

## 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.

Preview	Registration Forms	
Select the category name below	w to preview the current registration form.	
1 Mile Family Fun Run	Select the registra	tion category you would like to preview
[ select category to preview] 1 Mile Family Fun Run	ons to Your Form	A box like this will open that show
Half Marathon Roster - Half Marathon team registration Roster - team registration	5K Preview - Mozilla Firefox	egories/questions/regform_preview.cfm?eventId= 🏠
My Questions	First Name: *	
	last name: *	
	Last Name: *	
	Gender: *	🔘 Male 🔘 Female
	Birthdate: *	MM • / DD • / YYYY •
	Email: * 🛛	

