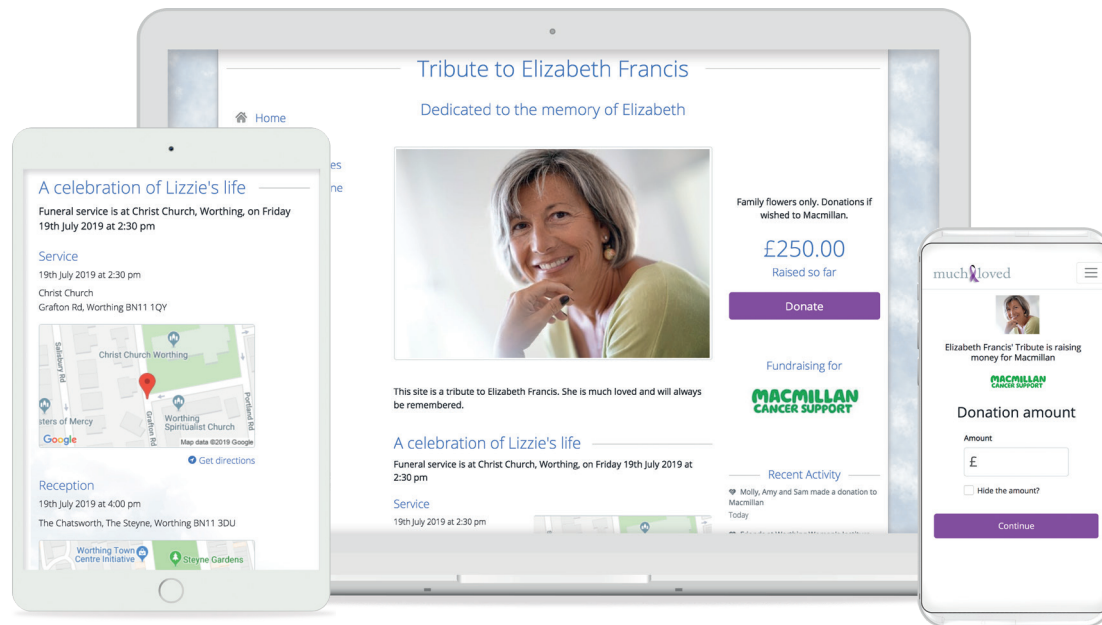


# Funeral Arranger's Guide

Your guide to creating online Tribute pages for your families,  
to share funeral details and collect funeral donations.



In partnership with MuchLoved  
Registered Charity 1118590

much  loved

Support Helpline: 01494 722818  
Email: support@muchloved.com

## The leading Tribute and Donations service for your families



**A SIMPLE WAY TO SHARE FUNERAL DETAILS** with the guests, including a location map and print facility. Details of the funeral, committal and reception can all be included.



**DONATIONS CAN EASILY BE COLLECTED** for UK charities using all major credit/debit cards and including Gift Aid. A small fee covers processing costs.



**AN EXCELLENT BEREAVEMENT TOOL;** allowing family and friends to share memories, thoughts and stories, as well as light candles and add music, photos and videos of their loved one.



**A SOURCE OF COMFORT;** after the funeral your family can keep their tribute page to view and update for as long as they wish, free of charge.

*“I have found this to be a wonderful, inspirational service and have personally gained comfort from being able to have a tribute for my beautiful son, Adam, in this way.”*

Christina Ford



Sign in to your **Partner Area** to set up tribute pages and open a funeral notice.

Your Partner Area is the account you use to create new tribute pages and funeral notices, which then automatically display on your company website.

