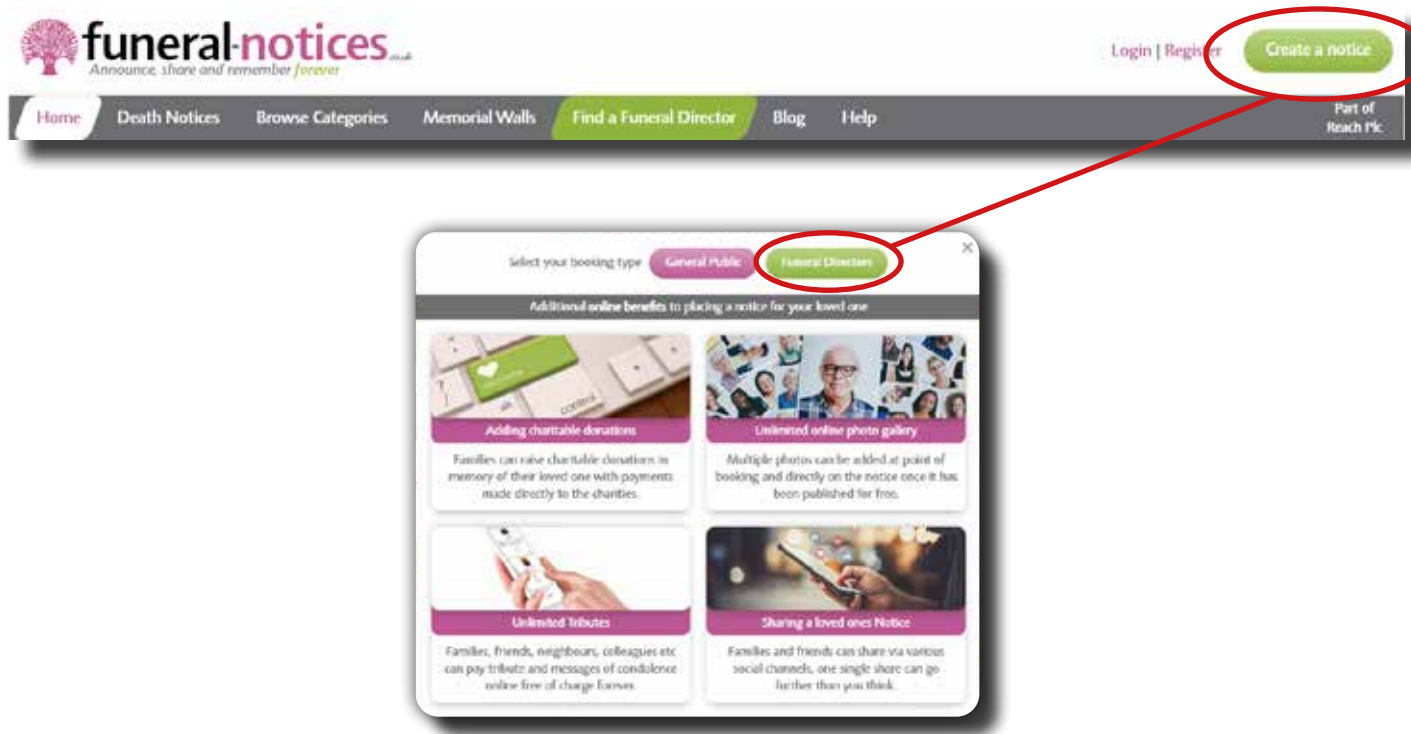


How to book an online funeral notice



How to log in

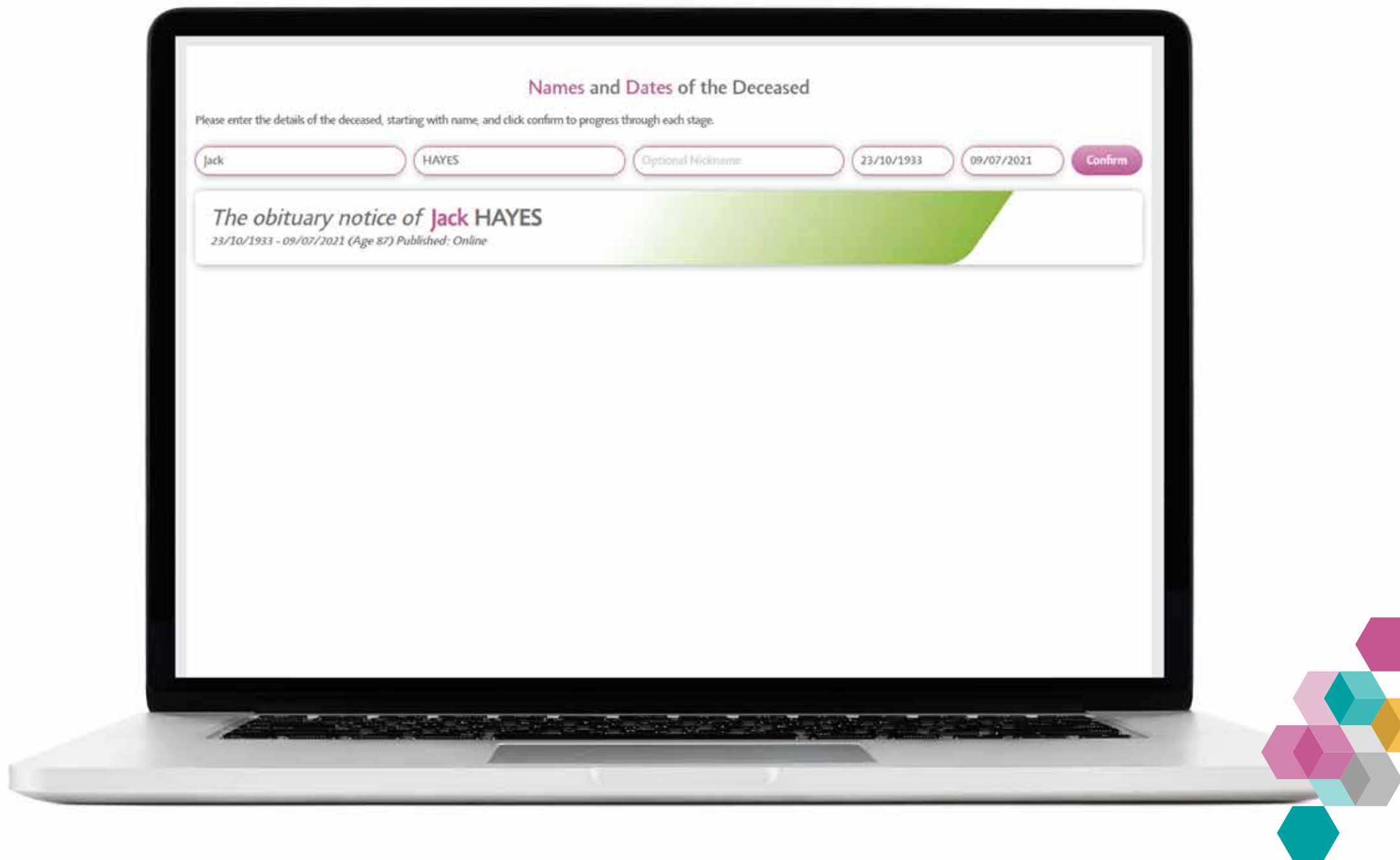
Click **“Create a notice”** this is at the top right hand side of the page.
If you’re not already logged in you will be prompted to choose a booking type,
please select Funeral Directors.



