



LHSAA REUNION SERVICES GUIDE

Class Reunion Services are free to LHS Alumni!

LHSAA's Class Reunion Services provide a custom Reunion web page on the LHSAA Website with event notices posted on the LHSAA Events Calendar on the LHSAA Website Home. Class Reunion Committees can advertise their reunion events with a free ¼ page ad space in the Quarterly LHSAA Magazine. LHSAA Class Reunion web pages include custom reunion event links for classmates to register and purchase reunion event tickets online with LHSAA secure ePay processing. LHSAA Class Reunion web pages feature RSVP registration links, with or without LHSAA's secure ePay Ticket purchasing for reunion events.

1. When a classmate submits their Reunion Event Registration online, the LHSAA Event Tracking system automatically sends a confirmation email notification to the registrant and a confirmation receipt to the registrant.
2. The Class Reunion Lead will receive a copy of the registrant's confirmation email notification to track classmates attending their reunion events.

Class Reunion Committees are encouraged to provide their photos, graphics, digital art, and text copy to the LHSAA Reunion Committee to create their reunion event emails. LHSAA Reunion Event Emails include a design proof of each email for Class Reunion Committees to edit or approve before sending to classmates.

Reunion Event Emails

To initiate LHSAA Reunion Event Emails & Tracking, Class Reunion Committees are required to provide the LHSAA Reunion Committee with the following event details:

- Event site location & address
- Time of event
- Ticket sale price
- Online eTicket sales only or checks accepted
- If checks are accepted, receiving mailing address is required
- Guests allowed
- # of guests allowed
- (only if) Kids allowed
- Event registration deadline date
- Event cancellation deadline date

As of 2022, to initiate LHSAA Reunion Event Email processing, Class Reunion Committees are required to email their Class Contact spreadsheet to the [LHSAA Reunion Committee](#) to generate a Master Class Contact spreadsheet. In return, a copy of the Master Class Contact spreadsheet is sent to the Class Reunion Committee for updating classmates contact information.

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LHS Class Reunion Contact Lists need to be formatted in an Excel XML worksheet with these column fields in the following order:

- LHS Class year
- First Name
- Current Last Name
- Last Name graduating from LHS
- Email address

If you do not have all your classmate's contact information, that is okay! Send the LHSAA Reunion Committee an excel XML worksheet of classmates you do have with the column fields listed above.

After the LHSAA Reunion Committee generates the Master Class Contact spreadsheet, the missing classmate information can be added by the Class Reunion Committee at any time. Class Reunion Committees can update the Master Class Contact spreadsheet and email the LHSAA Reunion Committee the updated worksheet to replace the pre-existing Master Class Contact List.

LHSAA currently does not have the volunteer human resources to research missing classmates' contact information online for class reunion committees.

LHSAA Reunion Event Tracking System

Tracking Reports are formatted into Tracking Lists and emailed to Class Reunion Committees upon request. To arrange for end of the month Tracking Lists, please email the [LHSAA Reunion Committee](#).

Event Tracking Fields:

- Emails Sent
- Emails Received
- Emails Opened
- Email Delivery Failure

Event Tracking Notifications

- ✓ Emails Sent
- ✓ Emails Received
- ✓ Emails Opened
- ✓ Email address Delivery Failure

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Email notification: *Event Invite registration confirmed & Canceled*

Sent after registration is confirmed

- ✓ Sent to the registrant
- ✓ Copy sent to Reunion Event Organizer

LHSAA Class Reunion Event Emails

Registration with ePay processing & Reminder Emails

Classmates can see who has registered when registering for each reunion event. All LHSAA online Registration and eTicket (online purchase) links are only active if sourced from the LHSAA Website or embedded LHSAA Event Email links & button.

Reunion Event Emails – Registrations (*without ePay*) & Reminder Emails

- Online RSVP Registration link with autogenerated notification confirmation email, and enabled Tracking

Reunion Event Raffle Ticket(s) with ePay processing Link

- Secure raffle eTicket processing link with autogenerated receipt emails, confirmation notification emails, and enabled Tracking

Reunion Event's online RSVP Registration & ePay Ticket processing

Reunion Event links and Email Registration Buttons:

1. Classmates have the option to click on the Register or Not attending button (link) at the bottom of Reunion Event Email invites and reminders.
2. When the Register button is clicked, the Registration Form opens on a new page .
3. After a classmate's registration and eTicket(s) are processed, the registration is recorded in the Reunion Events Tracking system for Class Reunion Committees to have a Tracking List of confirmed attendance registrations and payments for planning their reunion events.
4. Simultaneously the processed registration and eTicket payment will generate a notification confirmation email and receipt email to:
 1. Event Registrant
 2. Class Reunion Event Lead
 3. LHSAA Reunion Committee

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FAQ: Reunion Event Secure ePay & Processing

Q: We have three events that all require reservations and all require payment. We need to keep them separate, not knowing who will come to which one(s). Do you have the capability to do this?

