How to Use the Classmates Feature

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Classmates Feature

The **Classmates feature** is one of the most important and powerful parts of your class reunion website. It acts as a **central directory of your classmates**, making it easy for everyone to reconnect, share updates, and engage before and after the reunion.

Classmate Profiles

Each classmate in the directory has their own **personal profile**, which can include:

- Then & now photos
- Current status or updates
- Biographical information
- Family details
- A personal message
- Custom fields (e.g., favorite song, memories, or activities from high school)

You can also collect **additional private information** that is **not publicly displayed** and is accessible only to you as the organizer. You can choose which custom questions from the registratrion form are public or private.

Finding & Connecting with Classmates

- A **search feature** at the top of the page makes it easy to find specific classmates.
- The **“Send a Message”** feature allows classmates to communicate directly through the platform.
- Messages are sent **without revealing personal email addresses or contact details**,

keeping everyone’s information private and secure.

How It Works

There are two ways to build your Classmates directory:

Method 1: Manual Registration (Less Effective)

Invite classmates to visit your site and register on their own.

 This method typically results in lower participation.

Method 2: Import Your Class List (Recommended)

Note: This method works best when you include email addresses in your list. If you do not already have most of your classmates' email addresses, consider using method 1 above.

Upload a spreadsheet of your classmates to **automatically create profiles** for everyone.

- Each classmate receives an email invitation (if an email is provided)
- They’re prompted to visit the site and complete their profile
- This jumpstarts engagement and dramatically improves participation

 This method consistently delivers the best results.

Bonus: Once classmates register, they can start posting on the **Feed** and engaging with others right away.

Managing Classmates

You have full control over how the Classmates feature works on your site.

Customization Options:

- **Registration Form** – Customize what information classmates provide
- **Auto Approval** – Choose whether profiles go live automatically or require your approval
- **Messaging** – Enable or disable the messaging feature
- **Display Settings** – Control sorting, name format, and more

Manage Profiles:

To edit, approve, or remove classmates:

Site Builder → Features → Classmates

Importing a List of Classmates

To import your class list:

1. Go to:
   Site Builder → Features → Classmates
2. Click **Actions (top right) → Download Template**
3. Format your list using the template:
   - Keep the same columns
   - Use the same order
   - Do not change column headers

 Tip: Copy and paste your contacts directly into the template.

Once uploaded:

- Profiles are created automatically
- Invitations are sent (if emails are included)

Inviting Classmates

After importing your list, you can send invitations:

Notify Classmates – Sends or re-sends an email prompting classmates to complete their profiles and join the site.

When they click the link:

- They create a username and password
- Their profile becomes active
- They can begin interacting with others

Why This Feature Matters

The Classmates feature transforms your website from a simple event page into a **living community**:

- Reconnect before the reunion
- Build excitement and participation
- Keep the conversation going after the event

It’s not just a list… it’s the **heart of your reunion experience**.