

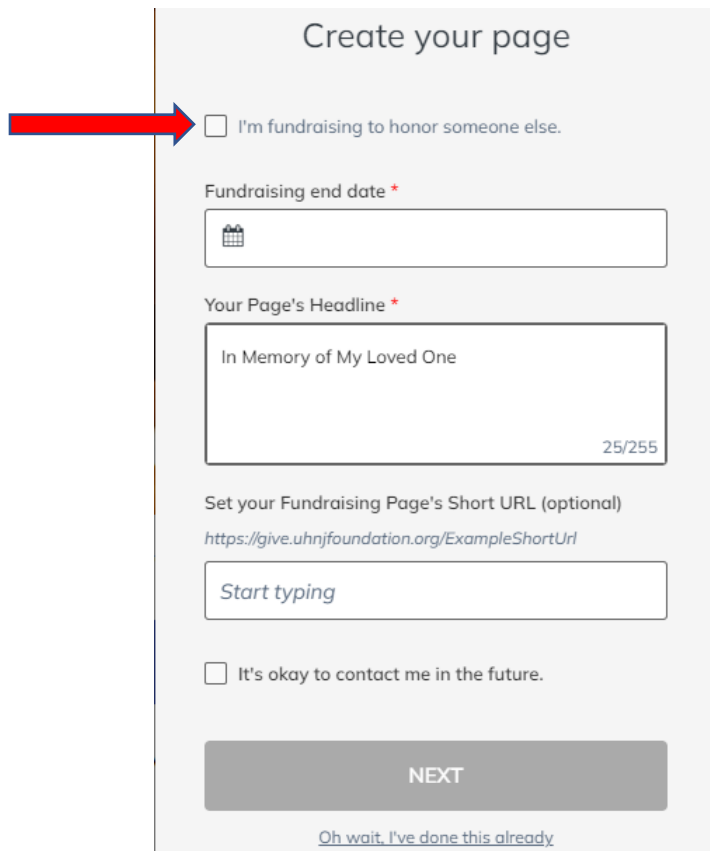
Setting up your Memorial Page

Tips for setting up your memorial page:

- Personalize it – include pictures of your loved one and stories you'd like to share with your friends and family who will visit this page
- The MANAGE button is where you can make edits, see who donated to your page, thank your donors, and send emails.
- Friends and family can post comments on the page to share memories or messages. These will appear below your story.

Instructions

1. Go to <https://give.uhnjfoundation.org/memorial>
2. Click CREATE A MEMORIAL PAGE.
3. You will be asked to create an account with Classy or login if you have one already.
 - a. *Hint:* Creating an account will ask you for your email address, to add a password, and to provide your first and last name.
4. Once logged in, click START A NEW PAGE.
5. Check the box "I'm fundraising to honor someone else"



Create your page

I'm fundraising to honor someone else.

Fundraising end date *

Your Page's Headline *

In Memory of My Loved One

25/255

Set your Fundraising Page's Short URL (optional)

