Adding/Editing Custom Waiver/Rules

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 *Customization* Folder

5. Go to the *Waiver* folder
   - Enter information for Your Waiver/Rules

6. When you are done click the "Save" button on the bottom right