

## Class Reunion – Administration Section: How to Register a Classmate, list and Reports

The purpose of this document is to step you through the process to register a classmate for your upcoming event. Contact list and Reports are available. The Quick update process will be covered in a separate document. The Quick update is to be used AFTER a classmate is registered to change their attend options, record their payment.

**Important:** This information and Reunion ID's should not be shared beyond this committee.

**Important:** Before adding a classmate, please have as much of the contact information as possible so they can be contacted by email or mailing. Don't just add them thinking you will update them later on, this is extra work and proven to not be a good choice.

To access this section on the webpage:

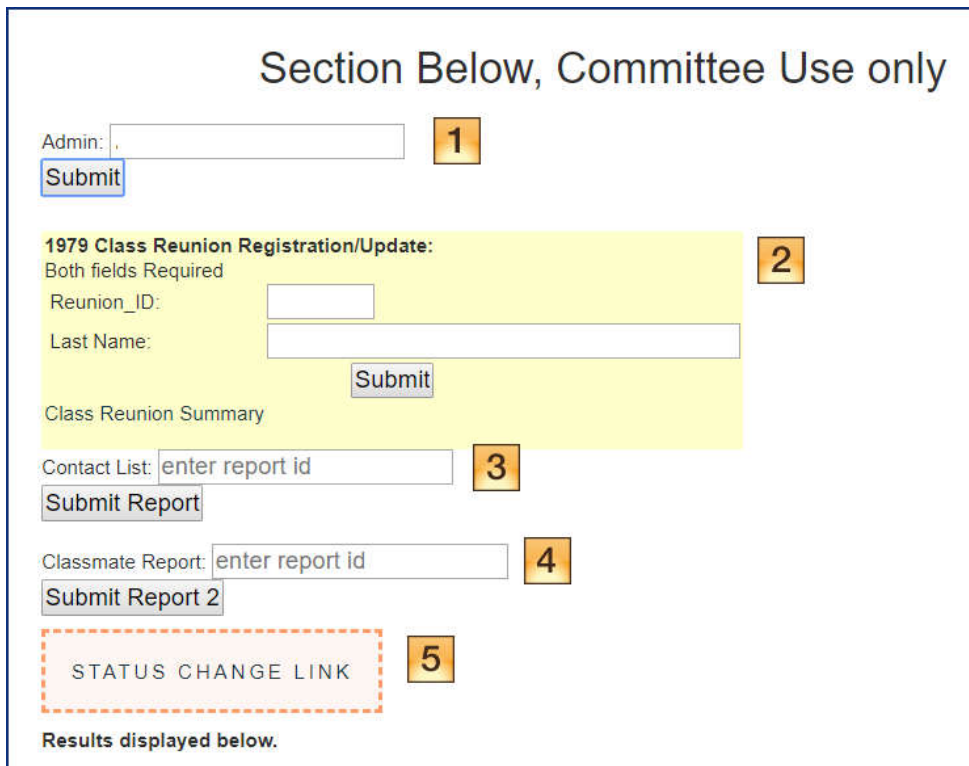
From the [homepage](#) >> click your yearbook, then enter your Reunion ID and Submit.



Section Below, Committee Use only

Admin:

This will make your section visible:



Section Below, Committee Use only

Admin:   **1**

**1979 Class Reunion Registration/Update:** **2**  
Both fields Required  
Reunion\_ID:   
Last Name:

Class Reunion Summary

Contact List:   **3**

Classmate Report:   **4**

**5**

Results displayed below.

**1** - This is the only area visible in this section when you call up the page. Enter your unique 4 digit Reunion ID number. This should be on your contact list and Reports. Click on submit and this will make the other sections visible.

**2** - To Register a classmate or Update any information after, this is where you begin. **Again, Important** - get as much contact information as possible so the classmate may be contacted at a later date by email and/or letter or phone.

Enter the Classmates' unique **Reunion ID** and their **last name**, then **Submit**. This will call up another page form to enter/update their information. Any information that already exists will be displayed. Only change as needed and enter what missing information.

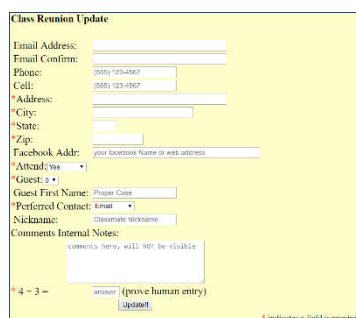
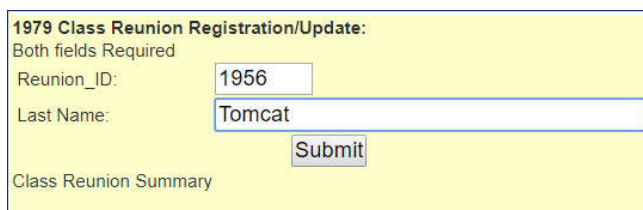
**Note:** If this last name is not correct, update what you have and email me to change their Last name as you cannot change that information.

