## Remember My Journey

## How To Share A Memory

- 1. Open your web browser and visit the cemetery's website.
- 2. Navigate to the Find-A-Loved-One portion of the website and search for the person you'd like to add a memory for.
- 3. Click "More Information and Condolences" or "View and Share a Memory" to access the memorial pages.
- 4. Click "Share a Memory" on the right-hand side of the page.
- 5. You will be asked to accept a Copyright disclaimer the first time you submit a memory. You must click "I Accept" in order to submit a memory. This agreement states that you will not post copyrighted materials (including music, photos, videos) to the memorial pages.
- 6. Next, you must select the type of memory from the drop down and enter a date for the memory. If you are unsure of the exact date, you can enter an approximate date
- 7. You are required to enter a Memory Title and memory text. You may decide whether to add your relationship to the deceased.
- 8. To add photos, videos or audio files to your memory, simply click the grey box to upload a file from your computer.
- If you'd like to add a video from YouTube or Vimeo, click the "Add a Video" button.
  Copy and paste the URL into the box.
- 10. Finish filling out the form with your contact information. If you are a registered user of the memorial pages, you can skip these fields by logging into Remember My Journey before submitting a memory.
- II. Once the required fields have been entered, click "I'm not a robot" and click "Share."
- 12. Remember, all submissions will be reviewed by management prior to posting.