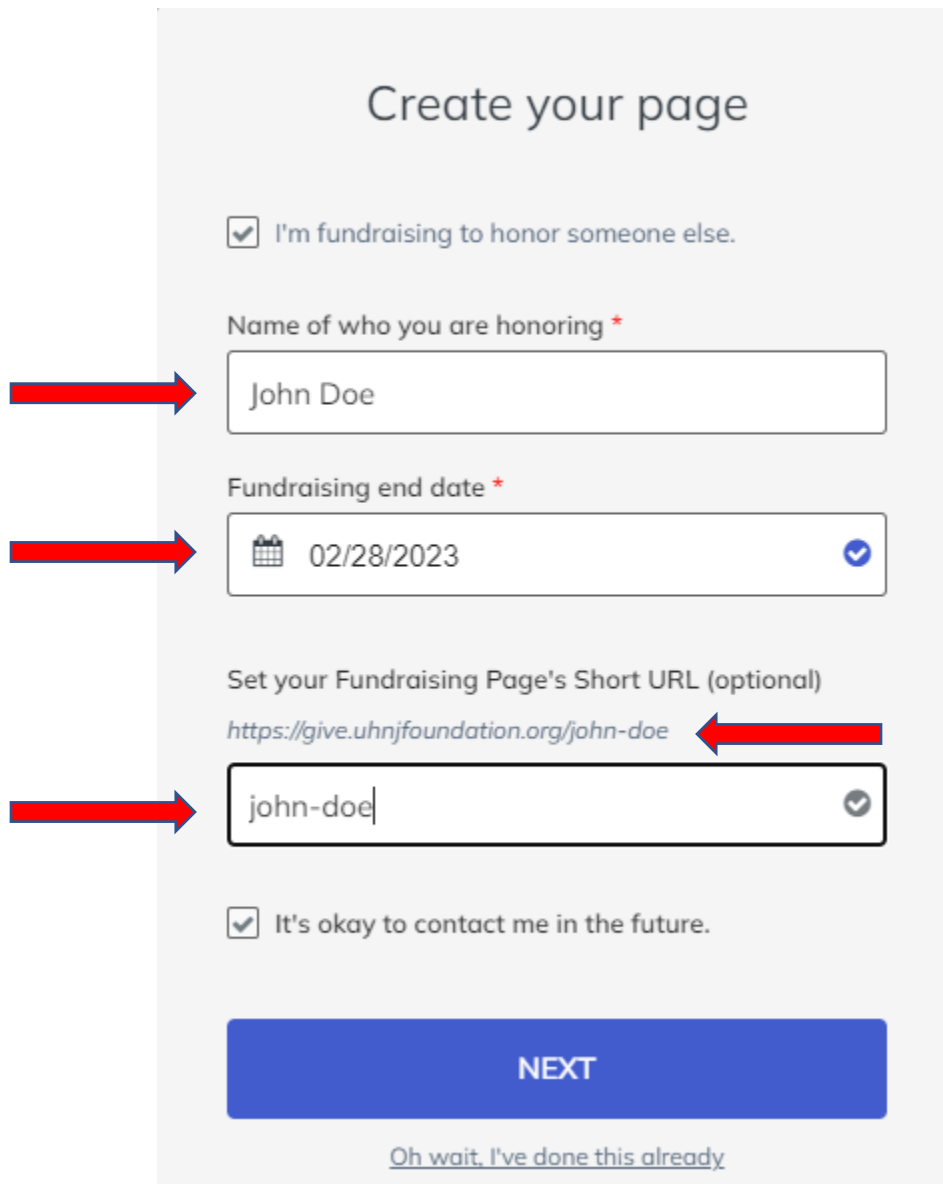
<https://give.uhnjfoundation.org/ExampleShortUrl>

It's okay to contact me in the future.

NEXT

[Oh wait, I've done this already](#)

6. Add the name of the person you are honoring.
7. Add an end date for this page.
 - a. *Hint:* if you want this page to remain live, put a date that is 10+ years out.
8. Add a short URL for the page. This is optional but makes it easier to share a link with friends and family. Any spaces included when typing will automatically change to a dash. Ex: Typing “John Doe” will result in “John-Doe”.
 - a. *Hint:* You can see what the full short URL will look like once the page is set up above the text box
 - b. *Hint:* Use your loved one’s name or something simple and easy to remember.



Create your page

I'm fundraising to honor someone else.

Name of who you are honoring *

John Doe

Fundraising end date *

02/28/2023

Set your Fundraising Page's Short URL (optional)

<https://give.uhnjfoundation.org/john-doe>

john-doe

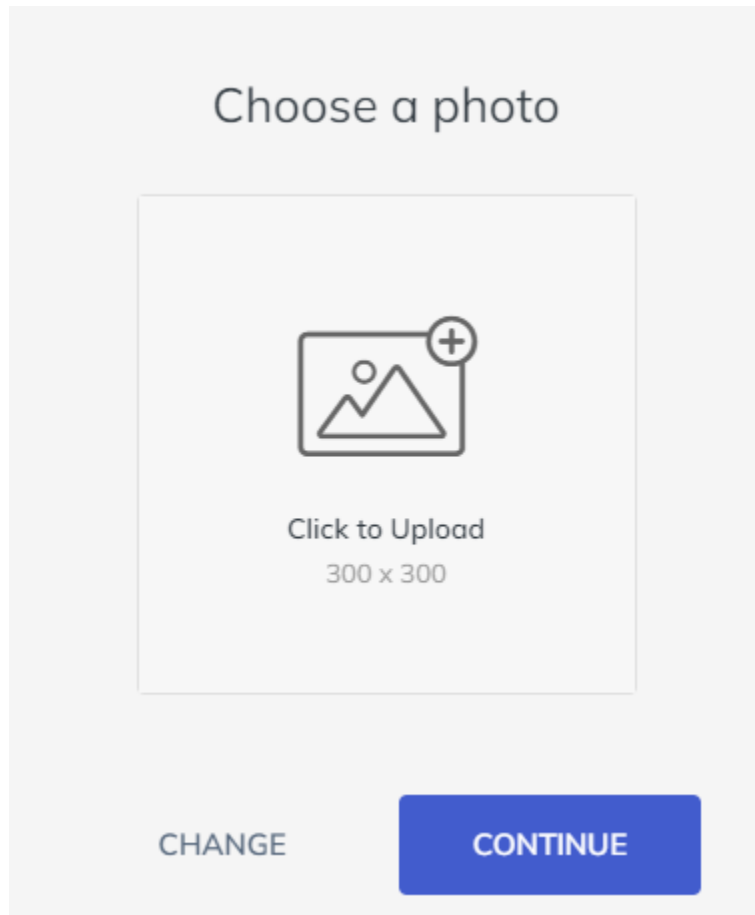
It's okay to contact me in the future.

