



# **Univariety | Vaels International School**

## **Instruction Manual Alumni Website Integration**

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## 1. What is the Univariety Alumni Website Integration?

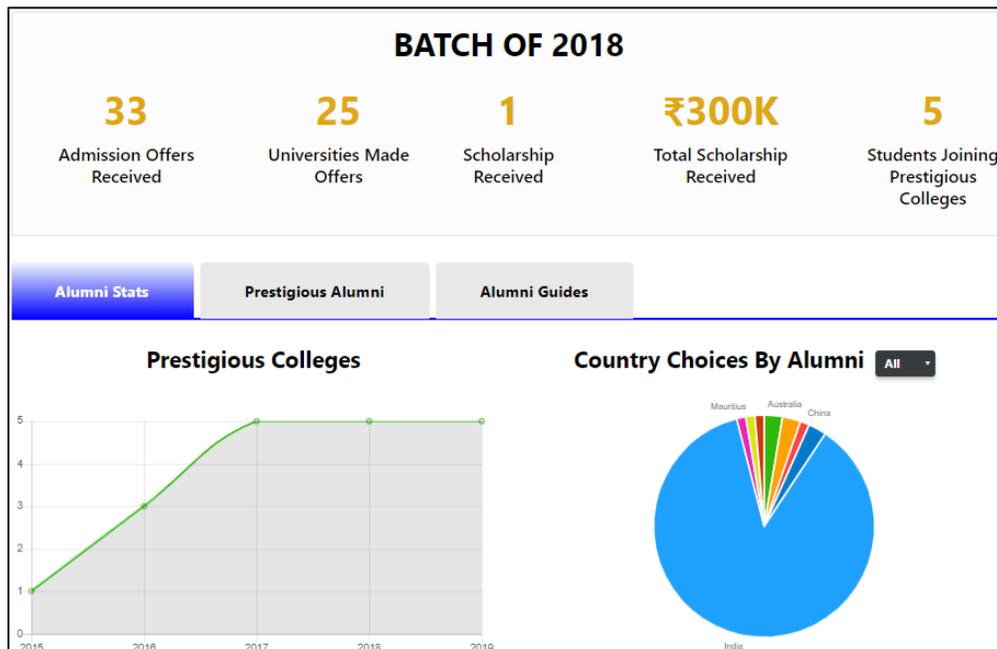
Congratulations on your vision in setting up and leveraging your school's Alumni Network.

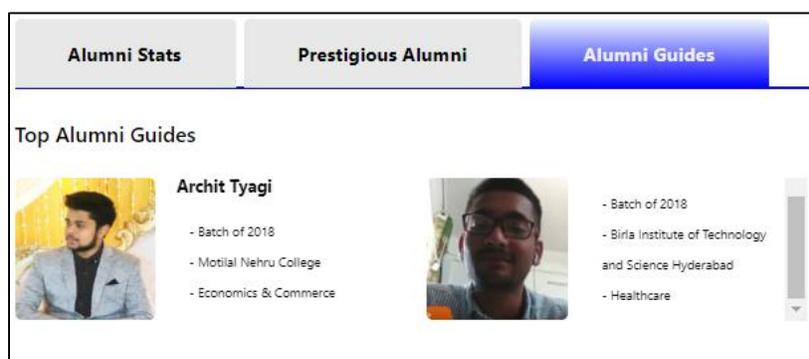
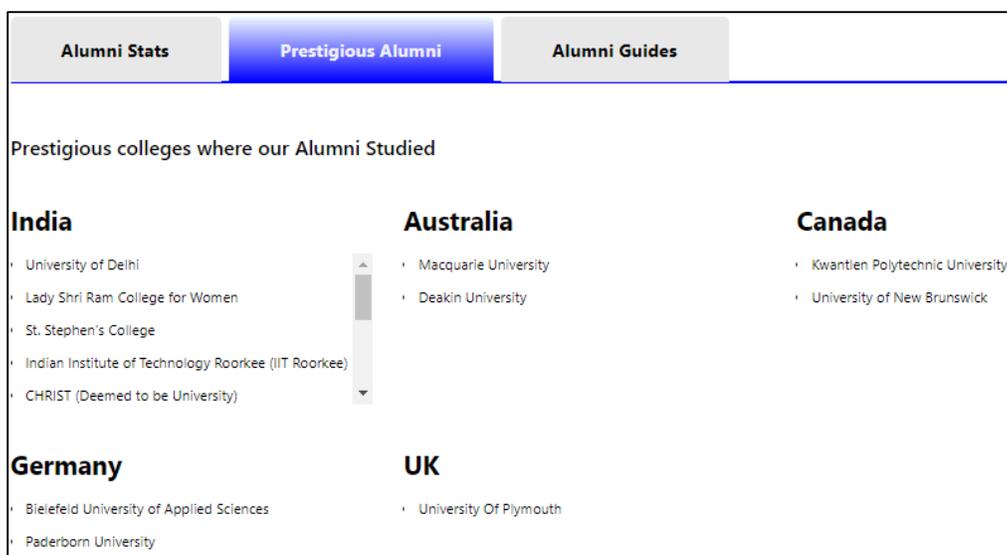
Your school's digital alumni library is now ready, updated with alumni of various batches studying in various countries, pursuing countless courses across a variety of colleges. To access the Alumni library for your school, please log in to the school Univariety account.