A: Yes! Please review the LHSAA Reunion Guide: *Event Registration Tracking notifications*

Q: How are LHSAA eTicket refunds handled?

A: A refund check is sent to the Reunion Lead to distribute to classmates.

Q: How soon are the collected funds available to us for paying the required bills?

A: LHSAA bundles collected funds at the end of each month and mails a check to the Reunion Lead.

Q: Should we also make payment options for Venmo and/or PayPal?

A: No need to make any other ePay processing options. ePay outsourcing links were an option in 2019 for r Reunion Committees before LHSAA software had integrated secure online payment processing.

Q: After a classmate completes the registration and ticket purchasing process online, will the reunion event's tracking of confirmations generate a list that the Class Reunion Committee can use at the door to check people in?

A: Yes, which is an excellent benefit of using LHSAA for reunion event registration processing emails. Please review the LHSAA Reunion Guide: *Event Registration Tracking notifications*.

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Class Reunion Donation Fund with ePay processing & Tracking

Secure Donation ePay processing link with autogenerated notification confirmation and emails, and enabled Tracking.

Donation Links Options:

- Multiple choice with extra cost:** A set of checkboxes, each with an associated cost.
- Radio buttons with extra cost:** A set of mutually exclusive choices, arranged like buttons on a car radio, each with an associated cost. Choose this type if you want to allow the registrant to make a single choice from multiple options.
- **Increment donation amounts** need to be determined by the Reunion Committee for the LHSAA ePay system to auto calculate and processing the final payment at check out on the payment page.
- **Optional Donation increment amounts** can be a single amount - or - one to three separate amounts.

FAQ: Class Reunion Donation links with ePay & Processing

Q: We want to add the option for classmates to donate to the Reunion Fund when registering and purchasing tickets. Is this possible, or will it confuse the issue?

A: Class Reunion Donation links can be created and embedded on the Class Reunion web page and in LHSAA Reunion Event Emails. Donation links can set up with one to three donation amounts, or a type in donation amount.

1 st Option	2 nd Option	3 rd Option
\$25	\$25	Amount \$ _____
	\$50	
	\$75	

- The Reunion Committee determines how the donation funds are dispensed for each reunion event. To ensure the security of processing online payments, LHSAA ePay links can only be accessed from the LHSAA Website. Therefore, LHSAA payment links will not work on social media or other websites.

Q: When funds come through you to us, will we get documentation as well? Will it outline ticket purchases vs. donations?

A: Yes! The Reunion Committee Lead can request a Reunion Donation List from LHSAA Reunions. The Reunion Donation List is formatted in an Excel spreadsheet file and can be scheduled to be sent to the Reunion Committee Lead monthly or prior to the Reunion event.

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LHSAA Class Reunion Web page Development & Design

Due to LHSAA's dual CRM and Website software back-end complexity, Reunion Committees do not have access to develop their own Reunion web page on the LHSAA Website.

- The collaborative process for creating Class Reunion web pages with LHS Reunion Committees is outlined below.

Class Reunion Committees have the option to provide their own copy and images for:

- ✓ Class Reunion page Banner & Headers
- ✓ Reunion Event details
- ✓ Slideshow photos of past reunions and events
- ✓ Reunion Committee Contact information
- ✓ Reunion Event announcements & updates

LHSAA Reunion Website Development Services:

- ✓ Custom optimized Class Reunion web page
- ✓ Reunion RSVP Registration links with ePay Ticket processing & enabled Tracking
- ✓ Reunion RSVP Registration link & enabled Tracking
- ✓ Reunion Donation Fund ePay Form with ePay processing link & enabled Tracking

LHSAA Reunion Website Design Services:

Reunion Committees have the option for a design proof to be emailed to the Class Reunion Lead for each Reunion event email to edit for final approval before the email is sent to classmates.

- Custom email design proofs are available for:
 1. Reunion Event Invitation registrations and RSVP Reminders
 2. Reunion Event update announcements

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LHSAA Magazine Advertising for Class Reunion Events

The LHSAA Quarterly Magazines are uploaded when published to the LHSAA Website and posted for Members to view, download, and print.

- LHSAA Members have access to the current Issue after logging in and clicking on the LHSAA Website subpage [LHSAA Magazine Current Issue](#) tab, located under the LHSAA Magazines tab on the main menu bar.
- Alumni who are not members of LHSAA can access past issues on the LHSAA Website page [LHSAA Magazines](#) tab on the main menu bar.

LHSAA Magazine Submission Specifications & Deadlines

Read the LHSAA Magazine ad specifications on the LHSAA Website subpage [Media Kit](#) tab, located under the LHSAA Magazines tab on the main menu bar.

- Camera-ready art required
- Email image files to <mailto:danacress@me.com>

- ❖ November 25th [Winter Issue](#)
- ❖ February 25th [Spring Issue](#)
- ❖ May 25th [Summer Issue](#)
- ❖ August 25th [Fall Issue](#)