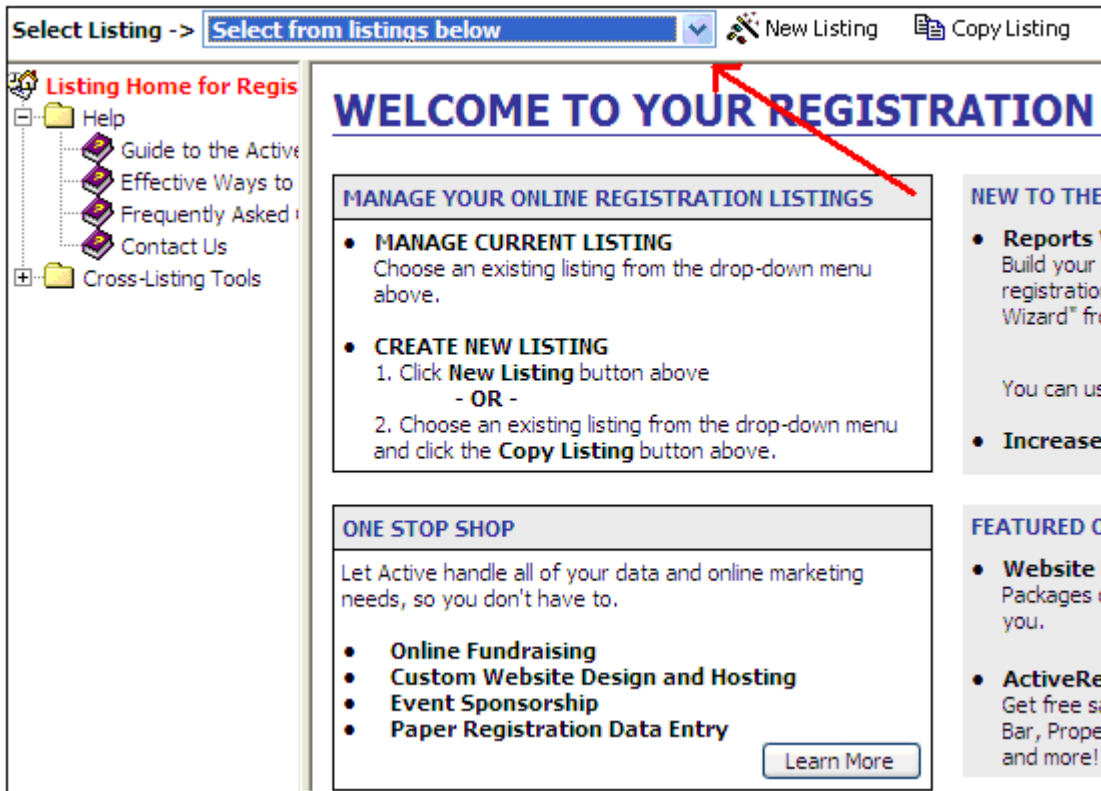


## Copy Listing:

This document will walk through the process of how to copy a listing from last year.

1. Select your listing from the top, left dropdown menu.




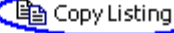
2. You are now in the listing that you would like to copy.

**Listing Home for SAN DIEGO TEST EVENT**  
**Listing Date: 10/15/08**  
**Listing ID: 1581488**

**Registration for this listing is now closed**

- ◆ To extend the registration close date on this listing please contact our support team at 1-888-620-8717 or email [clientsupport@activenetwork.com](mailto:clientsupport@activenetwork.com).
- ◆ To open online registration for a new season or event, just click on the  Copy Listing button above to create a new listing with the same form and set up information as your past listing "SAN DIEGO TEST EVENT".

3. **Click COPY LISTING** button (located at the top of the screen)

10/31/09 - Active X Event TEAM TESTING  New Listing 

**Listing Home for Active X Event TEAM TESTING**  
**Listing Date: 10/31/09**  
**Listing ID: 1581472**

**Status of Your Listing**

- This listing has Online Registration turned
- This listing is approved for display on Active.com.
- This listing can accept local expert comments.

**Preview Registration Form**

- [Show me what participants will see](#)

**Customized Your Form Yet?**

- [Customize Registration Questions](#) ▶ Yes
- [Your Waiver](#) ▶ Yes
- [Logo](#) ▶ Yes
- [Donation Account Setup /Linked](#) ▶ Yes

4. A pop-up box Wizard will appear. This will prompt you to:
  - a. Enter in the new name of your listing
  - b. New listing date and time
  - c. Keep the 'Add Online Registration' button to YES

**Listing Name and Date**  
Listing being copied: Active X Event TEAM TESTING  
\*\* Indicates required information.

A. Listing Name\*

B. Listing Date\*  
When does this listing occur? ⓘ  
Please enter the date on which the event, league, or activity takes place. Note that these are NOT the dates registration begins.