The logical next step is to showcase your Alumni, your school's biggest assets in order to

- Strengthen school brand
- Engage prospective parents and students with statistics
- Create a 2-way alumni communication channel
- Motivating alumni to give back to the school

To support the school implement all the above mentioned points, we at Univariety are offering you a White Label Technology solution.





Through this manual, we will be guiding you in taking the next step.

## 2. Why do you need Univariety Alumni Website integration?

Using the Univariety Alumni Website Integration, the school will be able to,

- Promote specific batch wise statistics (Admission Offers, Scholarship amount, prestigious colleges etc.)
- Highlight specific Alumni success stories such as
  - College/ Course specific application journey
  - Extra-curricular achievements
  - Career Achievements
- Highlight Country-wise prestigious college list
- Showcase Alumni testimonials about schools
- Highlight Alumni who are supporting students in their college planning

Further, this website integration allows schools to customize each of the point that is seen on the school website as a result of the website integration

### 3. How to implement Univariety alumni website integration – School Side?

This manual will cover the following:

- Alumni White Labeling
- School Pages White Labeling

#### 3.1 Alumni White Labeling

Let us begin with the Alumni White Labeling process through the following steps:

- **Step 1:** Decide a subdomain name for the alumni panel of your school. (Ex <http://myalumni.schoolname.com>) (Subdomain name should not contain career or Univariety)
- **Step 2:** Create a CNAME(Canonical Name Record or Alias Record) in your domain control panel (GoDaddy etc) and map it to the **alumnipanel.univariety.com** (Ref: <https://in.godaddy.com/help/add-a-cname-record-19236>). It might take up to 48 hours for the mapping to be complete.
- **Step 3:** Verify step 2 by using <http://mxtoolbox.com>  
Ex: <https://mxtoolbox.com/SuperTool.aspx?action=a:XXXXXXX&run=toolpage> (XXXXXX = myalumni.schoolname.com)
- **Step 4:** Pass on the decided subdomain name to the Univariety POC
- **Step 5:** Univariety will do the necessary backend configurations to complete the mapping process for you
- **Step 6:** Once Univariety confirms the mapping process, you are ready to use the white label technology at your end.

### 3.2 School Pages White Labeling

Now let us move on the next step i.e. enabling White Labeling for your School webpages.

Your School can access this by undertaking the following steps:

- **Step 1:** Decide a subdomain name for the school pages (pages which show the School stats from Univariety Server) of your school. (Ex <http://pages.schoolname.com>)  
(Subdomain name should not contain career or Univariety)
- **Step 2:** Create a CNAME(Canonical Name Record or Alias Record) in your domain control panel (GoDaddy etc) and map it to the **setpages.univariety.com** (Ref: <https://in.godaddy.com/help/add-a-cname-record-19236>). It might take up to 48 hours for the mapping to be complete.
- **Step 3:** Verify step 2 by using <http://mxtoolbox.com>  
Ex: <https://mxtoolbox.com/SuperTool.aspx?action=a:XXXXXXX&run=toolpage> (XXXXXX = setpages.schoolname.com)
- **Step 4:** Pass on the decided subdomain name to the Univariety POC
- **Step 5:** Univariety will do the necessary backend configurations to complete the mapping. Once Univariety is done with the backend work, you are ready to use the white label.

## 4. How to setup the Alumni Website Integration for the first time?

Congratulations, your Alumni Website Integration is now live.

