



## Getting Started

### Introduction to Creating Online Memorials

Online memorials are websites dedicated to the remembrance of your deceased loved ones. They last longer than newspaper notices and social media posts, they can be visited and viewed by other people. People create them to celebrate the life of a person that passed away and make information about this person available to others e.g. friends, families spread around the world or future generations. Today you will learn how to search through and create an online memorial page, and how to write an online 'in memoriam' notice. One of the websites that provide such services is BMDnotices.com which will be used for the purpose of this exercise. BMDnotices.com is a free service available to users worldwide.

**NOTE: This class is only for presentation purposes. Please DO NOT click on 'SUBMIT' buttons during the class. You are welcome to create real Pages at a later stage, once you familiarize yourself with the website. Feel free to contact BMDnotices.com through their Contact page, should you need assistance creating real Pages.**

### Browsing Online Memorials

BMDnotices.com is a website that hosts an online Remembrance Garden Book. Visitors to this website can search the book, create their own Pages in the book or add their tributes to existing Pages. Please follow the steps below to learn how to search for a person in the Remembrance Garden Book.

#### Activity 1 – Browse BMDnotices.com

1. Open the Internet and go to [www.BMDnotices.com](http://www.BMDnotices.com)
2. Explore the Menu Bar by clicking on About BMD, BMD Blog, Contact us
3. Click on Remembrance Garden Book tab
4. Notice you can click three buttons there: 'Search for a Page', 'Create a Page', and 'In Memoriam Notices'

#### Activity 2 – Search for a person's page

1. Click on 'Search for a Page' button
2. In the 'Surname' box type the word **Foss**.

3. Click 'Search' button
4. In the results click on '**Foss Charles Elias**'
5. Explore the Page dedicated to the memory of Charles and his wife Ida. Notice there are pictures, names, address, dates of death, some text, a few links, a poem, a quote and an additional picture at the bottom of the page

### Activity 3 – Add your own message

1. Scroll down to the bottom of the Page dedicated to the memory of Charles Elias Foss and his wife.
2. Click on 'Submit Your Message' button
3. Fill in your Name, Surname and Email
4. Select your message from the drop down list or type your own message
5. Choose your flowers
6. DO NOT click 'SUBMIT' button, INSTEAD click on Remembrance Garden Book tab from the top menu bar
7. If, at any time, you decide to write a real Message/Tribute, when you submit it, BMDnotices administrators will review it and send you an email once the Message is published. No Pages are published without being checked first.

Note: If you accidentally Submitted the message, simply let the BMDnotices know by using a contact form on the website.

## Creating an Online Memorial

Remembrance Garden Book consist of Pages created in memory of your recently deceased loved ones or your ancestors. Please follow the steps below to learn how to add a new Page to the Remembrance Garden Book in memory of your deceased family member or your ancestor.

### Activity 4 – Create a new Page

1. Click on the 'Remembrance Garden Book' tab
2. Click on the 'Create a New Page' button
3. For the purpose of this exercise you will create a sample page that WILL NOT be published.
4. Choose a page type for one person, then select male or female.

5. Type in the word 'TEST' in the following fields: Male First Name, Male Surname
6. Type any 'Date of Death' and choose any 'Country', 'Region', 'Town/City' and 'Address' – these are important for those who will be searching for this person in future
7. Next you have an option to add the person's photograph and an additional photo. If you don't have any photographs stored on your computer, there will be a default image placed there. You can contact the administrator later on, through the 'Contact Us' tab, to send your pictures by email and request to place them on the Page you created
8. Type the following text in the text box 'This is a Test Page from Age Action'. Use the editing tools to make the text bold **B**, italic *I* or change its colour.
9. Add 'Your Name', 'Your Email' and 'Your Phone'
10. Click 'I agree with Terms & Conditions'. You can read the Terms & Conditions by clicking on the blue link
11. Click 'Preview' to check how your Page would look like before it gets published. DO NOT click 'SUBMIT' button, INSTEAD click on Remembrance Garden Book tab from the top menu bar
12. If, at any time, you decide to create a real Page for your deceased family member or your ancestor, when you submit it, BMDnotices administrators will review it prior to publishing it. No Pages are published without being checked first.

Note: If you accidentally Submitted a Page, simply let the BMDnotices know by using a contact form on the website.

## Creating an In Memoriam Notice or a Sympathy Card

BMDnotices.com gives you an option to post In Memoriam Notices similar to the notices printed in a newspaper. You can use it to post a notice about a deceased person that doesn't have a Page in the Remembrance Garden Book yet (otherwise you could add a notice/tribute at the bottom of the already existing Page). You can also use this feature to send a Sympathy Card by email to as many people as you wish.

### Activity 5 – Create a new In Memoriam Notice or a Sympathy Card

1. Click on the 'Remembrance Garden Book' tab
2. Click on 'In Memoriam Notices' button

3. Here you can create a new In Memoriam (or Sympathy Card) or read through the most recent ones, you can also search for notices and cards created in the past
4. Click on 'Create an In Memoriam' button
5. Type 'Your Name', 'Your Email'
6. In the 'Deceased Surname' and 'Deceased Name' type 'TEST'
7. Type in any 'Country', 'Region', 'Town/City'
8. Select any message from a drop down list (you can also type your own message in the editing box and change the text with editing tools as above)
9. Select a picture (you can also choose a picture from your computer)
10. Enter all email addresses you wish to share this notice/card with, separated by commas. For the purpose of this exercise leave this field empty.
13. Click 'Preview' to check how your Card or Notice would look like if you publish it. DO NOT click 'SUBMIT' button, INSTEAD click on Remembrance Garden Book tab from the top menu bar
14. If, at any time, you decide to create a real In Memoriam Notice or a Sympathy Card, when you submit it, BMDnotices administrators will review it and send you an email once the notice is published. No notices are published without being checked first.

Note: If you accidentally Submitted the notice, simply let the BMDnotices know by using a contact form on the website.