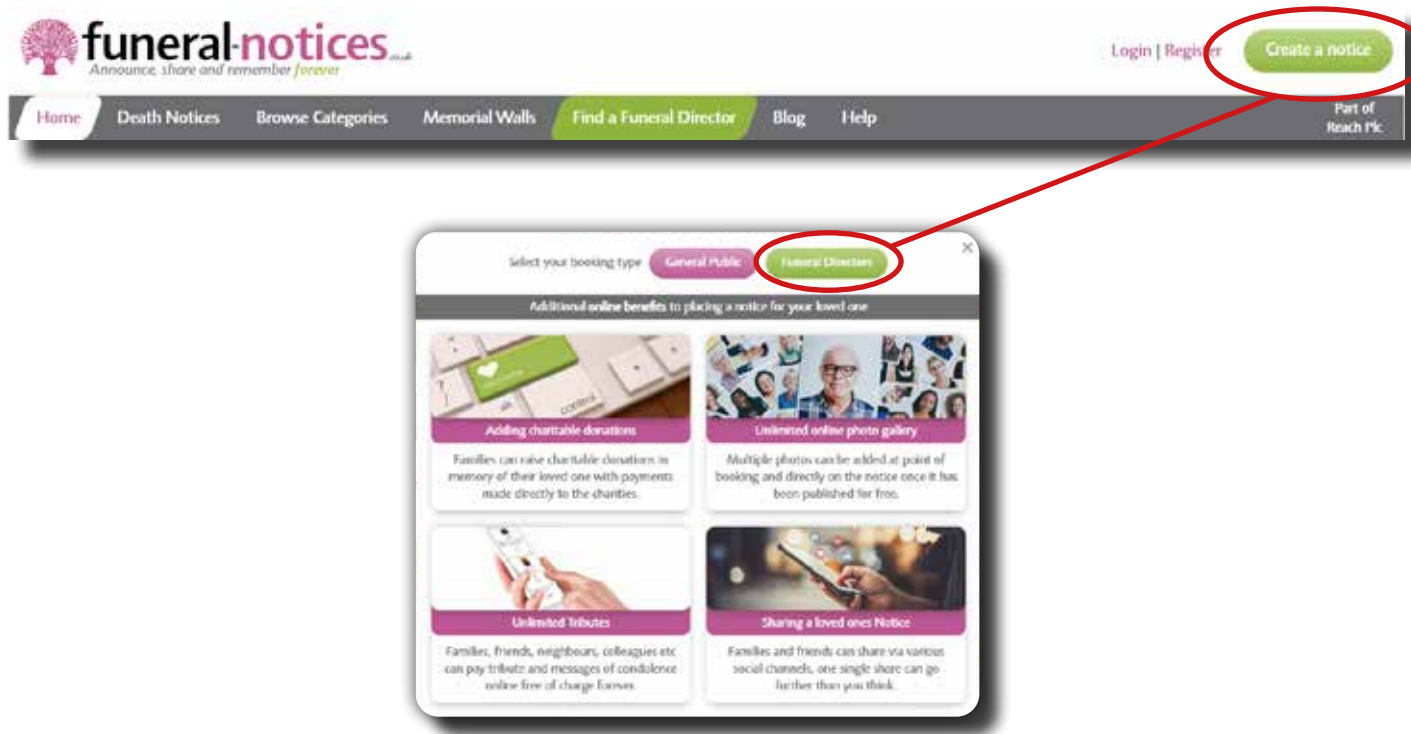


How to book an online funeral notice



How to log in

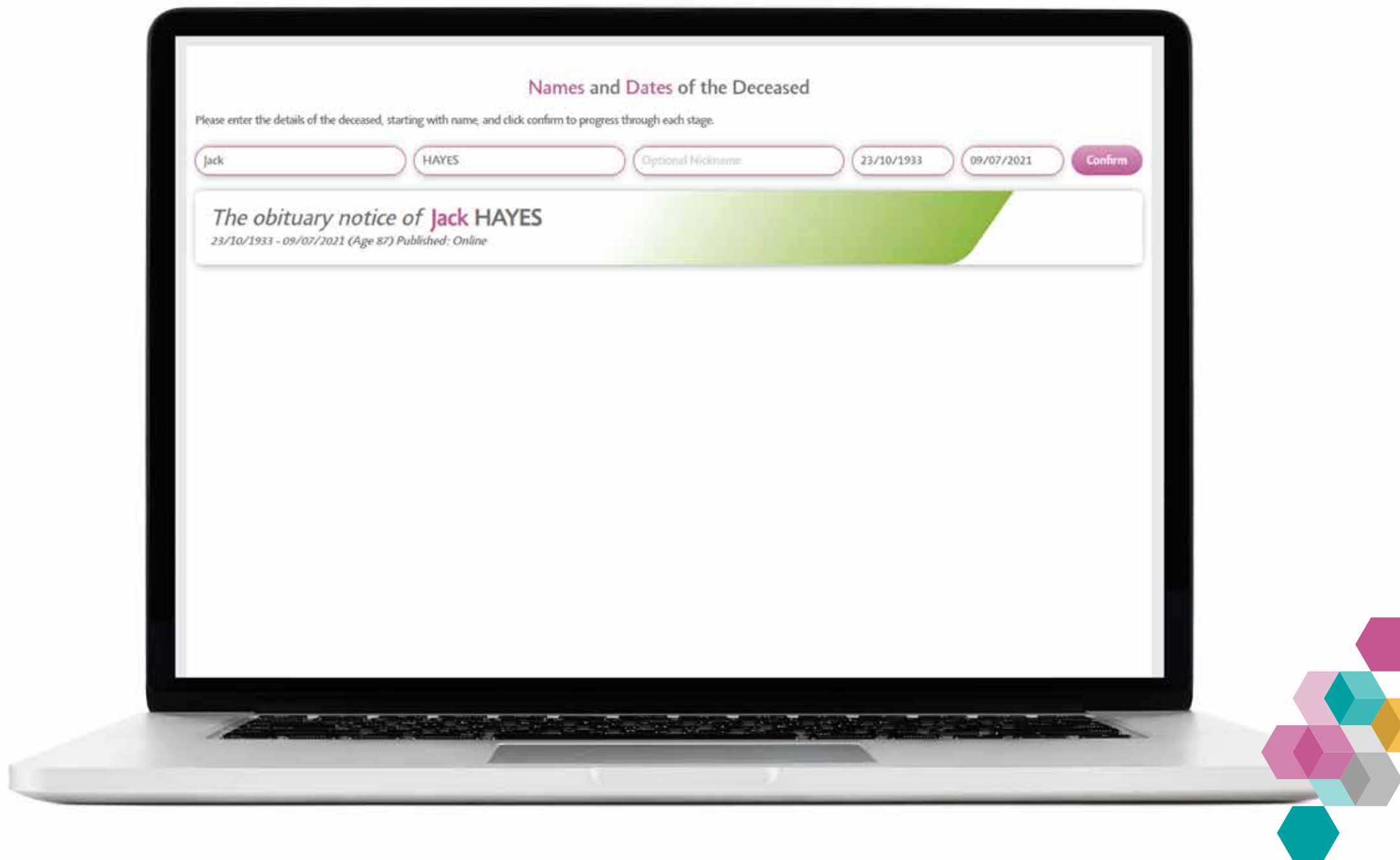
Click **“Create a notice”** this is at the top right hand side of the page.
If you’re not already logged in you will be prompted to choose a booking type,
please select Funeral Directors.