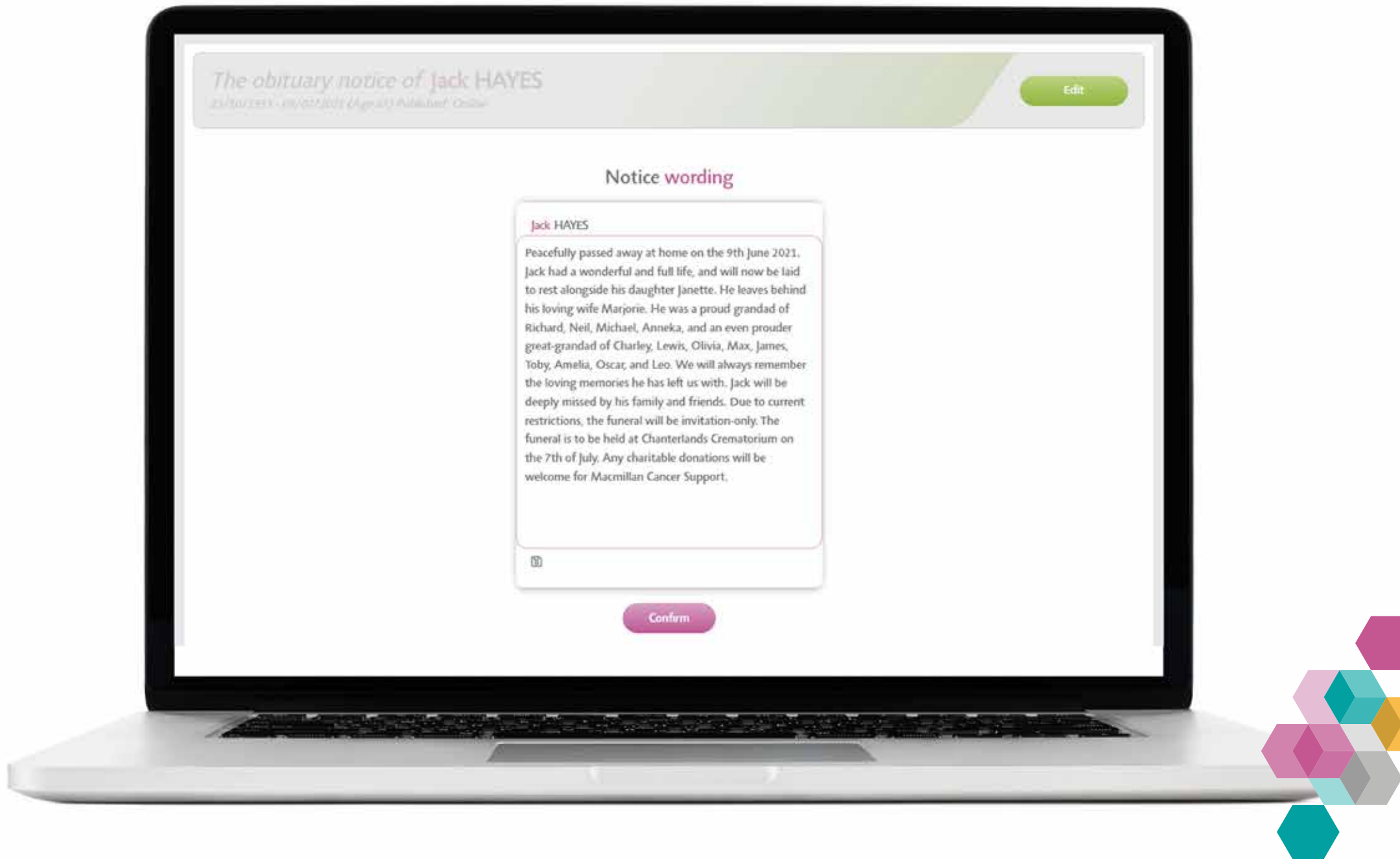
Then you can **log in** using your email and password.
If you are already a customer you can log in
with your usual details. A password reset may be required.



Create your notice - begin by telling us the name, d.o.b and d.o.d of the deceased.
You can use the calendar to select the relevant dates or type them into the boxes provided.

