

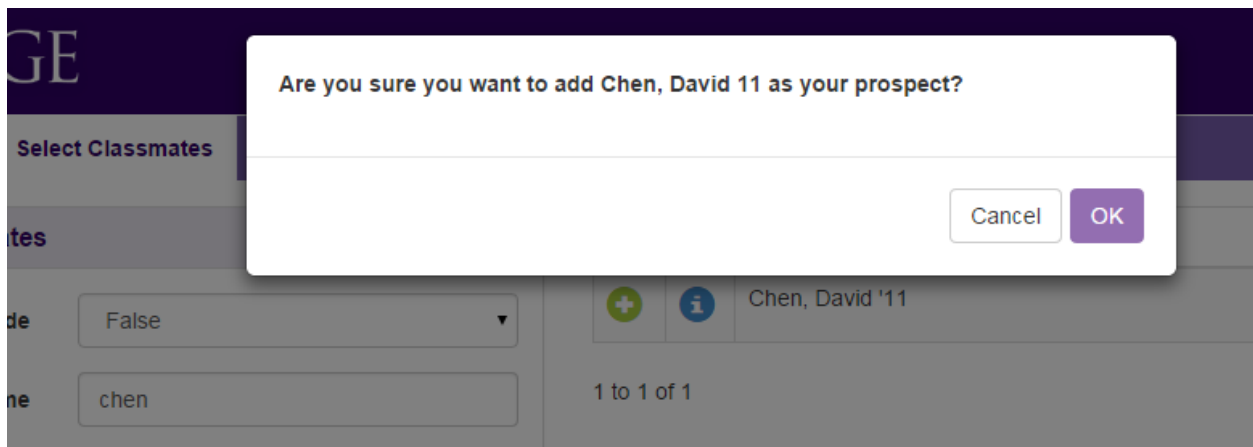
## ClassLink User Guide

**Introduction/Overview:** Welcome to the new Alumni Fund online platform. The purpose of this new tool is to provide volunteers with the reports and resources necessary to select and manage their assigned classmates, and volunteer teams. For help, please call the main Development Office at (413) 542-5900, M-F 8:30am – 4:30pm.

**Logging in:** Use your regular Amherst username and password:

<http://engage.amherst.edu/classlink>

**New Functionality:** The ability to select classmates online, and access to more in-depth and current information about classmates and potential donors **for all volunteers.**



For **class agents**, team management capabilities and new downloadable reports on campaign progress.

### ✉ Email Team

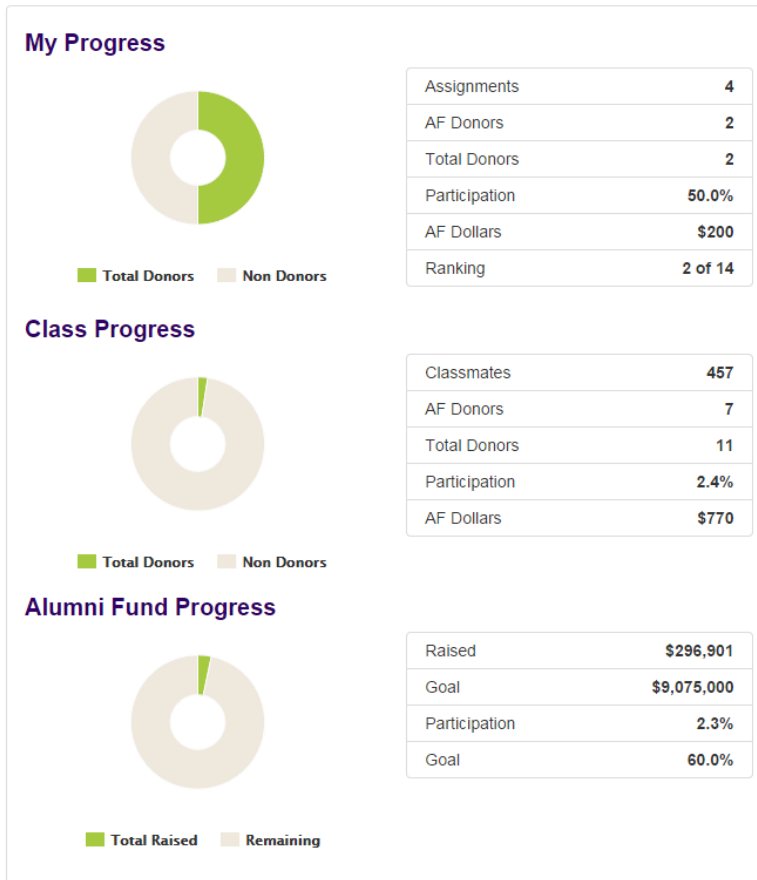
Action	Name	Assignments	AF Donors	Total Donors	Part.	AF Dollars
		53	4	5	9.4%	\$1,137
<a href="#">Edit Assign.</a>		9	1	2	22.2%	\$15

### Reports



















- All Alumni Fund Classes
- Classmate Giving
- Lybunt and Sybunt Call List
- Class Comparison by Year Out
- Agent Scorecard
- Agent Contact Information
- Agent Outreach
- Unassigned Donors to Thank
- Unassigned Non-donors to Contact