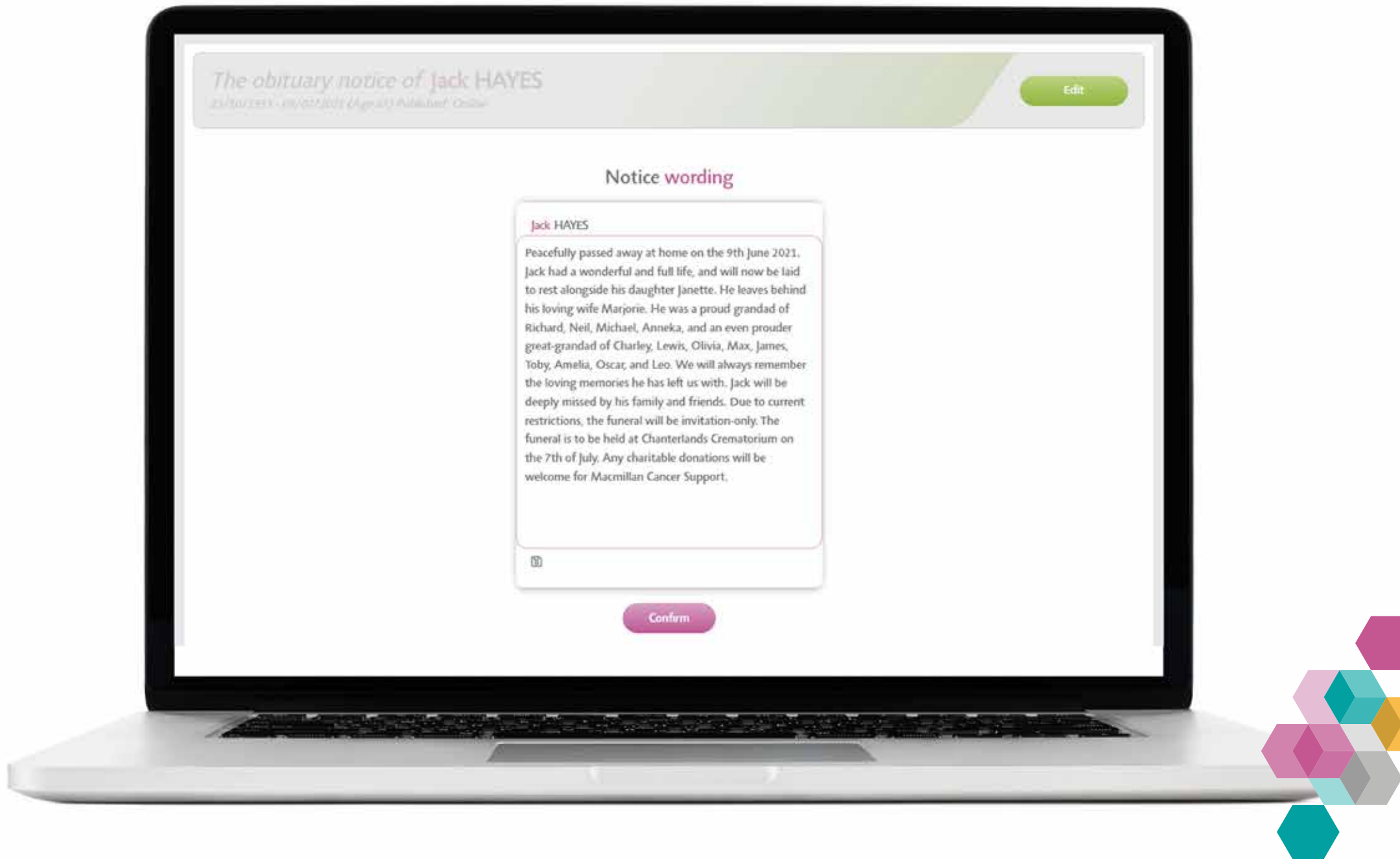
Then you can **log in** using your email and password.
If you are already a customer you can log in
with your usual details. A password reset may be required.



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.