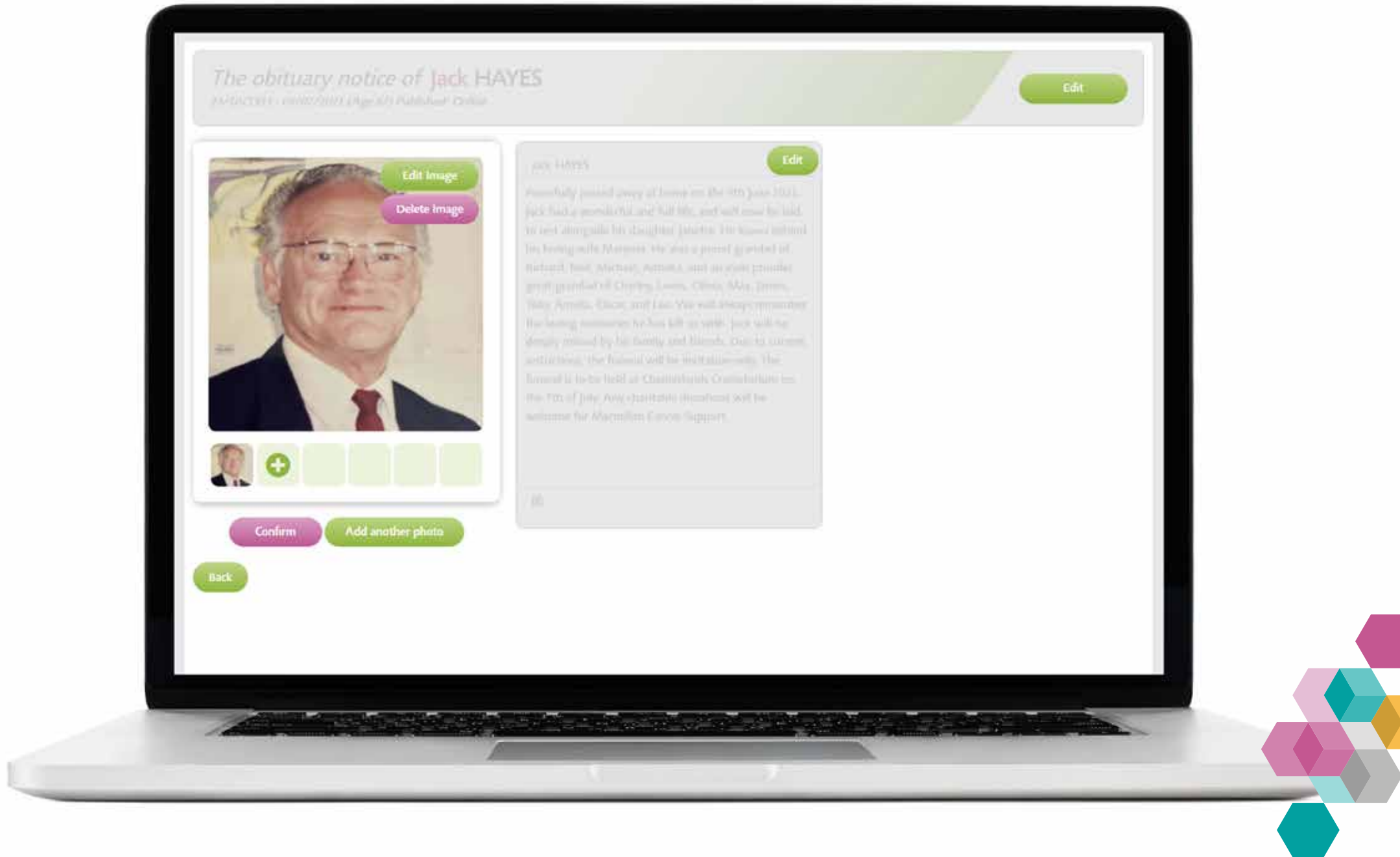


Tell us what you want the notice to say - type or paste in the words for the notice.

