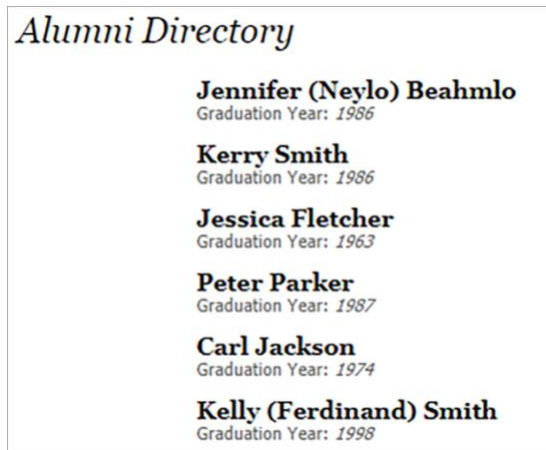


Alumni Directory App User Guide

The Alumni Directory app provides a location on your webpage for alumni to add their contact information. This can be useful to stay in contact with graduates when planning events such as class reunions or fundraisers.



Add the Alumni Directory app

Drag the Alumni app onto your page.

New Alumnus
Enter a name and graduation year. If you want you can add additional information.

General Contact More

* Last Name:
Smith

Maiden Name:
Ferdinand

* First Name:
Kelly

* Graduation Year:
1998

Photo
[Text Input] [Browse...]

Photo Height:
[Text Input]

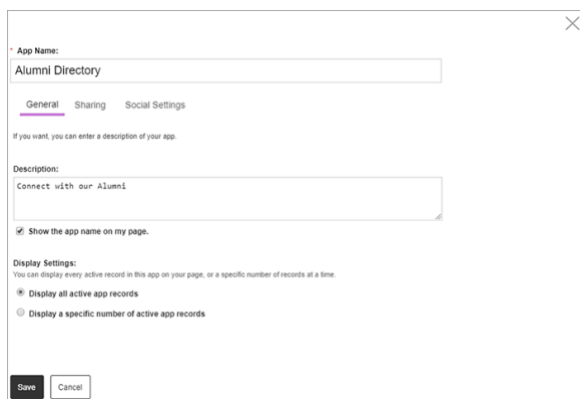
Photo Width:
[Text Input]

Activate on my page

Save Cancel E-Alert

1. Select *New Alumnus*.
2. Enter the alumnus *Last Name*, *First Name*, and *Graduation Year*. You can also enter a *Maiden Name* and upload a photo.
3. Select *Contact* to enter the alumnus contact information.
4. Select *More* to enter additional information for the alumnus.
5. Select *Activate on my page* to display the information on your page.
6. Select *Save*.

Set additional options



The screenshot shows a dialog box titled "Set additional options" for an app named "Alumni Directory". The dialog has a close button (X) in the top right corner. It features three tabs: "General" (selected), "Sharing", and "Social Settings". Below the tabs, there is a text input field for "App Name" containing "Alumni Directory". Underneath, there are sub-tabs for "General", "Sharing", and "Social Settings". A note states: "If you want, you can enter a description of your app." Below this is a "Description:" label and a text area containing "Connect with our Alumni". A checkbox labeled "Show the app name on my page." is checked. The "Display Settings:" section includes a sub-note: "You can display every active record in this app on your page, or a specific number of records at a time." There are two radio button options: "Display all active app records" (selected) and "Display a specific number of active app records". At the bottom left, there are "Save" and "Cancel" buttons.

1. Select *Options*.
2. Enter the *App Name* to use as the title.
3. Enter the *Description*.
4. Select *Show the app name on my page*.
5. Choose the *Display Settings* for the number of posts to list. Select *Display all active app records* or *Display a specific number of active app records* and enter the *Record Limit*.