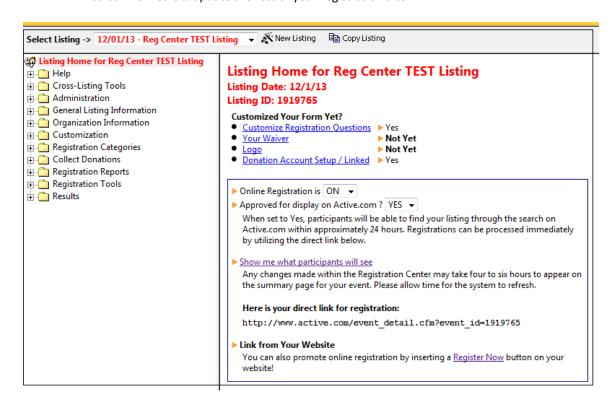## Setting Up Your Registration Site

The set up process will only take a few minutes and will allow you to start collecting registration online today! 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. if you have an Active.com user account you may login with your credentials or you can click the green "create an account" button
    1. If you are a new Active.com member you will be taken to a page to create your account
3. Once logged in a pop up box will appear that is a self set up wizard; this wizard will ask you questions about the date, time and location of your event and will also allow you to specify the pricing for your event.
    1. This set up wizard should only take 5-10 minutes registration listing
4. Once this wizard is done you will get a message that says "Congratulations! Your listing has been created!" – click OK
5. The page will refresh and take you to your registration center homepage for your new registration site
    1. Your online registration is now on and will be displayed on our Active.com events calendar within 24 hours
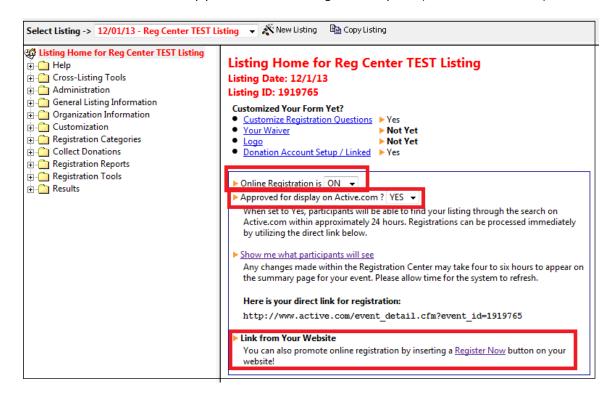   2. You can now edit & update the rest of your registration site

Things We Recommend You Add Once Your Site Is Created:

1. You can add more details about your event
   - Go to the yellow folder called "General Listing Information" and select the Standard Details icon
2. Add additional questions to your registration form (ie: t-shirt size)
   - Go to the yellow folder called "Customization" and select the questions icon
3. Add a customize note and/or instructions to your registration messages; this will be seen by all registrants once they complete registration
   - 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; *(see screen shot below)*
- Make sure your listing is approved for display on Active.com; *(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)*

NOTE: *To log 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)