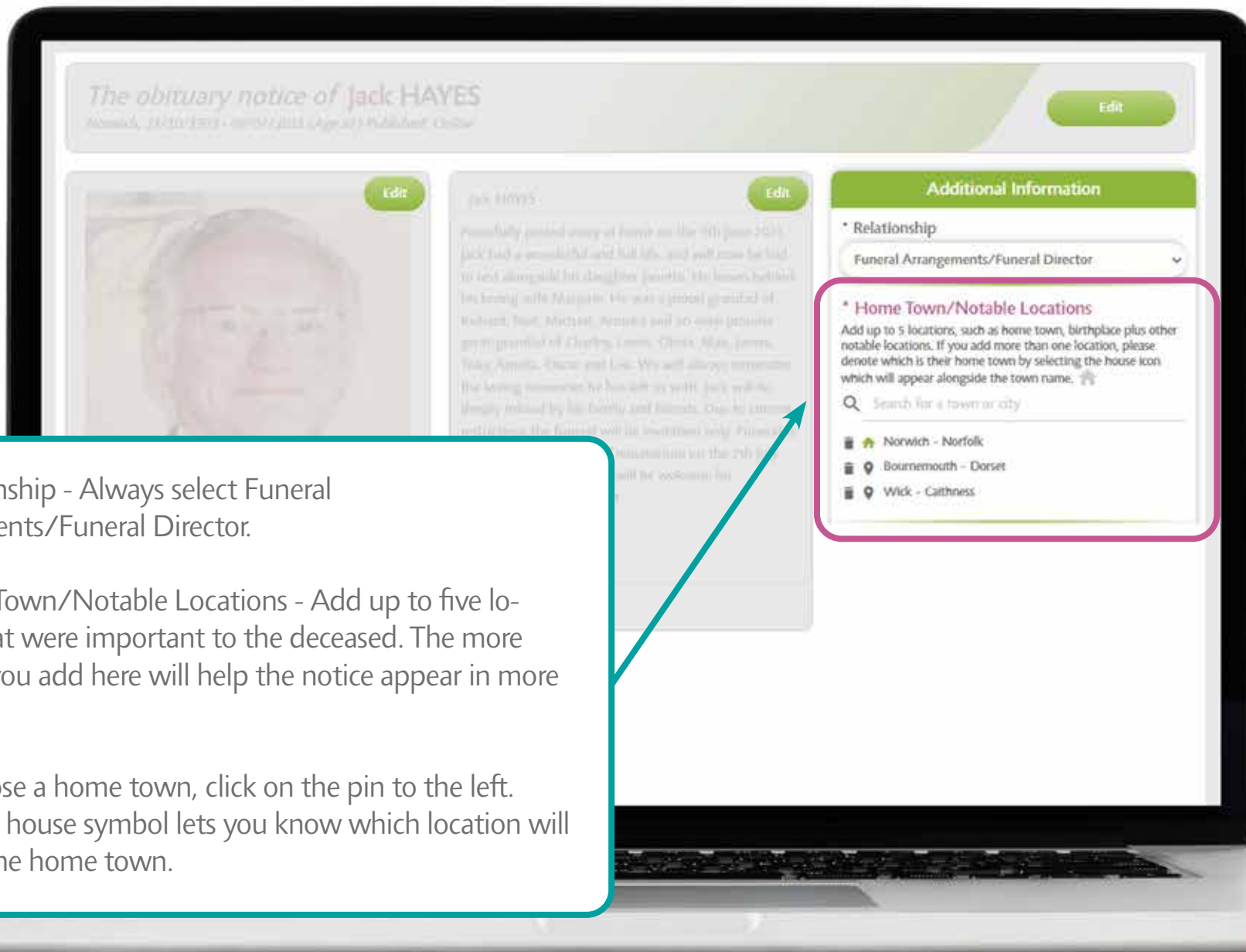


Add a photo - notices with photos are likely to receive more visitors online.

- 1: Click 'Add Photo' to add a main image for the notice.
- 2: Select 'Edit Image' to crop the image.
- 3: Click 'Add another image' to add up to 5 images.



Relationship and Home Town



1: Relationship - Always select Funeral Arrangements/Funeral Director.

2: Home Town/Notable Locations - Add up to five locations that were important to the deceased. The more locations you add here will help the notice appear in more searches.

3: To choose a home town, click on the pin to the left. The green house symbol lets you know which location will be set as the home town.



Donations & Additional Information

If donations are mentioned in the 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.

