



## The **Ultimate Guide** to the Active Registration System

### **ACCESSING THE TEAM CENTER AFTER TEAM HAS BEEN CREATED**

1. Go to <http://www.active.com/teams/>

2. Type in your username and password

(If you do not know your username and password please contact 877-228-4881 for assistance)

From your Team Captain Homepage, you can:

- Invite members to register for your team
- View your team roster
- Download Team Reports
- Email team members
- Edit team fundraising page

Team Summary		Team Captain Tools	
Team Name:	multi	▶ <a href="#">Invite</a> others to join this team	
Team Members:	1 Member	▶ <a href="#">View</a> team roster	
NOTE: <a href="#">Click Here</a> if you have not yet registered for this event and joined your own team.		▶ <a href="#">Email</a> team members	
		▶ <a href="#">Update</a> team information	
		▶ <a href="#">Download</a> team reports	
Fundraising Information			
Created fundraising page?	YES	▶ <a href="#">Click Here</a> to edit your fundraising page.	
Sent contribution emails:	NONE		
Dollars raised	\$0.00		

#### **INVITE OTHERS:**

1. Click on "Invite" others to join this team.
2. Add all email recipients separated by commas.
3. Update the subject line and/or the message if desired.
4. Click the blue "Send Invitation" button at the bottom of the form.

#### **EMAIL TEAM MEMBERS:**

1. Click on "Email" team members.
2. Check the boxes for the team members you wish to email.
3. Add your custom message and subject line.
4. Click "Send Email".

#### **DOWNLOAD TEAMS REPORT:**

1. Click on "Download" team reports.
2. Select SAVE
3. Now save the file in a location that you will be able to easily locate it (your desktop typically is a good location). Then name your file under FILE NAME. Make sure the name ALWAYS ends in .txt example: **5Krace.txt** Go to SAVE AS TYPE box and change to ALL FILES - click SAVE
4. Now your Download is complete - click OPEN.



For additional questions or issues, contact customer support at 877.228.4881, [support@active.com](mailto:support@active.com)