1.1 TECHNOLOGY

1.1.1 The Job

The job of the Technology Chair is to facilitate the use of technology in the reunion planning and execution. This could include the following:

1. Develop a class website, if none exists, or develop reunion web pages to be linked to the class website (or provide information to the class webmaster). Update the website with current reunion information, including program and registered classmates.
2. Assist the Publicity/Promotion Chair to promote the reunion via the website, email and social media.
3. Develop an online registration form on a secure site.
4. Help the Registration Chair track registration, housing and costume orders by creating a process and/or template using software tools (spreadsheets, databases, online forms, etc.).
5. Assist the Yearbook Chair in distributing and obtaining class information forms and surveys electronically.

1.1.2 Related Information

Website. Your website is a great way to provide current information to your class, as long as the site is updated regularly. Web pages can be used to relay important information regarding registration deadlines, programming for the reunion, alumni-faculty forums, children’s activities, class community service project, and detailed information about costume sizes, transportation, campus shuttles, the hotel bus schedules and more. Some classes have also included archived class notes (from the PAW), a class officer list, and a section in memory of deceased classmates. If you wish to include a list of registered classmates, this information must be behind a firewall.

Past approaches. Previous classes have used technology in a number of ways:

- Websites with information on reunion plans, registration, housing and costume order forms
- Online registration payment
- Class directory and surveys
- E-mail
- Discussion groups
- Compilation of survey data
- Yearbook entry submission
- Shared photos leading up to Reunions and after the big event
- As a marketing tool to get classmates excited about Reunions

Coordination with Yearbook. The Technology Chair can work with the Yearbook Chair to design online forms that are easy to copy, edit and submit. Electronic submission of Yearbook entries greatly facilitates the preparation and compilation of the Yearbook.
**Coordination with Publicity/Promotion.** For those classmates you cannot reach via email, consider sending one reunion notification via paper (i.e., a postcard directing classmates to their website for detailed reunions information and registration).