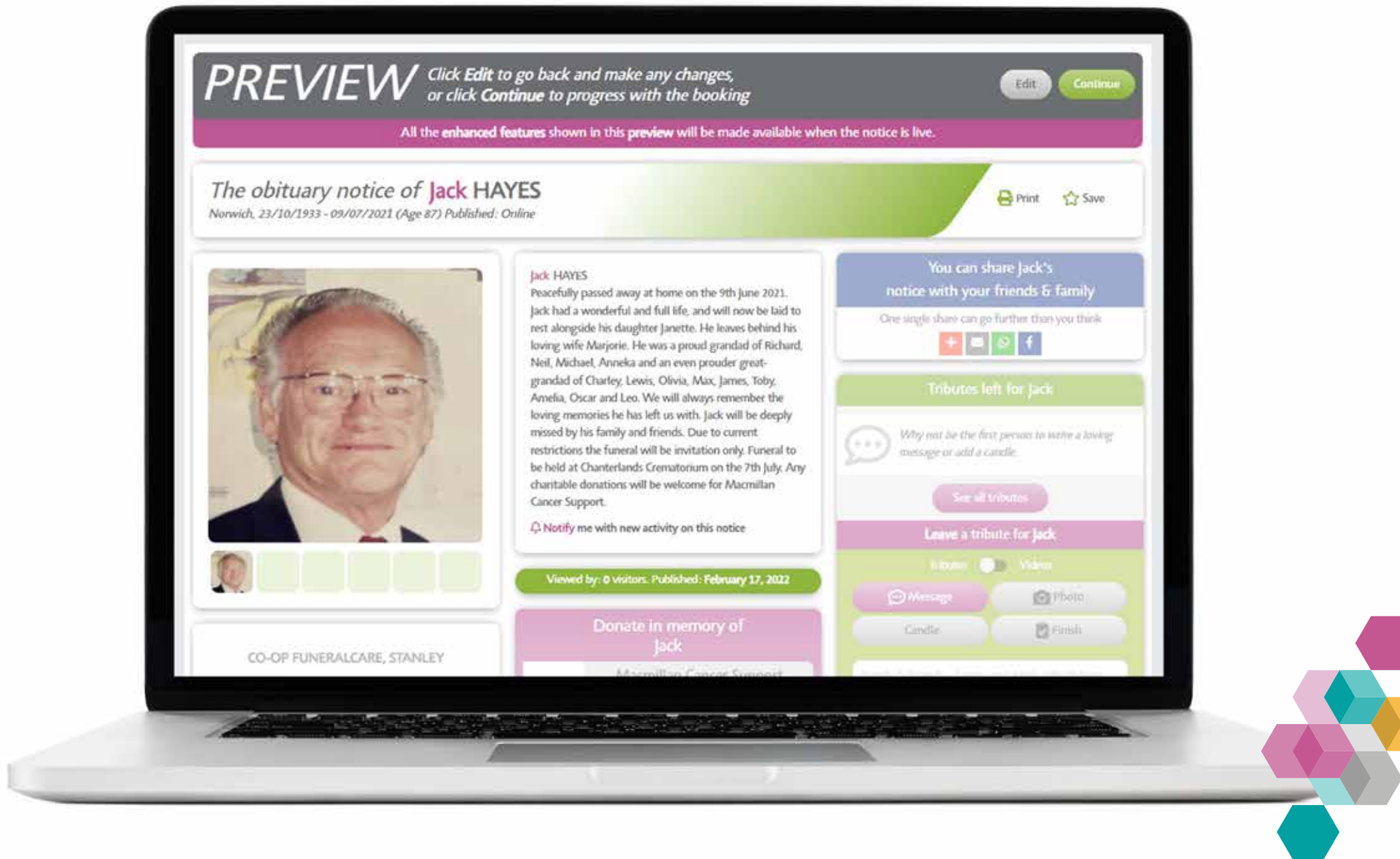
You can add a specific Branch or Ward of a charity and have the option to add multiple charities.

The additional Information section will auto-populate with the information on your account - this is to ensure emails about the donations received will go to the correct place.

