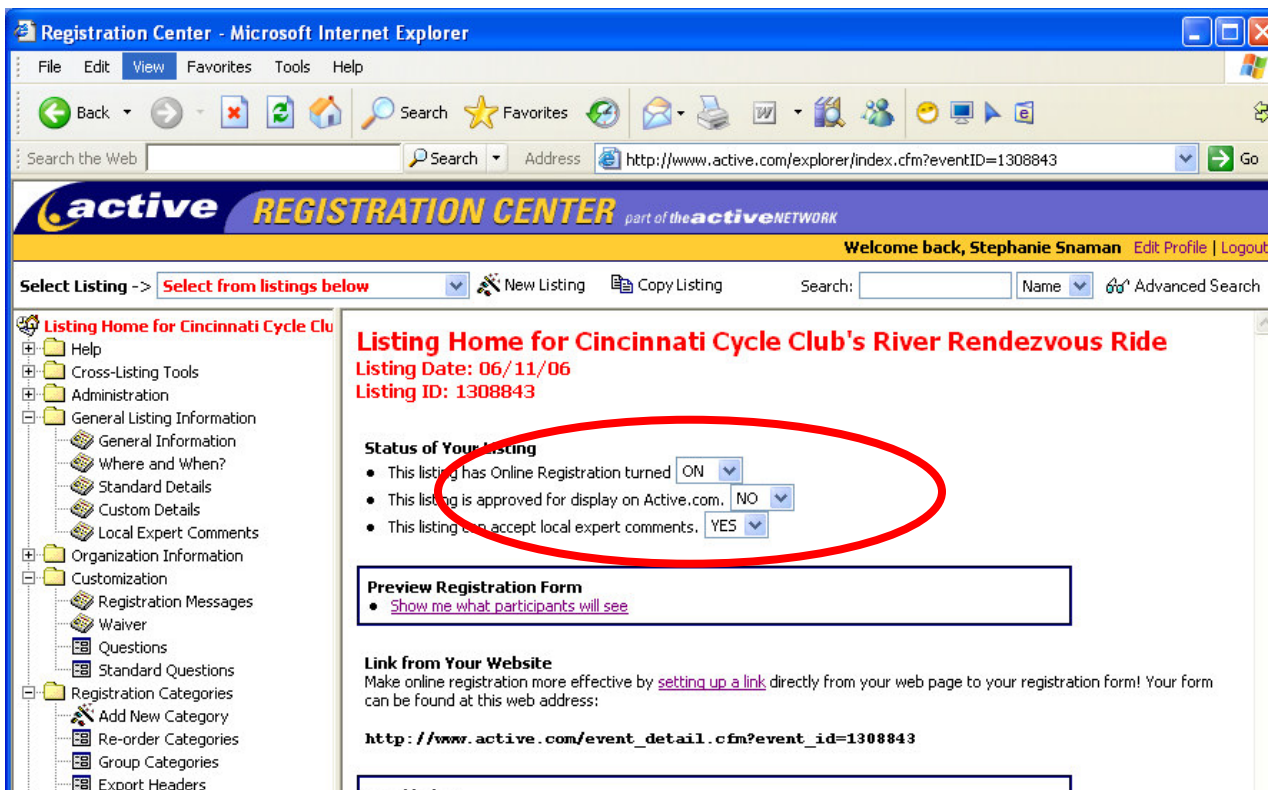


Activating Your Listing to Accept Registrations:

1. First you will need to access your registration center for the event you wish to turn on.
2. Go to www.active.com/myevent
3. Go to the Yellow box titled **Registration Center Login** and type in your username and password.
4. When the page refreshes go to the same Registration Center Yellow box and click on the link titled **Click here to access the Registration Center**
5. Go to the drop down arrow located on the top left (*Select from listings below*) in red text and select which race you would like to access.
6. The page will refresh, you are now in your registration center where you can look up registration data or edit your listing information
7. On the right hand side of the screen you will see a section labeled "Status of Your Listing" see below:



Registration Center - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail News RSS Feeds

Search the Web Search Address <http://www.active.com/explorer/index.cfm?eventID=1308843> Go

active REGISTRATION CENTER part of the activeNETWORK

Welcome back, Stephanie Snaman Edit Profile | Logout

Select Listing -> **Select from listings below** New Listing Copy Listing Search: Name Advanced Search

Listing Home for Cincinnati Cycle Club's River Rendezvous Ride
Listing Date: 06/11/06
Listing ID: 1308843

Status of Your Listing

- This listing has Online Registration turned ON
- This listing is approved for display on Active.com. NO
- This listing can accept local expert comments. YES

Preview Registration Form

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

Link from Your Website
Make online registration more effective by [setting up a link](#) directly from your web page to your registration form! Your form can be found at this web address:

http://www.active.com/event_detail.cfm?event_id=1308843

8. In order to go **LIVE** with registrations make sure you have the following settings:
 - a. **The listing has Online Registration turned “ON”.**
 - i. If you have this turned off it will not allow any registrations to be accepted.
 - b. **The listing is approved for display on Active.com. “YES”.**
 - i. If you have this turned to no, then your event will NOT appear on the calendar and it will NOT be searchable on our site. The only way you would be able to access the listing is by using the direct link.
 - ii. Note: It is a good idea to keep this option to “NO” while you are making edits or updating the site.