

Adding a New Category

You have the ability to a new registration category at any time.

Adding a Registration Category:

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; your registration categories will be listed under the *Registration Categories* folder.
 - a. Go to *Add New Category*
5. A wizard will pop up. Fill in the required information (Category Name, Max Registrations, Category Price). Click Next and then Finish.