

## 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](http://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



The screenshot shows the 'Listing Home for Reg Center TEST Listing' page. At the top, there is a navigation bar with 'Select Listing -> 12/01/13 - Reg Center TEST Listing', 'New Listing', and 'Copy Listing' buttons. On the left, a sidebar contains a tree view of navigation options: 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 is titled 'Listing Home for Reg Center TEST Listing' and includes the following information:

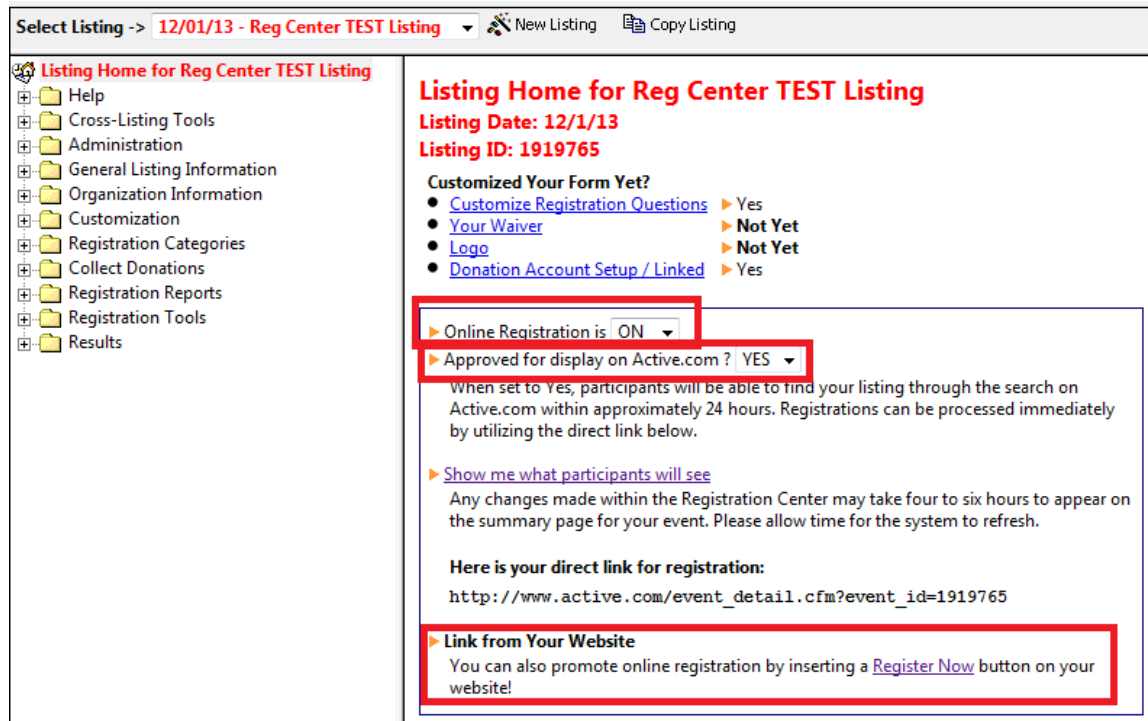
- Listing Date:** 12/1/13
- Listing ID:** 1919765
- Customized Your Form Yet?**
  - [Customize Registration Questions](#) ▶ Yes
  - [Your Waiver](#) ▶ Not Yet
  - [Logo](#) ▶ Not Yet
  - [Donation Account Setup / Linked](#) ▶ Yes
- Online Registration is** ON
- Approved for display on Active.com?** YES
- When set to Yes, participants will be able to find your listing through the search on Active.com within approximately 24 hours. Registrations can be processed immediately by utilizing the direct link below.
- [Show me what participants will see](#)  
Any changes made within the Registration Center may take four to six hours to appear on the summary page for your event. Please allow time for the system to refresh.
- Here is your direct link for registration:**  
[http://www.active.com/event\\_detail.cfm?event\\_id=1919765](http://www.active.com/event_detail.cfm?event_id=1919765)
- Link from Your Website**  
You can also promote online registration by inserting a [Register Now](#) button on your website!

**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)*



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 'Customized Your Form Yet?', there are three items: 'Customize Registration Questions' (Yes), 'Your Waiver' (Not Yet), and 'Logo' (Not Yet). Below this, there are two dropdown menus: 'Online Registration is' set to 'ON' and 'Approved for display on Active.com?' set to 'YES'. A red box highlights the 'Approved for display on Active.com?' dropdown. Below the dropdowns, there is a section titled 'Show me what participants will see' with a paragraph of text and a direct link for registration: [http://www.active.com/event\\_detail.cfm?event\\_id=1919765](http://www.active.com/event_detail.cfm?event_id=1919765). At the bottom, there is a section titled 'Link from Your Website' with a red box around it, containing the text: 'You can also promote online registration by inserting a Register Now button on your website!'.

**NOTE:** To log back into your registration site please go to [www.active.com/explorer](http://www.active.com/explorer) and log in with your username & password.

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