This is the last step towards you leveraging the Univariety Alumni Website Integration. Please follow the steps below to setup the Alumni Website Integration efficiently

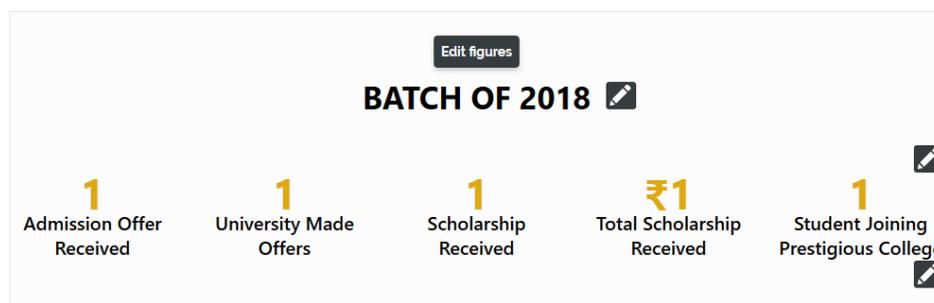
### 4.1 Setting up the Dashboard Page

- **Step 1:** Please log into **Univariety counselor dashboard**, go to **Tools** and click on **Alumni Web Tab**
- **Step 2:** If you are a Group School, please activate the Group Page
- **Step 3:** Please click on the Logo Upload and School Name Upload to upload school specific logo, school photo or school name
- **Step 4:** Toggle to switch ON/OFF the Register Tab



### Image for 4.1 Step 1, Step 2, Step 3 and Step 4

- **Step 5:** Edit the Batch Year (Default) and its corresponding statistics (can be updated automatically from the Univariety system or entered manually by the school) by clicking on **Edit Figures**



Batch of 2018

<input checked="" type="checkbox"/> Admission Offers received	<input type="radio"/> Pick from DB <input checked="" type="radio"/> Customize	<input type="text" value="100"/>
<input checked="" type="checkbox"/> Universities Made Offers	<input type="radio"/> Pick from DB <input checked="" type="radio"/> Customize	<input type="text" value="100"/>
<input checked="" type="checkbox"/> Scholarships received	<input type="radio"/> Pick from DB <input checked="" type="radio"/> Customize	<input type="text" value="100"/>
<input checked="" type="checkbox"/> Students Joining Prestigious Colleges	<input type="radio"/> Pick from DB <input checked="" type="radio"/> Customize	<input type="text" value="100"/>
<input checked="" type="checkbox"/> Total Scholarships received <span>INR</span>	<input type="radio"/> Pick from DB <input checked="" type="radio"/> Customize	<input type="text" value="100000"/>

*\*Disclaimer: Editing data might result in mismatch with graphs.*

SUBMIT

### Image for 4.1 Step 5

## 4.2 Setting up the 3 Alumni Widgets

Here we will setup the 3 alumni widgets introduced in the new integration to better represent your alumni. These 23 alumni widgets are

- Alumni Stats Widget
- Prestigious Alumni Widget
- Alumni Guides Widget
- **Step 1:** Set up the **Alumni Stats widget**,
  - Toggle to Activate/Deactivate the Alumni Stats Tab
  - Toggle to show/hide,
    - **Prestigious Colleges:** This graph gives a pass-out year-wise admission count to prestigious colleges
    - **Country Choice by Alumni:** This chart shows the overall country preference for all alumni. You can also look at the pass-out year specific information for the last 3 years
    - **Alumni Population by Pass-out Year:** This graph shows the overall alumni count by pass-out year.
    - **Course Choice by Alumni:** This chart shows the overall course choice preference across all alumni. You can also look at pass-out specific information for the last 3 years



Alumni Stats	Prestigious Alumni	Alumni Guides
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Active

