

## Set An Opening Date For Online Registration

1. Log into Registration Center at [www.active.com/explorer](http://www.active.com/explorer)
2. Select the event in the **Select Listing** drop down menu, located in the upper left hand corner of the screen
3. Expand the **Registration Categories** folder
4. Expand the event category folder
5. Click on **Customize Options**
6. Edit the date and time located under **Specify the date ONLINE REGISTRATION STARTS for this category: (Pacific Time)**
7. Click **Save**
8. Repeat steps 5-7 for each event category