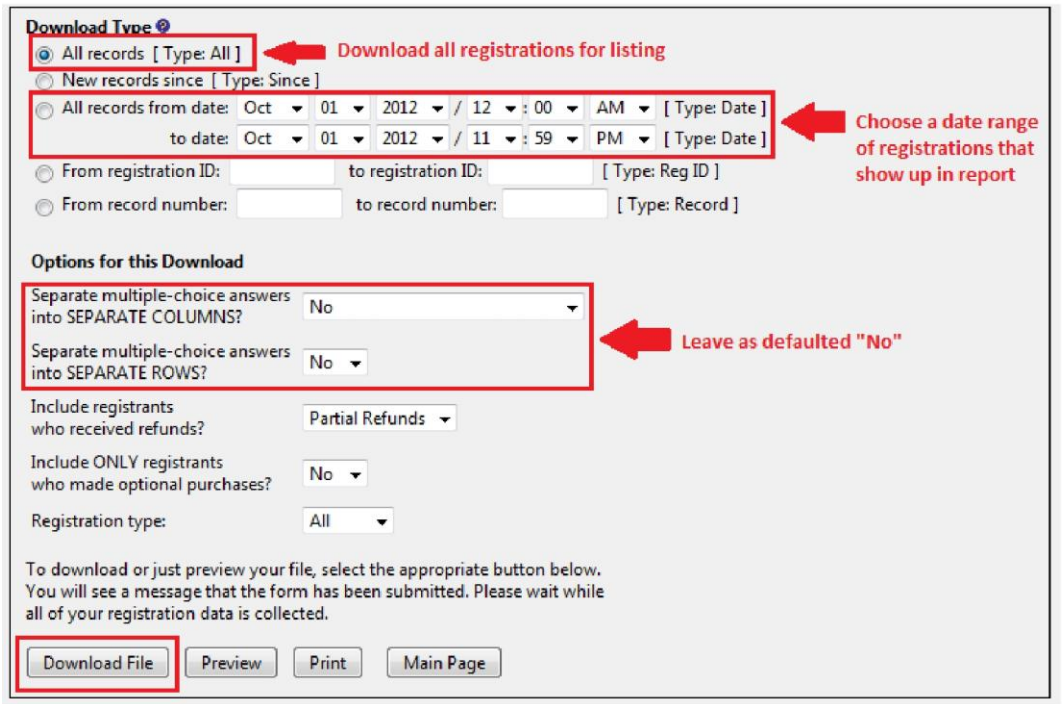


5. If you would like to download all available registrant information, select "Download Now. If you would like to build a customized report with specific fields, select "Build New Profile"



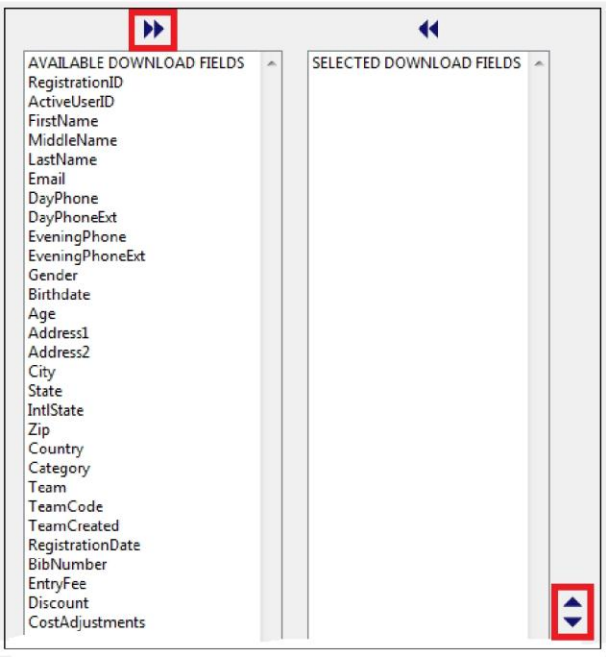
A. **Download Now**

- Download Type: The main options you will want to consider are whether you want to download "All records" or only records between two specific dates.
- Options for this Download: The default settings are already set to what is optimal for most reports, but you can edit which types of registrations are downloaded.
  NOTE: *The 3rd, 4th, and 5th questions are the three that you would most likely want to customize. Leave the "Separate multiple-choice answers…" questions as having the defaulted "No" answer.*
- Click "Download File"
- Once the red "Retrieving Data" bar finishes scrolling across the screen, click "Download File".
- A popup should appear giving you the option to open the file (choose Microsoft Excel) or "Save File". Choose "open with" to open the report.