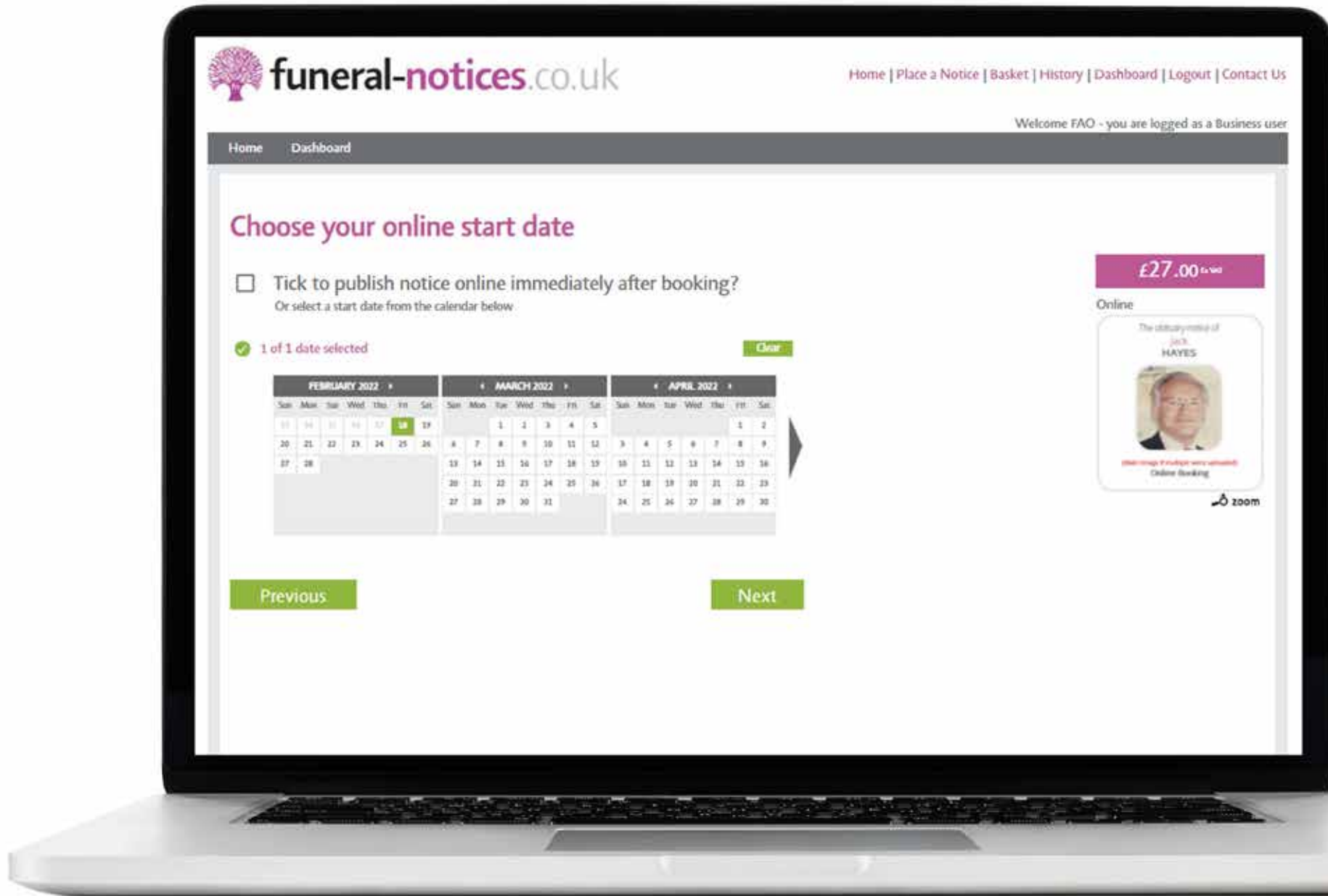
The screenshot shows a web interface for donations. At the top, it says "Hull - East Riding of Yorkshire". Below that, there's a section titled "*Free Online Charitable Donations". A pink box highlights this section, which includes a search box for "Charity name", a link to "Click here to add an unofficial organisation", and a list of charities. One charity, "MACMILLAN CANCER SUPPORT" with the number "261017", is selected. Below the list, there's a "See more details" section with a note: "You will receive confirmation of all funds raised after 5 weeks to the email displayed below; charities are paid directly. For further information visit: funeral-notices.co.uk/help". Below this is the "Additional Information" section, which asks for "Your email" (jenniferdoran@thomas) and "Your postcode" (EH52 5RH). There are buttons for "Select a Background" and "Preview & Confirm". A teal arrow points from a text box on the left to the highlighted charity selection area.



