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
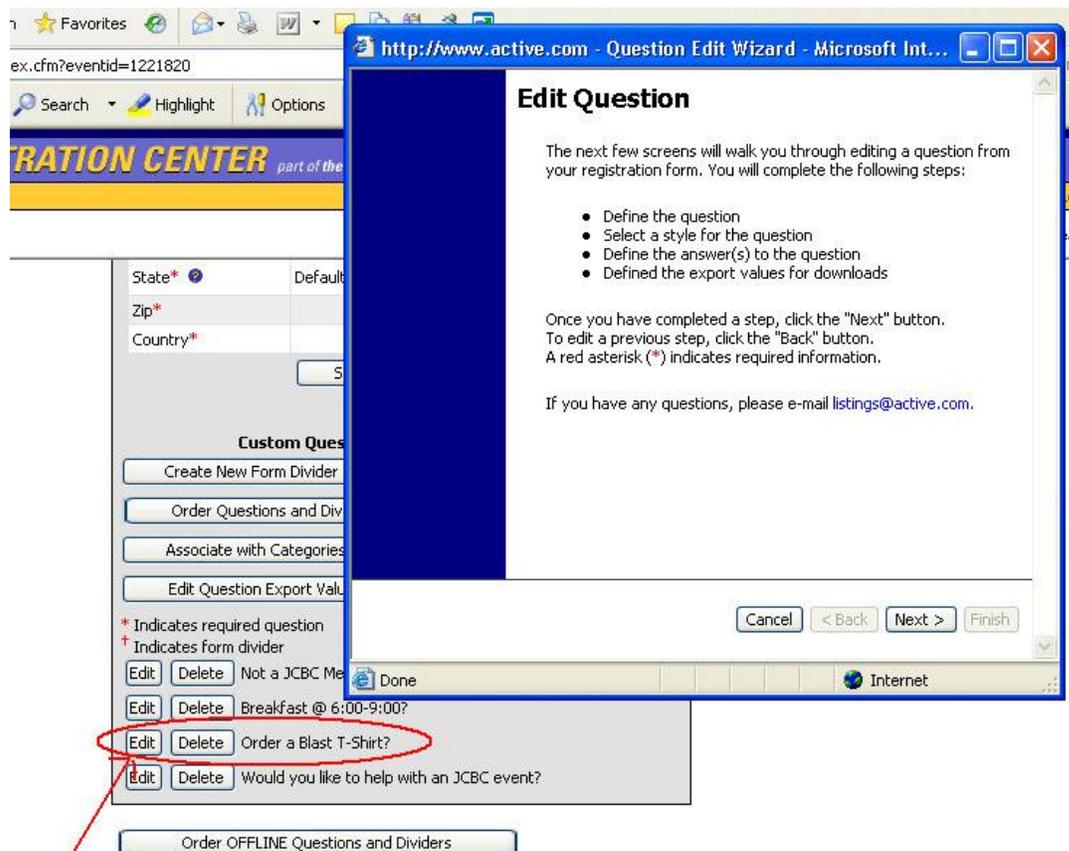
7. Continue through the wizard by pushing the "next" button until you get to the 6th page called "Associate Question with Categories"

- 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?*
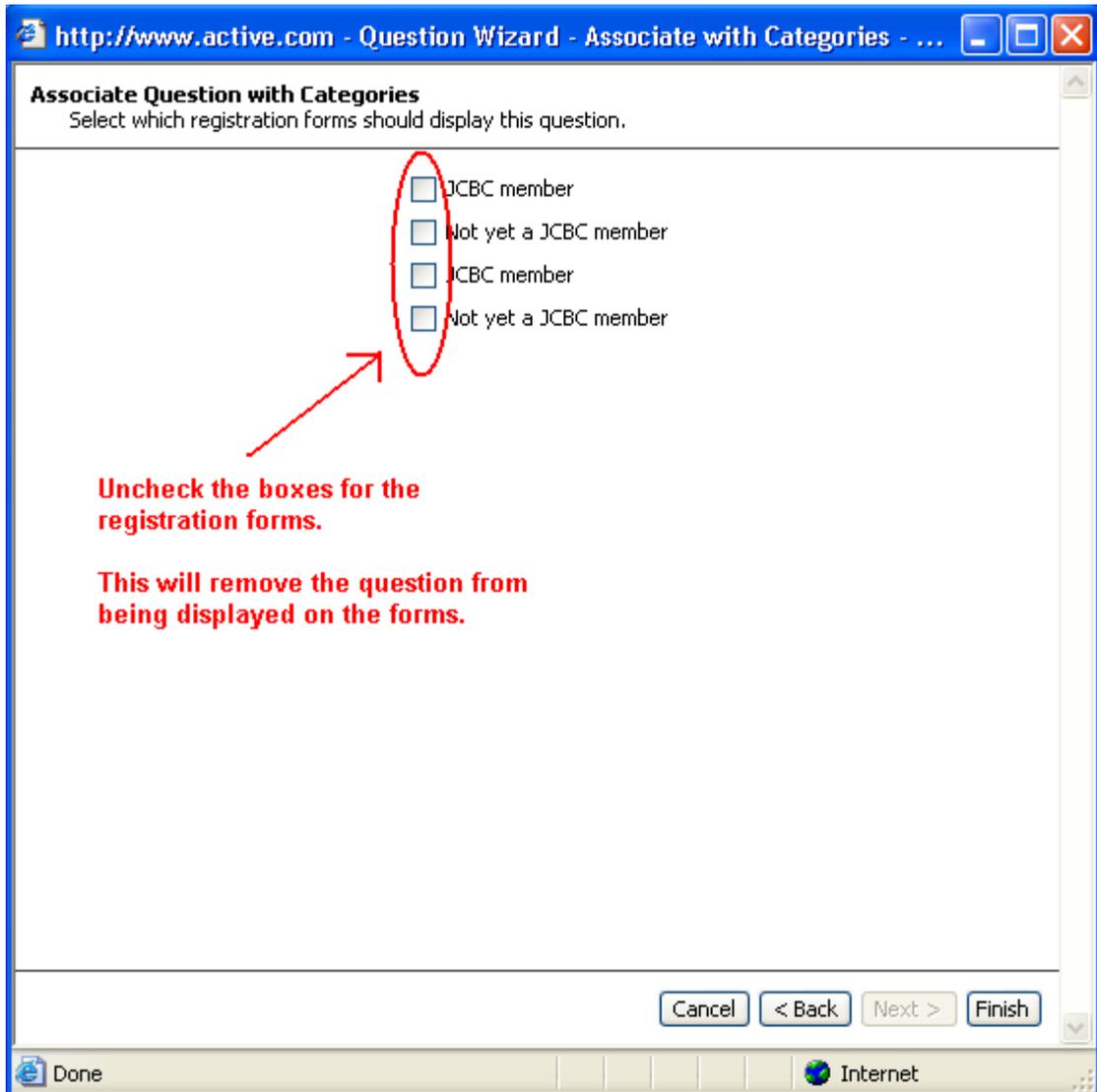
8. Finish the wizard by pushing "save" at the end.