Offline (Mail In) Registrations

Why Is It Helpful To Enter In Offline Registrations Into The Active Database?

The Offline Registration tool allows you to enter your mail in registrations into the Active database so that you can have one complete list of all your registrants (both online & offline registrations). Your registration reports & download reports will include both offline & online information, making it easier on you.

Please note: There is no charge to enter them into our database.

To Input Offline Registrations:

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; click on the yellow *Registration Tools* folder

5. Go to the *Offline Registration* section

Step 1:

⇨ Select a registration category, push "continue"

Step 2:

⇨ Fill out the offline registrant's info
  o The offline form defaults to allowing you to skip over any questions
    ▪ Offline questions can also be switched to be all mandatory– if interested please contact your account manager

⇨ At the bottom there is a section that asks about Payment Information
  o For "**Did you collect fees for offline registration**" – push **YES**
  o If you select **YES** then you will be able to save payment notes & record payment amount
    ▪ Such as payment type, payment amount & descriptions
  o If you select **NO** – <u>no</u> notes will be saved!

Step 3:

⇨ When you are done, there are 3 different saving options:
- o 1) **Save Registrations:**
  - ■ If you are done push this button (aka SAVE & FINISH)
- o 2) **Save & start a new offline registration for the <u>same</u> category**
  - ■ If you are adding more offline registrations for the same race category push this button – it will save your info but skip you to Step #2
- o 3) **Save & start a new offline registration for the <u>different</u> category**
  - ■ If you are adding more offline registrations for a different category click this button & it will take you back to Step #1

Step 4 (Confirming/Viewing Your Data):

⇨ Once you are done & have selected the save/finish option a pop up screen will appear entitled, "*Offline Registration Confirmation Page*" which lists all of the offline registration names you have added during this session
- o <u>Note</u>: If you close your browser or you lose your internet connection while inputting data, this confirmation list will stop
  - ■ Everything will still be saved
  - ■ However, this list only shows the new data inputted during the current session. Once you log back in and begin a new session a new list will be created.

<u>Note:</u> **Do not push the back button** when you are in the pop up screen viewing the offline list (as this will cause it to backtrack and save a name twice). **To exit out of the pop up, just close this window.**