

Changing the Registration Close Date/Time:

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; your registration categories will be listed under the *Registration Categories* folder.
 - Go to that specific registration category and click on *Price/Close Dates*
5. Type in the new category name and click “Save”

Categories Administration

Note: all dates and times are Pacific Standard Time

* Indicates required information.

Category Name:

Update the
Category Name

Price 1:

[\[delete\]](#)

until / / :