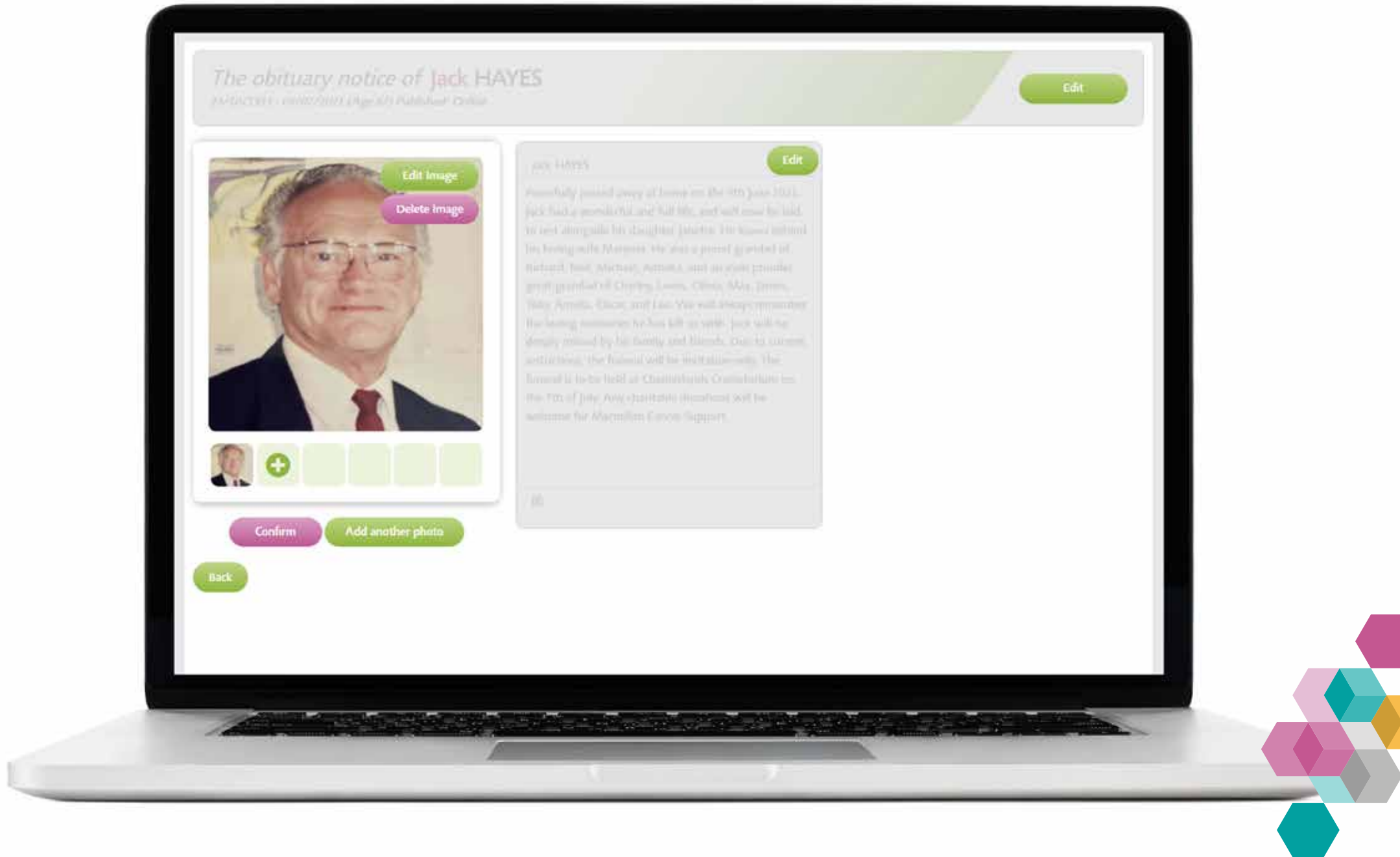


Tell us what you want the notice to say - type or paste in the words for the notice.

