

### Changing the Registration Close Date/Time:

1. Go to [www.active.com/explorer](http://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. The **last date** listed is your close date (when online registration will close) for that category – change the date/time and click save.

**Note: If you have more than one registration category you must edit all of the registration category dates to match - if you do not do this the system will only close this specific registration category at this time**

### Categories Administration

**Note:** all dates and times are Pacific Standard Time

\* Indicates required information.

Category Name:

<b>Price 1:</b>	[delete]
5.00 until Dec / 30 / 2006 11 : 59 PM	
<b>Price 2:</b>	[delete]
15.00 until Jan / 15 / 2008 8 : 51 PM	

**Add Price** **Save Settings**

Last date  
adjusts the  
close date