

## Brookfield High School Class of 1960 Website Instructions

### MAIN MENU

|                             |   |
|-----------------------------|---|
| <b>Classmates</b>           | Classmate pages – Pictures, addresses, stories  |
| <b>50 Year Reunion</b>      | Information and Registration for 50 year class reunion                                    |
| <b>Photo Gallery</b>        | View photos of classmates and create your own gallery of photos                           |
| <b>Facebook Link to BHS</b> | Link to “Brookfield High School Alumni” on Facebook      Pictures, comments, forums, etc. |
| <b>Bulldog Mall</b>         | Purchase Bulldog T-shirts, sweatshirts and other clothing and memorabilia                 |
| <b>Bulldog Forum</b>        | An ongoing dialogue between classmates.      Post your comments.                          |
| <b>First Time Visitors</b>  | Information and instructions on how to navigate this website.                             |
| <b>School Photos</b>        | Collection of past reunion photos, class pictures   |
| <b>Reunion Minutes</b>      | Notes about past reunions   |
| <b>Reunion Photos</b>       | Photographs of past reunions  |
| <b>Brain Teasers</b>        | Some trivia and crossword puzzles   |
| <b>Puzzling Experience</b>  | Something to keep your mind active.   |
| <b>Listen to the Oldies</b> | Some of your favorite recordings from the 50's & 60's. Play them while you browse.        |
| <b>1960 History/Video</b>   | Videos and stories of events and happenings in the decade of the 60's.                    |
| <b>Missing Classmates</b>   | Where are they now? Help find them.   |
| <b>Contact Us</b>           | How to contact us with questions, suggestions, etc.                                       |
| <b>In Memory</b>            | Read and add comments / stories about those who have passed.                              |
| <b>Home Page</b>            | Login page , announcements and other information  |

### WHAT IT'S FOR

### MEMBER FUNCTIONS      THE FOLLOWING OPTIONS ARE AVAILABLE AFTER YOU LOG IN

|                              |   |
|------------------------------|---|
| <b>Message Center</b>        | Check your messages.  |
| <b>Edit Contact Info</b>     | Edit/update your profile information: address, phone, etc.        |
| <b>Edit Profile</b>          | Edit/update your life history, personal stories, etc.             |
| <b>Edit/Upload Photos</b>    | Edit/upload your pictures   |
| <b>Post Announcement</b>     | Post an announcement on the Home Page (will appear when verified) |
| <b>Profile Subscriptions</b> | Track profile updates of fellow classmates                        |
| <b>Change Password</b>       | Change your login password.                                       |
| <b>Log Out</b>               | Log out of the BHS website.                                       |

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### Creating Your Profile

You will need to create your individual profile in order to access any password protected pages on the site. Start by clicking on the **Classmate** link on the main menu. Find your name, click on it and follow the prompts to create your profile and password. The password you enter during this process will be used as your login password.

Once you create your profile you will be verified and your profile will be visible to other registered classmates and you will be able to view profiles of your fellow classmates. Your personal profile is blocked from the general public and search engines from accessing your profile details but registered classmates can view your city, state, and any other information that you choose to enter in your profile. Your email address is not viewable but an email can be sent to you using the contact box at the bottom of your web page. If a message is sent to someone through their profile, they will see the senders email address so they can respond.

You can personalize your page with information such as what you have been doing since graduation, school memories, your family details, photos etc.

If you change your email address, snail mail address, phone number or any other information, update your profile to keep your information current.

If you check "Remember Me" when you log in, a cookie will be placed on your computer that will automatically enter your login information when you return to the site.. If you forget your password, click on "Forgot Password?" and it will be sent to your email address. You can login from any computer other than your own but you will need to enter your email address and password.