Logging in to your Partner Area is easy - simply:

- 1 Enter your **web address** (shown below) into the address bar of your computer's browser.
- 2 Enter your **email and password**. If you've forgotten your password, click the 'Forgot password?' link.
- 3 Click '**Login**' and you're in! Tick 'Keep me logged in' to always stay logged in.

www.muchloved.com

MuchLoved - Tribute Fund Partner Area

All Tributes Reviews Reports Settings

All Tributes [+ Create a Tribute](#)

Search for  x

Filter tributes

All tributes

By branch

Created by

Hide closed funerals

Hide tributes transferred to charity

Q Search

Created	Privacy	View	Deceased		Tribute Owner	Manage Donations	Funeral Notice	Manage Candles	Share	
			First Name	Family Name	Email					
06/05/2019			Kris	Barnes	<a href="#">+ Add owner</a>	£0.00				<a href="#">Settings</a>

[Create a Tribute](#) button. It's really quick to set up a tribute page

*(Adding a Funeral Notice is a simple part of this set-up process - under the heading [About the Funeral](#))*

You'll now be on the home page of your Partner Area, which will look like this ↩

# About the Deceased

## Create a Tribute

Please fill in the sections below

1. About the deceased
  2. About the funeral
  3. Donations & charities
  4. Theme & Thumbnail
- ✉ Complete tribute

'Date of birth' and 'Date of death' fields are optional

**About the deceased**

First name \*  Gender  Male  Female  Not specified

Middle name  Date of birth  Date of death

Family name \*  Pictures

Nickname / known as

**Words of tribute**

**B I U**

This site is dedicated to the memory of Elizabeth Francis. She is much loved and will always be remembered.

Add a single or multiple photos  
(optional)

If added, this displays rather than  
the First name/Family name

Main words of Tribute  
(amend to anything you want)

Save and continue >



Need help? Contact the MuchLoved Support Team on 01494 722818 or email [support@muchloved.com](mailto:support@muchloved.com)

## Funeral Notice Title

eg 'Details for Lizzie's Funeral' or 'About Lizzie's Funeral'

Funeral notice title \*  
A celebration of Lizzie's life

Funeral date \* 19/07/19  
Funeral time 2.30pm

## Funeral Location

A drop-down list of your regular funeral locations

Service details  
Search your locations...

Venue name  
Christ Church

Venue address  
Grafton Road, Worthing, BN11 1QY



Search for the venue address

You can also right-click the map to place the marker, and drag the marker to your desired position

## Private Funeral?

An option to display the page for collecting donations, while keeping details of the funeral itself private

The service is private

Include this map on the funeral notice

## Add a Google Map?

Simply tick to include

## Funeral Message

Option to add extra details such as the wake or dress code requests

Funeral message  
Information that you want to display on the funeral notice, such as date & time, parking info or private funeral wording

B I U Insert phrase  
Funeral service is at Christ Church, Worthing, on Friday 19th July 2019 at 2:30 pm

## Donation Instructions

eg 'Donations welcome for 'x' charity'

Donation instructions  
For example, a request for donations in lieu of flowers or instructions for donating by cheque

Family flowers only. Donations if wished to Macmillan.

## Committal & Reception

Select to add the Committal and/or Reception details separately, plus optional maps

Committal details  Reception details

Save and continue



The Funeral Notice will now display on your website listed by date order  
(for a private funeral, you can still collect donations, but without any funeral details displaying.)

## Donations and Charities

Add **any number of charities** to enable donations through the tribute (especially useful for friends and family unable to attend the funeral or living abroad)

Adding a **Donations Contact** (optional) enables the chosen charities to confirm receipt of donations, and also **thank them** for their support

(You can also select to make the Donations Contact the tribute owner, so that they can also administrate the page)

 WE ARE MACMILLAN. CANCER SUPPORT	Macmillan	<a href="#">Add instructions</a>	<a href="#">Remove</a>
 RNLI	RNLI	<a href="#">Add instructions</a>	<a href="#">Remove</a>
<a href="#">Add a UK charity</a> <a href="#">Add other fundraising</a>			
<b>Donations contact</b>			
Adding a next of kin or family member as a contact enables charities to confirm receipt of any donations and say thank you.			

[Skip donations contact](#) ➔

[Add donations contact](#) ➔



**Making donations is easy;** donors can use any debit or credit card and Gift Aid is automatically reclaimed, wherever possible, and transferred to the charity along with the donation.



