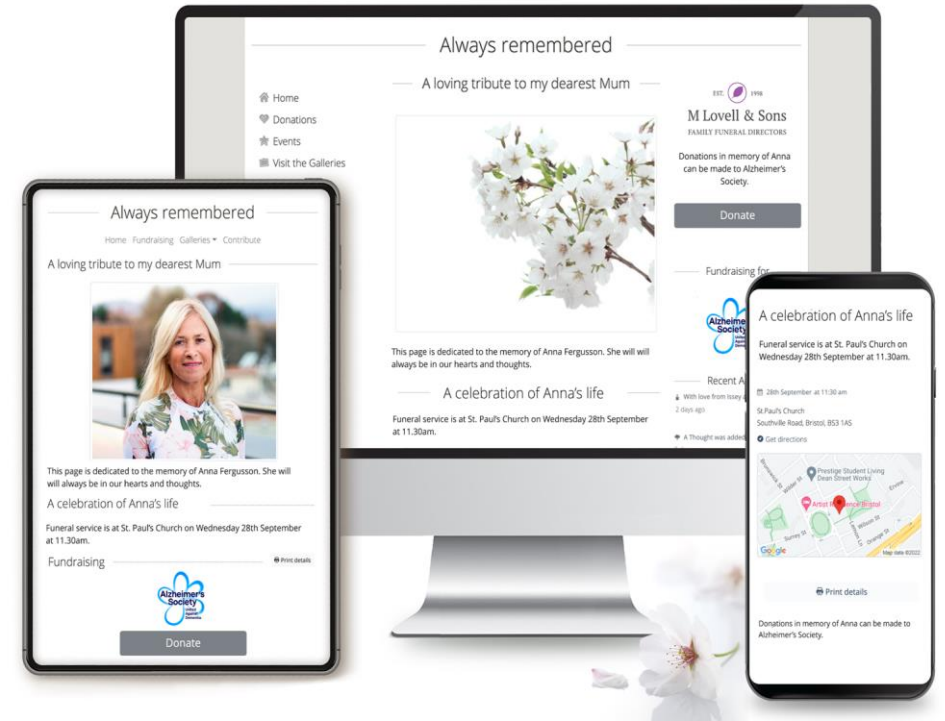


10 Top Tips on your Funeral Notice Platform



Richard Baker & Sally Swann, MuchLoved

Our 10 Top tips

1. Upload an Order of Service onto the tribute
2. Archiving of Funeral Notices
3. How to access charity payment information
4. How to upload & edit a picture (s)
5. Promoting and sharing funeral notice
6. Allocate a tribute owner – importance of why?
7. Personalisation - themes
8. Adding links to the funeral notice
9. Display Funeral Location Map correctly
10. Lighting a candle on the tribute page

MuchLoved Support Team



Available 9 – 5pm Monday to Friday

support@muchloved.com

01494 722818

Tip1 – upload an order of service onto a page

Tributes Reviews Reports Manage

All Tributes

+ Create a Tribute

Search for

Filter tributes

All tributes

By branch

Select branch...

Hide closed funerals

Hide tributes transferred to cause

By creator

Select user...

Search

Created ↓	Privacy	View	Deceased		Tribute Owner	Donations	Funeral			Share Tribute		Settings
			First Name	Family Name	Email		Notice	OoS	Candles	QR	SMS	
15/05/2024			Arthur	Smithson	+ Add owner	£0.00						Settings
23/04/2024			Rita	Jones	harry.jones@muchlov...	£0.00						Settings
19/03/2024			Adam	Rainham	+ Add owner	£0.00						Settings

Click on the + in the OoS column. Note needs to be in pdf format

Tip 2 – Archiving of Funeral Notices

Funeral Notices will automatically close 42 days after the funeral

- Moves the Funeral Notice from the front of the tribute into the gallery section
- Allows the family to continue to use the page as a long-term tribute
- Option to receive an alert that funeral notice has closed if you wish to send family a donation report.