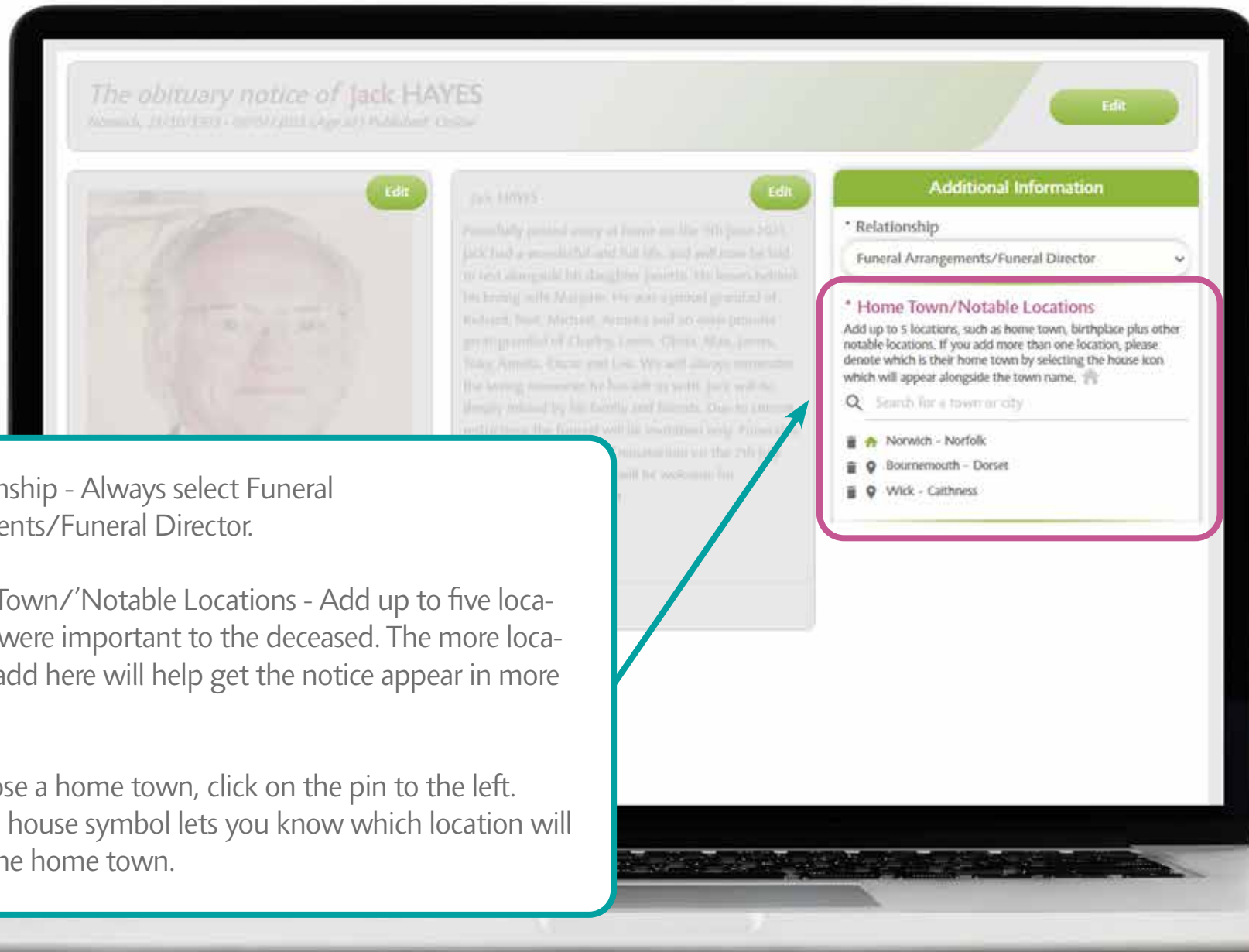


Add a photo - notices with photos are likely to receive more visitors online.

- 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 get 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.

