

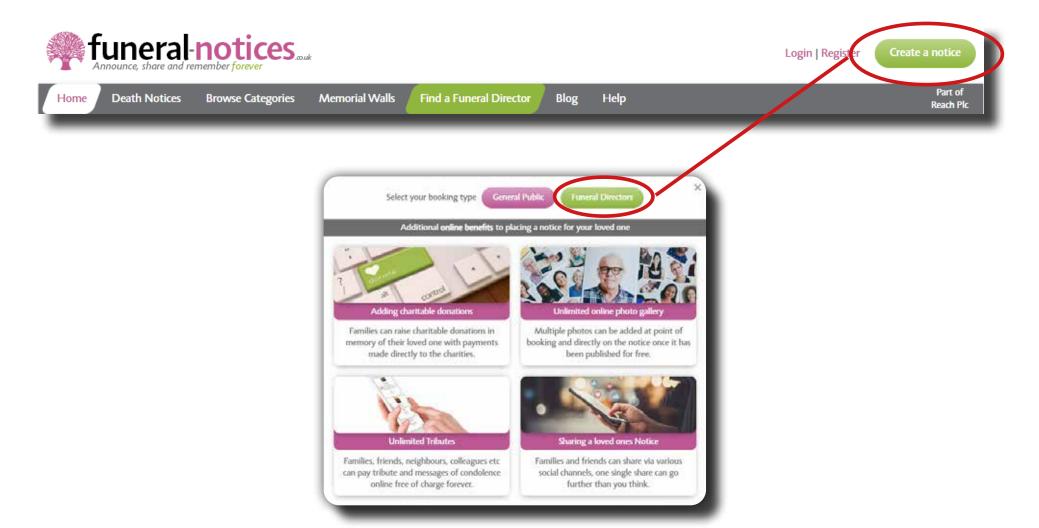




Visit: funeral-notices.co.uk

Click "Create a notice" this is at the top right hand side of the page.

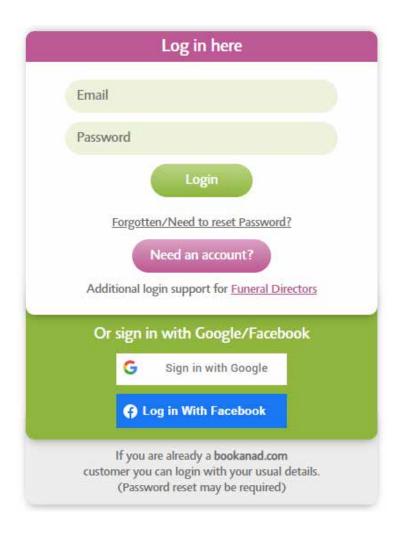
If you're not already logged in you will be prompted to choose a booking type, please select Funeral Directors.





Then you can log in using your email and password. If you are already a customer you can log in

with your usual details. A password reset may be required.





Choose a classification

1

The majority of funeral director bookings are under the classification Death Notice.

| Please choose a funeral director classification this byte heading your notice will appear under | | |
|---|---------------------------------|--|
| DEATH NOTKES | WEDDING ANNIVERSARY REMEMBIANCE | |
| ADDINOWLED GENERALS | FUNERAL REPORTS | |
| A LASTING TRIBUTE | CHRISTMAS IN MEMORIAM | |
| IN MEMORIAM | ROLL OF HONOUR | |
| LAMENTATIONS / PRAYERS | HEMEMBRANCE DAY MESSAGES | |
| REMEMBRANCE SERVICES | MOTHERS DAY IN MEMORIAA | |
| BREHOAY MEMORIAAS | EATHERS DAY IN MEMORIAM | |

Choose your location

You can now search by city, town, postcode or newspaper title.

When you have selected a location you will be asked to select your publishing option, as well as our traditional newspaper titles you will now see we can also offer you an online only notice anywhere in the UK.

