

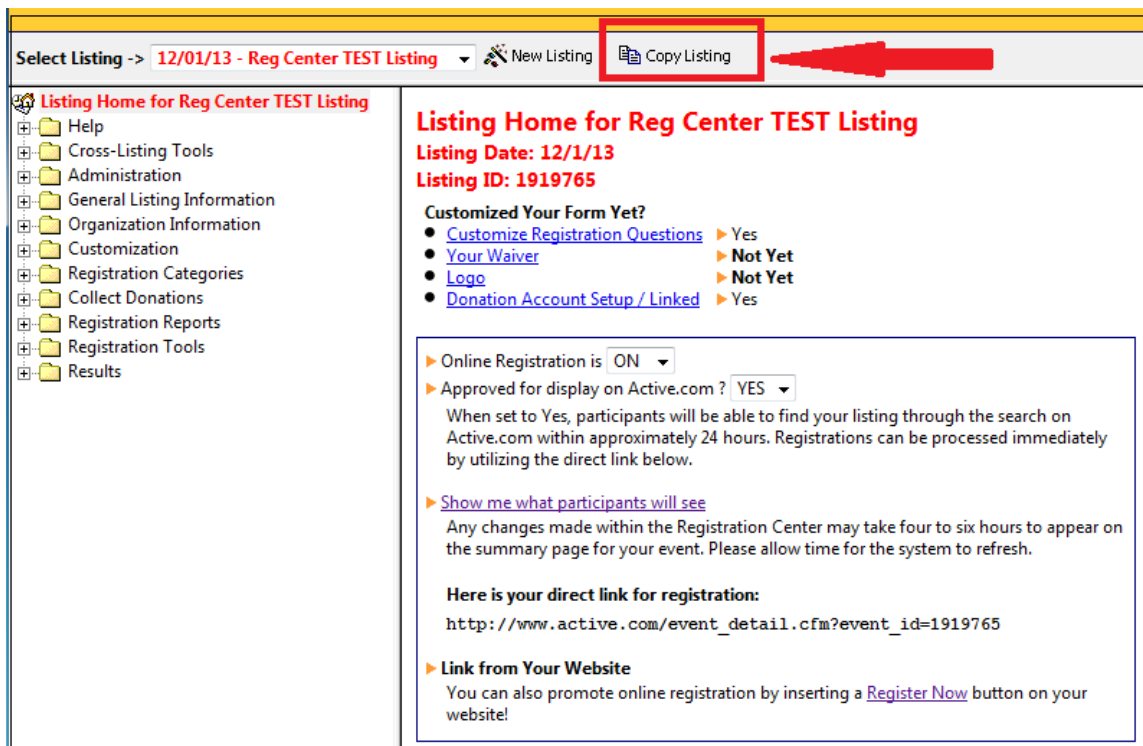
Setting Up Your Site:

Renewing Your Registration Site Using Our “Copy Listing” Tool

Using our “copy listing” tool will allow you to copy over the event set up from last year and create a new registration site within a few minutes. This set up process will automatically copy over your entry fees, billing information, and contact information, while giving you the option to copy over event details, questions and more. This will save you time!

After your site is created you will be able to go back and update/customize the rest of your registration site. Follow these easy steps to do it yourself:

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 registration listing you would like to access
4. Once that registration listing pulls up push the gray “copy listing” button that is located at the top of the page near that “Select listing” scroll bar
 - o A pop up box will appear called a wizard and will walk you through setting up your new registration listing
 - o It will copy over the basic set up of your past registration site



