

“ATTENTION ALLLLLLL CLASSES!” Soon we will begin the onboarding of our alumni classes onto Sallyport. The below Sallyport information is for you, the class leaders. Please be sure to share the West Point Women’s Speaker Series information with your classes.

A. Sallyport

Sallyport is an online portal for classes and Societies to connect with their classmates/Society members, share information, run event registrations, and collect payments. The portal was first introduced in 2018 to assist Societies with their administration and now we are providing the same resources to our classes!

We foresee our classes using it slightly different than Societies as classes do not have to collect membership fees and will not be running as many event registrations. The possibilities are endless though and we look forward to helping you see its potential!

All West Point Graduates have already been preloaded into Sallyport. **Active your account here:** <https://sallyport.westpointaog.org/signup>.

More info about Sallyport:

Each class will be given their own group page within the global WPAOG site. WPAOG maintains all the constituent data at the global level and the class can modify information within their group. Sallyport requires a separate login – that means more security for you and your classes! Class pages are customizable within a template that WPAOG sets up for the class prior to launching. Class administrators can email, share news, post event registrations, post governance documents, share their leader contact information, request volunteers, collect payments, and tie in connections to their social media pages—and more!

The onboarding process for the 83 alumni classes is expected to take at least a year or possibly more to fully transition. Each class will be asked to sign a MOU and attend a two-hour training webinar before going live. We anticipate this process from start to finish for each class to take a couple weeks depending on how many classes are going live at a time, how quickly the class can gather their suggested information, and the availability of the Class Leaders/ WPAOG staff to attend the webinar. After our early onboarders (Classes of 1981, 1984, 1987, and 1995), we will be rolling this out to the classes by decade groups (starting with our youngest grads).

There is no cost for the class to use the site, however, there is a cost associated with running credit cards through the site. Sallyport uses Stripe credit card processing. Each class has the option to set up a Stripe account to process payments in Sallyport (for mini reunions for example) or to use the Class Service’s Stripe Account.

If your class chooses to set up a Stripe account, we recommend that your class treasurer set it up. Your class will also have to decide when you would like payments to be paid out as otherwise, your monies will sit in the account if you do not set up the payouts.

An AOG staff member will assist you in linking your Stripe account to your class group page.

In order to best prepare for the onboarding process, below is a list of things that we are asking every class to begin gathering and doing:

Prepping for Sallyport:

1. Active your account via this link: <https://sallyport.westpointaog.org/signup>
2. Watch this 7-minute video tutorial of an [overview of Sallyport](#).

Please note that this tutorial overview is for Societies as we are in the process of updating these videos for classes. The page for classes will be very similar. Please also note that since these

videos were made, Hivebrite has made some slight modifications to the look of the platform so your class page will look slightly different than what you see here.

3. Who will be your primary POC for Sallyport and what is their contact information?
 - a. **Each class is allowed up to three administrators.** If we do not hear back from you, we will make the class webmaster/ISO the lead administrator and the class secretary and treasurer the other two administrators for your class page. We will provide a template for your class to customize. Please fill out this [two question survey](#) at your earliest opportunity to let us know your wishes.
4. General class email: If your class does not have one, we encourage you to make one now (i.e. USMA1990@gmail.com).
5. Do you have a site that you can pull information from that already exists—Facebook or an existing class website? Please have those links ready.
6. List of your current leaders with class year and title.
7. Do you have documents you would like to add to your resource center for others to view – i.e. bylaws, upcoming reunion or mini-reunion plans, etc.?
8. High quality images you'd like to use (we will use stock images of the academy if you don't) – we will also preload your class crest onto your class page.
9. Do you have any upcoming events scheduled for your class? If so, please have all those details ready (who, what, when, where, links, POC and contact info, etc.)
10. At least one article with a photo and a paragraph write up (for instance, was one of your classmates recently featured in the news for something or recently promoted, etc.)
11. Affiliations with websites– we have already preloaded a few for you (for example, Class Services 😊, WPAOG, and USMA). FYI: No non-USMA focused non-profits can be listed.
12. All your class media links – Facebook, Twitter, Flickr, LinkedIn.
13. Do you have a need for volunteers, if so, what positions and a description for each?
14. Are there any custom tabs or links you would like to add like “Be Thou at Peace”, “Get Involved”, etc.
15. Again, we are in the process of making video and online tutorials to facilitate you in the process of building your class page. In the meantime, you can check out some of the other Society tutorials [here](#).
16. Discuss amongst your class leadership if you want to set up a Stripe account for your class. Read below for more information on the credit card processing account, Stripe, and the options for your class:

OPTION 1: Setting up a class Stripe account:

If your class elects to set up a Stripe Account, register for one [here](#).

Currently Stripe charges 2.9% plus \$0.30/per transaction to cover credit card fees. Your class will then receive funds directly into that account at a lower fee and faster than you would receive them from WPAOG.

Once your class has registered for the Stripe account and has it connected to the appropriate account, we will then set up a time with your class leadership to link your Sallyport page with your Stripe account. You will need the bank account information to process your class's payments directly into the appropriate account.

If you set up the Stripe account, what is your cancellation policy going to be? (You will need to cancel in Sallyport and refund in Stripe because they are two different systems.)

During set up, you will need to be prepared to login to this account during your individual webinar because it goes in on the backend and we hand over the screen to the person doing it. Please be sure whoever is accessing the account is the person who can get the security code via email or text message.

OPTION 2: Using WPAOG's Strip account:

If your class chooses to not set up a separate Stripe account, you can use Class Services' account for 5% and the payout is processed at the end of each month.

We will be in touch with your class leadership as we move closer to your class's start phase. Thank you for doing the above items to best set your class up for success when it is your turn to begin the onboarding process.

Please send any Sallyport questions to Class-Services@wpaog.org.

B. West Point Women Speaker Series

Join us on Wednesday, March 31 at 7:30pm ET for our 1st virtual West Point Women Speaker Series – West Point Women and the COVID-19 Pandemic Response. Featuring guest speakers: [CDR Sara Jager '00](#), MD, Chief Medical Officer and Chief of Pediatrics; [MG Telita Crosland '89](#), Deputy Surgeon General & Deputy Commanding General (Operations) DHHQ; [Darlene "Cookie" Rojas Wilson '85](#), PMHNP, MSN, RN, COVID-19 Emergency Department and ICU travel nurse. This presentation will be moderated by [MAJ\(P\) Melody Nolan '04](#), MD, FACOG, Brigade Surgeon, 2D Security Force Assistance Brigade. [Visit our website for registration details.](#)

Have a great day and we look forward to sharing this exciting new platform with you and I hope to see many of you on the Speaker Series call!

Respectfully,

Cathy

Cathy Kilner '90
Director of Class Services



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