How to Add Classmates

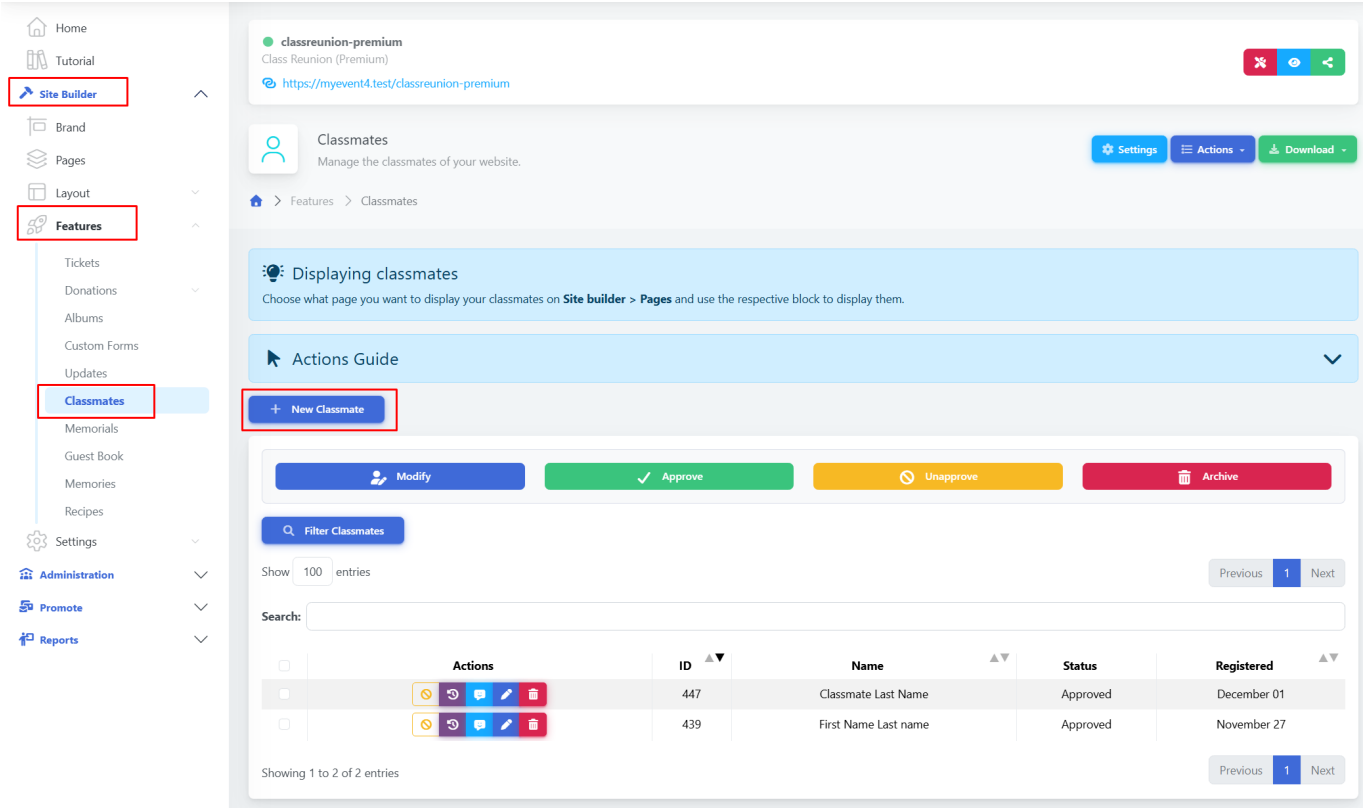
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Adding Classmates' profiles to your Class Reunion website is easy!

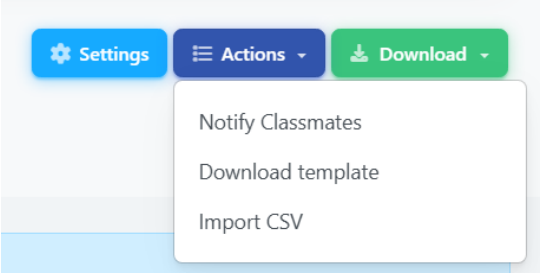
There are 2 ways you can add Classmates: Manually one by one, or by a bulk upload of a spreadsheet (CSV file).

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!



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.