



Harvard Law School Association

AlumniMagnet Enhancements & Updates

September 2022



AlumniMagnet Working Group

We would like to extend a sincere thank you to the AlumniMagnet Working Group who provided feedback and brainstormed improvements for the platform:

- Arianne De Govia '01, HLSA of Washington DC
- Dan Eaton '89, HLSA of San Diego
- Jennifer Mueller '00, HLSA of Washington DC
- Viviana Ruiz '15, HLSA of Washington DC & HLSA Recent Graduates Network
- Raquel Sefton '92, HLSA of Northern California

Board Resources

Board Resources is a new page available on every Club & Shared Interest Group (SIG) website under "About Us" on your main navigation. This page is a collection of resources to help volunteers manage programming, post events, send communications, and more. This page is only available to board members and is accessible via HarvardKey. *If a board member cannot access this page, please contact Kelsey Walsh (kwalsh@law.harvard.edu).*

Resources include:

- Submit an Event Link
- Magnet.help
- AlumniMagnet Resources
- Club & SIG Resources
- Support Tracker & Staff Contacts

For a full overview of this page, [please view this tutorial \(5 minutes\)](#).

Posting Events

We recommend two ways to post an event to your HLSA Club or SIG Website: Submit an Event for and Event Templates.

Submit an Event

The Submit an Event form is linked on your Board Resources page. We encourage you to bookmark this link for easier access.

We recommend this form for beginners. The Submit an Event form makes it easier than ever to quickly format an event to post on your Club or SIG website. It also includes multiple options for registration:

- Submit an Event – Quick RSVP
 - Use the Submit an Event form to add QuickRSVP to your event in just one click. For more information, [please view this tutorial \(15 minutes\)](#).
- Submit an Event – Tickets
 - Use the Submit an Event form to create an event with tickets. We recommend this for events requiring an automatic confirmation email, alumni verification (HarvardKey), or events with a fee. For more information, [please view this tutorial \(20 minutes\)](#).

Event Templates

Alumni Relations staff worked with AlumniMagnet to create four event templates exclusively for the HLSA. We recommend these templates for content-heavy events including panels and lectures. The templates include:

- HLSA Panel Template – Recommended for events featuring multiple panelists
- HLSA Featured Speaker Template – Recommended for events featuring one speaker or lecturer
- HLSA Social Gathering Template – Recommended for non-ticketed/informal gatherings
- HLSA Virtual Event Template – Recommended for virtual events taking place via Zoom or other platforms

To learn how to use these templates, [please view this tutorial \(13 minutes\)](#).

Resources and Training

Alumni Relations staff updated the [AlumniMagnet Resources page](#) with new tutorials and resources. This page is directly linked from your website's Board Resources page and can also be found via [Club & SIG Resources](#).

Each tutorial focuses on a specific component or tool of the website and is twenty minutes or less in length. These on-demand videos can be viewed at any time, making it easier to maximize your time as a volunteer.

Support Tracker

Each HLSA Club and SIG has a Support Tracker that allows you to fast-track questions and issues directly to Alumni Relations staff. AlumniMagnet recently updated the Support Tracker with a new user-friendly interface and the ability to upload documents and images directly on your ticket. For more information, [please view this tutorial \(5 minutes\)](#).

Web Administrators Newsletter

Starting October 2022, all Club and SIG Web Administrators will receive a quarterly newsletter about AlumniMagnet. This newsletter will provide updates about the AlumniMagnet platform and HLSA websites, best practices for posting events and sending communications, and important dates for Harvard Law School closures and system outages.