

ST STEPHEN'S REUNION WEBSITE

OVERVIEW

The St Stephen's Reunion website has been created as a tool to automatically obtain and retain past-students of St Stephen's School in an environment which focuses on privacy and security.

This document outlines the processes involved in finding missing classmates and then maintaining contact with them.

The fundamental concept behind this website is that no other visitor to the website or classmate will have access to classmate's private and confidential contact details. Even on the first login by a classmate, any existing contact details are not visible to the classmate. They must re-add all contact details for themselves.

The only people who have access to classmate's private and confidential information are Reunion Organisers – staff and selected past-students from St Stephen's School.

Classmates can find out who has access to their information by clicking on the following link: <http://www.StStephensReunion.com/profiles.php?a=organisers>

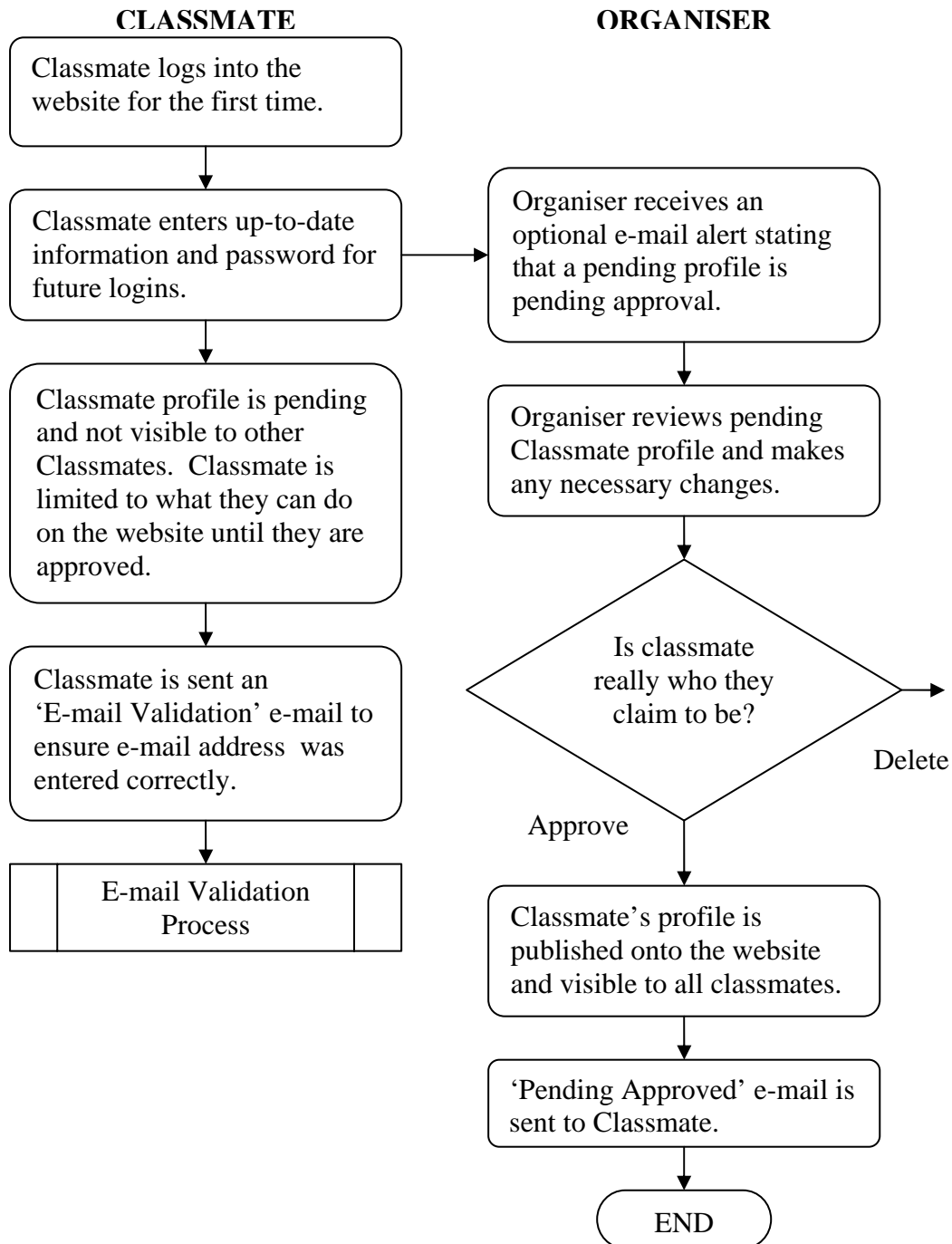
The difference between this website and most other commercial websites available on the Internet is that it is free to all classmates - no need to pay to contact classmates! Secondly, these other commercial websites do not offer the same quality control in verifying that a person who logs onto this website for the first time is in fact the classmate they claim to be.