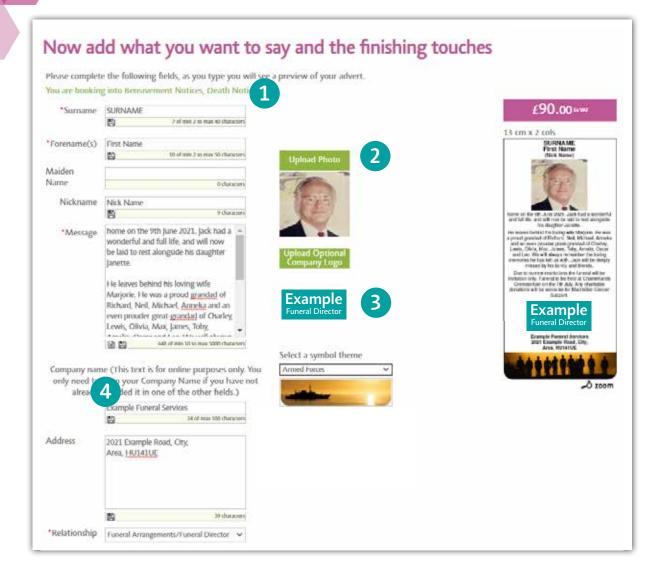


You can now choose a notice style and confirm publication We have two styles to choose from - newspaper

We have two styles to choose from - newspaper and online at funeral-notices.co.uk or online at funeral-notices.co.uk



Adding the notice content



1 You can now type in your notice wording.

There are boxes clearly marked for the forename and surname with options to include previous names and nicknames. The notice text goes in the 'message' box.

- Adding a Photo (included in the fixed price of newspaper notices)
 Click on the green button 'Upload Photo' and follow the image upload instructions.
- Adding company logo (included in the fixed price of newspaper notices)
 Click on the green button 'Upload Optional Company Logo' and follow the image upload instructions to add your company logo at the bottom of the notice to show you are handling the arrangements.
 This image can be stored and used on

each booking as and when required.

4 Add in Company Name

If you are using your logo to display your company name, you will need to write the name in the dedicated box to ensure the notice text displays your business name online. This is because logos appear differently online. Adding your company name here does not affect the notice text for the newspaper.



Home Town/Notable Locations

Add up to 5 locations, such as a home town, birthplace, plus other notable locations. If you add more than one location, please denote which is their home town by selecting the house icon, which will appear alongside the town name.

* Home Town/Notable Locations

This ensures family and friends of the deceased are able to find the notice online

Add up to 5 locations, such as home town, birthplace plus other notable locations. If you add more than one location, please denote which is their home town by selecting the house icon which will appear alongside the town name.

Q Search for a town or city

Adding Donations

If donations are mentioned in a notice, the booking system will auto-select the chosen charity. You can also search for the charity by typing the name or registered charity number into the search box. You can add a specific Branch or Ward of a charity and have the option to add multiple charities. If online donations are not wanted you can click "No Thank You" on that particular booking.

| Check if your charity is shown below | | |
|--|--------|--------|
| You can remove or search/add multiple cha | rities | |
| Q Charity name | | |
| | | |
| | | |
| Click here to add an unofficial organisation | | |
| | | 702871 |



Newspaper dates
Please select the required dates for newspaper publication, if you are offered two dates these do not have to be consecutive.



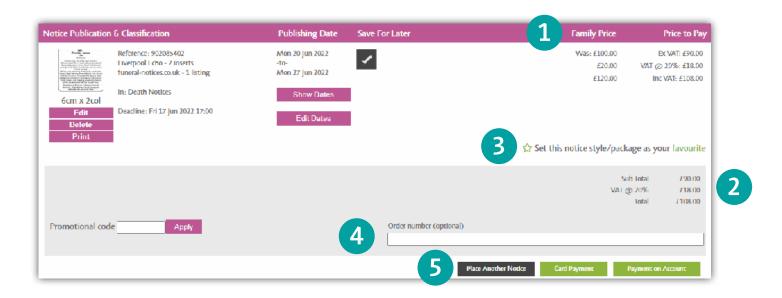
Online dates

You also need to let us know when to publish the notice online. This can be done immediately by selecting the box between the calendars or by choosing a date from the second calendar.





Your basket



- 1 The price to the left is the price to charge your family.
- Price to pay is the amount you will be invoiced for this notice.
- Select the star to set this notice as your favourite, making it easier to book your next notice.
- 4 Enter the reference number you are using for this client.
- Choose to place another notice or submit this notice for payment on account. The notice will be checked by our team of moderators and will then be available for you to make any required amendments.



For help and support contact us on:

fdteam@funeral-notices.co.uk | Tel: 03444 060 276

