

## **Privacy Policy and Frequently Asked Questions about the CD East Class of 1982 Website**

### **1. This is my first visit to the website. How do I login?**

Please click on "Classmate Profiles" (above, far left tab), then click on YOUR NAME to set up a FREE member account. Provide your work or home e-mail address, select a password (which you can change at any time), add/update your contact info and profile to tell us about your life since High School. Add your married name, if applicable, photos, etc.

### **2. I forgot my login information and/or password. What should I do?**

You login with the e-mail address you provided during your member account set up (include domain name, such as @gmail.com). If you have several e-mail addresses and cannot remember which one you used or if you no longer have access to that e-mail address, click on "Contact Us" and provide your new e-mail address. Our website administrator will make the change and then e-mail you a temporary password. Once you've logged in using your new e-mail address and temporary password, change your password by clicking the "Change Your Password" link under the Member Functions menu on the home page.

If you remember your e-mail address but you forgot your password, click on the "Forgot password?" link right above the green "Log On" button, and the website will automatically e-mail your password to you within a few minutes.

### **3. Who has access to my "Classmate Profile" and personal contact information?**

You can choose whether your "Classmate Profile" is publicly viewable on the website (e.g., by other classes, friends, and the general public) or restricted to only registered Classmates. If restricted, search engines and the general public will be blocked from accessing your Classmate Profile page. You can also choose whether or not your mailing address and phone number are displayed; otherwise, only the City and State where you live will be listed. Click on the "Edit Your Profile" link under the Member Functions menu in the side column, then scroll down to the bottom of the page to make your choice.

### **4. Can I be notified if other Classmates update their "Classmate Profile"?**

YES! Click on "Classmate Profiles", and then click on the name of the Classmate you'd like to keep track of. Once he/she has registered, his/her profile will be displayed. Scroll down to the bottom of his/her profile page, click on the box that says "Notify me whenever [Classmate's] profile is updated", and click on the "Notify Me" button. You will be notified by e-mail.

### **5. Does the public or other Classmates have access to my e-mail address?**

No. To protect your privacy, your work or home e-mail address is stored only within the website, so Classmates can send you a Message. You can decide who you want to provide your own e-mail address to. To check if you've received any new messages, click on the "Message Center" under the Member Functions menu in the side column.

### **6. How will I receive e-mails from the CD East Class of 1982?**

E-mails to the entire class will be sent to you from CD Class of 82 noreply@classcreator.net so please add this e-mail address to your Address Book or your spam filter's Approved List. You can send e-mails to the reunion committee or website administrator by clicking on the "Contact Us" tab at the top of the page and we will reply as soon as possible.

### **7. What are examples of the e-mails that I may be sent?**

You may be sent emails about new website features; details about upcoming class reunions, fundraisers, or events; general announcements about classmates; and other important news. In addition, a reminder e-mail will be sent to you on New Year's Day suggesting that the start of the new year is a good time to update your "Classmate Profile".

### **8. Can I post my own photos videos on the website?**

Yes! You can upload a current photo of yourself, your family, pets, vacations, old photos from days gone by, past reunions, etc. -- anything you want to share -- by clicking on "Edit/Upload Photos" under the Member Functions menu on the left. We do have a limit on the amount of space for the whole website to keep the cost down, so it is helpful if the picture is optimized to a file size that is not too large and we keep the amount of photos reasonable per classmate. Each photo will automatically resized its dimensions to fit on your Profile page. You can add, delete, or replace your own photos at any time.

### **9. Why is my yearbook photo on my profile and how did it get there?**

The committee wants this site to also be a place where we can go to reflect on our schools years and be able to make connections with old friends. We've added some photo galleries with pictures from the yearbook and past reunions, but sometimes just seeing a name without a face makes us think too hard, so adding the senior picture may help! Please note that the site administrator (only) has the ability to add your yearbook photo, which will then show up at the top of your profile. Remember these profiles are only seen by classmates that have accounts and no one else. Photos will only be added for those that created an account so it will not be there when you first sign in. If you do not want your photo posted just use the "Contact Us" link and let us know.

### **10. How does the "Message Forum" work?**

Click on "Message Forum" and you can chat with our fellow classmates when they login and read the "Message Forum". Post a response to a prior message or start your own topic of conversation by asking a question, re-living an old memory, or share your thoughts on life.

### **11. Who designs and maintains the Class website?**

The website was designed by Lorraina Mosko, who also maintains the site using a web-based application called ClassCreator.com that provides websites to high schools, colleges, and alumni associations worldwide. Although there is no cost to classmates to use this site there is a cost associated to maintain it along with our domain name. Currently the first year cost is covered, but we will evaluate its usage to determine if we will continually pay to maintain this site. If you like the site and want to help keep it going let us know. All time is donated to serve as our website administrator. You can send questions, suggestions, or general comments to her by clicking on the "Contact Us" link.

### **12. Does Class Creator rent, sell, or in any way profit from having our Classmates' names, addresses, and personal information? How does it make its money?**

No. Class Creator does not rent or sell any Classmate information or engage in any marketing or solicitation to Classmates. All personal contact information is held strictly confidential. Class Creator does not sell advertising on the website or display banner ads or pop-up windows. Class Creator does sell domain name registrations to Classes through its ClassNames.net subsidiary for \$19 per year, but using that service is optional. Our website domain is owned by our Reunion Committee--not by Class Creator.

### **13. How can I get more information about our website and about Class Creator?**

For more information about our website, click on "Contact Us" above to send an e-mail to our website administrator. For more information about Class Creator, visit their website ([www.classcreator.com](http://www.classcreator.com)) or call their Customer Service department at 734-717-2646 between 9 a.m. and 5 p.m. Pacific time, Monday - Friday, or e-mail them at [info@classcreator.com](mailto:info@classcreator.com).