**3** - Contact List: Example below. Enter **Your Reunion ID** and Submit. This will display your list of contacts the number not contacted, and the information that has been entered or updated will be listed below the 1<sup>st</sup> section. This is your inquiry - Task List.

**4** - Contact Report: Enter this **four digit code 1221** to produce this report. This code should not be given out. This will list all contact information for all your classmates. Example below.

**2** **\*\*\* How to Register / update a Classmate \*\*\***

Enter Classmate Reunion ID and Last Name, then click on Select.



- The submit above will display the form. All existing information will be displayed if available. A blank from indicates NO information has been entered. Do not cancel out of this page and enter all the information you have. The web form will display the Classmates Name at the top.

**Class Reunion Update**

Email Address:

Email Confirm:

Phone:

Cell:

\*Address:

\*City:

\*State:

\*Zip:

Facebook Addr:

\*Attend: Yes

\*Guest: 1

Guest First Name:

\*Perferred Contact: Email

Nickname:

Comments Internal Notes:

\* 4 + 3 =  (prove human entry)

**Example of a completed Form:**

Collect and enter as much information as you can. Insure the classmate their information will not be shared by your committee or the website.

Follow the format and example shown.

**Notes:**

**Email** - Try to get that and enter carefully. This is the easiest and main communication method.

**Facebook Address.** Enter the URL of their facebook page, instruction below. If you can't do that and they do have a facebook, access their page and enter their facebook Name and I will complete it.

**Attend:** Select from the dropdown ( Yes, No, Maybe or No Reply). On No Reply - still enter what contact information you have for next time.

**Guest:** Enter from the dropdown select list ( ), or 1). If 1, a Guest Name must be entered. If not available add name of "Add" Must be updated before Name tags are printed.

**Preferred Contact:** - Contact method preferred. Select from the dropdown list (Email, Cell, Phone, txt, Facebook) mainly use to notify when group picture is available.

**Nickname:** Their Go by or Call me Name.

**Comments:** - Any internal information you want to record.

**Answer:** Answer math question to prove not a robot program.

**UPDATE:** Information will be updated and results will be displayed on a separate page. A green SUCCESSFUL Update will be displayed. See next page.

Class Reunion Summary

## SUCCESSFUL Update

**SHHS\_ID: 54215, has been updated for:**

Thomas Tomcat

Email Address = info@shhsmemories.com

Email Confirm = info@shhsmemories.com

Phone = (270) 889-1956

cell = (270) 889-1996

Address = 5696 Tomcat Trail

City = Wildcat Holler

State = KY

Zip = 42999

facebook address = https://www.facebook.com/groups/46977940046/

Plan to attend = Yes

Guest = 1

Guest FirstName = Kitty

Perferred Contact: = Email

Nickname: = The Tomcat

If all the above is correct, click on the one of the Class Reunion buttons or Update Again

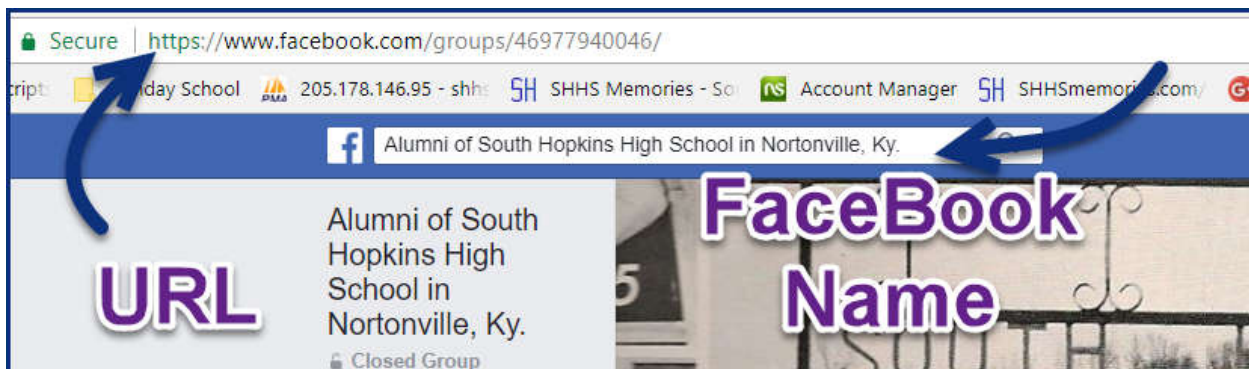
[Update Again](#)

If All Information is correct, click on the Class Reunion Summary Page. This will take you back to enter another classmate.

