



College Reunions
High School Reunions
Family Reunions

ReunionWARE Reunion Management Software

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Introduction

Note: This software manual will use terminology for school class reunions, however, the software can just as easily be used to manage family reunions, military reunions, or any other kind of reunions.)

There are a lot of things to do to prepare for and manage a reunion, whether for a school or university class, a large family, or a military grouping. First off, let's hope that the class listing is in electronic form, not on paper. In all likelihood, it exists on some manner of a computer spreadsheet, or more likely, some number of computer spreadsheets. (Spreadsheets can be purchased from various sources to provide a starting point for a class list. Just know in advance that some portion of the information will likely be out of date.)

It has been said that a person that has one clock knows what time it is, a person with multiple clocks is never quite sure. It is something like this with class listings. So a good first step would be to consolidate all the list data into one database, make all corrections and updates there, and export spreadsheets for purposes like mailings, name badge creation, call lists, follow up for payment of balance dues, and so forth. That database can also be used as a source for Email campaigns to raise awareness of and excitement for upcoming events.

Looking at the Internet for 'reunion software,' most are either for genealogical purpose or to print name badges and invitations. At ReunionWARE, we look at things a little differently. We'd like to see those spreadsheets consolidated into one database, the scribbled corrections input into the database, the result being the creation of as accurate a data store for your classes' reunions as can be established. Sure, we'll export spreadsheets so you can print invitations and name badges, but we believe that easily and effectively managing the underlying data is the key.

We also believe that the technology used should not be hidden from you or your data be stored in some proprietary format you can't access with other tools. We also don't hold your data hostage on our servers and shout about the concept that you don't have to install any software. (It's usually easy to submit your data, much harder to get it back if you later want to go elsewhere.) So the software is written in Microsoft VB.Net and the database used is the industry-standard and ubiquitous Microsoft SQL Server. Not only do we not hide your data to keep you from accessing your data from outside our program, we even build in a tool to make it simple to add additional fields to tables if you desire to facilitate custom reporting from SAP Crystal Reports or some other reporting tool. After all, it is *your* data.

We ask for a modest license fee if you wish to use our built in email capability, which, by the way, we highly recommend. We ask for a little more if you want the power to import your class list directly from a spreadsheet, export a variety of spreadsheets for reporting, or want to manage reunions for multiple groups, such as your high school class, your large extended family, and your Army battalion. But if you just want to use our software to manage the data for a single group, and will pull extracts as needed with external tools, you are welcome to use our system for free. Just download it and install.

Setting Up the ReunionWARE System

As is clear from the Introduction, you'll need three things to run the ReunionWARE software. A Windows computer, the software itself and access to a SQL Server on your network.

We recommend Windows 7 or Windows 8, however, we have successfully tested our install and software functionality on Windows XP. (We aren't big fans of Windows Vista, but are confident the system will run just fine on it.) The download is free, so just download the file and install it. (If you like what you see, purchase a Product Key for the license you want from our website, and it will unlock your additional functionality.)

To install the ReunionWARE software, just download the setup file from our website, www.ReunionWARE.com. The install might take under a minute, and the software can be uninstalled using the Windows Control Panel's tool to install and remove applications. Why do we say 'might take under a minute?' Like all .Net software, ReunionWARE is built on the .Net Framework. If you don't have a sufficiently recent version of the Framework installed, our install will automatically download and install the .Net Framework. Hence the term "might."

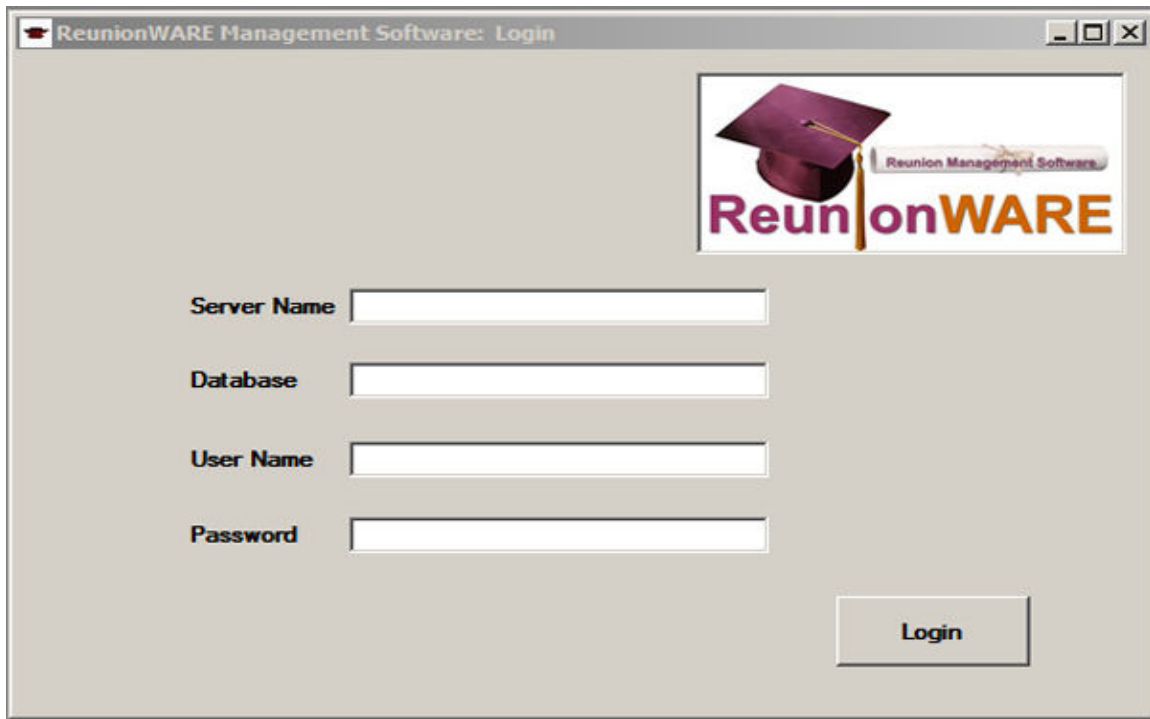
The third requirement? An available Microsoft SQL Server. If you have SQL Server running on your computer or a network computer, simply launch the Microsoft SQL Server Management Studio, connect to your server, then right-click the 'Databases' folder on the tree under your server instance, and select "New Database." Type in the new database name, such as "Reunions." We highly recommend Mixed-Mode authentication. The first time you launch our program and log into the new database you've created, the system will create the tables it needs and the required records for operation will be inserted.

