

How to Get the Most From Your

familynotices24

Website

Powered by:

iannounce

No. Of Pages	7
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Welcome to **familynotices24**, powered by *iannounce*

Once you have placed a notice in our papers you will get a personal web page on our Family Announcements site at www.familynotices24.co.uk

You will receive an alert email as soon as your notice is uploaded e.g.

Dear Shirley Murray,

You have become the new editor for the best wishes notice of Sam And Pam.

You can see your notice by clicking this link:

<http://www.familynotices24.co.uk/197256>

In order to add more details and to upload images, you will need to login to:

http://www.familynotices24.co.uk/manage_notices

You can also allow friends and relatives to share their messages too, just forward the link below. You will receive an email of their thoughts to approve before anything appears on the website.

<http://www.familynotices24.co.uk/197256>

Kind regards

Announcements

This includes the links you will need to log on with your password (Unique Reference Number) to manage your website.

No email?

It is not actually possible to become the editor of your site without an email address, as all the communications about messages etc are email based. The following solutions can help

- If you give the URN to a family member or a friend who does have an email address, then they can edit the site.
- You can change your webpage by emailing the alterations directly to the help email address in **Contact Us** tab on the Navigation bar at the top of the page.
- If you find someone with an email address that you can use, after the webpage is up and running, give us that email address.

What *familynotices24* lets you do

It is immediately possible for relatives, friends and well-wishers to leave messages and share photos on this page. These will be vetted prior to publication by *familynotices24*. You can read these on-line any time and sign-up for alerts each time a new message is posted. Your web page has many other features as well.

Editing your site

To access these and become the editor of your own site, you need to input your password (the URN, or Unique Reference Number, supplied to you) and your email address:

- Click on the **Your Notices** tab at the top of the page
- Key in your email address
- Key in your password

This takes you into the editing page of your notice.....



To add another editor

- Click on **Manage editor** at the top left hand side of the page
- Complete the email address box with the email address of the person you want to become an editor
- Key in their first and last names
- Write an invitation message to them
- Click on the **Send invitation now** box
- The invited person then receives an email asking them to become an editor – if they accept they too can edit the notice

Editing Messages

Adding a message

- Click on **Add a new message** at the top left hand side of the page
- Key in the wording in the relevant boxes
- To preview message – click on the **preview** box
- To upload the message onto the page – click on **send message**. The message will then go on awaiting approval.
- Click on **approve message** to upload onto the page

Deleting a message

- Click on the **Manage messages** link
- Choose the message you want to delete and click on **Delete Message**.

Editing Photographs

To add photographs

- Scan in your photo and save to your desktop under the person's name
- Click on the **Send Image** on the left hand side of the page
- Put the person's name in the **Title for image 1** box
- Click on the first **Browse** box – this will take you into your desktop – click on the photo you want uploaded
- Click on **Send Images**
- The photo will then go on approval. To upload it, drag it over to the left hand side of the page

To delete a photograph

- Click on **manage gallery** on the left hand side of the page
- Click on the word **delete** under the photo you want deleted and it will be removed

Editing Events, Services, Charities or Parties

To post details of an event, service or party

- Click on **Manage Events**
- Click on **Create a new event**
- Complete the boxes as required
- Click on **Save Changes**
- To upload it click on **Publish**
- Click on **Save Changes** to save it

To delete an event

- Click on **Manage events**
- Click on the word **delete** under the event you wish removed and it will be withdrawn.

To add a charity to the website

- Click on **choose charity to support**
- Scroll right down to the bottom of the page
- Click on **select a charity**
- Click on **Sub category**
- Click on **Browse**
- Click on **Select A Charity**
- Choose the charity you want to support
- Click on **Add this charity**

To delete a charity

- Click on **Choose charity to support**
- Choose the charity you want to delete and click on **Remove this Charity**

Passwords

Forgotten your password?

- Simply click on the link that says **I can't remember my password** and *familynotices24* will send you a new one by email.

Changing your password

- Click on **My Account** at the top of the page and simply fill in the box to change your password.

Email alerts....