Single day  
Jan ▾ 01 ▾ 2009 ▾ / 11 ▾ : 59 ▾ PM ▾

Multi-day  
Start day: Jan ▾ 01 ▾ 2009 ▾ / 11 ▾ : 59 ▾ PM ▾  
End day: Jan ▾ 01 ▾ 2009 ▾ / 11 ▾ : 59 ▾ PM ▾

C. Add Online Registration?  Yes  No  
**If you choose to Add Online Registration, registration categories will close 2 days before the listing date entered above. To change this close date, change the price end date on the Price Schedule page for each Registration Category.**

Cancel < Back Next > Finish

5. **Click NEXT.**
6. Select who will be paying the processing fees for the event. You can choose from:
  - a. The participant
  - b. The organization or
  - c. Splitting the fees between the two

**Registration Processing Fee and Selection of Items to Copy**

Registration Processing Fee Options ⓘ

The participant will pay the processing fee in addition to the base registration price. ⓘ  
*(Example: price is \$40.00, participant pays \$43.95. Active.com sends a check for \$40.00)*

Deduct the processing fee from the base registration fee. ⓘ  
*(Example: price is \$40.00, participant pays \$40.00. Active.com sends a check for \$36.05)*

Split the processing fee between the participant and my organization. ⓘ  
*(Example: price is \$40.00, participant pays \$41.98, Active.com sends a check for \$38.02)*

7. Check all items that you would like to copy from the previous year's listing. Depending on your previous year's event these options may be:
  - a. Custom Details
  - b. Custom Questions
  - c. Download Profiles

Check all items below that you would like to copy from the existing event

Custom Details

Custom Questions

Download Profiles

8. You can also update your credit card descriptor on this page.

Description is limited to 10 characters with no spaces or symbols. ?

\* Registrant Credit Card Statement Description:

9. **Click NEXT.**
10. Depending on the type of listing that is copied; this is where additional classifiers can be selected. For example with a running event, the list of classifiers below can be chosen from:

**Listing Classifiers**

Listing Classifiers

<input type="checkbox"/> Marathon	<input type="checkbox"/> Half Marathon	<input type="checkbox"/> 5K
<input type="checkbox"/> 10K	<input type="checkbox"/> 1 mile	<input type="checkbox"/> 5 mile
<input type="checkbox"/> 15K	<input type="checkbox"/> 10 mile	<input type="checkbox"/> Ultra Marathon
<input type="checkbox"/> Fun Run	<input type="checkbox"/> Kids Run	<input type="checkbox"/> Training Run
<input type="checkbox"/> Membership	<input type="checkbox"/> Conference	

11. After you have read the Service Agreement, select 'Yes, I am 18 years of age or older.' Agree to the Services Agreement, enter your initials, and **click FINISH**.

**Event Services Agreement**

**\* I AM 18 YEARS OF AGE OR OLDER.**  Yes  No

Hosted Software License & Services Agreement

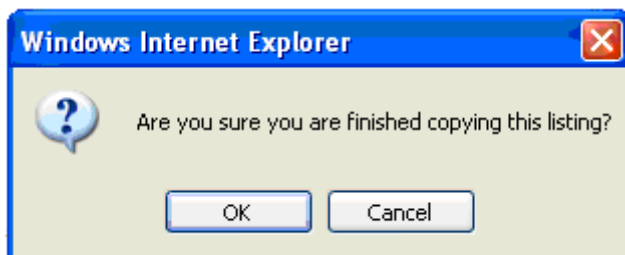
This Hosted Software License & Services ("Agreement") is made effective as of the date of your online acceptance of this Agreement ("Effective Date") and entered into between Active ("Active" or "we" or "us") and the entity or organization on whose behalf you are entering into this Agreement ("you" or "your" or "Agency"). Active agrees to provide you the Services (as defined below) subject to the following terms and conditions. Please read this Agreement carefully. By electronically agreeing, you acknowledge that you have the authority to enter into it on behalf of the Agency.

1. Services. Active will provide you with access to certain of its hosted software products ("Products") as well as applicable related services and support ("Services") based on the functionality, features, options and fees related to the Products and Services you have elected to receive. To assist us in the delivery of the Products and Services, you agree to provide us with certain information requested by us relating to your organization. Any and all software provided under this Agreement as part of the Products are deemed delivered F.O.B. origin, which for software will typically be an Active provided downloadable FTP link.

**\* I HAVE READ AND AGREE TO THE EVENT SERVICES AGREEMENT.** I agree:   
Initials:

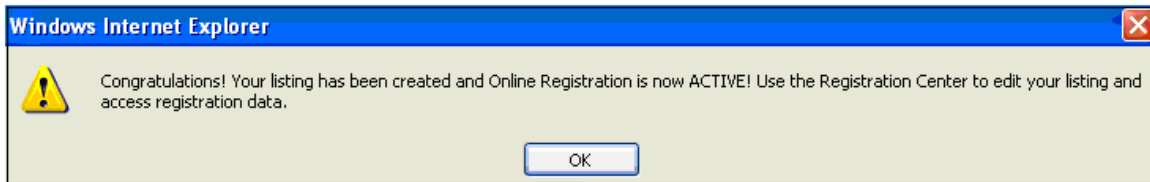
Cancel < Back Next > Finish

12. A pop-up box will appear asking: Are you sure you are finished copying this listing? If you are, **click OK**.



13. This is next pop-up box is confirmation that your new listing has been created.

**Click OK.**



14. Your new listing has been created and is ready to edit, update and manage.