Finally, the list of classmates on St Stephen's Reunion has been provided by St Stephen's School with each classmate's last known contact details. This ensures a complete list of classmates and a list that all classmates can work off to locate missing classmates. Please note, only Reunion Organisers have access to classmate's contact details.

If you have any feedback or suggestions, please contact Brett Scott (Class of 1993, Employed 1995-1999) on reunion@ststephensreunion.com

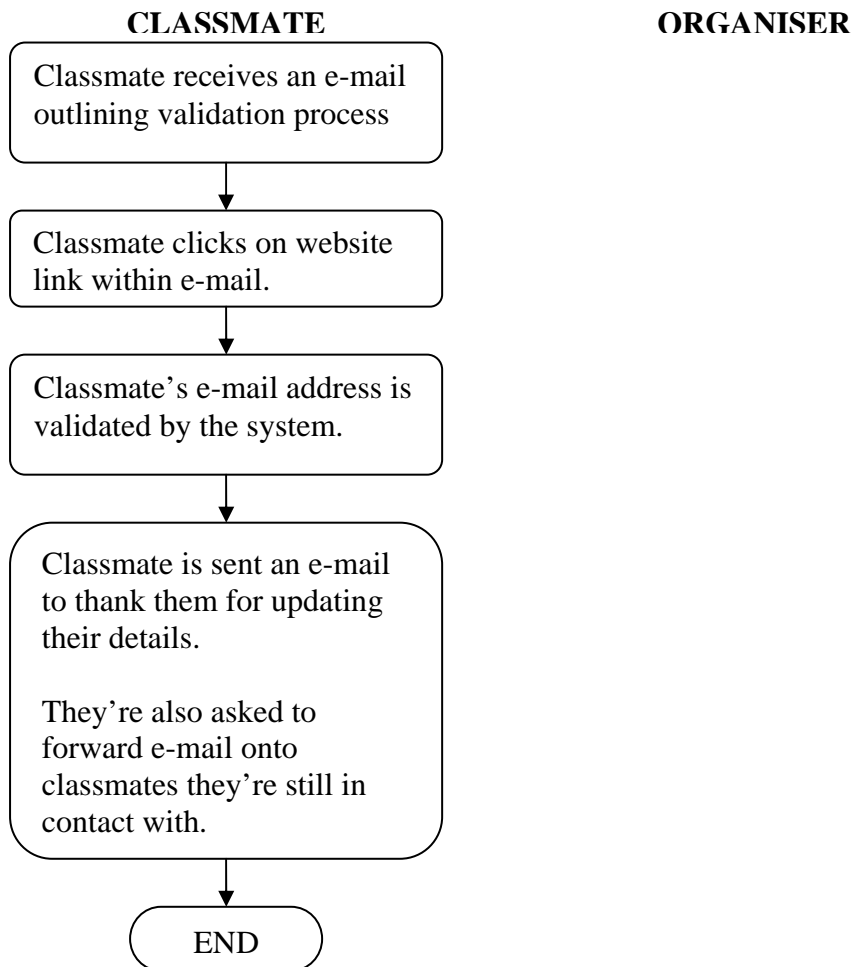
FIRST LOGIN PROCESS

Every Classmate will initially go through this process. This process is very important as the Organiser must determine if the Classmate is really who they claim to be. A telephone call maybe necessary to authenticate this person.