NEXT

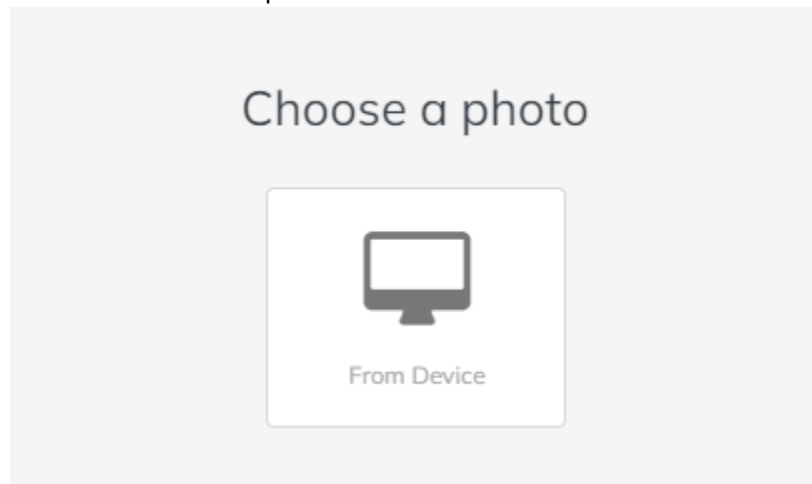
[Oh wait, I've done this already](#)

9. Click NEXT.

10. Upload a photo of your loved one. This is optional but encouraged.
 - a. Click on the icon.



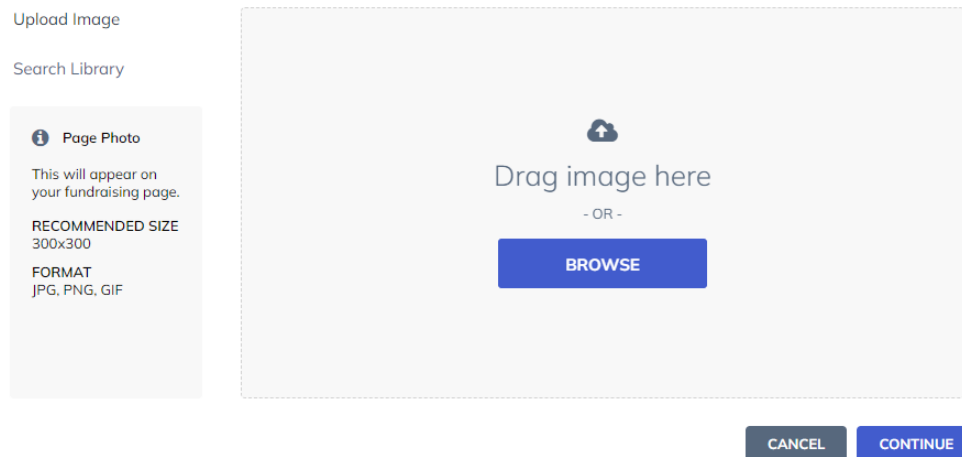
- b. Select the device the picture is stored on.



- c. Drag and drop the file into or browse through your files.