**Suggest:** you review the summary section, the Responses should be updated by one and the interest by one. Click on the Then Now to see the details for the classmate registered.

Now Photo. – Please try and get a now photo. If they have a facebook page one can usually be obtained from there if the classmate is not too close to another person. Space needs to be enough in all directions for a frame with just them in it.

FaceBook Address or Name: From the example below copy and paste the Classmate's FaceBook Address (URL) or their facebook Name into the Form. This will make the facebook icon to show on the Then/Now section. If that logo is clicked, you will be taken to their facebook page.



**Update Results:** On the Summary page the Reunion Summary will be updated with the total Responses and the interest (Yes, No, Maybe, No Reply)

Reunion Summary:		
Total Classmates - 111 Total Responses - 9		
Interest	Classmates	Guest
Yes	9	9

Click on the View Then/Now Logo for the details of all classmates entered.

<p>Thomas "The Tomcat" Tomcat</p>	<p>Yes</p>	<p>1</p>		
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Clicking the facebook Logo will call up their Facebook Page in a new Link.

**3 Contact List** Two List will be displayed. The contact names and Reuion ID's to be contacted and the total number. Second list is the information for each classmate contacted and the number contacted.

```

Contact Report for Tammy Dillingham Report ID = 7380
Number of To be Contacted = 25
Name and Reunion_ID
Sharon (Smith) Adams 7451
Benjamin Almon 7345
Lisa (May) Barber 7416
Lon (May) Barnes 7417
Robert Carlton 7361
Peggy (Suthe) Cobb 7456
Gary Coburn 7384
Rita (Judith) Duncan 7404
Dawnodyln Evans 7376
Leah Elwood 7377
Gloria Freehand 7382
Peggy Gamble 7385
Nonalae Gambin 7388
Marsha (Cotton) Goodaker 7370
Sherril (Howard) Gossett 7420
Kimberly Littlepage 7406
Kimberly Lottner 7411
John Miller 7420
Geetie Moore 7421
Paul Moore 7422
Michael Munn 7424
Sharon Tyson 7459
Ananda Wallace 7459
Michael Whisker 7402
Teresa (Phonard) Zinzo 7426
*** End of To be Contacted ***

Number of classmates Registered = 3
Column Information
Name Tammy (Fox) Dillingham
Reunion_ID 7380

Contact_Preference Email
Nickname

Name Thomas Tomcat
Reunion_ID 1055
Email info@thetomcat.com
Phone (270) 888-1055
Cell (270) 888-1056
Address 5669 Tomcat Trail
City Wildcat Holler
State KY
Zip 40399
Attend Yes
Guest No
Facebook https://www.facebook.com/groups/45077940046/
Contact_Preference Email
Nickname The Tomcat

Key Information: Email Address, Phone, and Mailing Address
*** End of Report ***
    
```

**4**

Classmate Report: Enter "1221" and submit will produce the classmate Report. Current update information for all classmates will be displayed. This report is currently available to print by only on Legal 8x14 paper landscape. It May be selected copy and paste into a spreadsheet. Other options may be added later to produce in a card type format for letter size.

Heading has contact number and initials, Class year, contact total number and date produced

Senior Year = 1979 - Event Number = 40 114 Classmates displayed. Wed Apr 25 1:37:53 EDT 2018  
 Contact: 1 = AR, 2 = CC, 3 = JS, 4 = CV, 5 = TD, 6 = TG, 7 = GM

nbr	Cnt	Name	email	phone	cell	Address/City/ST/Zip	Plan	Guest	FB
7451	5	Sharon (Smith) Adams							
7453	3	Kimberly (Stearman) Adkins				405 Martel Ln Coppell KY 75019			
7345	5	Benjamin Almon							
7379	6	Deleanna (Finley) Arnold							
7346	3	Timothy Ashby							
7347	3	Ruth Back							
7348	3	Carolyn Baker							
7416	5	Lisa (May) Barber							
7417	5	Lori (May) Barnes							
7353	1	Marty Bloodworth		(270) 821-8845		904 N. Ky Ave. Apt 12 Madisonville KY 42431			
7393	4	Melissa (Hamby) Boggs	misscordier@fewpb.net			1039 Cherokee Trail Frankfort KY 40601			
7441	2	Sonda (Sharber) Bone							
7357	5	Ricky Bourland	rickybourland@att.net			378 Ed Sullivan Road White Plains KY 42464			
7365	2	Roslyn (Cooper) Byrum							
7460	4	Duana (Webster) Camplin							
7375	2	Dorris (Durham) Thorpe							
1956	5	Thomas "The Tomcat" Tomcat	info@shhsmemories.com	(270) 889-1956	(270) 889-1996	5696 Tomcat Trail Wildcat Holler KY 42999	Yes	Kitty	YES

**5**

Quick Status Update will be covered in a separate document.