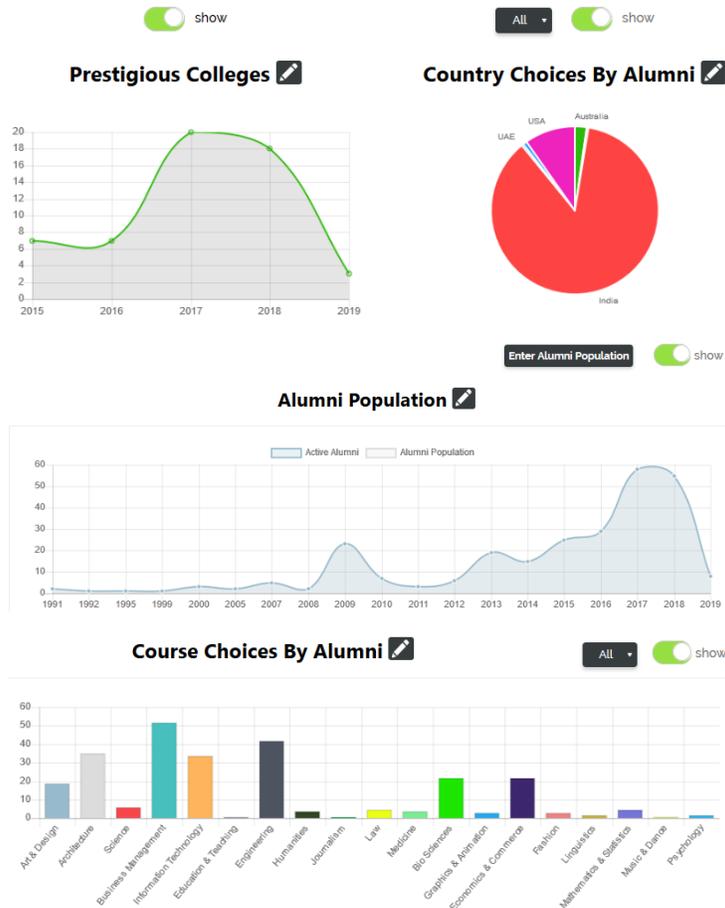


Image for 4.2 Step 1

- Step 7:** Set up the **Prestigious Alumni widget**,
  - Toggle to Activate/Deactivate **Prestigious Alumni Tab** (*Pre-requisite: You will need to activate notable alumni from the Alumni Library*)
  - Edit Information** about Notable Alumni (such as photo, Full Name, Brief description)
  - Edit Countries** to show on the Prestigious Alumni Tab (maximum of 6 countries)
  - Edit the college list** under each country selected in the previous step

**Alumni Stats**

Active

**Prestigious Alumni**

To un-set a Notable Alumni un-check below. 4 Notable Alumni will be shown below if there are more than 4 Notable Alumni. 4 will be picked randomly.

**Alumni Guides**

Alumni of The Punjab Public School are known as 'Nabhites'.

**Aman Full Profile**

Aman Full Profile who studied Information Technology in Indian Institute of Technology Roorkee (IIT Roorkee) and works at Univariety as Product Manager

**Aman**

Aman who studied Business Management in Indian Institute of Technology Roorkee (IIT Roorkee)

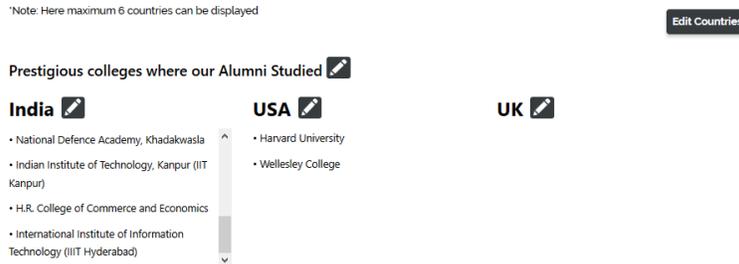


Image for 4.2 Step 2

- **Step 3:** To setup the Alumni Guides widget
  - Toggle to **Activate/Deactivate the Alumni Guides widget** (you will be able to highlight/showcase 36 alumni guides at one go)
  - Toggle to **Activate/Deactivate the Top Alumni Guides part of the widget** that can be used to pick and choose specific alumni guides. You can edit the heading as per your requirement (*Pre-requisite: The Alumni guide profiles will need to be activated from the Alumni Library of your school*)
  - Toggle to **Activate/ Deactivate Alumni videos (upto 4)** that you would want to showcase in this part of the widget (*Pre-requisite: The Alumni guidance videos will need to be collected by Univariety*)

## Congratulations on successfully activating Univariety Alumni Website Integration for your school

### 5. Help & Support

- Tutorial for Univariety Alumni Website Integration - <https://www.youtube.com/watch?v=cJXDCqgm7eY&feature=youtu.be>
- For any general queries or concern please reach out to
  - School's Success Manager at [mehak.arora@univariety.com](mailto:mehak.arora@univariety.com) (Mehak, Asst. Manager – Key Accounts).
  - Alternatively you can reach out to [avishek.dattaray@univariety.com](mailto:avishek.dattaray@univariety.com) (Avishek, AVP – School Success)
- For any alumni related queries or concern, please feel free to reach out to
  - Ms. Shradha Lorha at [shradha.lorha@univariety.com](mailto:shradha.lorha@univariety.com)
  - Alternatively you can reach out to [vishwa.talati@univariety.com](mailto:vishwa.talati@univariety.com) (Mr. Vishwa Talati, Head – Alumni Data and Engagement)