

Printing A Quick List of Registrants:

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; go to the *Registration Tools* folder
5. Go to the *Print Registrations* folder
6. At the top of the page is a filter section
 - change the “order by” drop down bar to “name”
 - click on the “submit filters” button in the middle of the page
7. Now your registrants are listed in alphabetical order. Scroll to the top of the page and click the “print this page” button

Note: This tool does not display ALL of the registration data, it only lists category, name, entry fee – for a complete list of all registration information go to *Download Registrations*

Registrations for USCF LIVE TEST Print This Page

[Hide Filter Form]

Filter:

From Date: [] / [] / [] 12 : 00 : 00 AM

To Date: [] / [] / [] 11 : 59 : 59 PM

Type: All

Status: All

Order by: Date

- Date
- Name

Display:

Date Name Type Gender

Age Fees Home Phone W

Category Team Coupons Offline Fees O

Categories:

Expert FREE USCF TEST

7 registrations through January 15, 2006 [Sample of Printable List](#)

Date	Name	Type	Gender	Age	Fees	Category	Payment Status
April 2005							
4/20/05	Rivera, Diego	Online	M	24	\$7.00	Expert	Paid
4/20/05	offline, offline	Offline	M	27	\$7.00	Expert	Paid
May 2005							
5/9/05	Orr, Juli	Online	F	24	\$7.00	Expert	Paid
5/9/05	Orr, Julie	Online	F	30	\$7.00	Expert	Paid
5/11/05	test, DUN	Online	F	25	\$7.00	FREE	Paid
5/12/05	Iannelli, John	Online	M	40	\$7.00	Expert	Paid
5/12/05	mcque, sally	Online	M	25	\$7.00	Expert	Paid