



AlumniMagnet Training Plan

The HAA AlumniMagnet training documents are designed to prepare Club and Shared Interest Group administrators to build, maintain and use the available features for their AlumniMagnet websites.

Administrator Roles

Head Administrators

Every Club or SIG should choose one or two Head Administrators. A Head Administrator will be responsible for completing the implementation tasks for your website and for the ongoing maintenance and administration of your new website. Head Administrators are responsible for answering any questions/issues that other administrators or users might have. The HAA will work with the Head Administrator to resolve issues, and we will communicate the solution back to the person(s) involved.

The Head Administrator differs from your other administrators in four ways:

1. **Head Administrators have signed the Participation Guidelines and Procedures document.** The PGP establishes the rights, responsibilities, guidelines and policies for the permitted usage of the AlumniMagnet Platform by your Club or SIG. This contract will need to be signed by all Club and SIG Presidents and Head Administrators before beginning any of the other implementation tasks. When a new Head Administrator is assigned, they will need to sign the PGP before being given access.
2. **Head Administrators have access to use the Support Tracker.** The AlumniMagnet Support Tracker is the direct link to the HAA and AlumniMagnet for the life of your website. When a Head Administrator has a question or needs troubleshooting, those questions and notifications should be added to the Support Tracker.
3. **Communicate with The HAA.** Head Administrators are responsible for authorizing the HAA and AlumniMagnet to perform any work and/or make any major changes to the website.
4. **Ensuring that whenever new admin privileges are assigned to additional staff/volunteers/officers, these new people go through the relevant training videos and articles for the privilege(s) they have been given.** This is very important. There are a lot of features in AlumniMagnet, and an untrained administrator can do a lot of damage to your site, user data and transaction data

Basic Administrators

The AlumniMagnet System allows you to give as many or as few administrator privileges to as many or as few officers, board members, or volunteers as you would like. There are no functional limitations– it's up to your Club or SIG in terms of how you would like to divide up responsibilities among your team.

Head administrators are responsible for assigning additional administrator duties. The Club/SIG does not need to check in with the HAA for administrators other than new Head Administrators.

Administrator Skills

AlumniMagnet websites need one or two people authorized by Club/SIG leadership to carry out the required tasks. This list below was designed to help Clubs/SIGs make more informed decisions on volunteer resources. Additional skills (graphic design, programming) are provided by the AlumniMagnet engineers.

Administrator Performance Requirements	Skills	
	Onboarding Clubs and SIGS	Live Sites
1. Purchase Domain Name	<ul style="list-style-type: none"> Understand what a domain name is. Authorized to determine the domain name and complete the purchase. 	None
2. Manage photos and documents online library	<ul style="list-style-type: none"> Understand basic ideas of uploading documents using a web based program. Knowledge how url/web links work for documents. 	<ul style="list-style-type: none"> Understand basic ideas of uploading documents using a web based program. Knowledge how url/web links work for documents.
3. Downloading keys for API's (Google Maps, Google Analytics, Twitter)	<ul style="list-style-type: none"> Ability to follow Google and Twitter API instructions. 	<ul style="list-style-type: none"> Ability to follow Google and Twitter API instructions.
4. Create website content that is appropriate and beneficial to the mission of the Club/SIG.	<ul style="list-style-type: none"> Knowledge of vision of Club and SIG leadership for the website. 	<ul style="list-style-type: none"> Knowledge of vision of Club and SIG leadership for the website.
5. Set up email forwarding for webmaster@ alias	<ul style="list-style-type: none"> Access to create and purchase forwarding email address. 	<ul style="list-style-type: none"> Access to change the forwarding email address for the webmaster email.
6. Create and send eNewsletters.	None	<ul style="list-style-type: none"> Knowledge of document editing icons.
7. Manage Events – including credit card processing (if necessary)	<ul style="list-style-type: none"> Access to CyberSource account. 	<ul style="list-style-type: none"> Proficient in Excel. Access to CyberSource Account for refunds Understand a user database.
8. Organize and update personal Alumni data	<ul style="list-style-type: none"> Proficient in Excel. 	<ul style="list-style-type: none"> Proficient in Excel.
9. Understand what features, functionality and data users can access on their website.	<ul style="list-style-type: none"> Patience Willingness to be trained. 	<ul style="list-style-type: none"> Patience. Willingness to be trained.

How to Assign Administrator Access Rights

1. Go to "Manage Users" in the admin menu.
2. Do a search for the person you'd like to give one or more admin privileges to.
3. Select "Edit Account Info" for that person from the "Select Action" drop-down menu.
4. Scroll down to "Edit User's Permissions" section.
5. Check the boxes for the admin privileges you would like to give that person.
6. Click the "Modify Permissions" button.

The new administrator will need to login using their HAA login and password (or their guest credentials if they are a non-alum) in order to see their administrator privileges. Once a person has at least one admin privilege, they will also have access to the Magnet.Help knowledgebase of training and support articles and videos. This will be the bottom-most menu item on the admin menu.