

Can you volunteer to help **find** classmates?

This position will help find missing classmates (people who attended the school but have not joined the site yet) and encourage them to join the website. If you know of any deceased classmates not listed, send us a link to their obituary.

Visit social websites like Facebook, Instagram and Tik Tok. If you see any of our high school classmates listed, send them a message to visit the school website and join. Remind them, it's FREE.

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Also, you can help by **adding** any classmates who attended but did not graduate. We may have their Junior, Sophomore or Freshmen yearbook photos that can be added. (I will supply you with the photos and names).

- 1) Review the yearbook pages I send you:
 - a. See if each classmate is listed on the website.
 - b. If they're not listed, add their name by clicking on "**Manage Classmates**" link.
 - c. Then click on "**Enter/Edit Classmates**" link.
 - d. On the **Classmates** page, click on "**Add New Member**".
 - e. Add their name (and email, if known).
 - f. Select the year they would have graduated.
 - g. Click the "**Save Changes**" at the bottom of page.
- 2) Add Photos to Website:
 - a. Crop out individual photos from yearbook pages (choose the most recent year available).
 - b. Open the file and edit.
 - c. Select classmate's photo and save as "Last name, First name" (Save as jpeg).
 - d. On the **Manage Classmates** page, Click on **Search by Name/Email**.
 - e. Find the classmate and click icon in the "Yearbook Photo" column.
 - f. You will see the four slots for photos. Choose "**Yearbook**".
 - g. You will see "Upload a new photo".
 - h. Navigate to the saved photo and click Open.
 - i. Once it finishes uploading, click on the photo to complete the process.
 - j. Click on "**Save**".
 - k. Classmate's photo should now show up in the Yearbook column.

Remember, Central, Jackson, LaSalle and Clay are closed. They will need your help also.

We hold ZOOM sessions each Thursday evening at 8:00 PM

Click on this Zoom link. It should take you right into Zoom.

Zoom Link <https://us06web.zoom.us/j/81673510847?pwd=01dyIK93vMab1CIXSPaibaL0gTiSVA.1>

The ZOOM passcode is: 658627

Please list your **school, year, first and last name** in any correspondence to me and in the Zoom session.