#### Meaning of Symbols by names on the classmates list



#### How to Upload Pictures to Your Profile Page:

1. Log in on the home page. Under **MEMBER FUNCTIONS**, click on **Edit/Upload Photos**.
2. Your photo page will appear with a **Upload New Photo** button. Click on it and the **Image Editor** window will appear.
3. Click on the **Browse** button and browse to the file location on your computer.
4. Select the file/files and click the **Open/Load** button to add it to your list . To select multiple files press and hold the Ctrl key and click on each file to highlight it.
5. After photos are uploaded you will be returned to the **Image Editor**.
6. To edit a photo, click on it and the photo will enlarge and the editing buttons will become active.
6. After editing photo click on **Save Changes**. The image Editor will close and return to your photo page.

The sort number controls the order in which photos display on your page. By default your pictures will appear in the order you entered them. Later if you want picture #5 to appear as #1 change the sort numbers to reflect the desired order. If you delete a picture, the sort numbers for the remaining pictures do not change (e.g., if you delete picture #2 out of 4 pictures, you will show pictures #1, 3, and 4.)

#### Privacy Statement

All contact information that you enter into this website will be kept confidential. It will not be shared or distributed. Your contact information is private and can only be seen by registered classmates. When any unregistered person clicks on your name, a screen will appear prompting for a login.

## **PHOTO GALLERY INSTRUCTIONS**

(we suggest printing this page to reference as you work)

### **Viewing Photos**

- Click [Owners' Photo Gallery](#) on the left side of the page.
- You will see smaller "albums", called galleries. Each one will show separate photo "sub-galleries" including the name of the Owner who uploaded the photos and the latest date that photos were added.
- Click on the photo for the particular gallery you wish to view.
- Above the photo corkboard you have a choice of viewing photos from one person or from the entire gallery. You can make a selection or leave it at the defaulted album. As you hover your cursor over individual photos, you will see any captions for them.
- Click on any individual photo. It will open in a larger window and the photos will be shown in a slideshow. To stop the slideshow at any time, click the **||** shown at the bottom of the photo. Click the arrow to start the slideshow again.
- Click the "X" to close the photo and return to the gallery.

### **Adding Photos**

- Click [Owners' Photo Gallery](#) on the left side of the page.
- Click on the photo for the particular gallery you wish to add photos to.
- Click [Add Your Own Photos To This Gallery](#).
- Click [BROWSE](#) on the right side of the screen.
- Find the directory/location on your computer where your photos are stored.
- Select the photos you wish to upload. • Click [Open](#).
- If uploading more than one photo, watch the bottom of the screen. Wait until your photos are 100% uploaded. You will see small images of them on the left.
- In the rectangular box to the right of each photo, enter a caption for that photo.
- When completed, click [SAVE CHANGES](#) on the bottom right.
- When you see the Edit Photos page, click [SAVE CHANGES](#) again.
- Note: your photos will appear in the gallery once approved by an Administrator.

### **Deleting Photos You Have Already Uploaded**

- Click [Owners' Photo Gallery](#) on the left side of the page.
- Click on the photo for the particular gallery you previously added photos to.
- Click the Gallery with your name.
- Click [Add/Edit Photos](#) at the bottom of the page.
- If you wish to delete your photo, click [DELETE](#) above the photo. Do this for each photo you wish to delete. Then click [SAVE CHANGES](#) at the bottom of the page. When prompted "Do you really want to delete...?", click [OK](#).

### **Editing Photos You Have Already Uploaded**

- Click [Owners' Photo Gallery](#) on the left side of the page.
- Click on the photo for the particular gallery you previously added photos to.
- Click the Gallery with your name.
- Click [Add/Edit Photos](#) at the bottom of the page.
- You will see all of your photos listed. Go to the one you want to work with. You can change or add a caption, just by typing in the box.
- Click [Edit Photo](#) to make other changes. You can play with any of the options on the right side of the page; resize your photo or make it brighter, rotate it, make it B&W, try to correct red-eye, etc. If you **do not** like the changes made, click [CLEAR IMAGE AND START OVER](#) at the bottom. If you are satisfied with the changes, click [SAVE CHANGES](#).
- To exit editing, click the black **X**.