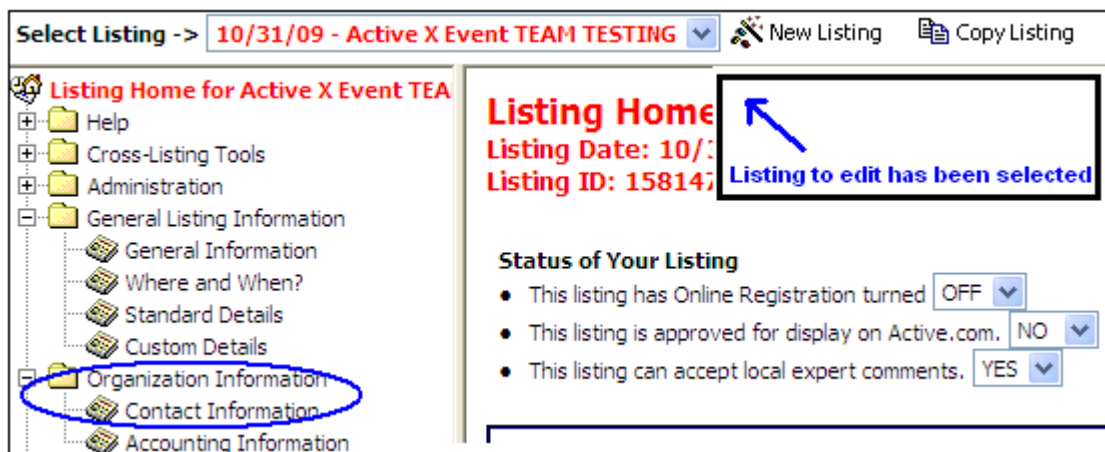


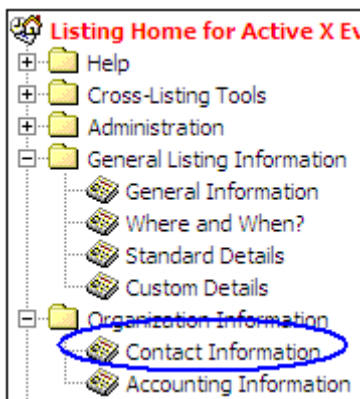
Edits in the Organizational Folder

This document will walk through the process of editing and updating the contact and accounting information located in the Organization folder.

1. Go to the Organization Information folder on the left side of the screen.



2. Click the **CONTACT INFORMATION** tab.



3. Here the contact person's information can be edited and/or updated.

Who to contact if participants have questions:

* Contact name:

* Contact phone:

Contact fax:

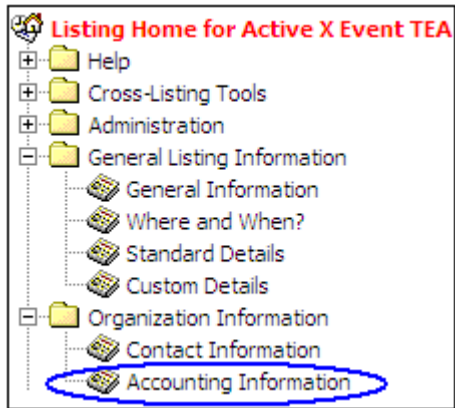
* Contact e-mail:

Web address: [preview]

4. Click **SAVE**.

Note: The contact information will appear in the confirmation email that participants receive once they have registered.

5. Click **ACCOUNTING INFORMATION** tab.




6. Here the following things can be edited and/or updated:
 - A. Email address to receive email confirmations for each individual registered.
 - B. Accounting address (where Active.com should send registration payments)

A. Would you like to receive email confirmation when a registration is completed online?

Yes, send confirmation e-mails to:

No, do not send any confirmation e-mails.

Note: Do NOT rely on email confirmations for your complete list of online registrations. Always use the reports and tools provided to you from the Registration Center to print or download a final list.

B. Where should Active.com send registration payments? 

Make checks payable to:

Billing Address: 10182 Telesis Court #100 [Edit]
San Diego, CA 92121

Change to new address (below)

Address (line 1):

Address (line 2):

City:

Country: ▼

State/Province/Region: ▼

Zip/postal code:

Note: Edits to Existing Billing Addresses will apply everywhere that this address is used on Active.com.

7. **Click SAVE.**