How to Use Class Notes (as a Member)

NOTE - In order to search Class Notes or add a Class Note, you must be logged in to your community.

Add a Class Note

1. There are three options for getting started.
   - Click Submit Notes from the homepage.
   - On the main Class Notes page, click Add Class Note.
   - Click My Class Notes from the Member menu bar, then Add Class Note.

2. Note Category: Select the category from the dropdown box under which your Note should be filed.

3. Note Text: Enter the text for your Note in this area.

4. Note Photo: You have the option to include a photo with your Class Note. Click Browse to locate the image on your computer. Enter a title for the photo and include a caption if you wish.

5. I give consent for this Class Note to be published in official print media. This is a statement giving the organization permission to reprint the Note in print publications (such as newsletters). By default, it is selected.

6. Click Preview >> to view your Note before publishing.

7. Click Submit Note >>.

Search Class Notes

1. There are two options for searching Class Notes.
   - Click Search Notes from the homepage.
   - Click Class Notes from the navigation. Click Search Class Notes.

2. Select the criteria you want to use to search.

   Note – Each community has its own set of search fields. Your search options may be different than the ones in the illustration below.
3. Once the criteria are selected, click **Search Class Notes >>**.

4. The Class Notes meeting the criteria will be displayed.

Example of a Class Note after a search:

**Pets**

Maack, Jeanette  
Posted: 8/30/2007  
7:38:28 AM  
Class of 2005  

We recently adopted a dog. His name is Hayden.