1. As soon as your online notice is uploaded onto the website you receive an email welcoming you to the site with the links you need to use (see earlier).
2. When a message or photo is submitted by another family or friend you receive an email alerting them to this fact. For example:

Dear Shirley Murray,
This is a courtesy email to let you know that the notice for May Innes has been updated.
To see it, click this link:
<http://www.familynotices24.co.uk/199989>
If you no longer wish to receive this email, please click this link:
<http://www.familynotices24.co.uk/199989/unsubscribe>
Kind regards

3. When the editor invites someone else to be a secondary editor the second editor receives an email alert. For Example:

Dear Shirley Murray,
Shirley Murray has invited you to become an editor for the best wishes notice of Sylvie Sinclair Jones.
Message from Shirley Murray:
=====
Would you like to become a second editor to this notice?
=====
Click this link to accept
<http://www.familynotices24.co.uk/199985/accept?c=30677B68CE832D4>
To login, please use this account:
* Email : bobchapman@dsl.pipex.com
* Password : KPS8S5FP
Kind regards
Announcements

Frequently Asked Questions

Q. What is *familynotices24*?

A. *familynotices24* creates a personalised web page for each family notice posted in your local paper. On this page friends and family can receive messages and photos from all over the world, create mini-biographies and arrange and manage events. It also enables visitors to search the Family Notices archive quickly and easily

Q. How do I access the page from my local newspaper's site?

A. Just click on the Family Announcements button on the home page.

Q. How often is the site updated?

A. Messages and photos are uploaded once a day.

Q. How long do messages stay live on the site?

A. Messages stay on the site for 11 months

Q. How much does it cost?

A. The cost of the notice will increase by a fixed amount, set by your Local newspaper.

Q. How can I be sure the site is secure?

A. The site was built with security in mind. Nothing gets posted on the site without passing through a 3-tier procedure. First, everyone who wishes to leave a message has to register, giving a valid email address. Once this is verified, then the message is passed to *familynotices24* for approval. There all messages are screened for inappropriate content before being posted on the site. We have strict editorial guidelines which can be seen on our terms and conditions. This whole process should not take more than 24 hours.

Q. How do I add a message to the original notice?

A. Once you have found the notice you are looking for, click on **Add a message** in the left hand side navigation bar. This takes you to an easy-to-use page where you can type in your message, share a photo and register. It is sometimes difficult to find the right words when leaving a message on a death or memorial notice, so once you have inserted your heading, if you click next to **Need the right words**, we have provided some helpful expressions of sympathy.

Q. What are the different ways I can search for notices?

A. You can search for notices by name, announcement type, date, publication and key word (e.g. John Smith, "John Smith", John Abigail Smith, John Smith Plumber etc).

Q. In what order are the notices arranged?

A. The notices are, by default, arranged by how recently they were modified. So, in general, the most recently published notices come before the older notices. However, notices that have had messages or images added, or have had the content edited appear at the top. This results in having the most active notices at the top.

Q. How does the “Become the Editor” function work?

A. In order to get access to all the tools available on your site, you need to become the editor. This is very simple. When you book your notice, if you have provided us with an email address, then you will automatically receive a link to become the editor. Alternatively, if you do not have an email, when you book your notice, you will be given a Unique Reference Number (URN) by the newspaper. This number is your password. On your notice, click on **Become the Editor**. You are asked to register, and to type in your Editor Password. As soon as you have done this, you become the editor and you can take control of everything that happens on your site.

Q. Can I email the page to family and friends?

A. Yes. There is a button for this on the left hand side navigation bar.

Q. Will I or my site be bombarded with junk mail?

A. No. We will not share your email address with anyone, ever.

Q. Can I get in touch with the people who leave messages on my site?

A. No, not through *familynotices24*.

Q. Can I edit the messages?

A. Yes. If you have become the editor, you can edit anything on your site.

Q. How do I share a photo?

A. *familynotices24* uses exactly the same tools as popular sites like eBay or MySpace. If you have a digital photo stored on your computer, our software will help you find it and upload it in 3 clicks – click upload, click browse, click attach.