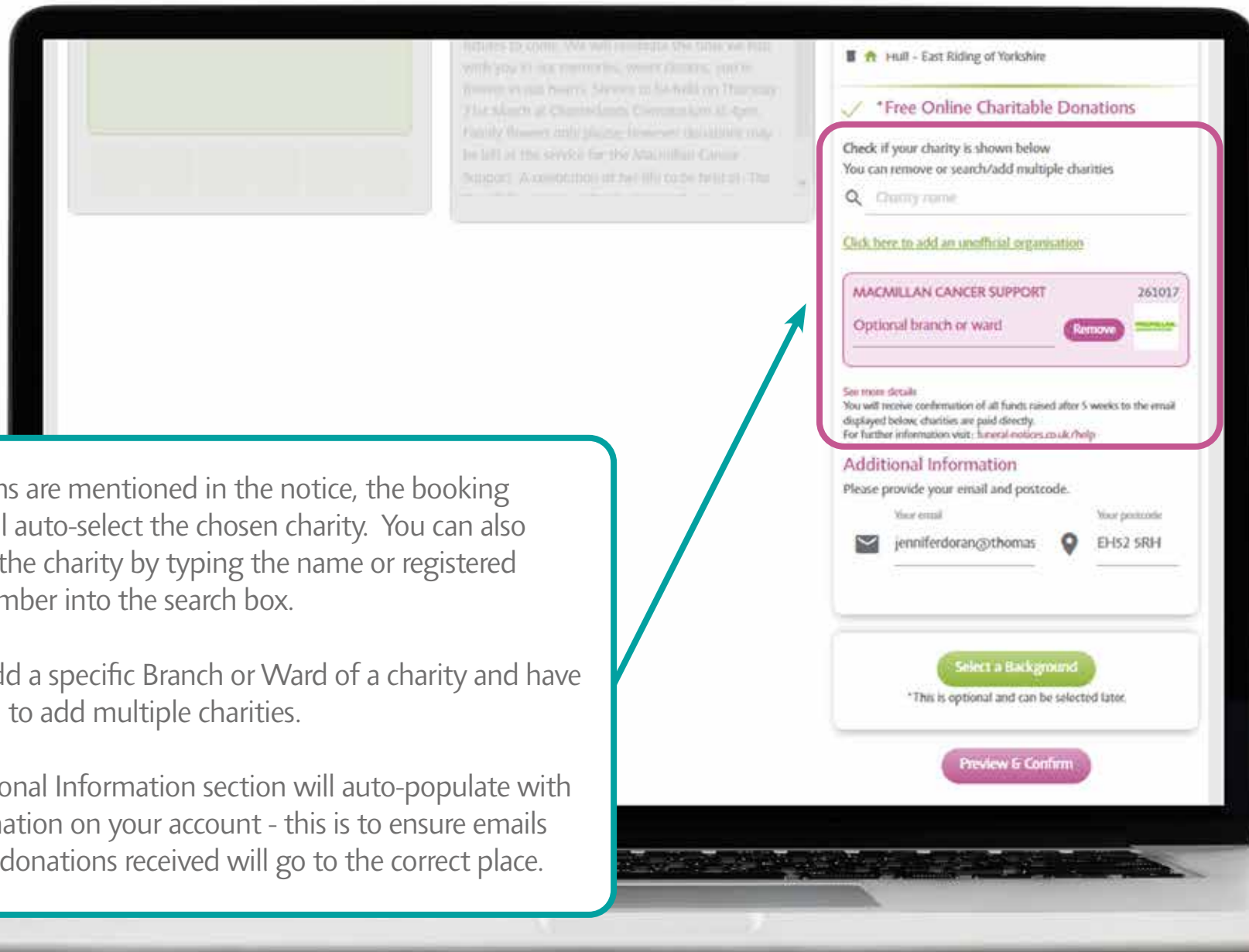


Donations & Additional Information

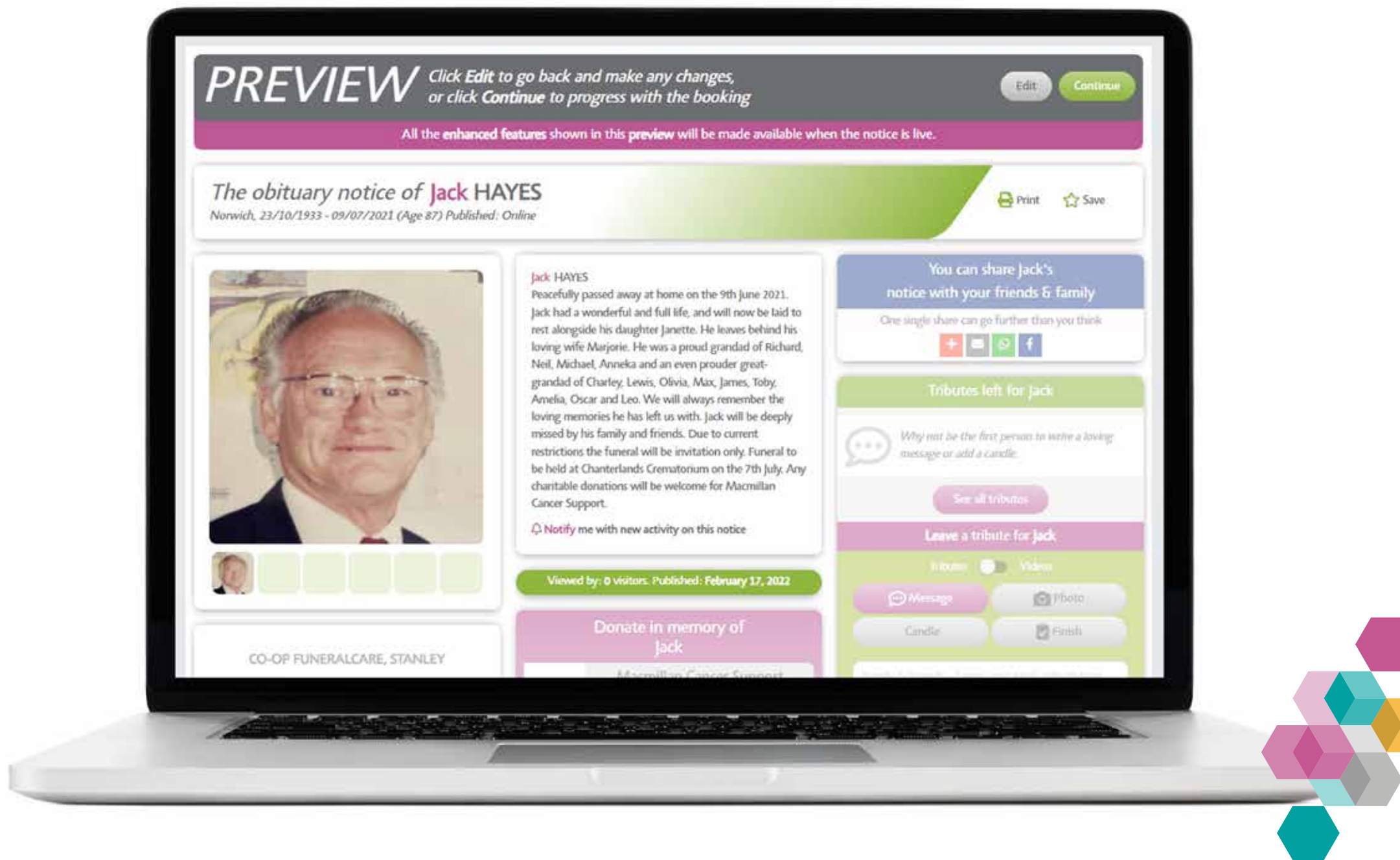
If donations are mentioned in the notice, the booking system will auto-select the chosen charity. You can also search for the charity by typing the name or registered charity number into the search box.

