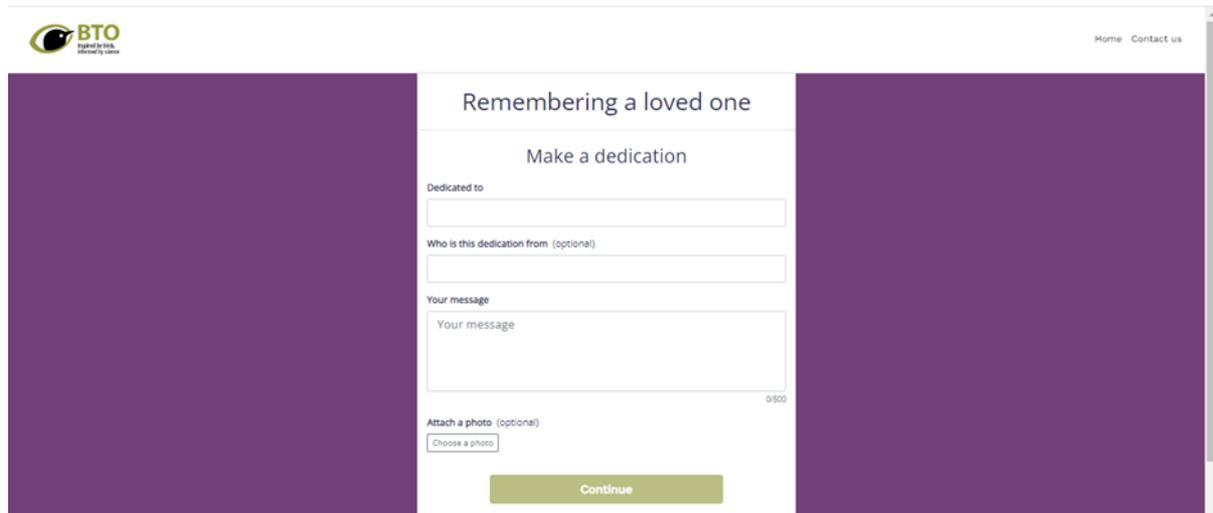


How to add a dedication to the Remembering a Loved One page

- Click on the **Add a dedication for your loved one** link - this will take you to the **Remembering a Loved One** page
- Click on the **Share your memory** button at the top of the page
- The screen below will appear so that you can make your dedication



The screenshot shows a web form titled "Remembering a loved one" with the sub-heading "Make a dedication". The form is set against a purple background. It contains the following elements:

- A "Dedicated to" text input field.
- A "Who is this dedication from (optional)" text input field.
- A "Your message" text area with a character count of "0/500".
- An "Attach a photo (optional)" section with a "Choose a photo" button.
- A green "Continue" button at the bottom center.

 The BTO logo and "Home Contact us" links are visible in the top left and right corners of the page respectively.

- In 'Dedicated To' fill out the name of the person who has passed away
- In 'Who is the dedication from' add the name/names of those adding the dedication
- 'Your message' this is a free text box in which you can type or copy and paste your message
- 'Choose a photo' - if you have a photo of your loved one or a picture of a bird that they loved which you would like to add to the dedication, you can do so at this point. You do not have to add a photo.
- Click Continue
- A new window will open asking if you would like to make a donation (in memory). You can add an amount and select 'Make a donation' or select 'No thanks'
- If you wish to make a donation, fill in the amount you wish to give and click 'Make a donation'
- You will be then be taken to the About You window where you fill in your name and email and you will be given the option to make the donation anonymous (BTO will not be able to thank you for your donation if this box is ticked), Click Continue.

- You will then be given the option to Gift Aid your donation if you wish; Click Continue
- The summary window will then appear and you can click Continue to payment.
- A thank you window will appear once your payment has been processed.

If you choose not to give a donation:

The next window is 'About You' where you fill in your name and email address

A summary window will then appear where you can edit your entry if you need to.

Finally a 'thank you' window will appear and a chance to view your entry on the Remembering a Loved One page.

If you have any problems with the Remembering a Loved One page, please contact Samantha Rider, Legacy Manager on sam.rider@bto.org