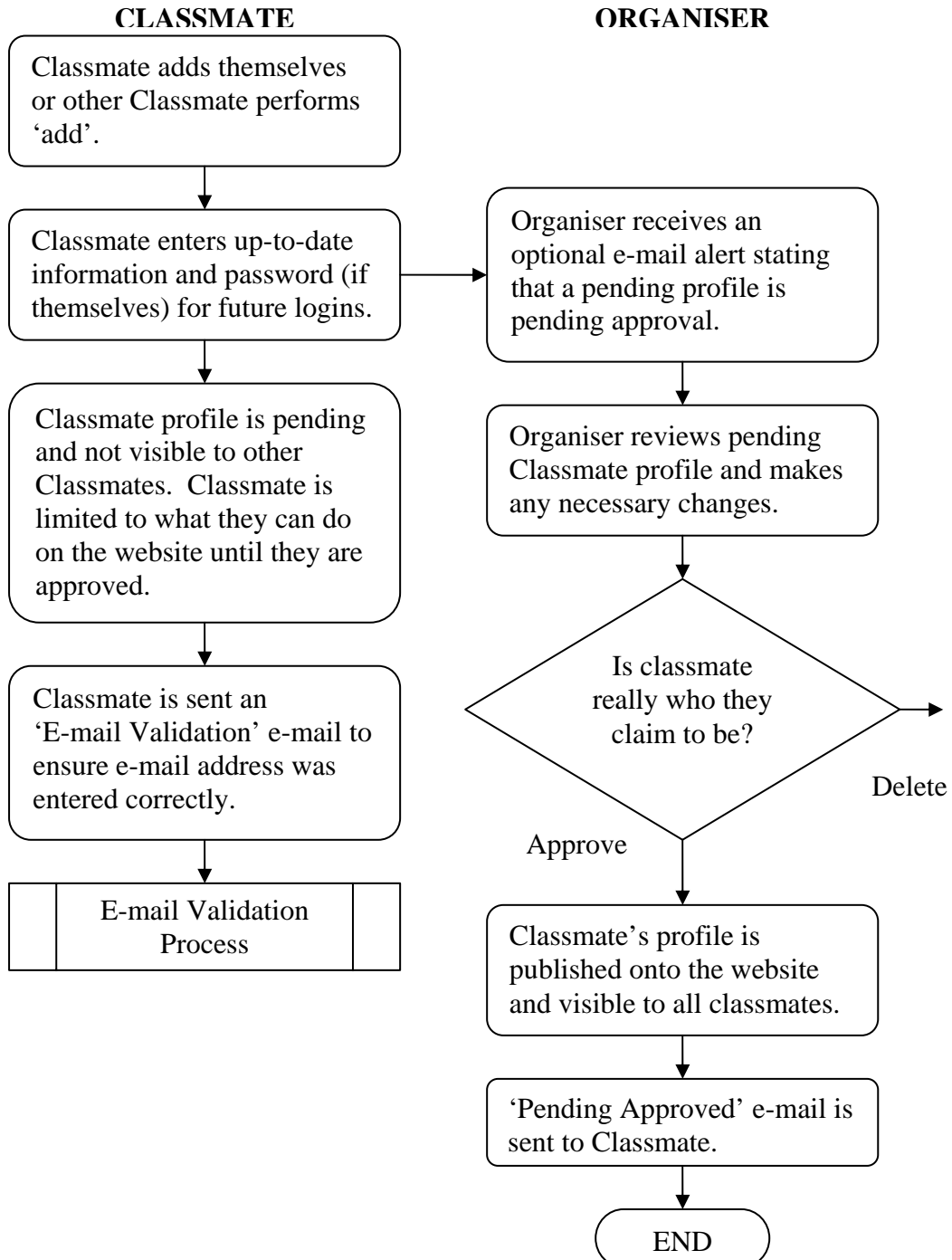
E-MAIL VALIDATION PROCESS

E-mail sent to classmate's e-mail addresses to validate that the e-mail addresses were entered correctly.



MISSING/ADD CLASSMATE PROCESS

A Classmate may visit the website and realise that they are not listed and add themselves. Additionally, a Classmate can add a missing friend.



E-MAIL VERIFICATION PROCESS

E-mail sent to a classmate if they haven't logged in or updated their contact details in more than 6 months. If a classmate does not respond to the 'E-mail Verification' e-mail, they will be sent a reminder in 2 months time and their e-mail address will become invalid (no-one can e-mail them). The reminder will continue to be sent to them every 2 months until there is an outcome.

