

*** 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

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	
 1948	Visible	preview
 1953	Visible	preview
 1954	Visible	preview
 1956	Visible	preview
 1957	Visible	preview
 1958	Visible	preview
 1959	Visible	preview
 1962	Visible	preview

SAMPLE CLASS YEAR LISTING

Name	Condition	Photos	Edit
 Home			 Modify
 Officers	Visible		 Modify
 Reunion	Visible		 Modify
 Giving	Visible		 Modify
 Notes	Hidden		 Modify
 Photos	Hidden		 Modify

SAMPLE PAGE LISTING