

### **Adding/Editing Custom Details**

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; go to the yellow *General Listing Information* Folder
5. Go to the *Custom Details* Folder

#### **To Add New Event Details:**

- At the bottom of the page in the blank box, type a label & write in the details
  - Limit 500 characters per section
  - You can select the order the detail box appears by changing the order on the scroll bar
- Click the gray “save detail” button at the bottom right
- To add another new detail you can click on the “New Detail” box to get a new box

#### **To Edit Existing Event Details:**

- Click the blue “edit” link on the section that needs editing, scroll down to the bottom of the page
- Make your changes to the label and/or the details in the box
- Click the gray “save detail” button at the bottom right

\* HTML code is required to make the text fancier (see next page for HTML help).

### HTML Help – A Quick Reference

How to add bold or underlined text or separate paragraphs in your custom details section.

<b>Font:</b>	<b>HTML Code:</b>
<b>Bold:</b>	<code>&lt;b&gt; &lt;/b&gt;</code>
<u>Underline:</u>	<code>&lt;u&gt; &lt;/u&gt;</code>
<i>Italic</i>	<code>&lt;I&gt; &lt;/I&gt;</code>
Line break:	<code>&lt;br&gt;</code>
Paragraph Break:	<code>&lt;p&gt;</code>
Font Size:	<code>&lt;FONT SIZE=?&gt;&lt;/FONT&gt;</code> (sizes range from 1 - 7)