

### Adding/Editing Standard 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 *General Listing Information Folder*
5. Go to the *Standard Details* folder
  - Scroll down to enter information for Fees, Times, Brief Description or Additional Information area
6. When you are done click the “Save” button on the bottom right

The screenshot shows a web browser window with the URL [http://www.active.com/framed/event\\_detail.cfm?event\\_id=1206707](http://www.active.com/framed/event_detail.cfm?event_id=1206707). The page content includes:

- Race Across California**
- Monday, January 1, 2007 11:59 PM** (The time '11:59 PM' is circled in blue, with a blue arrow pointing to a white box labeled 'Time').
- Sorrento Valley Bike Trails**
- San Diego , CA 92130**
- Buttons: LOCAL WEATHER, EVITE FRIENDS, CONTACT INFO, WEB SITE.
- REGISTER NOW!** (Yellow button)
- additional information** (Section header)
- Brief Description:** Mountain Bike race through Sorrento Valley Mountain Bike Trails. (A blue arrow points from a white box labeled 'Brief Description Section' to this text.)
- Fees:** \$25 before 11/15; \$35 after 11/15 (A blue arrow points from a white box labeled 'Fees Section' to this text.)
- Online Reg. Closes:** December 30, 2005 12:00 PM Pacific Time
- Event Information:** Event check-in starts @ 6:00 am  
Ride will start @ 9:00 am sharp.
- Questions?:** For more information please call (800) 555-4444.
- Prizes:** Many exciting prizes donated by sponsors & local businesses. Prizes will be raffled off & announced after the ride starting at 1 PM. Recipients need not be present to win.
- Additional Information about the event here! (A blue arrow points from a white box labeled 'Additional Details section' to this text.)