

\*\*\* NOTE: IF EDITING THE SITE ON A MAC COMPUTER, YOU MUST USE FIREFOX \*\*\*

## CLASS PAGES ADMIN TOOL INSTRUCTIONS

[http://www.rutgersalumni.org/admin\\_clients/main/admin\\_login.php](http://www.rutgersalumni.org/admin_clients/main/admin_login.php)

Login requires a username & password.

Once logged in select **Class Pages** from the Top Navigation.

Here you will see the available years you are able to edit. There may be only one year. Click the year you want to edit. A list of pages will load. **Home, Officers, Reunion, Giving, Notes** and **Photos**.

### HOME

By default once the page year has been added and made visible in the main admin tool this page is **LIVE**.

*To Edit the Page:*

- Click **Modify**. Enter/Edit content.
- Click **Update Record** to save any changes.

### OFFICERS

*To Add or Edit an Officer:*

- Click the **Folder Icon**. Click **Add New**. Enter/Edit content.
- Click **Add Record** to save any changes.

*To Show or Hide the Page:*

- Click **Modify**. Check/Uncheck the **Check Box**.
- Click **Update Record** to save any changes.

### REUNION

*To Add a Photo:*

- Click the **PLUS Icon** in the photos column. This image will appear on the class **HOME** page.

*To Edit, Show or Hide the Page:*

- Click **Modify**. Enter/Edit content.
- Check/Uncheck the **Check Box** to show or hide the page.
- Click **Update Record** to save any changes.

### GIVING

*To Edit, Show or Hide the Page:*

- Click **Modify**. Enter/Edit content.
- Check/Uncheck the **Check Box** to show or hide the page.
- Click **Update Record** to save any changes.

### NOTES

*To Add or Edit a Note:*

- Click the **Folder Icon**. Click **Add New**. Enter/Edit content.
- Click **Add Record** to save any changes.

*To Show or Hide the page:*

- Click **Modify**. Check/Uncheck the **Check Box**.
- Click **Update Record** to save any changes.









### PHOTOS

*To Add a Photo:*















- Click the **PLUS Icon** in the photos column. The first 3 images will appear on the class **HOME** page.

*To Edit, Show or Hide the Page:*

- Click **Modify**. Enter/Edit content.
- Check/Uncheck the **Check Box** to show or hide the page.
- Click **Update Record** to save any changes.

Year	Condition	
 <a href="#">1948</a>	Visible	<a href="#">preview</a>
 <a href="#">1953</a>	Visible	<a href="#">preview</a>
 <a href="#">1954</a>	Visible	<a href="#">preview</a>
 <a href="#">1956</a>	Visible	<a href="#">preview</a>
 <a href="#">1957</a>	Visible	<a href="#">preview</a>
 <a href="#">1958</a>	Visible	<a href="#">preview</a>
 <a href="#">1959</a>	Visible	<a href="#">preview</a>
 <a href="#">1962</a>	Visible	<a href="#">preview</a>

SAMPLE CLASS YEAR LISTING

Name	Condition	Photos	Edit
 Home			 <a href="#">Modify</a>
 <a href="#">Officers</a>	Visible		 <a href="#">Modify</a>
 Reunion	Visible		 <a href="#">Modify</a>
 Giving	Visible		 <a href="#">Modify</a>
 <a href="#">Notes</a>	Hidden		 <a href="#">Modify</a>
 Photos	Hidden		 <a href="#">Modify</a>

SAMPLE PAGE LISTING