**The Hub**

Begin by plugging the ActivHub into the USB port of your computer. Each ActiVote’s name is stored on the hub. A green light will blink.

**Begin Registration**

Open ActivInspire software and click the following buttons on the browser window. If your browser window is closed, use the Control + B keys to open it.

**Device Registration**

In the Device Registration window click anywhere on the ActivHub button to make it active. Then click “Register” on the ActiVote button.

**Device Registration**

Enter the number of ActiVotes that you would like to register and click “Next.” Then follow the directions as they are written on the next window.

**Batch Renaming**

On the ActiVote button in the center column click “Rename.”

**Renaming an Individual ActiVote**

In the third column of the Device Registration window select the ActiVote and click “Rename.”

**Important!**

- Be sure to register your ActiVotes one at a time and in order. Begin by registering your last ActiVote first. Then register your first ActiVote, followed by your second and so on.
- The Device Registration window will automatically close when you have completed registering the number of ActiVotes indicated in the previous window. You may also end device registration early by clicking “Finish.”
- ActiVotes will now be listed in the third column of the Device Registration window in the order in which they were registered.