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|  | **Parkland Trojan Alumni Varsity Club**Box 51, Orefield, PA 18069[www.parklandtrojanalumnivarsityclub.com](http://www.parklandtrojanalumnivarsityclub.com)Club Admin Guidelines |

**DRAFT**

Admins manage the club’s website, answer emails, and update the online membership list. This guide provides some admin information and responsibilities.

**ANSWERING EMAILS**

The club’s web site does not list officers and members telephone numbers, addresses and emails. Visitors to the web site may contact the club by US Mail or via a “Contact Us by Email” button located on the web site. Emails sent by the email button is directed to only the web site admins. It is the admins responsibility to answer the email or pass it to the appropriate officer to address. When an admin answers an email, they **must copy (CC) all the other admins and the Club President** so all the admins are aware someone took action. Please copy the following:

**Below is a list of the admins and their email addresses:**

Rachel DiPaolantonio dipaolantonior@gmail.com Our H.S. Volunteer Club Secretary

Carlton Gillikin carlgillikin@yahoo.com

Hank Kunkel hbkunkel@rcn.com

Charlene Miller charli50@rcn.com

Dennis Reiss amherest@juno.com

Keith Williams keith.williams@buzziunicemusa.com

**Club President:**

Ron Bealer rgbealer@aol.com

**ADDING NEW MEMBERS (three steps)**

**Step One** - Only an Admin can add a new member to the web site classmate list. The admin needs to logon to the club’s website. They will see a list of Admin Functions on the lower left side of the home page (not seen by club members). The admin selects the “Manage Classmates” link. On the Manage Classmates page, select the “Enter/Edit Classmates” button. On the Varsity Alumni page check to see if the new member is already included on the list and if so edit as necessary. If not yet included select the “Add New Member” button. Complete basic information…. Most important is name and email address… the new member can update other information later. Once complete, select the “Save” button at the bottom of the page. The new member will not receive emails regarding club functions and meetings until step two, below, is completed.

**Step two** - The admin sends an email to the new member telling them they have been added to the club web site and instructing them they must go to the web site ([www.parklandtrojanalumnivarsityclub.com](http://www.parklandtrojanalumnivarsityclub.com)) to complete activation. Instructed them to select “JOIN HERE” under the login box in the right upper corner of the page. When the Member’s Profile page appears they are to find and select their name on the list of members. Their profile page will appear and they must update as much information as possible. Key info is their email address, entered twice, and to create and enter a password twice. At the bottom of each page they are to select the “Proceed to Step #” button until finished.

**Step Three** - Once the above is complete an email is automatically sent to all the club’s admins that a **New Member has joined**. The email has a link that says “View Profile”. The admin MUST select this link and review the member’s profile. At the bottom of the page is a box that says “Classmate Verification”. Select the button that says “Yes, I verified this person” and then select the “Saved Changes” button at the bottom of the page.

After all the above is completed the new member will receive club notifications when an admin “Emails The Class”. Otherwise they are listed on the members list as “Not Joined” and will not receive club emails.

Below is a “cut and paste” email that can be used in step 2:

Thanks for joining the Parkland Trojan Alumni Varsity Club.

In order to complete your membership, you must go to the club’s web site ([www.parklandtrojanalumnivarsityclub.com](http://www.parklandtrojanalumnivarsityclub.com)) and complete the following. In the upper right corner of the page under the login box select “JOIN HERE”. A Members Profile page will appear. Find and select your name from the list of members. On your profile page, add your email address and create a password (enter both twice). Complete as much information as possible, selecting the “Proceed to next Step” button at the bottom of each page. When you are finished an admin will be notified to verify your profile.

If the above is not complete you will not receive our newsletters and email notification of club meetings and events.

Thank You and welcome to the oldest Varsity Alumni Club in the USA.

Include your name under Thank You.