

ONLINE REPORTS INSTRUCTIONS

Visit williams.edu/myreports

Enter your User ID (often, but not always, a combination of class year and initials or your Unix from student days, for example 04led or led1) and password, or Login with Facebook. You may also click “Forgot your Williams user ID or password” to have them emailed to your primary email address of record.

W ALUMNI Eph Network ALUMNI DIRECTORY CAREER NETWORK EMAIL FORWARDING EVENTS CALENDAR MY REPORTS

My Page Member Services Discussion Groups Sign In/Sign Out

Welcome to the Alumni Online Community

Sign In
Sign in to the Williams Alumni Web Community.

User ID:
Password:

Login & Acceptance Terms of Use

[Forgot your Williams user ID or password?](#)

OR

Login with Facebook [What's this?](#)

Please note: You must be using a "cookie enabled" browser in order to access the members-only areas.

Williams College : Alumni Relations
75 Park Street
Williamstown, MA 01267 USA
tel. 413.597.4151
alumni.relations@williams.edu

Williams

Upon logging in, you will see a screen like this:

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Alumni Fund Reports

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Class Honorary Members
JSTOR Access

Alumni Fund	Goal	Achieved	Remaining to Goal
Dollars	\$11,700,000	\$375,844	\$11,324,156
Participation	60.00%	0.94%	247 alumni donors 15,573

Class of 2004	Goal	Achieved	Remaining to Goal
Dollars	\$80,000	\$250	\$79,750
Participation	70.00%	1.34%	7 alumni donors 358

33 of your class agents have not made their gift

Your Alumni Fund Class Agent Assignments

Group	Assigned	Donors	Non Donors	LYBUNTS	Last Gift
04E	0		0	\$358 5	

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Here is what each report details, and who has access to view each:

My Assignments	This is your go-to report: it includes all of those individuals assigned to you, with contact information, two years of giving history, and ask amount (for leadership giving prospects). It also provides you information on which of your assignments have recurring gifts (marked as “committed”), or have declined to make a gift to the fund. You also have the opportunity to make notes on your progress with an individual and send updated information back to Williams. All fields are sortable.
My Class	Similar to My Assignments, but featuring all members of the class. Only available to Head Agents.
Donors	Similar to My Assignments; showing just those assigned classmates who are current donors. Head agents have an option to view all donors in the class.
Non-Donors	Similar to My Assignments; showing just those assigned classmates who are not current donors. Head agents have an option to view all non-donors in the class.
LYBUNTs	Similar to My Assignments; showing just those assigned classmates who are LYBUNTs (classmates who made a gift Last Year But Not This). Head agents have an option to view all LYBUNTs in the class.
Ledger	Summary of all current gifts from your assignments, including dollar amounts. Head agents have an option to view the ledger for the full class.
Pending Gifts	Listing of gifts that were entered online but have yet to be processed; does not include dollar amounts.
Class Agent Extract	All of the data included in the My Class report, available for .CSV export. Only available to Head Agents.
Class Giving Levels	Details of the class giving pyramid for the current and previous fund years. Only available to Head Agents.
Class Agent Summary	Listing of all current class agents with contact information and date of last login to the online reports system.
Class Roster	Listing of all members of the class, regardless of their solicitation or donor status.
Trophy Reports Goals Report Class Standings Report	These reports are publicly viewable on the Alumni Fund Tools page (williams.edu/aftools) and are included here for your convenience.