**Charities receive donation payments from MuchLoved on a regular monthly basis** and your **Charity Payments Reports** show when the payments have been made. To date, MuchLoved has raised over **£40 million for UK charities in-memory of loved ones.**

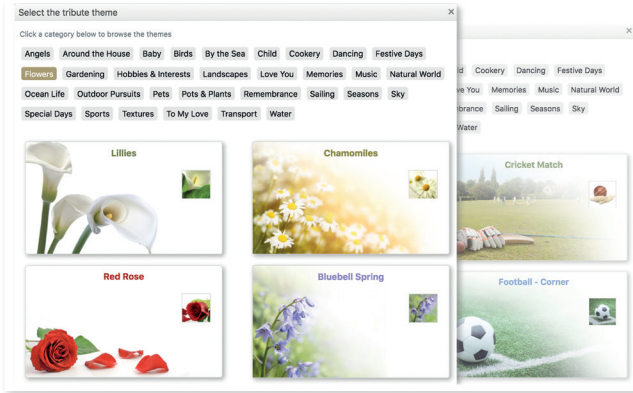


**The donation fee is low** when compared with similar services. All fundraising platforms charge a processing fee to cover the costs of running the service. However, as a charity MuchLoved charges a very small fee of 3.2%, plus the 1.3% payment card costs.



Need help? Contact the MuchLoved Support Team on 01494 722818 or email [support@muchloved.com](mailto:support@muchloved.com)

# Theme and Thumbnail



Choose your bespoke theme or one of the many other beautiful designs under the theme headings, to personalise your tribute page

## Tribute thumbnail

This is the image displayed in your funeral listings widget & remembrance garden



Upload a picture

Use an existing picture

Use theme thumbnail

The thumbnail image that will display on your website along with the funeral notice (there's a handy cropping tool to help get the perfect image)

# Complete Tribute

A quick summary of all the details you've entered for reassurance that everything's there before you publish - and easy editing tools if you'd like to make changes (and you can continue to add content and make changes even after you publish, if you wish)

This is a summary of the details you have entered.  
Click the 'Complete tribute' button below to finish creating the Tribute.

	Deceased	Elizabeth Francis	Edit
	Funeral notice	Christ Church 19 July 2019 14:30 Funeral service is at Christ Church, Worthing, on Friday 19th July 2019 at 2:30 pm	Edit
	Donations	Macmillan	Edit

When you're happy with everything click [Complete tribute](#). Your tribute page is now automatically displaying on your website!

[Complete tribute](#)

You can create a tribute for every funeral, to help collect donations, share funeral details and accept messages of condolence. Ask your family for their consent when discussing the funeral collection.

# Managing Tributes

From your Partner Area 'All Tributes' home page, you can access all the information about your tributes, edit any detail and also add new content, such as candles. Simply click on the relevant link.

MuchLoved - Tribute Fund Partner Area

All Tributes | Reviews | Reports | Settings

All Tributes [+ Create a Tribute](#)

**Search for**  **Filter tributes**

All tributes  
 By branch  
 Created by

Hide closed funerals  
 Hide tributes transferred to charity

Search

Created	Privacy	View	Deceased		Tribute Owner	Manage Donations	Funeral Notice	Manage Candles	Share
			First Name	Family Name	Email				
06/05/2019			Kris	Barnes	<a href="#">+ Add owner</a>	£0.00			
30/04/2019			Elizabeth	Montgomery	simon.montgomery@gmail.com	£250.00			
25/04/2019			Will	Golding	<a href="#">+ Add owner</a>	£180.00			

Annotations:

- Privacy option
- Add a candle
- Edit anything at any time
- Manage donations - incl adding cheques and cash

Add your client's details here, with their consent, to make them tribute owner (guardian). They will then receive an email from MuchLoved with their login. This means that:

- ✓ Your client can remain in charge of the page; inviting friends and family, and updating the design and settings.
- ✓ Recipient charities can thank them for funeral donations raised.
- ✓ They can keep using the tribute page after the funeral, if they wish.

## About our partner MuchLoved

MuchLoved is the registered charity founded in 1999 to help bereaved people commemorate their loved ones online and fundraise in their memory. The partnership provides an improved communication about funeral arrangements and donations, as well as better bereavement after-care for families. MuchLoved was established by Jonathan Davies following the sudden death of his brother, Philip, aged 21. They now support over 3 million people a year, raising over £40 million for UK charities in memory of loved ones.

In partnership with MuchLoved  
Registered Charity 1118590

much loved

Support Helpline: 01494 722818  
Email: support@muchloved.com