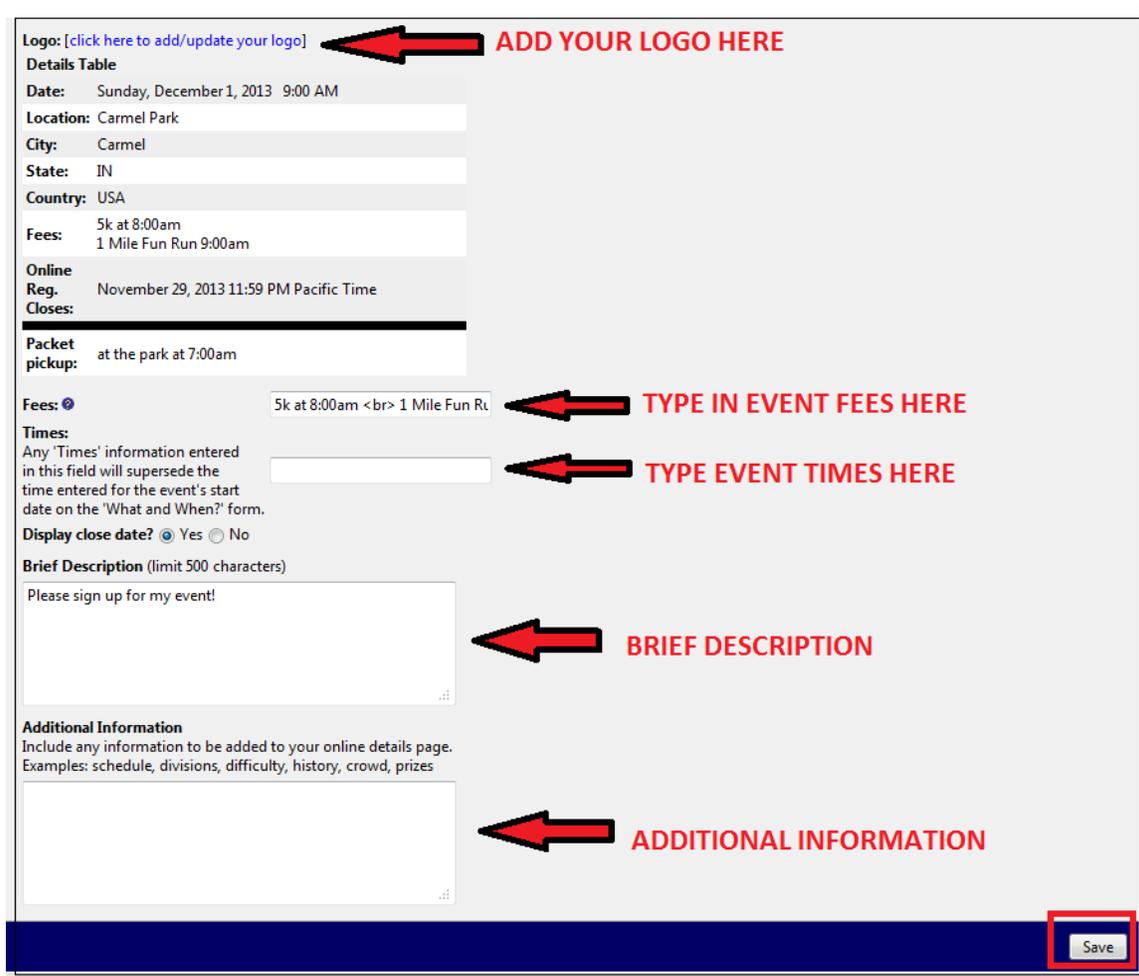


Adding/Editing Standard Details

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 *General Listing Information* Folder
5. Go to the *Standard Details* folder
 - Scroll down to enter information for Fees, Times, Brief Description or Additional Information area
6. When you are done, click the "Save" button on the bottom right



The screenshot shows a web form for editing event details. It includes fields for location, fees, times, and a brief description. Red arrows point to specific areas: the logo field, the fees input, the times input, the brief description text area, and the additional information text area. A 'Save' button is highlighted in a red box at the bottom right.

Logo: [click here to add/update your logo] **ADD YOUR LOGO HERE**

Details Table

Date: Sunday, December 1, 2013 9:00 AM

Location: Carmel Park

City: Carmel

State: IN

Country: USA

Fees: 5k at 8:00am
1 Mile Fun Run 9:00am

Online Reg. November 29, 2013 11:59 PM Pacific Time

Closes:

Packet pickup: at the park at 7:00am

Fees: 5k at 8:00am
 1 Mile Fun Ru **TYPE IN EVENT FEES HERE**

Times: **TYPE EVENT TIMES HERE**

Any 'Times' information entered in this field will supersede the time entered for the event's start date on the 'What and When?' form.

Display close date? Yes No

Brief Description (limit 500 characters)

Please sign up for my event!

BRIEF DESCRIPTION

Additional Information

Include any information to be added to your online details page. Examples: schedule, divisions, difficulty, history, crowd, prizes

ADDITIONAL INFORMATION

Save

NOTE: The "Event Details Page" may take 4-6 hours to update after this information has been edited in the back end of the Registration Center.