

ReunionDB® Database Build Process

Collect Required Materials for Database Build (Red) & Required Items for Thorough and Accurate Research Results (Blue*)

Original Yearbook

Graduation Program or Commencement Guide

Past Reunion Contact Information

Any Last Known Classmate Contact Information Already Collected or From Your H.S.

STEP 1:

Scan Senior Year Photo Pages from Yearbook

STEP 2:

Begin Database Build – Enter All Names Using Yearbook Senior Pictures

STEP 3:

Add Any Additional Classmates and Middle Names/Initials from the Grad Program or Commencement Guide

STEP 4:

Add Any Received Current and Past Contact Information Starting with Oldest to Newest

STEP 5:

Crop and Match Yearbook Photos to Each Classmate

STEP 6:

Database is Uploaded and a Conference Call is Scheduled by ReunionDB to Review the Database and Discuss Next Steps with the Committee.

STEP 7:

Send to Research

Research ALL Classmates (not marked as confirmed) for their most Current Contact Information.

* Reliable research results require classmates to have a middle name/initial in the database, along with a mailing address that was known to be accurate at one time.