Now just use the system, and see how it can help you easily manage your reunions.

You don't already have a SQL Server? See:
Appendix A: If You Don't Already Have a SQL Server

Login

The first time you launch our system, the Login form will look like this:

The image shows a screenshot of a Windows-style application window titled "ReunionWARE Management Software: Login". The window has a light gray background. In the top right corner, there are standard window control buttons (minimize, maximize, close). On the right side, there is a logo featuring a purple graduation cap above the text "ReunionWARE" in a stylized font, with "Reunion Management Software" in smaller text above it. On the left side, there are four labeled text input fields: "Server Name", "Database", "User Name", and "Password". Each label is in a bold, black font. Below these fields, on the right side, is a "Login" button with a gray gradient and a black border.

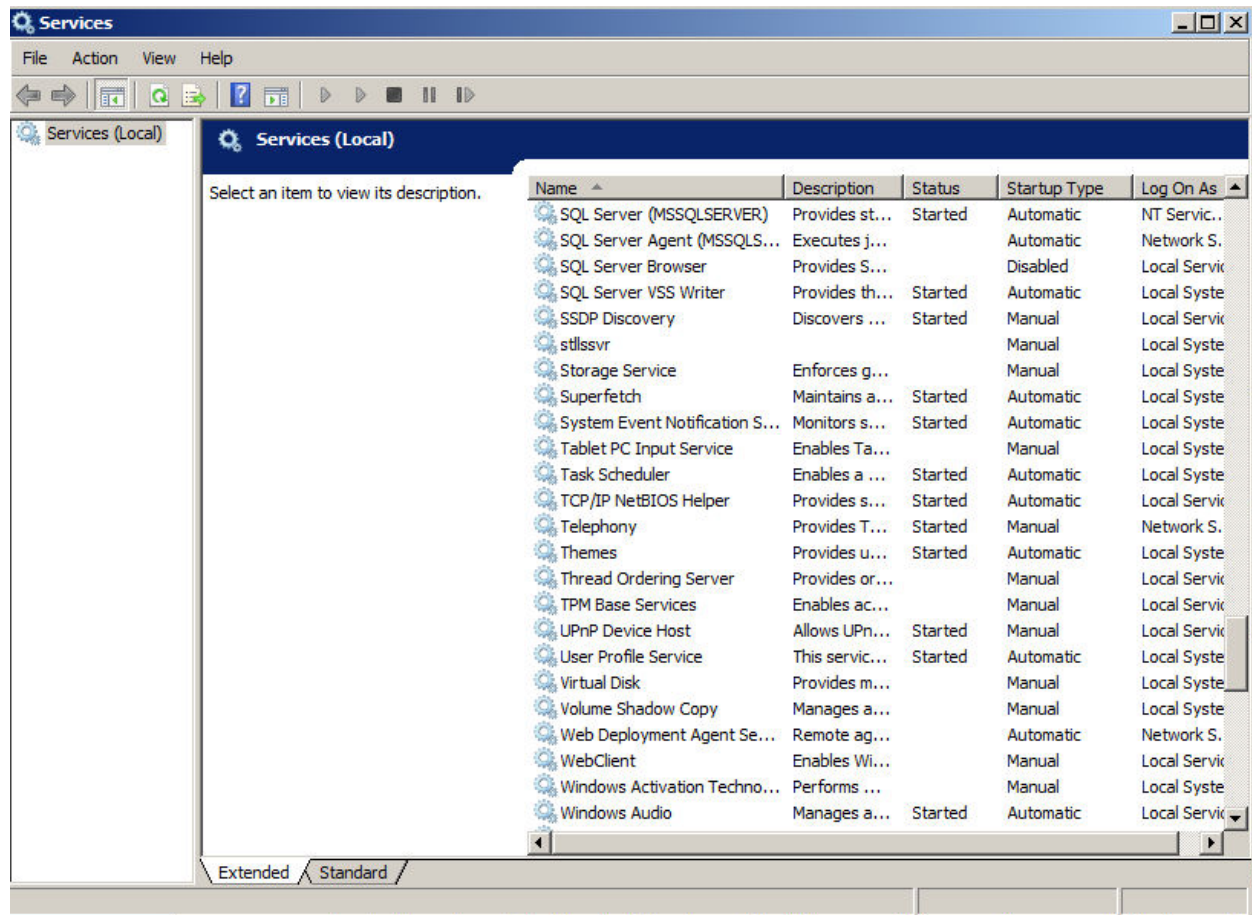
Simply type in the Server Name for your SQL Server. Then type in the name of the Database you just created, your User Name and Password. Then either hit the Enter key or click Login.

Since the system will not have been able to pull login information for you from the computer's Registry, it will assume it is a new database and prompt you to create the ReunionWARE tables. Click Yes at the prompt, and the system will create the tables it needs in your new database and insert a number of records to support functionality. If your database is already in production, just click No at the prompt and the system will come up normally.

If you inadvertently click No on the initial launch, you will receive a couple of error messages as the system tries to access tables that don't exist. Just click OK to the error messages, then click the Manage System Databases menu option in the Tools menu. When that form loads, it will attempt to open a table, and failing to do so, will make visible to you a command button to create your database tables. Click it, and your data tables and required records will be automatically created.

The next time you launch the ReunionWARE system, it will read the computer Registry, and bring back up your Server Name, Database Name, and Login Name as well as several other keys. If you've not entered a Product Key under the About menu and are using the free functionality, or if you've not purchased a Platinum version key to enable multi-database functionality, the Server Name and Database Name boxes will be disabled, and you can use your licensed database. If you have a Platinum version key and have connected to more than one ReunionWARE database, the text box for Database Name will change to a drop down combo box, and a list of the databases you've connected to will appear.

