

C=TEXT FIELD [CHARACTER, NUMBERS, & SYMBOLS]

D=DATE FIELD

R= NOTES [EXTENDED TEXT FIELD WITH ROWS – CHARACTER, NUMBERS & SYMBOLS]
similar to "textarea"

N=NUMERIC [NUMBERS ONLY]

P=PICTURE [SIZE OF BOX FRAME PROVIDED – CAN DO A COLLAGE IMAGE]

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- 50 C** SORTCODE [last name, first name, schoolcode, grad yr,
then a number if there are more than one person with the previous information here
listed. This gives an a -z listing.] [Can use abbreviations if it gets too long especially with
foreign names.]
- 40 C** NAME IN SCHOOL [as used in school: last name, first name, middle name]
- D** DATA UPDATE
- 12 C** NO-LIST [Only list name used in school, class year, schoolcode,
deceased obit info, anything that was in yearbook,, or news/media]
- 15 C** FIRST
- 15 C** MIDDLE
- 30 C** LAST [Some last names are hyphenated.]
- 20 C** MAIDEN
- 15 C** NICKNAME
- 5 C** TITLE
- 40 C** ADDRESS
- 20 C** CITY
- 2 C** STATE [Two letters only.]
- 12 C** ZIPCODE
- 30 C** COUNTRY
- 30 C** PROVINCE [For non-USA countries. Could be Oblast, region, territory, island of a country.]
- 30 C** PHONE [ex: 0-000-000-0000 Ext 0000]
- 30 C** CELLPHONE [ex: 0-000-000-0000 Ext 0000]
- 30 C** DO NOT CONTACT
- 40 C** E-MAIL
- 40 C** ALT E-MAIL
- R** DECEASED INFO [obit info, date, cause, profile]
- N** GRAD YR [4 numbers for year] [NO DECIMALS]
- 3 C** SCHOOLCODE [Three letters: WHS or EHS. CPP has own database]
- 10 C** STNT/TCHR/AD [S=student, T=teacher, A=administration, C=custodial,
F=food service ---- CLASS: P=president, V=vice president, O=officer,
S=secretary, M=treasurer (money)]
- R** ACTIVITIES [Clubs, Sports, ect. Use Abbrev.]
- 30 C** USER ID
- 30 C** PASSWORD
- 50 C** ACCESS TO [yr before, yr after, and year grad. Add held-back yr, if so.
Any club/sport/activity info, if any.]
- D** EXPIRES

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- 1 C** MARITAL [S=Single, M=Married, D= Divorced, W=Widow/Widower, O= Other]
- R** SPOUSE INFO [Spouse Info Notes: Sometimes there is more than one marriage and/or school/classyr. Include: month/year married, high school name and class year, titles.]
- R** CHILDREN/PETS [Include names, birthday year, special info OR pet name and date obtained or died.]
- R** EMPLOYER/POSITION
- R** EDU/TRAINING
- R** MILITARY INFO
- R** MISC-NOTES

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- R** HOBBIES/INTERESTS
- R** PERSONAL WEBSITES
- R** VOLUNTEER/CAUSES
- R** HONORS/AWARDS0
- R** ADDITIONAL INFO

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[Put label at bottom of picture" in the picture" then upload picture]

- P** ALUMNI HS PIX
- P** CLUB/SPORT PIX
- P** PIX1
- P** PIX2
- P** PIX3
- P** PIX4
- P** PIX5
- P** NEWS PIX 1
- P** NEWS PIX 2