

## Printing a Quick List of Registrants:

1. Go to [www.active.com/explorer](http://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; go to the *Registration Tools* folder
5. Go to the *Print Registrations* folder
6. At the top of the page is a filter section
  - change the “order by” drop down bar to “name”
  - click on the “submit filters” button in the middle of the page
7. Now your registrants are listed in alphabetical order. Scroll to the top of the page and click the “print this page” button

Note: This tool does not display ALL of the registration data, it only lists category, name, entry fee – for a complete list of all registration information go to *Download Registrations*

Registrations for USCF LIVE TEST Print This Page

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[\[ Hide Filter Form \]](#)

**Filter:**

From Date: [ ] / [ ] / [ ] 12 : 00 : 00 AM

To Date: [ ] / [ ] / [ ] 11 : 59 : 59 PM

Type: All

Status: All

Order by: Date

- Date
- Name
- Type
- Gender
- Age
- Fees
- Category
- Team

**Display:**

Date  Name  Type  Gender

Age  Home Phone  W

Fees  Team  Offline Fees  O

Category  Coupons

Payment  Team

**Categories:**

Expert  FREE USCF TEST

Submit Filters

**7 registrations through January 15, 2006**

[Sample of Printable List](#)

| Date              | Name             | Type    | Gender | Age | Fees   | Category | Payment Status |
|-------------------|------------------|---------|--------|-----|--------|----------|----------------|
| <b>April 2005</b> |                  |         |        |     |        |          |                |
| 4/20/05           | Rivera, Diego    | Online  | M      | 24  | \$7.00 | Expert   | Paid           |
| 4/20/05           | offline, offline | Offline | M      | 27  | \$7.00 | Expert   | Paid           |
| <b>May 2005</b>   |                  |         |        |     |        |          |                |
| 5/9/05            | Orr, Juli        | Online  | F      | 24  | \$7.00 | Expert   | Paid           |
| 5/9/05            | Orr, Julie       | Online  | F      | 30  | \$7.00 | Expert   | Paid           |
| 5/11/05           | test, Durt       | Online  | F      | 25  | \$7.00 | FREE     | Paid           |
| 5/12/05           | Iannelli, John   | Online  | M      | 40  | \$7.00 | Expert   | Paid           |
| 5/12/05           | mcque, sally     | Online  | M      | 25  | \$7.00 | Expert   | Paid           |