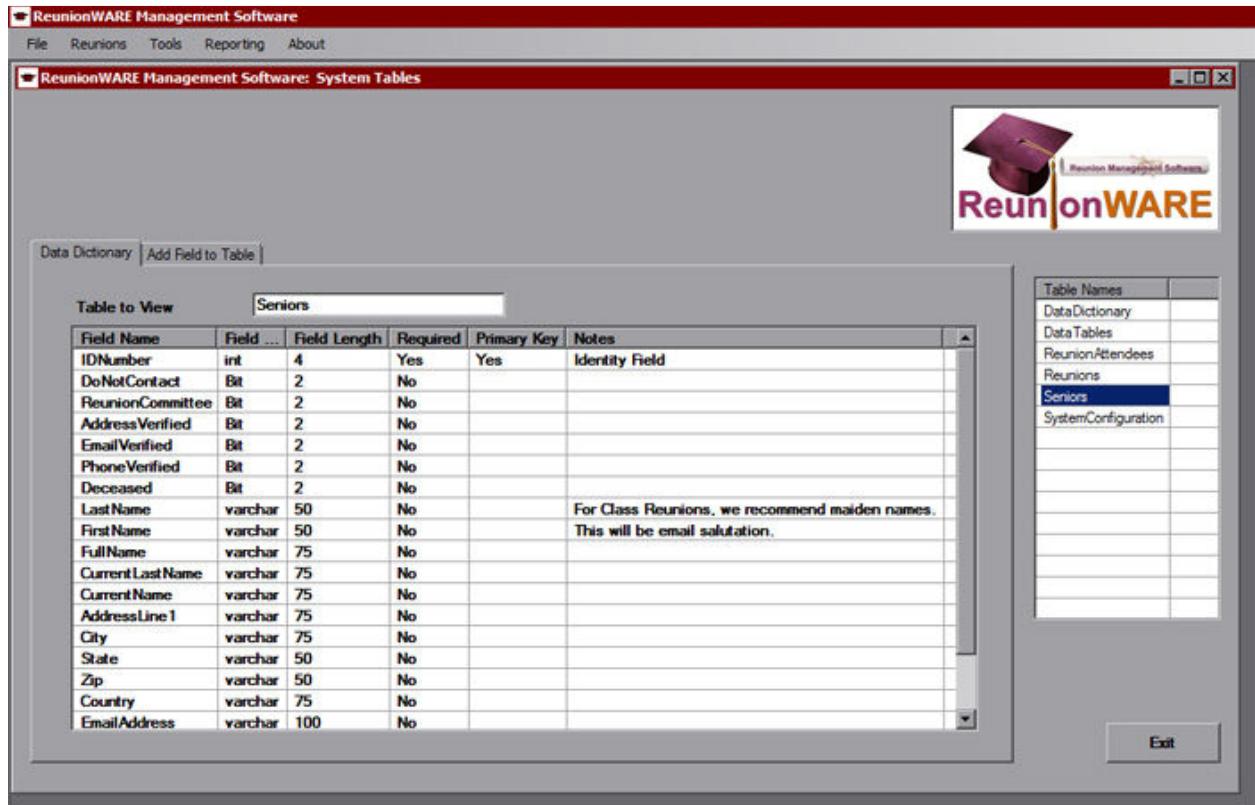
When SQL Server is installed, by default it is set up to start whenever you start Windows. So you shouldn't have any problem running the ReunionWARE Software whenever your computer is on. That being said, if several attempts to login, retyping of your password and so forth have not successfully logged you in, the problem might be that SQL Server failed to run automatically when you restarted your computer. To detect/fix this, select Administrative Tools from the Control Panel, and double-click Services. You'll then scroll down until you see SQL Server:



As you can see, SQL Server has a startup type of automatic, and in this case, it has started. If you see that the status is blank, as it is for SQL Server Agent, you'll need to start it. Just right-click the 'SQL Server (MSSQLSERVER)' line and select "Start." Then you will be able to login to the ReunionWARE System.

Setting Up Your Database

As noted above, preparing your database for initial use is a relatively simple, largely automated, process. The Manage System Databases menu option in the Tools menu has already been introduced. (Note: the ReunionWARE application takes on your Windows Color Scheme. These two screenshots are somewhat similar to the old “Rainy Day” theme of Windows 2000 Professional.) The first screenshot here shows the Data Dictionary functionality built into the software and database as referred to in Appendix B. Notice that since the database has already been set up, the command button to create database tables is not visible.



[illegible]

Getting Classmate Records Into Your Database

For small classes, it is quite feasible to just enter the records in the program, see the next section, Managing Members of Your Class. For larger classes or groups, using the powerful import capabilities of our Platinum version's spreadsheet importer will greatly ease the process. It will scan in about 5000 records in seconds. Really large groups can be quickly imported by using multiple spreadsheets.

Dest. Data Name	Spreadsheet Column	Dest. Data Name	Spreadsheet Column
Last Name	Last Name	Street Address	AddressLine1
First Name	First Name	City	City
Current Last Name	Current Last Name	State	State
Email Address	EmailAddress	Zip Code	Zip
Phone Number	PhoneNumber	Country	Country
Deceased	Deceased	Notes	Notes

Now the details. Looking above, you see columns “Dest. Data Name” and “Spreadsheet Column.” The spreadsheet prepared for import needs to have its columns line up exactly with the Destination Data Names. And that is what you see above. When a spreadsheet is selected under “File to Import,” the system will read the 12 columns of the first row, and will show the data in those cells in the form. We recommend that you make and use a copy of your original spreadsheet for the import. Move the columns around if needed so that you have a correlation as seen above in the data. Upon clicking “Load Records,” the system will read in lines 2 – 5001, skipping the header line 1. When the system hits a row that has no entry under last name and also none under first name, the system will stop processing. If your spreadsheet has 5000 rows, you could then delete rows 2-5001, and process the spreadsheet again. You’d be able to import the 20,000 rows in 4 passes. Alternatively, you can break that huge spreadsheet into 4 separate spreadsheets, each of which you process for import. It should take less than 5 minutes to import those 20,000 records, so it’ll be a huge time savings over manual data entry. Here’s what the demo spreadsheet looks like:

