

Removing a Question From the Registration Form

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; go to the yellow *Customization* folder

5. Select Questions

6. Your customized questions will be listed at the bottom of the page; go to that specific question and push the "edit" button

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Search 🔻 🥒 Highlight 🛛 👭 Options	Edit Question
RATION CENTER part of the	The next few screens will walk you through editing a question from your registration form. You will complete the following steps: • Define the question • Select a style for the question • Define the answer(s) to the question
State* 🛛 Default	Defined the export values for downloads
Zip* Country* S Create New Form Divider Order Questions and Div Associate with Categories	Once you have completed a step, click the "Next" button. To edit a previous step, click the "Back" button. A red asterisk (*) indicates required information. If you have any questions, please e-mail listings@active.com.
Edit Question Export Valu	
* Indicates required question ⁺ Indicates form divider	Cancel < Back Next > Finish
Edit Delete Not a JCBC Me	Done 🔮 Internet
Edit Delete Breakfast @ 6:00-	9:00?
Edit Delete Order a Blast T-Sh	irt?
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7. Continue through the wizard by pushing the "next" button until you get to the 6th page called "Associate Question with Categories"

- o On this page you will see check boxes & your registration categories
 - Uncheck box all of them (this will unassociate the question so it does not appear on these registration forms)

WHAT'S YOUR ACTIVE



🕙 http://www.active.com - Question Wizard - Associate with Categories 🔳 🗖	×
Associate Question with Categories Select which registration forms should display this question.	^
JCBC member Vot yet a JCBC member CBC member Vot yet a JCBC member Vot yet a JCBC member This will remove the question from being displayed on the forms.	
Cancel < Back Next > Finish	<
🕙 Done 🤍 🔮 Internet	

8. Finish the wizard by pushing "save" at the end.

