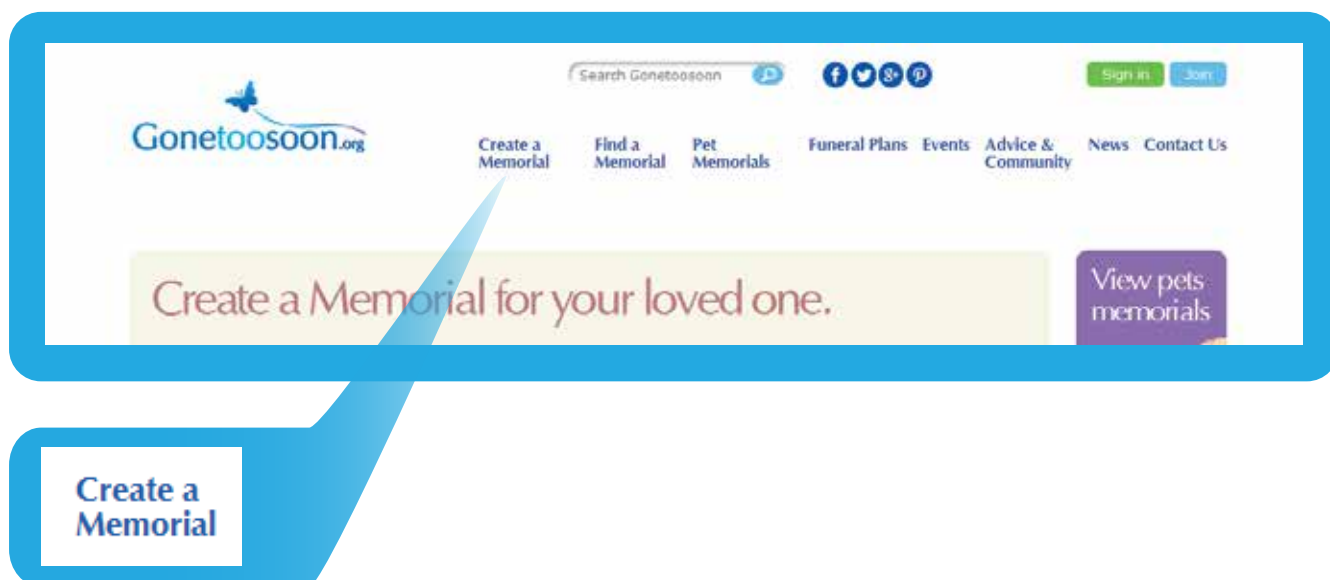


How to create a memorial on Gonetoosoon.org

(a simple step by step guide)

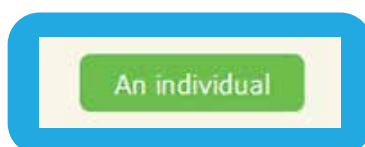
Creating a memorial for your clients loved one on Gonetoosoon couldn't be simpler. To start click on the **Create a Memorial** link located on the websites main navigation bar.



1. On clicking **Create a Memorial** you will be presented with the three options shown in the box below.



2. Select the button to create a memorial for **An Individual**.

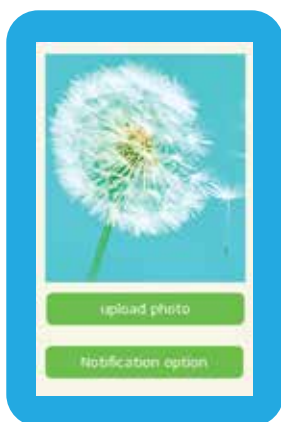


Create Memorial



Title:	<input type="text" value="Title"/>	First Name:	<input type="text"/>
Surname:	<input type="text"/>	Middle Name:	<input type="text"/>
Date of birth:	<input type="text"/> <input type="button" value="7"/>	Date of Passing:	<input type="text"/> <input type="button" value="7"/>
Country:	<input type="text" value="United Kingdom"/>	Home Town/City:	<input type="text"/>
Cause of Death:	<input type="text" value="I'd rather not ..."/>	I am this person's...	<input type="text" value="No relation"/>
Headline:	<input type="text"/>		
Tribute:	<input type="text"/>		

3. The box displayed above can be used to enter all of the information about the deceased. Fill out the relevent information such as Name, Date of birth, Date of passing etc.



4. If you have a picture to upload you can upoad it here by clicking on the **Upload photo** button and then proceed to **step 5**. **Note:** If you do not have a photo to upload you can proceed without uploading a picture and continue to **step 6**.

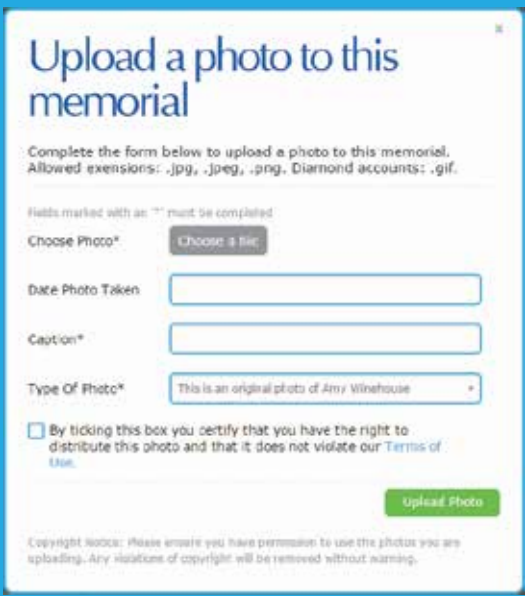
5.