	A	B	C	D	E	F	G	H	I	J	K	L
1	LastName	FirstName	CurrentLastName	EmailAddress	PhoneNumber	Deceased	AddressLine1	City	State	Zip	Country	Notes
2	Alexander	Lamar	Alexander	Lamar.Alexander@USSenate.gov	(202) 224-4944	FALSE	455 DIRKSEN SENATE OFFICE BUILDING	WASHINGTON	DC	20510	USA	TN
3	Ayotte	Kelly	Ayotte	Kelly.Ayotte@USSenate.gov	(202) 224-3324	FALSE	144 RUSSELL SENATE OFFICE BUILDING	WASHINGTON	DC	20510	USA	NH

So the first row shows the headings, just as they appear in the screenprint above. The columns in your spreadsheet may be named differently, however the data sequence **must** be as in this demo spreadsheet:

- A. LastName
- B. FirstName
- C. CurrentLastName
- D. EmailAddress
- E. PhoneNumber
- F. Deceased
- G. AddressLine1
- H. City
- I. State
- J. Zip
- K. Country
- L. Notes

FirstName and LastName will be combined into the field FullName in the database. CurrentLastName, if different from LastName, will be added to FullName for the field CurrentName in the database.

e.g. If High School senior Mary Smith marries Tom Gardener, FullName will show as Mary Smith and CurrentName will show as Mary Smith Gardener. For groups where maiden names are not relevant, First Name and Last Name can be shown as current names, and CurrentLastName can be left blank, the system will then use the data from the field LastName.

If you have data for the Deceased column, upon import the system will understand “1,” “True,” or “Yes” to show that a person is Deceased upon spreadsheet import.

For more information, see Appendix B: Seniors Table Data Structure.

Please notice one other feature of this application: the capability to quickly remove test data. Let’s say you’ve downloaded our system, entered some records, and then decided to use it to manage your next reunion. Simply check “Classmate Data” and “Reunion Data” as appropriate and Click Erase. The appropriate tables will be cleared, ready for the import of your real classmate data.

Managing Members of Your Class

As noted above, it is quite easy to import a spreadsheet with your classmates' info quickly into the database. There may be others that need to be added, or it may be that your class or group is small enough that manual entry is quite feasible. Just open the Manage Classmate Data application. The list box on the right will show those who are already in the database. Click the list to bring up a classmate record to edit. Click the "Add New Classmate" button on the bottom of the form to manually enter a record.

The screenshot shows the 'ReunionWARE Management Software: Manage Classmate Data' window. The form contains the following fields and options:

- IDNumber: 7
- Name in School: Michael F. Bennet
- First Name: Michael F. (with an 'Edit' button)
- Last Name: Bennet
- Current Last Name: Bennet (D-CO)
- Current Full Name: Michael F. Bennet (D-CO)
- Email Address: MichaelF.Bennet@USSenate.gov (with an 'Email Verified' checkbox)
- Phone Number: (202) 224-5852 (with a 'Phone No Verified' checkbox)
- Address: 458 RUSSELL SENATE OFFICE BUILDING (with an 'Address Verified' checkbox)
- City: WASHINGTON, State: DC, Zip: 20510
- Country: USA
- Deceased: ☐ Do Not Contact: ☐ Reunion Committee: ☐
- Notes: CO

At the bottom of the form are buttons for 'Add New Classmate', 'Delete this Classmate', 'Save Changes', and 'Exit'.

On the right side, there is a list of existing classmates with columns 'Name in School' and 'IDNumber':

Name in School	IDNumber
Lamar Alexander	00001
Kelly Ayotte	00002
Tammy Baldwin	00003
John Barasso	00004
Max Baucus	00005
Mark Begich	00006
Michael F. Bennet	00007
Richard Blumenthal	00008
Roy Blunt	00009
John Boorman	00010
Barbara Boxer	00011
Sherrod Brown	00012
Richard Burr	00013
Maria Cantwell	00014
Benjamin L. Cardin	00015
Thomas R. Carper	00016
Robert P. Casey, Jr.	00017
Saxby Chambliss	00018
Daniel Coats	00019
Tom Coburn	00020
Thad Cochran	00021
Susan M. Collins	00022

Please note the checkboxes for "Deceased," "Do Not Contact," and "Reunion Committee." When a classmate is shown as Deceased or Do Not Contact is checked, that classmate will not appear in the Email application. He or she will still appear in the Manage Reunion Attendees application to allow backfilling of reunion history prior to the status change. The Email application also allows you to run a batch to just email Reunion Committee members, those with a verified email address, or those with an unverified email address.

Emailing Your Class

Included with our Silver or Platinum licenses is our Email Campaign Manager. This empowers the reunion committee to send individualized and personalized emails to hundreds or even thousands of recipients in seconds.

By clicking the listbox on the right, we can send an individual email to one select classmate. By selecting criteria and then clicking the “Gather Data” command button, we can send personalized individual emails to all those who fit the criteria, which can be a quick email to fellow Reunion Committee members, or an announcement to all members of the reunion class. The email shown will include Paragraph 1, Paragraph 2, full Contact Information, Paragraph 3, and the closing. It is also set up to attach a file to send to the recipients.

ReunionWARE Management Software: Email Campaign Manager

File Reunions Tools Reporting About

Email Address:

Subject:

Salutation:

Paragraph 1: ☒ Include Paragraph
We realized at the reunion check-in that we do not have accurate contact information for most of our classmates. Please check the information we have for you below, and reply to this email with the corrections so that we can correct our database and we can keep you advised of upcoming class activities. There has been a lot of talk about having informal gatherings before our next reunion in 2017. We'll keep you posted as plans are made.

Paragraph 2: ☒ Include Paragraph
As we have no valid contact information for the majority of our classmates, please look through your contacts, and email any Class contact info you have to us. We would appreciate the chance to expand our notifications to a greater percentage of our classmates when we have events planned. Thanks for your help with this effort.

