

How to Preview Your Registration Forms

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. Go to the top of the page where it says “Preview Registration Forms”. Click on the drop down bar that says “[Select categories to preview]”
 - This will show you a list of all of your different registration categories.
 - Select the category for the form you wish to view and the registration form will appear as a pop up on an additional screen.
 - This new screen will display the registration form exactly as it will appear to someone who is registering.
 - You can view all of your registration forms by clicking on that specific form.