Remembering Robert Jenkins

Dedicated to the memory of Robert Jenkins

Home
Donations
Events
Visit the Galleries
Contribute

EST. 1998
M Lovell & Sons
FAMILY FUNERAL DIRECTORS

Family flowers only, online to Roberts chosen charity

Donate

Fundraising for
ACSS
hospice at home

much loved

Recent Activity

All at cochrans lit a Tribute Candle 1 months ago
A Thought was added 1 months ago
A Thought was added 1 months ago

This site is a tribute to Robert Jenkins. He is much loved and will always be

A celebration of Robert Jenkins' life

Funeral service is at Exeter Crematorium on Wednesday 28th June 2023 at 12pm

Following the livestreaming of the funeral by clicking here www.obitus.com

14th May 2024 at 12:00 pm

Exeter Crematorium
Topsnam Road,
Exeter
EX2 6ELJ
Get directions

Isca Academy
Millbrook Village
Exeter & Devon Crematorium
Exeter Veterinary Surgeons

Print details

Funeral Notice

Funeral notice

Add/edit notice

Close funeral

The funeral notice will automatically close on 25/06/2024

Turn off automatic closure

Tip 3 – How to access charity payment information

Funeral collection

£116.25 from 9 donations

Currently donating to Hampshire Hospitals Charity

[Manage donations](#) [Add/remove charities](#) [Fundraising settings](#) [Charity payments](#)

Reports (pdf)

All donations to date:

[View](#) [Download](#) [Email me](#)

Donations summary:

[View](#) [Download](#) [Email me](#)

Click on charity payments

Payments to Charities & Good Causes

This screen shows you which online donations have been paid to the recipient charities & causes by MuchLoved, and which donations are still pending payment. If we have the charity or cause's BACS details, pending payments will usually take place on the 15th of the month. Cheque payments will take longer to process.

Payments summary

Charity or Cause	Paid to date	Pending payment	Total
> Hampshire Hospitals Charity	£108.82	£0.00	£108.82
	£108.82	£0.00	£108.82

Page size: 50

1 items in 1 pages

Tip 3 – How to access charity payment information

Charity payment information can also be viewed directly from the tribute by your families.

Tribute Settings

[View your Tribute](#)

- [Homepage](#)
- [Design](#)
- [Content](#)
- [Funeral Notice](#)
- [Tribute Events](#)
- [Charities & Causes](#)
- [Donations](#)
- [Privacy & Sharing](#)
- [Contribution Settings](#)
- [Users & Invites](#)
- [Personal Details](#)
- [Notifications](#)
- [Storage](#)

★ Donations

We send donations and Gift Aid to recipient charities each month - payments are automatic so you don't need to close your event or tribute.

[Donations Page](#) [My Donations](#) [Summary](#)

All donations Online only Offline only

Filter donations by event:

(see all)

[+ Add Offline Donation](#)

Date	From	Donation	Charity or Cause	Paid?	
25/04/2024	Grandad	£10.00	Hampshire Hospitals Charity	✓	View
16/04/2024	Amber Levy x	£5.00	Hampshire Hospitals Charity	✓	View
16/04/2024		£5.00	Hampshire Hospitals Charity	✓	View
08/04/2024	Debbie and andy	£20.00	Hampshire Hospitals Charity	✓	View

Tip 4 – How upload a picture and edit

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

About the deceased

First name *

Middle name

Family name *


Nickname / known as

Gender
 M F X Not specified

Date of birth

Date of death

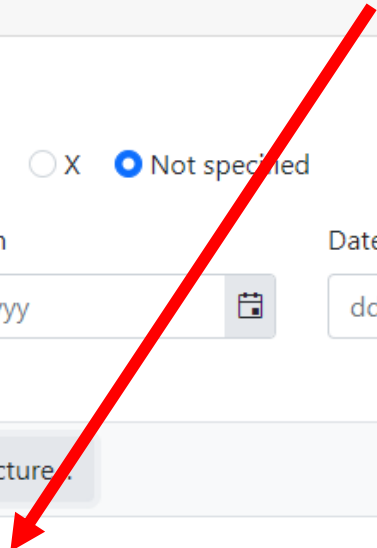
Pictures

 headshot-portrait-of-senior-man-at-warehouse-el...
File(s) uploaded successfully.

Words of tribute

B I U

Upload during
create process



Tip 4 – How upload a picture and edit

3. Donations & charities

4. Theme & Thumbnail

Complete tribute

Remembering Benjamin Adams, 1994-2014

Home Life Stories Gallery Timeline Journal Contribute Fundraising

Visit the Gallery

- Candles
- Thoughts
- Pictures
- Videos
- Music
- Read Stories
- View the Timeline
- Contribute
- Fundraising
- Contact

Benjamin Adams (21 Apr 1994 - 24 Nov 2014)

Loved and loving son to George and Don and brother to Darren, Archie and Jessica. Benjamin was the devoted and sensitive brother who died suddenly out of the blue. His death will always be our loss.