Contact Info: ☒ Include Contact Info
Current Last Name:
Address:
City: State: Zip:
Country:
Email Address:
Phone Number:

Paragraph 3: ☒ Include Paragraph
Contact information supplied to the Reunion Committee will not be distributed (or sold) in any way. It will be treated as strictly confidential and will not be supplied to anyone outside of the Reunion Committee under any circumstances. We know that you value your privacy, and so do we. Should you not desire to be contacted at any time in the future by the Reunion Committee, please email us and we will do our best to honor your wishes.

Closing:

Attachment File:

☒ Email All ☐ Email Reunion Committee ☐ Email Verified Only ☐ Email Unverified Only
☐ Email Name 'Like' ☐ Email Attendees

Name in School	IDNumber
Lamar Alexander	00001
Kelly Ayotte	00002
Tammy Baldwin	00003
John Barrasso	00004
Max Baucus	00005
Mark Begich	00006
Michael F. Bennet	00007
Richard Blumenthal	00008
Roy Blunt	00009
John Boozman	00010
Barbara Boxer	00011
Sherrad Brown	00012
Richard Burr	00013
Maria Cantwell	00014
Benjamin L. Cardin	00015
Thomas R. Carper	00016
Robert P. Casey, Jr.	00017
Saxby Chambliss	00018
Daniel Coats	00019
Tom Coburn	00020
Thad Cochran	00021
Susan M. Collins	00022
Christopher A. Coons	00023
Bob Corker	00024
John Cornyn	00025
Mike Crapo	00026

One of the benefits to using our Email Campaign Manager is that there is no need to add the entire class to your email address book, and no need to set up and maintain email groups. Using individually addressed emails also means there is no inadvertent sharing of email addresses that can be regarded as confidential, avoiding any privacy concerns.

As can be seen from the screenshot, this particular email will be sent to attempt to obtain up to date contact information. According to the US Census Bureau, about 12% of the US Population

moves each year. So periodic attempts to keep the class information up to date is quite important. With our Email Campaign Manager, we can easily obtain updates for a large percentage of our classmates at virtually no investment of time or money.

We probably won't have an email address for every member of our class, but for cost and convenience reasons this will be a goal worth some effort. How can we contact those for whom we don't have email addresses? We can use the ReunionWARE reporting tools to create call lists or mailing lists.

Reporting From Your Database

The Platinum version of the ReunionWARE Management Software system includes two reporting modules. The first, as shown below, reports on classmates. Notice all the selection criteria and sort options available. When the Create Spreadsheet command button is clicked, a spreadsheet is created at the Destination Path and file name according to the selection criteria and in the requested order. The spreadsheet can be used to create mailing labels, phone lists, or whatever is needed.

The screenshot shows the 'Generate ClassMate Reports' dialog box within the ReunionWARE Management Software. The window has a menu bar with 'File', 'Reunions', 'Tools', 'Reporting', and 'About'. The title bar reads 'ReunionWARE Management Software: Generate ClassMate Reports'. On the right side, there is a logo for ReunionWARE featuring a graduation cap. The main area is divided into two sections: 'Report Options' and 'Order Report By:'. The 'Report Options' section contains seven radio buttons: 'Show All Records' (selected), 'Show Records With Phone Number', 'Show Records With Email Address', 'Show Records w/o Email or Phone Info', 'Show Summary of Deceased Classmates', 'Show Attendees of This Reunion', and 'Show Those Not Attending This Reunion'. Below these is a small dropdown menu. The 'Order Report By:' section contains five radio buttons: 'Last Name, First Name' (selected), 'Current Last Name, First Name', 'State, Last Name, First Name', 'State, City, Last Name, First Name', and 'Country, City, Last Name, First Name'. At the bottom, there is a 'Destination Path' label and a text box containing 'C:\Reunion Spreadsheets\FileName.xlsx'. To the right of the text box are two buttons: 'Create Spreadsheet' and 'Exit'.

The second, shown below, reports on reunions. Notice all the selection criteria and sort options available. When the Create Spreadsheet command button is clicked, a spreadsheet is created at the Destination Path and file name according to the selection criteria and in the requested order.

The screenshot shows the 'Generate Reunion Attendee Reports' dialog box within the ReunionWARE Management Software. The window has a menu bar with 'File', 'Reunions', 'Tools', 'Reporting', and 'About'. The title bar reads 'ReunionWARE Management Software: Generate Reunion Attendee Reports'. On the right side, there is a logo for ReunionWARE featuring a graduation cap. The main area contains several input fields and two sections: 'Report Options' and 'Order Report By:'. At the top, there is a 'Reunion to Report' dropdown menu showing 'Class of 72 40th Reunion #9/22/2012# 00001', a '1' in a text box, and a date field '9/22/2012'. Below these is a 'Reunion' text box containing 'Class of 72 40th Reunion' and a 'Charge Per Attendee' text box containing '85'. The 'Report Options' section contains four radio buttons: 'Show All' (selected), 'Show Paid Only', 'Show Balance Due Only', and 'Show Records that Need Attention'. The 'Order Report By:' section contains five radio buttons: 'Last Name, First Name' (selected), 'Current Last Name, First Name', 'State, Last Name, First Name', 'State, City, Last Name, First Name', and 'Country, City, Last Name, First Name'. At the bottom, there is a 'Destination Path' label and a text box containing 'C:\Reunion Spreadsheets\ReunionAttendeeReport.xlsx'. To the right of the text box are two buttons: 'Create Spreadsheet' and 'Exit'.

Configuration Options

Found under the Tools menu is our Configuration Options application. Items shown in labels are informational, not editable. For Silver and Platinum versions, the lower left corner is quite important. By default, the ReunionWARE system uses the default Microsoft Outlook Email Account to send emails. This can be handy, as it keeps a copy of all emails sent in your Sent Items folder. As an alternative, for those without Outlook or who prefer simple SMTP emails, we have configured our system to send SMTP emails via Gmail accounts. Just select “Use SMTP Gmail Account” and fill in your Gmail Address & Password. Outlook will then be bypassed for emails, and your Gmail Account will be used to send emails.