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

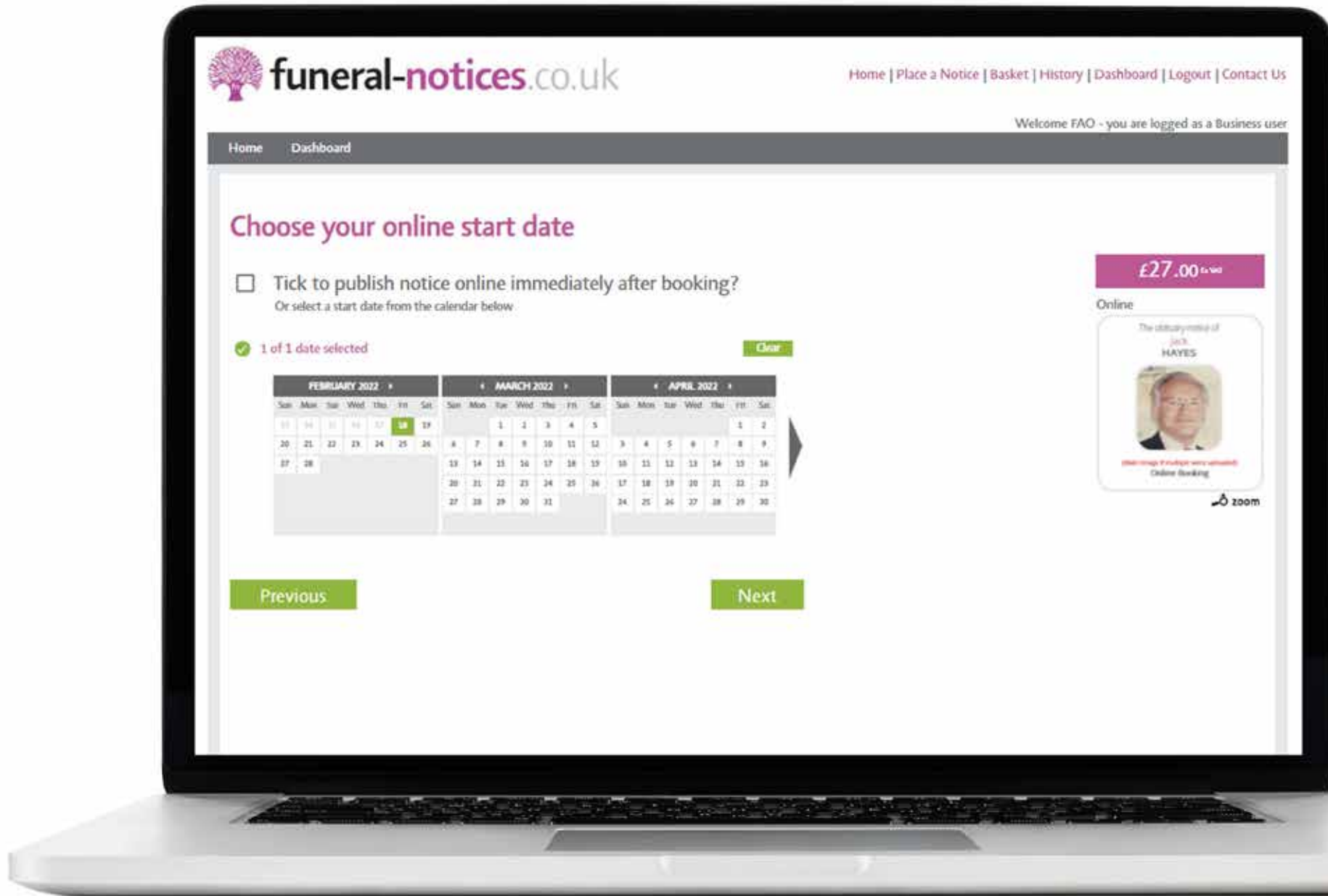
The additional Information section will auto-populate with the information on your account - this is to ensure emails about the donations received will go to the correct place.