Some Recent Donations!

I have created a Tribute Fund in memory of Benjamin. Please do consider making a donation or creating an event to support his fund. Thank You!

Jonathan has lit a Lasting Candle

Andy added the event "Brighton Marathon"


Clare added some Music

Helen added a new thought

Browse themes

Tribute thumbnail

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



Upload a picture Use an existing picture Use theme thumbnail

Continue

Option to upload a thumbnail too which will show on your website via the widget

Tip 4 – How upload a picture and edit

Tribute Info

Name & details of deceased

First name:

Family name:

[Edit details](#)

Tribute url

[Change url](#)

Tribute home page

[Home page wording](#)

[Pictures](#)

[Theme](#)

[Show/hide sections](#)

Add/edit contributions

[Candles](#)

[Gifts](#)

Additional settings

[Privacy](#)

[Moderating visitor contributions](#)

[Remembrance Gardens](#)

Advanced settings

[Open the tribute's settings page](#)

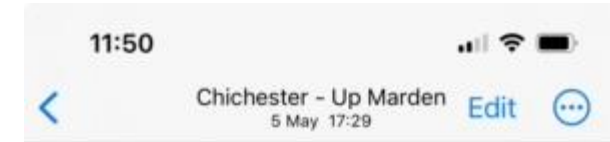
Photos can also be added from the tribute details page in your Partner Area after creation.

Click on Pictures tab under tribute Info within the Tribute Details Page

Tip 4 – How upload a picture and edit

Please check photo quality when loading

- If it has a border around it, please re scan and crop
- Pictures screen shotted from phones will need to be amended
- Check the image is the right way round
 - If you need to rotate a picture there is an **'Edit'** button in **'Pictures'**
- You can also rearrange the order of multiple pictures here
- Pictures need to be in jpeg or PMG format



Tip 5 – How to promote pages

Funeral Notice

Funeral notice

Add/edit notice

Close funeral

The funeral notice will automatically close on 03/07/2024

Turn off automatic closure

Social sharing

Share on Facebook

Share on Twitter

Get QR code

These buttons will share your tribute details widget page:

<https://demos.ml-dev.com/mlovell/funeral-details?tribute=arthur-smithson>

SMS sharing

Share via SMS

Date Sent	To	Message	Status
-----------	----	---------	--------

Funeral collection

Fundraising has been disabled for this Tribute

- Share through a QR Code on Order of Service or poster at venue
- Send SMS Text to family so they can cut and paste content into a Whatsapp Group
- Share on company Facebook page
- Share on company X account

Tip 5 – How to promote pages

Donations in memory of Chris, supporting ACSS Hospice at Home, can be made through his tribute page by using your phone to scan the QR code below:



The family would like to thank you for being with us today, and for your kindness and support.



In loving memory of
Christopher Gallagher
1968 - 2022

Amersham Crematorium

Tip 6 – Allocate a Tribute Owner

- Handover ownership of the page so your families can develop them and use them as an ongoing tribute page
- Add NOK details so charities can thank
- Add during creation or from tribute list

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

Donations & charities

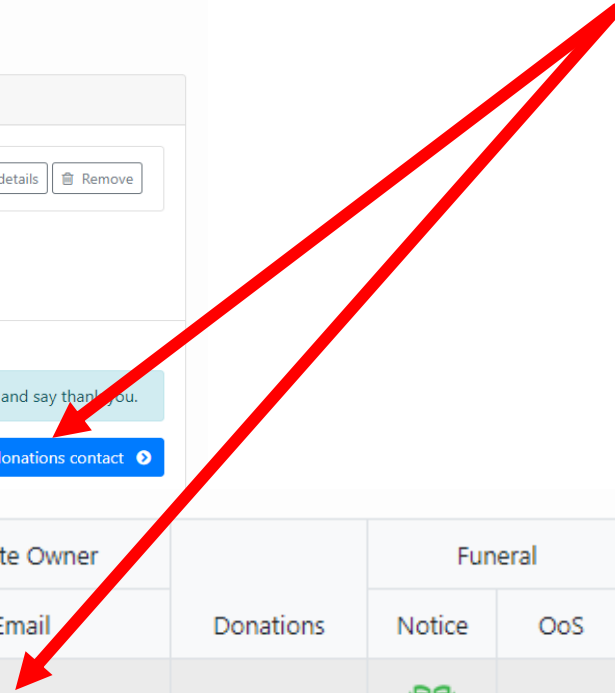
 MuchLoved Charitable Trust [Edit details](#) [Remove](#)