The screenshot shows the 'ReunionWARE Management Software: Configuration Options' dialog box. It features a menu bar with 'File', 'Reunions', 'Tools', 'Reporting', and 'About'. The main area contains several fields and checkboxes. On the left, there are informational fields: 'IDNumber' (1), 'Database Version' (1), 'First Use' (1/1/2013), 'Last Use' (1/13/2013), 'Last User' (John Smith), and 'Program Version' (1.5.0.10). To the right of these is the ReunionWARE logo, which includes a graduation cap and the text 'Reunion Management Software' and 'ReunionWARE'. Below the logo is a 'Product Key' field with the placeholder 'XXXX-XXXX-XXXX-XXXX'. Further right are two text boxes for 'Default Classmate Spreadsheet Report Location' (C:\Reunion Spreadsheets\ClassmateReport.xlsx) and 'Default Reunion Spreadsheet Report Location' (C:\Reunion\Attendees.xlsx), both with a note: 'This value will be reset upon report creation.' At the bottom left, there is a checked checkbox for 'Use SMTP Gmail Account', followed by 'GMail Address' (MyGMail@gmail.com) and 'GMail Password' (masked with asterisks). To the right of these is another checked checkbox for 'Enable Multiple Reunion Groups'. At the bottom right are 'Save Changes' and 'Exit' buttons.

To the right are two text boxes for default Spreadsheet Report Locations. Please note that these values will be rewritten when you use the system to export Spreadsheet Reports.

Finally, notice the “Enable Multiple Reunion Groups” checkbox. For Platinum version users, this will enable management of data for multiple groups’ reunions. There is no comingling of data with the ReunionWARE Reunion Management Software. Each distinct school class, family group, military group or other group will have its data stored in a separate database. While the free and Silver versions will manage only one group’s database, for Platinum version users a virtually unlimited number of reunion groups’ reunions can be easily managed.

The ReunionWARE Reunion Management Software is designed to manage information for multiple reunions. The Configure Reunions application is used to enter specifics about the individual reunions, then the Manage Reunion Attendees application will be used to track group members' plans to attend specific reunions. Shown in this example is a group that held a reunion in Washington at the 'closed for renovations' Watergate. A typical graduating class group will have reunions every 5 or 10 years. So as the years go by, the number of configured reunions in the list box will grow. The system will allow you to enter data from previous reunions to give you a nice history of your class reunions.

Note that in the listing of reunions, there is an indented activity associated with the reunion, in this case a Golf Outing.

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ReunionWARE Management Software: Configure Reunions

IDNumber: Reunion Description:

Charge Per Attendee:

Reunion Date:

Reunion Start Time:

Reunion Facility Detail | Additional Activities

Activity Description	ActivityID
Golf Outing	1

Facility Capacity: Activity Location:

Facility Contact: Charge Per Attendee:

Email Address: Activity Date:

Phone Number: Activity Start Time:

Facility Address:

Country:

Notes:

Reunion De...	Reunion ...	Reunio ...	ActivityID
2012 Reunion	8/25/2012	1	
Golf Outing	8/24/2012	1	1

Managing Reunion Attendees

Once a reunion has been configured, we can add attendees. Select the Reunion to Manage from the drop-down combo box, then click a name from the class listing on the right. This will create the attendee record, and then you can fill in the names of those attending, the number attending, and the amount paid. We do have full reporting capability for reunion attendees in our Platinum version. It can be used to generate a listing of planned attendees with balance dues for those last minute reminders.

The screenshot displays the 'ReunionWARE Management Software: Platinum Version' interface. The main window is titled 'ReunionWARE Management Software: Manage Reunion Attendee Data'. It features a menu bar with 'File', 'Reunions', 'Tools', 'Reporting', and 'About'. The interface is divided into several sections:

- Reunion to Manage:** A table with columns 'Reunion De...', 'Reunion ...', 'Reunio...', and 'ActivityID'. It lists '2012 Reunion' and 'Golf Outing'.
- ReunionID:** A text box containing '1'.
- Reunion Date:** A text box containing '8/25/2012'.
- Reunion:** A text box containing '2012 Reunion'.
- Calculate Charges:** A button that is currently disabled.
- Reunion Attendee Info:** A tabbed section with 'Additional Activities' selected. It contains fields for:
 - Name:** 'Lamar Alexander' and **IDNumber:** '1'.
 - Attendee Names:** 'Lamar Alexander & Guest'.
 - Attendee Count:** '2' and **Charge Per Attendee:** '150'.
 - Reunion Total Due:** '300' and **Activities Total Due:** '50'.
 - Total Paid:** '0'.
 - Balance Due:** '350'.
 - Payment Method:** 'VISA'.
 - Notes:** 'Vegetarian Meal'.
 - Checked In:** A checkbox that is checked.
- Class Listing:** A list of names and ID numbers on the right side, including 'Lamar Alexander' (00001), 'Kelly Ayotte' (00002), 'Tammy Baldwin' (00003), 'John Barrasso' (00004), 'Max Baucus' (00005), 'Mark Begich' (00006), 'Michael F. Bennet' (00007), 'Richard Blumenthal' (00008), 'Roy Blunt' (00009), 'John Boozman' (00010), 'Barbara Boxer' (00011), 'Sherrod Brown' (00012), 'Richard Burr' (00013), 'Maria Cantwell' (00014), 'Benjamin L. Cardin' (00015), 'Thomas R. Carper' (00016), 'Robert P. Casey, Jr.' (00017), 'Saxby Chambliss' (00018), 'Daniel Coats' (00019), 'Tom Coburn' (00020), 'Thad Cochran' (00021), 'Susan M. Collins' (00022), and 'Christopher A. Coons' (00023).
- Show Current Names:** A button below the class listing.
- Save Changes:** A button at the bottom right.
- Exit:** A button at the bottom right.