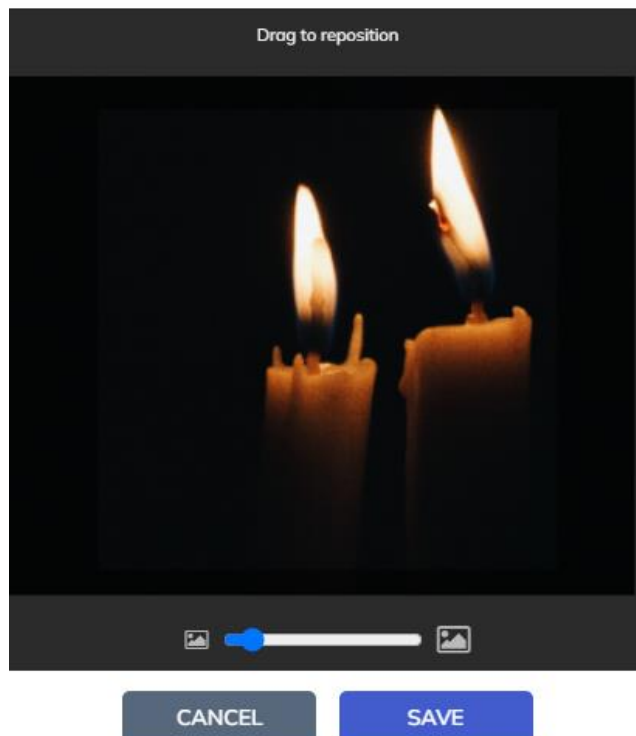
Choose a photo

Image



- d. Click INSERT.
e. Adjust the picture as necessary by repositioning by dragging into place or zooming in using the bar at the bottom.

Crop your image



- f. Click SAVE.
g. Click CONTINUE.

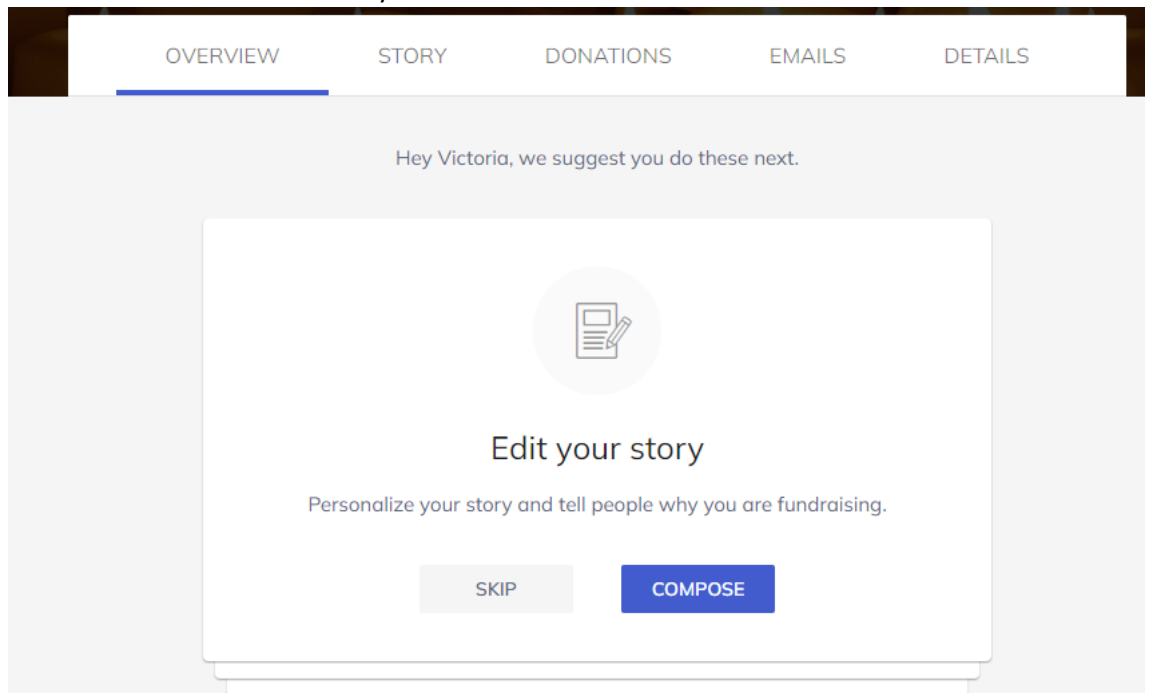
11. Click GO TO PAGE.

12. Edit the story. Include any personalization you'd like about your loved one here.

a. Click **MANAGE** in the top right corner of your page.



b. Click **COMPOSE** to edit the story.



13. Start sharing your page with friends and family by sending them the URL or emailing them directly from your page using the Email tool.