



Spaulding74.org Website Detailed Instructions

INITIAL REGISTRATION

1. Go to Spaulding74.org
2. Click on: [New to this site? Sign Up](#)
3. Enter Name, Email and choose a Password.
 - a. There are no rules for password strength - make up something reasonably strong that you will remember.
4. When you hit **Submit**, you'll be notified that a 6-digit Verification Code has been sent to your email.
 - a. Retrieve the code from your email and enter it.
5. After entering the code, you'll be notified that you've been registered, and waiting for the administrator to approve access.
6. Once approved, you'll be sent an email confirming that:
Spaulding High '74 approved your membership request
7. Now go back to the **Log In** page on Spaulding74.org and login.


Note, on the Log In and Sign Up pages, this link does not require membership or login to the website.

[Click here for schedule of 50th Reunion events](#)

FIRST LOG IN

1. Go to Spaulding74.org
2. Enter your name and password, and Log In.
3. You'll be sent to your personal Notifications page, saying that you are now a site member. You can hit the **Mark all as read (1)** button
4. Click on the **My Account** tab
5. Confirm or update the **Display Name*** that will be visible to other classmates.
6. You can also update any contact information that you want to make visible to classmates (First name, Last name, Phone, Address)
 - a. Enter the fields and click **Update**
7. Click on the **Notification Settings** tab
 - a. Check the notifications you want to receive, of posts and messages from classmates.
8. Note – ignore **Invoices**.
9. The **Forum Posts** and **Gallery table** will track entries you make.
10. Add a **Profile picture**:
 - a. When in your My Account page, click on the image circle. You'll notice that when you hover over the circle, it turns to a small camera image.
 - b. After clicking, it sends you to your computer files. Find the picture you want to use and double click or select it.

MAIN MENU ITEMS

1. **Classmates** – click to go to the page with all classmates who have signed up.
 - a. Click on their profile box to access information about the classmate, including the posts they have made.
 - b. You can choose classmates you want to **Follow** and can send them **Messages** by clicking on: 

2. **Forum** – click to go to the page where classmates can post stories about their memories of high school and experiences over the past 50 years.
 - a. Two categories have been set up. You can choose to **Follow** posts in them:

- **Class memories and life stories**
- **General Discussion** – for any other topics

Posting in Forum

- a. On the main **Forum** page, click on the **Create New Post** button.
- b. On the next page in the drop-down box **Select a category** you want to post in.
- c. **Give this post a title** – whatever describes the post you are going to make.
- d. Type out your post.
- e. Hit **Publish**.
- f. **NOTE – to change your post:** If you want to change or delete a post you've made, go to the post, hover over and click on the 3 vertical dots in the upper right, then scroll down to click on "Edit Post" or "Delete Post."

Forum Guidelines

- Please keep all posts and comments respectful.
- Come back as often as you'd like with new posts.
- Try not to consume the entire space with conversation – we encourage you to reach out directly to classmates and continue the dialogue.

3. **Shared Gallery** – to share your pictures with classmates.
 - a. Three albums have been set up:
 - **SHS '74 High School Days** – to post pictures from back in the day.
 - **Past Reunions** – pictures of the fun times at past reunions.
 - **Treasured Moments of 50 Years** – to share photos of your family, friends, and experiences since graduating from SHS.

Posting in Shared Gallery

- a. Click on the album you want to post in.
- b. On the next page, click on **Add Media**.
- c. Select from your computer or mobile device the image that you want to post.
- d. Note – you can delete any items you post by clicking on the 3 dots in the upper right of the image and clicking on **Delete**.

4. **Yearbooks+Links** – should be self-explanatory.