Self-serve guide

Visit: funeral-notices.co.uk

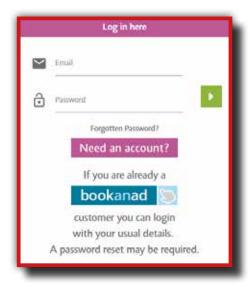
Click "Place a notice" this is at the top right hand side of the page.

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

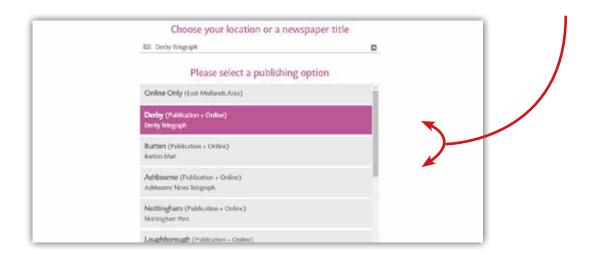
The majority of funeral director bookings are under the classification Death Notice.



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.



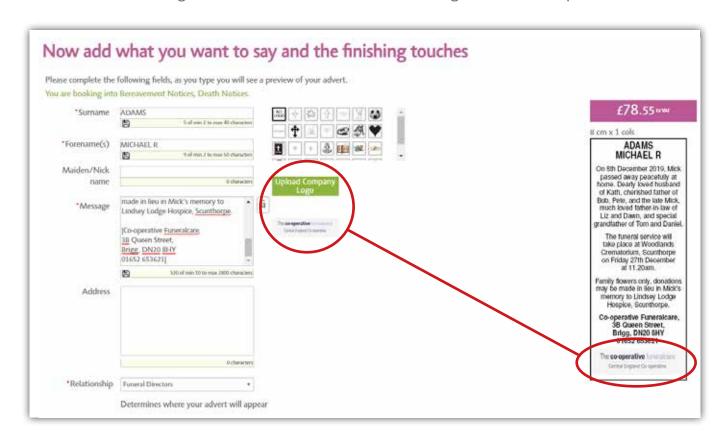
You can now choose a notice style and confirm publication

Once you have selected your style its time to input your notice details, the next few steps are bespoke to the notice style you have chosen.



Adding company logo (print notices)

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.



Home Town/Notable Locations

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



Adding Donations

If donations are mentioned in a notice, the booking system will auto-select the chosen charity. 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.



Adding Family Emails

Let us send a welcome email to your client, informing them when their notice is live on funeral-notices.co.uk, and ready to be shared with family and friends. We are GDPR compliant and we will not use this email for any other purpose.



If you need any further support, please contact one of our helpful team:

Self-Serve 03444 060276 or fdteam@funeral-notices.co.uk