

How to add a Classmate

Category: Website Building

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It is very easy to manually add your Classmates to the upcoming reunion!

To add manually, you can do so via **Site Builder → Features → Classmates**, and select **+ New Classmate**.

You will see a pop-up to add information for this classmate. Remember, you do not need to add every piece of information, such as marital status, etc.

You are free to customize this 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 with red boxes. The 'Features' menu is expanded, showing 'Classmates' as the selected option. The main content area displays the 'Classmates' section with a 'New Classmate' button highlighted with a red box. Below this, there are buttons for 'Modify', 'Approve', 'Unapprove', and 'Archive'. A 'Filter Classmates' search bar is present. A table lists classmate entries with columns for 'Actions', 'ID', 'Name', 'Status', and 'Registered'. The table shows two entries: one with ID 447 and another with ID 439. The 'Showing 1 to 2 of 2 entries' text is at the bottom left of the table.

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

You can add them one by one or **import** a list from **Excel** or **CSV**.

This close-up shows the 'Actions' dropdown menu. The menu is open, displaying three options: 'Notify Classmates', 'Download template', and 'Import CSV'. The 'Import CSV' option is highlighted in blue.

Download the template, and follow accordingly. Not all of the fields are required.