[Add charity or good cause](#) [Add other fundraising](#)

Donations contact

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](#)



Created ↓	Privacy	View	Deceased		Tribute Owner	Donations	Funeral			Share Tribute		Settings
			First Name	Family Name	Email		Notice	OoS	Candles	QR	SMS	
15/05/2024			Arthur	Smithson	+ Add owner	£0.00						
19/03/2024			Adam	Rainham	+ Add owner	£0.00						

Tip 7 – Personalisation

- Option to select special theme during tribute create
- Can also be amended once page has been created

Create a Tribute

Please fill in the sections below

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- Complete tribute

Tribute theme

Freesias

Remembering Benjamin Adams, 1994-2014

Home Life Stories Gallery Timeline Journal Contribute Fundraising

- Visit the Gallery
- Candles
- Thoughts
- Pictures
- Videos
- Music
- Read Stories
- View the Timeline
- Contribute
- Fundraising
- Contact

Benjamin Adams (21 Apr 1994 - 24 Nov 2014)

Loved and living son to George and Dee and brother to Darren, Archie and Josiah. Benjamin was the devoted and sensitive brother who died suddenly out of the blue. His death will always be our loss.

Some Recent Donations!

I have created a Tribute Fund in memory of Benjamin. Please do consider making a donation or creating an event to support his fund. Thank You!

[Browse themes](#)

Select the tribute theme

Click a category below to browse the themes

- Angels
- Around the House
- Baby
- Birds
- By the Sea
- Child
- Cookery
- Dancing
- Elevenes
- Festive Days
- Flowers
- Gardening
- Hobbies & Interests
- Love You
- Landscapes
- Memories
- Military Remembrance
- Music
- Natural World
- Ocean Life
- Outdoor Pursuits
- Pets
- Pots & Plants
- Raising a Glass
- Religion and Identity
- Remembrance**
- Seasons
- Sky
- Special Days
- Sports
- Textures
- To My Love
- Transport
- Water
- Plain Theme



Tip 8 – Display funeral location on a Map

- Add up to 3 locations, Service, Committal & Reception
 - You can change the titles of these e.g burial, wake
 - If you add multiple locations, you will need to manually enter the additional details in the Funeral message box
- A new location added will be added to your own (branch specific) list.
- The pin marker can be moved and you can use the +/- to increase/decrease the detail shown
- If you would like to create a Tribute but wish the details to be hidden from public view then click Private

Service details

Search your locations...

Venue name

Bristol Crematorium

Venue address

Westerleigh Road
Westerleigh
BS37 8QP

Include the map on the funeral notice

The service is private



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

Tip 9 – Adding links to the Funeral Notices

- Live Streaming links – Obitus, Westerleigh, church links etc
- Florist Links
- Links to Reception locations or similar

When adding a weblink ensure you hit return after adding it and it goes blue and underlined

Funeral message

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

If the service is being live streamed, please add details below.

B *I* U | ☰ | Insert phrase ▼

Funeral service is at Bristol Crematorium on Wednesday 22nd May 2024 at 10:30 am
Service is being broadcast for those unable to attend, please visit: www.obitus.com
Flowers can be purchased at [Tangerine & Green florist](#)
Reception is to be held at [The Barley Mow](#)

Tip 10 – Lighting a candle

You can light a candle on behalf of your business to show that you care. We suggest a Tribute candle that burns for 2 weeks, it is often the first activity on a tribute page

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All Tributes + Create a Tribute

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Hide closed funerals

Hide tributes transferred to cause

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15/05/2024	🔒	🔗	Arthur	Smithson	+ Add owner	£0.00	📖	+	🕯️	📱	💬	Settings
23/04/2024	🔒	🔗	Rita	Jones	harry.jones@muchlov...	£0.00	📖	📄	🕯️	📱	💬	Settings
19/03/2024	🔒	🔗	Adam	Rainham	+ Add owner	£0.00	📖	📄	🕯️	📱	💬	Settings

- "Thank you for entrusting us with the care of your loved one"
- "With thoughts from all at"
- "Our thoughts and condolences are with you"