

Brookfield High School Class of 1960 Website Instructions

MAIN MENU

Classmates	Classmate pages – Picture, address, phone number, etc.
50 Year Reunion	Information and Registration for 50 year class reunion
Facebook Link to BHS	Link to “Old Brookfield High School” on Facebook Pictures, comments, forums, etc.
“Bulldog Barks”	An ongoing dialogue between classmates. Post your comments.
First Time Visitors	Information and instructions on how to navigate this website.
Photo Gallery	Collection of past reunion photos, class pictures
Reunion Minutes	Notes about past reunions
Reunion Photos	Photographs of past reunions
Brain Teasers	Some trivia and crossword puzzles
Puzzling Experience	Something to keep your mind active.
Listen to the Oldies	Some of your favorite recordings from the 50's & 60's. Play them while you browse.
1960 History/Video	Videos and stories of events and happenings in the decade of the 60's.
Missing Classmates	Where are they now? Help find them.
Contact Us	How to contact us with questions, suggestions, etc.
In Memory	Read and add comments / stories about those who have passed.
Home Page	Login page , announcements and other information

WHAT IT'S FOR

MEMBER FUNCTIONS THE FOLLOWING OPTIONS ARE AVAILABLE AFTER YOU LOG IN

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

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 your password 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

	User has created profile
	Profile contains photos
	Profile updated within last 6 months
	Attending Reunion
	In Memory
	Contains "In Memory" entry
	Military Service

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.