Note that in the illustration above, the "Calculate Charges" button is disabled. When clicked, the system will survey all of those signed up for activities associated with a reunion, sum the charges due for those activities, and calculate the Total Due and Balance Due in the main reunion attendee record. To enable the "Calculate Charges" button, simply click a Reunion, not an Activity, in the "Reunion to Manage" list. The "Calculate Charges" button will then be enabled to perform all the calculations for that reunion.

It is also simple to manage classmate participation with activities associated with the reunion, using the second tab:

ReunionWARE Management Software: Platinum Version
File Reunions Tools Reporting About

ReunionWARE Management Software: Manage Reunion Attendee Data

Reunion to Manage

Reunion De...	Reunion ...	Reunio...	ActivityID
2012 Reunion	8/25/2012	1	
Golf Outing	8/24/2012	1	1

ReunionID
Reunion Date

Reunion

Reunion Attendee Info

Additional Activities

ActivityID
Activity Date

Activity


Attendee Names

Attendee Count
Charge Per Attendee

Total Due

Notes

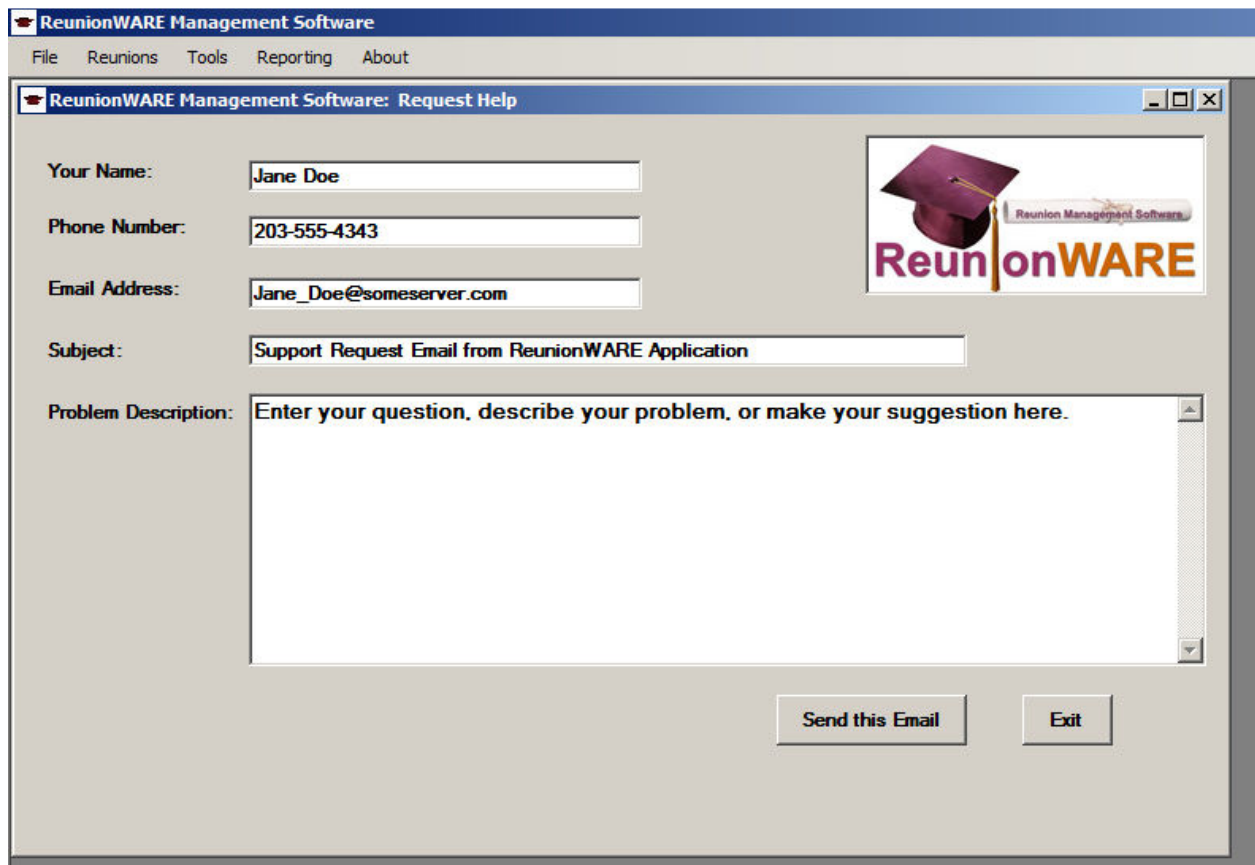
☒ Checked In



Name in School	IDNumbe
Lamar Alexander	00001
Kelly Ayotte	00002
Tammy Baldwin	00003
John Barrasso	00004
Max Baucus	00005
Mark Begich	00006
Michael F. Bennet	00007
Richard Blumenthal	00008
Roy Blunt	00009
John Boozman	00010
Barbara Boxer	00011
Sherrod Brown	00012
Richard Burr	00013
Maria Cantwell	00014
Benjamin L. Cardin	00015
Thomas R. Carper	00016
Robert P. Casey, Jr.	00017
Saxby Chambliss	00018
Daniel Coats	00019
Tom Coburn	00020
Thad Cochran	00021
Susan M. Collins	00022
Christopher A. Coons	00023

User Support

Under the About menu is our Request Help application. Please enter your name, phone number and email address. In the Problem Description box, enter your question, describe the problem you are having, or make your suggestion. Then click 'Send this Email.' The system will then send us an email that will help us diagnose the issue. Please note that some additional information, such as ReunionWARE version number, Windows version, and SQL Server version will automatically be included in the email. Note: no confidential information, no contact information, no passwords will be sent to us. Merely data that will enable us to quickly diagnose your problem. If you are uncomfortable with this, simply use your email client to send us an email at Support@ReunionWARE.com.



The screenshot shows the 'ReunionWARE Management Software: Request Help' window. The title bar includes the application name and standard window controls. The menu bar contains 'File', 'Reunions', 'Tools', 'Reporting', and 'About'. The main area contains several input fields: 'Your Name:' with the value 'Jane Doe', 'Phone Number:' with '203-555-4343', 'Email Address:' with 'Jane_Doe@someserver.com', and 'Subject:' with 'Support Request Email from ReunionWARE Application'. Below these is a large text area for 'Problem Description:' with the placeholder text 'Enter your question, describe your problem, or make your suggestion here.'. To the right of the input fields is a logo for ReunionWARE featuring a purple graduation cap and the text 'Reunion Management Software' and 'ReunionWARE'. At the bottom right are two buttons: 'Send this Email' and 'Exit'.