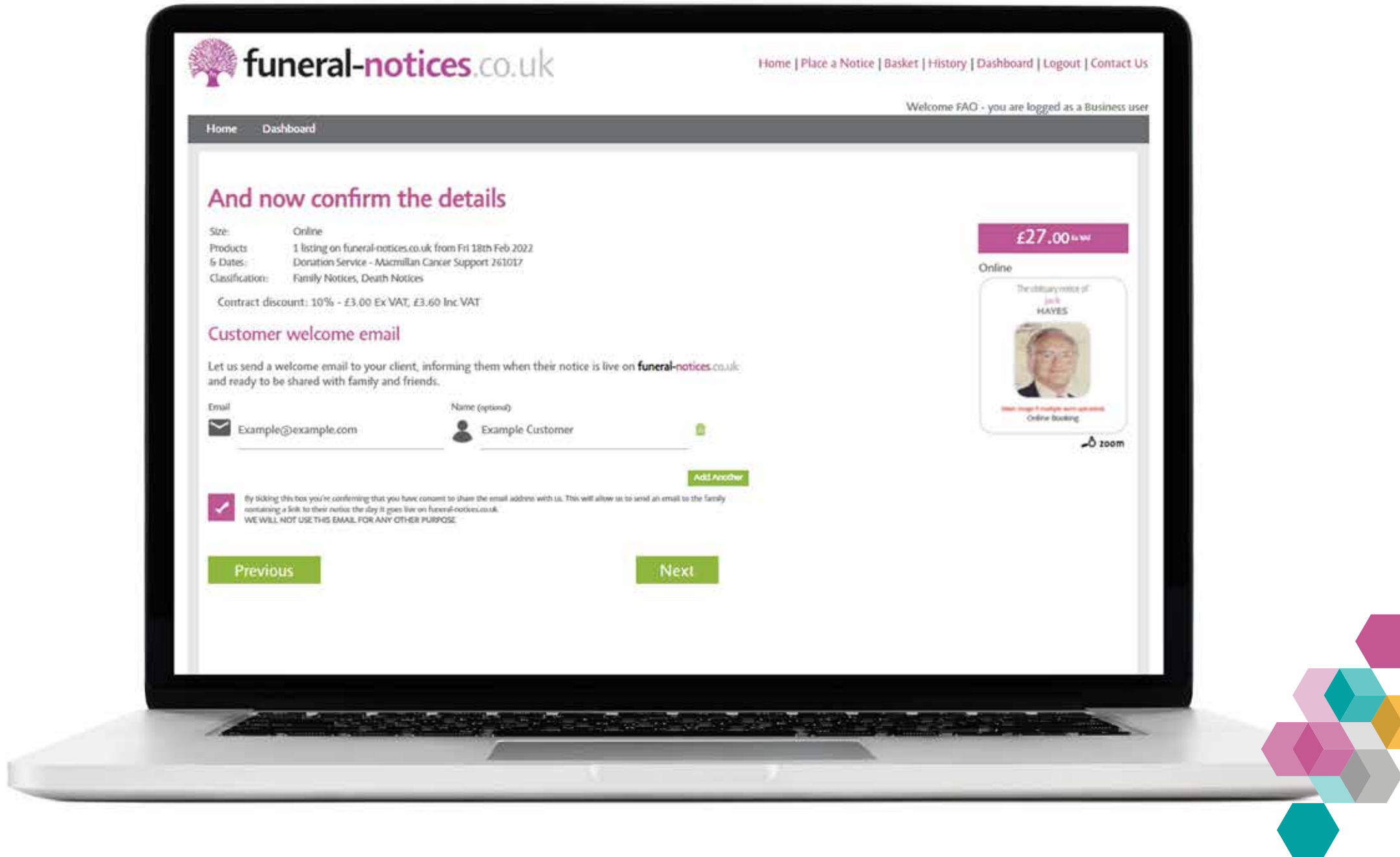
How the notice will look after publication



Tell us when you would like to publish the notice



Confirm the details and request an email be sent to the family notifying them when the notice is published



Confirm the details in the basket

funeral-notices.co.uk

Home | Place a Notice | Basket | History | Dashboard | Logout | Contact Us


Welcome FAO - you are logged as a Business user

Home Dashboard

YOUR BASKET

Congratulations, you're almost done...

Have a quick look at your notice, publication and publishing dates. If you're happy, click on your preferred payment method below or 'Add Another' to book more. Tick 'Save For Later' if you're not paying for everything in your basket now.

Notice Publication & Classification	Publishing Date	Save For Later	Family Price	Price to Pay
 Reference: 902036083 funeral-notices.co.uk - 1 listing Donation Service - Macmillan Cancer Support 261017 Edit Delete Print In: Death Notices Deadline: Thu 17 Feb 2022 17:00	Fri 18 Feb 2022 Edit Dates	<input checked="" type="checkbox"/>	Was: £30.00 £6.00 £36.00	Ex VAT: £27.00 VAT @ 20%: £5.40 Inc VAT: £32.40

[Set this notice style/package as your favourite](#)

Sub Total	£27.00
VAT @ 20%	£5.40
Total	£32.40

Promotional code [Apply](#)

Order number (optional)

[Place Another Notice](#) [Card Payment](#) [Payment on Account](#)

- 1: Check the details of the notice.
- 2: Enter your discount code into the 'Promotional code' box and press 'Apply'.
- 3: 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.
- 5: Choose to place another notice or submit this notice for publication by pressing 'Payment on Account'.



Talk to us today at:

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