To upload an image click on the **Choose a file** button and select the file you wish to upload from your computer.

You can then enter the date the photo was taken, add a caption and select the type of photo.

After entering this information tick the box to confirm you have the rights to use this photo and then click on the **Upload photo** button.

Your image has now been added to the memorial.



Upload a photo to this memorial

Complete the form below to upload a photo to this memorial.
Allowed extensions: .jpg, .jpeg, .png, Diamond accounts: .gif.

Fields marked with an "*" must be completed

Choose Photo*

Date Photo Taken

Caption*

Type Of Photo*

☐ By ticking this box you certify that you have the right to distribute this photo and that it does not violate our [Terms of Use](#).

Copyright notice: Please ensure you have permission to use the photos you are uploading. Any violations of copyright will be removed without warning.



Create Memorial



Title: * First Name:

Surname: Middle Name:

Date of birth: Date of Passing:

Country: * Home Town/City:

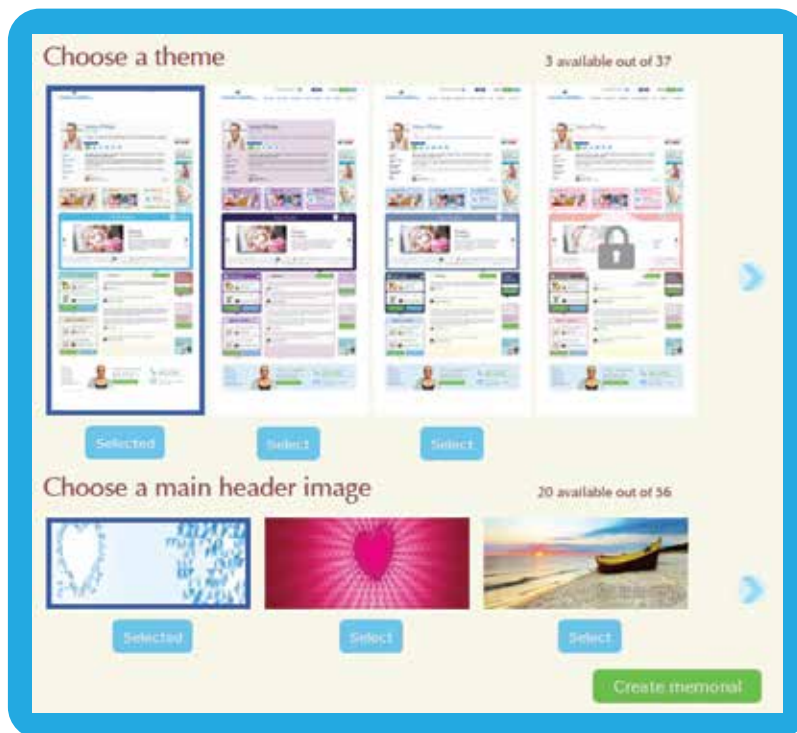
Cause of Death: * I am this person's... *

Headline:

Tribute:

6.

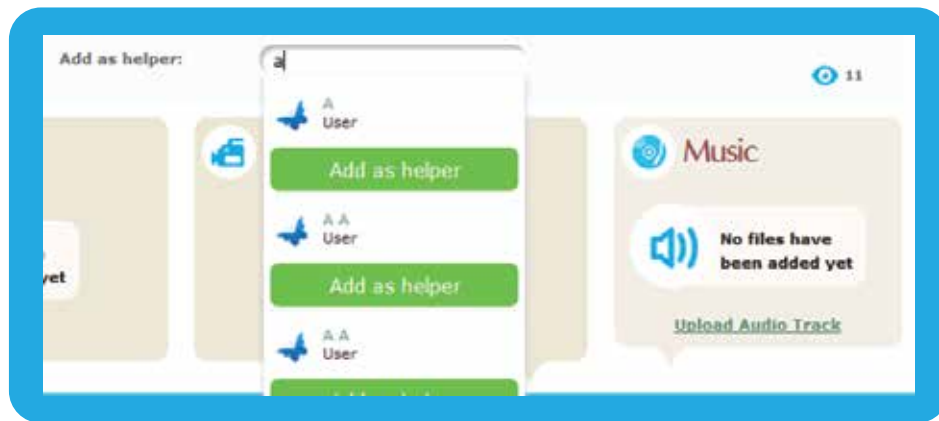
Once you are happy with the information you have entered and the photo you have uploaded, simply click the **Create Your Memorial** button to proceed to the next step.



- 7.
- From here you can choose a theme and a main header image.
To choose your theme and header image simply click your selection and a blue border will be displayed surrounding your selection. Click **Create memorial** to proceed.



- 8.
- The memorial has now been created.
You can pass on the memorial to a family member or friend by searching for them on the memorial page. Please note that they will have to have to register an account on Gonetoosoon before you can give them access to the memorial.



9.

Once your client has created an account on Gonetoosoon you can search for them by clicking in the box titled **Add as helper** and typing the name of your client. When the name of your client appears in the drop down box click the **Add as helper** button. Your client will now have full control over the memorial page.