Knox County High School Class of 1969 Website Instructions

Main Menu	What it's for
Classmate Profiles	Classmate pages – Picture, address, phone number, etc.
Reunion Survey	Questionnaire to fill out about our 40th class reunion plans.
Message Forum	An ongoing dialogue between classmates. Post your comments.
First Time Visitors	Information and instructions on how to navigate this website.
Dance To The Oldies	Some of your favorite recordings from the 60's. Play them while you browse.
Past Reunions	Slide show of pictures from some past class reunions.
1960's Trivia	See how much you know about the 60's songs, movies, TV, etc.
Time Well Wasted	Some familiar video games you used to waste time playing. (And maybe still do).
1969 History/Videos	Videos and stories of events and happenings in the year 1969.
Missing Classmates	Where are they now? Help find them for us.
Contact Us	How to contact us with questions, suggestions, compliments, etc.
In Memory	Read and add comments / stories about those who have passed.
Home Page	Login page , announcements and other information
MEMBER FUNCTIONS	The Member Functions will only be visible when you're logged in
Check Messages	Check for messages from classmates.
Edit Contact Info	Edit/update your contact information: address, phone, etc.
Edit Profile	Edit/update your life history, personal stories, etc.
Edit/Upload Photos	Edit/upload your pictures or videos.
Post Announcement	Post an announcement on the Home Page
Change Password	Change your login password.
Log Out	Log out of the KCHS website.

Creating Your Profile

You will need to make your individual profile in order to access any password protected pages on the site. Start by clicking on the **Classmate Profiles** 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.
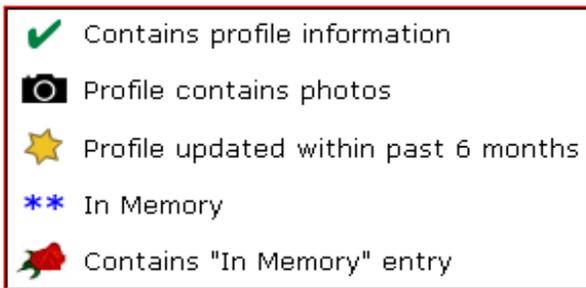
Once you create your profile you will be able to view profiles of your fellow classmates. You have the option to password protect your personal profile which blocks the general public and search engines from accessing your profile details, such as your street address, phone number and email address. When others view your name, they will see your city and state, and any other information that you choose to enter in your profile. Your email address is not viewable, though an email can be sent to you using the contact box at the bottom of your web page. If you send a message to someone through their profile, they will see your 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 and videos.

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

✔	Contains profile information
📷	Profile contains photos
⭐	Profile updated within past 6 months
**	In Memory
🌹	Contains "In Memory" entry

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 button title **Upload New Photo**. Click on it and the upload page will appear.
3. Click on the **Add Files** button and browse to the file location on your computer.
4. Select the file name 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. When all the files are listed, click the **Upload Files** button.
6. After files are uploaded you will be returned to the **Upload New Photo** page. Add captions for pictures
7. Press **Save Changes**.

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, you will have to change the sort numbers on your pictures. 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.)

Embedding YouTube videos in your Profile
On the YouTube website, make sure your video is showing in the play box. To the right of the video you'll see a gray box, and near the bottom of this box is the grayed word "Embed." And just below that a long horizontal white box that contains the code for the video. When this code is placed in the Video box on your Edit Profile page, the video player with your video will appear on your page.

Steps to place YouTube code on your page:
1. Have your video displayed in YouTube and left click once on the white window that contains the code. It should be selected and turn blue. (Alternately, you can move your mouse across the box until all the code turns blue.)
2. On your keyboard hold down the Control key (Ctrl) and press the letter C. This copies the code. (Or right-click, select copy)
3. On your Edit Profile page, locate the box "Videos".
4. Place your cursor inside the box and left click with your mouse.
5. Press the Control key and the letter V key. (Or right-click, select paste) The Embed code will appear in the Video box. The code will look similar to this:

<object width="425" height="344"><param name="movie" value=http://www.youtube.com /v/QTXyXuqfBLA&hl=en&fs=1&color1=0x234900&color2=0x4e9e00"></param><param name= "allowFullScreen" value="true"></param><embed src="http://www.youtube.com/v/QTXyXuqfBLA&hl</embed></object>

6. In the Video Description box, enter a caption / explanation of your video which will appear below your video on your profile page.
7. Click the Save button.
8. Questions? Email us using the Contact Us page.

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 your address and phone number can't be seen by the classmates unless you grant permission on your profile. When someone clicks on your name, all they will see of your contact information is your city and state and whatever information about yourself you choose to put on your web page.