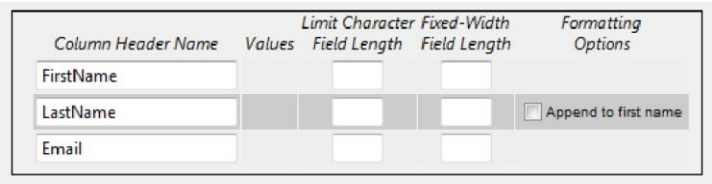


B. **Build New Profile**

1. Build Download Profile: Move each field you would like to download into the column on the right by either double clicking the field name or highlighting it and selecting the ">>" at the top of the page. You can select as many fields as you would like. Use the up and down arrows on the right side to put the fields you choose to download into the order you would like them to show up in your report. (Click "Next" on bottom right of page)

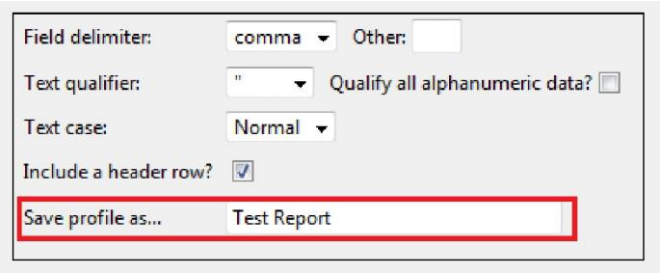


2. Define Download Fields: Here you can edit what will show up as each column header in your report. (Click "Next")



3. Apply Filters to Download Profile: The page only comes up if one of the fields you selected includes answer options from which registrants were prompted to choose from. While you can filter out specific answer options here, **we strongly suggest you simply bypass this page (by clicking "Next") and filter out the information you do not want directly from the registration report. This will ensure that no registrations are mistakenly omitted from the report.**

4. Download File Format: Next to “Save profile as”, type in the name you want the report to be saved as to your computer. You do not need to do anything else on this page.



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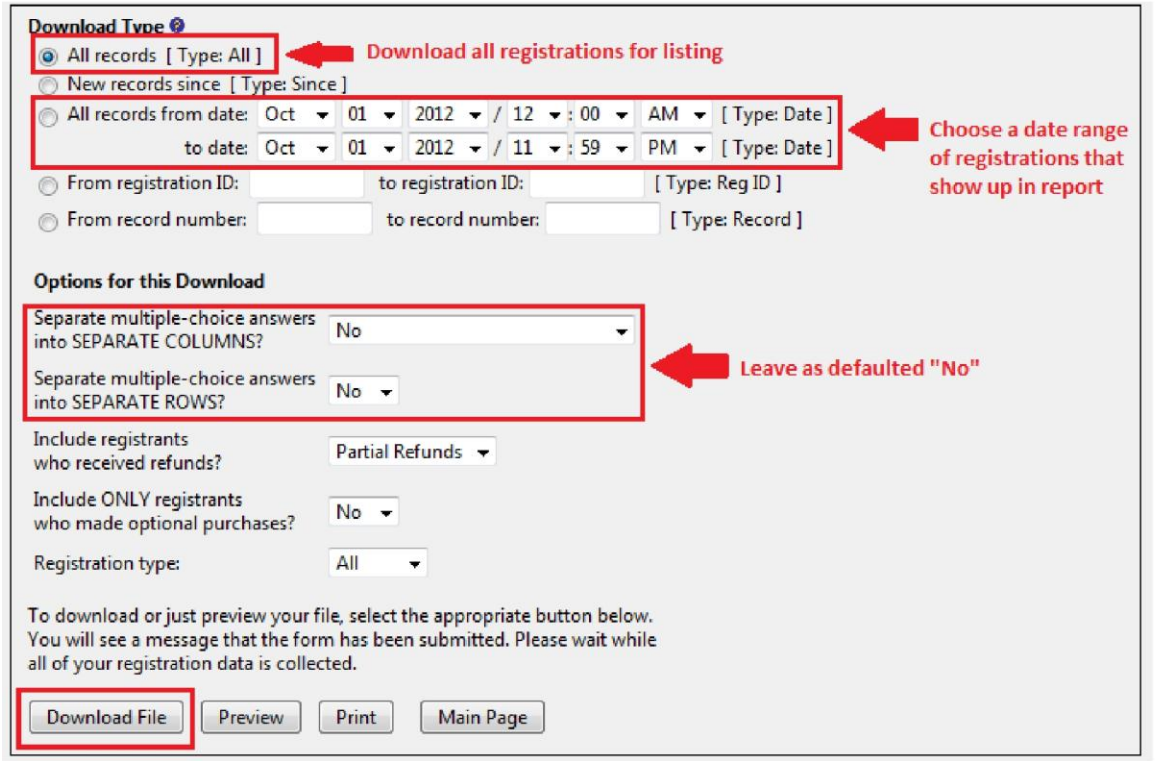
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