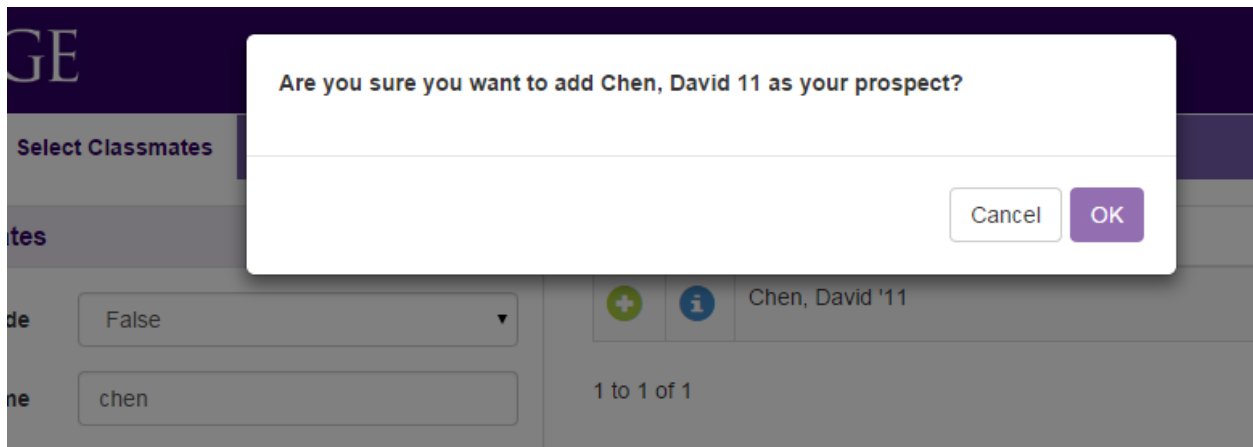
## Instructions:

- **Dashboard:** the landing page provides a quick snapshot of your personal progress. Here you will see your progress compared to your class and Annual Fund totals. You will also see notes from your Class Managers, and your volunteer ranking as compared with the rest of your class.



- Select Classmates:** The “Select Classmates” tab allows you to select 10-15 classmates to contact throughout the winter and spring. You can search by name, or filter by major, first-year dorm, activity on campus and more. To select a classmate, simply click the plus sign and they will be added to your list.

Add	Info	Name
		Adams, E. Wesley '91
		Albert, David '91
		Alston, Marcus '91
		Anderson, Michael '91
		Andrus, Michael '91
		Balivet, Thaddeus '91
		Bannon, Kevin '91
		Bashir, Shahzad '91
		Bellon, Jennifer '91



The screenshot shows the "Select Classmates" interface with a confirmation dialog box. The dialog box asks: "Are you sure you want to add Chen, David 11 as your prospect?". Below the dialog box, the name "Chen, David '11" is visible in the list, along with a plus sign and an info icon. The interface also shows a search bar with "chen" entered and a "1 to 1 of 1" indicator.

- **My Assignments:** The “My Assignments” tab allows you to check your assignments, make your phone calls, and send reminder and thank you emails right from this page.

The image shows a screenshot of a web form titled "Email Team". The form is contained within a white box with a dark purple header. It features four main input fields: "From", "To", "Subject", and "Message". The "To" field includes a list of email addresses and a scroll bar. Below the "To" field, there is a note: "Email addresses must be separated by a single comma". At the bottom right of the form, there are two buttons: a white "Cancel" button and a green "Send Email" button.

**Email Team**

**From**

**To**

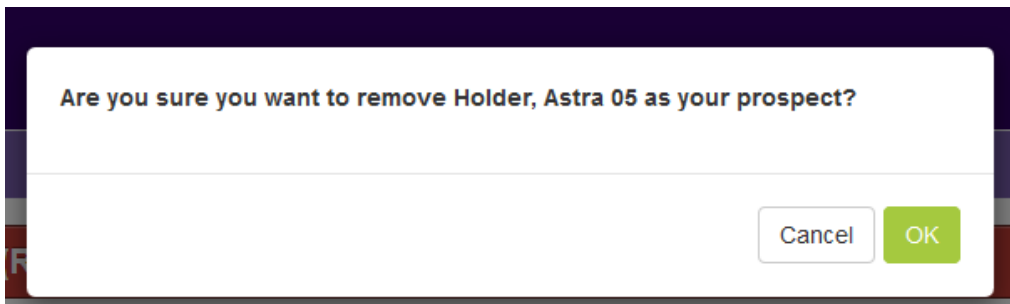
Email addresses must be separated by a single comma

**Subject**

**Message**

You can select the “info” icon for more information on a classmate, and can remove assignments from this tab.

Info	Name	AF Donor Status	AF 2015	AF 2014
	[redacted] '05	Sybunt	\$0	\$0
	[redacted] '05	Lybunt	\$0	\$20
	[redacted] '05	Lybunt	\$0	\$20
	[redacted] '05	Lybunt	\$0	\$50



- My Team** (only accessible to Class Agents): Here, Class Agents can view their class volunteer team and track Associate Agents’ progress. This is also where a Class Agent can edit volunteer assignments for an Associate Agent by selecting the “Edit Assign” button next to the volunteers’ name.

Email Team

Action	Name	Assignments	AF Donors	Total Donors	Part.	AF Dollars
	[redacted] '07	32	0	1	3.1%	\$0
<a href="#">Edit Assign.</a>	[redacted] '07	7	0	0	0.0%	\$0
<a href="#">Edit Assign.</a>	[redacted] '07	19	1	1	5.3%	\$100