



Portal Page Template Instructions

The AlumniMagnet Portal Page (Home Page) template is an excel spreadsheet that shows the basic layout for your home page. This spreadsheet is how to instruct the AlumniMagnet engineers on where to place individual “pods” on to your home page.

To change the portal page layout, the head administrator should submit in the Support Tracker an excel spreadsheet with the desired pods. The standard excel spreadsheet is three columns that represent the columns on the website. If your site is live, there should be a copy of the existing layout in your file vault.

Here is the suggested starting layout:

	A	B	C
1	Sign-in / Important Stuff <i>[must be in one of the side columns]</i>	Photo Fader Instructions: Link to album #1, 5 seconds per image, random. <i>[must be in the center column]</i>	Remote Article #579 [clubsandsigs.harvard.edu]
2	Article Pod Instructions: article ID # ?? <i>[Have an article pod here that you can put a few short phrases (Join now; Volunteer and get involved; etc.) that you can change at will. You must create the article first in “Manage Articles”]</i>	Upcoming Events Instructions: Show 7 <i>[Events pods that are in the center column show off both a thumbnail image from the article and also whatever subheading text you have created with the article. Shows off your events much better than when this pod is in a side column.]</i>	RSS feed Instructions: http://feeds.feedburner.com/HarvardGazetteOnline Show 3 items, update every 30 minutes. Title: Harvard Gazette Title Link: http://news.harvard.edu/gazette/
3	Feedback Pod <i>[Ok to have this pod be at the bottom of the column—as long as people see the title of it, they’re ok scrolling down to see the rest.]</i>	Recent Events Instructions: Show 3 <i>[Events pods that are in the center column show off both a thumbnail image from the article and also whatever subheading text you have created with the article. Shows off your events much better than when this pod is in a side column.]</i>	RSS feed Instructions: http://feeds.feedburner.com/harvardmagazine/main Show 3 items, update every 30 minutes. Title: Harvard Magazine Title Link: http://harvardmagazine.com/

There are 22 pods that you can choose from. Each pod has a different functionality.

- 1. Log-in/Important Stuff**
When logged in, this pod to show membership info and date of last profile update.
- 2. Upcoming Events**
A list of upcoming events. Please specify the number of events to show.
- 3. Recent Events**
A list of the recent events. Please specify the number of past events to show.
- 4. Latest News**
A list of the most recent news items. Specify the number of news items to show.
- 5. Recent Job Postings**
A list of the number of most recent job postings. Specify the number of postings to show.
- 6. Latest Photo Albums**
A list of the number of most recent photo albums, with a link to the rest. Specify the number of albums to show.
- 7. Feedback Pod/Let us Know**
Customizable box where your alumni and members can send messages back to the administrator.
- 8. Photo Fader, Flash-based**
A pod tied to a user-managed photo album in "Manage Files and Images".
- 9. RSS Feed**
A list of articles from a given RSS Feed. Specify number of feed items to show.
- 10. Generic Article Pod**
A pod linking to a specific article; shows the article as it is.
- 11. Sponsor Rotator Pod**
Specify # of sponsors to show. Sponsor image changes when page is refreshed.
- 12. Featured Volunteer / Featured Alumni**
Specify # of volunteers to show and whether the pod is a rotator.
- 13. Featured Member(s)**
Specify # of members to show and whether the pod is a rotator.
- 14. Member Benefits**
A list of member benefits. Specify the number of member benefits to show.
- 15. Latest Forum Posts**
A list of the number of most recent forum posts. Specify the number of posts to show.
- 16. Smart Search**
Allows logged-in users/members to directly search the member/alumni directory.
- 17. Top 10 Donors Pod**
Pod showing the ten largest donors.
- 18. Monthly Minutes Pod**
Pod showing X months of monthly minutes articles.
- 19. Facebook Pod**
Integrates your Club or SIG Facebook page. Members can "like" your page from your home page.
- 20. Twitter Pod**
integrates your Twitter account and shows updates from that Twitter account on your portal page.
- 21. Blog Pod**
Shows the number of most recent blog articles
- 22. Remote Article Pod**
This pod is controlled by the HAA. Periodically, the HAA will display information that is relevant to all Alumni, members and others in the Harvard community. This pod will be mandatory for all Club/SIG sites.