

How to Add Classmates

Category: Website Building

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Adding Classmates' profiles to your Class Reunion website is easy!

There are 2 ways you can add Classmates: Manually one by one, or by a bulk upload of a spreadsheet (CSV file).











To add Classmates manually:

Go to: **Site Builder** → **Features** → **Classmates**, and select **+ New Classmate**.

Add the information for the classmate. Remember, most fields are not required (such as marital status, etc).

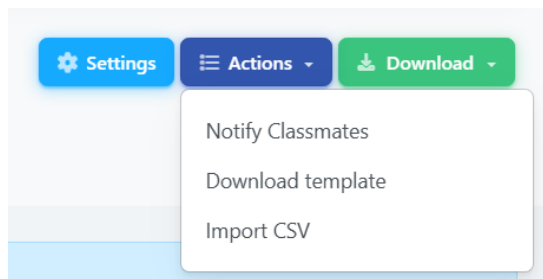
You are free to customize the Classmate Profile form and add your own fields!

The screenshot shows the 'Classmates' management page in the Site Builder. The left sidebar has 'Site Builder' and 'Features' highlighted in red. Under 'Features', 'Classmates' is also highlighted in red. The main content area shows the 'Classmates' section with a '+ New Classmate' button highlighted in red. Below this is a table of existing classmates with columns for Actions, ID, Name, Status, and Registered. The table contains two entries: one with ID 447 and another with ID 439. The 'Status' for both is 'Approved'. The 'Registered' date for the first entry is 'December 01' and for the second is 'November 27'. The interface includes various action buttons like 'Modify', 'Approve', 'Unapprove', and 'Archive' at the top, and a 'Filter Classmates' search bar above the table.

Actions	ID	Name	Status	Registered
    	447	Classmate Last Name	Approved	December 01
    	439	First Name Last name	Approved	November 27

To add Classmates via a bulk upload:

Go to: **Site Builder** → **Features** → **Classmates**, and in the top right of the screen, click the "Actions" button, then "Download Template".



Download the template, and create your list exactly in the same .CSV format (including the heading titles). Keep the same format using all the fields even if you are only adding a name. Not all of the fields are required.

Once you have prepared your .CSV file for upload, click the Actions button again, this time select "Import CSV" and upload your file. Your Classmates upload will be queued, and should start within a few minutes.