ReunionWARE Management Software
File Reunions Tools Reporting About
ReunionWARE Management Software: Request Help
Your Name: Jane Doe
Phone Number: 203-555-4343
Email Address: Jane_Doe@someserver.com
Subject: Support Request Email from ReunionWARE Application
Problem Description: Enter your question, describe your problem, or make your suggestion here.
Send this Email Exit

Appendix A: If You Don't Already Have a SQL Server

Microsoft has made an Express Version of SQL Server available as a free download. Note: SQL Server Express 2012 should be installed on the same machine as the ReunionWARE Reunion Management Software. (By default, SQL Server Express 2012 uses your firewall and ports to prevent itself from being accessed from a different machine. It can be overcome, these instructions for SQL Server 2008 do work for SQL Server 2012. [http://msdn.microsoft.com/en-us/library/ms345343\(v=sql.105\).aspx](http://msdn.microsoft.com/en-us/library/ms345343(v=sql.105).aspx))

First, download and install SQL Server Express 2012:

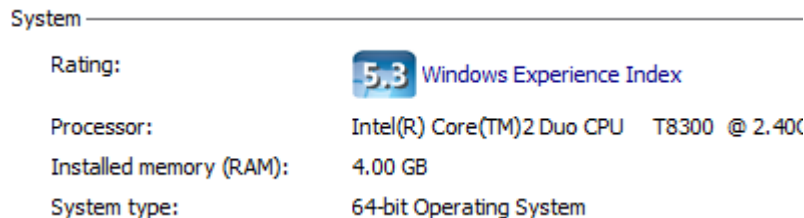
<http://www.microsoft.com/en-us/download/details.aspx?id=29062>

Version to Download:

ENU\x64\SQLEXPRT_x64_ENU.exe 64 bit

ENU\x86\SQLEXPRT_x86_ENU.exe 32 bit

If you don't know whether your system is 64 bit or 32 bit, open up the Windows Control Panel and double-click the System icon. The second section on the page will look like this:



Under system type, the example shows “64-bit Operating System.” So, for the sample system above, the file to download would be the first listed above under ‘Version to Download.’ Note that the file sizes are pretty large, and the download could take several hours. We will want the functionality of the tools, so the larger download file is important.

After the file has downloaded successfully, run the setup program. As a general suggestion, accept the default settings. Just a couple of notes:

1. You will be asked about login types, select “Mixed-Mode.” This will give you the ability to log in using SQL Server Authorization, such as “UserName” and “Password,” as contrasted to being restricted to Windows Authentication. Our login form asks for the input of UserName and Password, so having SQL Server Authorization available is important.
2. You will be asked for an “sa” password. “sa” is the default administrative login. It is not recommended having a blank password.
3. Make a note of the Server/Instance Name. We recommend naming the instance the same as your computer name, but don't include any spaces or punctuation in the Server/Instance Name.

After the installation has been finished, launch the SQL Server Management Studio. The first thing you'll need to do is Connect to your server. Click the Connect Object Explorer menu item in the File menu, and supply your Server Server/Instance Name, login (sa) and password.

The next step is to right-click the 'Databases' folder on the tree under your server instance, and select “New Database.” With SQL Server Express 2012, please accept the default file locations

for your new database. (Note: The About ReunionWARE menu item in our software will show you the path to your database(s) any time you need the path.)

Finally, let's make sure that you've been added to the database with the proper rights. Expand the Security folder below the Databases folder and expand the Logins folder that appears. If you don't see your name in the list of logins, right-click the Logins folder and select "New Login." Enter your login name, select SQL Server Authentication and enter your password. Towards the bottom of the screen, select your new Reunions database as your default database. Then click Server Roles on the listing to the left. Select them all, and save your settings.

If you see your name in the list of logins, right-click your name and select "Properties." Then proceed as above.

Now you can close the SQL Server Management Studio, which you might very well have used for the only time you'll need it. And you are ready to install and use your ReunionWARE system.

Appendix B: Seniors Table Data Structure

The primary table in the ReunionWARE database is the Seniors table. It holds name, address, and contact information about your classmates. It also has fields to indicate if a particular class member has requested not to be contacted, is deceased, and so forth. Some understanding of the structure is key to understanding how records might be entered in manually, as well as how the spreadsheet importer will handle specific fields upon import.

Here are the fields of the Seniors table:

Seniors Table			
FieldName	FieldType	PrimaryKey	Notes
IDNumber	int	Yes	Identity Field and Primary Key Field
DoNotContact	Bit		True/False
ReunionCommittee	Bit		True/False
AddressVerified	Bit		True/False
EmailVerified	Bit		True/False
PhoneVerified	Bit		True/False
Deceased	Bit		True/False
LastName	text		For Class Reunions, we recommend maiden names, Last Name as a student..
FirstName	text		This will be email salutation. If a person's formal name is Matthew Joseph Jones, and he is known as "Joe" we recommend inputting "Joe."
FullName	text		This will be generated as FirstName LastName
CurrentLastName	text		Or Married Name
CurrentName	text		This will be generated as FirstName LastName CurrentLastName
AddressLine1	text		
City	text		
State	text		
Zip	text		
Country	text		
EmailAddress	text		
PhoneNumber	text		
Notes	text		

Note: The Manage System Databases menu option in the Tools menu gives access to this kind of information for ReunionWARE tables.

If you look at the Seniors table using the Microsoft SQL Server Management Studio, you might notice an additional 5 or 6 fields at the end of your Seniors table. These fields are not used in current versions of the ReunionWARE software, and are specifically used for the process of programmatically creating web site pages for a class web site with Senior Photos and

Biographies from the class yearbook. We might choose to incorporate this functionality at a later date, so the fields are included at this time.