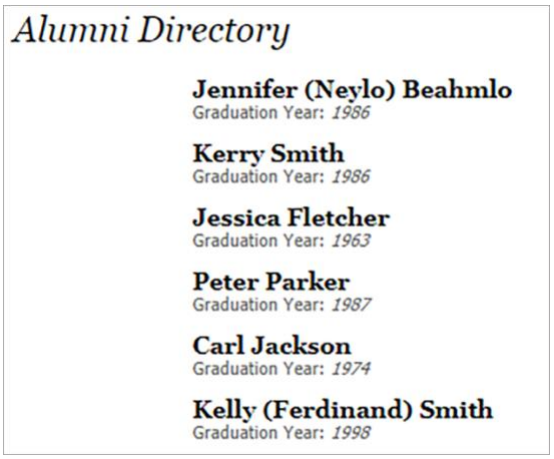
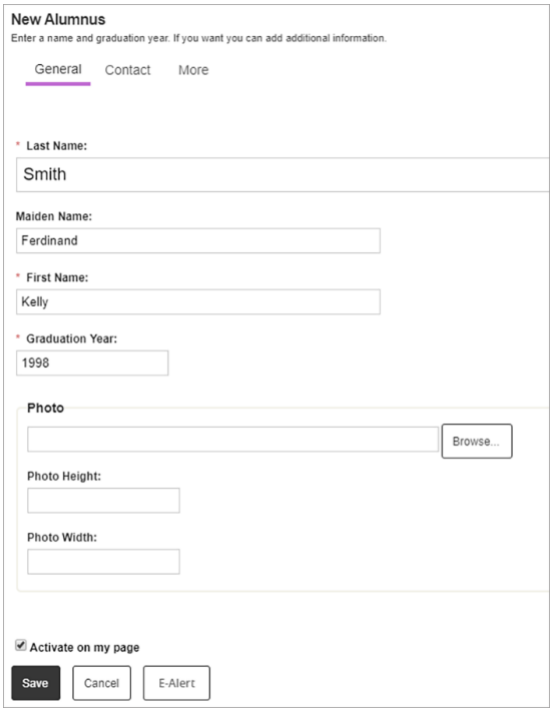
Alumni Directory App User Guide

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.



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

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*.