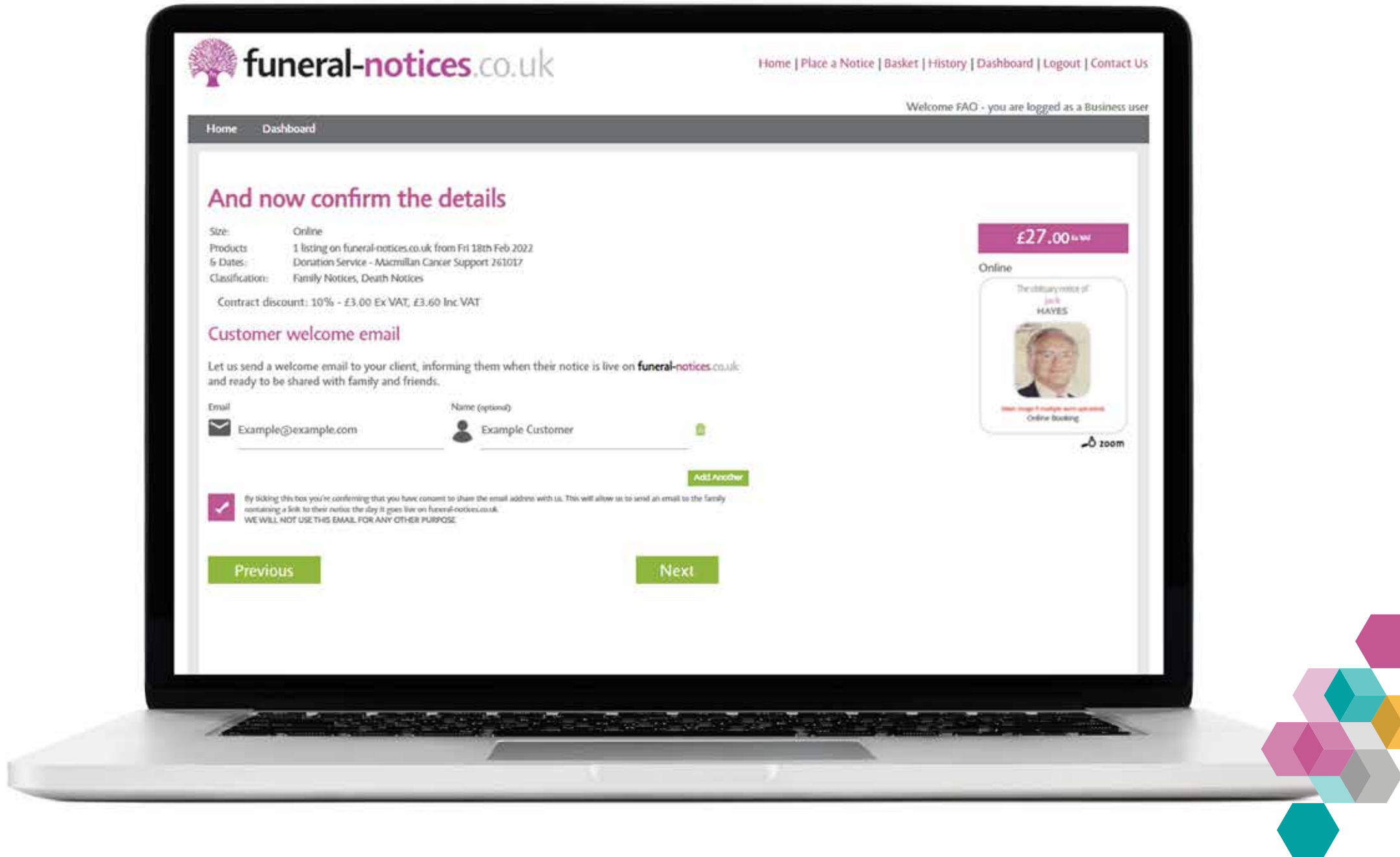
How the notice will look after publication



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

The screenshot shows the 'YOUR BASKET' section of the funeral-notices.co.uk website. The page includes a navigation bar with links for Home, Place a Notice, Basket, History, Dashboard, Logout, and Contact Us. The user is logged in as a Business user (FAO). The basket contains one notice with the following details:

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 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

Below the notice table, there are several elements:

- 1:** A circular callout pointing to the notice details.
- 2:** A circular callout pointing to the 'Promotional code' input field and 'Apply' button.
- 3:** A circular callout pointing to the star icon and text 'Set this notice style/package as your favourite'.
- 4:** A circular callout pointing to the 'Order number (optional)' input field.
- 5:** A circular callout pointing to the 'Payment on Account' button.

At the bottom right, there is a summary table:

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

At the bottom of the basket, there are three buttons: 'Place Another Notice', 'Card Payment', and '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

