

Instructions to Create a New Team

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. Go to your Team Category > located in the Registration Categories folder
5. Click on the “Team Registration” option
6. Click on the “Create New Team” button at the top right hand side of the page
7. Enter Team Name and Add the Captain by entering their username
8. Click save.