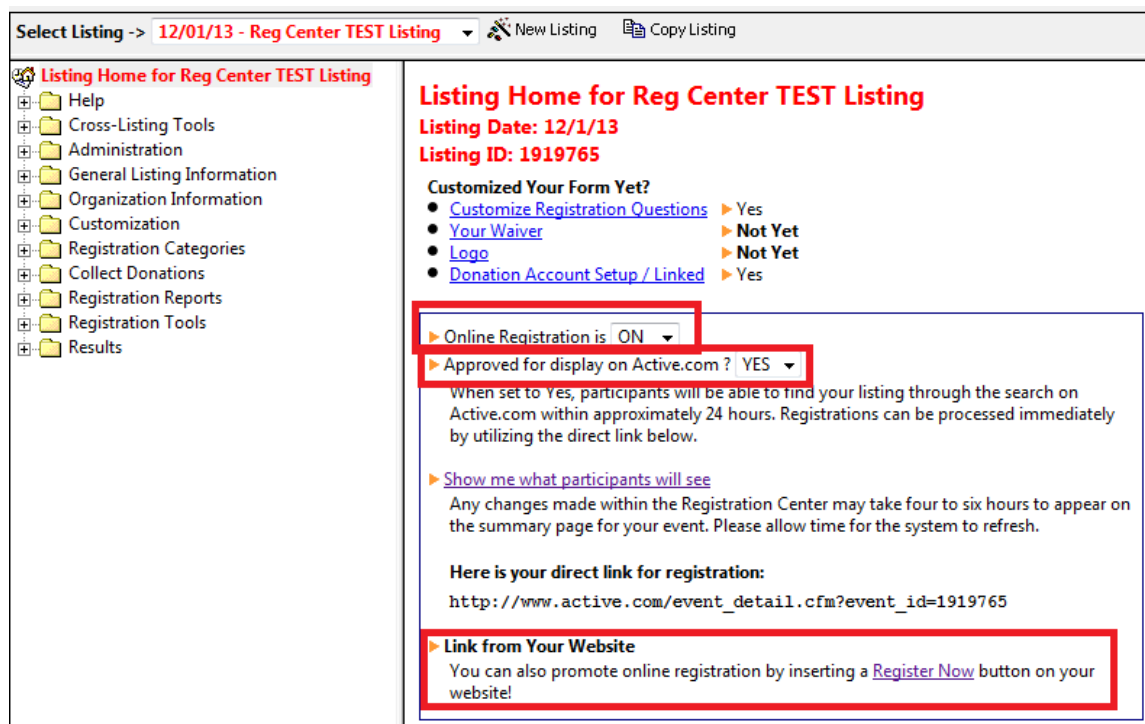
5. Once this wizard is done you will get a message that says “Congratulations! Your listing has been created!” – click OK
6. The page will refresh and take you to your registration center homepage for your new registration site
 - a. You can now edit & update the rest of your registration site

Things to review/check over once the site is created:

- 1) Check that all of your event details are up to date
 - You can update this information in the yellow folder called “General Listing Information”
- 2) Review your registration questions
 - Go to the yellow folder called “Customization” and select the questions icon
- 3) Check your registration messages and make sure that your registration messages are updated
 - Go to the yellow folder called “Customization” & select the registration messages icon

When you are ready to go live:

- Make sure your listing is turned on so you can begin accepting online registrations; you can update this by changing the toggles on the “Listing Home” page (see screen shot below)
- Make sure your listing is approved for display on Active.com; you can update this by changing the toggles on the “Listing Home” page (see screen shot below)
- When you are ready to go live add the registration link to your website from the “link from your website” section to help promote the online registration option. (see screen shot below)



The screenshot shows the 'Listing Home for Reg Center TEST Listing' page. The left sidebar contains a navigation menu with folders for Help, Cross-Listing Tools, Administration, General Listing Information, Organization Information, Customization, Registration Categories, Collect Donations, Registration Reports, Registration Tools, and Results. The main content area displays the listing details: Listing Date: 12/1/13, Listing ID: 1919765. Under the heading 'Customized Your Form Yet?', there are four items: 'Customize Registration Questions' (Yes), 'Your Waiver' (Not Yet), 'Logo' (Not Yet), and 'Donation Account Setup / Linked' (Yes). Two red boxes highlight the 'Online Registration is ON' dropdown and the 'Approved for display on Active.com? YES' dropdown. Below these, there is a section for 'Show me what participants will see' and a 'Here is your direct link for registration:' section with the URL http://www.active.com/event_detail.cfm?event_id=1919765. A final red box highlights the 'Link from Your Website' section, which suggests inserting a 'Register Now' button on the user's website.

NOTE: To get back into your registration site please go to www.active.com/explorer and log in with your username & password.

**For further help please contact our Client Support team at
clientsupport@activenetwork.com or by
 calling 888.620.8717 (option 2)**